BOARD OF COMMISSIONERS

ANNUAL BOARD MEETING

NOVEMBER 14, 2023

The Annual Meeting of the Board of Commissioners of the Housing Authority of the City of Jefferson, Missouri, was held at 7:30 a.m. Tuesday, November 14, 2023, via Zoom meeting and in person.

ROLL CALL: On roll call, the following were in attendance: Chairman Dennis Mueller; Vice-Chairman Larry Kolb; Commissioners Rick Prather, Mary Simmons, Carlos Graham, and Brian Wekamp. Also, in attendance were Michelle Wessler, CEO; Chera McCoy, COO; Cindy Reeves, CFO; Diana Walters and Vickey Hawkins Administrative Assistants; Jeff Ahlers, City Councilman and a member of the press.

**ROLL CALL AND ANNUAL ELECTIONS:** Chairman Mueller called the meeting to order.

Vice-Chairman Kolb’s term expires this month. Chairman Mueller presented Vice-Chairman Kolb with a Resolution of appreciation for his years of service.

Commissioner Simmons nominated Commissioner Graham for Vice-Chairman. Current Vice-Chairman Kolb seconded the motion. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

Commissioner Prather nominated current Chairman Mueller to remain in position. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

REGULAR SPECIAL

Mueller 12-12 11-12

Kolb 12-12 10-12

Simmons 12-12 2- 2

Wekamp 12-12

Prather 12-12

Graham 9-12

**RESOLUTION NO 4883**

**RESOLUTION COMMENDING LARRY KOLB FOR HIS SERVICE AS COMMISSIONER OF THE HOUSING AUTHORITY AND THE LAND CLEARANCE FOR REDEVELOPMENT AUTHORITY (LCRA) OF THE CITY OF JEFFERSON, MISSOURI. IN APPRECIATION OF CONSECUTIVE TERMS OF SERVICE FROM NOVEMBER 2011 THROUGH NOVEMBER 2023**

Vice-Chairman Kolb’s tenure on the Housing Authority and LCRA Boards ends this month. He has served the Board since November 2011. CEO thanked Vice Chairman Kolb for his service and noted that his knowledge of the real estate industry has been a valuable asset to the Board. Commissioner Wekamp made the motion to approve Resolution No. 4883. Seconded by Commissioner Prather. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

There was a discussion on a prospective Director. Vice-Chairman Kolb has two people in mind and will speak to them to see if they are interested.

**CONSENT AGENDA:**

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

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4888**

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

Commissioner Simmons made the motion to approve the proposed rent and damage write-offs for October 2023, including Ken Lock II, Hamilton Tower, Hyder I, Hyder II, and Public Housing, for $23,098.61. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 11/14/2023)

**RESOLUTION NO. 4889**

**RESOLUTION APPROVING ANNUAL OPERATING BUDGET OF THE HOUSING AUTHORITY FOR FYE DECEMBER 31, 2024 (LIHTC) FYE ENDING MARCH 31, 2025 (PUBLIC HOUSING)**

Favorable action from the Board resulted in the adoption of the General Operating Budget covering all the operations and activities of the Housing Authority and the Land Clearance for Redevelopment Authority. With different fiscal years for housing authority operations and tax credit property operations, the respective budgets will be submitted to HUD/MHDC as required for oversight approval. CEO and CFO answered questions asked by Board members. Commissioner Wekamp made the motion to approve the Annual Budgets for FYE 12/31/2024 & FYE 3/31/2025. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit 3B, 11/14/2023)

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

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

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

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

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

 There are currently 19 participants and 36 graduates. We are awaiting award documents for acceptance of the Grant for CY2024.

 E**. LAND CLEARANCE AND REDEVELOPMENT AUTHORITY UPDATES –**

 **EAST CAPITOL AVENUE URBAN RENEWAL**

**Phase 1**

**101 Jackson –** 1/15/2024-1/26/2024 The city comment period expired with no comments. The package is being prepared for DED and their public comment period.

 **Phase 2 –**

**Stitt Barony – East Capitol** 501, 507–expires 8/31/2024 – 501-the owner is making progress and a request for extension has been submitted.

**Parsons House –** HJC will be providing a survey on the front porch issue to the city in the next few weeks.

**Ivy Terrace –** 500 East Capitol-expires 1/15/2024–progress can be viewed at <https://www.facebook.com/ivyterracejcmo/>

**Other Properties**

**Truman Hotel** – No new information.

 F**. Community Programs**

Meetings: Senior Network, Unmet Needs United Way, Community Housing, Welcome Home Veteran Housing, Aging Out Foster Care, Foster Adoption Association. The Trunk or Treat was on October 31st, it was moved inside due to weather. Even with a smaller turnout, it was a success with fun, games, and candy. The Fire Department joined the fun and the kids could tour the firetruck.

 G**. Renovations**

*Hamilton Tower*s – We hope to have stacks 2 & 3 finished in the next couple of weeks. Stacks 11 & 12 electric, plumbing and flooring have been removed and replacement has begun. Demolition has started on stacks 13 & 14.

*Dulle Towers* – Elevators - work is progressing with minor interruptions to occur as the equipment that allows the cars to work together is installed.

Safety & Security Grant - Replacement of the Dulle Camera except for the elevators is complete. Training occurred on November 7th. All camera and door work should be complete by mid-December.

*Hazards Grant Award* - Request for Proposals will go out hopefully within the next month, depending on the elevator progress for the removal and replacement of flooring in the common areas of Dulle Tower.

*Safety and Security Grant* - Preparation of bid documents have started for the Safety and Security Grant to replace the Fire and Pull cord Systems.

*Hyder Apartments Window Replacement* – Work to begin the last week of November if windows arrive in time. We received submittals, approved all except for color, and are waiting on samples. Four units have been taken off-line and living rooms have been set up so residents have a place to stay during the removal and replacement of the windows in their unit. One unit has a bedroom set up also in case the contractors run into an issue that may delay work longer than one day.

*Vista View and Stepping Stone Village* – 1417 Elizabeth Street - Renovation is progressing.

*Emergency Grant for Vista View and Stepping Stone Village-* Deck work will begin soon. The revised plans were received and forwarded to the contractor.

*Linden Court* – Balcony replacement is underway.

 H**. Grant Applications**

*The FHLB-AHP Grant* – Awards will be in December. We will be requesting exterior lighting grants as they become available. This will help in reducing electrical expenses and provide better security for our residents.

I**. Monthly Board Meeting Schedule**- Meetings for the upcoming year will be posted on the website for the 3rd Tuesday of each month. Dates are subject to change, confirmed at the prior month's meeting.

J. **ACOP & ADMIN Update-**The waiting period for the public comment expires November 17, 2023. If any comments are received, they will be announced at the December meeting.

 K. **Annual Plan & 5 Year Capital Fund Plan-** Public Hearing & comments are December 7, 2023. If no comments it will be approved as of October 17, 2023

**Reports of Committees** – No Reports

Board members and staff thanked Vice-Chairman Kolb for his service on the Board.

 **Next Regular Meeting:** The 3rd Tuesday is December 19, 2023.

Commissioner Prather 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 Wekamp seconded the motion. Upon roll call vote (or unanimous favorable vote?), the motion was approved.

AYES: Kolb, Simmons, Wekamp, Prather, Graham, Mueller

 NAYS: None

ABSENT: None

**Unfinished Business**

**No unfinished business.**

**New Business**.

Chairman Mueller and the Board congratulated Michelle (CEO) on 20 years of service with JCHA.

**Adjourn**

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

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Dennis Mueller, Chairman

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

 Michelle Wessler, Secretary