



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

CHARLOTTE HAYSLETT, Chair

Karen Gotzler, Vice Chair

Irma Yepez Klassen, Jackie Burrell, Ald. Sharlen Moore,

Howard Snyder, and James Nelson, Sr.

Wednesday, October 8, 2025

4:00 PM

City Hall, Room 301-A

Live Stream Link:

<https://milwaukee.granicus.com/player/camera/5?redirect=true>

Meeting Link for Live Stream – City of Milwaukee Live Stream Two

Cable Subscriber Options: Spectrum: Channel 25 and AT&T Channel 99

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 4:11 p.m.

Roll Call

Present: 6 - Gotzler, Yepez Klassen, Moore, Hayslett, Burrell, Nelson

Excused: 1 - Snyder

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. [R13642](#) Approval of the minutes of the regular Board meeting held on September 10, 2025

Sponsors: THE CHAIR

Attachments: [HACM Meeting Minutes for September 10, 2025](#)

A motion was made by Irma C. Yepez Klassen, seconded by Jackie Burrell, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

No: 0

Excused: 1 - Snyder

B. REPORTS AND DISCUSSION ITEMS

1. [R13643](#) Resolution approving a revised Declaration of Trust/Restrictive Covenant for various Housing Authority of the City of Milwaukee Developments

Sponsors: THE CHAIR

Attachments: [Release of Declaration of Trust](#)

HACM Counsel, Attorney Tom Gartner of Michael Best & Friedrich LLP, explained that, many years ago, the Housing Authority purchased a large parcel of land for the Lincoln Court Development and subsequently sold a portion of that parcel to the Clement Sausage Company, with the HUD declaration for that section released in 2010. HUD is requiring a new Declaration of Trust because the original Memorandum of Lease, recorded with the Milwaukee County Register of Deeds, contains the original, and now incorrect, legal description. Attorney Gartner further stated that the resolution presented is intended to correct the legal description not only for Lincoln Court but for several other Housing Authority properties as well.

A motion was made by ALD. MOORE, seconded by James Nelson, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

No: 0

Excused: 1 - Snyder

2. [R13644](#) Resolution approving a Memorandum of Lease for Lincoln Court, 2325 South Howell Avenue, Milwaukee, WI

Sponsors: THE CHAIR

Attachments: [Memorandum of Lease](#)

HACM Counsel, Attorney Tom Gartner of Michael Best & Friedrich LLP, stated that the Memorandum of Lease with T-Mobile is an agreement to attach antennas and other telecommunications equipment to Lincoln Court, and confirmed it contains the correct legal description.

Commissioners requested information on the lease payment amounts from the cell towers and the remaining years on the lease for Lincoln Court.

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

Aye: 6 - Gotzler, Yepez Klassen, Moore, Hayslett, Burrell, and Nelson

No: 0

Excused: 1 - Snyder

3. [R13645](#)

Resolution approving the submission to the U.S. Department of Housing and Urban Development of the Housing Authority of the City of Milwaukee's 2026 PHA Annual Plan, which includes the Admissions and Continued Occupancy Policy, the Section 8 Administrative Plan, and all other associated documents.

Sponsors: THE CHAIR

Attachments: [2026 Agency Plan - All Docs w- Redline ACOP and Admin Plan](#)
[2026 Agency Plan - All Docs w- All Changes Accepted ACOP and Admin Plan](#)
[Summary of Changes to ACOP and Admin Plan](#)
[RAB Comments on 2026 Annual Agency Plan and ACOP and Admin Plan](#)
[2026 Agency Plan Public Comment - Connor Goggans Milwaukee County](#)
[Public Hearing Comments on 2026 PHA Plan and HACM Responses](#)
[Addendum to RAB Comments on 2026 Annual Agency Plan and ACOP Admin Plan](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, explained that each Housing Authority prepares an Annual Plan as a statement to HUD outlining the agency's goals, objectives, policies, and the resources anticipated to support its Public Housing and Section 8 Voucher Program operations. He noted that the Grievance Policy has not yet been formally presented to the Board of Commissioners for approval but will be brought forward soon. Mr. Barbeau also informed the Commissioners that an Addendum containing the Resident Advisory Board's comments was included with this agenda and noted that the deadline to submit the plan to HUD is October 18th.

A motion was made by Jackie Burrell, seconded by James Nelson, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Yopez Klassen, Moore, Hayslett, Burrell, and Nelson

No: 0

Excused: 1 - Snyder

4. [R13646](#)

Resolution Approving Change Orders to AJ Development Group LLC, Insulation Technologies Inc., Lakeside Remodeling LLC, and Integral Construction and Development LLC as General Contractors for Various Repairs at Scattered Sites, in the amount not to exceed \$800,000.00

Sponsors: THE CHAIR

Attachments: [Bid Tab - Change Orders for Scattered Sites - Various Repairs](#)

Alison Woznicki, Travaux's Vice President of Construction, explained that Travaux has

reached the not-to-exceed value on contracts with four different contractors. In order to continue the vendors' on-call work at the Scattered Sites properties, Travaux has decided to extend these four contracts and issue Change Orders, each valued at \$200,000, which are being presented to the HACM Board of Commissioners for approval. Ms. Woznicki clarified that these Change Orders represent the authority to spend funds if, and as, needed; HACM is not required to expend the full amount of the funds.

A motion was made by Jackie Burrell, seconded by ALD. MOORE, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Yopez Klassen, Moore, Hayslett, Burrell, and Nelson

No: 0

Excused: 1 - Snyder

5. [R13647](#)

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 the Scattered Sites single-family properties for fair market value located at 1302 South 21st Street, Milwaukee, WI in the amount \$104,000 and at 4331 North 69th Street, Milwaukee, WI in the amount of \$66,000

Sponsors: THE CHAIR

Attachments: [RAB Comments on Disposition application to HUD](#)
[Rehab Esitmates for Scat Sites 1302 South 21st Street](#)
[Rehab Estimates for Scat Sites 4331 North 69th Street](#)

Jeanne Dawson, HACM's Program Specialist, explained that these properties have remained vacant because they are deemed uninhabitable. The estimated repair costs exceed \$100,000 per property, and the Scattered Sites program cannot spend that much per house. Ms. Dawson further noted that the properties were offered to ACTS Housing and Habitat for Humanity for one dollar, on the condition that they rehabilitate the homes and lease them to income-eligible households, however, both organizations declined the offer. As a result, HACM must proceed with selling the properties at their appraised value, pending HUD approval.

Commissioners offered several suggestions to assist Ms. Dawson with the sale of the properties, including notifying the appropriate Alderperson and reaching out to other nonprofit organizations such as VIA CDC, the Clark Square Neighborhood Initiative and the Milwaukee Community Land Trust. They also requested input from HACM's City Attorney, Greg Kruse, on how to ensure that, by selling on the open market, HACM is not inadvertently contributing to neighborhood decline or unhealthy community conditions via out-of-state or investment rental landlords.

A motion was made by Irma C. Yopez Klassen, seconded by James Nelson, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 6 - Gotzler, Yopez Klassen, Moore, Hayslett, Burrell, and Nelson

No: 0

Excused: 1 - Snyder

6. [R13648](#) Public Listening Session - General Comments

The Listening Session is an opportunity for the public to provide input to the Board; for the Board to receive that information for their consideration. Persons who wish to comment may do so in person, via eComment on the internet, and via mail.

Those wishing to speak in person should register in person at the meeting and will be called in the order in which they signed up. As a courtesy to others and to ensure the widest breadth of input, all speakers will be limited to speak for two minutes.

Those wishing to provide written comment in person may provide the comments to the staffer who is also registering speakers, and those comments will be shared with the Board of Commissioners.

Those wishing to provide written comment via mail should send their correspondence to: Attention Public Comment, Housing Authority of the City of Milwaukee, P.O. Box 324, Milwaukee WI 53201-0324. In order to be included in this meeting, all written comments for this meeting must be received two days before the meeting. If any comments are received after that date, they will be shared with the Board of Commissioners prior to their next regular meeting.

Those wishing to provide comment via the internet must do so prior to 11am the day of the Board Meeting by visiting the City's eComment system and accessing this agenda, once made available, at <http://milwaukee.legistar.com/calendar>. After 11am the day of the Board Meeting, no further comment will be able to be taken via the internet for this meeting.

Sponsors: THE CHAIR

One interested person signed up to provide a two-minute comment during the general Public Listening Session.

Cornelius Sawyer – RAB, Highland Gardens: stated that Commissioner Snyder had requested copies of the budget and RAB comments be sent to the Presidents' Board, however, those documents have not yet been received. Mr. Sawyer highlighted four issues of concern to the residents: the Grievance Policy, the Ambassador Program, the Resident Handbooks, and record-keeping. He also expressed appreciation on behalf of the Resident Board Presidents, commending the Executive Staff for their continued hard work and dedication to the residents.

7. [R13649](#) Presentation of the September Travaux Board Meeting

Sponsors: THE CHAIR

Attachments: [September 25, 2025 Travaux Board Agenda](#)
[August 28, 2025 Notes from Non-Quorum Travaux Brd Gathering](#)
[3a. Discussion - Conflict of Interest Policy](#)
[3b. Conflict of Interest Disclosure Form for Board Members or Employees](#)
[3c. Sample form for Requesting PH or S8 Exception from HUD for Conflict of Interest](#)
[4a. Travaux Projects 9.12.25](#)

[4b. Highland Gardens G703 REv 09-12-25 Ties to Proforma-Buyout tracking](#)
[4c. Public Housing _12Mo Occupancy & 2Mo Work Order Sept 2024 -Aug 2025](#)
[4d. Affordable LLC _12Mo Occupancy & 2Mo Work Order Sep 2024 - Aug 2025](#)
[4e. Market Rate -12Mo Occupancy & 2Mo Work Order Sep 2024 - Aug 2025](#)
[4f. 2024 UnAudited Executive Summary - 9-10](#)
[4g. Project Revenue and Expense Summary](#)
[4h. 2024 FDS Legend](#)
[4i. Entity Wide Revenue & Expense Summary](#)

Ken Barbeau, HACM's Interim Secretary-Executive Director, reported that the Travaux September meeting was very similar to the August meeting, as there was not a quorum at the August meeting, so all of August's items were brought to the Travaux Board again in September. In August, no official actions were taken, however those in attendance did discuss the items that did not require a vote: the revised Conflict of Interest Policy and the President's Report. Those items were brought to the Travaux Board at September's meeting, along with a summary of August's discussion, and discussed again at September's meeting with a quorum of Board members in attendance.

Commissioner Gotzler also announced that Director Dan McCarthy will be resigning effective the end of 2025. In light of this, Travaux should begin considering a strategic and intentional approach to recruiting new Directors, particularly individuals with backgrounds in real estate, property management, and maintenance.

8. [R13650](#)

Presentation of the September Agendas and Documents of the HACM Board Executive Search Committee

Sponsors: THE CHAIR

Attachments: [September 9.2025 Exec Search Cmte Agenda](#)
 [WI Open Meeting Law Brief](#)
 [September 23.2025 Exec Search Cmte Mtg Agenda](#)
 [September 9.2025 Minutes Exec Search Cmte Meeting](#)
 [HACM Job Announcement](#)
 [HACM Job Description](#)
 [HACM Milw Marketing and Outreach](#)
 [HACM Recruitment Brochure for ED](#)

Chair Hayslett reminded the Board that a resolution had been approved to establish the Executive Search Committee, which is working in partnership with HACM's consultant, The Organizational Leadership Edge. The Committee's purpose is to ensure that the recruitment process for HACM's next Executive Director is transparent, inclusive, and guided by input from both the community and residents.

Chair Hayslett shared that the Committee is composed of herself, Vice Chair Gotzler, Michelle Bryant, Pastor Willie Davis, and resident representative Betty Newton. She reported that the Committee has made significant progress, finalizing the job description, job announcement, and recruitment brochure. Additionally, a survey regarding the position was distributed to the HACM and Travaux Boards, residents, staff, elected officials, and community partners. The survey will remain open until Friday, October 10th. Any responses collected will be instrumental in shaping the Ideal Candidate Profile, which will form the interview questions. Chair Hayslett added that the Committee will also gather input for the Ideal Candidate Profile via two Stakeholder Forums, targeting insight from two important, helpful groups. The first forum will be held on Wednesday, October 15th, and will include HACM partners, the community, and political leaders. The second forum will take place in the same week, on Friday, October 17th, and will focus on feedback from the residents, service partners, and members of the public. The next regular Committee meeting is scheduled for Tuesday, October 21st, when the survey results will be reviewed, and preliminary feedback from the forums will be discussed. Chair Hayslett thanked the staff and community partners for their engagement and support throughout the process.

Ken Barbeau, HACM's Interim Secretary-Executive Director, reported that the Travaux September meeting was very similar to the August meeting, as there was not a quorum at the August meeting, so all of August's items were brought to the Travaux Board again in September. In August, no official actions were taken, however those in attendance did discuss the items that did not require a vote: the revised Conflict of Interest Policy and the President's Report. Those items were brought to the Travaux Board at September's meeting, along with a summary of August's discussion, and discussed again at September's meeting with a quorum of Board members in attendance.

Commissioner Gotzler also announced that Director Dan McCarthy will be resigning effective the end of 2025. In light of this, Travaux should begin considering a strategic and intentional approach to recruiting new Directors, particularly individuals with backgrounds in real estate, property management, and maintenance.

9. [R13651](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Public Safety Department Analytics and Initiatives Report](#)
[CVR Report for HACM Board of Commissioners](#)
[Income Statement Berryland, Northlawn, Southlawn](#)
[Income Statement Central Office Cost Center](#)
[Income Statement Public Housing](#)
[Fiscal 2024 UnAudited Executive Summary](#)
[Project Revenue and Expense Summary](#)
[2024 FDS Legend](#)
[Entity Wide Revenue & Expense Summary](#)
[Sustainability Plan GOV-07 - Asset Management Plan](#)

Marlon Davis, HACM's Chief of Public Safety, provided a summary of the Analytics and Initiatives Report included with the agenda. He reported a significant 31% decrease in calls for service, along with a similar decline in officer-initiated events. Chief Davis also shared that he and several uniformed officers visited Carver Park, Lapham Park, and Northlawn to distribute magnets as part of the Public Safety engagement initiative. This effort aims to maintain visibility and strengthen Public Safety's relationship with residents, property managers, and Resident Organization Presidents at HACM developments.

Dena Hunt, HACM's Chief Operating Officer, provided an overview of the recent restructuring of the Maintenance team. She emphasized that the primary focus is on aligning budgets and wage rates to ensure HACM remains competitive in attracting and retaining a skilled, high-quality workforce. Ms. Hunt noted that she is collaborating with Todd Slusar, Senior Human Resource Business Partner, Mike Wellman, Maintenance Director, and Brad Leak, Chief Financial Officer, to optimize existing staff and strategically address work orders and property damages, particularly those resulting from the August flooding. She also talked about the onboarding of veteran staff at Westlawn and shared that Chair Hayslett's recommendation for a meet-and-greet with Derek Weiler, Westlawn's new Associate Director, and the full Westlawn staff, has taken place. An additional meet-and-greet at Westlawn was held between residents, staff, and Public Safety officers to reinforce HACM's commitment to partnership and community engagement. Ms. Hunt added that the Public Safety department has decided to establish a public safety substation at the Westlawn campus. Previously, a third-party security contractor was utilized; however, Ms. Hunt noted that HACM aims to enhance oversight, quality, and accountability by having HACM's own public safety staff at its properties. Ms. Hunt next shared a comparison of INSPIRE metrics between 2024 and 2025. In 2024, there were 24 failed inspections throughout the HACM Public Housing portfolio, compared to only 2 in 2025, both at Scattered Sites properties. HACM's average inspection score increased from 54 in 2024 to 71 in 2025. Additionally, while none of the 72 required mitigations in 2024 were documented as completed on time, 56% have already been completed in 2025. Ms. Hunt noted that HUD commended HACM's progress, stating, "I don't see anybody else doing this."

Ms. Hunt addressed recent concerns about the Rent Assistance Section 8 Program, regarding delayed recertifications and landlord payments over the past few weeks. She explained that CVR is conducting a more detailed review of income and household verifications for each file, which has contributed to the delay. To help mitigate the impact, at this time a decision was made to extend the maximum length of time that the department will continue to provide the subsidy to the landlord beyond the

recertification deadline, from 15 months to 18 months. Tracy Sheffield, CVR's Senior Vice President and Project Director, elaborated further, noting that based on data analysis, this extension will benefit approximately 500 families by releasing one to three additional months of rent that had previously been withheld.

Commissioners thanked and commended Ken Barbeau, Dena Hunt, Brad Leak, and all the staff for all their hard work and for the continued commitment to the mission of HACM.

Brad Leak, HACM's Chief Financial Officer, distributed the Executive Summary of the Financial Statement Ending June 30, 2025 at the Board Meeting and provided a brief overview. He highlighted the revenues and expenses for the Berryland, Northlawn, and Southlawn market-rate housing, the Public Housing portfolios, and the Central Office Cost Center. Mr. Leak stated that as the auditors began reviewing the 2025 figures, and he was pleased to report that so far, there were no surprises — in fact, some of the findings were quite positive. He did note that the ongoing government shutdown presents concerns. He stated that if the shutdown continues, HACM will need to implement an emergency plan and will continue to monitor the situation.

Commissioner Gotzler offered to assist in developing an emergency plan in collaboration with Brad Leak, drawing on her experience in writing such a plan for the Ventura, California, Public Housing Authority.

Ken Barbeau, HACM's Interim Secretary–Executive Director, presented the initial version of the Asset Management Plan, provided with the agenda, in accordance with HUD's Sustainability Plan requirements. He explained that the Asset Management Plan primarily focuses on HACM's 13 public housing developments. Each section provides background information on a development, its financial overview, and a summary of its inspection score trends over the years. Mr. Barbeau further explained that the Asset Management Plan includes a summary of a 2025 Physical Needs Assessment and the current 5-Year Capital Fund Program items for each development, as well as data on occupancy and work orders over a three-month period. He recommended that the Board begin its review with the first two pages—the Executive Summary—which outlines key insights and recommendations from the executive team. Mr. Barbeau informed the Board that the plan was submitted to HUD in September 2025 and that updated reports will be submitted quarterly moving forward.

Adjournment

There being no further business, Commissioner Moore made a motion to adjourn the meeting at 6:30 p.m. Commissioner Yepez-Klassen seconded the motion. There being no objections, the motion carried.

Minutes prepared by: Patricia Dee and Maria Martinez-Planas

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 at 286-5824, (FAX) 286-0833, (TDD) 286-3504 or by writing to the Coordinator at PO Box 324, Milwaukee, WI 53201-0324.

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.