



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
10-9-2024

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: Vacant X Yes ___ 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 8-28-24. Corrections made? No
Motion by Splinter, second by Mras to **approve the minutes** as presented.
A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. 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 & 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 & 3 -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 222 households on lease for 10-1-24.

A review was made of the **Account Balances** as of 9-30-24 and the **Income & Expense Report** for the end of 8-31-24. Comment made? No

Properties –

Smoke Detector/Carbon Monoxide Detectors/Fire System/Exit Lights were all checked.

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

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

Motion made by Mras, second by Budzinski to **approve the Housing Authority Disbursements** for August, 2024 with a total of \$ 125,362.51.

A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. Motion carried. Yes

Public Notice: Public in attendance? No

7. Discussion/Possible Action – Updated Housing Choice Voucher Administrative Plan Resolution 24-09

Cieslewicz spoke of minor clerical errors and some procedural corrections. HOTMA Sections 102 and 104 have been postponed by HUD without a date to implement except for a few exceptions that will be incorporated as of January 1, 2025. Board reviewed Resolution 24-09. There were no Public comments or Resident Advisory comments to be addressed.

Motion by Budzinski, second by Splinter to approve Resolution 24-09

A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. Motion carried. Yes

8. Discussion/Possible Action - New 5-Year PHA Plan and Certifications Resolution 24-10

Cieslewicz presented the New 5-Year PHA Plan and New Certifications per HUD Regulations. Board reviewed the 5-Year Plan, Certifications, and Resolution 24-10.

Motion by Budzinski, second by Mras to approve Resolution 24-10

A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. Motion carried. Yes

9. Discussion/Possible Action - Housing Choice Voucher Payment Standards Resolution 24-11

Cieslewicz explained the Payment Standard Waiver and regulations regarding increases or decreases in Payment Standards that would affect households. Cieslewicz has submitted a request for another waiver for exception to Payment Standard calculations. Resolution has two scenarios – one with HUD approved waiver and one without HUD approved waiver. Board reviewed Resolution 24-11.

Motion by Budzinski, second by Splinter to approve Resolution 24-11

A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. Motion carried. Yes

10. Discussion/Possible Action – Multi-Family Preservation Rehabilitation (MPR) Program Withdrawal Resolution 24-12

Cieslewicz shared with the Board the enormous amount for Rural Development regulation requirements to continue with the MPR. The Capital Needs Assessment (CNA) which is part of the MPR Program requirements indicated numerous updates that should be addressed. The approved MPR funds are not going to cover all the items listed in the CNA. Our agency would have to pick and choose what items to update/rehab. Most of the rehab is just for updates. The only major updates per regulations would be, if we continue with the MPR, we would have to convert a 2-bedroom unit to a 1-bedroom with accessibility features at each property. The MPR has dragged on since 2018 and appears it will take even longer with all the Rural Development regulations, paperwork, and approvals needed yet. Cieslewicz indicated that some rehab items have already been addressed in the past few years. Board discussed the remaining rehab items, cost associated with addressing these items, time consumption of Rural Development requirements for just replacement items, with exception of accessibility units, and possible withdrawal from MPR. Motion by Budzinski, second by Splinter to approve Resolution 24-12 and approve of the Executive Director continuing to move forward with prioritizing the needed rehab items listed on the CNA and approve the Executive Director to gathering quotes/estimates and at her discretion, move forward with accepting cost- effective quotes/estimates from contractor(s) to complete rehab items in a time manner. Executive Director is to update the Board on the progress of the rehab items.

A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. Motion carried. Yes

11. Discussion/Possible Action - Next Meeting – November 13, 2024 – Annual Meeting @ 4:00pm at 1001 Maple Bluff Rd Stevens Point WI 54482:

Motion made by Mras, second by Budzinski to approve meeting on 11-13-24 @ 4:00pm at the Housing Authority Office at 1001 Maple Bluff Rd Suite 1, Stevens Point, WI.

A roll call vote revealed 4 ayes, 0 nays, 1 Vacant. Motion carried. Yes

Doubek asked for any objection to adjournment – None

Adjourned the meeting at 4:45p.m.

Respectfully Submitted,