



**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**  
**3-11-26**

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 \_X\_ Yes \_\_\_ Absent  
Sharon Mras \_X\_ Yes \_\_\_ Absent  
Mike Splinter \_\_\_ Yes \_X\_ Absent  
Vacant \_X\_ Yes \_\_\_ Absent  
  
Also Present:  
Stacy Cieslewicz, Executive Director \_X\_ Yes \_\_\_ Absent
3. Doubek called for **corrections to the minutes** of 11-12-25 (Dec 2025-Cancelled-Lack Items; Jan 2026-No meet scheduled; and Feb 2026-Cancelled-Lack Items). Corrections made? No  
Motion by Budzinski, second by Mras to **approve the minutes** as presented.  
A roll call vote revealed \_3\_ ayes, \_0\_ nays, \_1\_ Absent-Splinter, \_1\_ Vacant. Motion carried. Yes
4. **Correspondence** – None
5. **Director’s Update:**
  - a. **Occupancy Report**  
Project I -  
Vacancies at Tomorrow River Villa in Amherst: \_1\_ -1 Bedroom & \_0\_ - 2 Bedrooms  
Vacancies at Rustic Manor in Rosholt: \_2\_ -1 Bedroom & \_2\_ -2 Bedrooms  
  
Section 8 County Vouchers  
We have \_212\_ households on lease for March 2026.
  - b. **Income and Expense Report(s) and Account Balances**  
Income & Expense Reports for the end of: Dec 2025 and Jan 2026 were presented.  
Account Balances as of 1-31-2026 were presented.
  - c. **Properties:**  
Maintenance Van sold on March 6, 2026 – funds will be disbursed back to Project I, PCM II and III.  
Final walk through with Point Heating and Cooling regarding the installation of the New Boiler System was completed on March 2, 2026.

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

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

Motion made by Mras, second by Budzinski to approve the Housing Authority Disbursements for October, 2025 with a total of \$ 122,523.04.

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

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

Motion made by Mras, second by Budzinski to approve the Housing Authority Disbursements for November, 2025 with a total of \$ 123,023.25.

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

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

Motion by Budzinski, second by Mras to approve the Housing Authority Disbursements for December, 2025 with a total of \$ 211,017.71.

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

Disbursements for January, 2026 - Questions? No Corrections made? No

Motion by Budzinski, second by Mras to approve the Housing Authority Disbursements for January, 2026 with a total of \$ 129,895.01.

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

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

**7. Discussion/Possible Action - Rural Development-Performance Standards Certification Resolution 26-01**

Board reviewed and discussed Resolution 26-01.

Motion made by Mras, second by Budzinski to approve Resolution 26-01

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

**8. Discussion - 2025-Auditor Engagement Letter to Board**

Board reviewed and discussed the 2025 Auditor's Engagement Letter to the Board

**9. Discussion/Possible Action - 2025 - Audit Draft – Financial Statements**

Board reviewed and discussed the 2025 Audit Draft of Financial Statements

Motion by Budzinski, second by Mras to approve the 2025 Audit Draft-Financial Statements

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

**10. Discussion/Possible Action – 2025- Management Representation Letter to Auditor**

Board reviewed and discussed the 2025 Management Representation Letter to Auditor

Motion by Budzinski, second by Mras to approve Executive Director and Board Chair to electronically sign the Management Representation Letter to the Auditor

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

**11. Discussion/Possible Action - Next Meeting – May 13, 2026 @ 4:00pm at 1001 Maple Bluff Rd Stevens Point WI 54482:**

Motion made by Mras, second by Budzinski to approve meeting on 5-13-26 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, 1 Absent-Splinter, 1 Vacant. Motion carried. Yes

Doubek asked for any objection to **adjournment** – None Heard  
adjourned the meeting at 4:30 pm.

Respectfully Submitted,