

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) Regular Board Committee Meeting Minutes

Regular Meeting: Monday, May 5, 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	
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)
- Ms. Amie L. Anderson Vieth - Fee Accountant, Housing Authority Accounting Specialists, Inc. (HAAS) (via Zoom)

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 March 4, 2025 Special Board Committee Meeting

- Discussion: Ms. Odedosu
- Action: Motion by Mr. Adamski to approve the Minutes of the March 4, 2025 Special Board Committee Meeting. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

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4. Payment of Bills for February 1, 2025 – March 31, 2025

- Discussion: Ms. Odedosu explained that the payment of bills covers the full months from February 1, 2025 to March 31, 2025. Ms. Odedosu explained that on February 19, 2025, the SPHA made a payment in lieu of taxes (PILOT) payment to the City of Stevens Point. Mr. Adamski asked about ABR charges on the credit card. Ms. Odedosu stated that the ABR charges are for hiring a maintenance worker through ABR, a staffing agency. These charges will not reoccur unless ABR services are utilized in the future.
- Action: Motion by Mr. Riskus to approve the payment of bills for February 1, 2025 to March 31, 2025. Second by Mr. Doxtator. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

5. Financial Statements as of March 31, 2025

- Discussion: Ms. Amie L. Anderson Vieth described the various financial statements for the first quarter of 2025 ending March 31, 2025. Overall, the first quarter of 2025 represents 25% of the budget.
- Action: Motion by Mr. Doxtator to approve the financial statements as of March 31, 2025. Second by Mr. Adamski. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

6. Family Self-Sufficiency (FSS) Program Overview Report

- Discussion: Ms. Odedosu gave an overview of the family self-sufficiency (FSS) program, which is an economic self-sufficiency program to help tenants increase their income and assets. The goal is to increase the number of public housing tenants who work and/or increase their income. If rent increases due to increased earned income, the difference between the old rent and the new rent is placed into an escrow account, i.e., a savings account for the tenant. As of May 5, 2025, there are currently 26 FSS participants with an average FSS escrow balance of \$2,648.17. Mr. Adamski asked about funding for services such as GED, job training, etc. Ms. Odedosu stated that the FSS funding cannot be used for services for tenants. However, the FSS Coordinator is expected to work with local programs and partners to connect tenants to services. Ms. Odedosu stated that at the time of graduation, the FSS client must be suitably employed at the time of graduation and no family members can receive cash welfare assistance and must complete the goals listed in the FSS contract. The FSS program is a 5-year program and if needed, the contract can be extended for an additional two years. There is no required minimum number of years. Ms. Tank suggested that when marketing FSS to tenants, it is good to include success stories along with the numbers described in the FSS report.
- Action: None.
- Follow through: None.

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7. Resolution 25-04: Capitalization Policy and Capital Assets Policy Revisions #2

- Discussion: Ms. Odedosu described the edits to the capital assets policy. The capital assets depreciation example schedule has a range of years for items like land and building improvements, and equipment. For example, a roof will have an estimated useful life of 20 years, but a water heater will have an estimated useful life of 10 years, so a range is more appropriate depending on the specific type of building improvement or equipment.
- Action: Motion by Ms. Tank to approve Resolution 25-04: Capitalization Policy and Capital Assets Policy Revisions #2. Second by Mr. Adamski. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

8. Resolution 25-05: Criminal Records Retention and Storage Policy

- Discussion: Ms. Odedosu described the new criminal records retention and storage policy. This is a policy that the HUD field office recommended that SPHA develops to make sure the SPHA is following current federal regulations around criminal records and public housing.
- Action: Motion by Mr. Adamski to approve Resolution 25-05: Criminal Records Retention and Storage Policy. Second by Mr. Riskus. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

9. Review Quote for Updating Cameras at Hi-Rise Manor Apartments

- Discussion: Mr. Feltz stated that the SPHA received two quotes for cameras. The second quote came in recently and is significantly cheaper so a decision will be made at a future Board meeting.
- Action: Motion by Mr. Adamski to table approval of quote for updating cameras at Hi-Rise Manor Apartments to a future meeting. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

10. Home Ownership Opportunity Reserve Account (HOORA) Bank Statements for February 2025 – March 2025

- Discussion: Ms. Odedosu explained the HOORA bank statements from February 2025 to March 2025. Ms. Odedosu stated there was no activity in these two months. The Baird credits and interest payments continue.
- Action: None.
- Follow through: None.

11. HOORA Account Overview Report Part 2

- Discussion: Ms. Odedosu explained the HOORA Overview Report Part 2. Ms. Odedosu added the average, median, shortest, and longest loan life for the HOORA loans to the report. The average HOORA loan life is 8 years, 2.5 months.

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- Action: None.
- Follow through: None.

12. Occupancy Report for February 1, 2025 – April 30, 2025

- Discussion: Mr. Feltz explained the occupancy report for February 1, 2025 to April 30, 2025. There are currently four units in various unit turnover statuses. Ms. Odedosu explained the current waiting list.
- Action: None.
- Follow through: None.

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

- Discussion: Mr. Feltz gave a bed bug update. Mr. Feltz stated that the bid for the sidewalk and stoop/concrete project at Madsion View Apartments went out in various newspapers. New trees have been planted and bad trees removed at Madison View and some Scattered Sites. New lighting is being installed at Madison View. A new playground at Madison View is a project for the future. Ms. Odedosu stated that SPHA purchased new computers and technology equipment for staff and the office. Customer service training took place for all staff earlier in the day. Ms. Odedosu stated that a new banking RFP will be issued soon to seek new banking services.
- Action: None.
- Follow through: None.

14. Adjournment

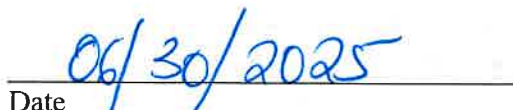
- Discussion: None.
- Action: Motion by Mr. Adamski to adjourn the meeting. Second by Mr. Doxtator. No further discussion. Mr. Doxtator called for a vote. All ayes, nays none. The meeting was adjourned at 5:30 p.m.
- Follow through: None.

Minutes Prepared By:
Idowu Odedosu


Chair


Date


Secretary/Executive Director


Date