

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, January 27, 2025

Court Tower

3:30 P.M.

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

Robert Keller, Chairperson – WCHA
Rebecca Hackett, Vice Chairperson – WCHA
Jesse Coates – WCHA
Scott Waterworth – WCHA

COMMISSIONERS ABSENT: Kris Larson – OHA
Ashlee Rahmlow – OHA
Scott Waterworth – WCHA
Betsy Ellenberger – WCHA

STAFF PRESENT: Wendy Fromm, Executive Director
Lora Southworth, Operations Manager
LuAnn Ziebell, Finance Manager

OTHERS PRESENT:

1.) Call to Order: Roll Call

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

2.) OHA Minutes from the Regular Meeting Held on December 16, 2024

Chairperson Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the minutes of the OHA Board Meeting held on December 16, 2024. With no questions or corrections, Ms. Straus moved, seconded by Mr. Hahn, to approve the minutes as presented. The motion carried 3-0 on a voice vote.

WCHA Minutes of the Regular Meeting Held on December 16, 2024

Chairperson Keller directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on December 16, 2024. With no questions or corrections, Ms. Hackett moved, seconded by Mr. Coates, to approve the minutes as presented. The motion carried 3-0 on a voice vote.

3.) Public Comment Period/Q&A Period

There was no public comment.

4.) Finance**a.) Accounts Payable Report from December 2024**

Ms. Fromm inquired if there were any questions regarding the December 2025 A/P report. There were no questions regarding the accounts payable for December.

b.) Year End Trip Report

Ms. Fromm stated that OHA recovered a total of \$12,169.76 in 2024 and WCHA recovered a total of \$16,568.72 in 2024.

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

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) report and vacancy reports and responded to questions as needed.

The A/R spreadsheet shows accounts receivable over 90 days old totaling \$9,980.14, while those 61-90 days old amount to \$3,119.00. Ms. Fromm stated that with the new 30-day eviction notice we may start to see the delinquents rise. This will be monitored to see how this affects our delinquents.

The monthly report shows 9 (nine) vacancies as of 1/16/25. However, after 1 (one) move-in on 1/22/25 and 3 (three) move-ins on 1/23/25, there are 5 (five) current vacant units for the Oshkosh Housing Authority (OHA) and 1 (one) for the Winnebago County Housing Authority (WCHA). Currently, for Public Housing, HUD shows OHA at 99.34% occupancy and WCHA at 98.77% occupancy. However, WCHA still holds 100% occupancy because the report was run prior to the 10th and new admissions were submitted on the 11th of the month.

b.) Updates of Housing Authority Owned Property and/or Projects**Raulf Place:**

Ms. Fromm stated that she had nothing to report

Court Tower:

Ms. Fromm stated that she had nothing to report

70 Family Scattered Sites:

Ms. Fromm stated that she had nothing to report

Waite Rug:

Ms. Fromm stated that she had nothing to report

Marian Manor:

WHEDA was scheduled to do their initial inspection of the apartments that are on the CNA on January 24, 2025, however, questions arose as to whether Martin Riley should do 62 more apartments. The original number of apartments was 32, now they would like an additional 30. On January 29th through January 31st, 2025, Martin Riley will be at Marian Manor to tour 30 more apartments and get the CNA off to WHEDA for the loan approval. We are still on schedule for the middle of February for the loan approval. We are hoping to start construction by summertime. Ms. Fromm responded to questions as needed.

Cumberland Court:

Ms. Fromm stated that she had nothing to report

Riverside/Fox view:

Ms. Fromm stated that Fox View and Riverside had new generators installed at the properties. This was needed due to safety concerns that elevators did not work and EXIT signs were not lite during power outages.

WCHA Scattered Sites:

Ms. Fromm stated that she had nothing to report

c.) Agency Matters

- **Sale of North Waite**

Ms. Fromm stated that the sale of North Waite that was supposed to happen on January 6, 2025, did not happen. This is due to the Title Commitment being wrong. Therefore, the loan that was to be paid back to WCHA on January 10, 2025, did not happen because the sale did not go through. Ms. Fromm presented a map of North Waite and South Waite. North Waite gave South Waite easement of the parking lot. Ms. Fromm stated the most cost-effective way to correct this issue will be by removing Bldg L and Bldg R from the easement. Ms. Fromm stated that upon the investor exiting within 9 years, the easements will be removed, and a resolution will be created. Ms. Fromm responded to questions as needed. Once this is settled, the sale of North Waite will resume.

d.) Unfinished Business

- **Bi-Monthly Board Meeting/By Laws**

Ms. Fromm stated that the board meeting schedules are in the board packets. The 2025 schedule has been changed to bi-monthly meetings. Because of the change, the By Laws were updated and a new resolution has been included. Ms. Fromm stated that for the off months, if a meeting is needed, we have scheduled tentative dates in the schedule. Ms. Fromm stated that for the OHA board may need more meetings once the WHEDA loan has been approved. Ms. Fromm stated that anytime a board member would like to add something to the schedule to please let your Board Chair know and The Board Chair will make sure it is added to the schedule. If an off-month meeting is required, Ms. Fromm stated she would give the board as much notice as possible.

Ms. Fromm asked if the time of the board meetings is efficient for the members on the board. Ms. Fromm stated that the members of the Housing Authority are available as early as 7am, if the time of the board meeting needs to be changed. If anyone is not available to meet in person, we can send you a teams meeting and have you attend via teams meeting.

Mr. Hahn commented that 3:00pm and 3:30pm time slot is an awkward time and in the middle of the day. Mr. Hahn mentioned at 4:00pm time slot would work better towards the end of the day. Ms. Fromm mentioned we could add it to the next board meeting schedule to discuss. Mr. Keller agreed it would be a good idea to add to the schedule to discuss.

- **Security Deposit Amounts**

Ms. Spanbauer has requested further information because the 2 board members that requested more information are not present today. Ms. Spanbauer would like to postpone the discussion. No date will be set for the discussion. Mr. Keller disagreed and would like to set a date.

Ms. Spanbauer moved to postpone discussion of security deposit amounts; Mr. Hahn seconded the motion. The motion was carried with a 3-0 voice vote.

Ms. Fromm stated she would get more information from HUD and then add the Security Deposit Amount discussion to the agenda. Ms. Hackett stated that the security deposit amounts have not been changed for 10 years and now it is such a dramatic increase, that the security deposit amounts should be reviewed at least every couple of years. At 4:09pm, the fire alarms went off.

Mr. Keller made a motion to postpone the security deposit amount discussion, Ms. Hackett seconded the motion. The motion was carried with a 3-0 voice vote.

4:09 pm – Fire alarms went off at Court Tower and continued throughout the rest of the meeting.

6.) OHA Resolutions

a.) Resolution 1145-25: Approve Amended By Laws

Chairperson Spanbauer presented Resolution 1145-25 to approve the Amended By Laws. With no questions or discussion, Ms. Spanbauer moved to approve the resolution, seconded by Mr. Hahn. The motion carried with a 3-0 voice vote.

7.) WCHA Resolutions

a.) Resolution 783-25: Approve Amended By Laws

Chairperson Keller presented Resolution 783-25. With no questions or discussions, Ms. Hackett moved to approve the resolution, seconded by Mr. Coates. The motion carried with a 3-0 voice vote. Chairperson Keller motioned to make an amendment to correct the address in the resolution.

8.) Discussion

a.) OHA March Board Meeting – March 24, 2025, at 3:30 pm

Chairperson Spanbauer made a motion to approve the March board meeting date. The Motion was seconded by Mr. Hahn. The motion carried with a 3-0 voice vote.

b.) WCHA March Board Meeting – March 25, 2025, at 3:00 pm

Chairperson Keller asked for a motion to approve the March board meeting date. Ms. Hackett made a motion to approve the March board meeting date. The motion was Seconded by Mr. Coates. The motion carried with a 3-0 voice vote.

9.) Adjournment

Having completed the OHA Agenda, Mr. Hahn made a motion that the OHA board move to adjourn the meeting, seconded by Ms. Straus. The motion carried 3-0 on a voice vote.

Having completed the WCHA Agenda, Ms. Hackett of the WCHA board made a motion that the WCHA board move to adjourn the meeting, seconded by Mr. Coates. The motion carried 3-0 on a voice vote. The meeting adjourned at 4:16 p.m.

Respectfully submitted,

WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____