

DRAFT

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

Monday, November 17, 2025

Court Tower

3:30 P.M.

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

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

OTHERS PRESENT: Rob Patterson
Scott Koegler
Kristl Laux
Kris Larson
Tom Landgraf arrived at 4:27 pm

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 Special Meeting Minutes from August 13, 2025

Chairperson Hahn directed the Oshkosh Housing Authority (OHA) Board Commissioners to review the minutes from the Special Meeting held on August 13, 2025. With no questions or revisions offered, Ms. Rahmlow moved to approve the minutes as presented, and Ms. Spanbauer seconded the motion. The motion passed unanimously on a 4–0 voice vote.

3.) OHA Special Meeting Minutes from September 8, 2025

Chairperson Hahn directed the Oshkosh Housing Authority (OHA) Board Commissioners to review the minutes from the Special Meeting held on September 8, 2025. With no questions or revisions offered, Ms. Rahmlow moved to approve the minutes as presented, and Ms. Spanbauer seconded the motion. The motion passed unanimously on a 4–0 voice vote.

4.) OHA/WCHA Joint Meeting Minutes from September 22, 2025

Chairperson Hahn directed the Oshkosh Housing Authority (OHA) Board Commissioners to review the minutes from the OHA/WCHA Joint Board Meeting held on September 22, 2025. With no questions or revisions, Ms. Rahmlow moved to approve the minutes as presented, and Ms. Straus 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 September 22, 2025. With no questions or revisions, Mr. Coates moved to approve the minutes as presented, and Ms. Hackett seconded the motion. The motion carried unanimously on a 3–0 voice vote.

5.) OHA Special Meeting Minutes from October 6, 2025

Chairperson Hahn directed the Oshkosh Housing Authority (OHA) Board Commissioners to review the minutes from the Special Meeting held on October 6, 2025. With no questions or revisions offered, Ms. Spanbauer moved to approve the minutes as presented, and Ms. Rahmlow seconded the motion. The motion passed unanimously on a 4–0 voice vote

6.) Public Comment Period/Q&A Period

Robert Patterson offered two comments during the public comment period:

1. Several tenants shared concerns, Rob encouraged them to attend Board meetings directly.
2. He noted that after attending the September 22 meeting, he came to the main office in October and found no meeting, it was requested to have clearer communication on Board meeting dates and locations.

7.) Board Presentation by Scott Koegler

Mr. Scott Koegler presented several options to the boards regarding Rental Assistance demonstration conversions (RAD) for both Oshkosh and Winnebago County Housing Authority scattered sites.

8.) Finance**a.) Accounts Payable Report from September 2025**

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

b.) Accounts Payable Report from October 2025

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

c.) 3rd Quarter Financial Report-OHA

Ms. Fromm presented the Third Quarter Financial Report and invited questions from the Board.

d.) 3rd Quarter Financial Report-WCHA

Ms. Fromm presented the Third Quarter Financial Report and invited questions from the Board.

9.) 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 -\$7,341.11; 61-90 days - \$3,501.32
- WCHA A/R: Over 90 days - \$1,215.48; 61-90 days - \$57.00

As of November 10, 2025, there were five vacancies, with move-ins scheduled throughout November and December.

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

Raulf Place:

Ms. Fromm reported that Mr. Foley received a new quote for the fire suppression grant; we will need permission from the federal government to change the vendors from the original grant award. The 2025 five-year plan includes installing new stoves and refrigerators in all 104 units, the replacements are currently being installed.

Court Tower:

Mr. Fromm stated that NBC 26 requested permission to place a weather camera on the roof of Court Tower, and we have agreed.

70 Family Scattered Sites:

Ms. Fromm stated that the siding on both units on Commet and one on Eastman have been replaced as planned in the five-year plan, in addition, the roof on the eight-unit Bowen building was replaced, which was also included in the five-year plan.

Waite Rug:

Ms. Fromm stated that the five-year plan items—gutter replacements and added parking spaces—are complete. The North Waite sale remains on schedule for January 5, 2026, and no environmental review will be conducted, as the purchaser will assume liability.

Marian Manor:

Ms. Fromm stated that we were awarded \$2 million AHP grant to help pay the offset for the heating replacement system at Marian Manor. The remodel tax credit application has once again been submitted to WHEDA, we are waiting for final approval from them.

Cumberland Court:

Ms. Fromm stated that they are doing well.

Riverside/Foxview:

Ms. Fromm stated that they are doing well. Mr. Foley received three bids for replacing the common-area flooring, the bids will be reviewed and work scheduled for early spring 2026.

WCHA Scattered Sites:

Ms. Fromm stated under the 5-year plan 2025 budget, work has been completed on the four-unit buildings on Custer and Broad Street both received new siding, as well as the roof replacement on the Harrison St. Property.

Agency updates:

Ms. Fromm stated with Windows 10 no longer supported by Microsoft and the cost to update all the towers to window 11 it was more cost effective to updates the agency to laptops. Thirteen laptops have replaced the thirteen towers used in our satellite locations.

SVA Certified public accountants will be on site in the first week of December to begin the 2025 audit.

MRI software implementation has not moved along as fast as we hoped. The go live date of January 12, 2026, has been pushed back to the first week of February 2026, the delay was necessary as its very important that our new affordable housing software and the new public housing software go live on the same date

Ms. Fromm stated that she and Ms. Ziebell have begun working with Avid Exchange, the 3rd party vendor management group that will assume our accounts payable through a digital platform to reduce manual tasks, costs, and fraud risks. This software works alongside the new MRI system and should be live the first week of February 2026.

10.) OHA Resolutions

a.) Resolution 1158-25: Approve 2025 Year-End Write-Offs of Bad Debt

Chairperson Hahn presented Resolution 1158-25 to Approve 2025 Year-End Write-Offs of Bad Debt. With no questions or discussion, Ms. Spanbauer moved to approve the resolution, seconded by Ms. Rahmlow. The motion carried with a 5-0 voice vote.

b.) Resolution 1159-25: Approve PH Lease Revision

Chairperson Hahn presented Resolution 1159-25 to Approve PH Lease Revision. With no questions or discussion, Ms. Ramlow moved to approve the resolution, seconded by Ms. Spanbauer. The motion carried with a 5-0 voice vote.

c.) Resolution 1160-25: Approve 2026 Inflation Adjustments

Chairperson Hahn presented Resolution 11560-25 to Approve 2026 Inflation Adjustments. With no questions or discussion, Ms. Straus moved to approve the resolution, seconded by Ms. Rahmlow. The motion carried with a 5-0 voice vote.

11.) WCHA Resolutions

a.) Resolution 792-25: Approve 2025 Year-End Write-Offs of Bad Debt

Chairperson Keller presented Resolution 792-25 to Approve 2025 Year-End Write-Offs of Bad Debt. With no questions or discussions, Ms. Coates moved to approve the resolution, seconded by Ms. Hackett. The motion carried with a 3-0 voice vote.

b.) Resolution 793-25: Approve PH Lease Revision

Chairperson Keller presented Resolution 793-25 to Approve PH Lease Revision. With no questions or discussions, Mr. Coates moved to approve the resolution, seconded by Ms. Hackett. The motion carried with a 3-0 voice vote.

c.) Resolution 794-25: Approve 2026 Inflation Adjustments

Chairperson Keller presented Resolution 794-25 to Approve 2026 Inflation Adjustments. 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 795-25: Approve Housing Choice Voucher Payment Standards Effective January 1, 2026

Chairperson Keller presented Resolution 795-25 to Approve Utility Allowance Schedule. With no questions or discussions, Mr. Coates moved to approve the resolution, seconded by Ms. Hackett. The motion carried with a 3-0 voice vote.

e.) Resolution 796-25: Approve Rent Increases for Waite Rug PBV Units Effective February 1, 2026

Chairperson Keller presented Resolution 796-25 to Approve Rent Increases for Waite Rug PBV Units Effective February 1, 2026. With no questions or discussions, Mr. Coates moved to approve the resolution, seconded by Ms. Hackett. The motion carried with a 3-0 voice vote.

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

Mr. Hahn 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 5-0 on a roll-call vote.

Following this, Mr. Keller 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 3-0 on a roll-call vote.

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

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

The open meeting was moved into closed session at 5:30 pm

13.) 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 5-0, and the meeting returned to open session at 6:02 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 3-0, and the meeting returned to open session at 6:02 p.m.

14.) Discussion

a.) OHA/WCHA Joint Board Meeting – Monday, January 26, 2026, at 3:30 pm at Court Tower

Ms. Fromm distributed the 2026 board meeting schedule. The boards agreed to meet every other month, with OHA meetings at 7:00 a.m. and WCHA meetings at 3:00 p.m. Two joint meetings are scheduled for January 26, 2026, and September 28, 2026, at 3:30 p.m., with other meetings designated as tentative.

Chairperson Hahn made a motion to approve the date of the January board meeting. The Ms. Spanbauer seconded the motion. The motion carried with a 5-0 voice vote.

Chairperson Keller made a motion to approve the date of the January board meeting. The Ms. Hackett seconded the motion. The motion carried with a 3-0 voice vote

15.) Adjournment

Having completed the OHA Agenda, Ms. Rahmlow made a motion to adjourn the meeting, seconded by Ms. Straus. The motion carried 5-0 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 6:15 p.m.

Respectfully submitted,

WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____