

**DRAFT**

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

Monday, March 25, 2024

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson – OHA  
Nicholas Hahn, Vice Chairperson – OHA  
Karl Buelow – OHA (Arrived during Accounts Payable Report)  
Ashlee Rahmlow – OHA

Robert Keller, Chairperson – WCHA  
Rebecca Hackett, Vice Chairperson – WCHA  
Betsy Ellenberger – WCHA  
Jessie Coates – WCHA

COMMISSIONERS ABSENT: Rob Paterson – OHA  
Scott Waterworth – WCHA

STAFF PRESENT: Wendy Fromm, Executive Director  
LuAnn Ziebell, Finance Manager  
Lora Southworth, Operations Manager  
Michelle Lunde, HR Generalist

OTHERS PRESENT:

- 1.) **Call to Order: Roll Call**  
Chairperson Spanbauer of the Oshkosh Housing Authority (OHA) Board called the joint meeting to order at 3:30 p.m.
- 2.) **OHA Minutes from the Regular Meeting Held on February 26, 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 February 26, 2024. There being no questions or corrections, Mr. Hahn moved, seconded by Ms. Rahmlow, to approve the minutes of the February 26, 2024 meeting as presented. Motion carried 3-0 on a voice vote.
- 3.) **WCHA Minutes of the Regular Meeting Held on February 27, 2024**  
Chairperson Keller directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on February 27, 2024. There being no questions or corrections, Ms. Hackett moved, seconded by Mr. Coates, to approve the minutes of the February 27, 2024 meeting as presented. Motion carried 3-0 on a voice vote, Ms. Ellenberg abstained from the vote.
- 4.) **Public Comment Period/Q&A Period**  
There was no public comment.

**5.) Finance****a.) Accounts Payable Report from February 2024**

(Mr. Buelow, OHA Commissioner arrived) Ms. Fromm inquired if there were any questions on the A/P Report from February 2024. Ms. Fromm pointed out that there was a \$44,400 downpayment for an elevator shaft that is needed at Foxview.

**b.) LLC Audits OHA Cumberland Court Master Development, Marian Manor, Court Tower 1, Court Tower 2, and Waite Rug**

Ms. Fromm presented the 2023 Year-End Audits for the LLC's. Mr. Hahn had some concerns about the national banking crisis, and whether Bank First has insurance above the FDIC limits. After addressing the questions Ms. Fromm stated there were no findings, and we will be following through with the auditor's recommendations.

**c.) LLC Audits WCHA River Cities Redevelopment**

Ms. Fromm asked if there were any questions, no questions or concerns were expressed. Ms. Fromm stated there were no findings. The end of the 15-year investor portion of River Cities will end in 2026.

**6.) 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 reported that there are tenant repayment agreements for most of the funds owed.

The A/R spreadsheet currently shows accounts receivable 90+ days old are now \$7,477.90. Accounts receivable that are 61-90 days old is \$2,235.54.

The monthly vacancy report now shows there are 20 vacancies for the Oshkosh Housing Authority (OHA) and two for the Winnebago County Housing Authority (WCHA). Currently, for Public Housing, HUD shows OHA at 99.67% for occupancy and WCHA at 100% occupancy.

**b.) Housing Choice Voucher Program Update (WCHA)**

Ms. Southworth stated there are currently 403 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, one port-in voucher, and two port-out vouchers under contract. Twenty-six Mainstream vouchers and eleven Tenant Protection Vouchers (TPV's) are also in use.

**c.) FSS Program Update**

Ms. Southworth reported the FSS Program currently has six participants from OHA Public Housing Program. WCHA has 25 total participants. There are 32 participants in the FSS programs. The current escrow balance is \$56,480.80. There has been one new enrollment since our last meeting, with one pending enrollment. Ms. Southworth stated that in the past month, there were two graduations from the FSS program.

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

Raulf Place scored a 93 on the recent NSPIRE Inspection on February 29, 2024.

Mr. Foley will continue to maintain the driveway to the north of Raulf Place which is owned by the OHA.

Court Tower recently had an NSPIRE Inspection. Court Tower Phase 1 and Court Tower Phase 2 are scored separately. Court Tower Ph 1 scored a 97 and Court Tower Ph 2 scored a 91. The Fire Alarm System will be obsolete at the end of 2025. A quote of \$46,000 has been received for the system to be updated to meet new requirements by 2025.

70 Family Scattered Sites scored a 71 on the recent NSPIRE inspection. Mr. Foley will be getting updated quotes to have six to eight roofs replaced in 2024.

Waite Rug is scheduled to have its NSPIRE inspection on August 29, 2024.

Ms. Fromm stated that Marian Manor was notified by the Federal Home Loan Bank (FHLB) that the 15-year Tax Credit compliance period has ended, and the Affordable Housing Program (AHP) is now considered completed. As a result, the AHP loan of \$500,000 that Marian Manor had, has been forgiven.

Cumberland Court has nothing to report.

Foxview and Riverside are doing well; however, the elevator shaft at Foxview needs to be replaced. We have submitted a downpayment of \$44,400.00 to Otis Elevator, and the replacement work will be scheduled soon.

Ms. Fromm reported that some of the Neenah/Menasha scattered sites will be getting roof replacements. The roof replacements should begin in spring 2024. Ms. Fromm was informed by HUD that the NSPIRE inspection has been scheduled for July 22, 2024.

#### **e.) Agency Matters**

- **HOTMA Change**

Ms. Fromm stated she's currently updating the Admissions and Continued Occupancy Plan (ACOP), Tenant Selection Plan, and Administration Plan to reflect the new Sections 102, 103 and 104 HOTMA changes required by HUD. Ms. Fromm will present these changes to both boards at the Joint Board Meeting in June. The changes will have a tentative effective date of January 1, 2025.

- **New Main Office**

Ms. Fromm reported that the main office at 600 Merritt Ave will relocate to the new location at 1100 W. 20<sup>th</sup> Ave on April 15, 2024. Spectrum is installing fiber optic in all OHA/WCHA buildings, and the completion date is scheduled for April 10, 2024. The computer servers will be moved to the new location on April 12, 2024.

#### **Financing of Marion Manor Remodel**

Ms. Fromm stated that due to higher interest rates we have inquired about retaining a loan with the Board of Commissioners of Public Lands. Tom Landgraf with Dimensions Development LLC. is currently working with Lu Scheer from the County of Winnebago to assist in securing these funds.

- **Sale of North Waite**

Ms. Fromm stated that an offer to purchase had been received, and the offer was sent to the agency's attorney for review. The offer to purchase will be presented to the board, for approval, upon completion of the review.

- **Sale of Summit Group Home**

Ms. Fromm stated we received an offer to purchase, and the offer had many contingencies. Ms. Fromm presented a counteroffer with a sale price of \$365,000 and added a bump clause. The counteroffer was accepted with a tentative closing date in August 2024.

- **Updated PHAS Scoring Winnebago County**

Ms. Fromm reported that HUD REAC has rescored the PHAS FY2022 submission and WCHA has now been designated as a standard performer, instead of a troubled performer.

- **Oshkosh/Winnebago County Contract**

Ms. Fromm stated that the WCHA board requested a copy of the management agreement between OHA and WCHA. The agreement was presented to each board member this month. Mr. Hahn had concerns that the contract was too ambiguous. After further discussion between both boards, it was requested that the agreement be sent to the agency attorney for review and updates.

**7.) Discussion**

**a.) OHA April Board Meeting – April 22, 2024**

The OHA April 2024 board meeting will be on Monday, April 22, 2024, at 3:30 p.m. in the Oshkosh Housing Authority's main office.

**b.) WCHA April Board Meeting – April 23, 2024**

The WCHA April board meeting will be on Tuesday, April 23, 2024, at 3:00 p.m. in the Oshkosh Housing Authority's main office.

**8.) Adjournment**

Having completed the OHA Agenda, Mr. Buelow of the OHA board moved, seconded by Mr. Hahn, to adjourn the meeting. Motion carried 3-0 on a voice vote. Having completed the WCHA Agenda, Ms. Ellenberger of the WCHA board moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting adjourned at 4:08 p.m.

Respectfully submitted,



WENDY FROMM  
Executive Director  
Oshkosh Housing Authority  
Winnebago County Housing Authority

APPROVED by OHA Board \_\_\_\_\_

APPROVED by WCHA Board \_\_\_\_\_