



## MEXICO HOUSING AUTHORITY



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

---

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

AGENDA Regular MEETING  
at  
Administration Building,  
828 Garfield Avenue, Mexico, MO 65265  
Scheduled for  
Tuesday, December 21, 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 Board Meeting minutes from November 16, 2021.
6. **Executive Director's Report:**
  - a. Financials
  - b. S8/PH Report
  - c. S8/PH Waitlist
  - d. Contract/Capital Fund/Modernization Projects
  - e. Maintenance Reports
7. **Unfinished Business.**  
  
Discussion on building one-bedroom units on Christy Street, which MHA owns property.
8. **New Business.**  
  
Resolution 2959 Approving 2022/2023 Pay Scale  
Resolution 2960 Approving Write off Tenant Accounts Receivable FYE 2022
9. **Other Business.**

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 REGULAR MEETING**  
**OF THE BOARD OF COMMISSIONERS OF**  
**THE HOUSING AUTHORITY OF THE CITY OF MEXICO**  
**HELD ON November 16, 2021**

The Board of Commissioners of the Housing Authority of the City of Mexico convened in an Open Meeting on Tuesday, November 16, 2021 at 2:00 PM at Garfield Community Center. Commissioner Rita Jackson 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 November 16, 2021. Commissioner R Jackson called the meeting to order at 2:00pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyns  
Commissioner Rita Jackson  
Commissioner Martin Keller  
Commissioner Sandy Lecoque

Commissioners excused:

Commissioner

Others present:

Executive Director/Secretary	Tammy Dreyer
Finance Manager	Dawn Mahaney
Program Manager	Brandi Williams

**3. Adoption of Agenda**

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

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

**4. Comments from the public:**

None

**5. Approval of Meeting Minutes**

R Jackson requested a motion to approve Meeting Minutes for August 17, 2021. Commissioner M Keller made a motion and T Dobyms second. All commissioners present voted “aye” and Commissioner R Jackson declared the motion approved.

**6. Executive Director’s Report**

T Dreyer started with a summary of the reports verbally. T Dreyer gave the updates on the contracting report and maintenance report as well. T Dreyer gave her report on the PH occupancy numbers of 99% and that we were at 144 active vouchers. B Williams gave a report on what has been going on at MHA as in our contest winners and day of Tyronn Lue Day of service packages to the local classrooms.

R Jackson requested a motion to accept the Executive Director Report. Commissioner T Dobyms made a motion and S Locoque second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

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

**7. Unfinished Business**

None

**8. New Business**

Resolution 2956 Approving PHA Annual Plan, 2022 CFP Annual/Five Year Plan

M Keller made motion and S Locoque second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

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

Resolution 2957 Housing Choice Voucher Payment Standards 2022

T Dobyms made motion and S Locoque second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

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

Resolution 2958 Public Housing Utility Flat Rent 2022

M Keller made a motion and T Dobyms second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

Yes: T Dobyms, M Keller, S Locoque, R Jackson

No: None  
Absent: None

**9. Other Business:**

MHA Board discussed the 4 units on Holt street which are one bedroom units that they are in the middle of what is becoming very industrialized. We all voiced concerns and MHA stated that we are need of one bedroom units.

T Dreyer handed out the Pay Scale for 2022 and 2023 to all commissioners so they could look it over and T Dreyer will bring a resolution next month so we can approve for submission of the MWD in January 2022.

**10. Adjournment of Open Meeting:**

Commissioner R Jackson requested a motion to adjourn the Open meeting on November 16, 2021, Commissioner S Lecoque made a motion and Commissioner T Dobyns seconded. The open session meeting was adjourned at 3:03pm

ATTEST:

---

R Jackson, Board Chair

---

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 November 10, 2021, I posted public notice of the November 16, 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.

---

Tammy Dreyer

Monthly Budget  
November 2021

Operating Fund 2021		Disbursed	
	845,916.00		699,758.92
Expended as of October 2021			556,503.15
Rent received			94,602.01
		Estimated balance of Operating Fund	
			143,255.77
Estimated Total with Recevables			237,857.79
<b>Contracting status</b>			
Open CFP 2020			522,053.00
Expended			376,803.70
Remaining			145,249.30
CFP 2021			542,764.00
Expended			
Remaining			
Reserve Funds used to date			
	227,263.30		
Current Bank account total			
	1,235,459.57		

### Waiting List Recap by Bedroom Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	7	0	0	0	0	0	0	7
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	10	1	1	0	0	0	0	12
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	13	3	7	1	0	0	0	24
Hispanic	0	1	0	0	0	0	0	0	1
White	0	20	2	3	1	0	0	0	26
Black	0	6	2	4	0	0	0	0	12
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	0	0	0	0	0	0	0	0
Other	0	1	0	1	0	0	0	0	2

### Income Limit Breakdown

High:	0
Low:	2
Very Low:	4
ExtLow:	34

## B - Section 8 Mexico Housing Authority of the City of Mexico Section 8

Effective Date : 12/13/2021

### 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	0	10	3	1	0	0	0	0	14
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	7	6	10	0	0	0	0	23
Hispanic	0	1	2	0	0	0	0	0	3
White	0	14	2	4	0	0	0	0	20
Black	0	4	4	6	0	0	0	0	14
Indian/Alaskan	0	0	1	0	0	0	0	0	1
Asian	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Mixed	0	0	1	0	0	0	0	0	1
Other	0	0	1	1	0	0	0	0	2

### Income Limit Breakdown

High:	0
Low:	1
Very Low:	5
ExtLow:	32



## MEXICO HOUSING AUTHORITY



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

---

### CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

November 2021

#### Current CFP Contracts

1. **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 deteriorating 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 3/16/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Brick City, Painting and Drywall with a bid of \$103,000.00.
2. **2021-02 Concrete replacement @ Garfield and Seminary.** This work is being completed due to deficiencies found on our 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 4/20//2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$126,262.00.
3. **2021-03 Concrete Replacement @ 828 Garfield.** This work is being completed due to deficiencies found on our 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 5/4/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Anchor Construction with a bid of \$154,750.00.
4. **2021-07 Insurance Restoration @ 1103 Buchanan,** Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 6/29/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 19,847.33.
5. **2021-09 Insurance Restoration @ 925 Garfield – Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 9/7/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 18,822.23**
6. **2021-10 Community Center Remodel** Following MHA Procurement Policy Resolution, NO 2910 adopted 4/16/2019 5.4 Competitive Proposal was used, one bidder responded. The bid opening was 8/03/2021 at Mexico Housing Authority office at 10:00 am. The lowest responsible bidder was Robinett Construction with a bid of \$ 33,843.00



### **On Going Modernization Projects**

1. We have replaced 150 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. Continued Concrete Replacement

### **Completed Contracting**

1. .

Housing Authority of the City of Mexico  
 Monthly Report for Housing Authority Board  
 11/1/2021 TO 11/30/2021

## WORK ORDERS

Received	Processed
136	133

Routine Work Received	Avg. Completion Time Routine
97	26.683 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
1	33.417 Hrs.
All Other Work Received	Avg. Completion Time Other
38	57.045 Hrs.

## PRODUCTION

Routine work orders with completion time over 24 hours:	23
Emergency work orders with completion time over 24 hours:	1

Work Orders called in this month/Outstanding 1st day of next month:	3
W/O #	Work Order Date
142802	11/30/2021
142806	11/30/2021
142805	11/30/2021

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: 11/1/2021  
 Ending Date: 11/30/2021  
 Staff Generated Work Orders: False



## MEXICO HOUSING AUTHORITY



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

---

### RESOLUTION NO. 2959

#### APPROVING PAY RANGE SCALE

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funds for the administration and management of public housing through the Operating Fund, and

WHEREAS, the MHA finds it advisable to regulate and set forth standards concerning the proper pay range scale assigned to a corresponding pay grade for entrance rate and maximum rate of determination, and

WHEREAS, the Executive Director will be allowed to assign employees of specialized and classified service to a corresponding pay grade internally based by hire, annual evaluation, promotion, and not to exceed maximum rates from the list approved by the Board of Commissioners, and

WHEREAS, the Executive Director will occasionally receive and report wage rate scale comparisons from DOL to the board of commissioners for revisions, and

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Mexico hereby accepts the revised pay range scale as presented.

Passed this 16th day, of November 2021

\_\_\_\_\_  
Rita Jackson, Chairperson

ATTEST:

\_\_\_\_\_  
Tammy Dreyer, Board Secretary  
Executive Director, Mexico Housing Authority

Pay Scale Table  
2022/2023

	A	B	C
1		2022	2023
2	<b>Grade 1</b>	\$11.50-\$14.50 per hour	\$12.50-\$15.50
3	Grounds/Laborer (seasonal/temporary)		
4	Receptionist		
5			
6			
7	<b>Grade 2</b>		
8	Maintenance Laborer	\$12.00-\$15.00	\$13.00-\$16.00
9	Maintenance I	\$12.50-\$15.50	\$13.50-\$16.50
10			
11			
12	<b>Grade 3</b>	\$12.50-\$15.50 per hour	\$14.00-\$17.00
13	Program Assistant		
14	Maintenance II		
15			
16			
17	<b>Grade 4</b>	\$14.00-\$17.00 per hour	\$15.00-\$18.00
18	Maintenance III		
19	Program Manager		
20	Contracting/Inventory Manager		
21			
22			
23	<b>Grade 5</b>	\$16.00-\$19.00 per hour	\$17.00-\$20.00
24	Finance Manager		
25			
26			
27	<b>Grade 6</b>	\$-Board Approved	
28	Executive Director	\$32.00>	\$33.00>
29			
30			
31			
32			



## MEXICO HOUSING AUTHORITY



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

---

### Board Resolution

#### RESOLUTION NO. 2960

#### RESOLUTION APPROVING A WRITE-OFF OF TENANT ACCOUNTS RECEIVABLE

FYE 2022

WHEREAS, the Housing Authority of the City of Mexico (MHA) through the Department of Housing and Urban Development (HUD) receives funding for the operation and maintenance of public housing through the Performance Funding System (PFS), and

WHEREAS, delinquent and unpaid rents periodically accumulate in the course of managing the public housing units, and

WHEREAS, the MHA is required to make reasonable efforts to collect delinquent rents, and

WHEREAS, the MHA has entered appropriate collection activities which include, direct resident contact, garnishment, eviction, and collection referrals, and

WHEREAS, there remains uncollected vacated tenant accounts receivable, and

WHEREAS, the MHA is required to annually write-off delinquent accounts.

NOW, THEREFORE BE IT RESOLVED that at a regular Board Meeting of the Board of Commissioners duly called and held on the 21st day of December 2021, at which a quorum was present, and by an affirmative and concurring vote of the majority of the Board, The Board of Commissioners approved/authorized \$7246.60 to be written off as bad debt for the FYE 2021/2022, and the accounts forwarded to a collection agent for further action.

Passed this 21st day of December 2021.

\_\_\_\_\_  
Rita Jackson, Board Chair

\_\_\_\_\_  
Tammy Dreyer, Board Secretary  
Executive Director Mexico Housing Authority

# Housing Authority of the City of Mexico

## A/R Balance Due Report

Effective Posting Date: Most Current Data

PHA	Prj	Site	Bldg	Unit	Tenant # and Name	Formal	SecDep Cr	General Open Cr	Util Reimb Open Cr	Amount Due	Net Due
1	01			123	16187					200.00	200.00
1	01			124	11039						0.00
1	01			009	15943					40.00	40.00
1	01			085	10693					80.00	80.00
1	01			114	14493					20.00	20.00
1	01			031	10583					288.00	288.00
1	01			138	10776					186.00	186.00
1	01			019	10584					170.00	170.00
1	01			143	10479					155.00	155.00
1	01			074	15862					2,672.00	2,672.00
1	01			029	16860					73.00	73.00
1	01			098	15770					27.00	27.00
1	01			129	10835					348.70	348.70
1	01			078	11146					70.00	70.00
1	01			017	10325					350.00	350.00
1	01			011	10687					379.50	379.50
1	01			150	15441					490.00	490.00
1	01			073	10774					69.00	69.00
1	01			025	10638					200.00	200.00
<hr/>											
	PHA: 1		Project: 01	Totals	Count:	19		60.00		5,818.20	5,818.20
<hr/>											
1	02			161	16930					246.00	246.00
1	02			175	10422					188.00	188.00
1	02			196	10827					175.00	175.00
1	02			167	11215					87.00	87.00
<hr/>											
	PHA: 1		Project: 02	Totals	Count:	4				696.00	696.00
<hr/>											
1	04			246	14924					732.40	732.40
<hr/>											
	PHA: 1		Project: 04	Totals	Count:	1				732.40	732.40
<hr/>											
	PHA: 1		Totals	Count:	24		60.00			7,246.60	7,246.60
<hr/>											
			Grand Totals	Count:	24		60.00			7,246.60	7,246.60