



**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**  
**11-12-25**

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     Yes X Absent-Excused

Also Present: Stacy Cieslewicz, Executive Director X Yes     Absent

3. Cieslewicz called for **nominations for Chair** for the Housing Authority Board for a two (2) - year term.  
Motion made by Splinter, second by Budzinski to nominate Doubek for Chair for a two (2)-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-excused. Motion carried. Yes

4. Doubek called by **nominations for Vice Chair** for the Housing Authority Board for a two (2)-year term.  
Motion made by Budzinski, second by Splinter to nominate Mras for Vice Chair for a two (2)-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-excused. 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 10-8-25. Corrections made? No  
Motion made by Budzinski, second by Mras to **approve the minutes** as presented.  
A roll call vote revealed 4 ayes, 0 nays, 1- vacant-excused. 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  
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 215 households on lease for November 2025.

A review was made of the **Account Balances** as of 9-30-25 and the **Income & Expense Report** for the end of **September 2025**. Comments made? No

**Properties** – Cieslewicz working on getting cost estimates for other Capital Needs Assessment items for Rural Development properties. CNA items scheduled – Painting and Replacement of Carpet in Common Areas of Rustic Manor and Tomorrow River Villa and All Apartment Entrance Doors will have installed New Lever (Knob) Hardware (ADA approved).

9. Review of Housing Authority Disbursements:  
Disbursements for September, 2025 - Questions? No Corrections made? No  
Motion made by Budzinski, second by Splinter to **approve the Housing Authority Disbursements** for September 2025 with a total of \$122,749.71.  
A roll call vote revealed 4 ayes, 0 nays, 1- vacant-excused. Motion carried. Yes

**Public Notice:** Public in attendance? No

10. **Discussion/Possible Action - Updates to Housing Authority of the County of Portage By-Laws – Resolution 25-22:**  
Board reviewed/discussed resolution and updates to By-Laws.  
Motion made by Mras, second by Budzinski to **approve Resolution 25-22**.  
A roll call vote revealed 4 ayes, 0 nays, 1- vacant-excused. Motion carried. Yes
11. **Discussion/Possible Action – Board of Commissioners' Meeting Schedule for 2026 – Resolution 25-23:**  
Board reviewed and discussed resolution of tentative meeting schedule for 2026.  
Motion made by Budzinski, second by Mras to **approve Resolution 25-23**  
A roll call vote revealed 4 ayes, 0 nays, 1- vacant-excused. Motion carried. Yes
12. **Discussion/Possible Action - Updates to Segregation of Duties – Resolution 25-24:**  
Board reviewed and discussed resolution of updated Segregation of Duties.  
Motion made by Budzinski, second by Splinter to **approve Resolution 25-24**  
A roll call vote revealed 4 ayes, 0 nays, 1- vacant-excused. Motion carried. Yes

13. **Discussion/Possible Action - Next Meeting Tentatively – December 10, 2025 @ 4:00 pm at 1001 Maple Bluff Rd Stevens Point WI 54482:**

Motion made by Budzinski, second by Splinter to approve meeting on December 10, 2025 at 4:00p.m. 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-excused. Motion carried. Yes

Doubek asked for any objection to adjournment – None Heard

**adjourned** the meeting at 4:20 p.m.

Respectfully Submitted,