



AGENDA OF GBHA PROPERTIES I, INC.

THURSDAY, JUNE 23, 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

C. Approval of the Agenda.

- I. Approval of the agenda for the June 23, 2022, meeting of GBHA Properties I, Inc.

D. Approval of Minutes.

- I. Approval of the minutes from the May 19, 2022, meeting of GBHA Properties I, Inc.

E. Regular Business.

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

F. Informational.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov

- 2) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) **QUORUM:** Please take notice that a majority or quorum of the Common Council may attend this GBHA Properties I, Inc. meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) **REPRESENTATION:** The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions

Green Bay Housing Authority



Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/81434999289?pwd=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

Meeting ID: 814 3499 9289

Passcode: 483400

One tap mobile

+13017158592,,81434999289# US (Germantown)

+13126266799,,81434999289# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 814 3499 9289

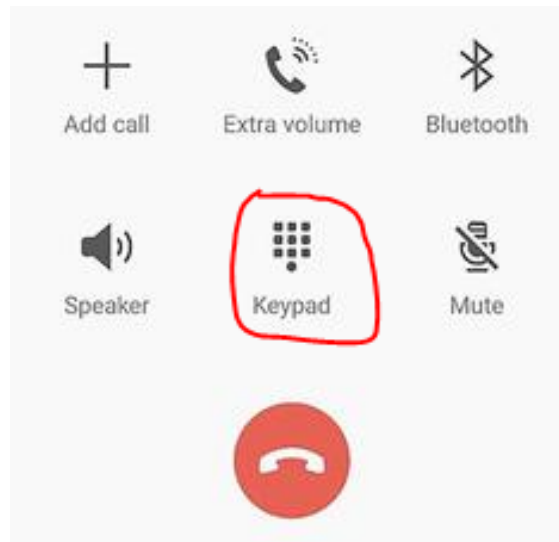
Find your local number: <https://us02web.zoom.us/j/koUDU8TSd>

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





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

ScSite						
GBHA 20-21 YE	4/1/2022	GBHA 21-22 Budget	GBHA Properties1 22-23 Budget	\$ Budget changed	% of Budget changed	
Income						
2802.00 - Hud Contributions	156,291.00	149,880.00	158,037.33	0.00	-158,037.33	-100.0%
3110.00 - Dwelling Rental	185,897.17	163,846.95	176,342.53	611,352.00	435,009.47	246.68%
3120.00 - Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 - Management Fee Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
3520.00 - Asset Management Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3530.00 - BookKeeping Fee Rev	0.00	0.00	0.00	0.00	0.00	0.0%
3610.00 - Int Income	354.78	0.00	500.00	45.00	-455.00	-91.0%
3690.00 - Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 - Other Income - Ins Dividends	5,911.64	7,099.82	1,300.00	2,500.00	1,200.00	92.31%
3690.02 - Other Income	10,754.44	15,746.57	8,700.00	9,000.00	300.00	3.45%
3690.03 - Cell Tower Rent	50.00	0.00	0.00	0.00	0.00	0.0%
9110.00 - Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Total Income	359,259.03	336,573.34	344,879.86	622,897.00	278,017.14	80.61%
Expense						
4110.00 - Admin Salaries	68,650.26	50,695.35	74,500.00	76,500.00	2,000.00	2.69%
4120.00 - Compensated Absences	-11,362.72	0.00	500.00	500.00	0.00	0.0%
4130.00 - Legal Expense	768.09	1,014.89	1,024.12	2,000.00	975.88	95.29%
4130.01 - Investigations Expense	9,397.43	1,162.03	5,000.00	0.00	-5,000.00	-100.0%
4140.00 - Staff Training	125.00	627.02	4,000.00	5,000.00	1,000.00	25.0%
4150.00 - Travel	458.24	247.68	300.00	500.00	200.00	66.67%
4160.00 - Management Fee	32,129.54	24,394.44	32,042.88	32,952.96	910.08	2.84%
4163.00 - BookKeeping Fee	4,245.00	3,142.50	4,320.00	4,320.00	0.00	0.0%
4165.00 - Asset Management Fee	5,760.00	4,320.00	5,760.00	5,760.00	0.00	0.0%
4171.00 - Auditing Fees	3,382.00	3,800.00	3,500.00	3,850.00	350.00	10.0%
4182.00 - Employee Benefits - Admin	26,855.58	20,514.76	29,000.00	29,500.00	500.00	1.72%
4190.01 - Printing	1,349.83	591.42	1,367.08	1,000.00	-367.08	-26.85%
4190.02 - Postage	990.00	831.45	1,000.00	1,500.00	500.00	50.0%
4190.03 - Paper & Office Supplies	695.07	667.36	725.00	1,500.00	775.00	106.9%
4190.04 - Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 - Membership Dues & Fees	0.00	0.00	50.00	0.00	-50.00	-100.0%
4190.06 - Computer Support	7,647.09	8,811.88	6,750.00	4,000.00	-2,750.00	-40.74%
4190.07 - Tele Fax & Comm	1,215.60	874.90	1,200.00	1,400.00	200.00	16.67%
4190.08 - Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 - Miscellaneous	2,047.72	2,325.76	2,000.00	2,000.00	0.00	0.0%
4220.00 - Ten Ser-Recr Etc	0.00	0.00	0.00	0.00	0.00	0.0%
4220.01 - Ten Ser - Resident Part	1,200.00	0.00	1,200.00	1,200.00	0.00	0.0%
4230.00 - Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 - Water	31,758.06	27,504.21	27,000.00	10,000.00	-17,000.00	-62.96%
4320.00 - Electricity	1,586.07	1,106.29	3,500.00	2,000.00	-1,500.00	-42.86%
4320.01 - Utility Reimbursements	0.00	9,054.00	0.00	0.00	0.00	0.0%
4330.00 - Gas	1,211.04	1,718.80	2,500.00	2,500.00	0.00	0.0%
4390.00 - Other Utilities	10,132.73	7,809.50	10,000.00	2,500.00	-7,500.00	-75.0%
4410.00 - Maint - Labor	13,230.41	22,370.21	46,500.00	53,500.00	7,000.00	15.05%
4420.00 - Maint - Supplies	23,683.72	10,273.96	30,000.00	25,000.00	-5,000.00	-16.67%
4430.00 - Maint - Contracts	16,279.07	8,106.20	30,500.00	12,000.00	-18,500.00	-60.66%
4430.01 - Maint - Non-Contract	15,470.22	1,561.39	15,000.00	10,000.00	-5,000.00	-33.33%
4430.03 - Maint - Truck Maint	315.30	1,309.30	500.00	2,000.00	1,500.00	300.0%
4430.09 - Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 - Heating and Cooling	1,349.92	1,648.68	1,000.00	2,000.00	1,000.00	100.0%
4430.11 - Snow Removal	667.00	912.00	1,000.00	1,000.00	0.00	0.0%
4430.12 - Elevator Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4430.13 - Landscape and Grounds	2,447.60	1,382.40	3,000.00	3,000.00	0.00	0.0%
4430.14 - Unit Turnaround	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 - Electrical	0.00	565.68	0.00	0.00	0.00	0.0%
4430.16 - Plumbing	1,695.00	1,412.66	1,000.00	1,000.00	0.00	0.0%
4430.17 - Extermination	3,496.78	430.00	3,000.00	2,000.00	-1,000.00	-33.33%
4430.18 - Appliances	1,885.49	0.00	2,000.00	1,000.00	-1,000.00	-50.0%
4430.19 - Garbage & Trash Removal	1,232.03	2,918.05	2,000.00	4,000.00	2,000.00	100.0%
4432.00 - Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 - Emp Ben Contr-ord maint	11,106.74	8,491.67	16,500.00	16,500.00	0.00	0.0%
4480.00 - Protect Service	0.00	0.00	0.00	0.00	0.00	0.0%
4510.00 - Insurance Expense - Property	23,324.69	24,887.80	24,500.00	25,000.00	500.00	2.04%
4510.01 - Insurance Expenses - Liability	2,741.00	3,107.00	3,000.00	3,500.00	500.00	16.67%
4520.00 - PILOT	37,098.03	0.00	35,000.00	38,000.00	3,000.00	8.57%
4530.00 - Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 - Bad Debt - Tenant Rents	4,059.00	0.00	10,000.00	10,000.00	0.00	0.0%
4590.00 - Other General	0.00	0.00	0.00	0.00	0.00	0.0%
4600.00 - Leases	0.00	0.00	0.00	6,000.00	6,000.00	100.0%
4800.00 - Depreciation Expense	132,225.42	0.00	135,000.00	135,000.00	0.00	0.0%
9120.00 - Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	492,548.66	260,591.24	576,739.08	540,982.96	-35,756.12	-6.2%
Net Income	-133,289.63	75,982.10	-231,859.22	81,914.04		

216,914.04 P/(I) without Depreciation

* Tree Trimming

** vehicle lease

TRAINING NEEDS -FYE 2022-2023
GBHA & GBHA Propepties 1, Inc

<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals Subtotal</u>	<u>Registration</u>	<u>Travel</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
Casterline Location: TBD - Out of State, Dates: TBD												
	Stephanie	\$200	\$75	1	2	\$400	\$150	\$800	\$700			\$2,050
Happy Training - Location: TBD - out of state, Dates: TBD												
	Sr Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$700			\$2,275
Nan Mckay - HQS training - Location: TBD - out of state, Dates: TBD												
	Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
	Staff	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
TDB - training new entity - Location: TBD - out of state, Dates: TBD												
	Stephanie	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
	Jayme	\$200	\$75	1	3	\$600	\$225	\$750	\$400			\$1,975
<u>Training</u>	<u>Staff</u>	<u>Hotel</u>	<u>Meals</u>	<u>Rooms</u>	<u>Nights</u>	<u>Hotel Sub</u>	<u>Meals</u>	<u>Registration</u>	<u>Travel Sub</u>	<u># Vehicles</u>	<u>Miles</u>	<u>Subtotal</u>
WAHA "Fall" Conference - Location: TBD, Dates: Sept 2022												
	Cheryl	\$115	\$55	1	3	\$345	\$165	\$325	\$152	1	260	\$987
	Jayme/Ka/Kaycee	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
	Stephanie	\$115	\$55	1	3	\$345	\$165	\$325	\$152	1	260	\$987
	Maintenance	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
GBHA	Commissioner	\$115	\$55	1	3	\$345	\$165	\$325	\$152	1	260	\$987
GBHA	Commissioner	\$115	\$55	1	3	\$345	\$165	\$325	\$0	0	260	\$835
WAHA "Spring" Conferences - Location: Wausau Date: April 2023												
	Cheryl	\$115	\$50	1	1	\$115	\$50	\$100	\$117	1	200	\$382
	Stephanie	\$115	\$50	1	1	\$115	\$50	\$100	\$117	1	200	\$382
	Jayme- cocc	\$115	\$50	1	1	\$115	\$50	\$100	\$0	0	200	\$265

\$18,720.30

MM 4,935.00
SS - Prop. 1 4,935.00
COCC 8,850.30
\$ 18,720.30