BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

OCTOBER 17, 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, October 17, 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; Todd Miller, Legal Counsel; Diana Walters and Vickey Hawkins Administrative Assistants and a member of the press.

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

REGULAR SPECIAL

Mueller 11-12 11-12

Kolb 11-12 10-12

Simmons 12-12 2- 2

Wekamp 12-12

Prather 11-12

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 in November 2023. 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.

**CONSENT AGENDA:**

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

**RESOLUTIONS AND COMMUNICATIONS:**

**RESOLUTION NO. 4884**

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

Vice-Chairman Kolb made the motion to approve the proposed rent and damage write-offs for September 2023, including Ken Lock I and Public Housing, for $6,503.50. Seconded by Commissioner Wekamp. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved. (Exhibit #3A, 10/17/2023)

**RESOLUTION NO. 4885**

**RESOLUTION APPROVING THE HOUSING AUTHORITY’S CAPITAL FUND 5-YEAR PLAN**

HUD requires that the Housing Authority prepare a rolling five-year Capital Funding Plan each year, forecasting how the Public Housing Capital Fund award will be used for the upcoming 5 years. Upon favorable action by the Board, the PHA will hold a public meeting, after a 45-day notice period. Any comments received will be brought to the Board’s attention in December, for possible changes to the Capital Fund Plan. If no comments are received, the Board’s favorable action will be submitted to HUD upon completion of the public meeting. The Public Meeting, for the FY 2024 Capital Fund 5-Year Plan will be held on December 7, 2023. Commissioner Simmons made the motion to approve the Capital Fund 5-year plan for Public Housing. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.  (Exhibit 3B, 10/17/2023)

**RESOLUTION NO. 4886**

**RESOLUTION APPROVING THE PUBLIC HOUSIG ANNUAL PL****AN**

Each year the Five Year PHA Plan, completed in 2020, is updated to include all the documents and policies that are considered substantial changes in PHA policies, these changes were previously approved by the board or are anticipated in the coming year. Upon favorable action by the Board, the PHA will hold a public meeting, after a 45-day notice period. Any comments received will be brought to the Board’s attention in December, for possible changes to the PHA Annual Plan. If no comments are received, the Annual Plan will be submitted to HUD for approval upon completion of the public meeting. The Public Meeting, for the FY 2024 PHA Annual Plan will be held on December 7, 2023. Commissioner Simmons made the motion to approve the Public Housing Annual Plan. Seconded by Commissioner Graham. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.  (Exhibit 3C, 10/17/2023)

**RESOLUTION NO. 4887**

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

Following discussion in closed session Vice-Chairman Kolb made the motion to remove “sale” of controlled substance from the list of reasons to ban an applicant for life in the ACOP and Admin Plans criminal policy. Seconded by Commissioner Simmons. Upon a unanimous favorable vote, Chairman Mueller declared the motion approved.

(Exhibit 3D, 10/17/2023)

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

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

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

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

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

There are currently 19 participants and 36 graduates. We are awaiting the acceptance documents for the Grant for CY2024. HUD has not responded regarding the requirements once we have reached 40 graduates.

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

**EAST CAPITOL AVENUE URBAN RENEWAL**

**Phase 1**

**101 Jackson** **–** Public notice was posted in the paper last week. After 15 days, the city will respond and send to DED who will then post for 15 days. Potential bidder lists are being prepared in anticipation of final approval. The plan is to remediate Lead and Asbestos; followed by tuckpointing and box gutters. A time will be set up to meet and work out a new schedule and extension of the contract.

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**Phase 2 –**

**Stitt Barony – East Capitol** 501 & 507 – The owner is trying to get all the outside done before winter, there will be a lot of activity in the next few weeks as finishing up the soffits and windows, doors, front porch, and issues matching bricks. Trying to figure out another solution that allows for the original feel of the front porch. Had to dig up all the concrete outside, and discovered the sewer for both 501 and 507 go into the middle of Jackson and were capped off. The nearest connection is a block and a half away

**Parsons House –** Ryan doesn’t want to move forward until the front porch issue is resolved. The property is being resurveyed to give some of his other property in the back to Parsons so there can be off-street parking and to get equipment in as it is landlocked. He has stabilized the main portion of the building and it is watertight at this point.

**Ivy Terrace –** 500 East Capitol – progress can be viewed at <https://www.facebook.com/ivyterracejcmo/> They are working to use the last of the nice weather to work on the outside. Major changes have been made to the front of the second story to take it back to the original design. Working on the Jackson St side where the water damage destroyed much of the corner, the large brackets were repaired and ready for installation.

**Other Properties**

**Truman Hotel** – No new information.

F**. Community Programs**

Meetings: Senior Network, Unmet Needs United Way, Caring Connections-Library, Community Housing, Welcome Home Veteran Housing, Service Providers, Housing Task Force, Unhoused Solutions, Foster Adoption Association. YMCA Senior Network Fall Festival September 21st - 19 applications were given out and many turned in during the event. Project Homelessness September 29th - 29 applications were distributed several were turned in during the event. We had a booth at the Senior Royal Fall event. There will be a Trunk or Treat on October 31st in the lower parking lot of the main office, with decorated trunks, games, music, popcorn, drinks, and candy!

G**. Renovations**

*Hamilton Tower*s - Stack 1 Is complete and we are moving applicants in from the waiting list. Stacks 2 & 3 should be finished in the next couple of weeks. Stacks 11 & 12 work started; these two stacks are being handled differently as we will be moving our mobility-impaired residents for as short a period as possible in the next few weeks.

*Dulle Towers* – State inspection of the new elevator passed and the new elevator has been in operation for over 2 weeks, the brake was adjusted too tight and would trigger frequent engagement. Work has started on the Dulle small car.

Replacement of the Dulle Camera System has been delayed so monitors can be relocated to a location where everyone coming in the front door cannot see them. Camera and door work should be complete by mid-December.

Hazards Grant Award will be delayed a short while as we wait on elevators.

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

*1417 D Elizabeth* – Interior HVAC is complete and the renovation contractor is starting on the inside.

*Hyder Apartments Window Replacement* – Work to begin the last week of November if windows arrive in time. Contractors will replace 4 apartments’ windows a day. The contractor will start at the main entrance of Hyder work their way down Myrtle around to the back, and come back around the front side of Hyder along Linden Drive completing the work back at the main entrance.

*Vista View and Stepping Stone Village* – A small revision is being made to a post to make it easier to do repairs in the future. We are waiting for an architectural update.

*Linden Court* – Balcony replacement is underway.

**Grant Applications**

The FHLB-AHP Grant – Awards will be in December. Safety and Security Grant FY2023 was awarded for Dulle Towers Fire & Pull Cord System ($250,000.00). 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.

**Reports of Committees** – No Reports

**Annual Meeting:** Due to the Thanksgiving Holiday the Annual Meeting will be held on the 2nd Tuesday. November 14, 2023.

Commissioner Simmons 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, the motion was approved.

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

NAYS: None

ABSENT: None

**Unfinished Business**

**No unfinished business.**

**New Business**.

**No new business.**

**Adjourn**

Commissioner Graham made the motion to adjourn the meeting. Commissioner Simmons 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