



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 ANNUAL MEETING
BOARD OF COMMISSIONERS
11-13-24

1. The Annual meeting was **called to order** at 4:00 p.m. by Cieslewicz at the Housing Authority Office, 1001 Maple Bluff Rd Ste 1, Suite 201B, Stevens Point, Wisconsin 54482.
2. A **roll call** was taken as follows:

Members Present: Chris Doubek _X_ Yes ___ Absent
Christian Budzinski _X_ Yes ___ Absent
Sharon Mras _X_ Yes ___ Absent
Mike Splinter _X_ Yes ___ Absent
Vacant _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, _1_ vacant. 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, _1_ vacant. Motion carried. Yes
5. The Commissioners were requested by Cieslewicz to sign their annual **Declaration of Identity of Interest/No Identity of Interest** forms required by Rural Development.
6. Doubek called for **corrections to the minutes** of 10-9-24. Corrections made? No
Motion made by Mras, second by Splinter to approve the minutes as presented.
A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. 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
 2 -1 Bedroom & 2 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - 6 -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 223 households on lease for November 2024.

A review was made of the **Account Balances** as of 10-31-24 and the **Income & Expense Report** for the end of September, 2024. Comments made? No

Properties – Staff Working on recent Vacancies and Repair Requests.

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

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

Motion made by Budzinski, second by Mras to approve the Housing Authority Disbursements for September, 2024 with a total of \$127,591.54.

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

Public Notice: Public in attendance? No

10. **Discussion/Possible Action – Housing Authority of the County of Portage By-Laws:**
Board reviewed and discussed current By-Laws. No changes needed. No Motion Needed.

11. **Discussion/Possible Action - Board of Commissioners' Meeting Schedule – 2025**
Resolution 24-13
Cieslewicz presented a 2025 meeting schedule. Board reviewed the 2025 Meeting Schedule and Resolution 24-13.

Motion made by Splinter, second by Mras to approve Resolution 24-13.

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

12. **Discussion/Possible Action -PC Housing LLC Rental Properties-PCM III-New Leases/Rents**
Cieslewicz suggested that the PCM III Property's Rents stay at the current amount of \$1050 for a two-bedroom and \$1300 for a three-bedroom for 3-1-25 through 2-28-26. Board discussed area rents being charged.

Motion made by Mras, second by Budzinski to approve of leaving the current rents for PCM III Rental Properties as is - \$1050 for a two-bedroom and \$1300 for a three-bedroom from 3-1-25 through 2-28-26.

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

13. **Discussion/Possible Action – Housing Authority Policy – 2024-A – Required Signature on Financial Institution Held Account(s) – Resolution 24-14:**
Cieslewicz requested of the Board of Commissioners to adopt Policy 2024-A which would only require One-Signature for any Financial Institution Held Account transaction except for Project I – Reserve Account as explained in Policy 2024-A. It is becoming more of an administrative/co-signer burden regarding the process of obtaining two-signatures for invoice payments. All vendors are not on the same due-date cycle and mail delivery is not what it used to be (timely manner). Board reviewed Policy 2024-A/Resolution 24-14.
Motion made by Mras, second by Budzinski to approve of Policy 2024-A which is Resolution 24-14. A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes
14. **Discussion/Possible Action – Establishing Signers for Financial Institute Held Account(s) Resolution 24-15**
Board discussed potential signers. State Farm has approved of coverage for the potential signers. Board reviewed Resolution 24-15.
Motion made by Splinter, second by Mras to approve of Financial Institute Held Account(s) Signers and Resolution 24-15.
A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes
15. **Discussion/Possible Action – Sale of PC Housing LLC Rental Property(ies):**
Cieslewicz provided information regarding the intake of applications for each of the properties. Cieslewicz provided an update of results of the additional advertising platforms. The Board discussed possible resolutions for dealing with vacancy issues: additional advertising; additional “Rent Signs” at the property(ies); sell a property(ies) and invest the money from sale(s) of property(ies) in updates to another property(ies). Cieslewicz will make an inquiry to Corporation Counsel regarding committee ordinances for a former board member on whether there is a timeframe on when we would be able to inquiry about doing official business with the former board member. This topic will be brought back to the board, when more information is obtained. No motion needed.

Motion made by Mras, second by Budzinski to **approve meeting** on 12-11-24 at 4:00pm at the Housing Authority Office at 1001 Maple Bluff Rd. Ste 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 4:45pm

Respectfully Submitted,