



# City of Milwaukee

P.O. Box 324  
Milwaukee, WI 53201-0324

## Meeting Minutes

### HOUSING AUTHORITY

*SHERRI L. DANIELS, Chair*  
*Brooke VandeBerg, Vice Chair*  
*Darian Luckett and Irma Yopez Klassen*

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Wednesday, November 8, 2023

1:30 PM

City Hall, Room 301-A

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The mission of the Housing Authority of the City of Milwaukee (HACM) is to foster strong, resilient and inclusive communities by providing a continuum of high-quality housing options that support self-sufficiency, good quality of life, and the opportunity to thrive.

#### Call to Order

*Meeting called to order at 1:30 p.m.*

#### Roll Call

**Present:** 4 - Reed Daniels, VandeBerg, Yopez Klassen, Luckett

#### A. APPROVAL OF THE CONSENT AGENDA

##### CONSENT AGENDA – ITEMS RECOMMENDED FOR APPROVAL

(All items listed under the Consent Agenda will be enacted by one motion unless a Commissioner requires otherwise, in which event, the item will be removed from the Consent Agenda and considered separately.)

1. [R13429](#) Approval of the minutes of the regular meeting held on October 11, 2023

**Sponsors:** THE CHAIR

**Attachments:** [October 11, 2023 Meeting Minutes](#)

A motion was made Darian Luckett, seconded by Brooke VandeBerg, that this Motion be APPROVED This motion PREVAILED by Voice Vote

2. [R13430](#) Approval of the minutes of the special meeting held in November 2, 2023

**Sponsors:** THE CHAIR

**Attachments:** [November 2, 2023 Special Meeting Minutes](#)

A motion was made Darian Luckett, seconded by Brooke VandeBerg, that this Motion be APPROVED This motion PREVAILED by Voice Vote

**B. REPORTS AND DISCUSSION ITEMS**

1. [R13424](#) Resolution authorizing the Housing Authority of the City of Milwaukee (HACM) to institute a defined contribution 401(k) plan for all employees hired on or after January 1, 2024, rather than join the Wisconsin Retirement System at this time.

**Sponsors:** THE CHAIR

**Attachments:** [401\(k\) Match Calculation](#)  
[401\(k\) Plan Admin Cost](#)  
[Nationwide 401\(k\) Plan Admin Proposal](#)

*Patricia Dee, HACM's Administrative Services Supervisor, explained that Fernando Aniban, HACM's Assistant Secretary, and Julie Wilson, Assistant City Attorney, would present items R13424 and R13427 which are mutually-exclusive resolutions related to Wisconsin Act 12 and retirement contributions for HACM employees and that Commissioners would then most likely vote for one, but would not vote for both of the resolutions. Staff provided a brief background summary and answered the Commissioner's questions about the documents provided with the agenda.*

**A motion was made by Darian Luckett, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 3 - VandeBerg, Yopez Klassen, and Luckett

**No:** 0

**Abstain:** 1 - Reed Daniels

2. [R13427](#) Resolution authorizing the Housing Authority of the City of Milwaukee (HACM) to opt in to the Wisconsin Retirement System for all employees hired as of January 1, 2024

**Sponsors:** THE CHAIR

**Attachments:** [WRS Benefits Handbook](#)  
[WRS Contribution Rates](#)  
[Pension - Resolution of Inclusion](#)  
[Pension - Designation of Agent](#)

*Patricia Dee, HACM's Administrative Services Supervisor, explained that Fernando Aniban, HACM's Assistant Secretary, and Julie Wilson, Assistant City Attorney, would present items R13424 and R13427 which are mutually-exclusive resolutions related to Wisconsin Act 12 and retirement contributions for HACM employees and that Commissioners would then most likely vote for one, but would not vote for both of the resolutions. Staff provided a brief background summary and answered the Commissioner's questions about the documents provided with the agenda.*

**A motion was made by Brooke VandeBerg, seconded by Darian Luckett, that this Housing Authority Resolution be ADOPTED. This motion FAILED by the following vote:**

**Aye:** 0

**No:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

3. [R13431](#)

Resolution approving the submission by the Housing Authority of the City of Milwaukee to the U.S. Department of Housing and Urban Development of a disposition application for the sale of vacant land at 1519 North 13th street to the City of Milwaukee for \$20,000

**Sponsors:** THE CHAIR

**Attachments:** [Disposition Map-1519 N. 13th](#)

[Site map](#)

[Title Report](#)

[Email Project Brief](#)

*Jeanne Dawson, HACM's Program Specialist, explained that the City of Milwaukee approached HACM regarding the vacant lot at 1519 North 13th Street as a potential surface parking lot for a new Mental Health Facility adjacent to the property. She stated the U. S. Department of Housing and Urban Development (HUD) requires HACM to have the Board's approval to submit the disposition application to HUD for the sale of the vacant land. Vice Chair VandeBerg asked how the proceeds of the sale would be used. Fernando Aniban, HACM's Assistant Secretary, stated HUD only allows the proceeds to be used towards the Public Housing program.*

**A motion was made by Darian Lockett, seconded by Irma C. Yepez Klassen, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

4. [R13432](#)

Resolution approving the Housing Authority of the City of Milwaukee (HACM) to take all action necessary in connection with the rehabilitation of Highland Gardens, including serving as Guarantor for all loans related thereto and as Developer for Highland Gardens.

**Sponsors:** THE CHAIR

**Attachments:** [HG Gurantor Attachments](#)

*Fernando Aniban, HACM's Assistant Secretary, stated that Highland Gardens is a 114-unit multi-family building that applied and was awarded a tax credit allocation in the spring of 2023. He explained that the resolution would allow HACM to execute all of the documents necessary for the Highland Gardens rehabilitation.*

**A motion was made by Darian Lockett, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

5. [R13433](#) Resolution approving an award of contract to Travaux, Inc. (Milwaukee, WI) to be the Construction Contractor for the Highland Gardens Rehabilitation project in an amount not-to-exceed \$8,838,593

**Sponsors:** THE CHAIR

**Attachments:** [HG Contractor Attachments](#)

*Warren Jones, Travaux's Vice President of Construction, stated the contract amount was based on cost estimates prepared in-house and that the Gross Maximum Price is accurate according to the scope of work based on the Capital Needs Assessment, the tax credit application submitted to the Wisconsin Housing and Economic Development Association, and feedback from property management staff on what was needed to improve the condition of the building.*

*Fernando Aniban, HACM's Assistant Secretary, explained that the U.S. Department of Housing and Urban Development allows a public housing authority to directly award a contract to its instrumentality. He added that with all of the moving parts to a project such as the rehabilitation, HACM and Travaux, Inc. work very well together and that Travaux, Inc. must comply with all of HACM's Emerging Business Enterprise requirements.*

**A motion was made by Darian Luckett, seconded by Irma C. Yepez Klassen, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett

**No:** 0

6. [R13434](#) Resolution approving an increase of \$100,000 to the purchase order amount with Nan McKay and Associates (El Cajon, CA) for professional services provided to the Housing Authority of the City of Milwaukee's Rent Assistance Voucher Program for a total amount not-to-exceed \$350,000

Staff recommends increasing the maximum authorized amount of the purchase order from the current amount not-to-exceed \$250,000 to a new total amount not-to-exceed \$350,000. Professional services include, but are not limited to: the oversight of the initial and annual Project Based Voucher (PBV) functions of HACM-owned units, establishing PBV contract rents and determining rent reasonableness. Nan McKay has been providing professional services to HACM's Rent Assistance Voucher Program with purchase order number (RAP122527-d) from the date of execution effective May 16, 2022 for a term of five (5) years through May 16, 2027.

**Sponsors:** THE CHAIR

**Attachments:** [110823 Additional Information for the Nan McKay Resolution](#)

*Ken Barbeau, HACM's Chief Operating Officer – Program Services, provided background information on the purchase order with Nan McKay. He stated the initial contract was for services that included, but were not limited to, performing services as an Independent Entity to provide rent reasonableness determinations for HACM-owned project-based voucher developments. He added that in late 2022 the U.S. Department of Housing and Urban Development highly recommended that HACM begin to subcontract more duties to outside contractors. HACM determined it would subcontract some of the recertification and/or new admissions processing. Commissioners asked questions about how the increase to the purchase order amount would impact the 2023 and 2024 budgets. The Board decided to amend the resolution to an increase of \$100,00 for a total amount not-to-exceed \$350,000 and requested staff provide additional information at a future date.*

**A motion was made by Brooke VandeBerg, seconded by Darian Lockett, that this Housing Authority Resolution be AMENDED. This motion PREVAILED by the following vote:**

**Aye:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

**No:** 0

*Original title, before amendment, read:*

*Resolution approving an increase of \$300,000 to the purchase with Nan McKay and Associates (El Cajon, CA) for professional services provided to the Housing Authority of the City of Milwaukee's Rent Assistance Voucher Program for a total amount not-to-exceed \$550,000*

**A motion was made by Brooke VandeBerg, seconded by Darian Lockett, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**

**Aye:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Lockett

No: 0

7. [R13435](#) Presentation of the Third Quarter Financial Reports for the period ending September 30, 2023

**Sponsors:** THE CHAIR

**Attachments:** [HACM Third Quarter 2023 Discussion Points](#)  
[HACM Third Quarter Financial Report](#)

*Rick Koffarnus, HACM's Finance Director, presented the financial reports for the Third Quarter of 2023, summarizing the documents included with the agenda.*

8. [R13436](#) Presentation of the amendment to the Low-Income Dwelling Lease

**Sponsors:** THE CHAIR

**Attachments:** [Summary of Significant Changes to PH Lease and Grievance Procedures](#)  
[Low-Income Dwelling Lease - All Changes Accepted](#)  
[Low-Income Dwelling Lease - Redline](#)  
[LI Dwelling Lease Resident Grievance Procedures](#)  
[LI Dwelling Lease Memo to Public Housing Residents](#)

*Ken Barbeau, HACM's Chief Operating Officer – Program Services, provided a brief summary of the documents included with the agenda. He stated the item would return to the December Board meeting for a vote so that Public Housing residents had enough time to review the proposed changes and provide comment and feedback by the end of November.*

9. [R13437](#) Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Rent Assistance Program - Status of HUD Review](#)  
[HACM YARDI Kick-Off](#)  
[HACM YARDI Implementation Timeline](#)  
[Dissolution of Carver Park LLC and Tax Credit LP](#)  
[Carver Park Tax Credit LP Consent to Dissolution](#)  
[Carver Park Tax Credit LP Statement of Dissolution or Termination](#)  
[Carver Park Tax Credit LP Notice of Dissolution and Request for Claims](#)  
[Carver Park LLC Consent to Dissolution](#)  
[Carver Park LLC Statement of Dissolution](#)  
[Carver Park LLC Notice of Dissolution and Request for Claims](#)  
[Recovery Plan Monthly Update](#)

*Marlon Davis, HACM's Chief of Public Safety, provided an update on public safety plans. He stated that strong partnerships with residents, stakeholders and partners such as the Milwaukee Police Department and Lutheran Social Services, are essential to developing and implementing safety strategies to effectively address safety concerns.*

*Mr. Hines stated the Commissioners could review the attachments at their leisure and contact staff with any questions.*

10. **The Board may receive a motion to convene in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.**

*Commissioner Luckett made a motion to convene in closed session at 2:57 p.m. Commissioner Yepez Klassen seconded the motion. There being no objections, the motion carried.*

*Chair Daniels convened the Housing Authority Board in closed session pursuant to Section 19.85(1) (g) Wis. Stats. to confer with a representative of legal counsel who will render oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved.*

*Commissioner Luckett moved to reconvene in open session. Commissioner Yepez Klassen seconded the motion. There being no objections, the motion carried.*

*Chair Daniels reconvened the regular meeting of the Housing Authority Board at 3:12 p.m., and at that time, Items B.7, R13435, and B.9, R13437 were presented to the Board.*

## Adjournment

*There being no further business, Commissioner Lockett made a motion to adjourn the meeting at 3:30 p.m. Commissioner Yopez Klassen seconded the motion. There being no objections, the motion carried.*

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact the Housing Authority ADA Coordinator, Marquette Treadway at 286-5100, (FAX) 286-3456, (TDD) 286-3504 or by writing to the Coordinator at 650 West Reservoir, Milwaukee, WI 53212.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. Registered lobbyists appearing before a Common Council committee are required to identify themselves as such. More information is available at <http://city.milwaukee.gov/Lobbying>.

Be hereby notified that three (3) members of the Crucible, Inc. Board of Directors may be present at the meeting of the HACM Board of Commissioners, as some members serve on both boards. While a quorum of the Crucible, Inc. Board may be present at the HACM meeting, they will not exercise the responsibilities, authority, or duties vested in the Crucible, Inc. Board of Directors.