



AGENDA OF GBHA PROPERTIES I, INC.

**THURSDAY, JANUARY 18, 2024, 10:30 AM
IMMEDIATELY FOLLOWING GREEN BAY HOUSING
AUTHORITY MEETING.**

**City Hall, Room 604 - The Harry Maier Room.
Virtual attendance is also available via Zoom.**

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/81434999289?pwd=N0dlMGxWSS85SGswK2lZeGhZZUN0UT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 814 3499 9289

Passcode: 483400

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

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 January 18, 2024, meeting of GBHA Properties I, Inc.

D. Approval of Minutes.

- I. Approval of the minutes from the November 9, 2023, meeting of GBHA Properties I, Inc.

E. Regular Business.

- I. Annual Meeting of GBHA Properties I, Inc.
2. Election of Chair, Vice-Chair and Secretary.

F. Informational.

I. Occupancy Report

G. Public Hearings.

H. 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.



Report to the
GBHA Properties 1, Inc.
of the City of Green Bay

MEETING DATE

January 18, 2024

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.1

Annual Meeting of GBHA Properties 1, Inc.

BACKGROUND

The GBHA Properties 1, Inc. by-laws require an annual meeting to be held. The election of the board and officers took place at the 2021 annual meeting and are good for two years; therefore there are elections taking place this year.

The GBHA Scattered Sites Public Housing units, under the ownership of the GBHA Properties 1, Inc. entity, have transitioned into the Green Bay Housing Authority Properties LLC, so they can undergo renovations. The tenants are receiving project-based vouchers that are administered by Integrated Community Solutions (ICS). Our staff continue to work with our tenants on requirements such as application verification and background checks. Our maintenance team also continues to provide services to the units. Tenants are required to work with ICS on income verification, etc. No tenants were displaced as a result of this change.

The budget for GBHA Properties 1, Inc. was approved at the May 18, 2023, meeting to coincide with the GBHA annual budget. Financial statements are attached, and the approved budget is referenced in the report.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Financial Statement

**GBHA Properties 1, Inc.
Budget vs. Actual**

GBHA Properties 1, Inc

Dec-23

SS

	YTD	Budget
Total Income	429,615.29	632,120.00
Total Expense	201,635.15	561,571.76
Net Income	227,980.14	70,548.24

Net Income

**GBHA Properties 1, Inc.
Budget vs. Actual**

SS - Properites

	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	151,510.00	0.00	151,510.00	100.0%
3110.00 · Dwelling Rental	250,293.15	619,620.00	-369,326.85	40.4%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%
3610.00 · Int Income	2,061.35	1,000.00	1,061.35	206.14%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	6,280.73	2,500.00	3,780.73	251.23%
3690.02 · Other Income	19,470.06	9,000.00	10,470.06	216.33%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
Total Income	429,615.29	632,120.00	-202,504.71	67.96%
Expense				
4110.00 · Admin Salaries	33,745.04	80,000.00	-46,254.96	42.18%
4120.00 · Compensated Absences	0.00	500.00	-500.00	0.0%
4130.00 · Legal Expense	65.00	2,000.00	-1,935.00	3.25%
4130.01 · Investigations Expense	112.61	5,000.00	-4,887.39	2.25%
4140.00 · Staff Training	1,147.09	5,000.00	-3,852.91	22.94%
4150.00 · Travel	225.12	500.00	-274.88	45.02%
4160.00 · Management Fee	13,971.29	35,141.76	-21,170.47	39.76%
4163.00 · BookKeeping Fee	1,717.50	4,320.00	-2,602.50	39.76%
4165.00 · Asset Management Fee	2,400.00	5,760.00	-3,360.00	41.67%
4171.00 · Auditing Fees	0.00	4,500.00	-4,500.00	0.0%
4182.00 · Employee Benefits - Admin	12,587.45	26,500.00	-13,912.55	47.5%
4190.01 · Printing	948.21	1,000.00	-51.79	94.82%
4190.02 · Postage	165.00	1,000.00	-835.00	16.5%
4190.03 · Paper & Office Supplies	183.26	1,000.00	-816.74	18.33%
4190.04 · Publications	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	66.35	50.00	16.35	132.7%
4190.06 · Computer Support	0.00	5,500.00	-5,500.00	0.0%
4190.07 · Tele Fax & Comm	300.68	1,400.00	-1,099.32	21.48%
4190.08 · Marketing	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	299.75	2,500.00	-2,200.25	11.99%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	1,200.00	-1,200.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%
4310.00 · Water	4,331.03	10,000.00	-5,668.97	43.31%
4320.00 · Electricity	636.08	2,000.00	-1,363.92	31.8%
4330.00 · Gas	362.97	2,000.00	-1,637.03	18.15%
4390.00 · Other Utilities	1,249.84	3,000.00	-1,750.16	41.66%
4410.00 · Maint - Labor	18,866.08	51,000.00	-32,133.92	36.99%
4420.00 · Maint - Supplies	12,573.52	22,500.00	-9,926.48	55.88%
4430.00 · Maint - Contracts	35,246.02	20,000.00	15,246.02	176.23%
4430.01 · Maint - Non-Contract	1,966.00	5,000.00	-3,034.00	39.32%
4430.03 · Maint - Truck Maint	582.87	2,000.00	-1,417.13	29.14%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	1,000.00	-1,000.00	0.0%
4430.11 · Snow Removal	95.10	1,000.00	-904.90	9.51%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	3,500.00	-3,500.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	3,415.00	1,000.00	2,415.00	341.5%
4430.17 · Extermination	1,140.00	3,000.00	-1,860.00	38.0%
4430.18 · Appliances	6,693.99	10,000.00	-3,306.01	66.94%
4430.19 · Garbage & Trash Removal	1,346.39	2,000.00	-653.61	67.32%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	5,352.19	22,000.00	-16,647.81	24.33%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	34,459.38	33,000.00	1,459.38	104.42%
4510.01 · Insurance Expenses - Liability	3,853.00	3,500.00	353.00	110.09%
4520.00 · PILOT	0.00	25,000.00	-25,000.00	0.0%
4530.00 · Bank Fees	281.34	400.00	-118.66	70.34%
4572.00 · Bad Debt - Tenant Rents	0.00	10,000.00	-10,000.00	0.0%
4600.00 · Leases	0.00	10,800.00	-10,800.00	0.0%
4800.00 · Depreciation Expense	0.00	135,000.00	-135,000.00	0.0%
9120.00 · Transfers Out	1,250.00	0.00	1,250.00	100.0%
Total Expense	201,635.15	561,571.76	-359,936.61	35.91%
Net Income/(Loss)	227,980.14	70,548.24	157,431.90	323.16%



Report to the
GBHA Properties 1, Inc.
of the City of Green Bay

MEETING DATE

January 18, 2024

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.2

Election of Chair, Vice-Chair and Secretary.

BACKGROUND

Elections were last held on November 18, 2021, and are in effect for two years.

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
GBHA Properties 1, Inc.
of the City of Green Bay

MEETING DATE

January 18, 2024

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # F.1

Occupancy Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. JAN 2024 GBHA PROP REPORT

GREEN BAY PROPERTIES I, INC.
JANUARY 2024 OCCUPANCY REPORT

TOTAL= 1 VACANCY					
#	UNIT	SIZE	MOVE DATE	MOVEOUT REASON	CURRENT STATUS
1	###	3	1/15/24	MOVE OUT OF STATE	UNIT TURNOVER
UPCOMING VACANCIES					
	UNIT			STATUS	
	###			EVICTON	