

STEVENS POINT HOUSING AUTHORITY (SPHA)

1300 Briggs Court
Stevens Point, Wisconsin 54481



HI-RISE MANOR
MADISON VIEW APARTMENTS
SCATTERED SITE FAMILY HOUSING

Stevens Point Housing Authority (SPHA) Special Board Committee Meeting Minutes

Regular Meeting: Monday, August 11, 2025, at 4:15 p.m. CT

Where: Hi-Rise Manor Dining Room - 1300 Briggs Court Stevens Point, WI 54481 and
Via Zoom

Attendance:

Board Members	Present	Absent	Notes
Mr. George Doxtator, Chair	X		In person
Ms. Nicole Tank, Vice Chair	X		In person
Ms. Trisha Steinhorst	X		In person
Mr. Justin P. Adamski	X		In person
Mr. Eric Riskus	X		In person

Also Present:

- Ms. Idowu Odedosu – SPHA Executive Director (In person and via zoom)
- Mr. Jay Feltz – SPHA Maintenance and Building Manager (In person) – Left at 4:56pm
- Ms. Amie L. Anderson Vieth, Fee Accountant, Housing Authority Accounting Specialists, Inc. (HAAS) (via Zoom) – Left at 4:32pm

1. Call Meeting to Order

- Discussion: Mr. Doxtator called the meeting to order at 4:20 p.m.
- Action: Roll call was completed with the individuals named above as present and have a quorum.
- Follow through: None.

2. Citizens Wishing to Address the Board

- Discussion: There were no citizens wishing to address the Board in person and via Zoom.
- Action: None.
- Follow through: None.

3. Minutes of the Minutes of the June 30, 2025 Special Board Committee Meeting

- Discussion: Ms. Odedosu gave the Board a copy of the June 30, 2025 Special Board Committee Meeting minutes in the Board package. There were no comments or discussion on the minutes.
- Action: Motion by Mr. Riskus to approve the Minutes of the June 30, 2025 Special Board Committee Meeting. Second by Mr. Adamski. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

4. Payment of Bills for April 1, 2025 – June 30, 2025

- Discussion: Ms. Odedosu explained that the payment of bills covers the full months from April 1, 2025 to June 30, 2025 (Q2 2025).

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- Action: Motion by Mr. Doxtator to approve the payment of bills for April 1, 2025 to June 30, 2025. Second by Ms. Steinhorst. Mr. Doxtator called for a vote. All ayes, nays none.

- Follow through: None.

5. Financial Statements as of June 30, 2025

- Discussion: Ms. Amie L. Anderson Vieth described the various financial statements for the second quarter of 2025 ending June 30, 2025. Total tenant rental revenue represents 52% of the budget and total expenses represent about 49% of the budget.

- Action: None.

- Follow through: None.

6. Resolution 25-06: Guest Policy Revision #2

- Discussion: Ms. Odedosu explained the revised guest policy. The guest fee has been removed from the revised guest policy. The revised guest policy defines the term "overnight," the maximum number of days a guest is allowed and makes the policy easier to read for tenants.

- Action: Motion by Mr. Adamski to approve Resolution 25-06: Guest Policy Revision #2. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none.

- Follow through: None.

7. Home Ownership Opportunity Reserve Account (HOORA) Bank Statements for April 2025 – June 2025

- Discussion: Ms. Odedosu explained the HOORA bank statements from April 2025 to June 2025. One HOORA loan was paid back in April 2025.

- Action: None.

- Follow through: None.

8. Occupancy Report for May 1, 2025 – July 31, 2025

- Discussion: Mr. Feltz explained the occupancy report for May 1, 2025 to July 31, 2025. There are currently six (6) units in turnover status. Inspections are continuing to take place.

- Action: None.

- Follow through: None.

9. Discussion – Capital Project and Maintenance Updates, Office Updates, Q&A

- Discussion: Ms. Odedosu stated the previous Finance Clerk last day is August 15, 2025. The Finance and Office Coordinator position is live on Indeed and the SPHA website. Ms. Tank inquired about exit interviews. Ms. Odedosu stated that a formal one has not been developed since turnover has historically been very low. Ms. Odedosu asked if any Board member has any template used at their respective organizations. Mr. Riskus stated that he will ask his Human Resources team and that he will send a template that is used at Mid-State Independent Living Choices (MILC).

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- Action: None.
- Follow through: None.

10. Review Bids Received for Banking Services RFP and Approve Winning Bid

- Discussion: Ms. Odedosu received four (4) bids from local banking institutions. The Board discussed the various bids and the pros and cons of each proposal. Bid 3 was removed since they submitted an incomplete proposal. The deciding factor was between three bids. Mr. Adamski stated that all the banks met the Tier 1 capital ratio requirements. Mr. Adamski stated that the deciding factor should also be based on what is most convenient for the SPHA staff. Ms. Tank thought more about locality and customer service. Ms. Odedosu and the Board also discussed the fees between each bid and the credit ratings of each bank. The Board discussed promotional rates vs. fixed rates among the bids. The Board also discussed the number of local branches and overall presence in central Wisconsin. The Board narrowed their top two choices to Bid 1 and Bid 4. Mr. Doxtator made a motion to go into closed session at 6:02pm to review comments from other housing authorities that Ms. Odedosu received when doing research on banks in the past. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none. Mr. Doxtator made a motion to go back into open session at 6:08pm.
- Action: Motion by Mr. Doxtator to approve Bid 1 as the winning bid with lower fees negotiated. Second by Mr. Riskus. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: Negotiate lower fees with Bid 1.

11. Adjournment

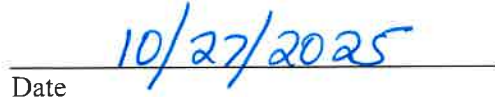
- Discussion: None.
- Action: Motion by Mr. Doxtator to adjourn meeting. Second by Mr. Adamski. No further discussion. Mr. Doxtator called for a vote. All ayes, nays none. The meeting was adjourned at 6:14 p.m.
- Follow through: None.

Minutes Prepared By:
Idowu Odedosu


Chair


Date


Secretary/Executive Director


Date