



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, JUNE 23, 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

Meeting began at 10:35AM

Present: William VandeCastle-Chair, Stephen Srubas, Erin Edwards, Sandra Popp, Absent:None,

Excused:Terri Refsguard-Vice Chair

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the June 23, 2022, meeting of the Green Bay Housing Authority.

Moved by Erin Edwards, seconded by Stephen Srubas to approve the agenda for the June 23, 2022 meeting of the Green Bay Housing Authority. Motion carried. Yes:William VandeCastle, Sandra Popp, Erin Edwards, Stephen Srubas No:None, Abstain:None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the May 19, 2022, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by Erin Edwards to approve the minutes from the May 19, 2022 meeting of the Green Bay Housing Authority. Motion carried. Yes:William VandeCastle, Sandra Popp, Erin Edwards, Stephen Srubas, No:None, Abstain:None

E. REGULAR BUSINESS.

1. Consideration with possible action on writing off delinquent tenant accounts effective June 30, 2022.

Moved by Erin Edwards, seconded by Stephen Srubas to approve writing off delinquent tenant accounts effective June 30, 2022. Motion carried. Yes:William VandeCastle, Stephen Srubas, Sandra Popp, Erin Edwards, No:None, Abstain:None

2. Consideration with possible action on approval of the Annual Civil Rights Certification, Resolution 2022-04.

Moved by William VandeCastle, seconded by Erin Edwards to approve the Annual Civil Rights Certification, Resolution 2022-04. Motion carried. Yes:William VandeCastle, Erin Edwards, Sandra Popp, Stephen Srubas, No:None, Abstain:None

3. Consideration with possible action on approval of GBHA operating budget and Budget Resolution 2022-03, for Fiscal Year Beginning July 1, 2022.

Move by Erin Edwards, seconded by Sandra Popp to approve the GBHA operating budget and Budget Resolution 2022-03 for the fiscal year beginning July 1, 2022. Motion approved. Yes:William VandeCastle, Sandra Popp, Erin Edwards, 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 GBHA Financial Report. No action needed.

3. Langan Report.

Jayme 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.

Jayme Valentine presented the Occupancy Report. No action needed.

6. Date of next meeting: July 21, 2022.

G. ADJOURNMENT.

Moved by Sandra Popp, seconded by Stephen Srubas to adjourn the Green Bay Housing Authority meeting. Yes: William VandeCastle, Sandra Popp, Erin Edwards, Stephen Srubas, No:None, Abstain:None

Meeting adjourned 11:03AM

H. VERBATIM MINUTES.

- To order. This is the meeting of Green Bay Housing Authority for Thursday, June 23rd, 2022. We have a quorum. So moving on to agenda item C, approval of the agenda. Is there a motion to approve the agenda for today's meeting?

- I make a--

- I motion that.

- Second.

- So I have a motion and a second. Are there any additions or corrections or modifications to the agenda? Hearing none. All in favor, signify by saying aye.

- [Group] Aye.

- Any opposed? All right, motion carries. Moving on. Approval of the minutes from the May 19th, 2022, meeting of the Green Bay Housing Authority. Those are in your packet. Are there any additions, corrections or modifications? If none, I entertain a motion to approve.

- Approve.

- I'll second that.

- All right, have a motion in a second. Any further discussion or questions? Hearing none. All in favor, signify by saying aye.

- [Group] Aye.

- Okay. Then moving on to regular business. Item one, consideration with possible action on writing off delinquent tenant accounts effective June 30, 2022.

- Stephanie, right.

- That would be me. This is something that we do annually, actually semi-annually. So we did have quite a few accounts for, and it would just be Mason Manor this year, but they only totaled \$1,197. So I'm hoping, I will still continue to track those. And with that being said, I just, all our old files and moving everything I could from just the tax intercept program to the state debt collection program, which is still within the state's purview. But they will now contact anyone that they can to try to have a repayment agreement set up. So we have moved now, everybody that was in the old system that I could over to that. So hopefully we'll see more, but we'll still get any taxes should they come through. So we write these off the books, but we continue to collect the money.

- Try to collect them.

- Yep.

- So Kaycee, did you get me my information? 'Cause I have no chat screen on the bottom. I'm sorry

to interrupt Bill.

- So, because we're recording now, if I chat your username and password to you, it's gonna be recorded, so--

- Oh!

- We'll email it to you.

- So then what you wanna do is just email it to me.

- Yes.

- If you wouldn't please.

- Yes, I'm gonna try to from this computer, I don't know how, but I'm gonna try.

- Okay.

- Okay.

- Great.

- Right. Any questions for Stephanie? No. Then is there a motion to approve the write offs?

- I'll approve that.

- All right, we have a motion and we have a second by Steve. Any further questions?

- Sandy, are you comfortable--

- Without seeing it, yes, yeah. Thank you.

- All right. So all in favor of the write offs signified by saying aye.

- [Group] Aye. Any. Motion carries. Then moving on to item number two, consideration with possible action on approval of the annual site certification resolutions for 20, resolution for 2022 through 2004, 20, probably 2024, I would guess.

- Is it two years or is it a one year?

- It's not through. It's dash 04. That's the resolution number.

- Okay.

- Oh, all right.

- This is an annual certification saying, let me just, it's part of our plan that we do this every year and I'm looking for the wording in here. It conforms with our civil rights of 1964, the Fair Housing Act.

So it's just saying that we're gonna continue to adhere to those rules, which I would never think that this group would ever not want to fair housing rules, but in order for us to get our grants, we do have to have one of these approved every year. And I just was finishing up my paperwork for our CFP funds for this year and notice that we didn't have this yet. So that is why it's on here.

- All right, any other questions? Otherwise I will make a motion to approve. Is there a second?

- I will second that.

- All right, very good, thank you. We have a motion and a second. All in favor of approval signify by saying aye.

- [Group] Aye.

- Any opposed? Motion carries, very good, thank you. Item three--

- to sign that Bill as well.

- Yes, yeah, I think--

- I will. My secretary has gone until Monday, so it may be Monday before you get it, but I'll sign it and just scan it and email it back to you.

- Sounds good.

- Great.

- Item three. consideration with possible action on approval of GBHA operating budget and budget resolution 2022-03 for the fiscal year beginning, July 1st, 2022. This was something I think we had tabled at the last meeting so we had more of a chance to review it. So I, anybody have any questions regarding this, or maybe Stephanie give us a run through?

- Most of it is pretty much what we have done every year with the exception that there is no scattered sites. This has scattered sites is now under a different entity. And with that, the training budget, it does show that half of the training is for Mason Manor and scattered sites because as of right now, we are unsure what entity is going to need, what training or if a percentage of each training would be for like the scattered sites or Mason Manor. So we just put it all together, and we do know it's an estimate right now until we get further into what we may need. So that's the two big changes that you'll see this year.

- Which is why GBHA Properties One needs to meet after this because you have to approve the scattered site budget.

- Yeah, it's a budget, even the best you could with figuring that out. That makes sense to me.

- All right.

- Yeah, I appreciate that you're kind of going through it 'cause I can't see it right now. So that's really helpful. So, thanks Stephanie.

- Not a problem.
- Did you get your, you didn't get the information, Sandy?
- Kaycee, can you just write it down and run it up here? One of you run it up here.
- Jayme, I texted you. Can you check your phone?
- Oh, I don't have it on me.
- One second.
- Okay.
- So I'll just go through, since you can't see anything, Sandy, I'll just kind of go through the background that I have on here. The Central Office Cost Center, which is the COCC, which covers most of the admin part of the overall of Green Bay Housing Authority, not Mason Manor, admin or scattered sites, admin. Well not scatter sites, sorry, habit. But overall there was a, we did increase our training by about \$2,000 because we do expect there could be additional needs with the new entity and right, and we're still overseeing everything and with RAD going through for possibly Mason Manor, we do know that there will be extra training for that, also.
- Our staff will need to learn how to administer the tax credits under like the WEDA program. So there will be some additional training when we get--
- Absolutely.
- To that point, because we're maintaining our own staff, right? So they'll need to be, they'll need to understand the rules for the funding sources.
- And then for Mason Manor, we did decrease our maintenance supplies by about \$41,000 in anticipation of the renovation, because we don't wanna put in new things just to have them all renovated, especially when we have a larger plan going on. And then we did increase our vehicle, elevator maintenance and also water, and electricity by about 22,000. That water and electricity, it's just, those costs are just rising. So there's not much we can do there. Same with vehicle. We get charged relatively small amount compared to what a regular user would be because we do get to use the city's plan of they buy gas in bulk and things like that. But we do know that everything's costing more it seems like. And then for the revenue bonds, there were no significant changes at all. That one's just kind of running. As it does every year, we just receive our payments from the different revenue bonds that we have out there. And we don't have any project planned with any of those funds this coming year, mostly because Mason Manor, I think will take up a big part of everybody's focus. So with that, I don't have anything else, unless you have a specific question somewhere.
- Is Bill frozen or is he just stoic?
- We're looking at Sandy. I'm looking at Sandy to see if she's actually, if you've got anything.
- No, yeah, that didn't work Jayme. 'Cause it's asking me for my email and a password. 'Cause that's

how I was always signing in what you sent me. And now it's asking for an email and a password, which.

- Are you just, did you, are you trying to see the agenda packet Sandy?

- Yep.

- Can you click the link that Jesse sent us?

- I will look.

- That's the link that I clicked into so hang on. For the packets, yes.

- Here, so I have--

- So it says link to agenda--

- I have an idea.

- For board members and that's what I gotta get in. And then they ask me for an email and a password.

- Here, I have an idea.

- Okay. Yeah, I've never seen this. That's why I didn't have it at all.

- Is, can I just share my screen?

- Sure.

- I just mailed her the link 'cause I have it up on my computer.

- Okay, thank you. That will be very helpful, thanks Steve.

- I just go through the city's website.

- Yep, that's what I usually do, too.

- Well, that's what I thought I did last time, but I click the link that just sent, and that's what it opened it up to. And I apologize for this. It's the first time I've had a problem. I'm in.

- Ah.

- Thank you.

- I'ma stop sharing then, in case somebody messages me something that would be awful to have on permanent record at City of Green Bay. Yeah.

- That's a--

- Gotta be careful for that stuff.
- Faux pas, I'll tell you. All right, so is there are any further questions for Stephanie about the 2022 budget? Or actually 2023 budget, I suppose?
- It's '22-23, yep.
- Yep.
- So let me Sandy, let me, I'll ask a Sandy question.
- Go get 'em.
- So Stephanie on our COCC, under other income, there's a five that changed in that number. Can you explain why that is such a high number?
- Just a second here? Of course I just closed out of that . COCC, what line did you say, other income?
- Yeah, it's looks like INS dividends.
- Insurance dividends.
- Right, it's got 566% change on that.
- Because they actually reinstated an insurance dividend that we recently got. So we're hoping that that taking that into consideration that we would get that again. If they've already reinstated it, 'cause I don't foresee them reinstating it just for a single year. So we took that into consideration what that would've been.
- Okay.
- Anything else Sandy that you've spotted on any of these lines or--
- So I see the agenda. I am so sorry I'm having problems with this today, guys. That's all I see is the agenda. That's all I have, which is great. I like the agenda.
- It's good, 'cause we approved it.
- Oh, I see it. Okay, got it all. Alrighty, gosh, it didn't show me that. I scrolled down before and it showed me how to zoom, to do my zoom. So no, I'm not seeing anything, but I see out of the ordinary, but thank you for letting me.
- Correct, so one last time. Any more questions for Stephanie?
- No, good job as always.
- Thank you.

- All right. So is there a motion to approve the budget?
- I'll motion on that.
- And I'll second.
- All right, we have a motion and we have a second. Any further questions? Hearing none. All in favor of approval of the upcoming budget signify by saying aye.
- [Group] Aye. Any opposed? Motion carries. Thank you, Stephanie.
- You're not done with me yet.
- Yeah, I know, I know. You got a lot to do here yet. Okay, so moving on to informational. The GBHA bills, again, that's in your packet. Anything, I didn't see anything unusual, but I may have missed. Stephanie, is there anything that jumps out?
- Nope. We are getting the end of our fiscal year is in seven, well, eight days here. So that'll be... That's the only big thing that's coming at bills wise because I will have an extra check run to try to catch everything before the end of the fiscal year. But there's nothing new and outstanding in the bills that I have presented.
- All right. Very good. Well, we don't need a motion to approve, but if there's any, if there are any questions... speak up. If not, we'll move on to the GBHA financial report. Again, back to you, Stephanie.
- Yes, that was in the packet also. Like I said, we're close to the end of the year. So things are looking good. We are still happy faces, so always good.
- All right.
- So anything that I know, I like your happy faces. They always settle better. So we have those committed funds, 150,000. Do you remember what, I'm sure you do. Could you remind me what those are for?
- We had set aside, I don't remember what year, but it was a few years ago. We had set aside 150,000 for elevator.
- Okay, It was elevator.
- Rehabilitation for the two central elevators.
- Yep.
- That's what I was wondering if it was still--
- Mostly once we go through the RAD, that will go away because either those elevators will be replaced or renovated at that time.

- Okay. Thank you.

- All right. Any further questions for Stephanie regarding the financial report as it presently stands? No, hearing none. I guess we'll move on. Item number three under informational is the laying in report that's in your packet. Any questions about the laying in report?

- So just a question when the RAD goes through, will we only see Mason Manor on here or will, and then a separate one on the next meeting for the scattered sites, or how will that work? Or will we have that? 'Cause there now two separates.

- We probably should be breaking them up. I would think the scattered sites at the housing GBHA Properties One.

- Yeah.

- Because they'll be, 'cause the property's entity is gonna manage scattered sites. So I would suspect they'll, we'll just break 'em up.

- Okay, that's what I was wondering, thanks.

- All right. Any questions about the laying in report? No? All right, then we'll move on to the director's report.

- All right, so we continue on our RAD process, which is a lot of paperwork and authority. We're waiting for HUD responses, I think at this point, Jayme, right? And to continue on, but we did submit our application to the State Historical Preservation Office for historical tax credits at, for this project. And I have to tell you that I'm gonna that I found I can forward this on to you guys. You can read it. It's interesting, but I was not aware of this. And our historic pres guy told us that the Green Bay Housing Authority actually was created originally in December of 1945.

- Oh.

- For the sole purpose of providing housing for veterans that were coming back from the war.

- Oh wow.

- So Indiana had set up this temporary housing city as a result of the war. And then they had all these houses that they were like gonna tear apart, right, and reassemble somewhere. So the housing, so the mayor and council passed a resolution recognizing this emergency critical housing shortage, right. And the GBHA was directed to use \$220,000 to purchase, dismount and re-erect 100 houses. So--

- This was in '45?

- In '45, yep, '46, actually.

- '46.

- So we got this company. We contracted with the company outta Oshkosh for 131,000 to package the houses in Indiana and relocate them and erect them in Green Bay. So we did a hundred units, the

federal public housing authority. And we paid 63,000 for those hundred units.

- Oh my god.

- Which included a space heater and a gas range, but not a refrigerator, despite the agreements that they should have been included. So they were like, I don't.

- I don't think they were called refrigerators back then. I think they were ice boxes.

- Ice boxes probably, right. So the house--

- Green Bay was an ice box. I mean an ice hub, that time, so.

- Well, that's true. It probably wasn't a big deal 'cause--

- Yeah.

- You to build a box probably to put our ice chucks in, but so you could get a one bedroom unit for 2,500. You get a three bedroom for \$3,250. And then, so there are still those houses still erected in Green Bay.

- I was just gonna ask if they're here.

- Yep. There's one at 1202 South Oakland Avenue. And then there's primarily, the houses were built or placed on ninth between ninth and seventh, just west of the Northwestern railroad. So in total 87 units.

- Is that Tank?

- It is.

- Tank School. No, the other, is it the other side?

- No.

- Well it's Tank, maybe ninth and seventh is Tank and it's Marquette Park maybe.

- Marquette Park, yes.

- So it's smaller. Think of those, like the smaller houses.

- Yep.

- So in total 87 units were erected on sites provided by the city and 13 were erected on privately owned lots. Okay?

- Wow.

- So after, this is the best part. After it was all done, there was a surplus of money, \$27,000, and they

refunded that to all the veterans that bought the houses. They just split it up and gave them the money.

- So they could get a refrigerator. They could buy a refrigerator .

- Real nice, and then the GBHA was disbanded on January 6th, 1948. So there was a Green Bay Housing Authority that had like a little temporary use--

- Oh.

- Back then. And then they kept it until '48 and then got rid of us, and then we reformed again. So I thought that was interesting right.

- Very.

- Now that you--

- Now that you mentioned that something sticks in my mind that one of my uncles who was a veteran in World War II may have actually lived in one of those houses, may have been one of the people that bought one, right. 'Cause my family was from the area, and I know they all moved back here after the war.

- There's a lot of Cape Cods in there. There's a lot of, there's even a couple level entries that I was surprised to see 'cause they were older homes and they were very small ranches, but they were level entries.

- Yep, yeah.

- So yeah, so that's my report and we plug on.

- Very good.

- Very cool.

- All right, any, just a question. Any COVID related issues that popped up at any of the scattered sites or at Mason Manor? I know there's been kind of a resurgence of some of that stuff in the area. I just wondered if we've had any impact at any of our sites?

- We have one at Mason Manor that possibly has COVID. We are not sure right now, but scattered sites no.

- Okay.

- Yeah, we've been dodging the bullet at Mason Manor, which is--

- Yeah, I was just gonna say that's one person it's pretty doggone good.

- That's yeah. I think that's a credit to the staff and everything that you've been doing to keep everybody safe, so--

- Yes.

- Keep up the good work. That's amazing that in light of what's been going. I was at a conference last week. That's why I missed the meeting, and we had three speakers that canceled because they had COVID, which kind of made a mess out of the conference, but that's what's going on.

- Yeah, did you get your continuing ed in Bill?

- I certainly hope so. I'm waiting for a report yet. They probably knocked a couple of credits off. Although one of the speakers did give her a report from home. She said she wasn't feeling all that bad, but she didn't come in to the conference. She just said it via zoom, so.

- And did you all thank her for that?

- Yes. Yes.

- We did have not under we Jayme, if you wanna share, we did have a bit of an incident at Mason Manor this week. Jayme, if you wanna share that.

- Yes, so I'm not sure if you're on Green Bay Crime Reports. However, we had a vehicle come in off of Locus, which is Notre Dame at a pretty high speed into our driveway. Drove into our dumpster, pin balled off of the dumpster, went up on the grass, hit a car, which hit, ran into another car, pin balled across the drive and then totaled two more cars, so.

- Resident cars?

- Yes, four were totaled. Oh, or four, two, we're assuming two are totaled. Four were severely damaged.

- Was anybody hurt?

- What's that.

- Was anybody hurt.

- The driver was taken to the hospital, but I believe was released. And then the two other males in the vehicle were fine.

- So there was no people in the resident cars.

- Correct, they were all parked.

- Just parked. Thank goodness, wow.

- What time did that happen?

- About 7:30, Tuesday night.

- And was there a reason given?
- We have heard a few mixed stories, but what's kind of coming clear is a medical emergency.
- Okay.
- Oh.
- Gosh.
- And how lucky it's 7:30 at night that nobody was walking around.
- Exactly.
- Yeah, people .
- Yeah. Crash into the dumpster. 'Cause the dumpster spinned into our driveway.
- Right. So they heard that. And then I think kind of just like backed off and was cognizant of like the whole thing that was going on.
- Yeah, going outside.
- Yeah, so it is a little crazy, lots of fire, lots of PD, lots of emergency personnel.
- Sure. And I'll tell you those poor residents that had their cars possibly totaled are damaged, that if it's totaled, they try to get a used car now, it's gonna be difficult. That probably what it's totaled for.
- Right.
- That's too bad. That is too bad.
- Yeah, super sucky.
- Yeah.
- Yeah.
- Yikes.
- All right. Thank you for that.
- Yeah, thanks a pant load. That's great.
- Yeah.
- We'd rather have tell you than have you watch it on Green Crime Report on Facebook. You're like what?

- Yeah.

- All right. Moving on then to, well, if anything else for Cheryl? Nothing? All right, then we'll move on to the occupancy report.

- Oh, sorry. That's me, squirrel. Okay, yep. So just general. Pretty much the same as last month. We are still trying to create our vacancies. We do have three tentatively coming in the next few weeks, so that will make our developer quite happy. But yeah, we're just keeping on.

- This is so cool.

- Mm hmm.

- Very good.

- You guys are doing a great job. I mean that's hard to clear a whole floor. You guys are doing great. Has anybody like complained about having to move or--

- We haven't moved anybody yet, Sandy.

- You haven't, okay.

- No.

- All right.

- We're just letting our vacancy goes.

- Gotcha.

- These are people who are either being evicted for cause or--

- Gotcha.

- Just they're deciding to move.

- Okay.

- Good start.

- Okay, any other questions? All right, then we move on to next meeting date, which will be July 21st, 2022.

- And if there's nothing for that agenda, I will cancel that meeting. We normally do that in the summer. So unless something comes up, we may not need to meet, but I'll keep you posted.

- Okay. All right, then it looks like we are ready for adjournment. Is there a motion to adjourn, but don't leave .

- I'll make that motion.
- Second.
- All right, is there?
- Me, too.
- Oh, I'm sorry. Sorry.
- We have a motion and a second to adjourn. All in favor signify by saying aye.
- [Group] Aye.
- Any opposed? Motion carries. We are adjourned and we've now moved to GBHA Properties.