



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

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

Wednesday, August 14, 2024

1:30 PM

Link: <https://meet.goto.com/197683037>

Virtual Call-in: (866) 899-4679

Access Code: 197-683-037#

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, Lockett

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. [R13492](#) Approval of the minutes of the regular meeting held on July 10, 2024

Sponsors: THE CHAIR

Attachments: [Meeting Minutes for July 10, 2024](#)

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

Aye: 4 - VandeBerg, Reed Daniels, Yopez Klassen, and Lockett

No: 0

B. REPORTS AND DISCUSSION ITEMS

1. [R13493](#) Presentation of the Second Quarter Financial Reports for the period ending June 30, 2024

Sponsors: THE CHAIR

Attachments: [Second Quarter Financials Ending 6/30/24 - Discussion Points](#)
[Second Quarter Financials Ending 6/30/24 - Presentation](#)

Rick Koffarnus, HACM's Finance Director, and Kazoua Xiong, Financial System Analyst, presented the Second Quarter 2024 Financials provided with the agenda. Commissioners discussed the amounts in the operating revenues, expenditures, and budgeted reserves.

2. [R13494](#) Resolution approving the Housing Authority of the City of Milwaukee to take all actions necessary in connection with the rehabilitation and restructuring of Highland Gardens including serving as Guarantor for all loans and tax credit investments related thereto and as Developer for Highland Gardens

Sponsors: THE CHAIR

Attachments: [Highland Gardens Development LLC Resolution 4882-5339-9252.7](#)
[Highland Park Development LLC Resolution 4891-5235-3492.11](#)

Fernando Aniban, HACM's Assistant Secretary, summarized the documents provided with the agenda including the attached resolutions for the two LLCs, Highland Gardens Development and Highland Park Development. He stated that this resolution gives the Executive Director authority to sign all documents in connection with the refinancing and rehabilitation of Highland Gardens. Mr. Aniban explained that Highland Gardens is a 114-unit property that is a new RAD conversion project which has completed its 15-year tax credit compliance period. Mr. Aniban stated that the refinancing will go toward two new elevators, replacement of carpets with life-proof vinyl flooring, window repairs, and other items that have been deferred for some time. He pointed out that PNC will be the federal investor and Sugar Creek Capital will be the state tax credit investor for this project. WHEDA will be providing construction financing and a permanent loan on the project. The project's total development cost is \$25.3 million. Mr. Aniban noted that, pending HUD approval, HACM is expected to close on this loan on September 2nd. Commissioners discussed timelines for the closing date, interest rates for the loan, and the relocation of residents during the rehabilitation of the units.

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: 4 - VandeBerg, Reed Daniels, Yopez Klassen, and Luckett

No: 0

3. [R13495](#) Resolution approving the submission of a disposition application by the Housing Authority of the City of Milwaukee to the Special Applications Center of the U.S. Department of Housing and Urban Development for the sale of the vacant lots located at 1237 and 1243 North 13th Street to the Guest House Homeless Shelter for Fair Market Value

Sponsors: THE CHAIR

Attachments: [Section 18 Demolition/Disposition Application \(DDA\) Sale Process](#)
[Disposition of 1237 -1243 N 13th St Guest House Narrative](#)
[Disposition of 1237 - 1243 N 13th St Notes on 2nd Ward Cemetery](#)
[Map Site of 1237-1243 N 13th St - 5.5](#)

Jeanne Dawson, HACM's Program Specialist, and Stephen Bauer, CEO of Guest House, summarized the documents of the proposed sale of the vacant lots located at 1237 and 1243 North 13th Street provided with the agenda. Ms. Dawson stated that the sale of the lots was also taken before the Resident Advisory Board (RAB) explaining how the land was already being used, and how the Guest House intends to use the two parcels to expand a neighborhood garden for the community. Ms. Dawson explained that after the discussions with the RAB, they supported the submission of the application, however, they requested that a plaque be put in place in memory of those buried in the area. Mr. Bauer explained that the gardens will be maintained by the Guest House and currently grow fruits and vegetables free to the community. He also stated that the Guest House received a grant to upgrade the garden which will allow for more above-ground garden beds. Mr. Bauer thanked the Board for their consideration and stated that they would do their best to be good stewards of the lots.

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: 4 - VandeBerg, Reed Daniels, Yopez Klassen, and Luckett

No: 0

4. [R13496](#) Resolution approving the submission to the City of Milwaukee of a change to the zoning of 421 East Locust Street from residential to local business (LB2)

Sponsors: THE CHAIR

Attachments: [Kinship RFP - Dispo Planning](#)
[Kinship Presentation](#)

Scott Simon, Travaux's Vice President of Business Development, spoke on the update provided with the agenda, including recent meetings with Holton Terrace residents and the Resident Advisory Board. Vincent Noth, Executive Director of Kinship Community Food Center, gave a presentation, enclosed with the agenda, on the Kinship organization and the proposed use of the property. Mr. Simon stated the ask today is for approval to apply for the rezoning and, provided the rezoning is approved through the City's process, the sale of the property would then come back to the Board for approval. Commissioners discussed approval timelines, engagement with the residents and surrounding neighborhood, and the need for a food provider in the area. Acting Chair VandeBerg requested an update as the lot goes through the process of rezoning and approvals.

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

Aye: 4 - VandeBerg, Reed Daniels, Yopez Klassen, and Lockett

No: 0

5. **The Board may receive a motion to convene in closed session pursuant to Section 19.85(1) (e) Wis. Stats. to confer with a representative of counsel regarding deliberations or negotiations about the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board may then reconvene in open session concerning any such item following the Closed Session.**

Commissioner Yopez-Klassen made a motion to convene in closed session at 2:38 p.m. Commissioner Daniels seconded the motion. There being no objection, the motion carried.

Acting Chair VandeBerg convened the HACM Board in closed session pursuant to Section 19.85(1) (e) Wis. Stats. to confer with a representative of counsel regarding deliberations or negotiations about the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board may then reconvene in open session concerning any such item following the Closed Session.

6. [R13497](#) Resolution authorizing the Housing Authority of the City of Milwaukee to enter into contract negotiations with CVR Associates, Inc. and Quadel Consulting and Training, Inc. for the management and operation of the Housing Choice Voucher program
- Sponsors:** THE CHAIR
- Attachments:** [Summary of RFP Analysis and Recommendation re HCV Mgmt and Operation](#)
[Extract from RFP -58115 HCV Administrative Services - Evaluation Process](#)
- Acting Chair VandeBerg, stated that the Board met in Closed Session and received an update on the vendor selection process and was pleased to hear that the organization has narrowed the candidates to CVR Associates, Inc. and Quadel Consulting and Training, Inc. and that negotiations will continue. The Board agreed, when a final selection is made, a recommendation with supporting documentation and an executive summary should be provided to the Commissioners for review. The Board concluded that no action is needed on resolution R13497 to pursue those final negotiations. Therefore, they motioned that the resolution be held over.*
- Commissioner Yepez-Klassen made a motion to hold over R13497, seconded by Commissioner Luckett, there being no objections, this motion carried.*
- A motion was made by Irma C. Yepez Klassen, seconded by Darian Luckett, that this Housing Authority Resolution be HELD IN COMMISSION. This motion PREVAILED by the following vote:**
- Aye:** 4 - VandeBerg, Reed Daniels, Yepez Klassen, and Luckett
- No:** 0
7. [R13498](#) Report from the Secretary-Executive Director
- Sponsors:** THE CHAIR
- Attachments:** [Rent Assistance Program Update](#)
[CLPHA THUD FY 25 Funding](#)
[Article- Mayor's Design Awards - Maple & Hickory at Westlawn](#)
[Public Safety Update](#)
[Training Updates](#)
[Monthly Recovery Report Data July metrics](#)
[Public Housing Occupancy & Work Order Reports 7-24](#)
[Affordable Housing Occupancy & Work Order Reports 7-24](#)
[Market Rate Housing Occupancy & Work Order Reports 7-24](#)
- Acting Chair VandeBerg stated due to the length of time taken in the Closed Session, the items in the Secretary-Executive Director's report will be reviewed at the next Board meeting. Mr. Hines noted that the reports have been provided to the Board and that they may contact the office if they have any questions*

Adjournment

There being no further business, Commissioner Yepez-Klassen made a motion to adjourn the meeting at 3:49 p.m. Commissioner Luckett 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.