



Board of Commissioners Meeting
Tuesday, December 9, 2025, 12 pm
Pagedale City Hall
1420 Ferguson Avenue
Pagedale, Missouri 63133

AGENDA

Item	Individual	Action
1. Call to Order	Chair	Informational
2. Roll Call	Terri Acoff-States	Informational
3. Reading of the Mission Statement	Chair	Informational
Our mission is to provide decent, safe, and affordable housing; ensure equal housing opportunity; promote self-sufficiency; and improve the quality of life and economic vitality of low- and moderate-income families.		
4. Approval of Minutes Regular Meeting October 14, 2025	Chair	Motion, 2 nd , Vote
5. Public Comments	Chair	Informational
6. Reports of Commissioners	Chair	Informational
7. Executive Director’s Report	Shannon Koenig	Informational
8. Reports of Officers and Employees		
A. Financial Reports month ending October 31, 2025	Benjamin Washington	Motion, 2 nd , Vote
B. Pagedale Public Housing Write Offs Q4, Resolution No. 1456	Benjamin Washington	Motion, 2 nd , Vote
C. Public Housing Performance Report	Kawanna Tate	Informational
9. Unfinished Business	Chair	Informational
10. New Business		
A. Annual Meeting	Terri Acoff-States	Informational
B. 2026 Board Meeting Schedule	Terri Acoff-States	Motion, 2 nd , Vote
11. Executive Session	Chair	Motion, 2 nd , Vote
Subject to an affirmative vote of the Board of Commissioners, an Executive Session may be held to discuss personnel issues, real estate, or litigation matters pursuant to RSMo Sections 610.021 to 610.022.		
12. Announcements Next Meeting February 10, 2026	Chair	Informational
13. Adjournment	Chair	Motion, 2 nd , Vote

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, OCTOBER 14, 2025
MEETING MINUTES**

ATTENDANCE:

COMMISSIONERS:

Dr. Keith Mosby, Sr., Chair
Erica Edwards, Vice Chair
Robert Smith, Jr., Commissioner
Lorraine Mosby, Commissioner

STAFF:

Shannon Koenig, Executive Director and CEO
Terri Acoff-States, Executive Assistant
Benjamin Washington, Chief Financial Officer
Kawanna Tate, Director, Housing Administration

PUBLIC:

Gloria Williams, Alderwoman, Ward 3

Reading of the Mission Statement:

Chair Mosby recited the mission statement for the board.

Approval of Minutes of Regular Board Meeting Tuesday, August 12, 2025:

Chair Mosby asked for a motion to approve the minutes of the regular board meeting held Tuesday, August 12, 2025. Commissioner Smith motioned for approval; Commissioner Mosby seconded the motion. Upon roll call, “Ayes” and “Nays” were as follows:

AYES

K. Mosby
L. Mosby
R. Smith

NAYS

None

The Chair declared the motion passed.

PUBLIC COMMENTS:

Alderwoman Williams inquired about the status of the current vacant public housing units in Pagedale. Ms. Tate responded to her concerns reporting that the units are being worked on though progress is slow due to a contractor shortage.

REPORTS OF COMMISSIONERS:

Commissioner Erica Edwards reported that she attended the Wellington Homes ribbon-cutting ceremony and stated her appreciation for the opportunity to tour the newly renovated units, noting how impressed she was with the improvements.

EXECUTIVE DIRECTOR’S REPORT:

Ms. Koenig greeted everyone and thanked them for attending the meeting.

Ms. Koenig presented the board with an overview of changes to the federal government that directly impact Pagedale Housing.

Ms. Koenig additionally provided the board with an update on FY26 federal appropriations and the potential impact to the 2026 budget.

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, OCTOBER 14, 2025
MEETING MINUTES**

Ms. Koenig presented the board with the third quarter Agency Performance Report Results for 2025. She stated the report had been updated to reflect third quarter progress on updated key results. Ms. Koenig said staff continue to make progress meeting the core objectives.

REPORTS OF OFFICERS AND EMPLOYEES:

A. Financial Reports:

Mr. Washington reviewed the Financial Reports for the period ending August 12, 2025. Chair Mosby asked for a motion to approve the August 12, 2025 Financial Reports as read and discussed. Commissioner Mosby motioned for approval, which motion was seconded by Commissioner Smith. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby	None
E. Edwards	
L. Mosby	
R. Smith	

The Chair declared the motion passed.

B. Housing Authority of the City of Pagedale Public Housing Write-Offs – Resolution No. 1453:

Mr. Washington presented the board with the quarterly write-offs of uncollectable rents.

After discussion, Chair Mosby asked for a motion to approve Resolution No. 1453, Housing Authority of the City of Pagedale Public Housing Write-Offs. Commissioner Smith motioned for approval. Vice Chair Edwards seconded the motion. Upon roll call, “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby	None
E. Edwards	
L. Mosby	
R. Smith	

The Chair declared the motion passed.

C. Pagedale Housing Authority, FY 2026 Budget, Resolution No. 1452

Mr. Washington presented the board with the Pagedale Housing Authority FY 2026 Budget.

After discussion, Chair Mosby asked for a motion to approve Resolution No. 1452, Pagedale Housing Authority FY 2026 Budget. Commissioner Smith motioned for approval. Commissioner Mosby seconded the motion. Upon roll call the “Ayes” and “Nays” were as follows:

<u>AYES</u>	<u>NAYS</u>
K. Mosby	None
E. Edwards	
L. Mosby	
R. Smith	

The Chair declared the motion passed.

**PAGEDALE HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
TUESDAY, OCTOBER 14, 2025
MEETING MINUTES**

D. Public Housing Performance Report:

Ms. Tate reviewed public housing activities within the framework of the Public Housing Assessment System. She presented an overview of the physical, management, and financial assessment subsystems along with the progress of the Capital Fund Program.

UNFINISHED BUSINESS:

No unfinished business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

An Executive Session was not held.

ANNOUNCEMENTS:

The next meeting is scheduled for Tuesday, December 9, 2025.

ADJOURNMENT OF MEETING:

There being no further business to come before the board, Chair Mosby asked for a motion to adjourn. Commissioner Mosby moved for adjournment, which motion was seconded by Commissioner Smith. Upon roll call, “Ayes” and “Nays” were as follows:

AYES

K. Mosby
E. Edwards
L. Mosby
R. Smith

NAYS

None

The Chair declared the motion passed.

Secretary

Chair

Date



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

From: Shannon Koenig, Executive Director and CEO

Date: December 9, 2025

Subject: *Executive Director's Report*

This report provides an update on various Pagedale Housing matters.

I. Federal Government Updates

Potential federal funding reductions are still under congressional consideration. In FY26, the Public Housing Operating Fund could see a reduction up to about 11%, while the Public Housing Capital Fund could see a reduction up to about 29%.

II. Planning and Strategy

County Housing is planning work for 2026 and beyond, including revisiting strategic objectives. Beginning next year, we will refine our focus to stabilizing and maintaining our operation while continuing to expand access to affordable housing. This will ensure we remain focused on our core mission and deliver on our key success metric: the number of residents we house. We will continue to monitor our performance using reliable key performance indicators including PHAS and our annual financial audits.

III. Annual Customer Service Survey

The annual customer service surveys have been distributed to Public Housing residents. This year, we included a question that will identify in which PHA a resident is living. We asked that survey responses be submitted by November 24. Paper copies were also available in our lobby and at public housing management offices.

These surveys are an important tool for gathering feedback and identifying areas for improvement as we work to enhance our services and strengthen relationships with residents and partners. We plan to share the results of the survey at our next regular meeting.

IV. Fourth Quarter Agency Performance Report Results

The Agency Performance Report for 2025 has been updated to reflect fourth quarter progress on updated key results (attached). Staff continue to make progress meeting the core objectives.

Agency Performance Report

Fourth Quarter, 2025

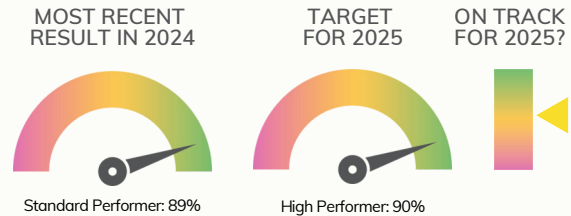
What HUD measures

PHAS SCORE

HUD assesses the health of a PHA's Public Housing program through an indicator called the Public Housing Assessment System, or PHAS.

Why it matters

The Housing Authority's PHAS score communicates how well the agency is performing, impacts the amount of HUD funding it receives for the fiscal year, and determines the frequency of HUD public housing inspections.



What County Housing measures

Objective 1: Deliver services safely, effectively, and efficiently.

Results	Q1	Q2	Q3	Q4
Attain zero findings in finance/single audits	●	●	●	●

Objective 2: Foster a customer-centered culture.

Results	Q1	Q2	Q3	Q4
Increase customer satisfaction	●	●	●	●
Dedicate staff to customer outreach and resident engagement	●	●	●	●
Implement quarterly feedback loops for residents	●	●	●	●

Objective 3: Help our residents and families gain self-sufficiency through partnerships with other organizations in the community.

Results	Q1	Q2	Q3	Q4
Communicate programming opportunities	●	●	●	●
Enhance partnerships with local organizations	●	●	●	●
Engage in community initiatives that promote housing stability and affordability	●	●	●	●



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: December 9, 2025

Subject: *Financial Summary*

This memo provides a narrative explanation for the period ending October 31, 2025, financial reports.

I. Recommendation

Staff recommend that the Board approve the financial statements and accompanying narrative, as prepared.

II. Highlights

A. Revenue

The total YTD actual operating revenue of \$775,679 exceeded the total YTD budget revenue of \$760,255, resulting in a favorable variance of \$15,424 or 2%.

- Variances in the Total Operating Subsidy and Capital Funds Grants were attributable to timing differences in the drawdowns.
- Tenant Charges had an unfavorable budget variance of \$17,413 due to vacancies in sixteen (16) of the eighty-one (81) total units. Thirteen (13) units had tenant rents of \$0 for the month.

B. Expenses

Total YTD actual operating expense of \$741,631 exceeded the total YTD budget expense of \$666,027 resulting in an unfavorable variance of \$75,604 or 11%.

- Total YTD Occupancy expense resulted in an unfavorable budget variance of \$84,304 primarily due to timing differences in utilities, materials, and contracted costs unit repairs.
- Total YTD Other General expenses resulted in a favorable budget variance of \$26,853 primarily due to timing differences in outside services and professional fees.

C. Net Income

The total operating net income is \$34,048 before depreciation of \$68,988, resulting in a bottom-line net loss of \$34,940.

D. Cash

As of October 31, 2025, the adjusted cash balance in the operating bank account was \$571,863. Of this amount, \$542,467 was unrestricted and \$29,395 was restricted. There was \$23,788 of operating subsidy received. Tenant rental income for the month was \$23,940, and operating expenses payments were \$79,629.

III. Attachments

- A. Budgeted Income Statement
- B. Cash Report
- C. Tenant Rent

Pagedale Housing Authority
Budgeted Income Statement
As of October 31, 2025

					Pagedale HA			
					Monthly Actual	Monthly Budget	Variance	% Variance
OPERATING ITEMS								
Total Operating Subsidy	227,178	265,532	(38,353)		23,788	26,553	(2,765)	
Capital Fund Grants	263,784	192,640	71,144		-	19,264	(19,264)	
Total Tenant Charges	284,337	301,750	(17,413)		39,542	30,175	9,367	
Total Investment Income	380	333	47		45	33	12	
Total Income	775,679	760,255	15,424	2.03%	63,375	76,026	(12,650)	-16.64%
Total Rents and Utility Reimbursements	12,849	19,167	(6,318)		1,953	1,917	36	
Total Salaries	125,798	129,167	(3,369)		14,424	12,917	1,508	
Total Benefits and Taxes	43,385	29,022	14,363		4,482	2,902	1,580	
Total Training, Seminars, Conferences	22,351	8,875	13,476		58	887	(829)	
Total Admin	204,384	186,231	18,153	9.75%	20,917	18,623	2,294	12.32%
Total Utilities	59,092	48,917	10,175		10,789	4,892	5,898	
Total Materials	61,936	40,167	21,769		6,134	4,017	2,117	
Total Contract Costs	216,318	162,292	54,026		48,421	16,229	32,192	
Total Tenant Services Expense	2,798	2,608	190		-	261	(261)	
Total Other Maintenance Expenses	4,916	3,333	1,582		565	333	232	
Total Other Occupancy Expenses	26,266	29,783	(3,517)		2,676	2,978	(302)	
Total Occupancy Expense	371,404	287,100	84,304	29.36%	68,585	28,710	39,875	138.89%
Total Insurance	75,671	74,667	1,004		7,569	7,467	102	
Total Outside Services	10,170	30,000	(19,830)		689	3,000	(2,311)	
Total Professional Fees	8,507	22,083	(13,577)		1,481	2,208	(727)	
Total Other Fees	41,811	38,721	3,089		3,933	3,872	61	
Total Telephone and Technology	7,820	10,833	(3,013)		247	1,083	(837)	
Total Other Administrative Expenses	8,475	4,292	4,183		1,214	429	785	
Total Internal Charges	13,390	12,100	1,290		1,293	1,210	83	
Total Other General	165,843	192,697	(26,853)	-13.94%	16,425	19,270	(2,844)	-14.76%
Total Expenses	741,631	666,027	75,604	11.35%	105,927	66,603	39,325	59.04%
Total Net Operating Income	34,048	94,228	(60,180)		(42,552)	9,423	(51,975)	
NON-OPERATING ITEMS								
Total Depreciation Expense	(68,988)	(62,175)	(6,813)		(6,899)	(6,218)	(681)	
Total Non- Operating Items	(68,988)	(62,175)	(6,813)		(6,899)	(6,218)	(681)	
Net Income (Loss)	(34,940)	32,053	(66,992)		(49,451)	3,205	(52,656)	

Pagedale Housing Authority
Cash Report
October 2025

BEGINNING BANK CASH BALANCE 10/1/2025	\$	604,147
ADD:		
Tenant Rent	\$	23,940
Security Deposits	\$	-
FSS Deposits	\$	-
Capital Fund	\$	-
Operating Subsidy	\$	23,788
Interest	\$	45
Transfer	\$	-
Other Revenue	\$	-
TOTAL DEPOSITS	\$	47,774
LESS:		
Other Transfers	\$	(11,865)
Manual Checks	\$	-
Checks	\$	(58,975)
NSF	\$	-
Withdraws/Other Deductions	\$	(8,788)
Operating Subsidy Out		
TOTAL PAYMENTS	\$	(79,629)
ENDING BANK BALANCE 10/31/2025	\$	572,292
	\$	-
Ending Bank Balance 10/31/2025	\$	572,292
Outstanding Checks	\$	(3,172)
Deposits in Transit	\$	2,789
Other Items	\$	(46)
Adjusted Book Balance 10/31/2025	\$	571,863
Unrestricted Cash	\$	542,467
Security Deposit Cash	\$	29,395
	\$	571,863

Public Housing Rent Roll

Property: Pagedale Housing Authority

As of Date: 10/30/2025

Property Code	Unit Code	Tenant Code	Tenant Rent
	KI1350	t0011460	\$ -
	SF6707	b0022408	\$ 587
	JU6523	t0000336	\$ 757
	EC1473	t0000334	\$ 772
	SC7209	t0008244	\$ 204
	EH7076	t0035496	\$ 1,015
	SC7225	t0009706	\$ 348
	SC7213	t0011184	\$ 800
	HH6537	t0000518	\$ 157
	EH7060	t0015506	\$ 979
	RT6737	t0034421	\$ 382
	SC7234	t0000462	\$ 113
	EH7056	t0011506	\$ -
	HH6547	t0034583	\$ 431
	AR6907	t0000527	\$ 968
	SC7201	t0028760	\$ 740
	WH6514	t0015477	\$ -
	KI1205	t0000410	\$ 159
	EC1461	t0035185	\$ -
	SU1255	t0034258	\$ 178
	MI1345	t0000398	\$ 778
	PC1268	t0000394	\$ 502
	SC7230	t0035536	\$ 216
	AR6903	t0024603	\$ 255
	EH1547	t0034140	\$ 280
	SC7204	t0000392	\$ 487
	RN7001	t0035334	\$ 1,252
	EC1469	t0000399	\$ 1,015
	AR6904	t0038592	\$ -
	RT6716	t0034260	\$ -
	SC7200	t0034756	\$ -
	AR6921	t0035506	\$ 560
	MI1331	t0000355	\$ 1,252
	AR6905	t0000435	\$ 505
	AR6911	t0000412	\$ 113
	PD1625	t0034307	\$ 236
	RT6720	t0034189	\$ -
	GD7350	t0000422	\$ 92
	FE1522	t0033933	\$ 1,065
	RA6737	t0012771	\$ -
	EC7072	t0000078	\$ -
	SC7231	t0021073	\$ 137
	AR6915	t0023157	\$ 135
	AR6918	t0034470	\$ 374
	WO1319	t0000377	\$ 45
	HH6529	t0012290	\$ -
	AR6901	t0033887	\$ 105
	BU1215	t0035103	\$ -

Property Code	Unit Code	Tenant Code		Tenant Rent
	KI1347	t0000388	\$	85
	PC1273	t0000386	\$	-
	SC7239	t0000385	\$	1,015
	PC1282	t0019204	\$	386
	SF6703	t0034514	\$	337
	AR6913	t0000382	\$	1,055
	MI1325	t0000383	\$	1,015
	SD1530	t0021647	\$	748
	FE1524	t0000240	\$	317
	AR6917	t0010574	\$	1,015
	HH6525	t0000238	\$	65
	WY6739	t0037201	\$	778
	SC7205	t0000378	\$	707
	EH7067	t0034658	\$	88
	SC7235	t0000536	\$	182
	NX1519	t0012812	\$	492
	AR6900	t0000537	\$	40
			\$	26,319



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Benjamin C. Washington, Chief Financial Officer

Date: December 9, 2025

Subject: *Resolution No. 1456 Write-offs of Uncollectable Rents*

Attached are the write-offs for uncollectable rents for the period ending October 2025.

I. Recommendation

Staff recommend the Board approve write-offs for the 4th quarter of 2025.

RESOLUTION NO. 1456

AUTHORIZING QUARTERLY WRITE-OFF OF UNCOLLECTABLE RENTS

December 9, 2025

WHEREAS, the Executive Director and CEO has reported that continued unsuccessful attempts have been made to collect delinquent payments from former tenant(s) of the Pagedale Housing Authority; and

WHEREAS, it has been determined by the Board of Commissioners that after unsuccessful efforts to collect the delinquent payments from said former tenant, said payments in the total amount of \$54,392.50 are uncollectable and should be written off the books of the Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of Pagedale, that the following payments are uncollectable and should be written off the books of said Authority.

<u>Project</u>	<u>Tenant's Code</u>	<u>Balance Due</u>
MO-218	t0018997	\$ 1,719.00
	t0000334	\$ 250.00
	t0035140	\$13,445.00
	t0034189	\$ 427.00
	t0000456	\$24,365.50
	t0034563	\$ 3,965.00

Total: \$54,392.50

Chair

Secretary

Date



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Kawanna Tate, Director, Housing Administration

Date: December 9, 2025

Subject: *Public Housing Performance*

This memo describes recent public housing activities within the framework of the Public Housing Assessment System.

I. PASS - projected 31/40 points

The purpose of PASS is to determine whether public housing units are decent, safe, sanitary and in good repair, and to determine the level to which the PHA is maintaining its public housing in accordance with housing condition standards.

A. Maintenance Activity

From October 1 through November 30, 2025, the maintenance team completed 13 work orders and four unit rehabs; 11 additional unit rehabs are in progress.

II. MASS - projected 12/25 points

The purpose of the management operations indicator is to assess the AMP's and PHA's management operations capabilities.

Sub-Indicator	Performance	Points
Occupancy	94.82	8/16
Accounts Payable Ratio	0.34	4/4
Tenant Accounts Receivable	.477	0/5
Projected Points		12

Our occupancy score has decreased noticeably due to several factors.

- HUD's unit offline process: HUD has recently adjusted the way units can be taken offline, which has impacted our numbers.
- Vacancies from tenant turnover: We've had several evictions, along with tenants choosing to vacate before the eviction process was completed, leaving multiple units unoccupied.

- Occupancy alignment moves: A few additional units will also become vacant as tenants relocate due to occupancy alignment requirements.

III. FASS - projected 25/25 points

The purpose of the financial condition indicator is to measure the financial condition of each public housing project. The reporting period is through October 31, 2025.

Housing Authority	QR	MENAR	DSCR	Projected Points
Pagedale	12/12	11/11	2/2	25

IV. CFP - 10/10 projected points

The purpose of the Capital Fund program assessment is to identify how long it takes a PHA to obligate the funds provided to it from the Capital Fund program.

A. Capital Grant Fund Progress

Grant Year	Amount	Obligated	Expended	Deadline to expend
2020	\$172,502	100%	100%	3/25/2026
2021	\$180,371	100%	100%	2/22/2025
2022	\$221,831	100%	20%	5/11/2026
2023	\$223,209	100%	15%	2/16/2027
2024	\$231,168	100%	15%	5/05/2028

B. Current CFP Projects

December 2025 through January 2026 planned projects include the replacement of 81 ranges and refrigerators.

C. 2020-2024 Work Items Progress

- Tree trimming/removal ongoing
- Floor tile replacement and bathroom renovations 20% completed
- Appliance, interior doors, and sump pump replacements 0% completed

V. Projected Overall PHAS Score

PASS - 31/40 points

MASS - 12/25 points

FASS - 25/25 points

CFP - 10/10 points

Total 78

Standard Performer

VI. Other Updates

A. Occupancy Alignment

In November, one tenant transferred from a three-bedroom unit to a one-bedroom unit in another housing authority. Another tenant transferred from a two-bedroom unit to a one-bedroom unit in another housing authority.

There are no tenant moves scheduled for December.

VII. Attachment

Work Order Detail October 1- November 30, 2025

Work Order Detail

Page 1

Pagedale Housing Authority (1218bpag)

Work Orders active between 10/01/2025 and 11/30/2025

Unit	WO	WO Priority	WO Category	WO Brief Description	Call Date	Date Completed	Days to Complete	Days open in Period Reported
AR6918	40871	Routine	Appliance	stove	07/02/2025	10/02/2025	92	1
EH7067	40914	Routine	Doors	Back Door	07/10/2025	10/02/2025	84	1
EH7067	40915	Routine	Plumbing	Hardware	07/10/2025	10/02/2025	84	1
EH7067	40916	Routine	Building Exterior	Hole & missing shingles	07/10/2025	10/02/2025	84	1
SC7204	40974	Routine	General	bathroom	07/15/2025	10/02/2025	79	1
KI1350	41030			screen door	07/23/2025	10/02/2025	71	1
EH1547	41033	Routine	General	mold	07/23/2025	10/02/2025	71	1
EH7060	41113	Routine	Walls-Ceilings		08/12/2025	10/02/2025	51	1
EH7060	41163	Routine	Plumbing		08/18/2025	10/02/2025	45	1
AR6909	41181	Routine	Electrical		08/20/2025	10/09/2025	50	8
JU6523	41451	Routine	General	shower leak	09/16/2025	10/02/2025	16	1
AR6917	41623	Routine	General	lights	09/26/2025	10/02/2025	6	1
FE1524	41631	Routine	General	bees nest	10/01/2025	10/07/2025	6	6
AR6917	41696	Routine	General	light	10/07/2025		42	42
SC7201	41944	Routine		tub	10/20/2025		30	30
NX1519	41962	Routine		patch the holes	10/22/2025		28	28
NX1519	41963	Routine	General	kitchen counter	10/22/2025		28	28
GD7350	42083			flooring	10/24/2025		26	26
KI1350	42084	Routine		celing fan	10/24/2025		26	26
KI1350	42085	Routine		bathroom	10/24/2025		26	26
KI1350	42086	Routine		screen door	10/24/2025		26	26
BU1215	42097	Routine		litchen door	10/28/2025		24	24
NX1519	42098	Routine	General		10/28/2025		24	24
BU1215	42106	Routine	General		10/31/2025		19	19
RT6716	42109	Routine	Walls-Ceilings		11/03/2025		16	16
SC7235	42118	Routine		light	11/04/2025		15	15
AR6904	42120	Routine	Appliance		11/06/2025		13	13
EH7067	42142			stove	11/13/2025		6	6
SC7234	42155	Routine		carbon monoxide	11/14/2025		5	5
SU1255	42156	Routine		stove	11/14/2025		5	5
GD7350	42168	Routine		stove	11/18/2025		1	1

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Total number of non-emergency work orders:	31
Average completion days:	35.45
Average completion days for reporting period 2 years prior:	13.00
Reduction in average completion days over the past three years:	-22.45



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: December 9, 2025

Subject: *Annual Meeting*

Per the Pagedale Housing Authority Board of Commissioners bylaws, the board is required to hold an annual meeting for the purpose of electing officers, including the positions of Chair and Vice-Chair. Below are the relevant sections of the Pagedale Housing Authority bylaws.

I. ARTICLE II – OFFICERS

- A. Section 2. Chair. The Chair presides at all meetings of the Board. Except as otherwise authorized by resolution of the Board, the Executive Director signs all contracts, deeds, and other instruments made by the Authority. At each meeting of the Board, the Executive Director may submit such recommendations and information as they may consider proper about the business, affairs, finances, and policies of the Authority.
- B. Section 3. Vice Chair. The Vice Chair will perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair will perform the duties of the Chair until such time as the Board selects a new Chair.
- C. Section 6. Election or Appointment. The Chair and Vice Chair will be elected at the annual meeting of the Board from among the Commissioners and will hold office for one year or until their successors are elected and qualified.

II. ARTICLE III – ANNUAL MEETING

- A. Section 1. Annual Meeting. The annual meeting of the Board will be held concurrently with the regular meeting for the month of December. If no regular meeting is held that month, the annual meeting shall be held concurrently with the next succeeding regular meeting.

III. Attachment

Confidential Voting Ballot

December 9, 2025

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Confidential Voting Ballot

Housing Authority of the City of Pagedale Board of Commissioners Annual Meeting
December 9, 2025

Instructions: Mark only one choice per position. To maintain anonymity, do not add identifying marks on this ballot. Please fold your ballot and place it in the ballot box when finished.

Election of Chair

Please select one candidate for the position of Chair by marking an "X" next to the candidate's name.

- ☐ Candidate 1: Keith Mosby
 - ☐ Candidate 2: Erica Edwards
 - ☐ Candidate 3: Robert Smith Jr.
 - ☐ Candidate 4: Lorraine Mosby
-

Election of Vice-Chair

Please select one candidate for the position of Vice-Chair by marking an "X" next to the candidate's name.

- ☐ Candidate 1: Keith Mosby
 - ☐ Candidate 2: Erica Edwards
 - ☐ Candidate 3: Robert Smith Jr.
 - ☐ Candidate 4: Lorraine Mosby
-



MEMORANDUM

To: Pagedale Housing Authority Board of Commissioners

Through: Shannon Koenig, Executive Director and CEO

From: Terri Acoff-States, Executive Assistant

Date: December 9, 2025

Subject: *Board Meeting Dates for 2026*

This memo provides the schedule for the 2026 City of Pagedale Commissioners bi-monthly board meetings. Meetings will be held at Pagedale City Hall, 1420 Ferguson Avenue, Pagedale, MO 63133 and will start at noon.

Tuesday, February 10, 2026

Tuesday, April 14, 2026

Tuesday, June 9, 2026

Tuesday, August 11, 2026

Tuesday, October 13, 2026

Tuesday, December 8, 2026

If you have any questions, please contact me at 314-227-3114 or terria@countyhousing.org