



Housing Authority of the City of Columbia, Missouri

201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ www.ColumbiaHA.com

Open Meeting Notice

CHA Board of Commissioners Meetings

Date: Monday, December 12, 2022

Time: 1:00 p.m.

Place: This will be a virtual meeting held through the Zoom video conferencing application. Those with computers with cameras may join with video and audio. Those without video access may listen and participate by using computer audio or telephone. To receive an invitation to participate in the meeting, send an email request to: mbetz@columbiaha.com at least four (4) hours prior to the start of the meeting.

- I. Call to Order/Introductions
- II. Roll Call
- III. Adoption of Agenda
- IV. Approval of Minutes
- V. Public Comment (Limited to 5 minutes per speaker)

SPECIAL ITEM

- VI. **CHA Developer Consultant Work Session:** Fulson Housing Group, Update on CHA Affordable Housing Development Plans and Projects

PUBLIC HEARINGS

RESOLUTIONS

- VII. **Resolution 2917:** A Resolution determining the intent of the Housing Authority of the City of Columbia, Missouri to issue its housing revenue bonds in aggregate principal amount of not to exceed \$5,000,000 to finance a housing project located in the City of Columbia, Missouri.

REPORTS

PUBLIC AND COMMISSIONER COMMENT

- VIII. Public Comment (Limited to 5 minutes per speaker)
- IX. Commissioner Comment
- X. Adjournment

If you wish to participate in the meeting and require specific accommodations or services related to disability, please contact Ms. Michelle Betz, Executive Assistant at (573) 443-2556, extension 1122 or TTY Relay 800.735.2966, at least one working day prior to the meeting. You can contact Ms. Betz by email at the following address: www.columbiaha.info@gmail.com

Media Contact: Randy Cole, CEO
Phone: (573) 443-2556
E-mail: www.columbiaha.info@gmail.com

A complete agenda packet is available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.



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HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI BOARD OF COMMISSIONERS MEETING November 9, 2022, MEETING MINUTES

I. Call to Order:

The Board of Commissioners of the Housing Authority of the City of Columbia, Missouri (CHA) met in open session on November 9, 2022, in the Training Room of the Columbia Housing Authority Administration Building, 201 Switzler St., Columbia, Missouri 65203. Mr. Hutton, Chair, called the meeting to order at 5:30 p.m.

II. Roll Call:

Present: Bob Hutton, Chair Commissioner
Robin Wenneker, Vice Chair Commissioner
Steve Calloway, Commissioner – by ZOOM
Rigel Oliveri Commissioner

CHA Staff: Randy Cole, CEO
Michelle Betz, Executive Assistant
Tawanda Edwards, Director of Housing Programs
Laura Lewis, Director of Affordable Housing Operations
Jeff Forck, Director of Safety
Debbi Simmons, Chief Financial Officer
Tammy Matondo, Housing Development Coordinator
Dana Harris, HR Manager
Linda Edwards – Accountant
Tawnty Larkin – Grant Accountant

Guest: Tom Kayser – Sundvold – Employee Benefits Division Manager

III. Adoption of Agenda:

Mr. Hutton called for a motion to approve the agenda. A motion was made by Ms. Oliveri and second by Mr. Calloway. All Commissioners voted “aye”. Mr. Hutton declared the agenda adopted.

IV. Approval of October 12, 2022, Open Meeting Minutes:

Mr. Hutton called for a motion to approve the minutes from the open meeting of October 12, 2022. Mr. Hutton noted that this was a regular meeting. A motion was made by Mr. Hutton and second by Ms. Oliveri. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

V. Approval of October 12, 2022, Closed Meeting Minutes

Mr. Hutton called for a motion to approve the minutes from the closed meeting of October 12, 2022. A motion was made by Ms. Oliveri and second by Mr. Calloway. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

VI. Approval of August 10, 2022, Closed Meeting Minutes

Mr. Hutton called for a motion to approve the minutes from the closed meeting of August 10, 2022. A motion was made by Ms. Oliveri and second by Mr. Hutton. All Commissioners voted “aye” and Mr. Hutton declared the motion approved.

VII. Public Comment.

There were no public comments.

PUBLIC HEARINGS

VIII. Proposed CHA Budget-FY 2023: January 1, 2023 – December 31, 2022

a. CHA Employee Benefits Package January 1, 2023, through December 31, 2023-Sundvold

Mr. Kayser from Sundvold reviewed the different Employee Benefit Packages for health, dental and life insurance for the 2023 calendar year. Mr. Kayser noted this year we will have the option of a PPO or HDHP (High Deductible Health Care Plan) which includes a HSA (Health Care Savings Account).

b. FY 2023 COLA, Range and Salary Plan

Mr. Cole reviewed the revisions to the Appendix 3 Range Plan of the personnel policy, noting the new proposed range increased A-E significantly as several positions are currently outside of current range. Mr. Cole highlighted there will be a \$1.00 COLA effective January 2023.

c. PHA Budget and Agency Wide Budget

Mr. Cole reviewed highlights from the PHA Budget and the Agency Wide Budget report. This budget encompasses all programs, departments, and component units of the Columbia Housing Authority. Rental revenues and related expenditures are presented by program. Salaries and benefits for 58 full-time and 18 part-time employees in the areas of administration, resident services, maintenance, and protective services are included. Mr. Cole highlighted the \$1.00 COLA effective January 2023, but this does not include grant employees. Grant Employees are based on their individual grant awards. Mr. Cole highlighted the revenues and expenditures for each department.

d. Public Comment

There were no public comments.

RESOLUTIONS

IX. Resolution 2912: A Resolution to Approve the Columbia Housing Authority Employee Benefits Package for FY January 1, 2023, through December 31, 2023.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2912 as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway

No: None

X. Resolution 2913: A Resolution to approve updates to Appendix 3 Range and Salary Plan of the Columbia Housing Authority Personnel Policy.

Mr. Cole reviewed the new starting salary ranges.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2913 as presented. A motion was made by Ms. Oliveri. Second by Ms. Wenneker. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway

No: None

XI. Resolution 2914: To Approve the Columbia Housing Authority's Agency-Wide Budget for FY 2023 Including the FY 2023 Annual Budgets for the Columbia Housing Authority's Low-Income Housing Tax Credit Properties and the Columbia Housing Authority's 501(c)3 Nonprofit, CHA Low-Income Services, Inc.

Mr. Cole reported an error in the last paragraph of Resolution 2914, it stated 2913 instead of 2914. Report has been corrected.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2914 as presented. A motion was made by Ms. Wenneker. Second by Mr. Hutton. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway

No: None

XII. Resolution 2915: A Resolution authorizing CHA staff to submit a request to the U.S. Department of Housing and Urban Development to utilize 120% fair market rent rate payment standards in FY 2023 for all CHA voucher programs.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2915 as presented. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway

No: None

XIII. Resolution 2916: A Resolution Authorizing the submission of grant proposals and associated applications to the City of Columbia, Veterans United Foundation and Boone County Trust for facility and programming expansion related costs to CHA Safety, Moving Ahead Program, Family Self-Sufficiency Program and Kinney Point Head Start Facility.

Mr. Hutton called for further discussion and there was none.

Mr. Hutton called for a motion to approve Resolution 2916 as presented. A motion was made by Ms. Oliveri. Second by Mr. Calloway. Upon a roll call vote of the motion, the following vote was recorded:

Yes: Wenneker, Hutton, Oliveri, Calloway

No: None

XIV. Affordable Housing Initiative Report.

Mr. Cole reported the Pre-Conditional Reservation Submission for the Kinney Point Project was submitted on October 28, 2022. Mr. Cole reported the Rental Assistance Demonstration (RAD) application for Park Avenue was submitted and October 31, 2022, received notification the application had been forwarded to the next stage of approval.

XV. Monthly Management Reports for Public Housing and Affordable Housing Properties, Housing Choice Voucher Programs, Resident Service, and Safety.

Housing Operations:

Mr. Cole reviewed highlights from the Property Management Report for September 2022 and from the Housing Choice Voucher Program Report.

Resident Services:

Mr. Cole reviewed highlights from the FSS Program, ROSS Program, Healthy Home Connections Program, Independent Living Program, and the Moving Ahead Program.

Safety:

Mr. Cole shared that there were 44 CHA Safety Department Reports in September and 196 Joint Communication Logs for September. Safety had 6 new residents move in meetings and did 1 different activity.

XVI. Current Events

Mr. Cole reported on the events that were coming up.

XVII. Public Comment

There was no public comment.

XVIII. Commissioner Comment

There was no commissioner comment.

XIX. Adjournment

Mr. Hutton called for a motion to adjourn the meeting. A motion was made by Ms. Wenneker. Second by Ms. Oliveri. Mr. Hutton called the meeting adjourned at 7:01.

Bob Hutton, Chair

Date

Randy Cole, Chief Executive Officer

Date

Certification of Public Notice

I, Randy Cole, Chief Executive Officer of the Housing Authority of the City of Columbia, Missouri, do hereby certify that on November 7, 2022, I posted public notice of the November 9, 2022, Board of Commissioners Meeting and distributed copies of the notice and agenda to the Board of Commissioners and the local media. The meeting notice and agenda was also distributed to the public upon request.

The complete agenda packet was available for review at all CHA offices during regular business hours and posted on the CHA web site at: www.ColumbiaHA.com.

Randy Cole, Chief Executive Officer

Date



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Department Source: Affordable Housing Development and Compliance

To: CHA Board of Commissioners

From: CEO & Staff

CHA Board of Commissioners Meeting Date: December 12, 2022

Re: Resolution 2917: CHA Intent to Issue Housing Revenue Bonds for Kinney Point

Executive Summary

The attached resolution provides board authorization of proceeding with regulatory steps to issue \$5,000,000 in housing revenue bonds to cover construction costs associated with the Kinney Point project.

Discussion

The Columbia Housing Authority is authorized and empowered under Chapter 99 of the Revised Statutes of Missouri, as amended (the "Act"), to issue revenue bonds to finance housing projects. CHA issued housing revenue bonds were considered as a part of the financing package for the Kinney Point project. The resolution authorizes Gillmore Belle, CHA staff, Fulson Housing Group and CHA related attorneys to work with the purchasers of the bonds, and others, to prepare for submission to and final action by CHA to affect the authorization, issuance, and sale of the bonds. Kinney Point housing revenue bond proceeds will be used for the purpose of financing a portion of the costs of the construction of approximately 24 apartment units at 1 E. Sexton.

CHA is also required to conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) Public Hearing, which is anticipated to be held in February of 2023. Final CHA Board consideration of authorization, issuance and sale of the bonds will occur after the TEFRA hearing.

Suggested Commission Action

Approve the Resolution authorizing CHA's intent to issue housing revenue bonds for the Kinney Point project.



Housing Authority of the City of Columbia, Missouri

Board Resolution

RESOLUTION # 2917

DETERMINING THE INTENT OF THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI TO ISSUE ITS HOUSING REVENUE BONDS IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$5,000,000 TO FINANCE A HOUSING PROJECT LOCATED IN THE CITY OF COLUMBIA, MISSOURI

WHEREAS, the Housing Authority of the City of Columbia, Missouri (the "Authority") is authorized and empowered under Chapter 99 of the Revised Statutes of Missouri, as amended (the "Act"), to issue revenue bonds to finance housing projects (as defined in the Act), for the purposes set forth in the Act; and

WHEREAS, Kinney Point Housing Development Group, LP, a Missouri limited partnership, and its successors and assigns (the "Applicant"), has requested that the Authority issue its housing revenue bonds under the Act in an aggregate principal amount of not to exceed \$5,000,000 for the purpose of financing a portion of the costs of the construction of approximately 24 apartment units to be located at the northeast corner of the intersection of North Garth Avenue and West Sexton Road in the City of Columbia, Missouri (the "Project"), the housing revenue bonds to be payable solely out of payments, revenues and receipts derived from the loan of the proceeds of the housing revenue bonds by the Authority to the Applicant; and

WHEREAS, the Applicant has incurred capital expenditures within the 60-day period ending on, or expects to incur capital expenditures on and after, the date of adoption of this Resolution in connection with the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

Section 1. Approval of Project. The Board of Commissioners of the Authority hereby finds and determines that the construction of the Project and the issuance of the Authority's housing revenue bonds to pay such costs will be in furtherance of the public purposes set forth in the Act.

Section 2. Intent to Issue Bonds. The Board of Commissioners of the Authority hereby determines and declares the intent of the Authority to finance the construction of the Project by the Applicant with proceeds of housing revenue bonds of the Authority in an aggregate principal amount of not to exceed \$5,000,000 to be issued pursuant to the Act. The Authority intends to reimburse the Applicant for all or a portion of the expenditures incurred by the Applicant prior to the issuance of the bonds, to the extent permitted by law, with the proceeds of such housing revenue bonds.

Section 3. Provision for the Bonds. Subject to the provisions of this Resolution, the Authority will (i) issue its housing revenue bonds to pay the costs of constructing the Project and of issuing the bonds and such other costs as may be deemed appropriate, said bonds to have such maturities, interest rates, redemption terms and other provisions as may be determined by resolution of the Authority; and (ii) to effect the foregoing, adopt such resolutions and authorize the execution and delivery of such instruments and the taking of such action as may be necessary or advisable for the authorization and issuance of said bonds by the Authority and take or cause to be taken such other actions as may be required to implement the aforesaid.

Section 4. Conditions to Issuance; Sale of Bonds. The issuance of the bonds and the execution and delivery of any documents related to the bonds are subject to (i) obtaining any necessary governmental approvals; and (ii) agreement by the Authority, the Applicant and the purchaser of the bonds upon (a) mutually acceptable terms for the bonds and for the sale and delivery thereof and (b) mutually acceptable terms and conditions of any documents related to the issuance of the bonds and the Project. The sale of the bonds shall be the sole responsibility of the Applicant.

Section 5. Intent to be Reimbursed. The Applicant expects to incur capital expenditures on and after the date of adoption of this Resolution (the "Expenditures") in connection with the construction of the Project, and the Authority intends to reimburse the Applicant for such Expenditures with the proceeds of the bonds in an amount which, depending on the date of issuance of said bonds, may aggregate a principal amount of not to exceed \$5,000,000. The Applicant has informed the Authority that the funds to be advanced to pay Expenditures are or will be available only for a temporary period and it is necessary to reimburse the Applicant for Expenditures made on and after the date hereof. This Resolution constitutes the Authority's declaration of official intent under Treasury Regulations Section 1.150-2.

Section 6. Further Actions. Gilmore & Bell, P.C., Bond Counsel for the Authority, together with the attorneys, officers and employees of the Authority, are hereby authorized to work with the purchasers of the bonds, the Applicant, their respective counsel and others, to prepare for submission to and final action by the Authority all documents necessary to effect the authorization, issuance and sale of the bonds and other actions contemplated hereunder.

Section 7. Effective Date. This Resolution shall take effect and be in full force immediately after its passage by the Board of Commissioners of the Authority.

Passed by the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri this 12th day of December 2022.

Bob Hutton, Chair

Attest:

(SEAL)

Randall Cole, Secretary