



City of Milwaukee

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

Meeting Minutes

HOUSING AUTHORITY

MARK WAGNER, CHAIR

Sherri L. Daniels, Vice Chair

Brooke VandeBerg and Ald. Milele Coggs

Wednesday, May 11, 2022

1:30 PM

Virtual Mtg Call-in: 1-877-309-2073

Access Code: 531-432-341#

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.

To view the meeting materials electronically, please go to: <https://milwaukee.legistar.com/MeetingDetail.aspx?ID=965574&GUID=D5509F1E-B284-4178-A8A8-D51F750780A8&Options=info|&Search=>

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities who cannot access the meeting via phone. For additional information contact the Housing Authority ADA Coordinator, Patricia Schmidtkecht at 286-5100, (FAX) 286-3456, (TDD) 286-3504 or by writing to the Coordinator at 650 West Reservoir, Milwaukee, WI 53212.

Call to Order

Meeting called to order at 1:34 p.m.

Roll Call

Present: 4 - Wagner, Coggs, Reed Daniels, VandeBerg

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 VandeBerg requested item A.2., R_13322, be moved out of the Consent Agenda and into the Reports and Discussion Items.

1. [R13321](#) Approval of the minutes of the regular meeting held on April 13, 2022

Sponsors: THE CHAIR

Attachments: [HACM April 2022 Minutes](#)

A motion was made by Brooke VandeBerg, seconded by ALD. COGGS, that this Motion be APPROVED. This motion PREVAILED by the following vote:

Aye: 4 - Wagner, Coggs, Reed Daniels, and VandeBerg

No: 0

B. REPORTS AND DISCUSSION ITEMS

[R13322](#)

Resolution approving the submission by the Housing Authority of the City of Milwaukee to the Department of Housing and Urban Development of a Demolition/Disposition application for the sale of four non-residential buildings on 5.37 acres of land located at 4301 and 4343 West Marion Streets in the Parklawn Development to Central City Cyberschool at market value.

Sponsors: THE CHAIR

Attachments: [Cyber School Proposal](#)

Scott Simon, Travaux's Vice President of Business Development, provided some background information on the Central City Cyberschool (C3) and summarized the document included with the agenda. He explained the Cyberschool's capital campaign around their expansion and how it would positively affect the residents of the Parklawn development and surrounding community.

This Housing Authority Resolution was ADOPTED

Aye: 4 - Wagner, Coggs, Reed Daniels, and VandeBerg

No: 0

1. [R13323](#) Resolution approving amendment number 2 to contract number 18-022 with Otis Elevator Company for Elevator Maintenance and Repair at various sites.

HACM is requesting to exercise its option to renew the contract for a second and final amendment pursuant to the terms of the contract. The current contract authority (the initial three years, plus the first one-year amendment) is \$1,019,914 not-to-exceed and expires 5/31/2022. The second amendment will add \$332,949 not-to-exceed and extend the contract to 5/31/2023. A 3.28% increase in the hourly rate for repairs is requested by the contractor; all other terms and conditions of the contract remain in effect.

Sponsors: THE CHAIR

Attachments: [Otis Elevator contract 18-022 amendment analysis](#)

Warren Jones, Travaux's Vice President of Construction, noted Otis Elevator Company has satisfactorily performed elevator service for the Housing Authority of the City of Milwaukee since 2018. Mr. Jones explained that the 3.28% increase has been verified as reasonable by Travaux's elevator consultant. Mr. Jones answered Commissioners' questions about the initial bidding process and resident engagement in contractor selection.

A motion was made by Sherri Reed Daniels, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 4 - Wagner, Coggs, Reed Daniels, and VandeBerg

No: 0

2. [R13324](#) Resolution approving an award of contract to BV Tetzlaff Incorporated (Brookfield, WI) for Public Construction Phase 5 Site Utilities (Public and Private) at Westlawn Gardens Phase 2 in an amount not to exceed \$719,300.00 (Official Notice 58094)

Sponsors: THE CHAIR

Attachments: [IFB Bid Tab 58094 BV Tetzlaff Inc. for Public Construction Phase 5 Site Utilities](#)

Warren Jones, Travaux's Vice President of Construction, noted that BV Tetzlaff Incorporated was the lowest responsive and responsible bidder and has satisfactorily performed similar work in previous phases at Westlawn. Mr. Jones explained the site utility work will provide water and sewer utilities to the next phase of Westlawn, which is seventy-nine townhomes being constructed as part of Westlawn Renaissance VII.

A motion was made by Brooke VandeBerg, seconded by Sherri Reed Daniels, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 4 - Wagner, Coggs, Reed Daniels, and VandeBerg

No: 0

3. [R13325](#)

Resolution approving an award of contract to BV Tetzlaff Incorporated (Brookfield, WI) for Public Construction Phase 5 Permeable Paving System at Westlawn Gardens Phase 2 in an amount not to exceed \$555,000.00 (Official Notice 58097)

Sponsors: THE CHAIR

Attachments: [IFB Bid Tab 58097 BV Tetzlaff for Public Construction Phase 5 Permeable Paving System](#)

Warren Jones, Travaux's Vice President of Construction, noted that BV Tetzlaff Incorporated was the lowest responsive and responsible bidder. Mr. Jones explained that BV Tetzlaff Incorporated has not done this type of work for HACM, but has for other entities. Mr. Jones stated that the bid price was higher than the estimated cost because the estimate was completed in 2016. Mr. Jones added that in the six years since, the City has refined their requirements, requiring a larger paver block which has decreased the number of competitive bidders.

A motion was made by Sherri Reed Daniels, seconded by Brooke VandeBerg, that this Housing Authority Resolution be ADOPTED. This motion PREVAILED by the following vote:

Aye: 4 - Wagner, Coggs, Reed Daniels, and VandeBerg

No: 0

4. [R13326](#)

Presentation of the First Quarter Financial Reports for the period ending March 31, 2022

Sponsors: THE CHAIR

Attachments: [Discussion Points](#)
[First Quarter Financial Reports for period ending March 31, 2022](#)

Rick Koffarnus, HACM's Director of Finance, presented the financial reports for the First Quarter of 2022, summarizing the documents included with the agenda.

5. [R13327](#) Report from the Secretary-Executive Director

Sponsors: THE CHAIR

Attachments: [Recovery Plan Monthly Update](#)
[Rent Assistance Program Board Presentation](#)
[Crucible Board Report](#)

Greg Anderson, Travaux's Senior Asset Manager, discussed the Monthly Recovery Plan Update, summarizing the document included with the agenda.

Jackie Martinez, HACM's Section 8 Program Director, presented a status report on goals, metrics, and waitlist volumes for the Housing Choice (HCV), Project Based (PBV) and Veterans Affairs Supportive Housing (VASH) Voucher programs.

Ms. Martinez reported on the efforts to increase lease up by conducting a lottery selection of 600 applicants at the end of April from the HCV waiting list which opened December 15th of 2021. Ms. Martinez stated a communication went out to those families and to date there has been a 41% response rate. Ms. Martinez noted that 60% of those families who responded have been scheduled for an eligibility appointment in the upcoming weeks. Ms. Martinez stated the Section 8 department has hired additional team members to assist with the eligibility and recertification processes.

Ms. Martinez stated there are approximately 450 families looking for housing and that HACM is currently in search of a Landlord Outreach Coordinator to increase the supply of housing by locating available units and recruiting landlords who may not be familiar with the voucher program. Ms. Martinez explained this would help to increase the success rate of voucher holders in finding housing.

Ken Barbeau, HACM's Director of Community Programs and Services, presented Supportive Services Highlights, including a brief summary and metrics on the Choice Neighborhood Initiative, @Promise Resident Training Program, Make Your Money Talk, Family Self-Sufficiency Program, Jobs Plus Initiative, Education Initiative, YouthBuild, Service Coordination for Seniors and Disabled Adults, and Homeownership. Mr. Barbeau concluded with a Resident Impact Story.

Mr. Hines thanked Mr. Anderson and the public housing staff for achieving, and just as important, maintaining the 98% occupancy rate which was the goal in their Recovery Plan. He commended Ms. Martinez for the Rent Assistance office's efforts to increase their staff and ensure participants can navigate the process. He also lauded Ken Barbeau and the Supportive Services staff for their case management, helping residents remove barriers to their success.

Mr. Hines concluded his report by mentioning the Black Business Boost program was hosting an event on May 18th. The PNC Foundation recently announced an award of \$600,000, over a three-year period, to the Wisconsin Women's Business Initiative Corporation (WWBIC), in partnership with HACM, to administer services to black businesses primarily in the Westlawn Choice Neighborhood.

Adjournment

There being no further business, Commissioner Coggs made a motion to adjourn the meeting at 2:53 p.m. Commissioner 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, 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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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.