



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, NOVEMBER 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=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, Randy Scannell

C. Approval of the Agenda.

- I. Approval of the agenda for the Thursday, November 20, 2025, meeting of the Green Bay Housing Authority.

D. Approval of Minutes.

- I. Approval of the minutes from the July 30th, 2025, meeting.

E. Regular Business.

- I. Consideration with possible action to consider initial resolution No. 2025-04 regarding housing revenue bonds financing for GenCap Green Bay Fire Station Apartments, LLC for the development of 420 S. Broadway, 402 S. Broadway, 421 Arndt Street, and portions of 419 Maple Avenue.

F. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Director's Report.
4. Occupancy Report.
5. Next Meeting: To be determined

G. Adjournment.

1. Adjournment of the Thursday, November 20, 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

November 20, 2025

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the July 30th, 2025, meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. GBHASPECIALMTGMINS07302025



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

WEDNESDAY, JULY 30, 2025, 9:00 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

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

Meeting began 9:03AM

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

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Wednesday, July 30, 2025, meeting of the Green Bay Housing

Authority.

Moved by Randy Scannell, seconded by Erin Edwards to approve the agenda for the July 30, 2025, Special Meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

D. APPROVAL OF MINUTES.

- I. Approval of the minutes from the June 19, 2025, meeting of the Green Bay Housing Authority.

Moved by Randy Scannell, seconded by Erin Edwards to approve the minutes for the June 19, 2025, meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

E. REGULAR BUSINESS.

- I. Consideration with possible action on approval of a loan with Grand Boulevard Apartments, LLC for the development of 0 Grand Boulevard (Tax Parcel 23-243-1).

The Authority may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Moved by William VandeCastle, seconded by Erin Edwards to open the floor for the public to speak. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

Cheryl Renier-Wigg speaks 9:05AM.
Ted Matkom speaks 9:10AM.

Moved by Randy Scannell, seconded by Erin Edwards to close the floor for the public to speak. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

Moved by William VandeCastle, seconded by Erin Edwards to approve the loan with Grand Boulevard Apartments, LLC for the development of 0 Grand Boulevard (Tax Parcel 23-243-1). Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

F. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presents the GBHA Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presents the GBHA Bills. No action needed.

3. Next Meeting: Thursday, August 21, 2025.

Cheryl Renier-Wigg presents the Director's Report. No action needed.

Moved by Randy Scannell, seconded by William VandeCastle to open the floor for the public to speak. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

Ted Matkom speaks 9:18AM.

Moved by Randy Scannell, seconded by Erin Edwards to close the floor for the public to speak. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None

Jayne Valentine presents the Occupancy Report. No action needed.

G. ADJOURNMENT.

1. Adjournment of the Wednesday, July 30, 2025, meeting of the Green Bay Housing Authority.

Moved by Randy Scannell, seconded by Erin Edwards to adjourn the Wednesday, July 30, 2025, Special Meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Stephen Srubas, Randy Scannell, Erin Edwards, Sandra Popp, No:None, Abstain:None



Report to the
Housing Authority
 of the City of Green Bay

MEETING DATE **PREPARED BY**

November 20, 2025

Stephanie Schmutzer, Staff

AGENDA ITEM # E.1

Consideration with possible action to consider initial resolution No. 2025-04 regarding housing revenue bonds financing for GenCap Green Bay Fire Station Apartments, LLC for the development of 420 S. Broadway, 402 S. Broadway, 421 Arndt Street, and portions of 419 Maple Avenue.

BACKGROUND

General Capital Group has requested the Green Bay Housing Authority approve a Housing Revenue Bond Resolution, demonstrating intent to issue tax-exempt revenue bonds in the amount of \$12,000,000. The bonds would support a \$30.5 million affordable housing development proposed at 420 S. Broadway. The property is approximately four acres and is currently owned by the City’s Redevelopment Authority (RDA). The site, formerly known as the Badger Sheet Metal property, was acquired by RDA for blight elimination purposes as part of the City’s Shipyard target area investment strategy.

The mixed-use development, called Fire Station Flats Apartments, would include 85 affordable multi-family units, a ground floor commercial unit, a fire station, and administration offices for the Green Bay Metro Fire Department. The housing units will serve households with incomes between 30% and 80% of Area Median Income (AMI), as detailed in the matrix below. The developer has submitted a 4% non-competitive housing tax credit application to the Wisconsin Housing and Economic Development Authority (WHEDA). Housing Trust Funds (HTF) through the Wisconsin Department of Administration are also being requested.

# of Units	Unit Type	% of AMI	Net Rent \$/Mo.
8	1 BR/1 BA	30%*	\$977
4	1 BR/1 BA	50%	\$925
45	1 BR/1 BA	60%	\$1,125
4	1 BR/1 BA	80%	\$1,225
1	2 BR/1 BA	50%	\$1,110
15	2 BR/1 BA	60%	\$1,300
8	2 BR/1 BA	80%	\$1,400
85	Total		

The City's Department of Community & Economic Development has prioritized expanding the supply of rental housing at all price points. The 2020 Housing Market Study identified a gap of 3,715 units affordable to households at or below 30% of AMI, a surplus of 8,870 units affordable to households between 31–50% of AMI, and a shortage of 1,285 units for households between 51–80% of AMI. The addition of 85 affordable units through this project will help address the undersupply at multiple affordability levels.

The Fire Station Apartments project represents a major public-private partnership that advances key community goals: increasing affordable housing supply, modernizing critical fire service infrastructure, remediating a brownfield site, and catalyzing redevelopment along the South Broadway Corridor. In September 2025, RDA and Green Bay's Common Council approved Development Agreement 25-08, authorizing TIF incentives to support the project. The GBHA's approval of the Housing Revenue Bonds will further enable this transformative project to move forward, delivering long-term benefits to both residents and the City as a whole.

RECOMMENDATION

To Approve the initial resolution No. 2025-04 regarding housing revenue bonds financing for GenCap Green Bay Fire Station Apartments, LLC.

FISCAL IMPACT

ATTACHMENTS

1. Bond Resolution Letter
2. Initial Resolution 2025-04 Housing Revenue Bond Financing

GENERAL CAPITAL



July 14, 2025

Housing Authority of the City of Green Bay
c/o Cheryl Renier-Wigg, Executive Director
100 North Jefferson Street
Green Bay, WI. 54301

**RE: Housing Revenue Bond Resolution
 Fire Station Flats Apartment Project
 420 South Broadway**

Dear Members of the Housing Authority:

General Capital is taking steps toward securing financing for the Fire Station Flats apartment project located at 420 South Broadway. The project will be financed with a combination of Housing Tax Credit equity, permanent debt and a variety of grants and loans from the City of Green Bay and State of Wisconsin. The \$30.5 million project will include 85 residential units, a small commercial space and a Community Serving Facility that will be shared by our residents and the new Green Bay Metro Fire Department's fire station.

We are seeking approval from the Housing Authority of the City of Green Bay to authorize their intent to issue tax-exempt revenue bonds in the amount of \$12,000,000. This will allow General Capital to begin qualifying eligible expenses as part of the housing project.

We look forward to working the Housing Authority on this long-awaited project in the Shipyard District! We will attend the Housing Authority's meeting to answer any questions you may have regarding this request.

Sincerely,
General Capital Group



Sig Strautmanis

Green Bay Fire Station Flats Apartments Financing Sources

First Mortgage Bonds	5,361,299
Fire Department Loan: CSF	5,100,000
EPA Revolving Loan Fund	850,000
TIF Grant	1,600,000
ARPA ERA	1,977,000
Green Bay HOME Funds	550,000
Green Bay HOME ARP Funds	1,000,000
HTF Funds	2,000,000
MM Equity	100
Deferred Fee	59,327
Federal LIHTC Equity	11,994,309
	<hr/>
	30,492,036



Engberg
Anderson

GENERAL CAPITAL



GENERAL CAPITAL

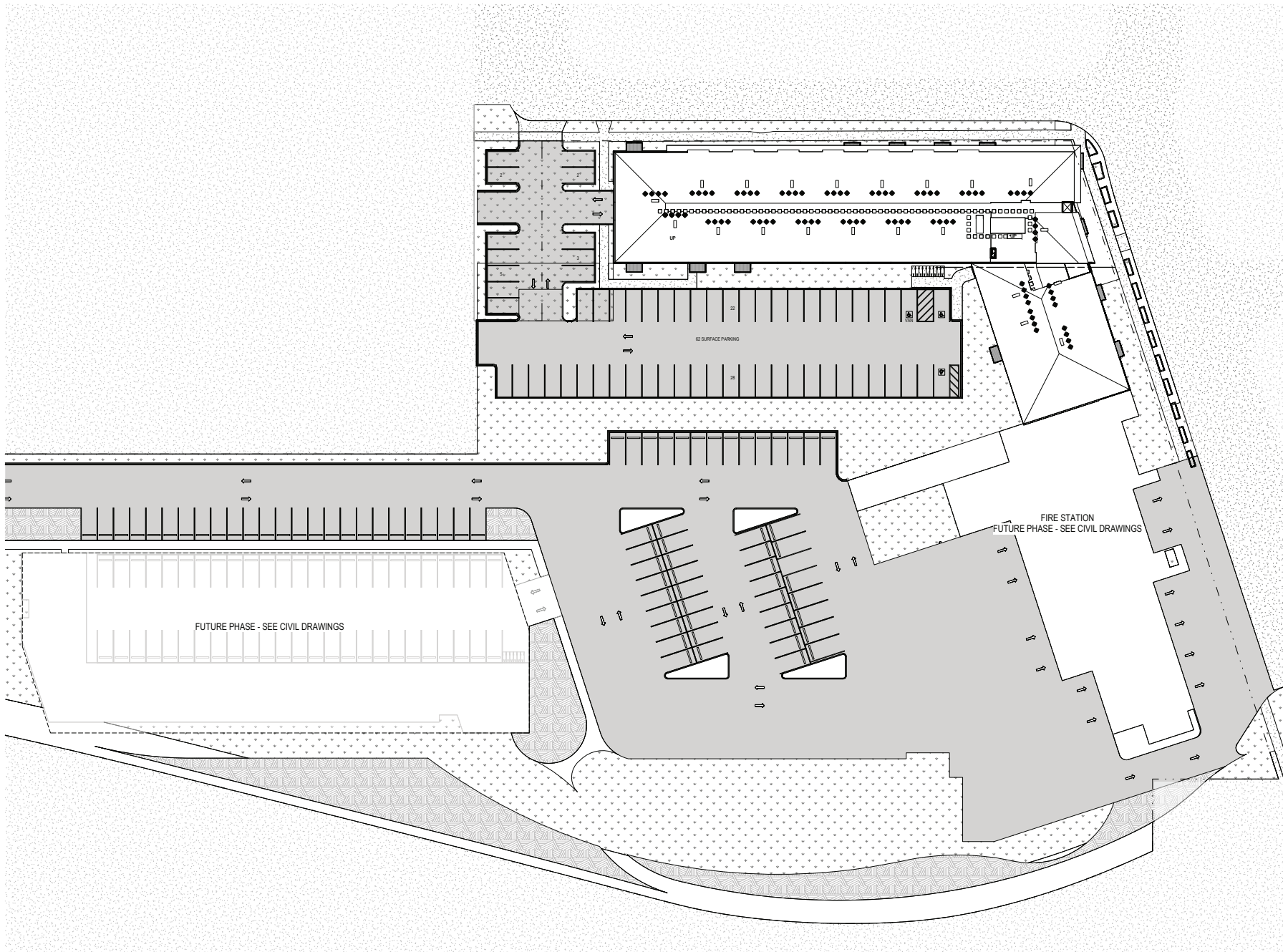


GREEN BAY MIXED USE + FD
MIXED USE APARTMENTS + FIRE DEPARTMENT

435 S. BROADWAY
GREEN BAY, WI 54303

GENERAL CAPITAL GROUP
850 N. SANTA MONICA BLVD.
FOX POINT, WI 53217

PROJECT NUMBER: 243731



ISSUED FOR:

100% DD SET 8/9/2025

REVISIONS:

NO.	DESCRIPTION	DATE

**100% DD SET
-NOT FOR CONSTRUCTION**

DRAWN BY: Author

CHECKED BY: Checker

ARCHITECTURAL SITE PLAN

1 SITE PLAN
1" = 30'

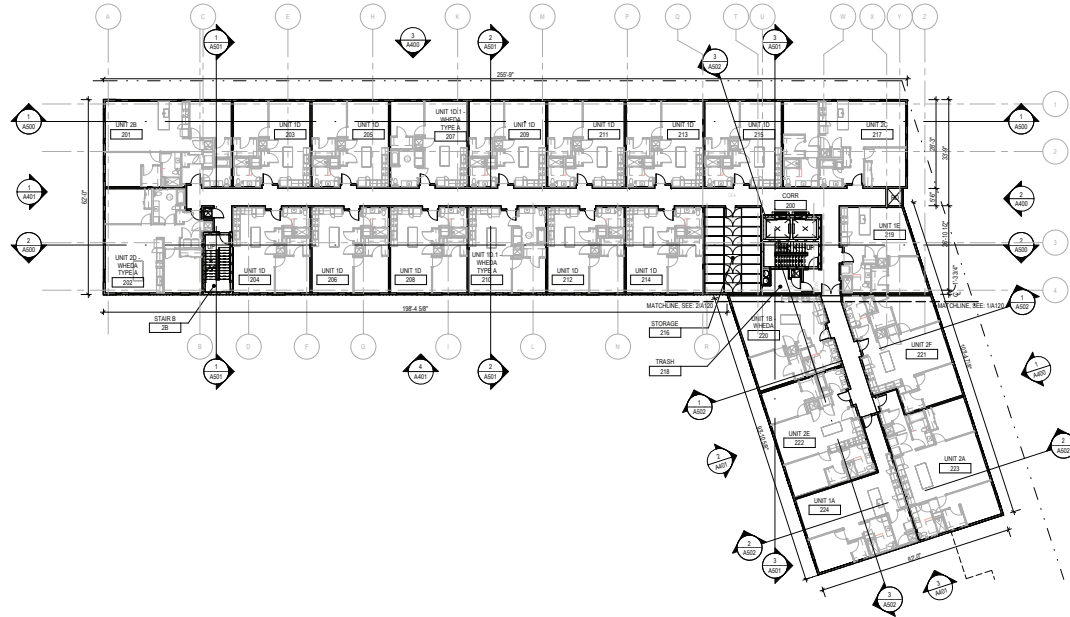
GREEN BAY MIXED USE + FD

MIXED USE APARTMENTS + FIRE DEPARTMENT

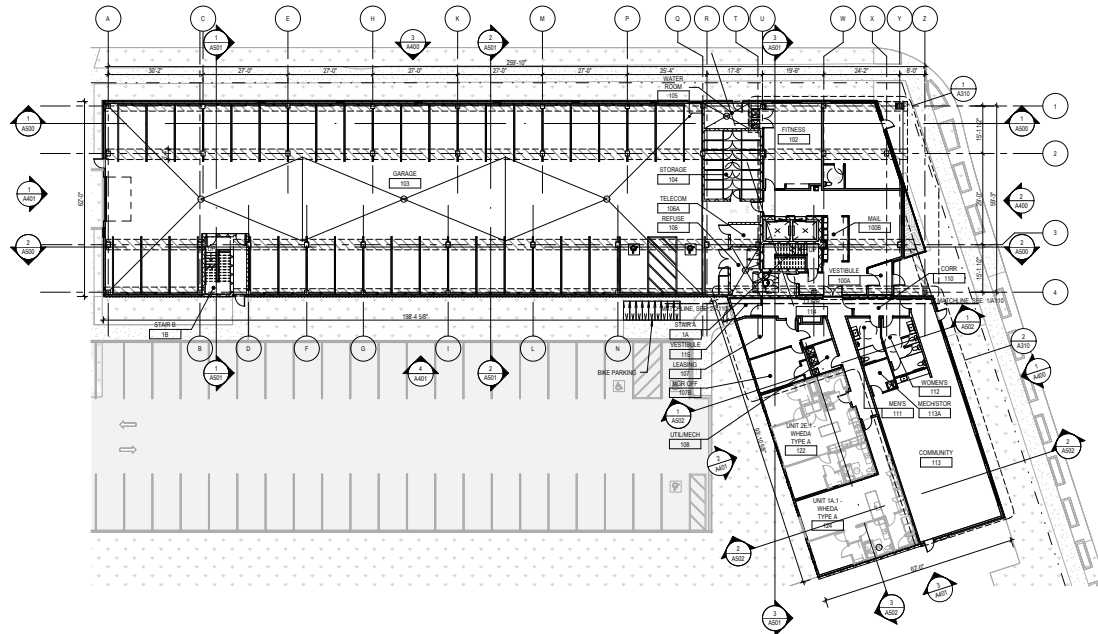
425 S. BROADWAY
GREEN BAY, WI 54303

GENERAL CAPITAL GROUP
850 N. SANTA MONICA BLVD.
FOX POINT, WI 53217

PROJECT NUMBER 24731



2 2ND FLOOR PLAN - OVERALL
1/8" = 1'-0"



1 1ST FLOOR PLAN - OVERALL
1/8" = 1'-0"

ISSUED FOR:

100% DD SET 8/8/2025

REVISIONS:

NO.	DESCRIPTION	DATE

100% DD SET
-NOT FOR CONSTRUCTION

DRAWN BY: _____ <AUTHOR>

CHECKED BY: _____ <CHECKER>

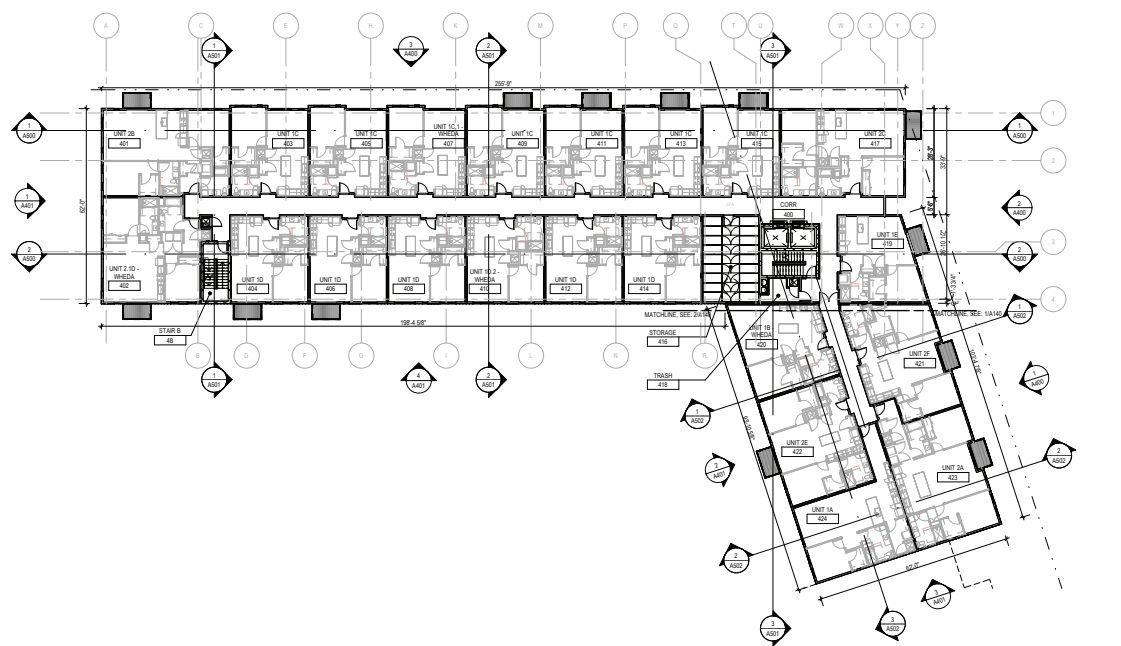
OVERALL FLOOR PLANS

GREEN BAY MIXED USE + FD

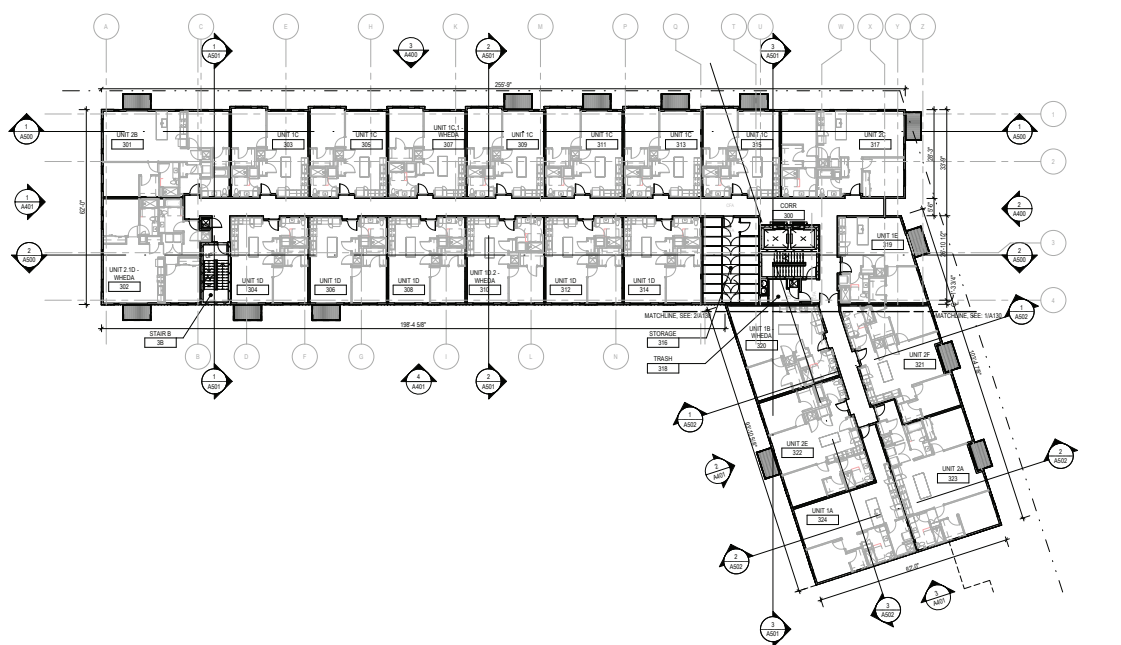
MIXED USE APARTMENTS + FIRE DEPARTMENT
420 S. BROADWAY
GREEN BAY, WI 54303

GENERAL CAPITAL GROUP
850 N. SANTA MONICA BLVD.
FOX POINT, WI 53217

PROJECT NUMBER: 243731



2 4TH FLOOR PLAN - OVERALL
1/8" = 1'-0"



1 3RD FLOOR PLAN - OVERALL
1/8" = 1'-0"

ISSUED FOR:
100% DD SET 8/9/2025

REVISIONS:
NO. DESCRIPTION DATE

100% DD SET
-NOT FOR CONSTRUCTION

DRAWN BY: Author

CHECKED BY: Checker

OVERALL FLOOR PLANS

HOUSING AUTHORITY OF THE CITY OF GREEN BAY, WISCONSIN

RESOLUTION NO. [2025-04]

**INITIAL RESOLUTION REGARDING
HOUSING REVENUE BOND FINANCING FOR
GenCap Green Bay Fire Station Apartments, 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, GenCap Green Bay Fire Station Apartments, LLC, a Wisconsin limited liability company (the “Borrower”), desires to finance the (i) construction of a new unit apartment building with an attached new fire station for the City of Green Bay located at 420 S. Broadway and adjacent parcels in the City of Green Bay, Wisconsin to be used for affordable family housing and Fire Station 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 \$12,000,000 (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 \$12,000,000; 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 \$12,000,000 ; and

(b) Issue conduit revenue Bonds in an amount not to exceed \$12,000,000 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 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 \$12,000,000. 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: November
20, 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. 2025-04 entitled:

INITIAL RESOLUTION
REGARDING HOUSING REVENUE BOND FINANCING
FOR GenCap Green Bay Fire Station Apartments, 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 November 20, 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 20th day of November, 2025.

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

[SEAL]

By: _____
Cheryl Renier-Wigg, Executive Director

EXHIBIT A

NOTICE OF PUBLIC HEARING This notice is not published until the documentation of the Bonds begins.

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 10:30a.m., or as soon thereafter as the matter may be heard, on November 20th, 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 \$12,000,000, pursuant to Section 66.1201 of the Wisconsin Statutes, to finance a project to be owned by GenCap Green Bay Fire Station Apartments, LLC, a Wisconsin limited liability company (the “Borrower”).

The Borrower’s project consists of the to finance the (i) construction of a new unit apartment building with an attached new fire station for the City of Green Bay located at 420 S. Broadway and adjacent parcels in the City of Green Bay, Wisconsin to be used for affordable family housing and Fire Station 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

November 20, 2025

PREPARED BY

AGENDA ITEM # F.1

GBHA Bills.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. July Check Report
2. Aug Check Report
3. Sept Check Report
4. Oct Check Report

12:13 PM

11/11/25

Green Bay Housing Authority
Check Detail
 July 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		07/31/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7425	07/25/2025	CITY OF GREEN B...	p card	1111.01 · General ...	
Bill	970-12420 7/2/25	07/02/2025		cc fees collec...	1242.00 · Fees coll...	-130.48
TOTAL						-130.48
Bill Pmt -Check	7426	07/25/2025	Jayme Valentine	WAHA meeti...	1111.01 · General ...	
Bill	78/25 WAHA mee...	07/08/2025		WAHA meeting	4150.00 · Travel	-39.00
TOTAL						-39.00

12:13 PM

11/11/25

Green Bay Housing Authority Check Detail August 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		08/31/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7427	08/07/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	201081	07/29/2025		HR fees	4190.10 · Miscellan...	-692.16
Bill	970-12422 7/2025	07/31/2025		wages	4110.00 · Admin Sa...	-9,234.16
				Benefits	4182.00 · Employe...	-2,746.01
TOTAL						-12,672.33
Bill Pmt -Check	7428	08/07/2025	HOUSING AUTHO...	inst	1111.01 · General ...	
Bill	HG00132794	08/24/2025		liability ins on ...	4510.01 · Insurance...	-2,500.00
				board liability...	4510.01 · Insurance...	-750.00
TOTAL						-3,250.00
Bill Pmt -Check	7429	08/07/2025	HOUSING INSURA...		1111.01 · General ...	
Bill	HP00135390	08/24/2025		staff liability ins	4510.01 · Insurance...	-478.00
				staff liability ins	4510.01 · Insurance...	-478.00
TOTAL						-956.00
Bill Pmt -Check	7431	08/26/2025	Knight Berry Title I...	Grand Boule...	1111.01 · General ...	
Bill	loan-Grand Blvd Apt	08/26/2025		Grand Boule...	4590.00 · Other Ge...	-350,000.00
TOTAL						-350,000.00

12:13 PM

11/11/25

Green Bay Housing Authority Check Detail September 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		09/30/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7432	09/18/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 8/5/25	08/05/2025		cc fees	1242.00 · Fees coll...	-87.16
Bill	970-12422 8/2025	08/31/2025		wages	4110.00 · Admin Sa...	-5,907.98
				benefits	4182.00 · Employe...	-2,169.41
Bill	970-12420 9/2/25	09/02/2025		cc fees	1242.00 · Fees coll...	-79.50
Bill	970-12420 9/8/25	09/08/2025		state fee	4190.10 · Miscellan...	-26.00
Bill	202724	09/12/2025		copies	4190.01 · Printing	-46.01
				office supplie...	4190.03 · Paper & ...	-55.70
TOTAL						-8,371.76
Bill Pmt -Check	7433	09/18/2025	FEDEX	mailings	1111.01 · General ...	
Bill	8-977-88949	09/03/2025		closing docs ...	4190.02 · Postage	-49.71
TOTAL						-49.71
Bill Pmt -Check	7434	09/18/2025	PHILADELPHIA IN...	board ins	1111.01 · General ...	
Bill	2008460186	08/31/2025		board insurn...	4510.01 · Insurance...	-1,196.00
TOTAL						-1,196.00

Green Bay Housing Authority
Check Detail
 October 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		10/31/2025		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7435	10/02/2025	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422 9/2025	09/30/2025		wages	4110.00 · Admin Sa...	-5,951.48
				benefits	4182.00 · Employe...	-2,184.29
TOTAL						-8,135.77
Bill Pmt -Check	7436	10/17/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	203319	10/02/2025		2020 ram 15...	4190.10 · Miscellan...	-15,538.00
Bill	970-12420 10/2/25	10/02/2025		cc fees	1242.00 · Fees coll...	-87.43
TOTAL						-15,625.43
Bill Pmt -Check	7437	10/30/2025	CITY OF GREEN B...		1111.01 · General ...	
Bill	203792	10/15/2025		mailings	4190.02 · Postage	-42.70
Bill	970-12422 10/2025	10/30/2025		wages	4110.00 · Admin Sa...	-5,951.47
				benefits	4182.00 · Employe...	-2,184.95
TOTAL						-8,179.12
Bill Pmt -Check	7438	10/30/2025	PHILADELPHIA IN...		1111.01 · General ...	
Bill	2008620691	10/29/2025		fee	4510.01 · Insurance...	-25.00
TOTAL						-25.00



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

November 20, 2025

PREPARED BY

AGENDA ITEM # F.2

GBHA Financial Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. FS Report

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

Oct-25

	COCC		Mason Manor		RevBonds		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	89,563.45	164,628.66	0.00	3,000.00	32,649.28	185,889.53	122,212.73	353,518.19
Total Expense	44,008.32	159,900.00	4,500.00	4,500.00	366,212.71	52,400.00	414,721.03	216,800.00
Net Income	<u>45,555.13</u>	<u>4,728.66</u>	<u>-4,500.00</u>	<u>-1,500.00</u>	<u>-333,563.43</u>	<u>133,489.53</u>	<u>-292,508.30</u>	<u>136,718.19</u>

purchased a truck
Loan to Grand Boulevard Apts

Green Bay Housing Authority Budget vs. Actual

COCC

	YTD	Budget	\$ Over Budget	% of Budget
Income				
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3610.00 · Int Income	45,399.56	10,000.00	35,399.56	454.0%
3690.01 · Other Income - Ins Dividends	1,212.89	0.00	1,212.89	100.0%
3690.02 · Other Income	42,951.00	104,628.66	-61,677.66	41.05%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total Income	89,563.45	164,628.66	-75,065.21	54.4%
Expense				
4110.00 · Admin Salaries	27,045.09	81,000.00	-53,954.91	33.39%
4130.00 · Legal Expense	0.00	2,000.00	-2,000.00	0.0%
4140.00 · Staff Training	0.00	9,000.00	-9,000.00	0.0%
4150.00 · Travel	39.00	200.00	-161.00	19.5%
4171.00 · Auditing Fees	2,875.00	12,000.00	-9,125.00	23.96%
4182.00 · Employee Benefits - Admin	9,284.66	29,500.00	-20,215.34	31.47%
4190.01 · Printing	46.01	500.00	-453.99	9.2%
4190.02 · Postage	42.70	400.00	-357.30	10.68%
4190.03 · Paper & Office Supplies	55.70	500.00	-444.30	11.14%
4190.04 · Publications	0.00	200.00	-200.00	0.0%
4190.05 · Membership Dues & Fees	0.00	400.00	-400.00	0.0%
4190.06 · Computer Support	0.00	5,000.00	-5,000.00	0.0%
4190.10 · Miscellaneous	692.16	15,000.00	-14,307.84	4.61%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%
4510.01 · Insurance Expenses - Liability	3,728.00	3,500.00	228.00	106.51%
4530.00 · Bank Fees	200.00	600.00	-400.00	33.33%
4590.00 · Other General	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	44,008.32	159,900.00	-115,891.68	27.52%
Net Income/(Loss)	45,555.13	4,728.66	40,826.47	963.38%

0.00

Green Bay Housing Authority Budget vs. Actual

Mason Manor

	YTD	Budget	\$ Over Budget	% of Budget
Income				
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	3,000.00	-3,000.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%
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	0.00	3,000.00	-3,000.00	0.0%
Expense				
4110.00 · Admin Salaries	0.00	0.00	0.00	0.0%
4130.00 · Legal 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%
4171.00 · Auditing Fees	4,500.00	4,500.00	0.00	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%
4190.10 · Miscellaneous	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%
4590.00 · Other General	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	4,500.00	4,500.00	0.00	100.0%
Net Income/(Loss)	-4,500.00	-1,500.00	-3,000.00	300.0%

0.00

Green Bay Housing Authority Budget vs. Actual

	RevBonds			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	5,000.00	-5,000.00	0.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%
3690.02 · Other Income	12,045.00	75,136.84	-63,091.84	16.03%
3690.03 · Cell Tower Rent	20,604.28	105,752.69	-85,148.41	19.48%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%
Total Income	32,649.28	185,889.53	-153,240.25	17.56%
Expense				
4110.00 · Admin Salaries	0.00	550.00	-550.00	0.0%
4130.00 · Legal 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%
4171.00 · Auditing Fees	625.00	600.00	25.00	104.17%
4182.00 · Employee Benefits - Admin	0.00	250.00	-250.00	0.0%
4190.01 · Printing	0.00	0.00	0.00	0.0%
4190.02 · Postage	49.71	0.00	49.71	100.0%
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%
4190.10 · Miscellaneous	15,538.00	1,000.00	14,538.00	1,553.8% *
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%
4590.00 · Other General	350,000.00	0.00	350,000.00	100.0% #
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	50,000.00	-50,000.00	0.0%
Total Expense	366,212.71	52,400.00	313,812.71	698.88%
Net Income/(Loss)	-333,563.43	133,489.53	-467,052.96	-249.88%

0.00

Loan to Grand Boulevard Apts

* purchased a truck

Green Bay Housing Authority Budget vs. Actual

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3610.00 · Int Income	45,399.56	18,000.00	27,399.56	252.22%
3690.01 · Other Income - Ins Dividends	1,212.89	0.00	1,212.89	100.0%
3690.02 · Other Income	54,996.00	179,765.50	-124,769.50	30.59%
3690.03 · Cell Tower Rent	20,604.28	105,752.69	-85,148.41	19.48%
9110.00 · Transfers In	0.00	50,000.00	-50,000.00	0.0%
Total Income	122,212.73	353,518.19	-231,305.46	34.57%
Expense				
4110.00 · Admin Salaries	27,045.09	81,550.00	-54,504.91	33.16%
4130.00 · Legal Expense	0.00	2,000.00	-2,000.00	0.0%
4140.00 · Staff Training	0.00	9,000.00	-9,000.00	0.0%
4150.00 · Travel	39.00	200.00	-161.00	19.5%
4171.00 · Auditing Fees	8,000.00	17,100.00	-9,100.00	46.78%
4182.00 · Employee Benefits - Admin	9,284.66	29,750.00	-20,465.34	31.21%
4190.01 · Printing	46.01	500.00	-453.99	9.2%
4190.02 · Postage	92.41	400.00	-307.59	23.1%
4190.03 · Paper & Office Supplies	55.70	500.00	-444.30	11.14%
4190.04 · Publications	0.00	200.00	-200.00	0.0%
4190.05 · Membership Dues & Fees	0.00	400.00	-400.00	0.0%
4190.06 · Computer Support	0.00	5,000.00	-5,000.00	0.0%
4190.10 · Miscellaneous	16,230.16	16,000.00	230.16	101.44%
4420.00 · Maint - Supplies	0.00	100.00	-100.00	0.0%
4510.01 · Insurance Expenses - Liability	3,728.00	3,500.00	228.00	106.51%
4530.00 · Bank Fees	200.00	600.00	-400.00	33.33%
4590.00 · Other General	350,000.00	0.00	350,000.00	100.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	50,000.00	-50,000.00	0.0%
Total Expense	414,721.03	216,800.00	197,921.03	191.29%
Net Income/(Loss)	-292,508.30	136,718.19	-429,226.49	-213.95%



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

November 20, 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

November 20, 2025

PREPARED BY

AGENDA ITEM # F.4

Occupancy Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None