



## 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, April 20, 2021 at 2:00pm

1. **Call to order** by Chairperson
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 Special meeting minutes of March 24, 2021.
6. **Executive Director's Report:**
  - a. Financials (none due to end of year)
  - b. S8/PH Report
  - c. S8/PH Waitlist
  - d. Contract/Capital Fund/Modernization Projects
  - e. Maintenance Reports
7. **Unfinished Business.**
8. **New Business.**  
  
Appointment of Board Chair and Vice Chair  
Appointment of Approving Official for HA  
Date for Check signing set up
9. **Other Business.**  
  
Discussion on Multiple Banks, Electric CarryAll, and Board basics

10. **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 Special MEETING**  
**OF THE BOARD OF COMMISSIONERS OF**  
**THE HOUSING AUTHORITY OF THE CITY OF MEXICO**  
**HELD ON March 24, 2021**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, March 24, 2021 at 2:00 PM at Garfield Community Center. Commissioner Tad Dobyns 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 March 24, 2021. Commissioner Tad Dobyns called the meeting to order at 3:01pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Vacant  
Commissioner Martin Keller  
Commissioner Sandy Lecoque  
Commissioner Tad Dobyns (acting chair for this meeting)

Commissioners excused:

Commissioner Rita Jackson

Others present:

Executive Director/Secretary Finance Manager	Tammy Dreyer Dawn Mahaney
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**3. Adoption of Agenda**

T Dobyns requested a motion to adopt the Agenda. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner T Dobyns declared the motion approved.

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

**4. Comments from the public:**

None

**5. Approval of Meeting Minutes**

T Dobyms requested a motion to approve Meeting Minutes for March 16, 2021. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye” T Dobyms abstaining, and T Dobyms declared the motion approved.

**6. Executive Director’s Report**

None

**7. Unfinished Business**

T Dobyms requested a motion to pass Resolution 2945 Fiduciary Duties and Ethics for Public Housing Authority Officials that was tabled previously for commissioner to read through. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner T Dobyms declared the motion approved.

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

**8. New Business**

Resolution 2946 Approving Budget Revision 2020/2021

T Dobyms requested a motion to approve Resolution 2946. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner T Dobyms declared the motion approved.

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

Resolution 2947 Approving Budget FYE 2021/2022

T Dobyms requested a motion to approve Resolution 2946. Commissioner M Keller made a motion and S Lecoque second. All commissioners present voted “aye”, and Commissioner T Dobyms declared the motion approved.

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

Resolution 2948 Approving YE Write Off 2021

T Dobyms requested a motion to approve Resolution 2946. Commissioner S Lecque made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner T Dobyms declared the motion approved.

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

**9. Other Business:**

None

**10. Comments from Commissioners:**

None

**11. Adjournment of Open Meeting:**

Commissioner T Dobyms requested a motion to adjourn the Special Open meeting on March 24, 2021, Commissioner M Keller made a motion and Commissioner S Lecoque seconded. The open session meeting was adjourned at 3:37 pm

ATTEST:

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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 March 22, 2021, I posted public notice of the March 24, 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 : 4/12/2021

**Waiting List Recap by Bedroom 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	0	15	3	0	0	0	0	0	18
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	31	8	5	7	0	0	0	51
Hispanic	0	0	0	0	0	0	0	0	0
White	0	33	7	2	5	0	0	0	47
Black	0	12	3	3	2	0	0	0	20
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:	61

**B - Section 8 Mexico**

Housing Authority of the City of Mexico  
 Section 8

Effective Date : 4/12/2021

**Waiting List Recap by Voucher Size**

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	4	0	0	0	0	0	0	4
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	1	5	1	2	0	0	0	0	9
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	1	8	13	3	4	0	0	0	29
Hispanic	0	0	0	0	0	0	0	0	0
White	1	9	7	2	2	0	0	0	21
Black	0	4	6	2	2	0	0	0	14
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	0	0	0	0	0	0	0

**Income Limit Breakdown**

High:	0
Low:	1
Very Low:	4
ExtLow:	33



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### CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

March 2021

#### Current CFP Contracts

1. **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
2. **2020-15 Replacement of siding, gutter, soffit, fascia and down spouts** on MHA office and community center including the breeze way. This work is being completed due to damaged siding, gutters, and soffit 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, three bidders responded the bid opening was 3/2/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Anchor Contractors with a bid of \$ 78,700
3. **2020-17 Exterior painting** of (20) buildings located on Boulevard, Hassen, Union, Calhoun. 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 3/16/21 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Brick City, Painting and Drywall with a bid of \$ 103,000

#### On Going Modernization Projects

1. We have replaced 143 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 (1-2bdm)

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. Continued Concrete Replacement
2. Siding, Soffit, Fascia, Gutter replacement at the Senior Center
3. Concrete and retaining was on Garfield and Seminary.
4. Concrete at MHA office

**Completed Contracting**

1. 2020-08 Retaining walls is complete and look amazing.
2. 2020-16 Emergency Bath Restoration is complete
3. 2020-18 Electrical upgrade is complete.
4. 2020-20 Emergency Bath restoration is complete.



Housing Authority of the City of Mexico  
 Monthly Report for Housing Authority Board  
 3/1/2021 TO 3/31/2021

## WORK ORDERS

Received	Processed
218	218

Routine Work Received	Avg. Completion Time Routine
101	30.310 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
3	0.644 Hrs.
All Other Work Received	Avg. Completion Time Other
114	39.406 Hrs.

## PRODUCTION

Routine work orders with completion time over 24 hours:	27
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 0

Work orders completed from prior months: 19

W/O #	Work Order Date	Completion Date
141152	02/27/2021	03/01/2021
141154	02/27/2021	03/01/2021
141153	02/28/2021	03/01/2021
141114	02/22/2021	03/01/2021
141122	02/22/2021	03/01/2021
141126	02/23/2021	03/01/2021
141148	02/26/2021	03/01/2021
141117	02/22/2021	03/01/2021
141160	02/26/2021	03/01/2021
141157	02/26/2021	03/01/2021
141144	02/26/2021	03/02/2021
141107	02/19/2021	03/03/2021
141137	02/26/2021	03/04/2021
141131	02/24/2021	03/04/2021
141150	02/26/2021	03/05/2021
141037	02/10/2021	03/17/2021
141129	02/24/2021	03/17/2021
141066	02/16/2021	03/22/2021
141078	02/17/2021	03/24/2021

Work orders still outstanding from prior months: 0

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

## Report Criteria

PHA:  
 Project:  
 Starting Date: 3/1/2021  
 Ending Date: 3/31/2021  
 Staff Generated Work Orders: False