MINUTES OF THE
GREEN BAY HOUSING AUTHORITY

THURSDAY, FEBRUARY 16, 2023, 10:30 AM
In person at City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.

A. ZOOM MEETING INFORMATION.

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

B. ROLL CALL.

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

Meeting began 10:32AM
Present: William VandeCastle-Chair, Terri Refsguard-Vice Chair, Stephen Srubas, Erin Edwards,
Excused: Sandra Popp, Absent:None

C. APPROVAL OF THE AGENDA.

1. Approval of the agenda for the February 16, 2023, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by Erin Edwards to approve the agenda for the February 16, 2023 meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Terri Refsguard, Stephen Srubas, Erin Edwards, No:None, Abstain:None

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the December 20, 2022, meeting of the Green Bay Housing Authority.

Moved by Erin Edwards, seconded by Stephen Srubas to approve the minutes from the December 20, 2022 meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Terri Refsguard, Stephen Srubas, Erin Edwards, No:None, Abstain:None

E. REGULAR BUSINESS.

1. Consideration with possible action to approve Resolution 2023-01 "A Resolution Authorizing and Providing for the Sale and Issuance of Student Housing Revenue Bonds, Series 2023 (University Village Housing, Inc. Project), and Providing Certain Details in Connection Therewith".

E.I. Stephen Srubas is the architect for this project and will abstain from voting.

Moved by Stephen Srubas, seconded by William VandeCastle to open the floor for the public to speak.

10:35AM Kelly Franz speaks.

Moved by William VandeCastle, seconded by Erin Edwards to close the floor for the public to speak.

Moved by Terri Refsguard, seconded by Erin Edwards to approve Resolution 2023-01 "A Resolution Authorizing and Providing for the Sale and Issuance of Student Housing Revenue Bonds, Series 2023 (University Village Housing, Inc. Project) and Providing Certain Details in Connection Therewith." Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, No:None, Abstain:Stephen Srubas

2. Consideration with possible action on approval of the June 30, 2022, Audit Report.

Moved by Erin Edwards, seconded by William VandeCastle to approve the June 30, 2022 Audit Report. Motion carried. Yes-William VandeCastle, Terri Refsguard, Stephen Srubas, Erin Edwards, No:None, Abstain:None

3. Consideration with possible action to approve $500,000 in Housing Authority reserves and $1,356,353 in capital funds for the redevelopment of Mason Manor and Scattered Sites properties.

Moved by Terri Refsguard, seconded by William VandeCastle to approve $500,000 in Housing Authority reserves and $1,356, 353.00 in capital funds for the redevelopment of Mason Manor and Scattered Sites properties. Motion carried. Yes- William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No:None, Abstain:None

4. Consideration with possible action on writing off delinquent tenant accounts effective February 8, 2023.

Moved by William VandeCastle, seconded by Erin Edwards to approve writing off delinquent tenant accounts effective February 08, 2023. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Terri Refsguard, 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 the next meeting: March 16, 2023.

G. ADJOURNMENT.

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

H. VERBATIM MINUTES.

- All right. Good morning. This is the February 16, 2023 meeting of the Green Bay Housing Authority. We have a roll call that's been made both physically and electronically. We'll move on to item C on the agenda which is approval of the agenda for this February 16, 2023 meeting of the Green Bay Housing Authority.

- I want to make a motion.

- Are there any additions or corrections or modifications?

- I'll make a motion to approve.

- We have a motion to approve, is there a second?

- I'll second that.

- Second.

- You have a motion and a second and a couple of seconds. All right very good. All in favor of approval of the agenda for today's meeting, signified by saying "aye"? Aye.

- Aye.

- Aye.

- Any opposed? Motion carries. Item D, approval of the minutes. So this is approval of the minutes of the December 20, 2022 meeting of the Green Bay Housing Authority. Are there any additions, corrections, or modifications to those minutes that were in your packet?

- None.

- None.

- Hearing none. Is there a motion to approve?

- I will motion that.

- All right. Is there a second?

- Second.

- Oh, you have a second. All right. We've got a motion and a second. All in favor of approval of the minutes of the December 20, 2022 meeting of the Housing Authority signified by saying "aye"? Aye.

- Aye.

- Aye.

- Any opposed? Motion carries. Item E, moving on to regular business. Consideration of possible action to approve resolution 2023 dash zero one, a resolution authorizing and approving the sale and issuance of student housing revenue bonds, series 2023 University Village Housing Inc. Project and providing certain details and connection there with. Sounds very official.

- I have a formal question on that. Do you still have, do I step in your quorum rules? 'Cause I'm gonna have to abstain from that.

- You should-

- No, you can still abstain and it doesn't affect the quorum.

- Right, we have three so we're okay.

- Yeah.

- Okay.

- Yep. Okay so this is, you recall, University Village Housing is a project we approved a while back, and then the numbers came in high and it needed to be reworked. So the team went back to the drawing board and looked at the bonding and did some work, I think on the plans. Kelly Franz is here representing University Village Housing if you have any questions, but it's it's pretty much the same project. I think there's a, there's some fewer units than originally stated, I think.

- Yeah. I mean we can open the floor.

- Yeah.

- And let Kelly do it. Or I can just speak to it.

- Let's open the floor first.

- Okay, I make a motion to open the floor.

- All right, we have a motion to open the floor and I'll second that motion. Uh, all in favor of opening the floor, signified by saying "aye"?

- Aye

- Aye.

- Any opposed? Very good. Motion is, or the floor is open. Kelly, come on-

- Come on up to the table and then we can all see you. The other members can see you.

- Originally last year this was gonna be a 232 bed suite style residence hall. And the bids came in extremely high So in working with the university it was downsized to 200 bed suite style building. And that's where we sit today going forward. And should have a contract signed short probably early next week with ammo construction to do it.

- So quality pretty well stayed intact. The scope changes from the 232 beds down to 200 beds. Easy answer is we lopped a couple suites off in the middle.

- Is that a technical term? Yeah, oh yeah-

- You just folded the page, really clever.

- Oh yeah.

- Sent her through the copy machine and and billed Kelly.

- All right. Any questions regarding this?

- Still a great project still, you know, getting housing and the students that need it on campus, so.

- Okay. So you need us to approve the revised resolution. So is there any motion to approve the resolution?

- Bill I think we've gotta close it first.

- Oh, thank you yes. Yes. First we will motion to close the floor. I'll make that motion.

- I'll second that

- All right there's a motion and a second to close the floor. Thank you very much. It's been awhile since this in person stuff. So I get, I get ahead of myself.

- We have a motion to close the floor that's been seconded. All in favor signify by saying "aye" to close the floor.

- Aye.

- Aye.

- Aye. Any Opposed? Motion carries. Now we move on to consideration of the resolution that's in your packet. Is there a motion to approve and I will make a motion.

- I'll make a motion to approve. Okay. I have a motion is there a second?

- I will second that.

- Alright, motion and a second to approve the resolution authorizing and, and providing for the sale and issuance of student housing revenue bonds series 2023 for the University Village Housing Project. All in favor of that resolution signify by saying aye.

- Aye.

- Aye.

- Any opposed? Motion carries. [Indistinct]

- Can you note that statement.

- Yes.

- Thank you.

- Thanks, Scott.

- Thank you.

- All right, moving on. Item number two, other the regular business consideration with possible action on approval of the June 30th, 2022 audit report.

- Alright, that was sent out to you in advance for your review. I know you guys had fun and excitement reading it through. Steve said that he, he did cover to cover. The only thing that is different this year is we did have one finding and that was due to moving scattered sites out of our GBHA portfolio and into the new portfolio that it was. I did not do that journal entry before the end of the year. Cause I didn't wanna have to, if I missed something or if they made changes, it was just better, I thought to have the auditors make that entry, which then ended up being a large entry to move scattered sites out which just ends up being a finding because it, you know if we hadn't done that, it would've materially misstated our, our statements. But we did know that that had to happen anyways and it won't happen again because I don't think we're moving scattered sites

- One time Action.

- Yep.

- Right out of the ordinary.

- Okay.

- Did anyone have any questions about it?

- Nope. Any questions? All right hearing none, is there a motion to approve?

- I will motion that

- All right I will second. Any further questions or discussion on the audit? Hearing none. All in favor of a motion to approve signified by saying aye.

- Aye.

- Any opposed? Hearing none motion carries.

- I have quick question.

- What are we approving? We're approving just keeping it on file or what? Like what are we actually, you know what I'm saying?

- You have to approve that this that the audit report is correct to the best of your knowledge and that you are accepting it because once you accept it I can submit it to HUD and without your acceptance I can't submit to HUD, which is due at the end of month.

- Alright so We're, we're recognizing it as factual and our responsibility to it. And that's what we are approving.

- Yes. Got it. Got it.

- Okay, very good. Moving on. Item number three, consideration with possible action to approve $500,000 in housing authority reserves and $1,356,353 in capital fund funds for the redevelopment of Mason Manor and scattered site properties.

- So we are moving along with our project, our redevelopment and our developers at the point of applying for weed of tax credits. Part of that is we need to have in writing the commitment actually from the housing authority on what we're willing to put into this deal. So since the very beginning we looked at $500,000 of our kind of our reserves we call 'em from money paybacks from bonds sell tower revenue, kind of the weird stuff. If we use 500,000 that will leave us a balance in that account of another 533. So we're not emptying it out, which is good. And then our capital funds amount, which is the the federal money allocated to the program we're basically transferring that over this project. Right, which is the, it's exactly 1 million 365. 3 53. So the board needs to officially approve

that. So then we can draft a letter stating that which will go with the Weta packet to apply for the tax credits for the project.

- Okay.

- Any questions?

- No.

- Hearing none, I will, is there a motion to approve?

- There's a motion to approve.

- I will second.

- Second.

- I have a motion and the second. Any further questions? Hearing none. All in favor signify by saying aye.

- Aye.

- Aye.

- Any posts? Motion carries. Item number four under regular business consideration of possible action on writing off delinquent tenant accounts effective February 8th, 2023.

- All right, so that is in your packet. We usually do this usually in December or January. We just like to write them out of our system. We do continue to track them and seek payment on them but it just helps our score with HUD.

- Okay

- I will make that motion. Is there a second?

- I will second that.

- There is motion and a second. Any further questions for discussion? Hearing none. All in favor Signified by saying aye. Aye.

- Aye. Any opposed? Motion carries. Moving on the informational items. GBHA bills.

- Alright, we do have those in your packet. They are for January and December. There's nothing extraordinary about them. Is, does anyone have any questions?

- No. All right

- Then moving on to GBHA financial report.

- That is also in your packet. We're about halfway through the year we're still doing very well. There's also the CFP report is also in there which shows the amount that was previously approved. So are there any questions on that?

- Nope. Any questions? Hearing none. Moving on to the Langman report, which is also in your packet

- So we have not spent, excuse me, leasing up any of our Mason Manor sites. So we can hold those units vacant for our relocation inside Mason Manner. So we do not have any applications that were reviewed by langman and we do not have any households under investigation.

- Okay.

- Hold

- Any questions on the Langman report? Hearing none. We'll move on to the director's report.

- So I just wanted to tell you what, of course proceeding along with our RA redevelopment project I think the team is not we actually have an official HUD contact and rep that we are meeting with regularly, which is a great step. And moving through the RAD process. We're working on environmental reviews and then our developers working on tax credits and giving the financing package together. I think our goal is to close on this project in the summer, right?

- September 1st.

- September, September 1st and then hopefully break on this year. Yet some things are actually moving forward, which is great. I also wanted to bring up at council the ERC the Equal Rights Commission provided a list of recommendations to city council that staff will be working on. Where the goal is to, I think put a a team together of landlords and tenants and kind of brainstorm ways to make tenants more educate tenants on their rights educate landlords on, you know, how to do things properly. There was a number of recommendations really kind of geared towards tenants mostly. Right. And how to make sure that they are understanding their rights for fair housing and tenants tenant advocacy. They'd like us to, part of the report talks about, you know trying to prioritize affordable housing development. Something that the city is very much aware of and working on affordable housing. There's a kind of a whole list of things here. We'll be presenting this kind of refer to staff at Protection of Policy. So we'll be working towards doing more of that outreach and proactive work with landlords and tenants coming up in the future. And then we have remember the City east development is the one on East Walnut, it's the WEDA tax credit project. There actually is going to be a Yep. Towards East High. It's that block. There's gonna be a press conference with the partners reporting out on the progress. The, an announcement of who the partners are that's gonna be Thursday, February 23rd at 1:30. When I, once they release that press which is gonna happen soon I'll send that out to all your board members. If you want to attend that it's gonna be right here in City Hall. So other than that, yeah. You got anything?

- Nope.

- You know, we haven't in, in the past, you know, there I recall there were studies of the affordable housing situation. Any, any changes in any of that that you were aware of? Any projects that are, that maybe you could talk about that might be on the horizon?

- You know, I think some of it has to do with like when looking at the housing study, first of all the housing study of course said Green Bay needs 'em all. We need market, we need middle, we need affordable. So we need to be building all units. So of course I think the greatest need is affordable. But some of the things I know our planners are working on are looking at potential zoning changes within the city. For example, we're about to start our comprehensive plan our 20 year comprehensive plan. So is there a way we can look at zoning that would make the building with multifamily easier ones or twos or or those types of things. And you know, we have a pool of funding to assist developers that came out of the housing study is like trying to fill that gap. So regardless of the development now whether it's market or affordable, there's a gap due to contractors and pricing of materials and whatnot. So we have some affordable money that was allocated through our, that we can make available to developers. We have our TIDF, our tax increment district financing will held that tax district open in the get some that money. And then we also have some certain dollars that are available. So, you know I think part of that housing study is trying to really create more affordable housing.

- Sure.

- So we're trying to help with that with subsidizing mostly.

- Great

- That's awesome. This advocacy group asked you to present what I'm sorry, can you, can you gimme that again? What what is this and, and, and how are we participating?

- The Equal Rights Commission is like an advisory commission of the city council.

- Okay.

- And they drafted a report. They, they went out and did a number of listening sessions in the community

- Yeah.

- And heard stories about whatever it might be with regards to tenancy fair housing, those types of things. And the vice chair of that committee drafted a report along with, I think the board it's a big report that they put together basically talking about kind of the history of Green Bay and the things that came out of those listing sessions. And they made a series of recommendations then to the city on things that they think we should do to help that. I think at the council meeting, one of the issues was that they really were based on tenant, more tenant based and not so much they didn't have landlord involvement

- Yeah.

- At, at high level one. So I think some of the comments that council were like well we need to get the landlords involved. So the recommendation was really to form kind of a housing task force as a result of this ERC recommendation.

- Right.

- Where we would get these people advocates together from all over really. And say, "Hey, what can we do together to make it right?" Better for tenants to rent, educate them on what happens if there's fair housing claims or landlords are doing things illegally. Landlords what can we do to help, you know you rent to good people and you know.

- Yeah.

- I think more of that dialogue happening at that housing task force. So it's very early stages. We haven't created the task force yet. We haven't, we're just kind of looking at the recommendations and then we're gonna bring that to protection policy. I think with the with like we need to look at a bigger picture I think.

- Interesting. Understand. Well again, if there's anything from our end that we can do.

- Yeah.

- I, I wonder if we need to like champions of its findings right?

- Yeah.

- Help put together a report on what to do and how to do both of those

- Let me email, I'll email that to you.

- Okay.

- THEC report.

- Yeah, I'd be interested to see it.

- Yeah.

- You know, some of the things I mean we're looking through it, the staff person there are some things I don't see the city doing that. You know, there was a recommendation for example, that the there should be a fund set up for like if a landlord doesn't make repairs on the inside of a building, that the city could come in and make those repairs and then bill that landlord back. That could be extremely difficult I think to do. And I'm not sure, you know what I mean? That's where I think we'd want some landlord input with regards to like what those issues are.

- I guess what I'm driving at is if we have policy in place that we need to take a new look at it at cause it's something that not an entity affiliated with this publishing. Are we doing all of the things that they are saying that should be done or you know, like

- Right.

- That crosscheck on the services we can

- And that's, you know, one of the there's a couple of things we're looking at. One of 'em is just beefing up our website. Like we, we already contract with Milwaukee Fair Housing Council to provide fair housing services in Green Bay. Maybe we, you know, we need to beef up our website so that information is out there better, more accessible. Get that information out to people that might need that. Some of that stuff is easy to do it's just a matter of us doing a better job in marketing or getting the information out to the proper people. So, but there's, there's a number of them on there that I think we're doing in some capacity but we could probably do a better job at em. You know, city Land Trust is one of them.

- Yeah.

- We should be looking at Land Trust. Well we've already met on that with some of our nonprofits to

- Awesome. Figure out how we can do a community land trust. So there's a number of different things but I'll ship this out to you so you can review.

- Thank you. Any further questions regarding the director's report? Alright. Hearing non moving on to occupancy report.

- Okay. That is also, excuse me in your packet. So come March 1st, we will turn to typically have around 25 vacancies. All of our vacancies are HUD approval. So they do not affect our operating dollars that we receive in. And we will continue to hold units open until our building remodel starts. So

- I think the goal is two floors.

- Yep.

- Yes.

- But even if they can get a floor and a a half then they can start from the top and work down.

- So yeah, there's 21 per floor so we gotta about a floor and a quarter right now, so.

- Okay. Anybody have any questions?

- We're also gonna be having some tenant meetings as well.

- Yes.

- So we keep the tenants, you know, informed by how this is gonna work.

- Yes.

- And that's very important to know that when those moves take place, it's not gonna cost any money and they're not gonna have to move anymore.

- Right.

- Yeah. We're make that as easy as possible.

- Expectations. Good timing.

- Yep.

- Any more Covid? Other issues, health issues floating around with Mason Manor?

- We don't have any covid but we have had a handful of unexpected deaths, so.

- Okay.

- RSV has been nasty.

- Yes.

- Sometimes worse than Covid for some people. Like, so Yeah.

- Yeah. That's why I'm just kinda curious about

- I think our numbers pretty low around three which is good.

- Sorry.

- People are more aware of it.

- Right.

- Got you.

- Since this the beginning of this year we haven't had anyone share that they have covid needs to quarantine.

- Are we still, you still have any Covid related programs running at Mason Manor?

- You know, in terms of,

- I think we're up update to date on all the Covid booster shots.

- Yes.

- Trues would come in and host like a pharmacy.

- Yeah.

- For every initial and then all the boosters and I'm pretty sure we're up to date on all the

- Okay.

- Boosters and then they came in into the flu shots as well for our tenants.

- So

- That's great.

- Excellent.

- Tax prep is next, so that

- Great. All right. All right. Looks like we are closing out here. Date for the next meeting is March 16th, 2023. Any further questions before we move to adjournment? Hearing done. Is there a motion to adjourn the GBHA meeting?

- I will motion it.

- I have a motion and a second in favor of adjournment, signify by saying aye.

- Aye.

- Aye.

- Any opposed? We are adjourned and we are moving on to the next meeting.