



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, MAY 17, 2018, 9:00 AM
Mason Manor, 1424 Admiral Court, Community Room

A. ROLL CALL.

I. William VandeCastle- Chair, Sandra Popp-Vice Chair, Terri Refsguard, Nathalie Lund and Stephen Srubas

Members Present: Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle,
Excused: Stephen Srubas

B. APPROVAL OF THE AGENDA.

I. Approval of the May 17, 2018, agenda of the Green Bay Housing Authority.

Moved by Terri Refsguard, seconded by Nathalie Lund to approve the May 17, 2018, agenda of the Green Bay Housing Authority. Motion carried.

Yes- Terri Refsguard, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the March 15, 2018, minutes of the Green Bay Housing Authority.

Moved by Nathalie Lund, seconded by Terri Refsguard to approve the minutes of the March 15, 2018 Green Bay Housing Authority. Motion carried.

Yes- Terri Refsguard, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Consideration with possible action to approve use of unrestricted funds to hire or contract for a Service Coordinator, not to exceed \$45,000 for the first year.

Moved by William VandeCastle, seconded by Terri Refsguard to approve use of unrestricted funds to hire or contract for a Service Coordinatory, not to exceed \$45,000 for the first year. Motion carried.

Yes- Terri Refsguard, Nathalie Lund, William VandeCastle, No- None, Abstain- None

2. Consideration with possible action to ratify approval of award of Mason Manor 4th Floor Common Area Furniture to Nemschoff for \$6,289.92.

Moved by Terri Refsguard, seconded by Nathalie Lund to ratify approval of award of Manson Manor 4th Floor Common Area Furniture to Nemschoff for \$6,289.92. Motion carried.

Yes- Terri Refsguard, Nathalie Lund, Bill VandeCastle, No- None, Abstain- Sandra Popp

3. Consideration with possible action on approval to award Mason Manor Tuckpointing Project to lowest responsive and responsible bidder, R.J. Jacques, Inc., for \$131,642 plus as needed cost for brick removal and replacement.

Moved by Sandra Popp, seconded by William VandeCastle to approve to award Mason Manor Tuckpointing Project to lowest responsive and responsible bidder, R. J. Jacques, Inc., for \$131,642 plus as needed cost for brick removal and replacement. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

4. Consideration with possible action to award replacement of Mason Manor second floor automatic doors to the lowest responsive and responsible bidder, not to exceed \$15,000.

Moved by William VandeCastle, seconded by Sandra Popp to award replacement of Mason Manor second floor automatic doors to the lowest responsive and responsible, not to exceed \$15,000. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

5. Consideration with possible action to approve purchase of a duplex to replace 708 - 710 N. Webster Avenue, not to exceed \$185,000.

Moved by William VandeCastle, seconded by Terri Refsguard to approve the purchase of a duplex to replace 708-710 N. Webster Avenue, not to exceed \$185,000. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

6. Consideration with possible action on Passbook Savings Rate.

Moved by Sandra Popp, seconded by Nathalie Lund to approve the Passbook Savings Rate. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

7. Consideration with possible action to approve revisions to GBHA bylaws.

Moved by Terri Refsguard, seconded by William VandeCastle to approve revisions to the GBHA bylaws. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, Bill VandeCastle, No- None, Abstain- None

8. Consideration with possible action on approval of GBHA operating budget for Fiscal Year beginning July 1, 2018.

Moved by Sandra Popp, seconded by William VandeCastle to approve the GBHA operating budget for Fiscal Year beginning July 1, 2018. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

9. Consideration with possible action on acceptance of GBHA bills.

Moved by William VandeCastle, seconded by Terri Refsguard to accept the GBHA bills. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, VandeCastle, No- None, Abstain- None

10. Consideration with possible action on acceptance of GBHA financial report.

Moved by Terri Refsguard, seconded by William VandeCastle to accept the GBHA financial report. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

11. Consideration with possible action on writing off delinquent tenant accounts.

Moved by Sandra Popp, seconded by Nathalie Lund to write off delinquent tenant accounts. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

E. INFORMATIONAL.

1. Civic Clerk Meeting Software.

No action taken.

2. Development Module of Lead the Way Training.

The Development Module of Lead the Way Training was discussed. No action taken.

3. Langan Report for March and April, 2018.

Moved by Sandra Popp, seconded by William VandeCastle to receive and place on file the Langan Report for March and April 2018. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

4. Occupancy Report for the month of May, 2018.

Moved by William VandeCastle, seconded by Sandra Popp to approve the Occupancy Report for the month of May 2018. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

5. Housing Update Report.

Moved by William VandeCastle, seconded by Sandra Popp to approve the Housing Update report. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None

6. Update on bedbug situation.

An update was given regarding the bedbug situation. No action was taken.

7. Date of next meeting: June 21, 2018

The next meeting will be at 10:30 a.m. in room 310, City Hall.

F. ADJOURNMENT.

Moved by Sandra Popp, seconded by Terri Refsguard to adjourn. Motion carried.

Yes- Terri Refsguard, Sandra Popp, Nathalie Lund, William VandeCastle, No- None, Abstain- None