



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
8-28-24

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 __ X Yes __ Absent
Mike Splinter __ X Yes __ Absent

Also Present: Stacy Cieslewicz, Executive Director __ X Yes __ Absent

3. Doubek called for **corrections to the minutes** of 7-10-24. Corrections made? No
Motion by Splinter, second by Budzinski 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
__ 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 227 households on lease for 8-1-24.

A review was made of the **Account Balances** as of 7-31-24 and the **Income & Expense Report** for the end of: 7-31-24. Comment made? No

Properties – Foundation Repairs; Balcony Repairs; Minor Repairs noted at Annual Inspections

6. Review of Housing Authority Disbursements:

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

Motion made by Budzinski, second by Mras to approve the Housing Authority Disbursements for July, 2024 with a total of \$ 147,871.13.

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

Public Notice: Public in attendance? No

7. Discussion/Possible Action - Housing Choice Voucher Utility Allowance Chart-Resolution 24-07-Revised Utility Allowance Chart – Housing Choice Voucher Program

Cieslewicz indicated that HUD requires agencies to review Utility Allowance Chart at least annually. If there is an increase of 10% in a category, the chart needs to be revised. Board reviewed Resolution 24-07.

Motion by Mras, second by Budzinski to approve Resolution 24-07,

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

8. Discussion/Possible Action - PC Housing LLC Rental Properties – PCM – II – New Rents – 1-1-25

Cieslewicz indicated that PCM II Rent amounts need to be reviewed for 1-1-2025. Board reviewed Housing Choice Voucher rent amounts throughout Portage County. Cieslewicz indicated that the October 2023 Fair Market Rents for a 1-Bedroom unit in Portage County is currently set at \$762. (Anticipating an increase in October 2024).

Motion by Budzinski, second by Splinter to approve PCM II Rent Increase to \$750.00 effective 1-1-25.

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

9. Discussion/Possible Action - Snow Removal Bids

Cieslewicz presented the snow bids. Board reviewed/discussed bids

Motion by Budzinski, second by Mras to approve bids presented by Schuster LLC (Rosholt and Amherst Properties) and JGavin Construction (Milladore and Junction City Properties).

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

10. Discussion/Possible Action - Multi-Family Preservation Rehabilitation (MPR) Program – Exception to Competitive Bidding Per Rural Development Regulations – Resolution 24-08

Cieslewicz presented the Exception to Competitive Bidding Process from Rural Development. The MPR project is not a new building it is a rehabilitation project. The exception will allow the agency to contact a construction company to take the lead on the MPR project to complete work and/or to obtain subcontractors needed for the rehabilitation project.

Motion by Mras, second by Splinter to approve Resolution 24-08 – Exception to Competitive Bidding for MPR per Rural Development and to contract with JGavin Construction based on prior Housing Authority completed work.

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

11. Discussion/Possible Action - Next Meeting –

September 11, 2024 @ 4:00 at 1001 Maple Bluff Rd Stevens Point WI 54482:

Motion made by Mras, second by Budzinski to approve meeting on September 11, 2025 at 4:00 pm 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 – None heard
adjourned the meeting at 4:55 p.m.

Respectfully Submitted,