



# **MINUTES OF THE GREEN BAY HOUSING AUTHORITY**

**THURSDAY, MAY 19, 2022, 10:30 AM  
Virtual Meeting. Public may join via Zoom.**

## **A. ZOOM MEETING INFORMATION.**

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

## **B. ROLL CALL.**

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

Present: William VandeCastle-Chair, Stephen Srubas and Erin Edwards, Excused: Terri Refsguard-Vice Chair and Sandra Popp

## **C. APPROVAL OF THE AGENDA.**

I. Approval of the agenda for the May 19, 2022, meeting of the Green Bay Housing Authority.

Moved by William VandeCastle, seconded by Stephen Srubas to approve of the agenda for the May 19, 2022, meeting of the Green Bay Housing Authority. Motion carried.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards, No- None, Abstain- None

## **D. APPROVAL OF MINUTES.**

I. Approval of the minutes from the April 21, 2022, meeting of the Green Bay Housing Authority.

Moved by Erin Edwards, seconded by Stephen Srubas to approve of the minutes from the April 21, 2022, meeting of the Green Bay Housing Authority. Motion carried.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards, No- None, Abstain- None

## **E. PUBLIC HEARINGS.**

I. Public Hearing regarding the Capital Funding Projects for the Green Bay Housing Authority.

Moved by William VandeCastle to open the floor for discussion of the Public Hearing regarding the Capital Funding Projects for the Green Bay Housing Authority. Motion carried.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards. None, No- None, Abstain- None.

Moved by Erin Edwards, seconded by Stephen Srubas to close the floor for discussion. Motion carried.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards. No- None, Abstain- None

## **F. REGULAR BUSINESS.**

1. Consideration with possible action on Passbook Savings Rate.

Moved by William VandeCastle, seconded by Erin Edwards to approve of keeping the Passbook Savings Rate for the Green Bay Housing Authority at zero. Motion carried.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards, No- None, Abstain- None

2. Consideration with possible action on approval of GBHA operating budget and Budget Resolution No. 2022-03, for Fiscal Year Beginning July 1, 2022.

Moved by William VandeCastle, seconded by Erin Edwards to take no action at this time and bring item back to the June meeting when all board members are present.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards, No- None, Abstain- None

## **G. INFORMATIONAL.**

1. GBHA Bills.

Stephanie Schmutzer presents the GBHA bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presents the GBHA Financial Report. No action needed.

3. Langan Report.

Jayme Valentine presents the Langan Report. No action needed.

4. Director's Report.

Cheryl Renier-Wigg presents the Director's Report. No action needed.

5. Occupancy Report.

Jayme Valentine presents the Occupancy Report. No action needed.

6. Date of next meeting: June 16, 2022

## **H. ADJOURNMENT.**

Moved by Stephen Srubas, seconded by Erin Edwards to adjourn the Green Bay Housing Authority meeting. Motion carried.

Yes- William VandeCastle, Stephen Srubas and Erin Edwards, No- None, Abstain- None

## **G. VERBATIM MINUTES.**

- Good morning. Good morning, good morning.
- Good morning, Steve.
- Good morning.
- Morning.
- Great to see all your beautiful faces.
- Why is this not coming up?
- Bill, are you still working from home, buddy?
- Me? No.
- Yeah. Oh, you're at, okay.
- I'm in my office.
- Fair enough.
- In about another week I'll be working from my boat.
- Two weeks ago I collected myself a little bit of the COVID so I was-
- Uh oh.
- Yeah, I was working from my basement. That sucks. Yeah, I have a cottage outside of a Waupaca neighborhood, kind of over on the chain. So I popped over there for a few days, but it's pretty easy to get too comfortable there. I also don't wanna affiliate it with any kind of architecture whatsoever, so I try not to work from there much anyway, cause then I'll just start working from there all the time, you know?
- Yeah.
- It was a lot nicer than my basement, though.
- Yeah, I'm on a committee with a gentleman that spends most of his year in Florida. And so in the middle of winter, while we're sitting through a snowstorm, he is sitting there next to his pool.
- Yeah.
- And you know, in a t-shirt. Alright, so it's 10:30. Let's get the meeting started. I think we have a quorum, so are we recording?
- Yes, we are.

- Are we ready to start?

- Ka, you're muted to us.

- Yes we are.

- Okay.

- Okay. Alright, so, call the meeting to order. This is the Green Bay Housing Authority meeting for Thursday, May 19th. We have roll call and we have a quorum, so the first item on the agenda, action item, is approval of the agenda for the May 19th, 2022 meeting of the Green Bay Housing Authority. Any additions or modifications to the agenda? Hearing none, I will make a motion to approve, is there a second?

- Second?

- Alright, we have a motion and a second. Any questions? Otherwise, hearing none, all in favor of the agenda for today's meeting signify by saying aye.

- [All] Aye.

- Any apposed? Very good, motion carries. Next item, approval of the minutes from the April 21, 2022 meeting of the Green Bay Housing Authority. Those documents were in your packet, are there any additions or corrections? Alright, hearing none, is there a motion to approve?

- I'll approve.

- Right, have a motion. Is there a second?

- Yeah, heck yeah. I'll two it up. Alright, currently no COVID hang over there, huh? Jump right into it. Okay, so we have motion and the second to approve the minutes from April 21st, 2022 meeting of the Housing Authority, all in favor, signify by saying aye. Aye.

- Aye.

- Aye.

- Any opposed? Motion carries. Item E, public hearing regarding capital funding project for the Green Bay Housing Authority.

- That would be me. This is just a requirement that we have a public hearing for input on the potential capital funds that we get every year. So, we just need to see if there's anybody here, ask three times, and that's it.

- Alright, very good. So, I will start the public hearing so that the hearing is started here. Is there anyone with any comments from the floor? Second time, is there anyone with any comments or questions regarding the capital funding projects for the Green Bay Housing Authority? Third and final time, is there anyone in the audience with a question regarding the capital funding projects for the Green Bay Housing Authority? Hearing none, is there a motion to close the public hearing?

- I'll motion that.

- Alright, and is there a second?

- I will second that.

- Alright, we have a second for closing the public hearing, anything further before we act on the motion? Hearing none, all in favor of closing the hearing on the capital funding projects for the Green Bay Housing Authority, signify by saying aye.

- [All] Aye.

- Any opposed? Motion carries. Alright, moving to regular business. Item number one, consideration with possible action on passport savings rate.

- That would be me again. This is an annual requirement that we update this. In the past, I was talking with Ka about this, we think it's been more than six years it has been at 0%. We can be 75 basis points, either above or below the fed rate. And I don't believe it affects many residents, would it, Jamie? No. But we keep it at zero because it does create a benefit for those few that it would, that they wouldn't be charged interest on certain savings or checking accounts or investments that could potentially have interest and be counted as income. So it is a benefit to our residents to keep it at a 0%.

- So, is that the request to keep it at zero?

- Yes.

- Alright, I will make that motion, is there a second?

- I will second that. I can second that.

- Alright, we have a motion and a second, thank you, Erin. Any further questions? All in favor of keeping the passport savings rate for the Green Bay Housing Authority at zero, signify by saying aye.

- Aye.

- Aye. Any opposed? Motion carries. Thank you very much. Moving on to item two under regular business, consideration with possible action on approval of GBHA operating budget, and budget resolution number 2022-03 for the fiscal year, beginning, July 1, 2022.

- Alright.

- Steph?

- Yes. So, this is also an annual thing. And with talking with Cheryl, we didn't get this to you well in advance so if you do not want to approve it at this meeting and have longer to review it, we do understand that. But we did wanna get it out to you at this meeting, that way you have that chance to review it and look it over.

- We can, instead, approve it in June, if you would prefer to do that, otherwise Steph can go through it and make comments and you guys can ask any questions, that's up to you.

- I thought about that when I saw this and I thought maybe it would be best to push this through for final approval in our June meeting. That way maybe Sandy will be here for that meeting, and she usually has comments or questions regarding this as well, so that'll give her an opportunity to participate as well. Unless there's any concerns about that, I would entertain a motion to table this until the June meeting.

- I think that's a great idea. I also don't think I'm gonna be at the June meeting. If you have quorum risks, you know, I don't wanna get in the way of things if we don't have a quorum in June, but I'm likely not going to be in attendance next month.

- Okay.

- Well, Steve, do you have any questions about the budget that you're looking at? Cause this is a year where we're separating. We need to separate out our scattered sites from Mason Manor now.

- Definitely not at this time, Cheryl, cause I've got a little brain and it takes a long time for stuff to unpack, but I don't think so. If something comes up I'll communicate it to somebody.

- Give us a call.

- Right on. Thank you.

- Alright. I made the motion to table this until June, is there a second?

- I will second that.

- Second by Erin. So, any further discussion on moving this to June? Alright, otherwise all in favor of moving this to June, signify by saying aye. Aye.

- Aye.

- Any opposed? Motion carries, so we will discuss this and approve it in June. Very good. Alright, moving on to informational items. GBHA bills.

- Those are in your packet.

- This is your show today, Stephanie.

- I know, I feel so honored. There was nothing really new and surprising for this. Are there any questions on any of them?

- No.

- Okay.

- Right. Anybody have any questions for Stephanie on the bills? Alright, the hearing done, we'll move on to the financial report, item number two.

- So, the financial report is in your packet, also. A lot like the other reports, it's nothing new and exciting. We are close to the end of our year so we are wrapping things up. There was also the, I cannot find my report, just an update on the CFP. We are coming to the end of our 2018 grant year. For just a little bit of a recap, CFP as our capital fund program. We get money every year, we have two years to designate where it goes to and then four years from the date of the original to spend it. Our 2018 is coming up to the end of our spending period so we have until the end of this month. And Jamie and her staff have been very diligently trying to use up the last of the money that we have, and I have full faith that they will be able to do that.

- I love spending money when I'm usually told no.

- Yeah. Very good. Any questions for Stephanie or Jamie on any of this? No? Alright. Then we can move on next to the Langan report.

- So, that is in your packet. The applications were a lot higher than normal, it's because when we close out our scattered sites from Green Bay Housing Authority, we sent all of them into Langan so we can get a head start on the landlord reference checks. Cause we are combining our waiting list with Brown County Housing Authority, so we just did our due diligence to get all of our applications into Langan so we can start the landlord. So that is why it is significantly higher than previous months.

- Okay. Any questions for Jamie? No. Alright. Next on the agenda is the director's report, Cheryl.

- Yep, I just wanted to give you all an update. We had a teams meeting yesterday with our consultant, Baker Tillie, and our developer, Gorman, to talk about where we are with the RAD project. We found out from HUD that they will allow us to combine our section 18 and our Mason Manor projects together. It's gonna require us to do a few more things, but it'll benefit us and that it will give us more money to put towards the project. We're also working on historical tax credits. We think that application will be in at the end of the month, hopefully in may. So once we can make the determination of if we get the historic tax credits, coupled with the 4% WETA and how that all works with HUD, we will have our numbers, our official numbers that will tell us how- And then it will help us determine whether, you know, I don't wanna use the terms Ted used, but whether we're gonna have, you know, just our maintenance kind of a project, freshen up, or if it'll be a larger, we'll be able to get some of the things we really want to have that might be over the top. Once we get that number, we'll know where our budget lies. So I think that'll be coming in the next month or two. So, things are moving along. It's the financing really that's slowing things down, and figuring out where the money's coming from, as always. So other than that, things are proceeding on and life is great. In the number three city in the United States of America, things are going well.

- All that, yep. That's a big deal. It's exclusively because of the economic development stuff, right, Cheryl?

- Housing Authority, right?

- Yeah. Heck yeah.

- Cheryl, I had already talked to- for the record here. I saw in the paper about a week or so ago where there was an affordable housing project down at the shipyard. I think that's being handled by the RDA, but do we have any involvement in any of that?

- We do not.

- Okay.

- Say the WETA tax credit announcements were made and there were two projects in Green Bay, one was the 1100 block of East Walnut, which was a mixed unit, was a great project that did not get awarded. I think it lost by one point through WETA. There was another project on military avenue that actually Gorman, our developer's working on that did receive the tax credit allocation. So at least we've got one project in Green Bay.

- That East Walnut one, was that the big guy in Associateds parking lot?

- No, no. 1100 east Walnut is like Roosevelt and Walnut.

- Oh, okay.

- That had that project.

- I see.

- Down the shipyard, Bill, Impact7G is doing the project, and Merge are the two large developments that are happening down in shipyard. And neither one of them have reached the Housing Authority for money. Cause I tell them we don't have any right now.

- Yeah, we have enough on our plate.

- Correct.

- Alright, anything else Cheryl?

- Nope, that's it.

- Alright, we're good. Then I guess we move on to occupancy report, Jamie.

- Alright. So that is also in your packet. Historically, we've always add three to four Mason Manor tenants move out a month and we've had six for 2022. So we are still working on our vacancies as we need 20 to 30 for Gorman in the development. So maybe it's a good thing in hindsight that our financing is taking a little bit of time. But I have faith. Usually summer is a big time to move out. So yeah, we're rocking and rolling. We are almost a hundred percent occupied.

- Okay. Alright, any questions for Jamie on the occupancy report? Alright, hearing none, I guess we are ready for adjournment. Is there a motion to adjourn before we move to our next meeting?

- I'll make a motion to adjourn.

- Alright, so you have our motion and I will second.

- I'll second that.

- Oh, alright. So Erin gets the second. We have a motion and a second to adjourn, all in favor of adjournment, signify by saying aye.

- Aye.

- Aye.

- Any opposed? Motion carries. We are adjourned from the Green Bay Housing Authority proceedings for May, 2022, and we'll give a second here and then we'll move into the GBHA properties meeting. Alright, so, we have roll call. So I will call the meeting of the GBHA Properties One Inc. meeting for May, 19, 2022. As I said, we've got roll call carrying over from our previous meeting. First action item is approval of the agenda for the May 19th, 2022 meeting of GBHA Properties One Incorporated. Is there a motion to approve the agenda? Well, let me ask, is there any additions or modifications to that agenda before we seek approval?

- Unless I'm looking at the wrong thing, there is no agenda. GBHA Properties One Inc. Yeah, it's not on the Civic Clerk?

- It was not on for mine either.

- I just pulled mine.

- But I got it from the office this morning.

- I just pulled mine off of Civic Clerk like 40 seconds ago and printed my agenda.

- Oh, wait now. Oh no, no, no. Okay, so Erin, up at the top, there's a button that says agenda. It's just not in the-

- Yeah, I have the print printed off one, so I have it. Thank you, though.

- Okay. It just wasn't in the item C approval attachments. My bad, sorry.

- And we've had some screw ups with our system through Civic Work, so it's like, Good Lord, I just assume it's there.

- Like I said, I just went on mine while we were in the last meeting and pulled it up and printed it, so it's there.

- Okay.

- Alright. So, does everybody have a copy of the agenda?

- I'm reading it. I will make a motion to approve this.

- I will second that.

- Yeah, it's beautiful.

- We have a motion and a second, and I'm assuming there's no additions or modifications, so all in favor of the agenda for the May 19th, 2022 meeting of the GHA Properties One Incorporated, signify by saying aye.

- Aye.

- Aye. Any opposed? Motion carries. Item two, approval of the minutes of the April 21st, 2022 meeting of GBHA Properties, eighth period, that was in the packet. Any additions or corrections to those minutes? Hearing none, is there a motion to approve?

- I'll approve.

- I'll make the second. So you have a motion and a second to approve the minutes of that meeting on April 21. All in favor, signify by saying aye.

- Aye.

- Aye.

- Any opposed? Motion carries. Moving into regular business. Consideration, with possible action on, approval of GBHA Properties One Incorporated operating budget for fiscal year, July 1st, 2022. Stephanie?

- And now I'm unmuted, okay. So I'm assuming that you guys are going to want to table this one also. It is gonna look strikingly similar to what you've seen in previous years in GBHA, but because GBHA no longer operates the scattered sites, it would come to this body for this approval.

- Okay. Yep, I understand. I, again, unless there's a concern about doing it now, I would follow the same motion we did in the other meeting, and that would be, I'll make a motion to table this until the June meeting so that we all have a chance to go through this, and give Sandy also a chance to participate. And Steve, I'm assuming this same applies for you with this?

- Yeah, no, I'm definitely coming to the second one.

- Oh yeah, right.

- I'll second that motion.

- Alright. So we have a motion to second, or table the consideration of the operating budget for the fiscal year, July 1st, 2022 until June of 2022. We have a motion and a second. All in favor of tabling, signify by saying, aye. Aye.

- Aye.

- Any opposed? Hearing none, motion carries. That will come up in July, or in June.

- I missed last month too, which means I'm throwing like every other. Shirking my duties here, guys. Sorry about that. April 21st was my 40th birthday, so I'm officially old and not cool, and I took the day

with the fam and I'm sorry.

- Well, that's all right. I think that's a legitimate excuse.

- It happens.

- Well, yeah, and thank goodness, I guess.

- Yeah. Right. At least you're around to celebrate it.

- Right. Alright, moving on to item number two under regular business. Consideration, with possible action, awarding the scattered sites flooring project to Kohler flooring incorporated, in the amount of \$41,930, with Kohler being the lowest and responsive bidder.

- Okay. So I believe the breakdown was in your packet.

- Yep.

- The property team worked with our purchasing department to go for bid to do flooring of two of our scattered sites that are just a need of some remodel. I don't think they're flooring has been updated since like the nineties, when we acquired them. We are looking at removing the linoleum in both of the properties, and then installing the LVP planking, which we've done in other scattered site properties. This product tends to hold up a lot better and if there's a piece that's damaged, it's easy to take one piece up and then replace, instead of doing all the flooring. We have worked with Kohler before, they currently have the Mason Manor flooring contract, so they're a really good and easy business to work with. We held a site visit, we had a few vendors show up, and Kohler was the only one that did submit a bit. So we are asking for your approval, if you don't have any questions, to award the one flooring contract for two scattered site properties in the amount of 41,930.

- Jamie, when would they be able to start if we approve this?

- They can order the product today. I will get off the meeting, they will order the product and it is an American built product, so hopefully within a month they can get product in and then they have us on the calendar.

- Alright. So, that's sitting on a boat somewhere off the coast of Los Angeles.

- And if there is any supply and demand, they are able to give us a similar product that would hold up to our standards, if there was a supply and demand issue with this one.

- Okay.

- Just one bidder.

- Any questions?

- We just had the one bidder?

- Yep, only one submitted a bid.

- Booger.

- Our purchasing department did specifically reach out, or individualized reach out, to a bunch of the flooring contractors in our area and that's all we got.

- Yeah. I mean, that's sort of how it's been going lately. It's not gonna lie, it's pretty steep for LVT.

- When we did do the site visit, in one of the properties specifically, we found like three or four layers of linoleum and then the base. So this would include any like plywood that we would have to do to even up the flooring. So there is some wonky areas, so I think that definitely affects the price.

- Was that was that wonky?

- Like wonky, yep, wonky. You know, we wanna make it level.

- No, yeah, right on. I see the subfloor stuff in there. Kohler's a reputable firm-

- Yep.

- You guys obviously have done some work with them before. I would make a motion to approve this.

- I will second that.

- Alright, you have a motion and a second. I just wonder if the software that types of our minutes is gonna be able to come up with wonky.

- Bill, try it, try it. Like, do it with the hips, you know what I mean?

- Alright. You gotta get moving. Alright, so you have a motion and second to approve this flooring contract for the scattered sites to Kohler Flooring for 41,930. All in favor, signify by saying aye. Aye.

- Aye.

- Any opposed? Motion carries. Alright, it looks like we have no informational items, so we're ready for adjournment. Is there a motion to adjourn?

- Awesomest board meeting ever! I'd make the motion.

- I'll second that.

- Alright, we have a motion, Erin, I'll give you the second. Thank you all for your time today. And so, all in favor of adjournment, signify by saying aye.

- Aye.

- Aye.

- Any opposed? Hearing none, motion carries. Thank you all.

- Thanks everyone.
- Thank you, have a good day.
- Enjoy the coming spring weather.
- Oh yeah.