



**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**  
**7-12-23**

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 \_X\_ Yes \_\_\_ Absent  
Chris Doubek \_X\_ Yes \_\_\_ Absent  
Christian Budzinski \_X\_ Yes \_\_\_ Absent  
Sharon Mras \_X\_ Yes \_\_\_ Absent  
Andrew Rockman \_\_\_ Yes \_X\_ Absent-Excused  
Also Present: Stacy Cieslewicz, Executive Director \_X\_ Yes \_\_\_ Absent  
John Pavelski, County Executive
3. Doubek called for **corrections to the minutes** of 6-14-23. Corrections made? No  
Motion by Budzinski, second by Mras to approve the minutes as presented.  
A roll call vote revealed \_4\_ ayes, \_0\_ nays, excused-Rockman. 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 & \_1\_ -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 \_214\_ **Voucher** households on lease for July 2023.

A review was made of the **Account Balances** as of 6-30-23 and the **Income & Expense Report** for the end of: 5-31-23. Comment made? No

**Properties:**

Normal Maintenance Repair Requests completed. Painting of patio railings and building accent boards; installation of capping.

**6. Review of Housing Authority Disbursements:**

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

Motion made by Mras, second by Carter to approve the Housing Authority Disbursements for April, 2023 with a total of \$106,517.47.

A roll call vote revealed \_4\_ ayes, \_0\_ nays, excused-Rockman. Motion carried. Yes

**Review of Housing Authority Disbursements:**

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

Motion made by Carter, second by Mras to approve the Housing Authority Disbursements for May, 2023 with a total of \$123,813.47.

A roll call vote revealed \_4\_ ayes, \_0\_ nays, excused-Rockman. 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:**

- a) PC Housing Properties
- b) Annual Performance Evaluation for Maintenance Manager
- c) Annual Performance Evaluation for Housing Manager
- d) Annual Performance Evaluation for Executive Director
- e) 2024 Wages

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

A voice roll call vote revealed ayes by Carter, Budzinski, Mras, Doubek, \_0\_ nays, and excused-Rockman  
Motion carried to enter Closed Session? **Yes**

Closed Session in Progress

Motion by Mras, second by Carter to Enter into Open Session for Action on Closed Session Items

A voice roll call vote revealed ayes by Carter, Budzinski, Mras, Doubek, \_0\_ nays, and excused-Rockman  
Motion carried to enter Open Session? **Yes**

Cieslewicz was acting secretary in Closed Session for Item a – c and e.

Doubek was acting secretary in Closed Session for Item d.

**Closed Session Item a: PC Housing Properties**

Motion by Budzinski, second by Carter to approve of contracting with a Marketing Firm to promote our properties to fill our vacancies.

A roll call vote revealed \_4\_ ayes, \_0\_ nays, excused-Rockman. Motion carried. Yes

**Closed Session Item b: Annual Performance Evaluation – Maintenance Manager**

Motion by Budzinski, second by Mras to accept the Maintenance Manager Annual Evaluation completed by the Executive Director

A roll call vote revealed \_4\_ ayes, \_0\_ nays, excused-Rockman. Motion carried. Yes

**Closed Session Item c: Annual Performance Evaluation – Housing Manager**

Motion by Budzinski, second by Carter to accept the Housing Manager Annual Evaluation completed by the Executive Director

A roll call vote revealed \_4\_ ayes, \_0\_ nays, excused-Rockman. Motion carried. Yes

**Closed Session Item d: Annual Performance Evaluation for Executive Director**

Motion by Budzinski, second by Mras to approve of the Executive Director's Annual Evaluation that was completed in Closed Session by the Housing Authority Board of Commissioners

A roll call vote revealed 4 ayes, 0 nays, excused-Rockman. Motion carried. Yes

**Closed Session Item e: 2024 Wages**

Motion by Budzinski, second by Carter to approve a 5% wage increase for the Housing Manager and the Executive Director effective January 1, 2024.

A roll call vote revealed 4 ayes, 0 nays, excused-Rockman. Motion carried. Yes

Motion by Budzinski, second by Mras to approve a 3% wage increase for the Maintenance Manager effective January 1, 2024.

A roll call vote revealed 4 ayes, 0 nays, excused-Rockman. Motion carried. Yes

**Next Meeting Date:**

Motion made by Budzinski, second by Carter to approve meeting on 8-9-23 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, excused-Rockman. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Budzinski, second by Mras to **adjourn** the meeting at 5:15 p.m.

A roll call vote revealed 4 ayes, 0 nays, excused-Rockman. Motion carried. Yes

Respectfully Submitted,