



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
7-10-24

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 Yes X Absent - Excused
Mike Splinter x Yes Absent
Also Present: Stacy Cieslewicz, Executive Director x Yes Absent

3. Doubek called for **corrections to the minutes** of 6-12-2024. Corrections made? No
Motion by Budzinski, second by Splinter to **approve the minutes** as presented.
A roll call vote revealed 3 ayes, 0 nays, excused-Mras/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
 3 -1 Bedroom & 2 -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 225 households on lease for July, 2024.

A review was made of the **Account Balances** as of 6-30-24 and the **Income & Expense Report** for the end of: May and June. Comment made? No

Properties - Normal Maintenance Requests; painting patios; power washing; trimming

6. Review of Housing Authority Disbursements:

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

Motion made by Splinter, second by Budzinski to approve the Housing Authority Disbursements for May, 2024 with a total of \$127,710.70.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras/absent-Carter. Motion carried. Yes

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

Motion made by Budzinski, second by Splinter to approve the Housing Authority Disbursements for June, 2024 with a total of \$121,578.75.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras/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:

a) Housing Choice Voucher – Former Applicant

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

A voice roll call vote revealed ayes by Budzinski, Splinter, Doubek, 0 nays, and excused-Mras/absent-Carter. Motion carried to enter Closed Session? Yes

Closed Session in Progress

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

A voice roll call vote revealed ayes by Budzinski, Splinter, Doubek, 0 nays, and excused-Mras/absent-Carter. Motion carried to enter Open Session? Yes

Cieslewicz was acting secretary in Closed Session.

Closed Session Item a: Housing Choice Voucher – Former Applicant

No Action Taken

8. Discussion/Possible Action – Payment in Lieu of Taxes (PILOT) Renewal-Rosholt Properties Resolution 24-06

Board Reviewed Resolution 24-06

Motion by Budzinski, second by Splinter to approve Payment in Lieu of Taxes (PILOT) Renewal-Rosholt Properties Resolution 24-06

A roll call vote revealed 3 ayes, 0 nays, excused-Mras/absent-Carter. Motion carried. Yes

9. 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) Six Month Performance Evaluation for Property Maintenance Technician

b) Annual Performance Evaluation for Housing Manager

c) Annual Performance Evaluation for Executive Director

d) 2025 Wages

A voice roll call vote revealed ayes by Budzinski, Splinter, Doubek, 0 nays, and excused-Mras/absent-Carter. Motion carried to enter Closed Session? **Yes**

Closed Session in Progress

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

A voice roll call vote revealed ayes by Budzinski, Splinter, Doubek, 0 nays, and excused-Mras/absent-Carter. Motion carried to enter Open Session? **Yes**

Cieslewicz was acting secretary in Closed Session for Item a – b and d.

Doubek was acting secretary in Closed Session for Item c.

Closed Session Item a: Six Month Performance Evaluation for Property Maintenance Technician

Motion by Budzinski, second by Splinter to approve Six Month Performance Evaluation for Property Maintenance Technician.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras/absent-Carter. Motion carried. Yes

Closed Session Item b: Annual Performance Evaluation – Housing Manager

Motion by Budzinski, second by Splinter to approve Annual Performance Evaluation – Housing Manager.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras/absent-Carter. Motion carried. Yes

Closed Session Item c: Annual Performance Evaluation for Executive Director

Motion by Budzinski, second by Splinter 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 _3_ ayes, _0_ nays, excused-Mras/absent-Carter. Motion carried. Yes

Closed Session Item d: 2025 Wages

Motion by Budzinski, second by Splinter to approve of a 4% wage increase as of 1-1-2025.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras/absent-Carter. Motion carried. Yes

10. Discussion/Possible Action – NSPIRE -National Standards for the Physical Inspection of Real Estate.

Cieslewicz updated Board on HUD delays which extend until October 2025. No Motion Needed.

11. Next Meeting Date:

Motion made by Budzinski, second by Splinter to approve meeting on August 14, 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 _3_ ayes, _0_ nays, excused-Mras/absent-Carter. Motion carried. Yes

Doubek asked for any objection to adjournment – None stated - **adjourned** the meeting at 5:00 p.m.

Respectfully Submitted,