



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
5-14-25

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
Holly Carter and Tony Babl
3. Doubek called for **corrections to the minutes** of 4-9-25.
Board members indicated that they received the wrong set of minutes. No action taken on the 4-9-25 minutes. The 4-9-25 minutes will be presented at the next meeting.
4. **Correspondence** – None
5. **Director’s Update:**

Occupancy Report

Project I - 2 -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
 6 -1 Bedroom Vacancies at Sunset Manor in Almond
 4 -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - 2 -2 Bedrooms & 4 -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 214 households on lease for 5-1-25.

A review was made of the **Account Balances** as of 3-31-25 and the **Income & Expense Report** for the end of: March 31, 2025. Comment made? No

Properties – Staff completing maintenance requests, preparing for installation of appliances.

6. Review of Housing Authority Disbursements:

Disbursements for March, 2025 - Questions? No Corrections made? No

Motion made by Mras, second by Splinter to approve the Housing Authority Disbursements for March, 2025 with a total of \$ 162,249.23.

A roll call vote revealed 3 ayes, 0 nays, 1 vacant, 1 excused – Budzinski. Motion carried. Yes

Public Notice: Public in attendance? Yes – Holly Carter and Tony Babi

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. Reclassification – Housing Manager

b. Future Budget Adjustments for Project I, Housing Choice Voucher Program, and PC Housing Properties

c. Evaluation of PC Housing LLC Rental Property(ies)

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

A voice roll call vote revealed ayes by Mras, Splinter, Doubek, 0 nays, 1 excused-Budzinski, 1 vacant

Motion carried to Enter Closed Session? **Yes**

Closed Session in Progress

Motion by Splinter, second by Mras to Enter Open Session for Possible Action on Closed Session Items.

A voice roll call vote revealed ayes by Mras, Splinter, Doubek, 0 nays, 1 excused-Budzinski, 1 vacant

Motion carried to Enter Open Session? **Yes**

Cieslewicz was acting secretary in Closed Session.

Possible Action - Closed Session Item a. Reclassification – Housing Manager

During Closed Session, Cieslewicz presented information to the Board which was discussed during Closed Session. Board has decided to postpone any decision until a future meeting.

No Action – No Motion.

Possible Action - Closed Session Item b. Future Budget Adjustments for Project I, Housing Choice Voucher Program, and PC Housing Properties

During Closed Session, Cieslewicz presented information to the Board which was discussed during Closed Session. Board has decided to postpone any decision until a future meeting.

No Action – No Motion.

Possible Action - Closed Session Item c. Evaluation of PC Housing LLC Rental Property(ies)

During Closed Session, Board reviewed and discussed information presented to them during Closed Session.

Motion by Splinter, second by Mras to approve the following: 1) Retaining NextHome Priority to sell the following PC Housing LLC Rental Properties: Milladore Manor in Milladore WI; Sunset Manor in Almond, WI; Hillside Manor in Amherst, WI; Northview Apartments in Junction City, WI; Eastview Apartments in Rosholt, WI; and Parkview Apartments in Amherst, WI; 2) Providing Authorization to the, Executive Director to be the agency's legal representative for providing all needed information to NextHome Priority for the sale of the above properties; 3) Providing Authorization to the Executive Director to be the agency's legal representative for negotiating and or accepting offer(s) with NextHome Priority with consultation of Board of Commissioner's Board Chair; and 4) Providing Authorization to the Executive Director to be the agency's legal representative for signing all documents associated with the sale of the above properties.

A roll call vote revealed 3 ayes, 0 nays, 1 vacant, 1 excused – Budzinski. Motion carried. Yes

8. Discussion/Possible Action - Update Segregation of Duties – Resolution 25-02

Board reviewed and discussed resolution.

Motion by Splinter, second by Mras to approve Resolution 25-02.

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

9. Discussion/Possible Action - Update Audit Compliance Supplement – Project I – Resolution 25-03

Board reviewed and discussed resolution.

Motion by Mras, second by Splinter to approve Resolution 25-03.

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

10. Discussion/Possible Action - Update Audit Compliance Supplement – Housing Choice Voucher – Resolution 25-04

Board reviewed and discussed resolution.

Motion by Splinter, second by Mras to approve Resolution 25-04.

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

11. Discussion/Possible Action - Dissolve Audit Compliance Supplement – Project II – Resolution 25-05

Board reviewed and discussed resolution.

Motion by Mras, second by Splinter to approve Resolution 25-05.

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

12. Discussion/Possible Action - Dissolve Audit Compliance Supplement – Project III – Resolution 25-06

Board reviewed and discussed resolution.

Motion by Mras, second by Splinter to approve Resolution 25-06.

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

13. Discussion/Possible Action - Audit Compliance Supplement – Business Activities – Resolution 25-07

Board reviewed and discussed resolution.

Motion by Splinter, second by Mras to approve Resolution 25-07.

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

14. Discussion/Possible Action - Update Sections of Administration Policy – Resolution 25-08

Board reviewed and discussed resolution.

Motion by Mras, second by Splinter to approve Resolution 25-08.

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

15. Discussion/Possible Action – Reserve Request – Replacement of Gutters – Project I -Resolution 25-09

Board reviewed and discussed resolution.

Motion by Splinter, second by Mras to approve Resolution 25-09.

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

16. Discussion/Possible Action - Reserve Request – Replacement of Refrigerators – Project I – Resolution 25-10

Board reviewed and discussed resolution.

Motion by Splinter, second by Mras to approve Resolution 25-10.

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

17. Discussion/Possible Action - Reserve Request – Replacement of Ranges – Project I – Resolution 25-11

Board reviewed and discussed resolution.

Motion by Splinter, second by Mras to approve Resolution 25-11.

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

18. Discussion/Possible Action - Reserve Request – Replacement of Electric Ranges and Cords – Project I -Resolution 25-12

Board reviewed and discussed resolution.

Motion by Mras, second by Splinter to approve Resolution 25-12.

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

19. Discussion/Possible Action – Sale of Old Appliances - Resolution 25-13

Board reviewed and discussed resolution.

Motion by Mras, second by Splinter to approve Resolution 25-13.

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

Next Meeting Date:

Motion by Mras, second by Splinter to approve meeting on June 11, 2025 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, _1_ vacant, _1_ excused – Budzinski. Motion carried. Yes

Doubek asked for any objection to adjournment – Hearing None
adjournment of meeting concluded at 5:25 p.m.

Respectfully Submitted,