

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, October 27, 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)
- Ms. Susan (Sue) Just – SPHA Tenant – Left at 4:30pm (In person)
- Ms. Valari Hartman – SPHA Tenant (In person)
- Mr. Andrew Logan Beveridge – City of Stevens Point City Attorney (In person) – Attended at 4:47pm and left at 5:04pm

1. Call Meeting to Order

- Discussion: Mr. Doxtator called the meeting to order at 4:19 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: Ms. Just inquired about having dogs congregate inside of the solarium in the Hi-Rise Apartments’ common area for social reasons. Ms. Just requested to have the Hi-Rise laundry room hours extended to 9pm vs the current time of 7pm. Extending the time will align with the quiet hours and also more convenient for people who work during the day. She also requested to have signs that states do not slam the washer and dryer machine doors in the laundry rooms. She also highlighted the accessibility of the laundry room on her floor for tenants who use wheelchairs.
- Action: None.
- Follow through: Ms. Odedosu will extend the laundry room hours and ensure at least one laundry room in the building is fully accessible for tenants who use wheelchairs. The request to have dogs congregate inside of the solarium for social reasons will not be allowed. Tenants are still allowed to have animals if they are registered and have all of the required documents.



3. Minutes of the Minutes of the August 11, 2025 Regular Board Committee Meeting

- Discussion: Ms. Odedosu gave the Board a copy of the August 11, 2025 minutes in the Board package. Ms. Tank inquired about the transition to the new bank. Ms. Odedosu stated that the bank transition process started. Two accounts with no activity will be closed very soon and the main bank account will remain open for now until the account information is updated with for automatic transactions.
- Action: Motion by Ms. Tank to approve the Minutes of the August 11, 2025 Regular Board Committee Meeting. Second by Ms. Steinhorst. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

4. Annual Public Hearing – Review 5-Year PHA Plan for 2025 to 2029

Discussion: Ms. Odedosu explained the purpose of the 5-Year PHA Plan to the Board, which was approved last year. Every year, the SPHA is required to have an annual public hearing to review the 5-year PHA plan. The SPHA is supposed to obtain comments from the Resident Advisory Board (RAB). SPHA sent a RAB outreach letter over the summer. Two tenants expressed interest in joining the RAB, which are Valari Hartman and Liza Cummings. Ms. Tank stated that Violence Against Women Act (VAWA) policy in the PHA plan does not address removing a perpetrator in a different household and would like the policy revised to further support the victim. Ms. Cummings could not attend the meeting, but Ms. Odedosu provided the comments that Ms. Cummings emailed to Ms. Odedosu to the Board. Ms. Cummings provided three (3) suggestions for Madison View Apartments: (1) door peepholes are requested for each apartment door, (2) locked basement doors at Madison View, and (3) an outdoor community gathering space such as picnic tables or a grill. Ms. Hartman provided a suggestion of starting a volunteer mentorship program to match local professionals with residents with specific skills or aspirations to improve the resident's marketability and it will also utilize what the local community has to offer. Mr. Riskus stated that his organization helps people with job preparation skills.

- Action: None.
- Follow through: Ms. Odedosu stated that she will update the VAWA policy in the future.

5. Financial Statements as of August 31, 2025

- Discussion: Ms. Odedosu gave an overview of the various financial statements ending August 31, 2025. Total tenant rental revenue represents approximately 70% of the budget and total expenses represent 66% of the budget.
- Action: Motion by Mr. Adamski to approve the financial statements as of August 31, 2025. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

6. Resolution 25-07: 2026 Flat Rents & 2026 Utility Allowances

- Discussion: Ms. Odedosu explained that Resolution 25-07 represents the 2026 flat rents and 2026 utility allowances. Every year, the SPHA is required to establish new flat rents (i.e., maximum rents)

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based on updated fair market rents for Portage County and establish new utility allowances based on usage in the previous 12 months. Flat rent is 80% of fair market rents for Portage County. The Portage County fair market rents in 2026 did not change much from 2025. Consequently, flat rents are similar to 2025 for 1 to 3 bedrooms and slightly lower for 4-bedroom units or more. Utility allowances are only used for the Scattered Sites homes. As a result, the flat rents for Scattered Sites are lower since they account for the utility allowances. The average and median increases in utility allowances for Scattered Sites from 2025 to 2026 is 3.9% and 7.7%, respectively. Utility allowances are derived from data received from Wisconsin Public Services (WPS) for the 80 Scattered Site units.

- Action: Motion by Mr. Doxtator to approve Resolution 25-07: 2026 Flat Rents & 2026 Utility Allowances. Second by Ms. Trisha Steinhorst. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

7. Home Ownership Opportunity Reserve Account (HOORA) Bank Statements for July 2025 – September 2025

- Discussion: Ms. Odedosu explained the HOORA bank statements from July 2025 to September 2025. There was one (1) HOORA loan paid back in August 2025.
- Action: None.
- Follow through: None.

8. Discussion – Office Updates and Q&A

- Discussion: Ms. Odedosu stated that a new Finance and Office Coordinator was hired on October 27, 2025. Ms. Odedosu stated that the concrete project at Madison View is still taking place. Mr. Feltz, the SPHA Building and Maintenance Manager, sent emails to the contractor regarding the timeline they proposed to conclude the initial phase of the project. The HUD National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection is scheduled for Monday, December 1, 2025, for Madison View Apartments and Scattered Sites. Ms. Tank inquired about Ms. Just's concerns earlier in the meeting. Ms. Tank inquired about accessibility of the laundry rooms. Ms. Odedosu stated that she will double-check that at least one laundry room at Hi-Rise Apartments is fully accessible. Mr. Riskus stated that any public facing areas must be accessible unless grandfathered in based on when the building was built or last altered. Mr. Riskus stated that his organization offers accessibility assessments in which a recommendation report is written to show what is not in compliance and how the area can get into compliance. Ms. Hartman stated that the maintenance staff for Scattered Sites are wonderful and act timely to fix maintenance issues. Ms. Steinhorst stated that it will be great for SPHA staff to attend future Board meetings and give an update on their respective areas.
- Action: None.
- Follow through: None.

CENTRAL OFFICE:
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Closed Session Topic:

- Discussion: Earlier in the meeting, Mr. Beveridge stated that the closed session topic cannot take place since the agenda did not have the specific Wisconsin statute for having a closed session stated in the agenda.
- Action: None.
- Follow through: A future Board meeting will have the closed session topic with the required Wisconsin statute for closed session stated on the agenda.

9. Human Resources Personnel

- Discussion: None.
- Action: None.
- Follow through: None.

10. Adjournment

- Discussion: None.
- Action: Motion by Mr. Adamski to adjourn meeting. Second by Mr. Doxtator. No further discussion. Mr. Doxtator called for a vote. All ayes, nays none. The meeting was adjourned at 5:49 p.m.
- Follow through: None.

Minutes Prepared By:
Idowu Odedosu


Chair


Date


Secretary/Executive Director


Date