



# 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.**

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Wednesday, November 12, 2025

4:00 PM

City Hall, Room 301-A

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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 4:10 p.m.*

#### Roll Call

**Present:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, Nelson

**Excused:** 2 - Hayslett, Burrell

#### 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. [R13660](#) Approval of the minutes of the regular Board meeting held on October 8, 2025

**Sponsors:** THE CHAIR

**Attachments:** [HACM Meeting Minutes for October 8, 2025](#)

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

**Aye:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

2. [R13661](#) Approval of the Public Listening Session held on October 22, 2025

**Sponsors:** THE CHAIR

**Attachments:** [HACM Minutes for PLS WLG-Victory Manor October 22, 2025](#)

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

**Aye:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

## B. REPORTS AND DISCUSSION ITEMS

1. [R13662](#) Resolution approving an Amendment to Section 4.1 of the Convent Hill 202 Holdings, Inc. Bylaws to permit the Housing Authority to specify a person other than the Assistant Secretary-Director to serve as a Director

**Sponsors:** THE CHAIR

**Attachments:** [Amended Bylaws Convent Hill 202 Holdings Inc. - Redline](#)  
[Amended Bylaws Convent Hill 202 Holdings Inc. - Changes Accepted](#)

*Ken Barbeau, HACM's Interim Secretary–Executive Director, provided background on the creation of Convent Hill 202 Holdings. He explained that HACM is required to utilize an appropriate entity, such as a subsidiary of the Housing Authority, to serve as the purchaser for an upcoming transaction that must be finalized before the end of the year. Mr. Barbeau, along with Attorney Tom Gartner of Michael Best & Friedrich, recommended approval of the amendment outlined in the resolution and expressed confidence that this is the correct course of action. In response to Commissioners' questions, Mr. Barbeau noted that Convent Hill 202 Holdings will have a seven-member Board, structured similarly to the HACM Board of Commissioners and the Travaux Board of Directors. He added that certain Board positions are specified in the Bylaws, including the Secretary–Executive Director as President of the Board, and that for this entity, HUD is requiring representation from a nonprofit developer, a supportive services provider, a financial institution, one member of the Board of Commissioners, and one resident.*

*Commissioners requested clarification on how many members there are on the Convent Hill Condo Association and who will serve as the managing partner. Mr. Barbeau stated he would follow up with that information.*

**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:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

2. [R13663](#) Resolution to appoint Convent Hill 202 Holdings, Inc. Directors

**Sponsors:** THE CHAIR

*Ken Barbeau, HACM's Interim Secretary–Executive Director, requested that this item be held over and presented at a later date, as the nominees could not be finalized before the agenda posting deadline. He emphasized that the amendment to the Bylaws in the previous item is still necessary before completing the recruitment process.*

*Commissioner Snyder moved to hold over item B.2., until the nominees are selected and presented to the Board of Commissioners at a future meeting. Commissioner Yepez-Klassen seconded the motion*

**A motion was made by Howard Snyder, seconded by Irma C. Yepez Klassen, that this Housing Authority Resolution be HELD IN COMMISSION. This motion PREVAILED by the following vote:**

**Aye:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

3. [R13664](#) Resolution approving an Amendment to Section 5.1 of the Travaux, Inc. Bylaws to permit a person other than a Director to serve as Vice President

**Sponsors:** THE CHAIR

**Attachments:** [Amended Bylaws Travaux Inc. Section 5.1 Redline](#)  
[Amended Bylaws Travaux Inc. Section 5.1 Accepted Changes](#)

*Ken Barbeau, HACM's Interim Secretary–Executive Director, explained that the Travaux Bylaws are being amended to state that the Vice President is no longer required to be a Director on the Travaux Board. He noted that the Secretary is already not required to be a Director and the Treasurer is designated as HACM's Chief Financial Officer. Under the current structure, the Vice President, who is a Director, is expected to assume the President's duties if the President is absent or unable to perform day-to-day operations. However, the current Vice President holds a full-time job and is unable to take on those responsibilities. Therefore, the language is being revised so that only the Vice President may be someone who is not a Director, and may feel they are better positioned to take on the duties of Vice President, while the other officers are not required to be.*

**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:** 4 - Gotzler, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

**Abstain:** 1 - Snyder

4. [R13665](#)

Resolution approving the first quarter 2025 write-off of delinquent former resident accounts for low-income Housing Authority developments in the amount of \$95,914.63

This resolution will authorize the write-off of delinquent former resident accounts for the period January 1, 2025 to March 31, 2025. Although these accounts are written-off for accounting purposes, the City Attorney's Office seeks judgments against all tenants evicted by court action. These judgements, and all unpaid final tenant accounts, may be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:** [First Quarter - Low Income - Write Off Jan 1.2025 - Mar 31. 2025](#)

*Ken Barbeau, HACM's Interim Secretary-Executive Director, stated that this is a standard procedure and noted that the amount is lower than in previous quarters. For example, in 2024, the fourth quarter amount was \$304,000; in the third quarter, \$159,000; in the second quarter, \$231,000; and in the first quarter, \$202,000. Mr. Barbeau believes that the decrease may be due to the large balances accumulated during COVID finally being resolved as HACM works through its caseload.*

*Commissioner Moore requested data showing the amount of back rent owed to HACM and the amount collected from 2023 to the present. She stated she would like to see where HACM is on those collection efforts.*

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

**Aye:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

5. [R13666](#)

Resolution approving the first quarter 2025 write-off of delinquent former resident accounts for Southlawn, Northlawn, and Berryland in the amount of \$21,615.12

This resolution will authorize the write-off of delinquent former resident accounts for the period January 1, 2025, to March 31, 2025. Although these accounts are written-off for accounting purposes, the City Attorney's Office seeks judgments against all tenants evicted by court action. These judgements, and all unpaid final tenant accounts, may be sent to the Department of Revenue to intercept tax returns

**Sponsors:** THE CHAIR

**Attachments:** [First Quarter - BNS -Write Off Jan 1 2025 - Mar 31 2025](#)

*Ken Barbeau, HACM's Interim Secretary-Executive Director, reported that the write-off amount for Northlawn, Berryland, and Southlawn for the first quarter of 2025 is \$21,615, a significant decrease from the fourth quarter of 2024, which totaled \$136,909.*

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

**Aye:** 5 - Gotzler, Snyder, Yopez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

6. [R13667](#)

Resolution approving a Change Order to Purchase Order No. 868 with DMJ Services LLC (dba Action Heating Cooling and Plumbing, (Milwaukee WI) for furnace installation at the Northlawn development and various HACM locations in an amount not to exceed \$600,000

**Sponsors:** THE CHAIR

**Attachments:** [PO# 868 - DMJ Services DBA - Action Heating Cooling & Plumbing](#)

*Ken Barbeau, HACM's Interim Secretary-Executive Director, updated the Board on the flood damage at Northlawn and other HACM locations. He reported that Northlawn experienced extensive storm damage, with water levels rising high enough to require the replacement of water heaters and furnaces. HACM is currently installing new furnaces in preparation for the rapidly approaching winter season. Mr. Barbeau explained that the purchase order had to be increased because DMJ Services LLC, dba Action Heating, Cooling and Plumbing, is bringing in subcontractors to handle the large volume of furnace installations. While HACM received sufficient insurance funds to cover the costs, the furnaces needed to be purchased immediately due to the urgency of the situation, and staff could not wait for the next Board meeting for approval. This item is now being presented to the Board for approval.*

*Commissioner Moore asked how much insurance coverage HACM has on those high-end mechanical items. Mr. Barbeau stated that there is flood insurance at Northlawn and Berryland. However, regarding Westlawn, because it is in a flood plain, he was not sure and will check if that development has insurance.*

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

**Aye:** 5 - Gotzler, Snyder, Yopez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

7. [R13668](#)

Resolution approving a Change Order to Purchase Order No. 837 with Auer Steel and Heating Supply Company Incorporated (Milwaukee, WI)

for various parts and equipment related to the August 9th, 2025 flooding to be used throughout various locations for the Housing Authority City of Milwaukee at an estimated yearly amount of \$350,000.000

**Sponsors:** THE CHAIR

**Attachments:** [PO# 837- Auer Steel Heating Supply Company Incorporated](#)

*Ken Barbeau, HACM's Interim Secretary-Executive Director, stated that the change order with Auer Steel and Heating Supply was similar to the Action Heating, Cooling and Plumbing change order, with the exception that the previous item was about installation, and this change order refers to purchasing parts and supplies in addition to furnaces and water heaters.*

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

**Aye:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

8. [R13669](#) Resolution approving the 2026 Schedule of Utility Allowances and 2026 Schedule of Payment Standards for the Housing Choice Voucher Program, with both effective January 1, 2026

**Sponsors:** THE CHAIR

**Attachments:** [2026 Schedule of Utility Allowances Milwaukee WI-HUD](#)  
[2026 Payment Standards Hsg. Auth. Milwaukee, WI](#)

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

**Aye:** 5 - Gotzler, Snyder, Yepez Klassen, Moore, and Nelson

**No:** 0

**Excused:** 2 - Hayslett, and Burrell

9. [R13670](#) 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: Mr. Sawyer thanked Ken Barbeau for his continued support and for the information provided to the Resident Boards. He stated that he will update the Board of Commissioners on issues that are resolved during the resident meetings. Mr. Sawyer also discussed the Rent Assistance Program and shared his understanding of how the program is administered. He inquired about the possibility of participating in the program as a roommate with shared expenses, rather than as the head of household.*

10. [R13671](#)

Presentation of the October Travaux Board Meeting

**Sponsors:** THE CHAIR

**Attachments:** [October 30, 2025 Travaux Board Agenda](#)  
[Travaux Meeting Minutes for September 25, 2025](#)  
[2a. Travaux Inc. - Articles of Incorporation - redlined](#)  
[2b. Travaux Inc. - Amended and Restated Bylaws changes accepted](#)  
[3a. Audit Reports Holton Terrace LLC DRAFT](#)  
[3b. Audit Reports Merrill Park LLC DRAFT](#)  
[3c. Audit Reports Merrill Park LLC Recommendations & Suggestions](#)  
[3d. Travaux Projects 10.21.25](#)  
[3e. Highland Gardens G703 Buyout tracking 10-17-2025](#)  
[3f. Public Housing 12Mo Occupancy & 2Mth Worth Order Reports Oct 2024 -Sep 2025 w- Graph](#)  
[3g. Affordable LLC -12Mo Occupancy & 2Mths Work Order Reports Oct 2024 - Sep 2025 w- Graph](#)  
[3h. Market Rate -12Mo Occupancy & 2Mth Work Order Reports Oct 2024 - Sept 2025 w- Graph](#)

*Ken Barbeau, HACM's Interim Secretary-Executive Director, provided a brief overview of the documents included with the agenda from the October Travaux Board meeting, noting that the items are largely similar to those presented last month.*

*The Commissioners discussed the upcoming departure of a Travaux Director at the end of December 2025, creating a vacancy that needs to be filled. Commissioner Gotzler requested that Board members share any qualified candidates they are aware of. Commissioner Moore requested a list of Travaux Board members, their terms, start/end of their service, and their areas of expertise to strategically assist in the recruitment of additional Board members.*

11. [R13672](#)

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

**Sponsors:** THE CHAIR

**Attachments:** [Exec Search Committee Stakeholder Forum Agenda 10.15.25](#)  
[Exec Search Committee Stakeholder Forum Agenda 10.17.25](#)  
[Exec Search Committee Agenda 10.21.25](#)  
[Exec Search Committee Meeting Minutes 09.23.25](#)

*Patricia Dee, HACM's Administrative Services Supervisor, provided an overview of the documents from the October HACM Board Executive Search Committee meetings included with the agenda. Ms. Dee reported that two stakeholder meetings were held to gather input from targeted public groups regarding desired candidate qualities and the selection process. The first meeting took place on Wednesday, October 15th with public officials and had light attendance. The second meeting was held on Friday, October 17th with resident partners and the general public, featuring 10 speakers and approximately 15 attendees, primarily residents and staff, along with a few HACM Commissioners. Ms. Dee informed the Board that additional information, including meeting minutes, will be provided next month. She also noted that HACM has received several applications, which the Committee will review and rate. Vice Chair Gotzler expressed her gratitude for the significant contributions of the community members serving on the Search Committee, specifically recognizing Betty Newton, Michelle*



Byrant, and Pastor Willie Davis for their participation.

12. [R13673](#)

Report from the Secretary-Executive Director

**Sponsors:** THE CHAIR

**Attachments:** [Public Safety Analytics and Initiatives Report](#)  
[CVR Monthly Report September 2025](#)

Marlon Davis, HACM's Chief of Public Safety, provided a summary of the Analytics and Initiatives Report included with the agenda. He noted a 19% increase in calls for service and a 74% increase in officer-initiated events. Chief Davis shared that the department recently retooled a document called a Field Contact report. Although it was named a contact report, it had mostly been used for noting any property deficiencies discovered by the officers during their work. Based on officer feedback, the report was updated so that it can now also document minor interactions with residents. It is now called the Community Contact and Observation Report, and the information documented may be shared with either Maintenance or the Property Manager as appropriate. He also reported on a collaborative effort between Alison Woznicki and her staff, Maintenance Operations, and the property management team at College Court during a period of elevator downtime. Officers assisted residents in returning safely to their units while repairs were underway. As a result of this incident, a blueprint has been established to ensure proper emergency response to safeguard the health, safety, and well-being of residents, visitors, and staff. The Board expressed its appreciation to all involved for their quick thinking and dedication to HACM residents.

Tracey Sheffield, Senior Vice President-Project Manager, Michael Tonovitz, Executive Vice President of Housing Choice Voucher Contracts Management Nationwide, and Tina Royalty, Deputy Director, with CVR Associates, provided an update on HACM's Rent Assistance Program. Ms. Sheffield reported that following last month's Board meeting, CVR successfully issued payments to landlords on behalf of the residents. She also noted that the analysis period has since been extended by an additional three months to give CVR staff more time to address the recertification backlog and ensure that payments continue without interruption. She further shared that a kiosk was installed in the Rent Assistance lobby on September 29th, and that the October report will provide more comprehensive data. She noted for the two days September 29 and 30, the Kiosk averaged about 90 visitors per day, roughly 70% participants, and 30% applicants, with a few other landlords in the mix. Ms. Sheffield also shared that as of October 1st, the lobby hours were amended to make sure that there was a security guard present during the times the lobby was open from 9:00 am to 4:30 pm. In collaboration with HACM's Chief of Public Safety, Marlon Davis, CVR was able to get a third-party security company to assist with coverage. She also provided an update to the program's Section 8 Management Assessment Program (SEMAP) scores. HUD does an official assessment of the Section 8 Program every year, but CVR does a quarterly self-assessment just to see how things are progressing. Ms. Sheffield stated that, as of now, CVR is in a good position to get a standard performer rating for 2025. There are two indicators that CVR would like to continue to prioritize, rent reasonableness, which was mentioned earlier, and getting the number of late reexaminations down, currently at 16%, to 10% by February 28, 2026.

Commissioner Snyder stated that he hoped to begin a discussion regarding the formation of a Finance Committee. He noted that he had consulted the City Attorney about who has authority over matters related to the appointment of Commissioners and the involvement of external public accounting professionals. He requested that the

*discussion on establishing a Finance Committee be added to the December Board meeting agenda and asked for supporting information to be provided.*

## **Adjournment**

*There being no further business, Commissioner Moore made a motion to adjourn the meeting at 5:58 p.m. Commissioner Nelson 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.