



**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**  
**5-8-2024**

1. The meeting was **called to order** at 4:00 p.m. by Cieslewicz 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  
                                 Mike Splinter    X Yes    Absent  
Also Present:             Stacy Cieslewicz, Executive Director    X Yes    Absent
3. Cieslewicz called for **nominations for Chairperson** for the Housing Authority Board for:  
a one (1) - year term.  
Motion made by Budzinski, second by Mras to nominate Doubek for Chair for a one (1)-year term.  
  
Cieslewicz called again for nominations for Chair. Nominations made? No  
  
Cieslewicz called a third and last time for nominations for Chair. Nominations made? No  
  
Doubek accepted the nomination.  
A roll call vote revealed    4    ayes,    0    nays, absent Carter. Motion carried. Yes
4. Doubek called by **nominations for Vice Chairperson** for the Housing Authority Board for  
a one-year term.  
Motion made by Budzinski, second by Splinter to nominate Mras for Vice Chair for a  
one (1)-year term.  
  
Doubek called again for nominations for Vice Chair. Nominations made? No  
  
Doubek called a third and last time for nominations for Vice Chair. Nominations made? No  
  
Mras accepted the nomination.  
A roll call vote revealed    4    ayes,    0    nays, absent – Carter. Motion carried. Yes
5. The Commissioner Splinter was requested by Cieslewicz to sign the **Declaration of Identity of Interest/No Identity of Interest** forms required by Rural Development.
6. Doubek called for **corrections to the minutes** of 4-10-24. Corrections made? No  
Motion by Mras, second by Budzinski to **approve the minutes** as presented.  
A roll call vote revealed    4    ayes,    0    nays, absent - Carter. Motion carried. Yes

7. **Correspondence** – None

8. **Director's Update:**

**Occupancy Report**

Project I -     1 -1 Bedroom & 0 - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst  
                  3 -1 Bedroom & 3 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II -    5 -1 Bedroom Vacancies at Hillside Manor in Amherst  
                  6 -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  
                  0 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Eastview in Rosholt

**Section 8 County Vouchers**

We have 218 households on lease for 5-1-2024.

A review was made of the **Account Balances** as of 4-30-24 and the **Income & Expense Report** for the end of: March 2024. Comment made? No

**Properties** –

Spring Carpet Cleaning in Progress; Regular Maintenance Requests; Outdoor Maintenance in Progress – weather permitting.

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

Disbursements for March, 2024 - Questions? No   Corrections made? No

Motion made by Budzinski, second by Mras to approve the Housing Authority Disbursements for March, 2024 with a total of \$116,108.91.

A roll call vote revealed 4 ayes, 0 nays, absent – Carter. Motion carried. Yes

**Public Notice:** Public in attendance? No

10. **Discussion/Possible Action – Method of Receiving Monthly Meeting Information**

Cieslewicz discussed options for board members to receive monthly meeting information. Board discussed Motion by Budzinski, second by Splinter to approve of staff to continue with current procedure.

A roll call vote revealed 4 ayes, 0 nays, absent – Carter. Motion carried. Yes

11. **Discussion/Possible Action – Advertising Techniques/Methods for Housing Programs**

Cieslewicz discussed what we do for advertising currently – Ads placed in local papers and Facebook page. Board discussed techniques and different methods. Board has postponed this agenda item for a future meeting. No motion needed

**Next Meeting Date:**

Motion made by Mras, second by Splinter to approve meeting on June 12, 2024 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 Budzinski, second by Mras to **adjourn** the meeting at 4:45 p.m.

A roll call vote revealed 4 ayes, 0 nays, absent – Carter. Motion carried. Yes

Respectfully Submitted,