



# **AGENDA OF THE GREEN BAY HOUSING AUTHORITY**

**THURSDAY, MAY 21, 2026, 10:30 AM**  
**City Hall, Room 604 - The Harry Maier Room.**  
**Virtual attendance is also available via Zoom.**

## **A. Zoom Meeting Information.**

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/84862532810?pwd=y5BcNGbtdebIDHnboOut8ot4nl4Elh.I>

Or call in by phone: +1 312 626 6799

Meeting ID: 848 6253 2810

Passcode: 892180

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

## **B. Roll Call.**

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

## **C. Approval of the Agenda.**

1. Approval of the agenda for the Thursday, May 21, 2026, meeting of the Green Bay Housing Authority.

## **D. Approval of Minutes.**

1. Approval of the minutes from the February 19, 2026 meeting.

## **E. Regular Business.**

1. Election of Officers: Chair, Vice-Chair and Secretary.
2. Consideration with possible action on approval of the Annual Civil Rights Certification, Resolution 2026-01.

3. Consideration with possible action on approval of the GBHA Operating Budget and Budget Resolution No. 2026-02, for Fiscal Year Beginning July 1, 2026.

**F. Informational.**

1. GBHA Bills.
2. GBHA Financial Report.
3. Director's Report.
4. Occupancy Report.
5. Next Meeting: Thursday, June 18, 2026.

**G. Adjournment.**

1. Adjournment of the Thursday, May 21, 2026, 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](http://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**

May 21, 2026

**PREPARED BY**

Ka Vang, Staff

**AGENDA ITEM # D.I**

Approval of the minutes from the February 19, 2026 meeting.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

- I. GBHAMTG MINS021912026



# **MINUTES OF THE GREEN BAY HOUSING AUTHORITY**

**THURSDAY, FEBRUARY 19, 2026, 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/84862532810?pwd=y5BcNGbtdebIDHnboQut8ot4nI4Elh.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 848 6253 2810

Passcode: 892180

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## **B. ROLL CALL.**

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

Meeting began 10:30AM

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

## **C. APPROVAL OF THE AGENDA.**

- I. Approval of the agenda for the Thursday, February 19, 2026, meeting of the Green Bay

Housing Authority.

Moved by Randy Scannell, seconded by Erin Edwards, to approve of the agenda for the Thursday, February 19, 2026 meeting of the Green Bay Housing Authority. Motion carried. Yes:Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

#### **D. APPROVAL OF MINUTES.**

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

Moved by Randy Scannell, seconded by Erin Edwards to approve of the minutes from the November 20, 2025 meeting of the Green Bay Housing Authority. Motion carried. Yes:Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

#### **E. REGULAR BUSINESS.**

1. Election of Officers: Chair, Vice-Chair and Secretary.

Moved by Randy Scannell, seconded by Erin Edwards to approve of moving the election of Officers: Chair, Vice-Chair, Secretary to the next meeting. Motion carried. Yes:Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

2. Consideration with possible action on approval of the June 30, 2025, Audit Report.

Moved by Randy Scannell, seconded by Erin Edwards to approve the June 30, 2025, audit report. Motion carried. Yes:Stephen Srubas, Erin Edwards, Randy Scannell, 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 Financial Report. No action needed.

3. Director's Report.

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

4. Occupancy Report.

Jayme Valentine presents the Occupancy report. No action needed.

5. Next Meeting: Thursday, March 19, 2026.

**G. ADJOURNMENT.**

1. Adjournment of the Thursday, February 19, 2026, meeting of the Green Bay Housing Authority.

Moved by Erin Edwards, seconded by Randy Scannell to adjourn the Thursday, February 19, 2026, meeting of the Green Bay Housing Authority. Motion carried. Yes:Stephen Srubas, Randy Scannell, Erin Edwards,No:None, Abstain:None

Meeting adjourned 10:46am



Report to the  
**Housing Authority**  
of the City of Green Bay

**MEETING DATE**

May 21, 2026

**PREPARED BY**

Cheryl Renier-Wigg, Staff

**AGENDA ITEM # E.1**

Election of Officers: Chair, Vice-Chair and Secretary.

**BACKGROUND**

Current officers:

Chair - William Vande Castle

Vice-Chair - Stephen Srubas

Secretary - Cheryl Renier-Wigg

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

None



Report to the  
**Housing Authority**  
of the City of Green Bay

### MEETING DATE

May 21, 2026

### PREPARED BY

Stephanie Schmutzer, Staff

### AGENDA ITEM # E.2

Consideration with possible action on approval of the Annual Civil Rights Certification, Resolution 2026-01.

### BACKGROUND

The Green Bay Housing Authority (GBHA) is considered a qualified Public Housing Authority. Other than the 5-year PHA Plan, (which was approved on 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 No. 2026-01, Annual Civil Rights Certification.

### FISCAL IMPACT

### ATTACHMENTS

- I. No. 2026-01 - 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 \_\_\_\_\_, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan 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.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 et seq., 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

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, 1014; 31 U.S.C. §3729, 3802)

Name of Executive Director:		Name of Board Chairperson:	
Signature:	Date:	Signature:	Date:

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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Notice.** 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.



Report to the  
**Housing Authority**  
of the City of Green Bay

## MEETING DATE

May 21, 2026

## PREPARED BY

Stephanie Schmutzer, Staff

## AGENDA ITEM # E.3

Consideration with possible action on approval of the GBHA Operating Budget and Budget Resolution No. 2026-02, for Fiscal Year Beginning July 1, 2026.

## BACKGROUND

The GBHA Annual Operating Budget covers the period from July 1, 2026, through June 30, 2027. Much of the budget remains consistent with prior years. Interest income was increased to reflect overall higher market interest rates.

Overall, the budget is similar to last year's budget. Significant changes are summarized below:

### Central Office Cost Center (COCC)

- Revenues decreased by \$6,595 due to higher management fee revenue and a reduced transfer request from the Revenue Bond Fund in the amount of \$40,000.
- Total expenses decreased by \$3,500 from the prior year budget. This change reflects:
  - a \$4,000 decrease in miscellaneous expenses related to City services, and
  - a \$500 increase in insurance expenses.

### Mason Manor

Mason Manor was removed from Public Housing effective November 30, 2023, and is therefore no longer included in the GBHA Operating Budget.

### Revenue Bonds

- Revenues decreased by \$7,491 to reflect current revenue bond and loan payment activity.
- Expenses decreased by \$9,400 due primarily to a reduction in transfers to the COCC, partially offset by a \$500 increase in audit expenses.

HUD requires board approval of the operating budget through adoption of Board Resolution No. 2026-02.

## RECOMMENDATION

Approval of the GBHA Operating Budget and Budget Resolution No. 2026-02, for Fiscal Year Beginning July 1, 2026.

## FISCAL IMPACT

## ATTACHMENTS

1. No. 2026-02 Budget Resolution HUD-52574
2. 26-27 Budget

**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, 2026** Board Resolution Number: **2026-02**

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:     | <b>5/21/2026</b> |
| <input checked="" type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | <b>5/22/2026</b> |
| <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: <b>William VandeCastle</b>	Signature:	Date: <b>05/21/2026</b>
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## COCC

	PY	YTD 7/1-4/30	25-26 Budget	26-27 Budget	\$ Budget changed	% of Budget changed
<b>Income</b>						
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	112,187.52	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	71,181.05	79,830.28	10,000.00	10,000.00	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	317.13	1,212.89	0.00	0.00	0.00	0.0%
3690.02 · Other Income	102,956.31	87,190.55	104,628.66	108,032.93	3,404.27	3.25%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	21,662.95	0.00	50,000.00	40,000.00	-10,000.00	-20.0%
<b>Total Income</b>	<b>308,304.96</b>	<b>168,233.72</b>	<b>164,628.66</b>	<b>158,032.93</b>	<b>-6,595.73</b>	<b>-4.01%</b>
<b>Expense</b>					<b>0.00</b>	<b>0.0%</b>
4110.00 · Admin Salaries	72,956.60	65,411.15	81,000.00	81,000.00	0.00	0.0%
4120.00 · Compensated Absences	5,284.25	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	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	0.00	0.00	9,000.00	9,000.00	0.00	0.0%
4150.00 · Travel	60.40	109.40	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	4,560.00	11,875.00	12,000.00	13,000.00	1,000.00	8.33%
4182.00 · Employee Benefits - Admin	25,708.02	22,789.97	29,500.00	29,500.00	0.00	0.0%
4190.01 · Printing	218.94	139.03	500.00	500.00	0.00	0.0%
4190.02 · Postage	39.15	42.70	400.00	400.00	0.00	0.0%
4190.03 · Paper & Office Supplies	196.26	128.64	500.00	500.00	0.00	0.0%
4190.04 · Publications	0.00	0.00	200.00	200.00	0.00	0.0%
4190.05 · Membership Dues & Fees	111.99	261.99	400.00	400.00	0.00	0.0%
4190.06 · Computer Support	2,998.73	2,923.99	5,000.00	5,000.00	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	4,565.16	1,904.72	15,000.00	10,000.00	-5,000.00	-33.33% <sup>^</sup>
4220.00 · Ten Ser-Recr Etc	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	3,000.00	3,728.00	3,500.00	4,000.00	500.00	14.29%
4520.00 · PILOT	0.00	0.00	0.00	0.00	0.00	0.0%
4530.00 · Bank Fees	600.00	508.00	600.00	600.00	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	0.00	0.00	0.0%
<b>Total Expense</b>	<b>120,299.50</b>	<b>109,822.59</b>	<b>159,900.00</b>	<b>156,400.00</b>	<b>-3,500.00</b>	<b>-2.19%</b>
<b>Net Income/(loss)</b>	<b>188,005.46</b>	<b>58,411.13</b>	<b>4,728.66</b>	<b>1,632.93</b>		

<sup>^</sup>City fees for services

RevBonds

	PY	YTD 7/1-4/30	25-26 Budget	26-27 Budget	\$ Budget changed	% of Budget changed
<b>Income</b>						
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	66,421.13	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	64,354.16	59,343.56	75,136.84	62,859.61	-12,277.23	-16.34%
3690.03 · Cell Tower Rent	107,249.98	65,092.40	105,752.69	110,537.99	4,785.30	4.53%
9110.00 · Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>238,025.27</b>	<b>124,435.96</b>	<b>185,889.53</b>	<b>178,397.60</b>	<b>-7,491.93</b>	<b>-4.03%</b>
<b>Expense</b>						
4110.00 · Admin Salaries	57.13	0.00	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	589.20	0.00	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	1,200.00	1,000.00	600.00	1,100.00	500.00	83.33%
4182.00 · Employee Benefits - Admin	22.26	0.00	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	49.71	0.00	100.00	100.00	100.0%
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	15,538.00	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%
4432.00 · Extraordinary Maintenance	267,197.48	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	350,000.00	50,000.00	40,000.00	-10,000.00	-20.0%
<b>Total Expense</b>	<b>269,066.07</b>	<b>366,587.71</b>	<b>52,400.00</b>	<b>43,000.00</b>	<b>-9,400.00</b>	<b>-17.94%</b>
<b>Net Income/(loss)</b>	<b>(31,040.80)</b>	<b>(242,151.75)</b>	<b>133,489.53</b>	<b>135,397.60</b>		



Report to the  
**Housing Authority**  
of the City of Green Bay

**MEETING DATE**

May 21, 2026

**PREPARED BY**

Stephanie Schmutzer, Staff

**AGENDA ITEM # F.1**

GBHA Bills.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. Check report - Feb
2. Check report - March
3. Check report - April

9:49 AM

05/13/26

## Green Bay Housing Authority Check Detail February 2026

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		02/28/2026		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
<b>Bill Pmt -Check</b>	<b>7446</b>	<b>02/05/2026</b>	<b>CITY OF GREEN B...</b>		<b>1111.01 · General ...</b>	
Bill	206872	12/31/2025		HR services	4190.10 · Miscellan...	-549.31
Bill	207046	12/31/2025		copies	4190.01 · Printing	-44.77
				supplies	4190.03 · Paper & ...	-13.72
				zoom subscri...	4190.05 · Members...	-11.99
Bill	970-12420 1/2/26	01/02/2026		cc fees	1242.00 · Fees coll...	-74.98
Bill	970-12422 1/2026	01/31/2026		wages	4110.00 · Admin Sa...	-8,843.72
				Benefits	4182.00 · Employe...	-2,630.71
TOTAL						-12,169.20
<b>Bill Pmt -Check</b>	<b>7447</b>	<b>02/19/2026</b>	<b>CITY OF GREEN B...</b>		<b>1111.01 · General ...</b>	
Bill	970-12420 2/02/26	02/02/2026		cc fees	1242.00 · Fees coll...	-145.70
Bill	207269	12/31/2025		IT charges	4190.06 · Computer...	-2,274.16
Bill	970-12420 2/2/26	02/02/2026		State fee	4190.10 · Miscellan...	-41.00
TOTAL						-2,460.86
<b>Bill Pmt -Check</b>	<b>7448</b>	<b>02/19/2026</b>	<b>Jayme Valentine</b>	<b>WAHA meeti...</b>	<b>1111.01 · General ...</b>	
Bill	WAHA 2/5/26	02/05/2026		WAHA meeting	4150.00 · Travel	-31.11
TOTAL						-31.11

9:48 AM

05/13/26

## Green Bay Housing Authority Check Detail March 2026

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		03/31/2026		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7449	03/05/2026	CITY OF GREEN B...	wages	1111.01 · General ...	
Bill	970-12422 2/2026	02/28/2026		wages benefits	4110.00 · Admin Sa... 4182.00 · Employe...	-5,956.07 -2,211.57
TOTAL						-8,167.64
Bill Pmt -Check	7450	03/05/2026	HAWKINS ASH BA...	2025 audit	1111.01 · General ...	
Bill	3249470	02/25/2026		2025 audit 2025 audit 2025 audit	4171.00 · Auditing ... 4171.00 · Auditing ... 4171.00 · Auditing ...	-4,500.00 -2,625.00 -375.00
TOTAL						-7,500.00
Bill Pmt -Check	7451	03/05/2026	IRS		1111.01 · General ...	
Bill	CP141L	02/23/2026		990 Penalty	4190.10 · Miscellan...	-1,725.00
TOTAL						-1,725.00
Bill Pmt -Check	7452	03/19/2026	CITY OF GREEN B...	cc fees	1111.01 · General ...	
Bill	970-12420 3/6/26	03/06/2026		cc fees	1242.00 · Fees coll...	-179.22
TOTAL						-179.22

9:48 AM

05/13/26

**Green Bay Housing Authority**  
**Check Detail**  
 April 2026

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		04/30/2026		Service Cha...	1111.01 · General ...	
				Service Charge	4530.00 · Bank Fees	-50.00
TOTAL						-50.00
Bill Pmt -Check	7453	04/02/2026	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420 6/2/25	07/01/2025		power cord	4190.03 · Paper & ...	-9.99
Bill	970-12420 7/10/25	07/10/2025		receipt book	4190.03 · Paper & ...	-10.16
TOTAL						-20.15
Bill Pmt -Check	7454	04/16/2026	CITY OF GREEN B...	p card	1111.01 · General ...	
Bill	970-12420 4/2/26	04/02/2026		cc fees	1242.00 · Fees coll...	-95.44
TOTAL						-95.44



Report to the  
**Housing Authority**  
of the City of Green Bay

**MEETING DATE**

May 21, 2026

**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**

Apr-26

	COCC		Mason Manor		RevBonds		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
<b>Total Income</b>	168,233.72	164,628.66	0.00	3,000.00	124,435.96	185,889.53	292,669.68	353,518.19
<b>Total Expense</b>	109,822.59	159,900.00	0.00	4,500.00	366,587.71	52,400.00	476,410.30	216,800.00
<b>Net Income</b>	<u>58,411.13</u>	<u>4,728.66</u>	<u>0.00</u>	<u>-1,500.00</u>	<u>-242,151.75</u>	<u>133,489.53</u>	<u>-183,740.62</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
<b>Income</b>				
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3610.00 · Int Income	79,830.28	10,000.00	69,830.28	798.3%
3690.01 · Other Income - Ins Dividends	1,212.89	0.00	1,212.89	#REF!
3690.02 · Other Income	87,190.55	104,628.66	-17,438.11	83.33%
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%
<b>Total Income</b>	<b>168,233.72</b>	<b>164,628.66</b>	<b>3,605.06</b>	<b>102.19%</b>
<b>Expense</b>				
4110.00 · Admin Salaries	65,411.15	81,000.00	-15,588.85	80.76%
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	109.40	200.00	-90.60	54.7%
4171.00 · Auditing Fees	11,875.00	12,000.00	-125.00	98.96%
4182.00 · Employee Benefits - Admin	22,789.97	29,500.00	-6,710.03	77.25%
4190.01 · Printing	139.03	500.00	-360.97	27.81%
4190.02 · Postage	42.70	400.00	-357.30	10.68%
4190.03 · Paper & Office Supplies	128.64	500.00	-371.36	25.73%
4190.04 · Publications	0.00	200.00	-200.00	0.0%
4190.05 · Membership Dues & Fees	261.99	400.00	-138.01	65.5%
4190.06 · Computer Support	2,923.99	5,000.00	-2,076.01	58.48%
4190.10 · Miscellaneous	1,904.72	15,000.00	-13,095.28	12.7%
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	508.00	600.00	-92.00	84.67%
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%
<b>Total Expense</b>	<b>109,822.59</b>	<b>159,900.00</b>	<b>-50,077.41</b>	<b>68.68%</b>
<b>Net Income/(Loss)</b>	<b>58,411.13</b>	<b>4,728.66</b>	<b>53,682.47</b>	<b>1,235.26%</b>

0.00

# Green Bay Housing Authority Budget vs. Actual

## Mason Manor

	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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%
<b>Total Income</b>	<b>0.00</b>	<b>3,000.00</b>	<b>-3,000.00</b>	<b>0.0%</b>
<b>Expense</b>				
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	0.00	4,500.00	-4,500.00	0.0%
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%
<b>Total Expense</b>	<b>0.00</b>	<b>4,500.00</b>	<b>-4,500.00</b>	<b>0.0%</b>
<b>Net Income/(Loss)</b>	<b>0.00</b>	<b>-1,500.00</b>	<b>1,500.00</b>	<b>0.0%</b>

0.00

## Green Bay Housing Authority Budget vs. Actual

	RevBonds			
	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
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	59,343.56	75,136.84	-15,793.28	78.98%
3690.03 · Cell Tower Rent	65,092.40	105,752.69	-40,660.29	61.55%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>124,435.96</b>	<b>185,889.53</b>	<b>-61,453.57</b>	<b>66.94%</b>
<b>Expense</b>				
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	1,000.00	600.00	400.00	166.67%
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%
<b>Total Expense</b>	<b>366,587.71</b>	<b>52,400.00</b>	<b>314,187.71</b>	<b>699.6%</b>
<b>Net Income/(Loss)</b>	<b>-242,151.75</b>	<b>133,489.53</b>	<b>-375,641.28</b>	<b>-181.4%</b>

0.00

# Loan to Grand Boulevard Apts

\* purchased a truck

## Green Bay Housing Authority Budget vs. Actual

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%
3610.00 · Int Income	79,830.28	18,000.00	61,830.28	443.5%
3690.01 · Other Income - Ins Dividends	1,212.89	0.00	1,212.89	100.0%
3690.02 · Other Income	146,534.11	179,765.50	-33,231.39	81.51%
3690.03 · Cell Tower Rent	65,092.40	105,752.69	-40,660.29	61.55%
9110.00 · Transfers In	0.00	50,000.00	-50,000.00	0.0%
<b>Total Income</b>	<b>292,669.68</b>	<b>353,518.19</b>	<b>-60,848.51</b>	<b>82.79%</b>
<b>Expense</b>				
4110.00 · Admin Salaries	65,411.15	81,550.00	-16,138.85	80.21%
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	109.40	200.00	-90.60	54.7%
4171.00 · Auditing Fees	12,875.00	17,100.00	-4,225.00	75.29%
4182.00 · Employee Benefits - Admin	22,789.97	29,750.00	-6,960.03	76.61%
4190.01 · Printing	139.03	500.00	-360.97	27.81%
4190.02 · Postage	92.41	400.00	-307.59	23.1%
4190.03 · Paper & Office Supplies	128.64	500.00	-371.36	25.73%
4190.04 · Publications	0.00	200.00	-200.00	0.0%
4190.05 · Membership Dues & Fees	261.99	400.00	-138.01	65.5%
4190.06 · Computer Support	2,923.99	5,000.00	-2,076.01	58.48%
4190.10 · Miscellaneous	17,442.72	16,000.00	1,442.72	109.02%
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	508.00	600.00	-92.00	84.67%
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%
<b>Total Expense</b>	<b>476,410.30</b>	<b>216,800.00</b>	<b>259,610.30</b>	<b>219.75%</b>
<b>Net Income/(Loss)</b>	<b>-183,740.62</b>	<b>136,718.19</b>	<b>-320,458.81</b>	<b>-134.39%</b>



Report to the  
**Housing Authority**  
of the City of Green Bay

**MEETING DATE**

May 21, 2026

**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**

May 21, 2026

**PREPARED BY**

Ka Vang, Staff

**AGENDA ITEM # F.4**

Occupancy Report.

**BACKGROUND**

**RECOMMENDATION**

**FISCAL IMPACT**

**ATTACHMENTS**

1. MAY 2026 Occupancy Report
2. MAY 2026 SS Occupancy Report

**GREEN BAY HOUSING AUTHORITY  
SEPTEMBER 2024 OCCUPANCY REPORT**

<b>MAY 2026 MASON MANOR OCCUPANCY REPORT</b>					
<b>CURRENT TOTAL VACANCIES= 2</b>					
<b>#</b>	<b>APT</b>	<b>BD</b>	<b>MOVEOUT</b>	<b>MOVEOUT REASON</b>	<b>CURRENT STATUS</b>
1	###	1	5/1/26	eviction-smoking lease violation	unit turnover
2	###	2	5/13/26	income ineligible	unit turnover
<b>UPCOMING VACANCIES = 4</b>					
1	###	1	6/1/26	in house transfer from RAD to non RAD apt	waiting for move out
2	###	1	6/1/26	eviction-smoking lease violation	waiting for move out
3	###	1	6/1/26	eviction-nonpayment of rent	waiting for move out
4	###	1	7/1/26	in house transfer from RAD to non RAD apt	waiting for move out

**MAY 2026 SCATTERED SITES OCCUPANCY REPORT**

**CURRENT TOTAL VACANCIES= 0**

**UPCOMING VACANCIES = 2**

<b>#</b>	<b>ADDRESS</b>	<b>BD</b>	<b>MOVEOUT</b>	<b>MOVEOUT REASON</b>	<b>CURRENT STATUS</b>
1	###	4	6/1/26	No longer eligible to participate in Section 8	Pending BCHA appeal decision
2	###	3	10/1/26	Income Ineligible	Pending notice to vacate