

Board Members Present:

Cynthia Mueller, Chairperson

William (Bill) Siedhoff, Vice Chairperson

Nina North Murphy, Secretary

Patrick Brennan, Treasurer

Board Members Absent: None

Staff Members Present:

Shaelene Plank, Executive Director

Kelly Head, Executive Assistant

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1. Call meeting to order – The meeting was called to order **at 4:04 p.m. by Bill Siedhoff** as Cindy was attending virtually.
 2. Lease for building - **Action Needed**
 - Shaelene shared the lease information with the committee
 - Shaelene spoke about the new janitorial service that will be starting with DDR.
 - At the last board meeting, the board voted to give the Executive Committee the power to approve the lease amendment because the details for the bathroom renovation were still being worked out at that time.
 - The lease has the same lease amounts that were in that original proposal.
 - Lease also includes a 3 Year out based on the TCM Contract, so if the contract does not renew, we will be able to end the lease.
 - Lease also now includes a yearly out based on the tax levy.
 - **Patrick Brennan moved to accept the lease agreement. Nina Murphy seconded the motion. All voted in favor. None opposed. The motion passed.**
 3. Horizon Housing Request – **Action Needed**
 - Nate talked about the Horizon Housing request for Rebuilding due to tornado damage.
 - HHDC has requested that DDR forgive its liens, allowing HHDC to establish reserves for ongoing maintenance of its other properties and have cash to put toward the purchase of a new building.
 - DDR Interest:
 - 2009 -Building purchase: \$78,335.17 (not to be forgiven)
 - 2010- HVAC: \$2,992.50 (to be forgiven in 2030)
 - 2010-Renovations/basement construction: \$5,671.25 (to be forgiven in 2030)
 - 2023- Roof deductible, tuckpointing, windows, stairs: \$27,373.73 (to be forgiven in 2043)
 - Staff does not recommend approving HHDC's request to hold the amount owed to DDR in its reserves; taxpayer money cannot be held in reserves by an agency.
 - Staff recommends:

- HHDC return the amount of the building purchase (\$78,335.17)
- DDR forgive the two liens from 2010 (\$8,663.75)
- Regarding the 2023 lien, funds must be returned from what's remaining after the site clean-up and meeting the AHC's requirements. We can consider forgiving a portion and accepting a lower amount.
- Returned funds will be held by DDR in a restricted fund for future housing requests.
- The liens that are forgiven are not for HHDC to hold in its reserves but to support them with their expenses/lost revenue related to the tornado damage (rehousing tenants, etc.)
- The committee has decided to postpone the decision until either September or November Board Meeting, after Horizon Housing has heard from the Affordable Housing Commission.

4. Potential New Board Member

- Shaelene introduced Catrina Adams, Education director for the Botanical Society of America. Catrina is a potential new board member who comes to us recommended by Sarah Sims.
- The committee members introduced themselves, and Catrina gave some info about herself.

5. Southside Request – **Action Needed**

- Southside is seeking the St. Louis Office for Developmental Disability Resource's assistance in the amount of \$25,462 to complete their local match for one of two new vehicles purchased through the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. This grant will allow Southside to replace two older model vehicles (likely #892 & #893 which have been in service since 2020) with excessive mileage and are in need of costly repairs.
- **Bill Siedhoff moved to grant Southside's request for \$25,462. Nina Murphy seconded the motion. All voted in favor. None opposed. The motion passed.**

6. Lafayette Habilitation Center updates

- Shaelene gave an update on Lafayette Habilitation Center.
 - DDR has received the money back for the van that they sold.
 - Lafayette's attorney's office report that they already have a few offers on the building they are selling. They feel with the sale price, they will get their money back and we will get our money back. The Bank is the first lien holder on the building.
 - The deed has been filed, and we are just waiting on the sale now.

7. Board engagement plans

- Shaelene asked for opinions on where to schedule tours and board engagement events. She would like to schedule 3 – spaced out throughout the year at different times.
 - Some ideas are MERS, Project Inc, Industrial Aid once they complete work on their building , Paraquad, Horizon North, UCP, Respite Center Oak Tree

8. Modular office proposal

- Shaelene shared the drawings of the modular office proposal with the committee and talked about the plan moving forward pending a fully executed TCM contract.

9. Adjourn – **Motion to adjourn by Patrick Brennan, Seconded by Nina Murphy. All voted in favor. The meeting was adjourned at 5:06 p.m.**



Nina North Murphy, Secretary

09/25/2025

Date Approved