



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

MARK WAGNER, CHAIR

Ricardo Diaz , Vice Chair

**Sherri L. Daniels, Hon. M. Joseph Donald, Lena Mitchell,
Michael Van Alstine, and James N. Witkowiak**

Thursday, December 14, 2017

1:30 PM

City Hall, Room 301B, 200 East Wells Street

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 1:40p.m.

Roll Call

Present: 7 - Witkowiak, Diaz, Van Alstine, Wagner, Mitchell, Reed Daniels, Donald

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.)

Commissioner Diaz requested item A.9., R_12920, be moved out of Consent Agenda and into Reports and Discussion Items.

1. [R 12912](#) Approval of the minutes of the regular meeting held on November 8th, 2017

Sponsors: THE CHAIR

Attachments: [November 8, 2017 HACM Minutes.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

2. [R 12913](#) Approval of the minutes of the special meeting held on November 17, 2017
- Sponsors:** THE CHAIR
- Attachments:** [November 17, 2017 HACM Minutes.pdf](#)
- A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Motion be APPROVED. This motion PREVAILED by the following vote:**
- Aye:** 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald
- No:** 0
3. [R 12914](#) Resolution approving the submission of a tax credit application to the Wisconsin Housing and Economic Development Authority for College Court East and Mixed Finance Development Proposal
- Sponsors:** THE CHAIR
- A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**
- Aye:** 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald
- No:** 0
4. [R 12915](#) Resolution approving the submission of a tax credit application to the Wisconsin Housing and Economic Development Authority for Holton Terrace and Mixed Finance Development Proposal
- Sponsors:** THE CHAIR
- A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**
- Aye:** 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald
- No:** 0
5. [R 12916](#) Resolution approving the development, financing, use of low income tax credits and conversion of 84 units of housing in the Westlawn public housing development (Westlawn Renaissance III Project - Mixed-Income, Mixed-Use and Mixed-Finance project that includes 94 apartments)
- Sponsors:** THE CHAIR
- A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:**
- Aye:** 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald
- No:** 0

6. [R 12917](#) Resolution approving the write-off of delinquent former resident accounts for various low rent public housing developments in the amount of \$26,761.96

This resolution will authorize the write-off of delinquent former resident accounts for the period April 1, 2017 to June 30, 2017. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.

Sponsors: THE CHAIR

Attachments: [Write-Off 2017Q2 Summary – Low Rent Public Hsg 11-10-17.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

7. [R 12918](#) Resolution approving the write-off of delinquent former resident accounts for the Berryland, Northlawn and Southlawn middle-income developments in the amount of \$7,057.78

This resolution will authorize the write-off of delinquent former resident accounts for the period April 1, 2017 to June 30, 2017. Although these accounts are written-off for accounting purposes, the City Attorney's Office obtains judgments against all tenants evicted by court action. These judgments, and all unpaid final tenant accounts, will be sent to the Department of Revenue to intercept tax returns.

Sponsors: THE CHAIR

Attachments: [Write-Off 2017Q2 Summary – Low Rent Public Hsg 11-10-17.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

8. [R 12919](#)

Motion to approve the proposed 2018 schedule for the Board of Commissioners of the Housing Authority of the City of Milwaukee

Sponsors: THE CHAIR

Attachments: [2018 HACM Board Schedule - Tentative.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

10. [R 12921](#)

Resolution approving Amendment No. 2 to Contract No. 15-015 Professional Service Industries, Inc. (Waukesha, WI) for Professional Services to Provide Hazardous Materials and Environmental Hazards Management Consulting Services at Various Sites

HACM is requesting to exercise its option to renew the contract for one year, the second and last renewal option pursuant to the terms of the contract. The current contract authority is \$500,000 not to exceed, expiring 12/31/2017. The amendment is for a time extension only, to 12/31/2018. No additional contract authority dollars are required at this time.

Sponsors: THE CHAIR

Attachments: [Analysis-Recommendation Amend #2 Contract 15-015 PSI HazMat & Enviro Hazards Mgmt Consulting Svcs Various Sites.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

11. [R 12922](#)

Resolution approving an award of contract to Dakota Intertek Corporation (New Berlin, WI) for Phase Three Building Demolition, Hazardous Materials Abatement and Site Clearance of Westlawn Phase 2 in an amount of \$1,677,157.68 (Official Notice No. 57826)

Sponsors: THE CHAIR

Attachments: [IFB Tab & Attachment 57826 Westlawn Phase Three Demolition Dakota Intertek.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

12. [R 12923](#)

Resolution approving an award of contract to Rams Contracting, Ltd. (Lannon, WI) for Phase Four Building Demolition, Hazardous Materials Abatement and Site Clearance of Westlawn Phase 2 in an amount of \$1,371,000.00 (Official Notice No. 57827)

Sponsors: THE CHAIR

Attachments: [IFB Tab & Attachment 57827 Westlawn Phase Four Demolition Rams Contracting.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

13. [R 12924](#)

Resolution approving an award of contract to Bohmann & Vick Incorporated (Brookfield, WI) for Storm Water Retention Structures at Westlawn Phase 2 in an amount of \$1,695,000.00 (Official Notice No. 57828)

Sponsors: THE CHAIR

Attachments: [IFB Tab & Attachment 57828 Storm Water Structures Bohmann & Vick.pdf](#)

A motion was made by James N. Witkowiak, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

B. REPORTS AND DISCUSSION ITEMS

[R 12920](#)

Resolution approving the appointment of Antonio M. Pérez to the Travaux Board of Directors

Sponsors: THE CHAIR

Commissioner Diaz asked for item #9, Resolution approving the appointment of Antonio M. Pérez to the Travaux Board of Directors, to be pulled from the consent agenda, not due to any question about the appointee, but because he wanted to discuss that the process of the appointments to the board and the purpose of Travaux. He mentioned that all of the appointments to the board have followed the same open, consistent process and he believes that the board has approved the direction of Travaux. Commissioner Diaz noted that it is hoped that Travaux will provide additional income to HACM, provide services to other entities and allow HACM to continue to employ its staff.

Both Commissioner Diaz and Chair Wagner added that HUD has encouraged public housing authorities to diversify their income streams. Chair Wagner also noted that HACM has been assessing the development of Travaux since 2013, and one of the models used was Friends of Housing, a prior offshoot of HACM first developed in 1998.

Commissioner Donald asked if the development of Travaux had been vetted for any potential conflicts of interest, especially as HUD can be a stickler for such things. Mr. Pérez said that HUD had been part of the discussion during the development of Travaux, which is an instrumentality of HACM.

Mr. Pérez also added that at this stage of the development, It was becoming necessary for this position to be formalized, to perform such things as signing checks and navigating the continued development of Travaux. While the activities Travaux will pursue are ones that HACM has already performed with other parties, creating the instrumentality will allow additional focus on these activities as well as remove any negative connotation people perceive with HACM's name. The process is an ongoing one, which will evolve over time, with continued review by HUD and others.

Chair Wagner stated that a number of other authorities are pursuing similar strategies and that the possibility of continued decreases in federal funds for public housing is a large concern across the industry.

Commissioner Daniels also asked that the HACM Board continue to be informed about Travaux's activities.

A motion was made by Michael T. Van Alstine, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

1. [R 12925](#) Resolution approving the execution of various easements and agreements relative to Westlawn Gardens

Sponsors: THE CHAIR

Attachments: [Westlawn BMP Const and Maint Costs from TOG.pdf](#)
[Westlawn Gardens West Interim Easement TOG 10 27 2017 -- 22094707 v1.pdf](#)
[Westlawn West Final Plat 10-26-17 from TOG.pdf](#)
[Westlawn Gardens-West Storm Water Management Facility and MEWS Maintenance and Easement Agreement TOG 10 27 2017 -- 22094849 v1.pdf](#)
[Westlawn Gardens-West Out of Program Agreement TOG 10 27 2017 -- 22094715 v1.pdf](#)
[Westlawn Gardens-West Declaration of Restrictions and Covenants TOG 10 27 2017 -- 22094700 v1.pdf](#)
[Westlawn Gardens-West Access Easement TOG 10 27 2017 -- 22094668 v1.pdf](#)
[Westlawn Exhibit A List of HACM Documents Subject to Future Board Approval.pdf](#)

Tom Gartner of Michael Best & Friedrich explained the purposes of the various easements and agreements. He also mentioned that all of the documents that require Common Council approval, related to the DPW requirements, already have that approval.

There was discussion about the makeup of the ownership entities of the lots within Westlawn, which may evolve based on funding, with a possible mix of HACM, various LLCs and private owners.

A motion was made by Michael T. Van Alstine, seconded by Ricardo Diaz, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

2. [R 12926](#) Resolution approving HACM's 2018 Fiscal Operating Budgets that include the Section 8 Housing Choice Voucher Program, Homeownership Program, Berryland, Northlawn and Southlawn (non-subsidized affordable housing) developments, Low Income Rent Public Housing Program and Central Office Cost Center

The Secretary-Executive Director is required to submit an annual operating budget for approval by the Board.

Sponsors: THE CHAIR

Attachments: [Budget - 2018 Budget Summaries revised 11-27-17.pdf](#)
[Budget - 2018 Section 8 Operating Budget - Blue.pdf](#)
[Budget - 2018 Homeownership Prog Operating Budget - Revised 11-27-17 - Green.pdf](#)
[Budget - 2018 BNS Operating Budget - Yellow.pdf](#)
[Budget - 2018 Public Housing Site Budgets Revised 11-27-17 - White.pdf](#)
[Budget - 2018 COCC Operating Budget - Pink.pdf](#)

HACM staff Fernando Aniban, Chief Financial Officer, Finance Director Rick Koffarnus, Senior Financial Analyst Pam Watson, and Director of Strategic Initiatives Kaylin Nuss presented the 2018 HACM Budget and the 2018 Strategic Goals.

Commissioners had a number suggestions and questions. It was suggested that staff develop benchmarks or measures on the Community Service side of the budget to better assess the value of different programs as funding continues to tighten. Commissioners encouraged utilizing input from the Resident Council when looking into these assessments. The Commissioners appreciated the 2017 Strategic Planning session and would look forward to doing another in 2018.

The Commissioners also suggested that it would be helpful for all of them to be present together when the budget is presented, rather than in the small groups that have been done before. They felt that that they would gain insight from hearing all of the others' comments and it would save staff time. The budget briefing/Q&A could be done as a public meeting in late November or early December, moving into a closed session for any confidential information.

A motion was made by Ricardo Diaz, seconded by Michael T. Van Alstine, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 7 - Witkowiak, Van Alstine, Wagner, Mitchell, Diaz, Reed Daniels, and Donald

No: 0

3. [R_12927](#)

Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Cellular Total Income 11-20-17.pdf](#)
[Ald José Pérez 11-28-17 Inquiry re Travaux & HACM 11-29-17 Response.pdf](#)
[NAHRO Thank You Ltr to Lena Mitchell for Service 10-30-17.pdf](#)
[Make Your Money Talk Graduation 121217.pdf](#)

Mr. Pérez discussed the following items and made note of particular areas of interest for the Board:

- *A table of the income generated by the placement of cell phone towers on HACM buildings, per year, and cumulatively*
- *A fact-finding letter from Alderman José Pérez regarding Travaux. HACM's counsel who have been involved in the development of Travaux, the Office of the City Attorney and Michael Best & Friedrich are developing a response, which will take some time to ensure thoroughness. There is also a recent retirement and robust grant application season underway. There was a further suggestion about a review of what state and other legislation may be evolving into obsolescence, which could be limiting new ways or areas in which HACM could develop.*
- *A thank you letter and certificate from the National Association of Housing and Redevelopment Officials to Lena Mitchell for her most recent term on the Commissioners Committee.*

Mr. Pérez shared a copy of the most recent Accountability In Management (AIM) presentation made to the Mayor. The meeting was substantive and staff appreciated the Mayor's questions and understanding.

Ken Barbeau, Director of Community Programs & Services spoke about the December 12th, 2017 Make Your Money Talk graduation, which included 89 graduates from the second half of 2017.

Melissa Krotts, HACM Procurement & Contracts Director, and Tmara Abidalrahim, HACM Contract Compliance Officer provided an overview of Section 3.

Ms. Reed-Hardy, HACM Human Resources Director, next spoke, about the @Promise program, a job training program for residents which HACM initiated to assist with the Section 3 efforts and to assist residents interested in self-sufficiency.

Mr. Pérez, and the HACM staff, thanked the Commissioners for their service. Mr. Pérez also especially noted the service of Commissioner Mitchell. She has expressed her intent to eventually step down from the board, and while Mr. Pérez would like her to stay on, he has begun looking at residents that might be an appropriate fit for the board, but hopes she can continue her service as the process unfolds. He also noted that HACM is very proud of its resident Commissioners.

Chair Wagner thanks the full Board for their attendance and noted his appreciation of his fellow Commissioners, as well as the staff.

Adjournment

There being no further business, Commissioner Diaz made a motion to adjourn the meeting at 3:35p.m. Commissioner Daniels 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, Patricia Schmidtknecht 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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