

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, January 26, 2026

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Chairperson – OHA
Julie Spanbauer, Vice Chairperson – OHA
Kari Straus – OHA
Ashlee Rahmlow – OHA

Robert Keller, Chairperson – WCHA
Rebecca Hackett, Vice Chairperson – WCHA-arrived at 3:47pm
Kristl Laux--WCHA
Jesse Coates – WCHA

COMMISSIONERS ABSENT: Matt Mugerauer--OHA

STAFF PRESENT: Wendy Fromm, Executive Director
Lora Southworth, Director of Property Management
LuAnn Ziebell, Finance Manager
Wade Foley, Director of Maintenance

OTHERS PRESENT: Hannah Schueler-Economic Development Specialist-City of Oshkosh

1.) Call to Order: Roll Call

Chairperson Hahn of the Oshkosh Housing Authority called the OHA meeting to order at 3:31 p.m. At the same time, Chairperson Keller of the Winnebago County Housing Authority Board called the WCHA meeting to order.

2.) OHA/WCHA Joint Meeting Minutes from November 17, 2025

Chairperson Hahn directed the Oshkosh Housing Authority (OHA) Board Commissioners to review the minutes from the OHA/WCHA Joint Board Meeting held on November 17, 2025. With no questions or revisions, Ms. Straus moved to approve the minutes as presented, and Ms. Spanbauer seconded the motion. The motion passed on a 4–0 voice vote.

Chairperson Keller then directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes from the OHA/ WCHA Joint Board Meeting held on November 17, 2025. With no questions or revisions, Mr. Coates moved to approve of the minutes as presented, and Ms. Laux seconded the motion. The motion carried unanimously on a 3–0 voice vote.

3.) Public Comment Period/Q&A Period

Ms. Fromm introduced Hannah Schueler from the City of Oshkosh's Community Development Department to attend the meeting, and the Board formally welcomed her.

4.) Finance**a.) November Financials**

Ms. Fromm inquired whether Board members had any questions. Ms. Ziebell noted that only the November financial statements were available at this time, as the December financials are still pending.

Ms. Fromm then reviewed the 2026 operating fund allocations. She reported that OHA has been allocated \$782,996 for 2026, representing an increase from the previous year. She explained that the increase is attributed to a higher number of rentals in 2025.

Ms. Fromm also reported to the WCHA that its 2026 operating fund allocation is \$147,273, which reflects a decrease from the prior year. She stated that the reason for the reduction is currently unknown and that she has reached out for clarification

b.) Accounts Payable Report from November 2025

Ms. Fromm asked if there were any questions regarding the November 2025 Accounts Payable report. Hearing none, the report was accepted as presented.

c.) Accounts Payable Report from December 2025

Ms. Fromm asked if there were any questions regarding the November 2025 Accounts Payable report. Hearing none, the report was accepted as presented.

d.) End of Year TRIP Report-OHA

Ms. Fromm presented the End-of-Year TRIP report, noting that OHA recovered \$20,854.14 in 2025. She further reported that, according to the six-year comparison log, a total of \$157,688.18 has been recovered over the past six years.

e.) End of Year TRIP Report-WCHA

Ms. Fromm presented the End-of-Year TRIP report, noting that WCHA recovered \$14,761.72 in 2025. She further reported that, according to the six-year comparison log, a total of \$338,577.06 has been recovered over the past six years.

5.) Report of the Executive Director**a.) Monthly Tenant Accounts Receivable Report and Monthly Vacancy Report**

Ms. Fromm reviewed the Monthly Tenant Accounts Receivable and Vacancy Reports and responded to questions as needed. She noted that accounts receivable increased due to utility balances being transferred to the tax roll.

- **OHA A/R:** Over 90 days – \$7,765.55; 61–90 days – \$2,801.20
- **WCHA A/R:** Over 90 days – \$1,142.48; 61–90 days – \$720.00

As of January 13, 2026, OHA had four vacancies, with offers extended for each unit. WCHA had one vacancy that had been open for 44 days, and staff are actively working to fill the unit.

Ms. Fromm also presented a five-year vacancy comparison, reporting that OHA's average occupancy rate for 2025 was 99.14%, while WCHA's average occupancy rate for 2025 was 98.91%.

In response to a question from Commissioner Laux regarding how these vacancy rates compare to surrounding districts, Ms. Fromm stated that she did not have the vacancy percentages for other agencies.

b.) New SF425 HUD Require reporting for 2026 OHA/WCHA

Ms. Fromm summarized the new SF-425 reporting requirements effective January 1, 2026. She explained that agencies are required to fully expend rental income each month before drawing operating funds. HUD has not yet finalized guidance regarding the required tracking methodology.

She noted that the agency, in coordination with the fee accountant, is developing a HUD-approved tracking template. Ms. Fromm emphasized that inaccurate tracking or drawing funds prematurely could result in repayment to HUD. She responded to Board questions to the extent possible, noting that full guidance from HUD is still pending.

Ms. Fromm also advised that this new requirement may have implications for Raulf Place due to its commercial and cell phone tower rental income.

c.) WCHA Reposition plan

Ms. Fromm provided a reposition plan drafted by Scott Keogler Consulting; the plan outlined several different avenues on how to reposition the 84 public housing scattered sites units.

Ms. Fromm stated she recently met with Gordon Hintz Executive for Winnebago County, who expressed interest in exploring a potential collaboration with WCHA. Mr. Hintz stated several concerns, and it was agreed that we would have Scott Koegler and Tom Langraff from Dimension Development attend our next meeting. Ms. Fromm noted that there are currently too many unknown factors to prepare a resolution, as several key questions remain outstanding.

Commissioner Laux shared preliminary concepts under consideration by Winnebago County.

Ms. Fromm stated that Scott Koegler Consulting has not fully prepared the repositioning plan for Oshkosh Housing Authority for their review.

d.) OHA/WCHA two-day employee conference OHA/WCHA

Ms. Fromm announced that the agency will be closed for two days in April to allow staff to attend an upcoming conference. She noted that multiple speakers are scheduled, and the Boards expressed strong enthusiasm for the planned sessions.

The conference will be held at the Cumberland Court Community Center. Ms. Fromm has extended an invitation to the Board of Commissioners and is also considering inviting other agencies to attend

e.) Updates of Housing Authority Owned Property and/or Projects

Ms. Fromm reported that the 2025 audits are underway and that Ms. Ziebell is working toward the February deadline to submit the unaudited Public Housing financials.

Raulf Place:

Mr. Foley reported that the Mitsubishi heating units were unable to keep up during the 40-below-zero weather, requiring reliance on the hot water backup heating system.

Mr. Foley also reported that a water pipe burst at approximately 2:00 a.m. on Saturday, January 24, 2026, on the 9th floor, affecting only one unit. The issue was promptly contained.

Additionally, Mr. Foley stated that the entry door lock cylinder is inoperable and that a replacement has been ordered.

Court Tower:

Ms. Fromm reported that there were no issues. She also noted that NBC Weather has installed a weather camera on the roof of Court Tower.

70 Family Scattered Sites:

Ms. Fromm provided an update on the Comet Street Rehab, noting that installation of the windows and siding is the next phase of work, after which the property will be completed and put back online.

She also reported that at the Eastman location rehab, staff are awaiting the delivery of windows and siding, with work anticipated to begin the week of January 26, 2026.

Waite Rug:

Ms. Fromm stated that Mr. Foley met with the City of Oshkosh water department to ensure water lines were properly capped from the construction of South Waite.

Marian Manor:

Mr. Foley reported ongoing issues with the elevator and fire panel dialers due to analog phone lines. He stated that the agency is in the process of transitioning the elevator lines to cellular service and discontinuing the Spectrum lines, which is anticipated to result in cost savings.

Cumberland Court:

Ms. Fromm reported that there were no additional issues to address. She further stated that HUD has notified the agency of an upcoming NSPIRE inspection and that she is currently awaiting confirmation of the inspection date.

Riverside/Foxview:

Ms. Fromm reported that the WHEDA MOR audit has been completed for both Foxview and Riverside. She stated that she is currently awaiting the results and will provide an update at the next meeting.

WCHA Scattered Sites:

Ms. Fromm reported that the Broad Street rehabilitation project is approximately 50% complete and will be finalized following completion of the Comet Street project. She also noted that work on Custer Street is scheduled to begin during the first week of February.

Mr. Foley reported issues with main breakers that have prevented some panels from powering on. He stated that he is consulting with electricians and plans to replace the main switches on several scattered-site panels.

- **Sale of North Waite**

Ms. Fromm reported that the sale of North Waite closed on January 5. She noted that the proceeds from the sale will be allocated toward the construction of the new maintenance building.

Commissioner Spanbauer inquired whether any portion of the proceeds was owed to the Winnebago County Housing Authority for prior loans related to the Waite Rug project. Ms. Fromm stated that all outstanding loans to the Winnebago County Housing Authority had previously been paid in full through proceeds from the Marian Manor refinance that were owed to the COCC.

- **New Maintenance Facility Update**

Ms. Fromm reported that the new maintenance facility remains on schedule, with a July 2026 occupancy date.

- **Marian Manor Remodel Updates**

Ms. Fromm reported that WHEDA did not award the tax credits for the Marian Manor rehabilitation project that were applied for in October 2025. She further stated that WHEDA subsequently notified her that additional tax credits had become available, making funding potentially possible.

However, she explained that WHEDA has requested full replacement of the heating system at Marian Manor. Based on updated cost estimates for the new heating system, the project now reflects a shortfall compared to the original budget submitted with the October 2025 application.

Ms. Fromm noted that if the funding gap cannot be resolved, the agency will reapply for tax credits in July 2026 with updated budget figures.

- **Raulf Place Fire Suppression Grant Invoices**

Ms. Fromm reported that the agency received a letter from Summit indicating its intent to place a lien on Raulf Place. She stated that she contacted the agency's attorney, who made a follow-up call to Summit. Summit subsequently confirmed that the funds in question were not owed, as no work had been performed at Raulf Place.

- **MRI/Avid Exchange go live updates**

Ms. Fromm reported that the agency was unable to go live on January 15, 2026, as originally planned. She stated that staff continue to work with MRI to ensure all data is accurate. Once the data has been verified, the project will proceed to the testing phase.

- **WCHA FoxView/Riverside 15 Year Investor Compliance period**

Ms. Fromm reported that the Rivercities investor has reached the conclusion of the 15-year Section 42 initial compliance period and that the agency is working with the investor on the partnership buyout.

She further stated that the agency was notified by WHEDA on January 1, 2026, that the property has entered the extended use period of the tax credit program, which will remain in effect for an additional 15 years.

6.) OHA Resolutions**a.) Resolution 1161-26: Addition of Maintenance Coordinator Position**

Chairperson Hahn presented Resolution 1161-26 to Approve 2025 Addition of Maintenance Coordinator Position. With no questions or discussion, Ms. Spanbauer moved to approve the resolution, seconded by Ms. Rahmlow. The motion carried with a 4-0 voice vote.

7.) Convene in Closed Session under Wis Stat § 19.85(1) (c) Consider Employment, Promotion, Compensation, and/or Performance Evaluation. Roll Call.

Ms. Spanbauer moved that the OHA open meeting be adjourned and that a closed session be convened pursuant to Wis. Stat. § 19.85(1)(c). The motion was seconded by Ms. Rahmlow and carried 4-0 on a roll-call vote.

Following this, Ms. Laux moved that the WCHA open meeting be adjourned and that a closed session be opened under Wis. Stat. § 19.85(1)(c). The motion was seconded by Ms. Hackett and carried 4-0 on a roll-call vote.

Nicholas Hahn: aye
Julie Spanbauer: aye
Ashlee Rahmlow: aye
Kari Straus: aye
Matt Mugerauer: absent

Robert Keller: aye
Rebecca Hackett: aye
Jesse Coates: aye
Kristl Laux: aye

The open meeting was moved into closed session at 4:47 pm

8.) Reconvene in Open Session

Mr. Hahn moved that the OHA closed session be adjourned and reconvened in open session. Ms. Spanbauer seconded the motion. The motion carried 4-0, and the meeting returned to open session at 5:32 p.m.

Mr. Keller then moved that the WCHA closed session be adjourned and reconvened in open session. Ms. Hackett seconded the motion. The motion carried 4-0, and the meeting returned to open session at 5:32 p.m.

9.) Discussion**a.) OHA March Board Meeting – Monday, March 23, 2026 at 7:00 am at Court Tower**

Chairperson Hahn moved to approve the date for the March board meeting, and Ms. Spanbauer seconded the motion. The motion passed with a 4–0 voice vote

b.) WCHA March Board Meeting – Tuesday, March 24, 2026 at 3:00 pm at Main Office

Chairperson Keller moved to approve the date for the March board meeting, and Ms. Hackett seconded the motion. The motion passed with a 4–0 voice vote

10.) Adjournment

Having completed the OHA Agenda, Ms. Rahmlow made a motion to adjourn the meeting, seconded by Ms. Straus. The motion carried 4-0 on a voice vote.

Having completed the WCHA Agenda, Ms. Hackett of the WCHA board made a motion to adjourn the meeting, seconded by Mr. Coates. The motion carried 4-0 on a voice vote. The meeting adjourned at 5:40 p.m.

Respectfully submitted,

WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____