

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, January 17, 2013, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS PRESENT: D. Dolan-Wallace-Chair, H. Genunzio, S. Popp, B. Goodlet

MEMBERS ABSENT: W. VandeCastle

OTHERS PRESENT: R. Strong, N. Aderholdt, K. Vang

APPROVAL OF MINUTES:

1. Approval of the November 15, 2012, minutes of the Green Bay Housing Authority

A motion was made by S. Popp and seconded by H. Genunzio to approve of the November 15, 2012, minutes of the Green Bay Housing Authority. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

None

INFORMATIONAL:

2. Review of preliminary results of study of downtown housing

R. Strong stated that the summary of the preliminary results of the downtown housing study showed that downtown Green Bay has a low vacancy rate of 2.3%. He explained that normally the vacancy rate should be around a 4.5-6%. The results showed that there is a net demand for about 284 units. Developers are coming into the City and will be sharing information from the study to show that there is a need for more housing. He mentioned that the City had approved a planning option on the Greenfield site, which is the waterfront site just north of Mason Street Bridge, to put in market rate housing; they are working with General Capital for the Larsen Green properties; and the City approved a planning option for what is currently the parking lot located next to Nicolet Bank, which developers are estimating about 100-180 units at that site. There are two developers looking at the Flatly site where Flatly Park used to be – next to the Flats on the Fox.

D. Dolan-Wallace asked if the report indicates the types of units (market rate, subsidized, etc.) that would be most needed. R. Strong responded that subsidized units tend to fill up quickly.

There is also a survey being done by Downtown Green Bay Inc. that was distributed to find out what Green Bay can do to improve downtown. The survey asked people about what amenities would they like to see and what type of housing people would like to have.

D. Dolan Wallace asked if the results of the downtown study would be available to be viewed electronically. N. Aderholdt replied that the City is updating its website, including enhancing the GBHA website. R. Strong added that this is the first time for the Housing Authority to be in charge of the Housing Authority website.

D. Dolan Wallace stated that the GBHA is proud to be involved with the study of downtown housing. He encouraged us to consider what the GBHA can do to promote quality housing. He suggested that the study be made available to those who could invest in the downtown. R. Strong explained that the GBHA may be able to play a role in encouraging developers to develop particular types of units, for example a higher percent of handicap units, by offering to contribute money toward particular types of developments.

D. Dolan-Wallace stated that the GBHA should do what it can to foster the idea of quality development.

S. Popp added that encouraging things such as universal design can lead to developers creating a mindset on what amenities are beneficial for the community and begin incorporating them in all projects they are involved in.

D. Dolan-Wallace added that if the GBHA can subsidize those sorts of things, it would be a wise investment of our funds.

D. Dolan-Wallace suggested that the GBHA staff come back with ideas about how the GBHA may like to become involved in this way.

3. Update on resident concerns from October meeting

N. Aderholdt stated that the resident concerns from the October meeting have been resolved. The issue was that the fire door for the stairs and the computer door were slamming too hard when they were shut, causing too much noise. Tri City came to inspect the doors and found that there was a piece missing that was causing the computer door to shut too loudly. Staff checked back with the resident who said he was satisfied.

4. Discussion of situation at Scattered Site property at 1008 Pine Street

A motion was made by S. Popp and seconded by B. Goodlet to approve of the GBHA meeting going into close session. Motion carried.

D. Dolan-Wallace read the following closed session:

The Green Bay Housing Authority may convene in closed session pursuant to Sections 19.85(1)(d), Wis. Stats., for purposes of considering strategy for crime detection or prevention. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

A roll call vote was taken with all agreeing to go into closed session.

After closed session, N. Aderholdt reported that she would keep the Commissioners informed with any new information regarding this issue.

5. Commissioner's Mileage Reimbursement form

N. Aderholdt explained that Robyn Hallet asked for the Commissioners to start utilizing the Commissioner's Mileage Reimbursement form this month and to turn it in by the end of June. It is to be used for Commissioners to report mileage for any GBHA-related events or meetings they drive to.

R. Strong explained that the form was created to be submitted twice per year since the reimbursement amounts would be minimal anyway.

FINANCIAL REPORT AND BILLS:

R. Strong stated that there is no financial report and bills for this meeting. He said there will be two monthly reports for the next meeting.

STAFF REPORT:

6. Monthly report of deficiencies found in Scattered Site inspections

N. Aderholdt reported that she did not conduct inspections for the month of December due to the holidays. She mentioned that housekeeping has been great and that she is proud of her Scattered Sites' tenants and staff. She also shared that K. Vang will be taking over monthly housekeeping inspections for the Scattered Sites, at least temporarily.

7. Occupancy reports for Mason Manor and Scattered Sites

N. Aderholdt reported that Mason Manor has three vacant units, one upcoming vacant unit at the end of January, and another upcoming vacancy by the end of February. The three vacant units are being offered right now to waiting list applicants. Scattered Sites has two vacancies, but both are offline for rehab. The tenant at 1009 Crooks Street has been released recently, and the 510 N. Chestnut Street unit will be released at the end of February. The 516 N. Ashland Avenue is one of the offline units and is also being exterminated for a cockroach infestation. The 1008 Pine Street unit will also be coming vacant soon. The tenant at the 1416 University Avenue unit has been terminated for multiple reasons, so that unit will also be vacant at the end of January. There is a significant waiting list. The occupancy rate is excellent at 100% for Scattered Sites, and Mason Manor is pretty close.

8. Resignation of Senior Accountant Matt Schampers on January 2, 2013

R. Strong stated the GBHA's Senior Accountant Matt Schampers has resigned his position on January 2, 2013. He handled all of the GBHA's finances, and there was no financial report of bills because he is the one who handles that as well. Our checks are still being processed by Krista Baeten at City Hall. There have been arrangements for the intern Mackenzie Reed to do deposits. R. Strong stated that the City Council has approved refilling the Senior Accountant position. There are candidates who have already expressed interest in this position. The new hire will be sent to training to understand the complexities of the HUD programs.

9. Retirement of Senior Property Manager Anne Monday on January 16, 2013, and plan to assume her responsibilities

R. Strong stated that A. Monday has retired from her position as Senior Property Manager for Mason Manor. She had been with the City for 37½ years and with Mason Manor for 14 years. She wanted to leave quietly because it was hard to say goodbye to all of her tenants. R. Hallet and R. Strong sat together with N. Aderholdt and decided to allow N. Aderholdt an opportunity to take on A. Monday's position, as well as continue her current position. N. Aderholdt's office had previously been located at Mason Manor, so she is a familiar face to the tenants. R. Strong also added that he has received approval to refill this position, if it becomes necessary. Depending on how much N. Aderholdt can handle, this will determine if the GBHA will look to find someone else to either assist her or take on the Scattered Sites position.

N. Aderholdt stated that she plans to handle both positions with the assistance of the intern. She explains that this is a great opportunity to utilize the intern and that this would be a great learning opportunity for the intern. K. Vang has been extremely helpful with Hmong translation and understanding of the tenants at Scattered Sites, most of whom are Hmong.

R. Strong mentioned that a letter was distributed to the tenants at Mason Manor from A. Monday telling everyone that they will be missed, and for the tenants to welcome the new staff. There will also be a meeting with all the tenants at Mason Manor on January 18, 2013.

D. Dolan-Wallace suggested he'd like an opportunity to thank A. Monday for all she's done. R. Strong suggested perhaps in a month or two she could be invited back to a meeting.

10. Update on General Capital tax credit application for Larsen Green property

R. Strong stated that General Capital is still interested in the Larsen Green project. A year ago they applied for housing tax credits but were not selected. They wanted to submit another application for February 1, 2013, but they realized that they were not going to be competitive because WHEDA had changed the ranking requirements. WHEDA is going to allow one project to be approved mid-year in June, which staff feels can be competitive then. From GBHA's perspective, the money that was pledged to them is still available. General Capital is looking to apply in June, which is one statewide project available for those who didn't apply in February. R. Strong stated there are some specific criteria that would make General Capital competitive in that round.

A motion was made by S. Popp and seconded by H. Genunzio to adjourn the meeting. Meeting adjourned at 11:39 a.m. Motion carried.

KV:rah:ejns