



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, OCTOBER 21, 2021, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. ROLL CALL.

I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Erin Edwards and Stephen Srubas

Present: William VandeCastle- Chair (joined at 10:35AM), Terri Refsguard- Vice Chair, Sandra Popp, Erin Edwards, Stephen Srubas, Excused:None

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the October 21, 2021, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by Erin Edwards to approve the agenda for the October 21, 2021 meeting of the Green Bay Housing Authority. Motion carried. Yes- Terri Refsguard, Sandra Popp, Erin Edwards, Stephen Srubas, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the September 16, 2021, meeting of the Green Bay Housing Authority.

Moved by Erin Edwards, seconded by Sandra Popp to approve the minutes from the September 16, 2021 meeting of the Green Bay Housing Authority. Motion carried. Yes- Terri Refsguard, Sandra Popp, Erin Edwards, Stephen Srubas, No- None, Abstain- None

E. REGULAR BUSINESS.

1. Consideration with possible action to approve Resolution 2021-06, Conditionally Awarding a Contract for a Housing Project of the Housing Authority of the City of Green Bay, Wisconsin in the University of Wisconsin–Green Bay Campus Area; Conditionally Authorizing and Providing for the Sale of Bonds for the Financing of Such Project; and Providing for Various Further Proceedings in Connection Therewith.

William VandeCastle joined the meeting at 10:35AM for Item E.1. Stephen Srubas is the architect for this project and will abstain from voting.

Moved by William VandeCastle, seconded by Erin Edwards to open the floor for discussion. Motion carried. Yes- William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, No- None, Abstain- Stephen Srubas

Speaker(s): Keith Pamperin

Moved by William VandeCastle, seconded by Sandra Popp to close the floor for discussion. Motion carried. Yes- William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, No- None, Abstain- Stephen Srubas

Moved by Sandra Popp, seconded by Erin Edwards to approve Resolution 2021-06, conditionally awarding a contract for a housing project of the Housing Authority of the City of Green Bay, Wisconsin in the University of Wisconsin-Green Bay Campus Area; conditionally authorizing and providing for the sale of bonds for financing of such project and providing for various further proceedings in connection therewith. Motion carried. Yes- William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, No- None, Abstain- Stephen Srubas

2. Consideration with possible action to approve Phase 2 contract with Baker Tilly for Consulting Services for redevelopment project at Mason Manor.

Moved by Sandra Popp, seconded by Terri Refsguard to approve Phase 2 contract with Baker Tilly for consulting services for the redevelopment project at Mason Manor. Motion carried. Yes- William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, Stephen Srubas, No- None, Abstain- None

3. Consideration with possible action to obtain legal counsel for the RAD redevelopment project at Mason Manor.

Moved by Sandra Popp, seconded by Stephen Srubas to approve hiring an attorney based on a recommendation/review from the City of Green Bay's Law Department and Chairman William VandeCastle for legal counsel for the RAD redevelopment project at Mason Manor. Motion carried. Yes- William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, Stephen Srubas, No- None, Abstain- None

F. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presented the GBHA bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presented the Financial report. No action needed.

3. Langan Report.

Jayne Valentine presented the Langan report. No action needed.

4. Director's Report.

Cheryl Renier-Wigg presented the Director's report. No action needed.

5. Occupancy Report.

Jayne Valentine presented the Occupancy report. No action needed.

6. Date of next meeting: November 18, 2021

G. ADJOURNMENT.

Moved by Sandra Popp, seconded by Terri Refsguard to adjourn the Green Bay Housing Authority Meeting. Motion carried. Yes- William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards, Stephen Srubas, No- None, Abstain- None

VERBATIM MINUTES

- Why don't we call the meeting to order then, and look at approval of the minutes? Or the agenda?

- Okay.

- Everything good on the agenda? Anything to add?

- I'll make a motion to approve.

- Okay.

- I'll second that motion.

- Alright, I'll let Erin do that. Thanks, Erin.

- Alright.

- Did we call to order?

- Yes.

- Yes.

- Really fast, I did.

- Awesome.
- Now, approval of the minutes.
- Now we need to take a vote. All those in favor of approving the agenda, say "aye".
- Aye.
- Aye.
- Aye.
- Aye.
- Opposed? Motion carried. Cool!
- Amen. Alright. Now, the minutes. You got a chance to look at the minutes? Is there any changes or additions to the minutes from the last meeting? No? Is there a motion to approve?
- I'll motion that, approve.
- And the second?
- I'll make that.
- Okay.
- Then you just go, "all in favor", or, "any discussion" and then "all in favor".
- Alright. All in favor of approval of the minutes?
- Aye.
- Aye.
- And, opposed? Yay, minutes approved!
- Mr. VandeCastle, nice to see you this morning.
- Good Morning, I am zoomified this morning! Too many Zoom meetings going on at the same time.
- Well, welcome!
- Yes!
- I ended up having a meeting the other day where I was on two Zoom meetings at the same time!

- Awesome.
- Well, we are all thrilled to see you, Bill. Especially Terri.
- Right, right.
- Alright, as soon as I- as soon as I can find my agenda here, I will get myself going here. What did I do with it? Oh, boy. I had it up here a minute ago and now I lost it!
- Just regular business is up next, Bill.
- Okay. So, moving on then to regular business. Item number one, I'd read it if I had my agenda. If I could find it! I don't know where it went! I had it right here in front of me.
- I can read it,
- That's how I launched this Zoom meeting.
- Right.
- I'll read it, Bill. It's consideration-
- Go ahead.
- It's long, it's long I'll read it. It's consideration with possible action to approve resolution 2021-06. Conditionally awarding a contract for a housing project of the Housing Authority of the City of Green Bay, Wisconsin, and the University of Wisconsin, Green Bay Campus Area. Conditionally authorizing and providing for the sale of bonds for the financing of such project and providing for various further proceedings in connection therewith.
- That's pretty official.
- All right. So, remember we had a visit from the university village housing inc. folks, proposing a campus project, last month? They were actually showing us some interest in seeing if we were interested in doing some revenue bond work. So, part of that process after we approved at the last meeting the resolution was we needed to vote for RFP, for interested parties to submit a project plan to us. We only received one proposal and that was from university village housing. It's the same proposal that was submitted before. I don't know. We have Keith Pamparin here at the meeting who is representing university village housing and again, you remember Stephen Srubas is the architect for this project. So, we can open up the floor if you guys have any questions about it. It's the same project that was proposed before and you know what, if you're gonna open up the floor, Keith can give the schpeal.
- I will make a motion to open the floor.
- Is there a second?
- I will second that.

- So, I have a motion and a second to open the floor. Any discussion? Hearing none. All in favor, signify by saying aye.

- [Group] Aye.

- Any opposed? Motion carries. Keith, the floor is yours, my man.

- Good morning, everyone. We're really pleased to have the housing authority consider this bonding proposal again. This is about the 18th one that has come through the housing authority over the years. This is the largest residence hall and the most expensive that we will be considering. It's also the most well-designed, I have to say. Right, Steve?

- I'm sorry, could you just repeat that again for the record?

- But, you know, we think it's going to be a tremendous asset to both the University of Wisconsin, Green Bay and the community for many, many years. So, we hope you can consider this proposal.

- For any newbies on the board, Keith Pamperin was the executive director of the housing authority for how many years, Keith?

- 38.

- 38 years. So, yeah, he was my boss when I started, so. So he's been through a lot.

- Min- Mine too! Mine too.

- Everything I know about housing I learned from Keith.

- Bill, I remember asking you to serve and you thought well you know maybe a year or two.

- That was 22 years ago.

- Thank you.

- Thank you, for all you've done for housing in Green Bay over the decades. So, any further questions for Keith before we close the floor?

- I just have a couple. This is-

- Go ahead

- Keith, this is Sandy. So I'm looking at stairs, am I seeing an elevator shaft anywhere? For the building?

- Elevators?

- Yeah.

- Yes, yes, there will be two elevators.

- Okay, good.

- Can I- I mean, I just assumed it I just don't see the shaft. Sorry, I'm thinking I saw the shaft but I'm not sure if that's what it is.

- Is it a- Cheryl, or Bill, or Keith for that matter can I-- Can I?

- Yes, go ahead.

- Oh Steve, go ahead.

- Yeah, so there's two elevator shafts Sandy. All of the- All of the suites are going to be set up to be barrier free and accessible. We'll of course only do the grab bars are only being installed in two of the suites.

- Okay

- At this time, but all of them are prepped for it. So, they could all receive full ADA accessibility and all of them have all of the clear floor space dimensions that will be required.

- Okay

- So, we have a meeting set up with the campus in a couple weeks for their inclusion and barrier free folks. Like, the UW system takes that very serious. So, I'm gonna be going over that with them to. It is above and beyond code minimum for accessibility and barrier-free conditions. That's not exclusively to appease you and this board.

- Really? Now I feel bad.

- Yeah, so certainly certainly a component of the design in early goals.

- Good, good yeah cause I'm seeing a lot of things like the Braille on the door numbers and things like that which is really good. I was just wondering cause I saw stairs in the middle. I'm like "uhhhh" are there elevators, or is that just one floor that's accessible and not the rest? So.

- Yep, elevators all the way up and down

- Okay, good good good good good good. And then, so if I'm assuming then that there all shared bathrooms that they're all like level-entry bath showers.

- Yeah, so it's apartment style so each apartment will have two bathrooms. One, both bathrooms accessible, one with a roll-in shower. There's actually, there's one suite that we had to use the transfer shower dimensions from NC 117 cause of how it works with the shaft that I need to have in there but its still, still by the rules accessible.

- No, that's fine. That's great.

- Yep.

- Because that's probably one of the biggest barriers, I wish we had seen that all in all any new housing going up, so.

- Yeah, the other, the other piece of it is, you know, it's gonna be commercial gRADe carpet tile. So, it's not got he huge cushion that you sometimes see.

- Yep, that that would provide- so it is carpeted, it's not, it's not linoleum or tile floor?

- No, no. It's carpet tile but you know, the pretty low profile stuff.

- Yep, good.

- Cause, to make sure that it's what-

- Yeah, and we actually did that to Tom's office when he, before he retired and it's really easy to clean. You know, take off those pads if something gets on it that you can't remove the stain.

- Yep

- So, that is really handy.

- Sandy?

- Yes?

- University village housing has a accessibility advocate on the board as well.

- Good.

- Me!

- I was wondering, is that Keith?

- Well, I keep, I'm the voice for any structure that we, that we put money towards but I would just like to see it just being across the board for any development in Green Bay. But yeah, it'll be so nice.

- I don't-

- Thanks, this one's really great.

- If I remember correctly, the policy that the housing authority created back when we first started doing housing mortgage revenue bonds for, for not only not for profits like University Village Housing but also for, for-profits. I can't remember if we required or recommended that all of the first floor units be fully accessible.

- I can't remember either, but the developments that we've been involved with all incorporated that. Which was really great, has been really great. I'm just, I'm thinking overall anything coming into Green Bay it would be so nice if they would just make it accessible. It just makes it so much easier.

- Mhmm, mhmm.

- Yeah.

- Well, I mean I'm here. I'll draw pictures for all of them.

- Keith, Keith can give them my card.

- There you go!

- Yeah, nice job. They look very nice.

- All right, any other questions for Keith?

- Yeah, I agree.

- Any other questions, for Keith before we close the floor?

- Thanks Keith, good to see you.

- Thank you.

- All right, hearing none is there a motion to close?

- I'll make that motion.

- Is there a second?

- I'll second that.

- We have a motion and a second? All in favor, signify by saying "aye".

- [Group] Aye

- Any opposed? Motion carries, the floor is closed, and we are back to regular order of business.

- And then just briefly, Ter, if I could, you know the resolution that you'd be approving today. It looks like the authority is going to be issuing revenue bonds in the amount not to exceed twenty-five million dollars. That this project is a qualified project, we've got, there was documentation in this package that talked about the qualifications needed for revenue bonding and it meets those qualifications.

- Yes.

- We have selected UVHI as the developer for this project. We are going to begin negotiations with them, with regards to how the revenue bonds will work and the income that the GBHA will receive as part of that. And that also in November, we will be holding a public hearing for comment as part of this process and that will be I think November 10th we're looking at right now. So, we'll get that publicly noticed. And then, I will also refer this to the plan commission, because I think the plan commission is a part of this approval process as well, So, I will let them know that this has been approved. So, that's the resolution that you'd be looking at approving today.

- Okay

- So, we have that in front of us, are there any further questions regarding the resolution? Hearing none, is there a motion to approve?

- I'll make that motion.

- I'll second that motion.

- I will second.

- Okay, Erin seconds. We have a motion and a second. Any further discussion or questions? Hearing none, all in favor of the resolution signify by saying "aye"

- [Group] Aye

- Any opposed? Hearing none, the motion carries. All right

- I'm sorry?

- Thank you all.

- You're very welcome Keith.

- Continue the good work.

- Thanks, we'll try! All right, moving on to item number two, consideration with possible action to approve phase two contract with Baker Tilly for consulting services for the redevelopment project at Mason Manor. Cheryl?

- All right, so we are, we're in the thick of it folks.

- Good. With the processes right now. So, Baker Tilly has gotten us through phase one which is really the whole assessment of Mason Manor. Our capital needs, what those are gonna be, how we were gonna structure ourselves as an organization to make this work, kind of the front end stuff in phase one. Now we need, we need a phase two contract with them as well because now the really hard work starts. I can say that, cause I've been in three meetings now with the developer. Baker Tilly on this project and I'm like and I've been in government for a long time, so. The phase two contract that they're looking at working with us on it was in the packet, it lists a number of things working on specifically the financing plan that we're going to need to set up, whether it's how we're going to do

our financial mixes, the percentages of section 18, to RAD all of that fun stuff. The tax credit, working with the developer on the tax credits. Working with HUD actually on those things as well. Any of the certs that we need, you know, when you do a RAD process, you have to set up a RAD resource desk with HUD to submit it. There's so many, there's so much paperwork to submit. You have to like, set up a desk with HUD so that you can submit all this stuff. So, working through that process, the commitments that are needed working with the lenders and then up to closing, and then also just working with the proforma and the developers just in the last week, I think, right Jamie and Stephanie? We became aware of a possibility of combining, you know, right now we're taking our section, for our scattered site public housing, and we're pulling it out of the fair cloth. We're putting it under project based vouchers, 48 units. We just found out recently that we can actually combine that process with this RAD process, which will get us a lot more money for Mason manner. So we're like, whoa, that's a, and HUD thought it was a good idea. So, so, there's a lot of moving things happening in plates, but we need Baker Tilly on board. The way they've got the contract set up is that we'd have to come up with really 15,000 out of pocket. Like, right away. That we'd actually have to pay out to them. That would come from our unrestricted funds. And then we would get that 15,000 reimbursed at the closing through the development fees. And then the same thing with the balance of the funding, the 60,000 that would come at the closing as part of the development fee. So, really it wouldn't come out of our till in other words. We're going to put it forward and then get reimbursed for it at closing through all of these fees. So, our recommendation is that we continue with Baker Tilly on the phase two part of the contract.

- Yep.

- You need a motion for that?

- Yes.

- I'll make that motion to continue with Baker Tilly.

- I second the-

- Motion. All right. We have a motion and a second to continue, Phase two with Baker Tilly for consulting services for the redevelopment project at Mason manner. Any further discussion? Hearing none, all in favor of the approval signify by saying "aye".

- Aye.

- Aye.

- Aye.

- Any opposed? Motion carries. Thank you all very much. I'll move on to item number three. Consideration.

- Chair-

- Yes.

- Chairman, can I clarify something?
- maybe you were muted Steve, but you want to abstain from item number one in the vote, correct?
- Yes, please. Sorry, Thank you.
- No, that's okay. Just wanted to make sure we had that on the record that Steve was abstaining from number one.
- Sorry, yeah thanks.
- That's okay.
- So noted.
- Thank you.
- All right. Item number three, consideration with possible action to obtain legal counsel for the RAD development project at Visa manner, Cheryl.
- Okay. So, we hired attorney in the past to help set up our secondary organization that by the way, I'll talk to you about the director's report. But in speaking with Baker Tilly, they advised us that we really need to find an attorney that works with RAD specifically in public housing authorities. We're probably not going to find that in green bay, they shared some names with us for some firms out of Milwaukee and Madison. But at this point, we're going to need to start negotiating on behalf of the authority and our secondary entity with the developer, you know, on how this project is going to work and you know, how the payments are going to go. How every things gotta work and we need someone who can advise us on the best interest for the GBHA. So, our recommendation is that we, I'd like to get some quotes from some of these firms. I'd like our law departments to bat those out. And I'd like to share those and get comments from chairman Vandecastle as well. And if we can, I'd like to just hire the lowest qualified bidder for these attorneys and then hire them before the next meeting if possible.
- You did you see that? Like you think that's okay?
- Yeah. Yeah. I think it's essential. Really? Do we need to repeat that exercise for the third party component of this? Right. Somehow, somehow this board is also going to serve as a secondary board, whatever that, that cloud-based company would be. That be the passing tone for those things.
- Should we handle,
- Yes.
- Legal representation and making sure that that's sufficient and not exposing us to more risk, and maybe that's not, maybe that's not the appropriate time for that question, but.
- Well, let's get him, let's get that attorney on for the GBHA we're- that board, which I had to write the name down for our board is GBHA properties, Inc. Is our secondary board.

- Yeah. Yeah. We're going to get t-shirts if I remember right.
- We actually, that board needs to meet. So, I had planned to hold that meeting directly after this meeting in November because the board needs to elect the officials for that board because Stephanie has some reporting to do on behalf of that organization. So.
- We'll need to come up with a fancy logo too. I think we had some discussion about.
- T-shirts.
- Coffee mugs.
- We need to have a, so we need to have, are you talking like, we need to have a chair for this, for this sub board?
- Correct.
- Okay.
- Yep.
- We need to elect a president or a chair and a vice chair, the secretary and a treasurer.
- And all of that's cool. I'm wondering if it should hire a lawyer? That's what I'm asking. Is that a question for next November?
- That may be a question that once we get this attorney on board, we asked the GBHA attorney. If the, if there should be a different attorney for the entity that's formed with the same membership.
- Okay. And so your, your suggestion here is that the housing authority get prices for an attorney to, to help meander our way through the phase two of RAD, is that, is that where we're out here?
- Correct. And the closing and actually the negotiation with the developer.
- Okay. Okay.
- And so, would this be a consultant? Would it be a hired on attorney? Was that in the budget? Would they stay long-term or would they just be for this process? What would that happen Cheryl?
- I see this as well. When I say short-term, I would see at least the attorney that would take us through the process until we're completed with it and we don't need the services anymore. So, I didn't see it as a permanent position. That was your first question, right?
- Right.
- It would be, it would be to hire the law firm to represent the, the housing authority. I- minimally, we need that. So, I think the question is whether or not we need a second different attorney for the second entity. And I'm not sure if we would, there- were kind of working together, you know, we're, I can't

imagine the housing authority would vote differently than the GBHA Properties.

- It's all, it's all the same members. So, you'd have a hard time justifying going two different directions with that. So.

- So, couldn't you just-

- But that's- I would agree with Cheryl. That's something we would just talk to that attorney about to see what he thinks or she thinks. The only other thing I would add is that in, in selecting this council, we're selecting professional service, the provision of professional services. So, it's really not a cost base analysis. So, it's not like the lowest responsible bidder type thing. It's kind of the similar analysis that we went through when we hired or selected the, What was that? The developer that we selected Gorman? one went through that process. So it's, we're really going to be looking for qualifications, not necessarily a race to the bottom in terms of who's going to charge us what? So.

- So, it's like a contract that employee or.

- No.

- No?

- No. It's a professional services consulting agreement.

- Quality.

- Consultants. Okay.

- Yep.

- Who is the most qualified.

- So Cheryl, are you going to be able to make that determination and enter into an agreement before we get together next month? Or you want to, I mean, not- Right, You, you want, you want to, you want to get proposals and you want to get after it.

- I do, but I also want to, I will be working with our city attorney, as well as, chairman VandeCastle to review these, I think? If we can get a book, I just play a lawyer on TV. So, they want to go to the people who know what they're talking about when it comes to the qualifications for legal services.

- I think, I think that's brilliant. I only like to pretend when there aren't lawyers present.

- I also I've, I've learned with engineers the most condescending way to start a conversation with them in the, in the professional services world is, "I'm no lawyer but,"

- Playing one on TV doesn't work.

- I play one on zoom all day long.

- Nice.

- So then, we're looking at?

- Before the next meeting, if possible, and now may not be it. If I can't get this wrapped up, if I don't get responses quickly or whatever, I'll bring it back in November. If I don't have it ready. So, but if, but if I get a quick turnaround on some of these things, I know that Baker Tilly's advised us that we're at the point now where Gorman wants to negotiate on these development deals. So, December 1st or fourth date for those tax credits to be applied for.

- So that's what I, that was going to be my question. Is when would it be very, very necessary to have that attorney in place? Okay.

- Well, because the only financing stuff before that tax credit application.

- Right?

- Any further questions?

- Just one other one, where is funding for the attorney coming from?

- Unrestricted funds.

- Okay.

- We have quite a bit of unrestricted funds right now. We've, I know we've obligated 500,000 potentially to this project, this RAD conversion, but I think we have another three or 400,000 stuffs, right?

- Okay.

- As well, so. we should be covered with those costs.

- So then, let's say, I mean, would you want something as soon as possible? Like, would there be a special meeting that might need to be called or do you think you'd have it wrapped up for the November meeting?

- I would to hire the attorney based off of the recommendations from our law department and the chair of the GBHA without having to bring it back. Is my request.

- That's my request.

- Okay. If, if that's a problem, then I can gather that and bring it back to the November meeting as well. We were just advised from our consultants that you're, you're starting to get into some areas where you're going to need somebody who's gonna have to understand. What, you know, we, you know, we're going to have a Land lease potentially, you know, what kind of fees can we get? All this stuff that's going to go into that agreement with our developer.

- Okay. So, as soon as possible is what you're talking about. So, I would make a motion to approve hiring an attorney and working with Cheryl, the GBHA legal department, and chair Vandwcastle. To make that, to make that determination on who that lawyer will be.

- We have a motion. Is there a second?

- I Know it was a long motion. Sorry Bill.

- We have a motion, and a second, and any further discussion?

- Who was the second on that? Steve? Okay.

- Jazz hands.

- [Group] Jazz Hands.

- All right. So, we have a motion and a second, any further discussion? Hearing none. All in favor of the motion please signify by saying "aye".

- [Group] Aye. Any opposed? Hearing none. The motion carries. Thank you all very much.

- Thank you. Moving on to section F informational GBHA bills, Stephanie.

- No, those are in your packets. There was nothing real wonderful this month, but next month there will be, we had some title services done, which was,

- 8,000 dollars.

- Yeah, that's a little but \$19,000, a little over \$19,000. But I did talk with our auditors and we were able to pull that from our capital funds. So that is covered, but that's next month, but there's nothing funny in this month, just normal bills.

- What were the services for?

- We had to part of our section 18, you know, we thought we were all done. Yay, we got approved. And then they're like, not, not yet. We need a title on every one of your scattered site properties. So, we had the order title for each one of the parcels that we had and turn those in as part of the process, so.

- And that, that title cost is based on the value of the properties right?

- Correct. Well, I think it was it's usually right. Or did they do it for us?

- It's a statutory amount of \$475 per property.

- Minimally.

- Okay.

- Wow.
- And they charged us the minimum, which is really great. So, it was just 41 properties at \$475.
- Excellent. That's a good deal. That's a good deal.
- Yeah.
- Even though-
- Just when you get them all at once, it's a lot.
- But it's done.
- We got some people busy at the courthouse. Alright. Any further questions for Stephanie on this?
- Well, thanks.
- All right. So, without any further questions on the GBHA bills, we'll move to the GBHA financial report.
- All right. That was also in your packets. We're only in, you know, finishing up September. So we not too far down the line. So, everything's looking pretty good so far. I don't know. Are there any questions? Does anyone have any thing that they'd like me to look over?
- Are you talking like the budget versus actual right now?
- I'm talking about anything.
- Oh. Okay.
- Otherwise, we just finished up our audit here last week. So, we should be getting that information shortly too. They didn't find anything as far as I know.
- Can you share with the board, you've got a, a short fall of 16,000 with a not smiley face?
- Okay.
- I was just going to ask that.
- What that is, is we are short 116,000 of having six months worth of excess funds to pay for our expenses. So, HUD allows us to have six months, worth of reserves and not be considered overinflated and anything less than six months is class. But it, it's just, we have been spending things down. I mean, in the last couple of years, we've had some bigger expenses due to, you know, pest control and stuff like that. So,
- And we're supposed to keep it under that six months anyway, or at six months and under, right?

- Yeah, they do. They fluctuate the amounts. Cause sometimes they had talked about reducing it to three months and then we'd be right where we need to be. But I use the six month one that they have used for many years to keep a kind of an eye on where we're at.

- Okay, Thanks.

- So this is not, this is not frowny face abuse? I mean, cause it sounds like it's not a big deal, but you put a frowny face on it. I'm just, understanding.

- Because it was red.

- Because it was red.

- Fair enough. Okay. No, that's the in its simplest form, you can have that. That's fine.

- Is that a frowny face part of a, is that, is that gap approved?

- No.

- No, okay.

- That was just a fun thing that I learned how to do it. Write an in statement like, if this is negative, then we can make a frowny face. If it's positive, we can make smiley face, So.

- I can see Stephanie getting excited about if then statements in Microsoft Excel. That, That sounds-

- I'm a geek, I know.

- All right. Any further questions for Stephanie on the financial report?

- Thanks Stephanie. Then moving on to the lane report.

- [Jayme And William] That is your packet.

- Yep, just normal background checks. I think we just have one Mason Manor household under investigation right now, but we were able to close out a different one. So, if you have any questions?

- No, it's good.

- Mokay. No questions. I'll move on to the director's report. Cheryl.

- Well, there's a lot of stuff going on for the GBHA. I mean, so I took this thing over, right? You know, we're really working a lot with baker Tilly right now and trying to define how much money we can put into each unit in Mason manner. A lot of that depends on how we combine, you know, our properties that we have right now. I'm, you know, the news that we could potentially combine our scattered sites into this larger project would allow us to do more things in the units, which is great. And get us the ability to maybe even build on to Mason Manor for some of the amenities for tenants.

We sadly, I think have come to the conclusion that we can not take the spiral drive off of Mason Manor because there's not enough area on Admiral court to create a cul-de-sac. So, I should take that back. We could take the spiral drive off, but then, you know, public works is like, no, no, no, you need to have enough space to. So, I think we're going to be stuck with our spiral drive, but hopefully with some extra cash in flux, we'll be able to maybe heat it again, make sure it's working. Cause it used to be heated, the floor right?

- Oh really?

- and yeah. And to maybe bring it back up to its glory from when it was built. I don't know, we'll do what we can with the spiral drive. The November meeting. We're going to have probably more of the bonding things I'm thinking. That are going to be coming through at that meeting. And then we also need to have the meeting of the, of the GBHA properties Inc. Yeah, we've got to have something, we haven't, that's a mouthful GBHA properties, Inc. But my question to you, bill, is, does that need to be publicly noticed like, the GBHA meeting?

- That's a good question. And I know,

- don't think it hurts right?

- No, right. Over the years, I've dealt with a number of these and the trend is because they are quasi public entities to err on the side of transparency and publish everything.

- Okay.

- Notice the meeting's publ- treat it just like we do us with the commission, publish everything. All the minutes, all the everything goes in the publication, just like we would normally do.

- Okay. It's actually easier to do it that way. So I mean, that's fine. And then what we'll do is we'll set that up, that meeting up much like they do personnel of finance. They do, not like GBHA meets and this one's going to be immediately following the GBHA meetings. So, this way,

- Right.

- and that one will stop the other one and do what we need to do. So, it should-

- Immediately following the GBHA commissioner's meeting, but it ALS hamburgers or?

- Is it still open?

- Sandy, shame on you. Of course it is.

- You can tell I don't eat downtown.

- It's also not accessible. The door is too crappy to get in to but-

- Yeah.

- Sorry. Okay. Sorry.

- The other thing Cheryl, that I would suggest is that our GBHA commission agenda, have an item on there from the properties LLC report, just so that we overlap, the reporting for this so that we would just give our, you know, whoever the chair of that entity is could give a report. Cause it's going to be one of us could give to a report as to what that entity has been doing. So, that makes sure it gets published.

- So, that would be like under informational, Bill?

- Yes just the informational.

- Okay.

- Do we need something that identifies the two entities from each other? That's a bill question, and maybe it's for next week too. But like I think that transparency is, is great. Like the more the merrier I-I'm, I think it's the utmost importance for that scenario and we need something in place that, is a partition between those two, between us and us.

- The, the legal structure for the organization would do that in part as an LLC, that would do that in part. But one of the followups for that is once we get this organized, because it's separate from the commission, the LLC may need to get insurance coverage in order to be able to indemnify its members. From any liability that might arise and more so, that we're not so much that we would ever do anything that would cause a problem. But if somebody ever sued us.

- Yes.

- You get the insurance coverage for that. And I mean that's really the, you know, the, the biggest benefit of having insurance is that they pay for your lawyer if you get sued, so. And they pay your judgment, if you get sued.

- You know, on these days, everybody sues everybody. So just, it, it, it, you know, we don't have to dip into our pocket to come up with legal fees for self-defense here, it's covered by our insurance company. So, that LLC needs to get insurance.

- Right.

- I'm only going off a list of questions I have for the attorney that we plan to hire that goes through these processes.

- Yes.

- How to we separate the, you know, all of these questions?

- We are not an LLC, the paperwork that was filed by the attorney that was hired, it's an incorporation. And that's an issue I'm thinking,

- Okay, so.

- We talked about an LLC. So, I think that there's different rules that apply. And since I've never done corporate taxes, this could get interesting.

- Yeah. So, I mean, the same questions would apply whether it's an LLC or corporation. So, you know, those are the things we'll have to work on and we will have to on our agenda for that meeting next in November, we would have to put in insurance item on the agenda, just so that we're talking about it. Because as long as we're talking about it, we're sorta covered under the statute. For Immunity,

- Okay.

- but we do have to pursue getting insurance.

- Okay.

- All right.

- Right. Right, because like, like they don't have any money. Like that newly formed. So it's like, how exactly does those are the questions you have and how we figured that out?

- How do we have the housing authorities, assets protected from? Fun. This is fun, that's as fun as it gets. You guys want to talk about bricks on top of bricks too? I mean, I like that. Yeah.

- I know I'm building all these synopsis in my brain. Right? Isn't that good when you learn new stuff, I'm thinking.

- Yes.

- I'm following along, so that's good. And then, we just we'll have that public hearing for the bonds that's going to come up in November. That plan was passed through city council. That's the tax increment district affordable housing plan. So, currently we have about \$1.1 million in that account. That's available for developers to construct affordable housing in Green Bay.

- Best nickname ever.

- So, yeah, so things are moving along. We have a lot of interest in housing construction. We just went into a planning option with a company for it's walnut street site to do some mixed housing there. So-

- And we are looking at accessibility in those.

- I think there are some units they listed. Now there, I think they listed some units, it's a company out of Milwaukee. Trying to remember the name of them, but everybody's applying for tax credits now. So,

- Good.

- Tell them they can have them as long as half the units accessible with roll in showers.

- We're just trying to get we did to give us some tax credits in green bay, right? So, but the competitive tax grants credits are coming up. So, a lot of stuff happening, but, and we also learned, I don't know, this doesn't mean much, except we use this person, Vanessa Chavez, who our city attorney is leaving the city of green bay. So she'll be here, I think till mid November. So I want to get these, I want to get this stuff in before she leaves.

- Right.

- Re-review all of our attorneys stuff. So that's all I got. Any questions for me?

- Yeah. Any, how are we doing COVID related at a mason manner? Any issues?

- Right now we actually are. So, we are in the process of doing our scattered sites inspections with brown county. So, we've had quite a few scattered site families notify us. Thankfully they have been COVID positive. So we've just rescheduled based on the timeframe. Right now unfortunately, we have one tenant battling COVID and it doesn't look very positive for this individual. So,

- Better sites maybe or mason manner.

- Mason Manner. Right now we just have one battling on Mason manner that we're not, that we know about. We did check in with family and it doesn't sound very optimistic. So.

- So that person isn't at the units right now.

- Correct.

- That's to bad.

- And that, I guess that would be our one and only unsuccessful case of COVID here at Mason Manor. So I guess, Yeah.

- If it happens, hopefully it won't, but.

- You never Know.

- Yeah.

- You never know, Right? I know people have been in the hospital a long time and have pulled out.

- Yep.

- So

- If it's not bed bugs, it's COVID.

- Yep.

- I just had, I just had an auditor questions show up in my inbox about the green bay already.

- The lucky 1.
- Had I had 15 minutes earlier, I would have been super confused. Just kidding. You're confused.
- Any, any further questions for the director? All right. Hearing none. We'll move on to the occupancy report.
- Which is in your packet.
- Yep that is in your packet as well. As you can see for Mason Manor and scattered sites. October 1st move-out was pretty rough on us. We did get quite a few move-outs. Two of our scattered sites specifically are going to be very difficult. I am working with HUD. I'm doing, because it's going to take an additional 30 days to most likely flip them. I'm excited to show you before and after pictures of these two units. We did have a tenant unexpectedly pass away at Mason manner and just normal move outs for October. And then we are kind of creating some vacancies as some of our tenants at Mason Manor have presented a reasonable accommodation request. So, they are currently in a small unit and they're like asking to for an accommodation be placed in a larger unit. So, we are creating some in-house transfers, but we're just moving forward with that. So if you have any questions, please let me know.
- Oh, great. Thank you.
- Looks like-
- Go ahead.
- It looks like you had three? Was it three evictions? Is that, is that common to have that many?
- I'm just trying to think of my unit. Yes. So it's not, no, that's not common to have that many with the HUD moratorium terminating there were some additional protocols that we have to go through. We can't just do a five day notice and terminate leases for non-payment of rent. We did have some for drug related activity and smoking eviction as well. So, no.
- So it wasn't as a result of the moratorium.
- No, they are not right now. For non-payment of rent. Yep. Cause there's, it expired, I believe around October 1st. And so we have to give notice of offering repayment agreements, and then we have to do 30 day notices instead of five, 14 or 28 days. It's very specific that you have to do a 30 day notice. But yeah, so all of our evictions right now, one for scattered sites was criminal than we had drug related at Mason manner smoking. So.
- So are, are the ones that are, there many that you are looking at evicting due to nonpayment?
- There's probably around 10 that have balances from the last year or two, but we are offering them repayment agreements to get them set up for success in the future. And we have referred a lot of our tenants to new cap for the brown county relief dollars.

- Okay. And if there are people with disabilities, we also have that funding. I mean, not that same exact funding, but we can pair it with new cap. So. Great. Thanks Jayme.

- Any other questions? All right. Next item on the agenda is our next meeting date. That's November 18th, 2021. And otherwise, unless there was any further questions, it looks like we are ripe for adjournment. Is there a motion to adjourn unless somebody's got something else?

- Nope. I'll make that motion.

- All right. We have a motion. Is there a second? Terri, are you going to second?

- I'll do the second.

- All right. We have a motion and a second to adjourn. Thank you all for all the work that's been done and for your participation this morning and have a good month coming up.

- Bye all.

- We have to vote.

- Oh yeah.

- [Group] Aye.

- I have a question.

- Is somebody going to do a independent invite for the blah-blah-blah Inc.?

- Yes.

- I'm going to notice the black like, I do the GBHA. I'm going to do the same things.