



## 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  
Administration Building,  
828 Garfield Avenue, Mexico, MO 65265  
Scheduled for  
Tuesday, February 15, 2022, 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 December 21, 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.**
8. **New Business.**  
  
Senior Center presentation
9. **Other Business.**  
  
Review Community Center lease  
Review Senior Center lease

**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 December 21, 2021**

The Board of Commissioners of the Housing Authority of the City  
of Mexico convened in an Open Meeting on Tuesday,  
December 21, 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 December 21, 2021. Commissioner R Jackson called the meeting to order at 2:08pm.
2. **Roll Call** by Executive Director Tammy Dreyer:

The following Commissioners were present:

Commissioner Tad Dobyns  
Commissioner Rita Jackson  
Commissioner Martin Keller  
Commissioner

Commissioners excused:

Commissioner Sandy Lecoque

Others present:

Executive Director/Secretary  
Finance Manager

Tammy Dreyer  
Dawn Mahaney

**3. Adoption of Agenda**

R Jackson requested a motion to adopt the Agenda. Commissioner M Keller 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, R Jackson
No:	None
Absent:	S Lecoque,

**4. Comments from the public:**

None

**5. Approval of Meeting Minutes**

R Jackson requested a motion to approve Meeting Minutes for November 16, 2021. Commissioner T Dobyms made a motion and M Keller 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 started a new budget summary which she reviewed with the Board. She 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 143 active vouchers.

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

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

## **7. Unfinished Business**

The Board would like to get more information on building one bedroom units on Christy Drive.

R Jackson requested a motion to allow the ED to bring back information on building PH units. Commissioner T Dobyms made a motion and M Keller second. All commissioners present voted “aye”, and Commissioner R Jackson declared the motion approved.

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

## **8. New Business**

Resolution 2959 Approving PHA Pay Scale for 2022 and 2023

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

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

Resolution 2960 Approving Write Offs for FYE 2022

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

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

Absent: S Lecoque

**9. Other Business:**

None

**10. Adjournment of Open Meeting:**

Commissioner R Jackson requested a motion to adjourn the Open meeting on December 21, 2021, Commissioner M Keller made a motion and Commissioner T Dobyns seconded. The open session meeting was adjourned at 2:25pm

ATTEST:

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R Jackson, 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 December 15, 2021, I posted public notice of the December 21, 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

Effective Date : 2/7/2022

Bedroom Size: ALL

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	5	0	0	0	0	0	0	5
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	11	0	1	1	0	0	0	13
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	14	6	7	2	0	0	0	29
Hispanic	0	1	0	0	1	0	0	0	2
White	0	20	5	6	1	0	0	0	32
Black	0	6	1	2	2	0	0	0	11
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	0	0	0	0	0	0	1
Other	0	1	0	0	0	0	0	0	1

## Income Limit Breakdown

High:	1
Low:	3
Very Low:	3
ExtLow:	38

## Waiting List Recap by Voucher Size

Size	0BR	1BR	2BR	3BR	4BR	5BR	6+BR	No BR	TOTAL
Elderly	0	5	0	0	0	0	0	0	5
Near Elderly	0	0	0	0	0	0	0	0	0
Handi/Disabled	0	13	4	1	1	0	0	0	19
Single Fed Disp	0	0	0	0	0	0	0	0	0
Family	0	7	10	9	1	0	0	0	27
Hispanic	0	1	2	0	1	0	0	0	4
White	0	17	7	5	0	0	0	0	29
Black	0	4	4	5	2	0	0	0	15
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	1	1	0	0	0	0	0	2
Other	0	0	1	0	0	0	0	0	1



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### CONTRACTING/CAPITAL FUND/ PROPERTY UPDATES

January 2022

#### **Current CFP Contracts**

1. **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 151 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

### **Completed Contracting**

1. 2020-17 Exterior Painting is complete
2. 2021-02 Concrete Replacement is complete
3. 2021-03 Concrete Replacement is complete
4. 2021-07 Insurance Restoration is complete
5. 2021-09 Insurance Restoration is complete
- 6.



# Housing Authority of the City of Mexico

## Monthly Report for Housing Authority Board

1/1/2022 TO 1/31/2022

### WORK ORDERS

Received	Processed
188	185

Routine Work Received	Avg. Completion Time Routine
146	27.760 Hrs.
Emergency Work Received	Avg. Completion Time Emergency
2	0.617 Hrs.
All Other Work Received	Avg. Completion Time Other
40	33.518 Hrs.

### PRODUCTION

Routine work orders with completion time over 24 hours:	40
Emergency work orders with completion time over 24 hours:	0

Work Orders called in this month/Outstanding 1st day of next month: 3

W/O #	Work Order Date	
143076	01/26/2022	} closed
143093	01/31/2022	
143094	01/31/2022	

Work orders completed from prior months:	2	
W/O #	Work Order Date	Completion Date
142903	12/30/2021	01/03/2022
142887	12/27/2021	01/04/2022

Work orders still outstanding from prior months: 0

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

### Report Criteria

PHA:  
 Project:  
 Starting Date: 1/1/2022  
 Ending Date: 1/31/2022  
 Staff Generated Work Orders: False