



## MEXICO HOUSING AUTHORITY



PO Box 484 – 828 Garfield Avenue – Mexico, Missouri 65265 Phone: (573) 581-2294 – Fax: (573) 581-6636 –  
www.mexicoha.com

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Board of Commissioners  
Housing Authority of the City of Mexico, Missouri

### AGENDA Regular MEETING

at

Garfield Community Center,  
828 Garfield Avenue, Mexico, MO 65265

Scheduled for

Tuesday, February 16, 2021 at 2:00pm

also by

Conference Call at 978.990.5000 code 795037.

1. **Call to order** by Chairperson Denise Harrington.
2. **Roll Call** by Tammy Dreyer, Executive Director.
3. **Adoption of Agenda.**
4. **Comments from the Public** (limit 3 minutes per person).
5. **Approval of Regular Meeting Minutes.**

Approval of Regular meeting minutes of January 19, 2021.

6. **Executive Director's Report:**
  - a. Financials (sent by email)
  - b. S8/PH Report
  - c. S8/PH Waitlist
  - d. Contract/Capital Fund/Modernization Projects
  - e. Maintenance Reports

7. **Unfinished Business.**

Introduction of staff

8. **New Business.**

9. **Other Business.**

T Dreyer passed out Public Housing Authority (PHA) Missouri Statues

10. **Comments from Commissioner.**

11. **Adjournment.**

**A complete agenda packet is available for review at the MHA office during regular business hours and posted on the MHA website at: [www.mexicoha.com](http://www.mexicoha.com)**

**If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact MHA at (573) 581-2294 press 3 and leave a message, at least one working day prior to the meeting.**

**MINUTES OF THE REGULAR MEETING**

**OF THE BOARD OF COMMISSIONERS OF  
THE HOUSING AUTHORITY OF THE CITY OF MEXICO  
HELD ON January 19, 2021**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, January 19, 2021 at 2:00 PM at Garfield Community Center. Commissioner Denise Harrington presided.

1. **Call to order:** The Board of Commissioners of the Housing Authority of the City of Mexico, Missouri (MHA) met in open session on January 19, 2021. Commissioner Denise Harrington called the meeting to order at 2:02pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyns  
Commissioner Denise Harrington  
Commissioner Rita Jackson  
Commissioner Martin Keller  
Commissioner vacant

Commissioners excused:

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney
Contract/Inventory Manager	Josh Hinten
Program Manager	Brandi Williams

3. **Adoption of Agenda**

D Harrington requested a motion to adopt the Agenda. Commissioner M Keller made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes:	T Dobyns, R Jackson, M Keller
No:	None
Absent:	None

4. **Comments from the public:**

None

5. **Approval of Meeting Minutes**

D Harrington requested a motion to approve Meeting Minutes for October 2020. Commissioner R Jackson made a motion and T Dobyys second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

**6. Executive Director’s Report**

T Dreyer went over and summarized November 2020 financials for we had not received December 2020 from Fee Accountant. T Dreyer updated on voucher count of 133 and 99% occupancy for PH. B Williams went over the waitlist and discussed a voucher release. J Hinten went over contracts that are completed and what has been signed and awaiting start date. We discussed siding on the Administration building, Senior Center and Community Center, stated we wanted to use reserves funds for curb appeal. We updated the board on work order summary and stated we are having our Annual Inspection starting tomorrow.

D Harrington requested a motion to accept the Executive Director Report. Commissioner T Dobyys made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: T Dobyys, R Jackson, M Keller  
No: None  
Absent: None

**7. Unfinished Business**

B Williams explained the move in and move out process for PH along with the application process in depth for the board.

**8. New Business**

Resolution 2942 Submission of PHA 2021 Annual Plan, Five Year Plan and Capitol Fund Budget.

D Harrington requested a motion to approve Resolution 2942. Commissioner R Jackson made a motion and T Dobyys second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: T Dobyys, M Keller, R Jackson  
No: None  
Absent: None

Resolution 2943 MHA Public Housing Flat Rent 2021

D Harrington requested a motion to approve Resolution 2943. Commissioner R Jackson made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: T Dobyys, M Keller, R Jackson

No: None  
Absent: None

#### Resolution 2944 MHA Housing Choice Voucher Payment Standards 2021

D Harrington requested a motion to approve Resolution 2944. Commissioner T Dobyms made a motion and R Jackson second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson  
No: None  
Absent: None

#### Resolution 2945 Final CARES Act Expenditure

D Harrington requested a motion to approve Resolution 2945. Commissioner R Jackson made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner D Harrington declared the motion approved.

Yes: T Dobyms, M Keller, R Jackson  
No: None  
Absent: None

#### **9. Other Business:**

T Dreyer wanted to let the BOC know that we are in the process of cleaning up our inventory list in the Lindsey (MRI) Software. We should be able to report back to the BOC in June 2021 with a cleaned-up list.

T Dreyer talked more in depth the discussion of using reserves funds for curb appeal. It was decided that MHA will go out for bid and bring back the Bid Tabulation sheet for BOC approval once completed. We had a contactor give an estimated ballpark figure of 45,000 to 50,000 per building for siding so the board had a better knowledge of what was come.

T Dreyer and J Hinten passed out BOC books with a lot of the updated policies, leases, daily sheets and some laws in them for the commissioners to have on hand.

#### **10. Comments from Commissioners:**

D Harrington stated she wanted the Personnel Policy updated with Infectious Disease. T Dreyer will investigate this and bring back to the Board.

#### **11. Adjournment of Open Meeting:**

Commissioner D Harrington requested a motion to adjourn the Open meeting on January 19, 2021, Commissioner M Keller made a motion and Commissioner T Dobyms seconded. The open session meeting was adjourned at 3:45 pm

ATTEST:

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Denise Harrington, Board Chair

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Tammy Dreyer, Executive Director

**Certification of Public Notice**

I, Tammy Dreyer, Executive Director and Secretary of the Board, of Housing Authority of the City of Mexico, Missouri, do hereby certify that on January 14, 2021, I posted public notice of the January 19, 2021 Board of Commissioners meeting and made available to the public by request at the MHA office during regular business hours and on the MHA website at [www.mexicoha.com](http://www.mexicoha.com), copies of the Agenda and Board Packet for review.

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Tammy Dreyer

**A - Low Rent Waiting List**  
**Housing Authority of the City of Mexico**  
**Bedroom Size: ALL**

Effective Date : 2/8/2021

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	2	0	0	0	0	0	0	2
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	16	1	3	0	0	0	0	20
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	30	5	3	6	0	0	0	44
Hispanic	0	0	0	0	0	0	0	0	0
White	0	34	4	5	5	0	0	0	48
Black	0	12	1	1	1	0	0	0	15
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	1	1	0	0	0	0	0	2
Other	0	1	0	0	0	0	0	0	1

**Income Limit Breakdown**

High:	0
Low:	2
Very Low:	7
ExtLow:	57

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No

**Waiting List Recap by Voucher Size**

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	2	0	0	0	0	0	0	2
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	1	7	2	2	0	0	0	0	12
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	3	6	12	3	6	0	0	0	30
Hispanic	0	0	0	0	0	0	0	0	0
White	2	10	7	2	4	0	0	0	25
Black	1	5	5	2	2	0	0	0	15
Indian/Alaskan	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	1	0	1	1	0	0	0	0	3
Other	0	0	1	0	0	0	0	0	1

**Income Limit Breakdown**

High:	0
Low:	0
Very Low:	4
ExtLow:	40



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### CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

January 2021

#### Current CFP Contracts

1. **2020-07 Exterior painting** of (17) buildings located on Breckenridge, Singleton, Wade, Missouri, Liberty, Buchanan, W Holt, Bolivar. This includes the replacement of damaged/rotten siding, window seals, and brick mold. This work is being completed to address deuterating wood, mortar and peeling paint issues noted on MHA last Reac Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, two bidders responded. The bid opening was 7/28/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Brick City, Painting and Drywall with a bid of \$ 88,703.01
2. **2020-08 Retaining Walls** Installation of retaining walls on Central & Wade. This work is being completed to address erosion issue noted on MHA last Reac Inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal method was used, a sole bidder responded The bid opening was 9/1/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 27,699.00
3. **2020-09 Roofs** replacement/repair on (7) buildings, located on TLB, Garfield & Calhoun. This work is being completed due to roofs sagging/bulging which will be points on next Reac inspection. Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal method was used, two bidders responded The bid opening was 9/8/20 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 40,949.00



### **On Going Modernization Projects**

1. We have replaced 142 countertops; we are getting closer to having this project completed
2. Continuing the upgrades on the light fixtures, vanities, faucets, and doorknobs.
3. We are modernizing kitchens by replacing lights above the kitchen sink and upgrading faucets.
4. Replacing flooring as needed upon make ready to vinyl planking (1-2bdrm)
5. Replacement of screen doors
6. Removal of trees as needed
7. Replacement of water heater to electric

### **Proposed/Upcoming Capital Fund Projects (posted on MHA website)**

1. Re-siding of the office, community center and senior center base of last Reac inspection.
2. On going property wide concrete replacement
3. Exterior painting of Buildings

### **Completed Contracting**

1. 2020-11 Emergency door replacement is complete
2. 2020-12 Unit restoration @ 1022 Breckenridge is complete

# Housing Authority of the City of Mexico Monthly Report for Housing Authority Board

1/1/2021 TO 1/31/2021

## WORK ORDERS

Received	Processed
183	181

Routine Work Received	Avg. Completion Time Routine
129	19.906 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
8	13.367 Hrs.
All Other Work Received	Avg. Completion Time Other
46	20.871 Hrs.

## PRODUCTION

Routine work orders with completion time over 24 hours:	21
Emergency work orders with completion time over 24 hours:	1

Work Orders called in this month/Outstanding 1st day of next month: 2

W/O #	Work Order Date
140940	01/28/2021
140953	01/29/2021

Work orders completed from prior months:	0
Work orders still outstanding from prior months:	0

( \*\* = Emergency Work Orders over 24 hours old.)

## Report Criteria

PHA:  
 Project:  
 Starting Date: 1/1/2021  
 Ending Date: 1/31/2021  
 Staff Generated Work Orders: False