



HOUSING AUTHORITY OF THE COUNTY OF PORTAGE
1001 Maple Bluff Rd. Ste 1., Stevens Point WI 54482
Housing Office: 715-346-1392

“This institution is an equal opportunity provider and employer.”

MINUTES
OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
6-14-23

1. The meeting was **called to order** at 4:00 p.m. by Doubek at the Housing Authority Office, 1001 Maple Bluff Rd Ste 1, Stevens Point, Wisconsin 54482.
2. A **roll call** was taken as follows:
Members Present: Holly Carter Yes X Absent
Chris Doubek X Yes Absent
Christian Budzinski X Yes Absent
Sharon Mras X Yes Absent
Andrew Rockman X Yes Absent
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
3. Doubek called for **corrections to the minutes** of 5-10-23. Corrections made? No
Motion by Budzinski, second by Rockman to approve the minutes as presented.
A roll call vote revealed 4 ayes, 0 nays, absent – Carter. Motion carried. Yes
4. **Correspondence** – None
5. **Director’s Update:**

Occupancy Report

Project I - 1 -1 Bedroom & 0 - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst
 2 -1 Bedroom & 0 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - 5 -1 Bedroom Vacancies at Hillside Manor in Amherst
 3 -1 Bedroom Vacancies at Sunset Manor in Almond
 4 -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - 2 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Parkview in Amherst
 1 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Northview in Junction City
 2 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Eastview in Rosholt

Section 8 County Vouchers

We have 212 households on lease for June 2023.

A review was made of the **Account Balances** as of 5-31-2023 and the **Income & Expense Report** for the end of: March 2023. Comment made? No

Properties – Maintenance Staff is in the process of completing a compiled list by the Executive Director as a result of annual property inspections.

6. Review of Housing Authority Disbursements:

Disbursements for March, 2023 - Questions? No Corrections made? No

Motion made by Rockman, second by Mras to approve the Housing Authority Disbursements for March, 2023 with a total of \$128,069.18.

A roll call vote revealed _4_ ayes, _0_ nays, absent – Carter. Motion carried. Yes

Public Notice: Public in attendance? No

7. Voice Roll Call Vote to Enter into Closed Session Pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of Discussion, Hearing, and Deliberation regarding:

1) PC Housing Properties

Motion by Budzinski, second by Rockman to Enter into Closed Session

A voice roll call vote revealed ayes by Budzinski, Rockman, Mras, Doubek, _0_ nays, and absent-Carter.

Motion carried to enter Closed Session? **Yes**

Closed Session in Progress

Motion by Rockman, second by Mras to Enter into Open Session for Action on Closed Session Item

A voice roll call vote revealed ayes by Budzinski, Rockman, Mras, Doubek, _0_ nays, and absent-Carter.

Motion carried to enter Open Session? **Yes**

Cieslewicz was acting secretary in Closed Session.

Closed Session Item #1:

Motion by Budzinski, second by Rockman to postpone action on closed session item and bring back to Board of Commissioners at next scheduled meeting.

A roll call vote revealed _4_ ayes, _0_ nays, absent – Carter. Motion carried. Yes

8. Discussion/Possible Action - Security Deposit Amounts-Current Residents-PC Housing Properties

Cieslewicz indicated that we are no longer under HUD regulations regarding Security Deposits (HUD set the Security Deposit that we could collect (ranged from \$25 - \$597 – average \$311). Cieslewicz requested that at Lease Renewal effective dates – PCM-II: 1-1-2024 and PCM-III: 3-1-2024 - we increase current tenant's required Security Deposit amount to match one month's current rent amounts. Current rent amounts: PCM-II: \$650 and PCM-III: 2-Bedroom is \$980 and 3-Bedroom is \$1206. Cieslewicz indicated residents would be informed of any change to Security Deposit amount requirements as soon as possible.

Board discussion commenced.

Motion by Budzinski, second by Rockman to approve the collection of additional Security Deposit amounts from current tenants to match one month's current rent amounts, when new Leases are up for renewal.

Lease Renewal effective dates are as follows – PCM-II: 1-1-2024 and PCM-III: 3-1-2024. Security Deposits increases for current residents will be set according to the 2023 current rent amounts which are as follows: PCM-II: \$650 and PCM-III: 2-Bedrm is \$980 and 3-Bedrm is \$1206.

A roll call vote revealed _4_ ayes, _0_ nays, absent – Carter. Motion carried. Yes

Next Meeting Date:

Motion made by Budzinski, second by Rockman to approve meeting on July 12, 2023 at 4:00 p.m. at the Housing Authority Office at 1001 Maple Bluff Rd Suite 1, Stevens Point, WI.

A roll call vote revealed _4_ ayes, _0_ nays, absent – Carter. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Mras, second by Rockman to **adjourn** the meeting at 4:40 p.m.

A roll call vote revealed _4_ ayes, _0_ nays, absent – Carter. Motion carried. Yes

Respectfully Submitted,