



AGENDA OF GBHA PROPERTIES I, INC.

**THURSDAY, MAY 21, 2026, 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/84862532810?pwd=y5BcNGbtdebIDHnboQut8ot4nl4Elh.1>

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.

- I. Members: William Vande Castle - 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, May 21, 2026, meeting of the GBHA Properties I, Inc..

D. Approval of Minutes.

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

E. Regular Business.

- I. Election of Chair, Vice-Chair and Secretary.

2. Consideration with possible action to approve the GBHA Properties I, Inc. Operating Budget for Fiscal Year beginning July 1, 2026.

F. Informational.

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

G. Adjournment.

1. Adjournment of the Thursday, May 21, 2026, meeting of the GBHA Properties I, Inc..

- 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

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. GBHAPROP I MTGMINS02192026



MINUTES OF GBHA PROPERTIES I, INC.

**THURSDAY, FEBRUARY 19, 2026, 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:

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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 10:46am

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

C. APPROVAL OF THE AGENDA.

1. Approval of the agenda for the Thursday, February 19, 2026, meeting of the GBHA Properties I, Inc.

Moved by Erin Edwards, seconded by Randy Scannell to approve of the agenda for the Thursday, February 19, 2026, meeting of the GBHA Properties I, Inc. Motion carried. Yes:Stephen Srubas, Erin Edwards, Randy Scannell, No:None, Abstain:None

D. APPROVAL OF MINUTES.

1. Approval of the minutes from the June 19, 2025 meeting.

Moved by Randy Scannell, seconded by Erin Edwards to approve of the minutes from the June 19, 2025 meeting. Motion carried. Yes: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, seconded by Erin Edwards to close the annual meeting of the GBHA Properties I, Inc. Motion carried. Yes:Stephen Srubas, Randy Scannell, Erin Edwards, No:None, Abstain:None

2. Election of Chair, Vice-Chair and Secretary.

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

3. 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, Randy Scannell, Erin Edwards, No:None, Abstain:None

F. INFORMATIONAL.

1. Next Meeting: To be determined

G. ADJOURNMENT.

I. Adjournment of the February 19, 2026, meeting of the GBHA Properties I, Inc.

Moved by Erin Edwards, seconded by Randy Scannell to adjourn the February 19, 2026, meeting of the GBHA Properties I, Inc. Motion carried. Yes:Stephen Srubas, Randy Scannell, Erin Edwards, No:None, Abstain:None

Meeting adjourned 10:50am



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

MEETING DATE

May 21, 2026

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.1

Election of Chair, Vice-Chair and Secretary.

BACKGROUND

Elections were last held on January 18, 2024, and are in effect for two years.

Current officers:

Chair - William Vande Castle

Vice-Chair - Stephen Srubas

Secretary - Cheryl Renier-Wigg

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



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

MEETING DATE

May 21, 2026

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # E.2

Consideration with possible action to approve the GBHA Properties I, Inc. Operating Budget for Fiscal Year beginning July 1, 2026.

BACKGROUND

The GBHA Properties I, Inc. Annual Operating Budget covers the period from July 1, 2026, through June 30, 2027.

Scattered Sites: Budgeted expenses include interest, insurance and audit fees. Insurance costs increased by \$900 compared to the prior year budget.

RECOMMENDATION

To approve the GBHA Properties I, Inc. Operating Budget for Fiscal Year Beginning July 1, 2026.

FISCAL IMPACT

ATTACHMENTS

- I. 26-27 Budget

ScSite - GBHA Properties

	PY	YTD 7/1-4/30	25-26 Budget	26-27 Budget	\$ Budget changed	% of Budget changed
Income						
2802.00 · Hud Contributions	112,186.00	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	16,768.49	12,306.20	7,000.00	10,000.00	3,000.00	42.86%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	30,978.96	0.00	0.00	0.00	0.00	0.0%
3690.02 · Other Income	600.00	0.00	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	160,533.45	12,306.20	7,000.00	10,000.00	3,000.00	42.86%
Expense						
4110.00 · Admin Salaries	0.00	0.00	0.00	0.00	0.00	0.0%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	6,752.50	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	112,187.52	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	9,120.00	7,125.00	0.00	8,000.00	8,000.00	100.0%
4182.00 · Employee Benefits - Admin	0.00	0.00	0.00	0.00	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	25.00	0.00	0.00	0.00	0.00	0.0%
4190.04 · Publications	41.00	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	1,817.00	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%
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	2,065.00	1,699.00	1,100.00	2,000.00	900.00	81.82%
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	21,662.95	0.00	0.00	0.00	0.00	0.0%
Total Expense	151,853.97	10,641.00	1,100.00	10,000.00	8,900.00	809.09%
Net Income/(loss)	8,679.48	1,665.20	5,900.00	-		



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

MEETING DATE

May 21, 2026

PREPARED BY

Stephanie Schmutzer, Staff

AGENDA ITEM # F.1

Financial Report.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Monthly FS

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

GBHA Properties 1, Inc

Apr-26

SS

	YTD	Budget
Total Income	12,306.20	7,000.00
Total Expense	10,641.00	7,000.00
Net Income	1,665.20	0.00

Total Income
Total Expense
Net Income

GBHA Properties 1, Inc. Budget vs. Actual

SS - Properites

	YTD	Budget	\$ Over Budget	% of Budget
Income				
3610.00 · Int Income	12,306.20	7,000.00	5,306.20	175.8%
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	0.00	0.00	0.00	0.0%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%
Total Income	12,306.20	7,000.00	5,306.20	175.8%
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	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	7,125.00	4,500.00	2,625.00	158.33%
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	1,817.00	0.00	1,817.00	100.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	1,699.00	2,500.00	-801.00	67.96%
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	10,641.00	7,000.00	3,641.00	152.01%
Net Income/(Loss)	1,665.20	0.00	1,665.20	100.0%