



AGENDA OF GBHA PROPERTIES I, INC.

**THURSDAY, JUNE 19, 2025, 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=N0dlMGxVSS85SGswK2lZeGhZZUN0UT09>

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 GBHA Prop I, Inc.

E. Regular Business.

- I. Consideration with possible action to approve the GBHA Properties I, Inc. operating budget for Fiscal Year beginning July 1, 2025.

F. Informational.

1. Next Meeting: To be determined
2. Financial Report.

G. Adjournment.

1. Adjournment of 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 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

June 19, 2025

PREPARED BY

Kaycee Champasak

AGENDA ITEM # D.I

Approval of the minutes from the February 20, 2025, meeting of the GBHA Prop 1, Inc.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GBHAPROP1MINS2.20.25



MINUTES OF GBHA PROPERTIES I, INC.

**THURSDAY, FEBRUARY 20, 2025, 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.

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B. ROLL CALL.

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

Meeting began 10:55AM

Present: William VandeCastle-Chair, Stephen Srubas-Vice Chair, Erin Edwards, Randy Scannell, Absent: None, Excused: Sandra Popp

C. APPROVAL OF THE AGENDA.

1. Approval of the agenda of the Thursday, February 20, 2025, meeting of the GBHA Properties I, Inc.

Moved by Randy Scannell and seconded by Erin Edwards to approve the agenda of the Thursday, February 20, 2025, meeting of the GBHA Properties I, Inc. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the Thursday, September 19, 2024, meeting of the GBHA Properties I, Inc.

Moved by Randy Scannell and seconded by Erin Edwards to approve the minutes of the Thursday, September 19, 2024, meeting of the GBHA Properties I, Inc. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

E. REGULAR BUSINESS.

1. Annual Meeting of GBHA Properties I, Inc.

Moved by Randy Scannell and seconded by Erin Edwards to close the annual meeting of the GBHA Properties I, Inc. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

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

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

F. INFORMATIONAL.

1. Director's Report.

G. ADJOURNMENT.

Moved by Randy Scannell and seconded by Erin Edwards to adjourn the meeting of the GBHA Properties I, Inc. Motion carried. Yes-William VandeCastle, Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None



Report to the
GBHA Properties I, Inc.
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 approve the GBHA Properties I, Inc. operating budget for Fiscal Year beginning July 1, 2025.

BACKGROUND

The GBHA Properties I Inc. is a separate non-profit entity to run scattered sites when they were removed from the public housing status. The scattered sites were then sold to GBHA Properties LLC under the RAD conversion. This left the GBHA Properties I Inc. with a surplus budget of \$700,000. Its annual operating budget runs from July 1, 2025, through June 30, 2026.

The only budget items to be considered are interest earned, audit fees and insurance costs, as all other costs have been transferred out with the scattered sites.

RECOMMENDATION

To approve the GBHA Properties I, Inc. operating budget for Fiscal Year Beginning July 1, 2025.

FISCAL IMPACT

ATTACHMENTS

- I. 25-26 Budget

ScSite - GBHA Properties

	PY	YTD 7/1-4/30	24-25 Budget	25-26 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	173,173.00	112,186.00	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	252,477.60	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	7,005.26	11,259.20	3,000.00	7,000.00	4,000.00	133.33%
3690.00 · Other Income - Tenants	-630.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	6,280.73	30,978.96	0.00	0.00	0.00	0.0%
3690.02 · Other Income	17,962.22	600.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.0%
Total Income	456,268.81	155,024.16	3,000.00	7,000.00	4,000.00	133.33%
Expense						
4110.00 · Admin Salaries	33,745.04	0.00	0.00	0.00	0.00	0.0%
4120.00 · Compensated Absences	-6,099.51	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	65.00	6,752.50	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	112.61	0.00	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	1,147.09	0.00	0.00	0.00	0.00	0.0%
4150.00 · Travel	295.22	0.00	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	35,634.29	74,791.68	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	1,717.50	0.00	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	2,400.00	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	12,587.45	0.00	0.00	0.00	0.00	0.0%
4190.01 · Printing	948.21	0.00	0.00	0.00	0.00	0.0%
4190.02 · Postage	165.00	0.00	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	271.26	25.00	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	66.35	41.00	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	300.68	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	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	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	4,331.03	0.00	0.00	0.00	0.00	0.0%
4320.00 · Electricity	636.08	0.00	0.00	0.00	0.00	0.0%
4330.00 · Gas	362.97	0.00	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	1,249.84	0.00	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	18,866.08	0.00	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	12,573.52	0.00	0.00	0.00	0.00	0.0%
4430.00 · Maint - Contracts	10,236.02	0.00	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	1,966.00	0.00	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	691.41	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	95.10	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	3,415.00	0.00	0.00	0.00	0.00	0.0%
4430.18 · Appliances	1,140.00	0.00	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	6,693.99	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	5,352.19	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	34,459.38	0.00	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	3,853.00	2,065.00	1,100.00	2,500.00	1,400.00	127.27%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	281.34	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	57,328.77	0.00	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	1,322,035.01	0.00	0.00	0.00	0.00	0.0%
Total Expense	1,575,053.06	92,795.18	1,100.00	7,000.00	5,900.00	536.36%
Net Income/(loss)	(1,118,784.25)	62,228.98	1,900.00	-		



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

MEETING DATE

June 19, 2025

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # F.2

Financial Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Monthly FS

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

GBHA Properties 1, Inc

May-25

SS

	YTD	Budget
Total Income	157,769.13	3,000.00
Total Expense	111,493.10	1,100.00
Net Income	46,276.03	1,900.00

GBHA Properties 1, Inc.

Budget vs. Actual

SS - Properites

	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	112,186.00	0.00	112,186.00	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	14,004.17	3,000.00	11,004.17	466.81%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	30,978.96	0.00	30,978.96	100.0%
3690.02 · Other Income	600.00	0.00	600.00	100.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
Total Income	157,769.13	3,000.00	154,769.13	5,258.97%
Expense				
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	6,752.50	0.00	6,752.50	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	93,489.60	0.00	93,489.60	100.0%
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	25.00	0.00	25.00	100.0%
4190.04 · Publications	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	41.00	0.00	41.00	100.0%
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%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	2,065.00	1,100.00	965.00	187.73%
4520.00 · PILOT	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%
Total Expense	111,493.10	1,100.00	110,393.10	10,135.74%
Net Income/(Loss)	46,276.03	1,900.00	44,376.03	2,435.58%