



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

Wednesday, May 8, 2024

1:30 PM

Link: <https://meet.goto.com/178139965>

Access code: 178-139-965#

Call-in: (866) 899-4679

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

Patricia Dee, HACM's Administrative Services Manager and Clerk of the meeting, explained that Chair Sherri L. Daniels was present at this meeting but would not be actively participating as a Commissioner. Chair Daniels passed the gavel to Vice Chair VandeBerg and did not vote.

Present: 3 - VandeBerg, Yopez 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. [R13480](#) Approval of the minutes of the regular meeting held on April 10, 2024

Sponsors: THE CHAIR

Attachments: [April 10, 2024 Minutes](#)

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

Aye: 3 - VandeBerg, Yopez Klassen, and Luckett

No: 0

Excused: 1 - Reed Daniels

2. [R13481](#) Resolution approving the write off of fixed assets

Sponsors: THE CHAIR

Attachments: [HACM Dispositions 2023 - Write off of Fixed Assets](#)

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

B. REPORTS AND DISCUSSION ITEMS

1. [R13482](#) Resolution authorizing the execution of a green infrastructure twenty-year maintenance covenant for Westlawn Renaissance Phase Two with the Milwaukee Metropolitan Sewerage District - Contract G98004P44

Sponsors: THE CHAIR

Attachments: [Westlawn Gardens Phase 2 Covenant with MMSD - REDLINE](#)
[Westlawn Gardens Phase 2 Market Rate Presentation](#)

Fernando Aniban, HACM's Assistant Secretary, presented an overview of the Westlawn Gardens revitalization and summarized the documents included with the agenda. He introduced Attorney Tom Gartner of Michael Best & Friedrich LLP to provide information on the 20-year Covenant. Mr. Aniban and Attorney Gartner answered the Commissioners' questions about the financial impact of the agreement, where maintenance funds would be derived and under what circumstances items might be brought before the Board.

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

2. [R13483](#) Resolution approving an award of contract to Insulation Technologies, Inc. (Milwaukee, WI) for fiber concrete siding for single-family market-rate townhomes phase 5C-1 at Westlawn Gardens Phase 2 in an amount not to exceed \$337,167.00 (Official Notice 58134)

Sponsors: THE CHAIR

Attachments: [Bid Tab 58134 Insulation Technologies WLG Ph2 Cement Fiber Siding Schedule of Values Insulation Technologies, Inc.](#)
[Westlawn Gardens Phase 2 Market Rate Presentation](#)

Warren Jones, Travaux's Vice President of Construction, provided a brief summary of the bid documents included with the agenda.

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

3. [R13484](#) 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 property located at 3156 North 24th Place to Acts Housing for \$1.00

Sponsors: THE CHAIR

Attachments: [Proposal for Disposition-Scattered Sites single family property at 3156 N. 24th Pl](#)
[Photo of 3156 North 24th Place](#)

Jeanne Dawson, HACM's Program Specialist, summarized the proposal for the disposition of the vacant single-family Scattered Sites Public Housing unit located at 3156 North 24th Place and distributed a picture of the property to the Board. Ms. Dawson answered the Commissioners' questions about selling directly to an agency. She explained that Acts Housing provides rehabilitation loans and supportive programming to assist first-time homebuyers and could work with a client to purchase and renovate the property into a livable home.

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

4. [R13485](#) Presentation of the First Quarter Financial Reports for the period ending March 31st, 2024

Sponsors: THE CHAIR

Attachments: [Discussion Points](#)
[First Quarter 2024 Financial Report](#)

Rick Koffarnus, HACM's Finance Director, presented the financial reports for the First Quarter of 2024, summarizing the documents included with the agenda. Commissioner Yépez Klassen asked about the expenses being under budget. Mr. Koffarnus explained that on the report the annual budget is allocated evenly over 12 months; however, the actual spending occurs unevenly and this usually accounts for the variance in the beginning months of the year.

5. [R13486](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [CLPHA THUD Funding Bill FY 2024](#)
[HUD Communications and Summary of CAP Progress](#)
[HUD PHAS Score for 2022 Apr 2024 Update](#)
[Things We've Done the Last Few Years](#)
[Yardi Implementation Timeline Update](#)
[Development Activities Status Report](#)
[Section 8 Voucher Utilization Update](#)
[Recovery Plan Monthly Update](#)
[Public Housing Occupancy Report Apr 2024](#)
[Public Housing Work Order Report Apr 2024](#)
[Public Housing Work Order Rpt Yardi Gen. w-graph Apr 2024](#)
[Affordable LLC Occupancy Report Apr 2024](#)
[Affordable LLC Work Order Report Apr 2024](#)
[Affordable LLC Work Order Rpt Yardi Gen.w-graph Apr 2024](#)
[Market Rate Occupancy Report Apr 2024](#)
[Market Rate Work Order Report Apr 2024](#)
[Market Rate Work Order Rpt Yardi Gen. w- graph Apr 2024](#)

Due to time constraints, Willie L. Hines, Jr., HACM's Secretary-Executive Director, deferred the presentation of the documents included within the Secretary-Executive Director's report.

- 6. 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.**

Commissioner Yopez Klassen made a motion to convene in closed session at 2:35 p.m. Commissioner Lockett seconded the motion. There being no objections, the motion carried.

Acting Chair VandeBerg 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. The Board may then reconvene in open session concerning any such item following the closed session, however it is expected that the Board will adjourn the meeting in Closed Session.

Adjournment

There being no further business, the Acting Chair adjourned the meeting in Closed Session at 3:07 p.m. with the consent of the other Commissioners in attendance.

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.

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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.