

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY **JOINT MEETING MINUTES**

Monday, September 22, 2025

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Chairperson – OHA
Julie Spanbauer, Vice Chairperson – OHA -Arrived @3:44 pm
Kari Straus – OHA
Kris Larson – OHA
Ashlee Rahmlow – OHA left @ 5:07pm

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

COMMISSIONERS ABSENT:

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

OTHERS PRESENT: Rob Patterson

- 1.) **Call to Order: Roll Call**
Chairperson Hahn of the Oshkosh Housing Authority called the OHA meeting to order at 3:30 p.m. At the same time, Chairperson Keller of the Winnebago County Housing Authority Board called the WCHA meeting to order.
- 2.) **OHA Minutes from the Regular Meeting Held on July 28, 2025**
Chairperson Hahn of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the minutes of the OHA Board Meeting held on July 28, 2025. With no questions or corrections, Ms. Rahmlow moved, seconded by Mr. Larson, to approve the minutes as presented. The motion carried 4-0 on a voice vote.
- 3.) **WCHA Minutes of the Regular Meeting Held on July 29, 2025**
Chairperson Keller directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on July 29, 2025. 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.
- 4.) **Public Comment Period/Q&A Period**
Robert Patterson provided two comments during the public comment period:

1. He appreciated the nurse's prompt response when he had a foot-related issue.
2. He suggested Wendy write a column in the newsletter and noted her predecessor visited properties more often. Wendy agreed to increase her visits. Robert also complimented Anya's performance.

5.) Finance

a.) Accounts Payable Report from July 2025

Ms. Fromm asked if there were any questions regarding the July 2025 Accounts Payable report. No questions were raised.

b.) Accounts Payable Report from August 2025

Ms. Fromm asked if there were any questions regarding the August 2025 Account Payable report. Mr. Coates inquired about a charge for Housing Insurance for WCHA scattered sites, noting it is paid annually rather than quarterly. He also asked about a charge from Martin Riley for North Waite architect fees. Ms. Ziebell responded that those fees were for a Daycare that had not come to fruition.

c.) 2026 Budget Review/Employee Merit Increases-OHA

Ms. Fromm noted that Luann did some revisions to the budget to reflect increased operating costs. Despite the increases, changes have led to improved effectiveness. Ms. Fromm requested a 3% salary increase for all employees, which is reflected in the 2026 budget. She also proposed a 0 to 3% merit bonus for each employee, emphasizing that both agencies were only one point away from achieving high performance status. The merit bonus will be based on their 2025 performance reviews. All employees will complete these reviews.

She also noted that the current budgets are based on projected 2025 income. If Congress makes changes to funding for 2026, the budget will need to be updated accordingly.

d.) 2026 Budget Review/Employee Merit Increases-WCHA

Ms. Fromm noted that the WCHA budget is straightforward; however, it's essential to note that operating costs are expected to increase. Additionally, the budget includes a 3% salary increase and a merit bonus of up to 3% for employees.

6.) 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, responding to questions as needed.

- OHA A/R: Over 90 days -\$6,116.20; 61-90 days - \$4,073.37
- WCHA A/R: Over 90 days - \$1,125.44; 61-90 days - \$45.02

As of September 10, 2025, there were eight vacancies, with move-ins scheduled throughout September and October.

b.) FSS Quarterly Report (WCHA)

Ms. Southworth asked if there were any questions regarding the Self-Sufficiency Quarterly Report. This quarter, we have added one new FSS contract, increasing the total number of active clients to 27.

c.) Housing Choice Voucher Program Update (WCHA)

Ms. Southworth reported that there are currently 355 regular vouchers, 28 Project-Based Vouchers, 4 VASH Vouchers, nine port-in vouchers, and 2 port-out vouchers under contract. Additionally, 24 Mainstream vouchers and 10 Tenant Protection Vouchers (TPVs) are used, totaling 421 vouchers under contract.

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

Raulf Place:

Ms. Fromm reported that although the original five-year plan included replacing 40 stoves and refrigerators, all 104 units will now be replaced. A urinal on the second floor was repaired for \$5,000. Additionally, the front and side entrance doors are scheduled for replacement, with completion anticipated by the end of 2025.

Court Tower:

Ms. Fromm reported that fire panel replacement is underway and expected to be completed by the second week of October. Volunteers from North High School assisted with weed removal. Additionally, work is in progress to replace a heat pump.

70 Family Scattered Sites:

Ms. Fromm reported that the rehab at 1922 Sheridan is complete. 1132 Eastman is currently offline for rehabilitation, and 2329 Comet remains offline. Mr. Foley will complete work at Broad Street before moving on to the remaining property. Additionally, HUD Washington conducted an NSPIRE inspection, with the score improving from 71 to 94

Waite Rug:

Ms. From reported that gutter replacements, included in the five-year plan, are currently underway and will be completed by Mr. Foley.

Marian Manor:

Ms. Fromm stated that she had no additional updates at this time and confirmed that the remodel is moving forward, with work expected to begin in Spring 2026.

Cumberland Court:

Ms. Fromm stated there were no additional updates but shared good news regarding the previously reported fraud incident. The total amount was \$21,705.99, and the insurance reimbursed \$18,705.99 with a \$3,000 retention,

Riverside/Fox view:

Ms. Fromm reported that there is nothing new to report on Fox View and Riverside.

WCHA Scattered Sites:

Ms. Fromm reported that the rehab at 1722 Main Street is complete. Additionally, 108 Broad Street went offline last week.

e.) Agency Matters

• Presentation of Proposed New Maintenance Facility

Ms. Fromm presented the proposed new maintenance facility, which includes office space, one designated for Wade, and the possibility of renting out additional offices. The project bid came in at \$1.2 million.

Ms. Fromm requested approval to proceed with the construction of the maintenance shop, which will total 7,300 square feet, including 1,800 square feet for the front office. If the resolution is approved, construction is expected to begin in 4-5 months, with a target move-in date of June 1, 2026.

- **Update-Raulf Place Federal Hazard Grant for Fire Suppression Upgrades**

Ms. Fromm reported that the agency was awarded a fire suppression hazard grant for Court Tower and Raulf Place. Summit was unable to complete the work at Raulf Place after the project was reclassified from Level 1 to Level 2 by the state. Mr. Foley is now working with another company to move the project forward, which includes installing a strobe and speaker in each unit. The agency is currently awaiting a quote and approval from HUD to move this grant from one vendor to another.

- **Marian Manor Refi-Allocation of Funds (OHA/WCHA)**

Ms. Fromm reported that \$3.23 million has been used to settle several outstanding obligations. These amounts will be removed from the financials as they are now paid in full.

- **Cumberland Court MOR Review**

Ms. Fromm stated that we had our MOR Review by Wheda. We scored satisfactory in each category.

- **Upcoming Environmental Site Investigation and DNR Required Reporting Activities for South and North Waite Rug**

Ms. Fromm reported that the Wisconsin DNR contacted her regarding North and South Waite, as additional environmental testing has been suggested. We received bids from Sigma that are substantial. Chairperson Larson commented that we should not be held responsible for North Waite, as it was sold as an "as-is" property.

- **Update on the sale of North Waite**

Ms. Fromm confirmed we're back under contract, closing January 5, 2026

- **Waiting List Purge Results/Reopening of Waiting List (OHA/WCHA)**

Ms. Fromm stated that all waiting lists are open. The recent purge helped reduce our numbers, and we will continue conducting it annually in June.

- **Public Housing Flat Rent Increases (OHA/WCHA)**

Ms. Fromm explained that HUD requires the board to approve flat rents on an annual basis. MS. Fromm Stated that she would like these rents to fall in line with local market rents and local housing authorities. Chairperson Rahmlow requested more information to decide on the increase and asked that the board packets contain a brief executive summary to help her better understand what she would be voting on. Chairperson Larson was concerned about the amount of the increase, as it exceeded the HUD requirement of 80% of the fair market rent.

- **HUD Required 2026 Passbook Rate Change (OHA/WCHA)**

Ms. Fromm stated that the passbook rate will increase to 4.0% in 2026.

- **HUD Required Utility Allowance (OHA/WCHA)**

Ms. Southworth explained that it's a rent allowance, and the amount reduces the tenant's monthly rent; the amount has slightly increased for 2026.

7.) OHA Resolutions**a.) Resolution 1152-25: Approve HUD Form 52574-Budget 2026**

Chairperson Hahn presented Resolution 1152-25 to Approve HUD Form 52574-Budget 2026. With no questions or discussion, Ms. Rahmlow moved to approve the resolution, seconded by Mr. Larson. The motion carried with a 5-0 voice vote.

b.) Resolution 1153-25: Authorization for Executive Director to Enter into a Construction Contract for New Maintenance Facility and Mortgage

Chairperson Hahn presented Resolution 1153-25 to Approve Authorization for Executive Director to enter into a Construction Contract for New Maintenance Facility and Mortgage. With no questions or discussion, Ms. Spanbauer moved to approve the resolution, seconded by Mr. Larson. The motion carried with a 5-0 voice vote.

c.) Resolution 1154-25: Approve Flat Rent Schedule

Chairperson Hahn presented Resolution 1154-25 to Approve Flat Rent Schedule. Following extensive discussion, Mr. Larson moved to approve, seconded by Ms. Spanbauer. The motion failed on a 2-3 voice vote. Ms. Rahmlow left the meeting.

d.) Resolution 1155-25: Approve 2026 Passbook Rate for Determination of Income from Assets

Chairperson Hahn presented Resolution 1155-25 to Approve 2026 Passbook Rate for Determination of Income from Assets. With no questions or discussion, Mr. Larson moved to approve the resolution, seconded by Ms. Spanbauer. The motion carried with a 4-0 voice vote.

e.) Resolution 1156-25: Approve Utility Allowance Schedule

Chairperson Hahn presented Resolution 1156-25 to Approve Utility Allowance Schedule. With no questions or discussion, Mr. Larson moved to approve the resolution, seconded by Ms. Spanbauer. The motion carried with a 4-0 voice vote.

f.) Resolution 1157-25: Approve Annual Civil Rights Certification

Chairperson Hahn presented Resolution 1157-25 to Approve Annual Civil Rights Certification. With no questions or discussion, Mr. Larson moved to approve the resolution, seconded by Ms. Spanbauer. The motion carried with a 4-0 voice vote.

8.) WCHA Resolutions**a.) Resolution 787-25: Approve HUD Form 52574-Budget 2026**

Chairperson Keller presented Resolution 787-25 to Approve HUD Form 52574-Budget 2026. 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.

b.) Resolution 788-25: Approve Flat Rent Schedule

Chairperson Keller presented Resolution 788-25 to Approve Flat Rent Schedule. 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.

c.) Resolution 789-25: Approve 2026 Passbook Rate for Determination of Income from Assets

Chairperson Keller presented Resolution 789-25 to Approve 2026 Passbook Rate for Determination of Income from Assets. 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.

d.) Resolution 790-25: Approve Utility Allowance Schedule

Chairperson Keller presented Resolution 790-25 to Approve Utility Allowance Schedule. 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.

e.) Resolution 791-25: Approve Annual Civil Rights Certification

Chairperson Keller presented Resolution 791-25 to Approve Annual Civil Rights Certification. 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.

9.) Discussion**a.) OHA/WCHA Joint Board Meeting – Monday, November 17, 2025, at 3:30 pm at Court Tower**

Chairperson Hahn made a motion to approve the date of the November board meeting. The Mr. Hahn seconded the motion. The motion carried with a 3-0 voice vote.

10.) Adjournment

Having completed the OHA Agenda, Mr. Larson 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 3-0 on a voice vote. The meeting adjourned at 5:12 p.m.

Respectfully submitted,

WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____