



# 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 Yepez Klassen*

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Wednesday, April 10, 2024

1:30 PM

Virtual Call-in No. (877) 309-2073

Access Code: 255-722-933#

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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 1:40 p.m.*

#### Roll Call

**Present:** 3 - VandeBerg, Yepez Klassen, Luckett

**Excused:** 1 - Reed Daniels

#### 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. [R13468](#) Approval of the minutes of the regular meeting held on February 14, 2024

**Sponsors:** THE CHAIR

**Attachments:** [February 14, 2024 Meeting Minutes](#)

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

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

**No:** 0

**Excused:** 1 - Reed Daniels

**B. REPORTS AND DISCUSSION ITEMS**

1. [R13469](#) Resolution commending Mr. David Flores for 30 years of dedicated service to the Housing Authority of the City of Milwaukee

**Sponsors:** THE CHAIR

**Attachments:** [Commendation for David Flores](#)

*Warren Jones, Travaux's Vice President of Construction, shared with the Board that David Flores has been with the Housing Authority since 1994 and was instrumental in over \$300 million dollars in construction and real estate activity in the past 30 years. Mr. Jones also stated that Mr. Flores was an exemplary employee and always demonstrated professionalism throughout his career. Acting Chair VandeBerg thanked Mr. Flores on behalf of the Housing Authority for his time with HACM and on behalf the of Board, wished him the best in his future endeavors.*

**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:** 3 - VandeBerg, Yepez Klassen, and Luckett

**No:** 0

**Excused:** 1 - Reed Daniels

2. [R13470](#) Resolution approving an award to contract to Berman Hopkins CPA's & Associates, LLP (Melbourne FL) for auditing services in the amount of \$849,300.00

**Sponsors:** THE CHAIR

**Attachments:** [Berman Assoc CPAs - Attachment A - Compensation and Timing](#)  
[RFP Berman Hopkins Proposal for Audit Services - Notice 58128](#)

*Rick Koffarnus, HACM's Finance Director, explained that the proposed contract with Berman Hopkins CPA's Associates, LLP is to conduct the annual 2023 audits for HACM and Travaux. Mr. Koffarnus further stated that Berman Hopkins scored very well in HACM's review of their capabilities. They have vast experience with other government organizations and can aid HACM with the Real Estate Assessment Center's Financial Data Schedule submissions. Mr. Koffarnus stated the auditors would be expected to begin their examinations sometime next month. Fernando Aniban, HACM's Assistant Secretary, clarified that the resolution being proposed is for a five-year contract totaling \$800,000, which would cover calendar years 2023 through 2027. Berman Hopkins is also engaging a local CPA firm, Emerging Business Enterprise subcontractor M.L. Tharps & Associates, LLC (Milwaukee, WI), to assist in some of the audit services. Commissioners discussed budgets for auditing services, costs and the percentages that are covered by the U. S. Department of Housing and Urban Development each year.*

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

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

**No:** 0

**Excused:** 1 - Reed Daniels

3. [R13471](#)

Resolution approving an award of contract to Travaux, Inc. (Milwaukee, WI) to be the Construction Manager as Adviser for the construction of Market Rate Homes at Westlawn Gardens

**Sponsors:** THE CHAIR

**Attachments:** [Travaux C123-2019 CMA Market-Rate TH Ph 5C-1 WG2](#)

*Fernando Aniban, HACM's Assistant Secretary, presented the Board with a draft of the contract between the Housing Authority and Travaux, Inc. Mr. Aniban specified that HACM's engagement with Travaux is for Travaux to manage the project. Mr. Aniban stated that these future townhome units will be Market Rate units, meaning that they are not funded by Capitol Fund Grant dollars from HUD. These five buildings, consisting of 11 units, will be funded by the state's allotment of the American Rescue Plan Act through the City of Milwaukee, and a portion will be funded by non-federal sources. Mr. Jones answered Commissioners' questions, stating that the new townhomes will all be rental properties located west of Silver Spring, between 64th and 68th Street, construction is scheduled to begin immediately with an expected completion date in late fall of 2024.*

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

**Aye:** 3 - VandeBerg, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - Reed Daniels

4. [R13472](#) Resolution approving an award of contract to Hurt Electric Inc. (Wauwatosa, WI) for electrical for single-family market-rate townhomes Phase 5C-1 at Westlawn Gardens Phase 2 in the amount of \$317,000 (Official Notice 58122)

**Sponsors:** THE CHAIR

**Attachments:** [Bid Tab 58122 Hurt Electric WLG Ph2 Electrical](#)  
[Schedule of Values Hurt Electric Inc.](#)

*Warren Jones, Travaux, Inc.'s, Vice President of Construction, stated that staff is recommending awarding Hurt Electric Inc. (Wauwatosa, WI) the contract for electrical work at the Westlawn Gardens Phase 2 site. Mr. Jones noted that Hurt Electric has performed very satisfactorily for HACM in similar work in the past. He also stated that the bid came in about \$90,000 below the estimated budget amount. The bid was vetted to the scope of work to make sure that all the work was included in the bid amount, and it was found to be sufficient. Hurt Electric is a certified Minority Business Enterprise with the State of Wisconsin and has not identified a need to subcontract or hire at this time.*

**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:** 3 - VandeBerg, Yepez Klassen, and Luckett

**No:** 0

**Excused:** 1 - Reed Daniels

5. [R13473](#) Resolution approving an award of contract to Dodge and Sons Builders LLC (Fond Du Lac, WI) for gypsum board assemblies for single-family market-rate townhomes Phase 5C-1 at Westlawn Gardens Phase 2 in the amount of \$289,000 (Official Notice 58124)

**Sponsors:** THE CHAIR

**Attachments:** [Bid Tab 58124 Dodge and Sons Builders LLC Gypsum Brd Assem WLG Ph2](#)  
[Schedule of Values Dodge and Son Builders LLC](#)

*Warren Jones, Travaux, Inc.'s, Vice President of Construction, stated that staff is recommending awarding Dodge and Sons Builders LLC (Fond Du Lac, WI), the contract for gypsum board assemblies. Dodge and Sons Builders was the sole respondent for this bid and has satisfactorily performed for the Housing Authority in the past. He noted their full understanding of the scope of work required. Dodge and Sons is a certified Veteran Business Enterprise in the State of Wisconsin and has not identified a need to subcontract or hire at this time. Mr. Jones responded to Commissioners' questions regarding longer timeframes to allow for responding to bids.*

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

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

**No:** 0

**Excused:** 1 - Reed Daniels

**6.**     [R13474](#)

Resolution approving an award of contract to B V Tetzlaff Inc. (Brookfield, WI) for plumbing for single-family market-rate townhomes Phase 5C-1 at Westlawn Gardens Phase 2 in the amount of \$327,140.00 (Official Notice 58126)

**Sponsors:**       THE CHAIR

**Attachments:**     [Bid Tab 58126 BV Tetzlaff Inc Plumbing at WLG Ph2](#)  
                              [Schedule of Values BV Tetzlaff Inc](#)

*Warren Jones, Travaux, Inc.'s, Vice President of Construction, stated that staff is recommending awarding B V Tetzlaff Inc. (Brookfield, WI) the contract for plumbing at Westlawn Gardens Phase 2 site. Mr. Jones also stated that B V Tetlaff has done similar work in the past to satisfaction. Mr. Jones noted that B V Tetzlaff Inc. was under the estimated budget cost by almost \$37,000. B V Tetzlaff Inc. is a certified Women Business Enterprise with the State of Wisconsin and has not identified a need to subcontract or hire at this time.*

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

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

**No:** 0

**Excused:** 1 - Reed Daniels

7. [R13475](#) Resolution approving an award of contract to Great Lakes Components LLC (Elkhorn, WI) for rough carpentry for single-family market-rate townhomes Phase 5C-1 at Westlawn Gardens Phase 2 in the amount of \$860,000 (Official Notice 58127)

**Sponsors:** THE CHAIR

**Attachments:** [Bid Tab 58127 Great Lakes Components LLC Rough Carpentry WLG Ph2](#)  
[Schedule of Values, Great Lakes Components LLC](#)

*Warren Jones, Travaux, Inc.'s, Vice President of Construction, stated that the staff is recommending awarding the contract to Great Lakes Components LLC (Elkhorn, WI) for rough carpentry at the Westlawn Gardens Phase 2 site. Mr. Jones noted the work was not only for the carpentry, but also for the construction of the panels that will be utilized to build the units. Great Lakes has performed satisfactorily in the past, their bid came in under the cost estimate and was vetted to ensure that it complied with the scope of the services requested. Great Lakes is not a certified Emerging Business Enterprise in the State of Wisconsin, or any other Wisconsin certifying agency. Commissioners discussed total budgeted expenses for the project and longer timeframes in the bidding process to allow for more respondents the opportunity to bid.*

**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:** 3 - VandeBerg, Yepez Klassen, and Luckett

**No:** 0

**Excused:** 1 - Reed Daniels

8. [R13476](#) Resolution approving Amendment No. 2 to Contract No. 20-003 with KPH Environmental Corporation (Milwaukee, WI) for hazardous materials abatement services at various subsidized Public Housing sites

The Housing Authority exercises its option to renew the fourth and final of four one-year renewal options. The original contract amount was \$300,000 not to exceed, and a previous amendment added \$50,000 not to exceed; the current contract amount is \$350,000 not to exceed. The staff is recommending an additional \$300,000 not to exceed, bringing the new total not to exceed to \$650,000

**Sponsors:** THE CHAIR

**Attachments:** [KPH Environmental Corporation - Milw WI](#)

*Warren Jones, Travaux, Inc.'s, Vice President of Construction, stated that KPH Environmental Corporation (Milwaukee WI) has a specialized services contract with the Housing Authority for the removal of asbestos, lead, and hazardous materials at various housing sites. Mr. Jones also mentioned that the scope of work with the contract includes the common areas at various development sites. The work that KPH has done for the organization has been satisfactory in the past. KPH is not a certified Emerging Business Enterprise with the State of Wisconsin or any other certifying agency. Acting Chair VandeBerg requested information on how many units were serviced last year and the cost per unit. Mr. Jones answered Commissioners' questions regarding disposal and landfill fees, labor fees and budgets allocated for the contract.*

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

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

**No:** 0

**Excused:** 1 - Reed Daniels

9. [R13477](#) Resolution approving Amendment No. 5 to Purchase Order RAP12257 with Nan McKay and Associates (El Cajon, CA) for professional services provided to the Housing Authority of the City of Milwaukee's Housing Choice Voucher Program related to certain Independent Entity (IE) services for HACM-owned developments, initial eligibility applicants, and recertifications of existing applicants

The current Purchase Order was effective May 16, 2022 and is currently not to exceed \$350,000. Amendment No. 5 is for an additional \$300,000 to cover current and future invoices through June 30, 2024, for a cumulative total not to exceed \$650,000. \$294,000 of this additional amount was already specifically included in the RAP Budget passed on January 10, 2024 and staff is confident the balance will be workable within the rest of the budget.

**Sponsors:** THE CHAIR

*Ken Barbeau, HACM's Chief Operating Officer – Program Services, provided background information on the purchase order with Nan McKay. He stated the initial contract included, but was not limited to, performing services as an Independent Entity to provide rent reasonableness determinations for HACM-owned, project-based voucher developments. The current amendment of the purchase order is to cover current and future invoices through June 30, 2024.*

*Acting Chair VandeBerg requested that Jackie Martinez give her report now versus later in the agenda. Jackie Martinez, HACM's Section 8 Program Director, summarized the Section 8 Voucher Utilization Update provided with the agenda. Ms. Martinez noted that the utilization trend is showing upward momentum with the anticipation that it will continue. Ms. Martinez also noted that the increase in voucher utilization is due to new families getting housed. Nan McKay was part of this upward increase through their assistance in recertifications. She stated that the staffing has stabilized at RAP and there is no further need for Nan McKay's assistance in the recertification and new admissions processing.*

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

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

**No:** 0

**Excused:** 1 - Reed Daniels



10. [R13478](#) Resolution approving an award of contract to the Wisconsin Women's Business Initiative Corporation (WWBIC) (Milwaukee, WI) for professional services to provide financial literacy training and Individual Development Account (IDA) case management services to Public Housing residents and Rent Assistance recipients in an amount not to exceed \$442,000.00

WWBIC's proposed schedule of fees consists of \$142,000 to provide financial education training and IDA management. The additional amount of up to \$300,000 of potential HACM contribution is for the matching fund for the IDA savings accounts of participating residents.

**Sponsors:** THE CHAIR

**Attachments:** [WWBIC 2024 HACM Proposal](#)  
[WWBIC 2024 Request for Exception to Bidding](#)

*Ken Barbeau, HACM's Chief Operating Officer – Program Services, stated that HACM has partnered with the Wisconsin Women's Business Initiative Corporation (WWBIC) for a number of years. WWBIC has submitted a proposal for 2024 to continue the Make Your Money Talk financial education program for Public Housing and RAP participants, the Individual Development Accounts, and the related counseling services. Mr. Barbeau summarized the documents provided with the agenda and answered Commissioners' questions regarding the duration of the program and the limits to matched savings accounts.*

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

**Aye:** 3 - VandeBerg, Yepez Klassen, and Lockett

**No:** 0

**Excused:** 1 - Reed Daniels

**11. [R13479](#)** Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Section 8 Voucher Utilization Update](#)  
[Monthly Recovery Report Data](#)  
[Public Housing Occupancy Report Mar 2024](#)  
[Public Housing Work Order Report Mar 2024](#)  
[Public Housing Work Order Report Yardi Gen w-graph Mar 2024](#)  
[Affordable LLC Occupancy Report Mar 2024](#)  
[Affordable LLC Work Order Report Mar 2024](#)  
[Affordable LLC Work Order Report Yardi Gen w-graph Mar 2024](#)  
[Market Occupancy Report Mar 2024](#)  
[Market Rate Work Order Report Mar 2024](#)  
[Market Rate Work Order Report Yardi Gen w-graph Mar 2024](#)  
[Development Activities Board Presentation](#)  
[Yardi Implementation Timeline Update](#)

*Greg Anderson, Travaux's Vice President of Asset Management, summarized the Recovery Plan Monthly Update included with the agenda, along with the metrics for Public, Affordable and Market Rate Housing work orders.*

*Mr. Hines stated that HACM will begin reporting monthly to the Quality Assurance Division on the Corrective Action Plan. HACM will also be examining applications received for the Request for Proposal for the Housing Choice Voucher program. Mr. Hines also stated that a Yardi update will be forthcoming in the next Board Meeting, along with an update from Warren Jones. Lastly, Mr. Hines mentioned that HUD Secretary Fudge has retired from public service. Mr. Hines captured some of her words from an article in "USA Today" stating, "Fudge worries there's not enough funding for all of the work still needed, including building more affordable housing and repairing aging public housing developments." The article continued: "She wished the agency had gotten more than \$3 billion to improve public housing and multi-family housing. The need is more than \$70 billion, she said." He also said that the new acting HUD Secretary is Adrienne Todman. Mr. Hines then concluded his report.*

- 12. 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. The Board may then reconvene in open session concerning any such item following the closed session**

**Adjournment**

*There being no further business, Commissioner Yopez-Klassen made a motion to adjourn the meeting at 3:21p.m. Acting Chair VandeBerg 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.