BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

MAY 16, 2023

The Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. Tuesday, May 16, 2023, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Vice-Chairman Larry Kolb; Commissioners Mary Simmons, Rick Prather, Carlos Graham, and Brian Wekamp. Also, in attendance were Michelle Wessler, CEO; Chera McCoy, COO; Cindy Reeves, Chief Financial Officer; Todd Miller, Legal Counsel; Diana Walters and Amy VanOverschelde, Administrative Assistants; and Jeff Ahlers, City Councilman.

**ROLL CALL:** Vice-Chairman Kolb called the meeting to order.

REGULAR SPECIAL

Mueller 11-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2- 2

Wekamp 11-12

Prather 11-12

Graham 11-12

**CONSENT AGENDA:**

Approval of Meeting Minutes for the Regular Meeting in April 2023. (Exhibit 2) Commissioner Simmons made the motion to approve the Consent Agenda. Commissioner Prather seconded the motion. Upon a unanimous favorable vote, Vice-Chairman Kolb declared the motion approved.

Vice-Chairman Kolb welcomed City Councilman Jeff Ahlers. Commissioner Graham joined the meeting.

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4871**

**RESOLUTION APPROVING THE WRITE-OFF (COLLECTION LOSS) OF TENANT ACCOUNTS RECEIVABLE**

Commissioner Wekamp made the motion to approve the proposed rent and damage write-offs for April 2023, including Ken Locke I, and Public Housing, for $4,546.00. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Vice-Chairman Kolb declared the motion approved. (Exhibit #3A, 05/16/2023)

**RESOLUTION NO. 4872**

**RESOLUTION APPROVING AGREEMENT BY AND BETWEEN THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON (JCHA) AND THE CENTRAL MISSOURI COMMUNITY ACTION (CMCA) TO REMOVE TERRITORIAL JURISDICTION RESTRICTIONS FOR SECTION 8 VOUCHER PARTICIPANTS**

CMCA has shared jurisdiction of Jefferson City and Cole County since March 1996. In reviewing documents in August, it was noted that the cooperative agreement was referencing certificates, what the Housing Choice Voucher Program’s name used to be. HUD requested we not fix the document until after our fiscal year began. HUD spoke of creating a template, but the document has not been published. CMCA was happy we initiated the renewal and sent back the document signed after their April Board meeting, unfortunately, we have since had to revise a paragraph, once HUD and CMCA approve this revision we will execute the document. Commissioner Simmons made the motion to approve the Resolution. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Vice-Chairman Kolb declared the motion approved. (Exhibit 3B, 05/16/2023)

**RESOLUTION NO. 4873**

**A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF JEFFERSON, MISSOURI, TO REAFFIRM THE PROCEDURE TO DISCLOSE POTENTIAL CONFLICTS OF INTEREST AND SUBSTANTIAL INTERESTS FOR CERTAIN OFFICIALS**

The Ethics Commission gives political subdivisions the option of passing a resolution to develop methods for officials to disclose potential conflicts of interest. Adoption of the resolution permits officials to file the short Financial Disclosure Statement form with the Missouri Ethics Commission. Commissioner Simmons made the motion to approve the Resolution. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Vice-Chairman Kolb declared the motion approved. (Exhibit 3C, 05/16/2023)

**RESOLUTION NO. 4874**

**RESOLUTION APPROVING MODIFICATION TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN (ACOP) FOR PUBLIC HOUSING**

Updates are provided annually or as HUD initiates changes (there will be at least one more this year). Nan McKay’s update program provides the PHA with required and optional program changes, staff reviews suggestions, and recommends the changes for approval. Once approved the changes are posted for thirty days, and any resident comments are brought before the Board at the next meeting. If no comments, Board approval is effective on the 31st day. Commissioner Simmons made the motion to approve the changes. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Vice-Chairman Kolb declared the motion approved. (Exhibit 3D, 05/16/2023)

**REPORT OF THE SECRETARY - INFORMATIONAL ITEMS:**

A. **Monthly Financial Statements –** March 2023 Financials. (Exhibit 4A)

B. **List of Disbursements** **–** April 2023 (Exhibit 4B)

C. **Occupancy Report** as of May 1, 2023. (Exhibit 4C)

D. **Family Self-Sufficiency Report** - April 2023 (Exhibit 4D)

There are 24 participants and 30 graduates. Invitations to participate went out May 1st. There will be 2 participants added and 2 graduations coming up.

E. **Land Clearance and Redevelopment Authority**

East Capitol Avenue Urban Renewal Plan - Updates

**Phase 1** – 101 Jackson Street - A representative from the city contacted the CEO and stated they are working to get the window issue resolved so the project can move forward.

**Phase 2**

**Stitt Barony** – 501, 507 East Capitol work is progressing. Repairs have been made to the chimney, soffits and gutters are being replaced. Walls are being repaired and fixtures installed on 501. Work is progressing on 507.

**Parson House** – The chimney has been completely redone, a property survey will be scheduled for easement in from the alley (he owns the property to the south) this will allow him to get equipment and supplies onto the property and create an off-street driveway.  He has filed for the permits to remove the back portion which has to go through HPC before proceeding to the next step.

**Ivy Terrace** – 500 East Capitol work is progressing. Progress can be viewed at <https://www.facebook.com/ivyterracejcmo/>

**Other Properties Under Redevelopment**

**Hotel –**The owner stated that someone is checking on the property daily to keep individuals out of the building.

F. **Update on Housing Authority operations to deal with Covid-19**

The office continues to be open to the public. No reports of Covid last month.

G. **Community Programs**

Last month we met with Lisa from the new Caring Connections Resource Group held at the library. Met with Jessica who is the New RACS Prevention Coordinator regarding Youth Violence and Sexual Assault. Attended the Columbia Foster Youth Voucher Training & Information. Attended the 1st Community Resource Meeting for the Public. Senior Network Meeting Event held at the Lincs for Seniors. Along with the Unmet Needs Committee meeting, attached email with Google link.

H. **Hamilton Tower Renovations**

Stack 15 moved in last Tuesday, Stacks 1, 2, 3, 6, & 7 – the units are now vacant and work is beginning. Stacks 6 & 7 are projected for move-in at the end of June or the first part of July. We will split the moves up a week or two apart. Plumbing work started in stack 1 this week with a small issue requiring water shut-off of the laundry rooms.

The newspaper took pictures and did a story on the work we have been doing at both towers. The elevators will take 8-12 months, the 4-6 months mentioned were for each car not each building. Hamilton elevator renovations started in July of 2022. Both Hamilton cars are complete, quick, and quite fancy. We have opened the Dulle community areas and provide bottled water and games to entertain residents through the constant elevator outages. Dulle Tower’s new elevators were put on the roof and Hamilton’s old elevators were taken off the roof on May 2nd. Work on the Dulle big car started on April 24th, the car went down 2 days after Otis took over maintenance of the elevators in November of 2021. The small car doors are catching and causing the one working car to go down constantly, as the inner door opens and the exterior door does not. We have offered mobility-impaired residents the opportunity to move to LaSalette until elevator work is completed, several have refused and two have chosen to move, one is still considering.

Replacement of the Controlled Access Entry System started and was completed on Thursday, May 11, at Hamilton. Since Hamilton had system panels that were not working properly we replaced that portion of the system first. The Dulle system will be replaced in the next couple of weeks when the network cards arrive.

I. **Grant Opportunities/Requested**

Waiting on one proposal before submission of the HUD Emergency Grant for 9-1 & 9-5 emergency egress and balcony replacements can be submitted. The FHLB-AHP Grant opened May 1st, most prep is complete, updating online documents and costs. JCHA applied for and won MEM’s Safety SMARTS Grant of $9,753. We have ordered the 6 toilet karts, they should arrive next week. We have a year to order and install the 4 Tommy Gates.

1. **Admissions and Continued Occupancy Plan** **Update**

The waiting period for public comment expired on May 5th, with no comments. The policy has been updated per Board Resolution on March 21st.

K. **Administrative Plan Update (Admin Plan)** – The waiting period for public comment expires on May 19th.

**Reports of Committees** No committee reports

Vice-Chairman Kolb explained the Occupancy report and the number of units the Housing Authority services to Councilman Ahlers and thanked him for joining the meeting.

**NEXT MEETING:** The regular meeting will be at 7:30 a.m. Tuesday, June 20, 2023.

Commissioner Wekamp made the motion to adjourn into Executive Session to consider the following:

Legal action involving the Housing Authority and confidential or privileged communication with its attorney, Section 610.021(1) RSMO;

Leasing, purchase, or sale of real estate by the Housing Authority when public knowledge of the transaction might adversely affect the legal consideration therefore, Section 610.021(2) RSMO;

Hiring, firing, disciplining, or promotion of particular employees when personal information about the employee is to be discussed or recorded, Section 610.021(3);

Welfare cases of identifiable individuals, Section 610.021(8) RSMO.

Commissioner Prather seconded the motion. Upon roll call vote, the motion was approved.

AYES: Kolb, Simmons, Wekamp, Prather, Graham

NAYS: None

ABSENT: Mueller

**Unfinished Business**

**New Business**.

**Adjourn**

Commissioner Graham made the motion to adjourn the meeting. Commissioner Simmons seconded the motion. Upon a unanimous favorable vote, Vice-Chairman Kolb declared the motion approved.

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Dennis Mueller, Chairman

ATTEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michelle Wessler, Secretary