



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
8-9-2023

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 Excused at 4:45pm
Chris Doubek X Yes Absent
Christian Budzinski X Yes Absent
Sharon Mras X Yes Absent
Andrew Rockman X Yes Arrived at 4:25pm
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
3. Doubek called for **corrections to the minutes** of 7-12-23. Corrections made? No
Motion by Budzinski, second by Carter 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
1
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 August 2023.

A review was made of the **Account Balances** as of 7-31-2023 and the **Income & Expense Report** for the end of: June 2023. Comment made? Yes – PCM II-Security Deposit Balance - Typo

Properties:

Completing work orders and cleaning of buildings

6. Review of Housing Authority Disbursements:

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

Motion by Carter, second by Mras to approve the Housing Authority Disbursements for June, 2023 with a total of \$110,200.18

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) Maintenance Manager Position

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

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

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

Closed Session in Progress

Rockman arrived at 4:25pm into Closed Session

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

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

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

Cieslewicz was acting secretary in Closed Session.

Closed Session Item a: PC Housing Properties

Motion by Budzinski, second by Carter to approve of HAPC staff creating a social platform for properties and maintaining said platform and its contents. Pictures of properties can be set up for virtual staging up to a total of \$1000.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent-. Motion carried. Yes

Closed Session Item b: Maintenance Manager Position

Motion by Carter, second by Rockman to approve of Executive Director listing the recently vacated Maintenance Position on Indeed as a Full-Time position.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent-. Motion carried. Yes

8. Discussion/Possible Action: Outsourcing Maintenance on Properties:

Executive Director requested the discretion to outsource maintenance work until further notice. Board discussed outsourcing options.

Motion by Budzinski, second by Carter to approve of the Executive Director's discretion as far as outsourcing property maintenance – cleaning, plumbing, heating, electrical, etc. – until further notice.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent-. Motion carried. Yes

Carter excused at 4:45pm

9. Discussion/Possible Action: Housing Choice Voucher Utility Allowance Chart-Resolution 23-05:

HUD requires annual review of Utility Allowance Chart – if any change of 10% - chart needs to be updated.

Motion by Budzinski, second by Rockman to approve of updated Housing Choice Voucher Utility Allowance Chart – Resolution 23-05 effective 11-1-2023.

A roll call vote revealed _4_ ayes, _0_ nays, excused-Carter. Motion carried. Yes

10. **Discussion/Possible Action: PC Housing LLC Rental Properties – PCM-II New Leases-New Rents:**
Executive Director presented the current going rents on our voucher program. Discussion of rent increase for PCM II properties for 1-1-2024
Motion by Rockman, second by Mras to approve of a rent increase effective 1-1-2024 for PCM-II properties (Hillside, Milladore, and Sunset) to \$700.00 per month.
A roll call vote revealed _4_ ayes, _0_ nays, excused-Carter. Motion carried. Yes
11. **Discussion/Possible Action: Snow Removal Bids – Sunset Manor:**
Cieslewicz requested authorization to use her discretion as far as obtaining a reasonable priced Snow Removal Contractor for Sunset Manor in Almond.
Motion by Budzinski, second by Rockman to approve the authorization to allow the Executive Director's discretion in obtaining a reasonable priced snow removal contractor for Sunset Manor.
A roll call vote revealed _4_ ayes, _0_ nays, excused-Carter. Motion carried. Yes
12. **Discussion/Possible Action: 2024 Civil Rights Certification – Resolution 23-06:**
HUD requires annual updates to Annual Plan Certification – Board reviewed certification and resolution.
Motion by Budzinski, second by Mras to approve 2024 Civil Rights Certification – Resolution 23-06.
A roll call vote revealed _4_ ayes, _0_ nays, excused-Carter. Motion carried. Yes

Next Meeting Date:

Motion by Budzinski, second by Rockman to approve meeting on 9-13-2023 at 4:15 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-Carter. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion by Mras, second by Rockman to adjourn the meeting at 5:00pm.

A roll call vote revealed _4_ ayes, _0_ nays, excused-Carter. Motion carried. Yes

Respectfully Submitted,