



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, JUNE 19, 2025, 10:30 AM
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=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

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. Members: William VandeCastle - Chair, Stephen Srubas - Vice Chair, Sandra Popp, Erin Edwards and Randy Scannell

C. Approval of the Agenda.

- I. Approval of the agenda for the Thursday, June 19, 2025, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the February 20, 2025 meeting of the Green Bay Housing Authority.

E. Regular Business.

- I. Consideration with possible action to consider Monroe Plaza Housing I LLC's formal request to the Housing Authority of the City of Green Bay to consider an Initial Resolution No. 2025-01 relating to the acquisition and rehabilitation of an existing 197-unit apartment

complex located at 400 North Monroe Avenue in the City of Green Bay, Wisconsin to be used for senior housing.

2. Consideration with possible action on approval of the Annual Civil Rights Certification, Resolution 2025-03.
3. Consideration with possible action on approval of the GBHA operating budget and Budget Resolution No. 2025-02, for Fiscal Year Beginning July 1, 2025.
4. Consideration with possible action on awarding the audit contract to Hawkins Ash for 2025, 2026 and 2027 with options for two 1-year renewals.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Director's Report.
4. Occupancy Report.
5. Next Meeting: Thursday, July 17, 2025.

G. Adjournment.

1. Adjournment for the Thursday, June 19, 2025, meeting of the Green Bay Housing Authority.

- 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 will attend this Green Bay Housing Authority 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
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

Kaycee Champasak

AGENDA ITEM # D.I

Approval of the minutes from the February 20, 2025 meeting of the Green Bay Housing Authority.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GBHA2.20.25MINS



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, FEBRUARY 20, 2025, 10:30 AM
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=N0dIMGxVSS85SGswK2lZeGhZZUN0UT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 814 3499 9289

Passcode: 483400

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B. ROLL CALL.

- I. William VandeCastle - Chair, Stephen Srubas - Vice Chair, Sandra Popp, Erin Edwards and Randy Scannell

Meeting began 10:31AM

Present: William VandeCastle-Chair, Stephen Srubas-Vice Chair, Sandra Popp, Erin Edwards and Randy Scannell, Absent: None, Excused: Sandra Popp excused at 10:51AM

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Thursday, February 20, 2025 meeting of the Green Bay

Housing Authority.

Moved by Randy Scannell, seconded by Erin Edwards to approve of the agenda for the Thursday, February 20, 2025, meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, Sandra Popp, No:None, Abstain:None

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the Thursday, September 19, 2024, meeting of the Green Bay Housing Authority.

Moved by Randy Scannell, seconded by Erin Edwards to approve of the minutes from the Thursday, September 19, 2024, meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, Sandra Popp, No:None, Abstain:None

E. REGULAR BUSINESS.

1. Consideration with possible action on approval of the June 30, 2024, Audit Report.

Moved by Randy Scannell, seconded by Erin Edwards to approve of the June 30, 2024, Audit Report. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, Sandra Popp, No:None, Abstain:None

F. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer reported the GBHA Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer reported the GBHA Financial report. No action needed.

3. Director's Report.

Cheryl Renier-Wigg reported the Director's report. No action needed.

4. Next Meeting: Thursday, March 20, 2025.

G. ADJOURNMENT.

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



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.1

Consideration with possible action to consider Monroe Plaza Housing I LLC's formal request to the Housing Authority of the City of Green Bay to consider an Initial Resolution No. 2025-01 relating to the acquisition and rehabilitation of an existing 197-unit apartment complex located at 400 North Monroe Avenue in the City of Green Bay, Wisconsin to be used for senior housing.

BACKGROUND

The Housing Authority currently has three open agreements for revenue bonds, two with University Village Housing Inc., in 2020 and 2023 and one with Gateway Collective in 2024.

Monroe Plaza Housing I, LLC, a Wisconsin limited liability company (the "Borrower"), desires to finance the acquisition and rehabilitation of an existing 197-unit apartment complex located at 400 North Monroe Avenue in the City of Green Bay to be used for senior housing and payment of professional fees and costs. The Housing Project is located in the downtown area and will provide much-needed affordable housing for seniors. The principals of the Borrower are committed to renovating and preserving affordable housing to the highest standards and have completed over 45 acquisitions and rehabilitations of affordable housing properties in California, Texas, Kansas, Tennessee, and Missouri.

The Borrower respectfully requests that the Housing Authority of the City of Green Bay, Wisconsin considers an Initial Resolution on June 19, 2025, to provide financing for the Housing Project with tax-exempt conduit revenue bonds to be issued by the Authority in an amount not to exceed \$27,500,000.

This would result in a potential \$27,500 annual bond fee revenue to the GBHA. This would be added to the Gateway annual fee of \$12,045 and two projects for University Village Housing fees of \$43,600.

RECOMMENDATION

To approve Initial Resolution No. 2025-01 relating to the acquisition and rehabilitation of an existing 197-unit apartment complex located at 400 North Monroe Avenue in the City of Green Bay, Wisconsin by Monroe Plaza Housing I LLC to be used for senior housing.

FISCAL IMPACT

ATTACHMENTS

- I. No. 2025-01 - Initial Resolution - Monroe Plaza Housing I

HOUSING AUTHORITY OF THE CITY OF GREEN BAY, WISCONSIN

RESOLUTION NO. 2025-01

**INITIAL RESOLUTION REGARDING
HOUSING REVENUE BOND FINANCING FOR
MONROE PLAZA HOUSING I, LLC PROJECT**

WHEREAS, the Housing Authority of the City of Green Bay, Wisconsin (the “Authority”), is a public body corporate and politic duly organized and existing under the laws of the State of Wisconsin and vested with the powers under Sections 66.1201 to 66.1211 of the Wisconsin Statutes, as amended (the “Act”), to carry out housing projects in the City of Green Bay, Wisconsin (the “City”); and

WHEREAS, bonds issued pursuant to the Act are to be payable solely from the income, proceeds, revenues and funds of the Authority derived from projects under the Act; and

WHEREAS, Monroe Plaza Housing I, LLC, a Wisconsin limited liability company (the “Borrower”), desires to finance the (i) acquisition and rehabilitation of an existing 197-unit apartment complex located at 400 North Monroe Avenue in the City of Green Bay, Wisconsin to be used for senior housing and (ii) payment of professional fees and costs (the “Housing Project”), all of which will contribute to the well-being of the City of Green Bay, Wisconsin; and

WHEREAS, the total cost of the Housing Project proposed to be financed with one or more issues or series of tax-exempt revenue bonds issued under the Act does not exceed \$27,500,000 (the “Bonds”); and

WHEREAS, the Borrower has requested that the Authority now approve an initial resolution (the “Initial Resolution”) to provide financing for the Housing Project with tax-exempt conduit revenue bonds to be issued by the Authority in an amount not to exceed \$27,500,000; and

WHEREAS, the Authority wishes to promote the development of the Housing Project proposed by the Borrower and is willing to exercise its power to this end.

NOW, THEREFORE, BE IT RESOLVED by the Authority as follows:

1. Based upon representations of the Borrower, it is the finding and determination of the Authority that the Borrower’s project is a housing project and is eligible for financing under the Act, and that the purpose of the Authority’s financing costs of the Housing Project is and the effect thereof will be to promote the public purposes set forth in the Act. The Authority shall pursue a financing plan (the “Financing”) under which it will:

- (a) Finance the Housing Project in an aggregate amount not to exceed \$27,500,000;

and

(b) Issue conduit revenue Bonds in an amount not to exceed \$27,500,000 in order to finance costs of the Housing Project; and

(c) Enter into one or more agreements (the “Revenue Agreements”) with the Borrower to provide the Authority with revenue sufficient to pay the principal of, premium, if any, and interest on the Bonds when due; and

(d) Assign any Revenue Agreements to the owners of the Bonds or to a trustee for their benefit, and enter into any other appropriate arrangements to secure the payment of the Bonds.

2. The aforesaid plan of Financing contemplates and is conditioned upon the following:

(a) The Bonds shall not constitute an indebtedness of the Authority or the City within the meaning of the State constitutional provision or statutory limitation.

(b) The Bonds shall not constitute or give rise to a pecuniary liability of the Authority or the City or a charge against the City’s or Authority’s general credit or the City’s taxing powers.

(c) The Borrower shall be responsible for finding a purchaser or purchasers for all of the Bonds.

(d) Prior to the issuance of the Bonds, the Common Council of the City shall have approved the Housing Project pursuant to Section 66.1201(9)(a) of the Wisconsin Statutes.

(e) Prior to the issuance of the Bonds, this body, by further resolution, shall have (i) found, based on information provided by the Borrower, that the Housing Project provides dwelling accommodations for persons of low income in accordance with the income standards adopted by the Authority and (ii) authorized and approved all of the terms and conditions of the Bonds and the terms and conditions of the Financing.

(f) The Bonds shall be issued pursuant to the Act, and the delivery of the Bonds shall be accompanied by the unqualified approving legal opinion of a nationally recognized firm of bond attorneys as shall be acceptable to the Authority and the Borrower.

(g) All out-of-pocket costs of the Authority and City, including attorneys’ fees, in connection with the issuance and sale of the Bonds shall be paid either from the proceeds of the Bonds or by the Borrower.

(h) All documents in connection with the issuance of the Bonds shall have been duly executed and delivered by the parties.

3. The appropriate officers of the Authority are authorized to negotiate the terms of the Financing and all related documents will be subject to this Resolution and the Act, and said plan of Financing shall not be legally binding upon the Authority nor be finally implemented unless and until:

(a) The details and mechanics of the Financing are authorized and approved by a further resolution of the Authority;

(b) Unqualified approving legal opinions of bond counsel, Husch Blackwell LLP, and special tax counsel, Bass, Berry & Sims PLC, and an opinion of the City Attorney of the City or special counsel to the City and Authority are executed and delivered; and

(c) All documents required to consummate the Financing have been duly authorized and delivered.

4. No Bonds shall be issued until the terms and conditions of any guidelines or resolutions governing the issuance of revenue bonds which may be adopted by the Authority have been complied with.

5. The appropriate officers of the Authority are hereby authorized and directed to publish or cause to be published in the official newspaper of the City, a Notice of Public Hearing substantially similar to that attached to this Resolution as Exhibit A, in order to comply with the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended.

6. This Initial Resolution is an “initial resolution” within the meaning of the Act and official action toward issuance of the Bonds for purposes of Sections 103 and 144 of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder. Furthermore, it is the reasonable expectation of the Authority that proceeds of the Bonds may be used to reimburse expenditures made on the Housing Project prior to the issuance of the Bonds. The maximum principal amount of debt expected to be issued for the Housing Project on the date hereof is \$27,500,000. This statement of official intent is made pursuant to Treasury Regulations §1.150-2.

7. This Resolution shall be effective immediately upon its passage and approval.

Dated: June 19, 2025

**HOUSING AUTHORITY OF THE CITY OF
GREEN BAY, WISCONSIN**

By: _____
William Vande Castle, Chairperson

By: _____
Cheryl Renier-Wigg, Executive Director

CERTIFICATION BY EXECUTIVE DIRECTOR

I, Cheryl Renier-Wigg, being first duly sworn, hereby certify that I am the duly qualified and acting Executive Director of the Housing Authority of the City of Green Bay, Wisconsin (the "Authority"), and as such I have in my possession, or have access to, the complete corporate records of the Authority; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. _____ entitled:

INITIAL RESOLUTION
REGARDING HOUSING REVENUE BOND FINANCING
FOR MONROE PLAZA HOUSING I, LLC PROJECT

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Authority at a meeting held at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, at 10:30 a.m. on June 19, 2025. Said meeting was a regular meeting of the Authority and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the City Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the City of Green Bay.

3. Said meeting was called to order by _____, who chaired the meeting. Upon roll, I noted and recorded that the following commissioners were present:

_____	_____
_____	_____
_____	_____

and that the following commissioners were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all commissioners who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

_____	_____
_____	_____
_____	_____

NAY:

_____	_____
_____	_____

ABSTAIN:

_____	_____
_____	_____

WHEREUPON, the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Authority hereto on this 19th day of June, 2025.

**HOUSING AUTHORITY OF THE CITY OF
GREEN BAY, WISCONSIN**

[SEAL]

By: _____
Cheryl Renier-Wigg, Executive Director

EXHIBIT A

NOTICE OF PUBLIC HEARING

Notice is hereby given, in compliance with requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended, that the Housing Authority of the City of Green Bay, Wisconsin (the “Authority”), will hold a public hearing at _____ .m., or as soon thereafter as the matter may be heard, on _____, 2025, at City Hall, 100 North Jefferson Street, Green Bay, Wisconsin, regarding the proposed issuance of the Housing Authority of the City of Green Bay, Wisconsin Housing Revenue Bonds, Series 2025 (Monroe Plaza Housing I, LLC Project), in an aggregate amount not to exceed \$27,500,000, pursuant to Section 66.1201 of the Wisconsin Statutes, to finance a project to be owned by Monroe Plaza Housing I, LLC, a Wisconsin limited liability company (the “Borrower”).

The Borrower’s project consists of the (i) acquisition and rehabilitation of an existing 197-unit apartment complex located at 400 North Monroe Avenue in the City of Green Bay, Wisconsin to be used for senior housing and (ii) payment of professional fees and costs (the “Housing Project”). The bonds will be special, limited obligations of the Authority and will not constitute an indebtedness of the Authority within the meaning of any state constitutional provision or statutory limitation or a charge against its general credit.

At the hearing, all persons will be afforded a reasonable opportunity to express their views, both orally and in writing, on the proposed bonds and the location and nature of the Housing Project proposed to be financed. Comments made at the public hearing are for the consideration of the Authority but do not bind any legal action to be taken by it.

Published: _____, 2025

Cheryl Renier-Wigg, Executive Director
Housing Authority of the City of Green Bay, Wisconsin



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.2

Consideration with possible action on approval of the Annual Civil Rights Certification, Resolution 2025-03.

BACKGROUND

The Green Bay Housing Authority (GBHA) is considered a qualified Public Housing Authority. Other than the 5-year PHA Plan, (that was approved April 11, 2019), the only form that is required to be submitted to the Department of Housing and Urban Development yearly is the attached 50077-CR, which is the Civil Rights Certification.

This certifies that the GBHA will carry out its programs in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

RECOMMENDATION

To approve Resolution 2023-02, Annual Civil Rights Certification.

FISCAL IMPACT

ATTACHMENTS

- I. NO 2025-03 - Civil Rights Certification

Civil Rights Certification (Qualified PHAs)

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB Approval No. 2577-0226

Expires 09/30/2027

Civil Rights Certification Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 07/2025 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

Green Bay Housing Authority

WI074

 PHA Name

 PHA Number/HA Code

Name of Executive Director: **MS Cheryl Renier-Wigg**

Name of Board Chairperson: **William VandeCastle**

Signature: Date:

Signature: Date:

Executive Director Signature:

Board Chairperson Signature:

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Form identification: WI074-Green Bay Housing Authority form HUD-50077-CR (Form ID - 3629) for CY 2025 printed by Stephanie Schmutzer in HUD Secure Systems/Public Housing Portal at 05/29/2025 10:09AM EST



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.3

Consideration with possible action on approval of the GBHA operating budget and Budget Resolution No. 2025-02, for Fiscal Year Beginning July 1, 2025.

BACKGROUND

The GBHA annual operating budget runs from July 1, 2025, through June 30, 2026. Much of the budget is consistent with prior years. Interest income was increased to reflect the market change to higher interest rates overall. Overall, the budget is similar to last year's budget, and any major changes are listed below:

Central Office Coast Center (COCC): - Revenues decreased by \$1,259 due to no longer receiving asset repositioning from Scattered Sites, a loss of \$62,808. This is offset by a transfer from the Revenue Bond Fund in the amount of \$50,000. There was a total expense increase of \$900 from the prior budget. This was due to an increase of \$1,650 in insurance premiums and an increase in wages of \$2,500.

Mason Manor: Mason Manor was moved out of Public Housing as of November 30, 2023, so the only budget item is interest in revenues and audit fees in expenses.

Revenue Bonds: - Revenues increased by \$12,045 due to accounting for the current revenue bond and loan payments. There was an increase of \$50,000 in expenses due to a transfer to the COCC.

HUD requires a board resolution showing approval of the budget, Resolution No. 2025-02

RECOMMENDATION

Approval of the GBHA operating budget and Budget Resolution No. 2025-02, for Fiscal Year Beginning July 1, 2025.

FISCAL IMPACT

ATTACHMENTS

1. 25-26 Budget
2. NO 2025-02 Budget Resolution HUD-52574

COCC

	PY	YTD 7/1-4/30	24-25 Budget	25-26 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	44,326.55	0.00	62,808.00	0.00	-62,808.00	-100.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	82,001.89	46,231.50	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	10,050.00	0.00	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	7,417.50	0.00	0.00	0.00	0.00	0.0%
3610.00 · Int Income	86,522.84	138,681.89	3,000.00	10,000.00	7,000.00	233.33%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	322.09	317.13	0.00	0.00	0.00	0.0%
3690.02 · Other Income	58,380.00	77,090.63	100,080.00	104,628.66	4,548.66	4.55%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	50,000.00	50,000.00	100.0%
Total Income	289,020.87	262,321.15	165,888.00	164,628.66	-1,259.34	-0.76%
Expense						
4110.00 · Admin Salaries	64,121.69	52,594.20	78,500.00	81,000.00	2,500.00	3.19%
4120.00 · Compensated Absences	-677.28	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	1,777.53	0.00	2,000.00	2,000.00	0.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	33.41	0.00	9,000.00	9,000.00	0.00	0.0%
4150.00 · Travel	50.86	60.40	200.00	200.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	2,242.00	4,560.00	12,000.00	12,000.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	26,088.61	18,375.13	29,500.00	29,500.00	0.00	0.0%
4190.01 · Printing	303.69	176.11	300.00	500.00	200.00	66.67%
4190.02 · Postage	380.27	9.15	200.00	400.00	200.00	100.0%
4190.03 · Paper & Office Supplies	104.32	171.02	900.00	500.00	-400.00	-44.44%
4190.04 · Publications	0.00	0.00	300.00	200.00	-100.00	-33.33%
4190.05 · Membership Dues & Fees	75.41	96.00	400.00	400.00	0.00	0.0%
4190.06 · Computer Support	3,461.43	2,998.73	7,000.00	5,000.00	-2,000.00	-28.57%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	3,800.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	11,408.64	4,389.21	15,000.00	15,000.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	100.00	100.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	500.00	3,000.00	1,850.00	3,500.00	1,650.00	89.19%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	1,036.55	400.00	1,100.00	600.00	-500.00	-45.46%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	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	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	650.00	0.00	-650.00	-100.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	114,707.13	86,829.95	159,000.00	159,900.00	900.00	0.57%
Net Income/(loss)	174,313.74	175,491.20	6,888.00	4,728.66		

^City fees for services

^^Asset Repositioning Fees

Mason Manor

	PY	YTD 7/1-4/30	24-25 Budget	25-26 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	187,889.00	363.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	188,930.37	0.00	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	2,028.00	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	31,226.71	0.00	3,000.00	3,000.00	0.00	0.0%
3690.00 · Other Income - Tenants	2,725.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	9,501.62	37,188.21	0.00	0.00	0.00	0.0%
3690.02 · Other Income	10,258.45	0.00	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	23,045.50	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	455,604.65	37,551.21	3,000.00	3,000.00	0.00	0.0%
Expense						
4110.00 · Admin Salaries	39,886.32	0.00	0.00	0.00	0.00	0.0%
4120.00 · Compensated Absences	-12,788.93	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	267.65	0.00	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	712.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	1,147.10	0.00	0.00	0.00	0.00	0.0%
4150.00 · Travel	222.51	0.00	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	46,367.60	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	5,700.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	7,650.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	4,484.00	9,120.00	0.00	4,500.00	4,500.00	100.0%
4182.00 · Employee Benefits - Admin	14,354.58	0.00	0.00	0.00	0.00	0.0%
4190.01 · Printing	1,048.14	0.00	0.00	0.00	0.00	0.0%
4190.02 · Postage	167.61	0.00	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	183.25	0.00	0.00	0.00	0.00	0.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	51.00	0.00	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	9,311.13	0.00	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	746.84	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	100.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	299.75	0.00	0.00	0.00	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	526.18	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	22,669.44	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	15,333.63	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	31,947.45	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	7,089.16	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	2,159.70	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	50,245.20	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	5,867.95	0.00	0.00	0.00	0.00	0.0%
4430.00 · Maint - Contracts	2,965.40	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	958.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	1,084.64	0.00	0.00	0.00	0.00	0.0%
4430.09 · Fire Protection - Maint	1,646.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	51.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	6,523.00	0.00	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	159.88	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	1,662.47	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	9,609.52	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	16,668.81	0.00	0.00	0.00	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	42,955.71	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	8,205.00	0.00	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	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	0.00	0.00	0.0%
4800.00 · Depreciation Expense	39,971.76	0.00	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	1,724,961.72	0.00	0.00	0.00	0.00	0.0%
Total Expense	2,116,002.01	9,120.00	0.00	4,500.00	4,500.00	100.0%
Net Income/(loss)	(1,660,397.36)	28,431.21	3,000.00	(1,500.00)		

RevBonds

	PY	YTD 7/1-4/30	24-25 Budget	25-26 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	0.00	0.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.00	0.00	0.0%
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	62,922.66	0.00	5,000.00	5,000.00	0.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.00	0.00	0.0%
3690.02 · Other Income	59,979.85	30,763.30	63,091.84	75,136.84	12,045.00	19.09%
3690.03 · Cell Tower Rent	74,421.64	48,878.67	105,752.69	105,752.69	0.00	0.0%
9110.00 · Transfers In	101,362.91	0.00	0.00	0.00	0.00	0.0%
Total Income	298,687.06	79,641.97	173,844.53	185,889.53	12,045.00	6.93%
Expense						
4110.00 · Admin Salaries	247.47	18.73	550.00	550.00	0.00	0.0%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	589.20	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	0.00	0.00	0.00	0.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	590.00	1,200.00	600.00	600.00	0.00	0.0%
4182.00 · Employee Benefits - Admin	95.18	7.34	250.00	250.00	0.00	0.0%
4190.01 · Printing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.02 · Postage	0.00	0.00	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
4190.04 · Publications	0.00	0.00	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	0.00	1,000.00	1,000.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	0.00	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.00	0.00	0.0%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.00	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	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	50,000.00	50,000.00	100.0%
Total Expense	932.65	1,815.27	2,400.00	52,400.00	50,000.00	2,083.33%
Net Income/(loss)	297,754.41	77,826.70	171,444.53	133,489.53		

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Green Bay Housing Authority** PHA Code: **WI074**

PHA Fiscal Year Beginning **July 1, 2025** Board Resolution Number: **2025-02**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- | | <u>DATE</u> |
|---|-------------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | 06/19/2025 |
| <input checked="" type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | 06/20/2025 |
| <input type="checkbox"/> Operating Budget revision approved by Board resolution on: | |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on: | |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name: William VandeCastle	Signature:	Date: 06/19/2025
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Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.4

Consideration with possible action on awarding the audit contract to Hawkins Ash for 2025, 2026 and 2027 with options for two 1-year renewals.

BACKGROUND

The current GBHA audit contract that ran from 2019 - 2024 has come to an end. The GBHA received one proposal to provide audit services to the GBHA. Purchasing staff has reviewed and evaluated the proposal. Hawkins Ash is the current GBHA auditor and their proposal is for \$17,000 for year end 6/30/2025 with slight increases for the following years.

RECOMMENDATION

To award the audit contract to Hawkins Ash for the year ends of 2025, 2026 and 2027 with options for two 1-year renewals.

FISCAL IMPACT

ATTACHMENTS

1. 2025-05 Bid Summary
2. 2025-05 Legal Notice

CITY OF GREEN BAY BID SUMMARY

RFP #2025-05 AUDIT SERVICE FOR COGB HOUSING AUTHORITY

ISSUED: 02/04/2025 DUE: 03/11/2025

CC: 94620

BROADCAST LIST: 191 PLANHOLDERS: 5

	COMPANY NAME	ITEM DESCRIPTION	COST
1	HAWKINS LA CROSSE, WI	Annual Audit Fee (Fixed Lump Sum) 6/30/25	\$ 17,000.00
		Single Audit Fee (As Needed) 6/30/25	\$ 3,000.00
		Annual Audit Fee (Fixed Lump Sum) 6/30/26	\$ 17,800.00
		Single Audit Fee (As Needed) 6/30/26	\$ 3,200.00
RECOMMENDATION: Award the lowest responsive, responsible, vendor: HAWKINS			



Purchasing Division
100 North Jefferson Street, Room 410
Green Bay, WI 54301-5026
920-448-3047 – Phone
920-448-3050 – Fax
PurchasingAg@greenbaywi.gov

MEMO

To: Green Bay Press Gazette

From: Kristal Dryer

Date: February 4, 2025

RE: Classified Ads – Legal

Charge to Purchasing Dept Account #1012814

The City of Green Bay would like to have the Notice below printed in the Legal Section on Thursday, February 6, 2025. Level 1 notice. **NOTE:** An affidavit is required.

If you have any questions, please e-mail me at Kristal.dryer@greenbaywi.gov
Thank you!

NOTICE

The City of Green Bay proposes to accept Proposals for RFP # **2025-05 for Audit Services**. Proposals are due on March 11, 2025 2:00pm CST. Complete specifications and free registration at www.demandstar.com or <http://vendornet.wi.gov>



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

AGENDA ITEM # F.1

GBHA Bills.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Check Detail - February
2. Check Detail - March
3. Check Detail - April
4. Check Detail - May

Green Bay Housing Authority
Check Detail
 February 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		02/28/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7407	02/06/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	95484	12/31/2024		office supplies	4190.03 · Paper & ...	-20.98
				copies & prin...	4190.01 · Printing	-32.57
Bill	970-12420 1/27/25	01/27/2025		meeting exp	4190.03 · Paper & ...	-15.99
				1099 Misc for...	4190.03 · Paper & ...	-5.33
TOTAL						-74.87
Bill Pmt -Check	7408	02/20/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12422 1/31/25	01/31/2025		Wages	4110.00 · Admin Sa...	-8,372.52
				Benefits	4182.00 · Employe...	-2,515.47
Bill	970-12420 2/3/25	02/03/2025		cc fees collec...	1242.00 · Fees coll...	-90.49
TOTAL						-10,978.48
Bill Pmt -Check	7409	02/20/2025	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	173709	01/31/2025		social worker	4210.00 · Ten Ser...	-6,693.10
TOTAL						-6,693.10
Bill Pmt -Check	7410	02/20/2025	WAHA	mambership...	1111.01 · General ...	
Bill	2025 dues	02/03/2025		2025 membe...	4190.05 · Members...	-70.00
TOTAL						-70.00

Green Bay Housing Authority
Check Detail
 March 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		03/31/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7411	03/06/2025	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422 2/28/25	02/28/2025		wages	4110.00 · Admin Sa...	-5,665.30
				Benefits	4182.00 · Employe...	-2,137.99
TOTAL						-7,803.29
Bill Pmt -Check	7412	03/06/2025	HAWKINS ASH BA...	2024 Audit	1111.01 · General ...	
Bill	3222611	02/20/2025		2024 Audit	4171.00 · Auditing ...	-4,560.00
				2024 Audit	4171.00 · Auditing ...	-4,560.00
				2024 Audit	4171.00 · Auditing ...	-2,280.00
				2024 Audit	4171.00 · Auditing ...	-600.00
TOTAL						-12,000.00
Bill Pmt -Check	7413	03/06/2025	Jayne Valentine	WAHA meeti...	1111.01 · General ...	
Bill	2/27/25 WAHA m...	02/27/2025		WAHA meeting	4150.00 · Travel	-37.84
TOTAL						-37.84
Bill Pmt -Check	7414	03/19/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 3/3/25	03/03/2025		quickbooks	4190.06 · Computer...	-599.50
Bill	970-12420 3/03/25	03/03/2025		cc fees collec...	1242.00 · Fees coll...	-147.83
Bill	196459	03/10/2025		postage fees	4190.02 · Postage	-9.15
TOTAL						-756.48
Bill Pmt -Check	7415	03/19/2025	Lutheran Social S...	Social worker	1111.01 · General ...	
Bill	173896	02/28/2025		social worker...	4210.00 · Ten Ser...	-6,693.10
TOTAL						-6,693.10
Bill Pmt -Check	7416	03/19/2025	Sandra Jensen		1111.01 · General ...	
Bill	refund return	03/19/2025		refund return	2103.00 · Due to/fro...	-860.00
TOTAL						-860.00

Green Bay Housing Authority Check Detail April 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		04/30/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7417	04/01/2025	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422 3/2025	03/31/2025		wages	4110.00 · Admin Sa...	-5,526.79
				Benefits	4182.00 · Employe...	-2,081.42
TOTAL						-7,608.21
Bill Pmt -Check	7418	04/30/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 4/2/25	04/02/2025		cc fees collec...	1242.00 · Fees coll...	-97.03
Bill	970-12422 4/2025	04/30/2025		Wages	4110.00 · Admin Sa...	-5,675.16
				benefits	4182.00 · Employe...	-2,109.29
TOTAL						-7,881.48
Bill Pmt -Check	7419	04/30/2025	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	174099	03/31/2025		social worker...	4210.00 · Ten Ser-...	-6,693.10
TOTAL						-6,693.10

Green Bay Housing Authority Check Detail May 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	7420	05/28/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 5/6/25	05/06/2025		cc fees collec...	1242.00 · Fees coll...	-134.15
Bill	198051	05/12/2025		office supplies	4190.03 · Paper & ...	-25.24
				zoom	4190.05 · Members...	-15.99
				copies & prin...	4190.01 · Printing	-42.83
Bill	198184	05/19/2025		mailings	4190.02 · Postage	-30.00
TOTAL						-248.21
Bill Pmt -Check	7421	05/28/2025	Lutheran Social S...	social worker	1111.01 · General ...	
Bill	174480	04/30/2025		social worker	4210.00 · Ten Ser-...	-6,693.10
TOTAL						-6,693.10



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

AGENDA ITEM # F.2

GBHA Financial Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Monthly FS

**Green Bay Housing Authority
Budget vs. Actual
Green Bay Housing Authority**

May-25

	COCC		Mason Manor		RevBonds		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	357,859.48	165,888.00	37,551.21	3,000.00	134,402.62	173,844.53	529,813.31	342,732.53
Total Expense	94,828.46	159,000.00	9,120.00	0.00	1,815.27	2,400.00	105,763.73	161,400.00
Net Income	263,031.02	6,888.00	28,431.21	3,000.00	132,587.35	171,444.53	424,049.58	181,332.53

Green Bay Housing Authority Budget vs. Actual

COCC

	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	0.00	62,808.00	-62,808.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	93,489.60	0.00	93,489.60	100.0%
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	169,781.72	3,000.00	166,781.72	5,659.39%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	317.13	0.00	317.13	100.0%
3690.02 · Other Income	94,271.03	100,080.00	-5,808.97	94.2%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%
Total Income	357,859.48	165,888.00	191,971.48	215.72%
Expense				
4110.00 · Admin Salaries	58,269.36	78,500.00	-20,230.64	74.23%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	2,000.00	-2,000.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	9,000.00	-9,000.00	0.0%
4150.00 · Travel	60.40	200.00	-139.60	30.2%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	4,560.00	12,000.00	-7,440.00	38.0%
4182.00 · Employee Benefits - Admin	20,484.42	29,500.00	-9,015.58	69.44%
4190.01 · Printing	218.94	300.00	-81.06	72.98%
4190.02 · Postage	39.15	200.00	-160.85	19.58%
4190.03 · Paper & Office Supplies	196.26	900.00	-703.74	21.81%
4190.04 · Publications	0.00	300.00	-300.00	0.0%
4190.05 · Membership Dues & Fees	111.99	400.00	-288.01	28.0%
4190.06 · Computer Support	2,998.73	7,000.00	-4,001.27	42.84%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	4,389.21	15,000.00	-10,610.79	29.26%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	3,000.00	1,850.00	1,150.00	162.16%
4520.00 · PILOT	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	500.00	1,100.00	-600.00	45.46%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	94,828.46	159,000.00	-64,171.54	59.64%
Net Income/(Loss)	263,031.02	6,888.00	256,143.02	3,818.69%

Green Bay Housing Authority Budget vs. Actual

Mason Manor

	YTD	Budget	\$ Over Budget	% of Budget
<u>Income</u>				
2802.00 · Hud Contributions	363.00	0.00	363.00	100.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%
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	0.00	3,000.00	-3,000.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	37,188.21	0.00	37,188.21	100.0%
3690.02 · Other Income	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%
Total Income	37,551.21	3,000.00	34,551.21	1,251.71%
<u>Expense</u>				
4110.00 · Admin Salaries	0.00	0.00	0.00	0.0%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	9,120.00	0.00	9,120.00	100.0%
4182.00 · Employee Benefits - Admin	0.00	0.00	0.00	0.0%
4190.01 · Printing	0.00	0.00	0.00	0.0%
4190.02 · Postage	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%
4190.04 · Publications	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	9,120.00	0.00	9,120.00	100.0%
Net Income/(Loss)	28,431.21	3,000.00	25,431.21	947.71%

Green Bay Housing Authority Budget vs. Actual

	RevBonds			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%
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	0.00	5,000.00	-5,000.00	0.0%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%
3690.02 · Other Income	73,976.26	63,091.84	10,884.42	117.25%
3690.03 · Cell Tower Rent	60,426.36	105,752.69	-45,326.33	57.14%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%
Total Income	134,402.62	173,844.53	-39,441.91	77.31%
Expense				
4110.00 · Admin Salaries	18.73	550.00	-531.27	3.41%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	589.20	0.00	589.20	100.0%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%
4150.00 · Travel	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	1,200.00	600.00	600.00	200.0%
4182.00 · Employee Benefits - Admin	7.34	250.00	-242.66	2.94%
4190.01 · Printing	0.00	0.00	0.00	0.0%
4190.02 · Postage	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%
4190.04 · Publications	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	1,000.00	-1,000.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	1,815.27	2,400.00	-584.73	75.64%
Net Income/(Loss)	132,587.35	171,444.53	-38,857.18	77.34%

Green Bay Housing Authority Budget vs. Actual

TOTAL				
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	363.00	62,808.00	-62,445.00	0.58%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	93,489.60	0.00	93,489.60	100.0%
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	169,781.72	11,000.00	158,781.72	1,543.47%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	37,505.34	0.00	37,505.34	100.0%
3690.02 · Other Income	168,247.29	163,171.84	5,075.45	103.11%
3690.03 · Cell Tower Rent	0.00	105,752.69	-105,752.69	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%
Total Income	469,386.95	342,732.53	126,654.42	136.95%
Expense				
4110.00 · Admin Salaries	58,288.09	79,050.00	-20,761.91	73.74%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	589.20	2,000.00	-1,410.80	29.46%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	9,000.00	-9,000.00	0.0%
4150.00 · Travel	60.40	200.00	-139.60	30.2%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	14,880.00	12,600.00	2,280.00	118.1%
4182.00 · Employee Benefits - Admin	20,491.76	29,750.00	-9,258.24	68.88%
4190.01 · Printing	218.94	300.00	-81.06	72.98%
4190.02 · Postage	39.15	200.00	-160.85	19.58%
4190.03 · Paper & Office Supplies	196.26	900.00	-703.74	21.81%
4190.04 · Publications	0.00	300.00	-300.00	0.0%
4190.05 · Membership Dues & Fees	111.99	400.00	-288.01	28.0%
4190.06 · Computer Support	2,998.73	7,000.00	-4,001.27	42.84%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%
4190.08 · Marketing	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	4,389.21	16,000.00	-11,610.79	27.43%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	3,000.00	1,850.00	1,150.00	162.16%
4520.00 · PILOT	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	500.00	1,100.00	-600.00	45.46%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	105,763.73	161,400.00	-55,636.27	65.53%
Net Income/(Loss)	363,623.22	181,332.53	182,290.69	200.53%



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

AGENDA ITEM # F.3

Director's Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

June 19, 2025

PREPARED BY

AGENDA ITEM # F.4

Occupancy Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None