



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
2-12-25

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: Chris Doubek _X_ Yes ___ Absent
Christian Budzinski ___ Yes _X_ Absent - Excused
Sharon Mras _X_ Yes ___ Absent
Mike Splinter _X_ Yes ___ Absent
Vacant _X_ Yes ___ Absent

Also Present: Stacy Cieslewicz, Executive Director _X_ Yes ___ Absent

3. Doubek called for **corrections to the minutes** of 11-12-24. Corrections made? Yes
Cieslewicz indicated that the Cash/Check Disbursement for PCM III for the Month of September 2024 was incorrectly listed. The amount should have been a total of \$2,919.75 for a Grand Total of September 2024 Disbursements of \$119,004.22.

Motion by Splinter, second by Mras to approve the minutes with approved corrections as presented above.
A roll call vote revealed _3_ ayes, _0_ nays, excused-Budzinski, _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
3 -1 Bedroom & _2_ -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - _7_ -1 Bedroom Vacancies at Hillside Manor in Amherst
7 -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 _216_ households on lease for February 2025.

A review was made of the **Account Balances** as of 12-31-24 and the **Income & Expense Report** for the end of: November 2024. Comment made? No

Properties – Maintenance working on recently vacated apartments.

6. Review of Housing Authority Disbursements:

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

Motion made by Splinter, second by Mras to approve the Housing Authority Disbursements for October, 2024 with a total of \$125799.62.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Budzinski, _1_ vacant. Motion carried. Yes

Disbursements for November, 2024 - Questions? Yes – Cieslewicz indicated increases in I, II, and III due to Property Insurance Payments Corrections made? No

Motion made by Mras, second by Splinter to approve the Housing Authority Disbursements for November, 2024 with a total of \$176916.75.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Budzinski, _1_ vacant. Motion carried. Yes

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

Motion made by Splinter, second by Mras to approve the Housing Authority Disbursements for December, 2024 with a total of \$143590.57.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Budzinski, _1_ vacant. 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) Personnel Status

A voice roll call vote revealed ayes by Doubek, Mras, Splinter, _0_ nays, Excused-Budzinski, _1_ Vacant. Motion carried to enter Closed Session? **Yes**

Closed Session in Progress

Motion by Splinter, second by Mras to Enter into Open Session for Possible Action on Closed Session Item

A voice roll call vote revealed ayes by Doubek, Mras, Splinter, _0_ nays, Excused-Budzinski, _1_ Vacant. Motion carried to enter Open Session? **Yes**

Cieslewicz was acting secretary in Closed Session.

Closed Session Item a: Personnel Status

Motion by Splinter, second by Mras to approve of Cieslewicz gathering more information per discussion in Closed session and to bring back additional information to the next board meeting.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Budzinski, _1_ vacant. Motion carried. Yes

8. Discussion/Possible Action – Rural Development – Performance Standards Certification – Resolution 25-01

Cieslewicz reviewed the Resolution with the Board. Board discussed.

Motion by Splinter second by Mras to approve of Resolution 25-01

A roll call vote revealed _3_ ayes, _0_ nays, excused-Budzinski, _1_ vacant. Motion carried. Yes

9. Discussion – Auditor’s Engagement Letter - 2024

Board reviewed and discussed Auditor’s Engagement Letter. Doubek indicated he received a call from the auditor and answered an array of questions regarding the board’s responsibilities and operations.

10. Discussion – Expenses to Maintain PC Housing LLC Rental Property(ies)

Cieslewicz presented a spreadsheet of expenses and income for each of the properties governed by the Housing Authority of the County of Portage. Board discussed current occupancy, expenses, and income.

11. Discussion/Possible Action - Future of PC Housing LLC Rental Property(ies)

Board discussed possibility of selling certain properties that are not sustaining themselves. Board needs additional information/input before moving forward. Cieslewicz will gather additional information that may assist the board in making any decision on properties and present information at next board meeting. No motion as no action was taken.

Discussion/Possible Action - Next Meeting –

Wednesday, March 12, 2025 @ 4:00 pm at 1001 Maple Bluff Rd Stevens Point WI 54482:

Motion made by Mras, second by Splinter to approve meeting on March 12, 2025 at 4:00pm 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-Budzinski, _1_ vacant. Motion carried. Yes

Doubek asked for any objection to adjournment – hearing None **adjournment** of meeting concluded at 5:20 p.m.

Respectfully Submitted,