



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
September 10, 2025

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 8-13-2025. Corrections made? No
Motion by Splinter, second by Mras to **approve the minutes** as presented.
A roll call vote revealed 3 ayes, 0 nays, Budzinski-excused, 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 - Sold as of 7-31-25- Hillside Manor in Amherst
Sold as of 7-31-25 - Sunset Manor in Almond
Sold as of 7-31-25 - Milladore Manor in Milladore
- Project III - Sold as of 7-31-25 - Parkview in Amherst
Sold as of 7-31-25 - Northview in Junction City
Sold as of 7-31-25 - Eastview in Rosholt

Section 8 County Vouchers

We have 212 households on lease for 9-1-2025.

A review was made of the **Account Balances** as of 7-31-2025 and the **Income & Expense Report** for the end of: July 2025. Comment made? No

Properties –

Contractor finished up outstanding projects – Boiler issues at Tomorrow River Villa

6. Review of Housing Authority Disbursements:

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

Motion made by Mras, second by Splinter to approve the Housing Authority Disbursements for July, 2025 with a total of \$153,852.36.

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

Public Notice: Public in attendance? No

7. 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 Annual Performance Evaluation for Executive Director

b 2025 Reclassification and Wage Adjustments

c 2026 Salary Schedule

Roll Call Vote to Enter into Open Session for Possible Action on Closed Session Agenda Item

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

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

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

Closed Session in Progress

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

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

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

Doubek was acting secretary in Closed Session for Item a.

Cieslewicz was acting secretary in Closed Session for Item b and c.

Possible Action - Closed Session Item a. Annual Performance Evaluation for Executive Director

Evaluation was Reviewed with Executive Director

Motion by Splinter, second by Mras to approve Annual Performance Evaluation for Executive Director as discussed in Closed Session.

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

Possible Action - Closed Session Item b. 2025 Reclassification and Wage Adjustments

Board discussed Reclassification for Housing Manager due to increase in position duties and Wage Adjustment

Motion by Splinter, second by Mras to approve Housing Manager's reclassification to Assistant Executive Director and new Wage Adjustment to \$34.52 per hour retro-active to be effective 9-1-2025.

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

Possible Action - Closed Session Item c. 2026 Salary Schedule

Board discussed % adjustment to salary schedule for 2026.

Motion by Mras, second by Splinter to approve 4% increase in Salary Schedule for Executive Director effective 1-1-26. Assistant Executive Director's prior wage adjustment has already incorporated an increase, so no additional salary adjustment effective 1-1-2026

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

8. Discussion/Possible Action - Local Government Investment Pool – Resolution 25-17

Cieslewicz indicated that Local Government Investment Pool has the best investment return for our funds instead of investing in Money Markets, CD's, etc. Board review Resolution 25-17

Motion by Splinter, second by Mras to approve of Resolution 25-17 and Executive Director depositing agency funds into the Local Government Investment Pool at her discretion which is in the best interest of this agency.

A roll call vote revealed _3_ ayes, _0_ nays, Budzinski-excused, 1-Vacant. Motion carried. Yes

9. Discussion/Possible Action - Payroll Bank Account – Resolution 25-18

Cieslewicz indicated that the Payroll Bank Account was originally funded by Project III funds. Now that Project III is no longer, funds needed to be withdrawn and redeposited to Project III account and the Payroll Bank Account needed to be funded by another account (General Outside Funds). Board reviewed Resolution 25-18.

Motion by Mras, second by Splinter to approve Resolution 25-18.

A roll call vote revealed _3_ ayes, _0_ nays, Budzinski-excused, 1-Vacant. Motion carried. Yes

10. Discussion/Possible Action – Update to Annual Plan and Civil Rights Certification-Resolution 25-19

Cieslewicz indicated that the new Regulations for Housing Choice Voucher Inspections and Sections of the Housing Opportunity Through Modernization Act of 2016 need to be updated in the Annual Plan Addendum to the 5-Year Plan along with recertification of the Civil Rights Certification Form. Board reviewed Resolution 25-19.

Motion by Mras, second by Splinter to approve Resolution 25-19.

A roll call vote revealed _3_ ayes, _0_ nays, Budzinski-excused, 1-Vacant. Motion carried. Yes

11. Discussion/Possible Action – Update to Housing Choice Voucher Admin Plan-Resolution 25-20

Cieslewicz indicated that new regulations issued by Housing and Urban Development need to be addressed in the Housing Choice Voucher Administrative Plan. Board reviewed Resolution 25-20.

Motion by Splinter, second by Mras to approve Resolution 25-20.

A roll call vote revealed _3_ ayes, _0_ nays, Budzinski-excused, 1-Vacant. Motion carried. Yes

12. Discussion/Possible Action – Donation of Funds – Project I – Property/Building Improvements

Cieslewicz reviewed Rural Development response with Board regarding a possible monetary donation to Project I. Board discussed options of possible monetary donation. Discuss at a future meeting. No action. No Motion

13. Discussion/Possible Action – Next Meeting: October 8, 2025 @ 4:00pm at Housing Authority of the County of Portage's Office – 1001 Maple Bluff Rd Ste 1, Stevens Point WI 54482

Board discussed scheduling of next meeting

Motion by Mras, second by Splinter to approve next meeting-October 8, 2025 at 4pm at housing office.

A roll call vote revealed _3_ ayes, _0_ nays, Budzinski-excused, 1-Vacant. Motion carried. Yes

Doubek asked for any objection to adjournment – None Heard
adjournment of meeting concluded at 5:10pm.

Respectfully Submitted,