



MINUTES OF GBHA PROPERTIES I, INC.

**THURSDAY, MAY 19, 2022, 10:30 AM
IMMEDIATELY FOLLOWING GREEN BAY HOUSING
AUTHORITY MEETING.
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, Erin Edwards and Stephen Srubas, Excused: Terri Refsguard - Vice Chair, Sandra Popp

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the May 19, 2022, meeting of the GBHA Properties I, Inc.

Moved by Stephen Srubas, seconded by Erin Edwards to approve the agenda for the May 19, 2022, meeting of the GBHA Properties I, Inc. 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 GBHA Properties I, Inc.

Moved by Erin Edwards, seconded by William VandeCastle to approve the minutes from the April 21, 2022, meeting of GBHA Properties I, Inc. Motion carried.

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

E. REGULAR BUSINESS.

1. Consideration with possible action on approval of GBHA Properties I Inc. operating budget for Fiscal Year beginning July 1, 2022.

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

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

2. Consideration with possible action awarding the Scattered Sites flooring project to Koehler Flooring, Inc. in the amount of \$41,930, the lowest and responsive bidder.

Moved by Stephen Srubas, seconded by Erin Edwards to approve awarding the Scattered Sites flooring project to Koehler Flooring, Inc. in the amount of \$41,930. Motion carried.

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

F. INFORMATIONAL.

G. ADJOURNMENT.

Moved by Stephen Srubas, seconded by Erin Edwards to adjourn the GBHA Properties I, Inc. meeting. Motion carried.

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

H. VERBATIM MINUTES.

-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.