



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 8-12-2026

1. The meeting was **called to order** at 3:30 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 Yes X Absent - Excused
Mike Splinter X Yes (Arrived at 4:00pm) Absent
Nathan Sandwick X Yes Absent
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
Wendy Jasurda, Assistant Executive Director X Yes
3. New Commissioner (Sandwick) – Cieslewicz received his signed Mandated Rural Development Form for Declaration of No Identity of Interest to the Housing Authority of the County of Portage
4. Doubek called for **corrections to the minutes** of 6-10-26. (July Meeting Cancelled – Lack of Quorum)
Corrections made? No
Motion by Budzinski, second by Sandwick to approve the minutes as presented.
A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Splinter. Motion carried. Yes
5. **Correspondence** – Email from Commissioner Sandwick regarding a future agenda item – Newly formed Portage County Affordable Housing Coalition
6. **Director’s Update:**
 - a. **Occupancy Report**
Project I -
Vacancies at Tomorrow River Villa in Amherst: 0 -1 Bedroom & 0 - 2 Bedrooms
Vacancies at Rustic Manor in Rosholt: 1 -1 Bedroom & 2 -2 Bedrooms
Section 8 County Vouchers
We had 206 households on lease as of June; 207 as of July; and 207 as of August.
 - b. **Income and Expense Report(s) and Account Balances**
Income & Expense Reports for the end of June 2026 were presented
Account Balances as of June 2026 were presented
 - c. **Properties**
Contractor to be out at sites on August 13, 2026 to complete Maintenance Request Forms. Weekly building checks and cleaning are completed by Cieslewicz.

7. Review of Housing Authority Disbursements:

Disbursements for May, 2026

Questions? Yes – Sandwick questioned what the payment to Ken’s Busy Bee was?

Cieslewicz indicated that was the contractor for piping repair/replacement for numerous toilet and sink shut off valves and minor maintenance repairs not able to be completed by Executive Director that was provided as a property update at the May 2026 meeting.

Corrections made? No

Motion made by Budzinski, second by Sandwick to approve the Housing Authority Disbursements for May, 2026 with a total of \$ 119,729.01.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Splinter. Motion carried. Yes

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

Motion made by Sandwick, second by Budzinski to approve the Housing Authority Disbursements for June, 2026 with a total of \$ 107,991.92

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Splinter. Motion carried. Yes

PUBLIC NOTICE: Public in attendance? No

8. Prior to asking Voice Roll Call Vote to Enter into Closed Session – Chair Doubek stated the following:

The agenda notice (8-12-2026) for a closed session item was incorrect, and this item does not meet the requirements of Wis. Stat. 19.85(1)(e) as the item does not involve negotiation strategy or competitive or bargaining reasons. This closed session item should have been removed from the agenda prior to being posted but was inadvertently missed. The closed session item is already placed on this agenda as an open session item. Therefore, we will not be entering closed session for this item Wis. Stat. 19.85(1)(e) for the purpose of discussion, hearing, and deliberation regarding: “a”- Investments and Future of Housing Authority owned, low-income housing complexes as we will conduct this discussion in open session”

Doubek asked for 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 Annual Performance Evaluation – Executive Director
- b Staff Reorganization Notification to Rural Development
- c 2026 Reclassification and Wage Adjustments
- d 2027 Salary Schedule

And disregarded the following closed session item as stated above in statement made by Chair Doubek: Pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of Discussion, Hearing, and Deliberation regarding:

- a Investments and Future of Housing Authority Owned, Low-Income Housing Complexes

Motion by Budzinski, second by Sandwick to Enter into Closed Session for agenda item

Wisconsin Statutes 19.85 (1) (c) only.

A voice roll call vote revealed ayes by Budzinski, Doubek, Sandwick, absent - Splinter, excused - Mras.

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

Closed Session in Progress

Cieslewicz was excused from closed session for Item a

Splinter arrived at 4:00 pm after discussion, hearing, and deliberation of closed session – Item a and b under **Wisconsin Statutes 19.85 (1) (c).**

Cieslewicz was invited back into closed session for Items b, c, and d.

Motion by Splinter, second by Budzinski to Enter Open Session for Possible Action on Closed Session Items under **Wisconsin Statutes 19.85 (1) (c) Items a - d.**

A voice roll call vote revealed ayes by Budzinski, Doubek, Splinter, Sandwick, excused - Mras
Motion carried to Enter Open Session? **Yes**

Cieslewicz was acting secretary entering into Closed Session.

Doubek was acting secretary in Closed Session for item “a”

Cieslewicz was acting secretary in Closed Session for items “b, c, and d”.

Possible Action - Closed Session WI Statute 19.85(1)(c) Item a. Annual Performance Evaluation – Executive Director

Motion made by Budzinski, second by Sandwick to approve of Annual Performance Evaluation – Executive Director as discussed in closed session. Cieslewicz was presented with Evaluation.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Splinter. Motion carried. Yes

Possible Action - Closed Session WI Statute 19.85(1)(c) Item b. Staff Reorganization Notification to Rural Development

No Motion per discussion in closed session.

Possible Action - Closed Session WI Statute 19.85(1)(c) Item c. 2026 Reclassification and Wage Assignment

Motion made by Budzinski, second by Sandwick to approve 9-1-26 - Reclassification for Assistant Executive Director - Jasurda to Executive Director - Jasurda as current Executive Director - Cieslewicz will be resigning/early retirement as of 9-3-26. The Wage Assignment for the incoming Executive Director - Jasurda will be categorized as an Exempt Salaried Employee at a base salary of \$89294.40 (\$42.93 per hour (calculated at 2080 hours)). The Board will revisit the Executive Director’s workload in about two months to assess how things are going.

A roll call vote revealed 4 ayes, 0 nays, excused - Mras. Motion carried. Yes

Possible Action - Closed Session WI Statute 19.85(1)(c) Item d. 2027 Salary Schedule

Motion made by Budzinski, second by Splinter to approve 1-1-2027 wage increase of 3%.

Executive Director – Jasurda will be categorized as an Exempt Salaried Employee at a base salary of \$91977.60 (\$44.22 per hour (calculated at 2080 hours))

A roll call vote revealed 4 ayes, 0 nays, excused - Mras. Motion carried. Yes

Closed Session WI Statute 19.85(1)(e) Item a. Investments and Future of Housing Authority Owned, Low-Income Housing Complexes Was Not conducted per agenda in closed session per statement above made by Doubek prior to asking Voice Roll Call Vote to Enter into Closed Session.

9. Discussion/Possible Action – Exiting Rural Development Section 515 Affordable Housing Program with Prepayment of Rural Development Loan – Resolution 26-02

Board reviewed and discussed Resolution 26-02 - Prepayment of Rural Development Loan. Agency can manage property without Rural Development regulations. Current Residents will be eligible for Rural Development Vouchers to continue to receive rental assistance after prepayment of loan is finalized. Housing Choice Voucher (HUD) holders could utilize their voucher at property once prepayment is finalized.

Motion by Budzinski, second by Sandwick to approve Resolution 26-02

A roll call vote revealed 4 ayes, 0 nays, excused - Mras. Motion carried. Yes

10. Discussion/Possible Action – Outside Source Funding for Prepayment of Rural Development Loan – Resolution 26-03

Board reviewed and discussed Resolution 26-03 – Outside Funding for Prepayment of RD Loan. Cieslewicz indicated that Operating Funds cannot be used to prepay RD loan. Prepayment Funds need to be from an outside source. Local Government Funds are available to utilize at the sole discretion of the Housing Authority’s Board of Commissioner which would be used in the best interest of the Housing Authority’s agency.

Motion by Splinter, second by Budzinski to approve Resolution 26-03

A roll call vote revealed _3_ ayes, _1_ nays (Sandwick), excused - Mras. Motion carried. Yes

11. Discussion/Possible Action – Supporting Documentation Required for Prepayment Request of Rural Development Loan.

Cieslewicz provided all the supporting documents that would need proper signatures by agency authorized representatives for Prepayment of Rural Development (RD) Loan. Documents reviewed: 1) Agency Prepayment Letter (Borrower Name, Address, Case Number; Number of Units; Number of Rental Assistance Units assigned to Agency); 2) Evidence of Ability to Repay with Outside Funds (Accounting Balance Sheet, Financial Outside Fund Current Monthly Statement); 3) Certification of Notification Compliance (No statewide statute that requires additional or special tenant notification of our agency prepaying our loan); 4) Lease Addendum -New Move-Ins notified of submitted prepayment application for RD Loan; 5) Consent to Release Information (Our agency provides required permission to RD to release property information to non-profit organizations and public bodies per Housing Act of 1949); 6) Certification Government Entities (Certification that no other government entities are involved in providing affordable housing or financial assistance to tenants in the project. These properties are solely funded Rural Development’s Rental Assistance Program); 7) Certification Continue Unit Availability (Our agency affirms that units at the properties that are applying for prepayment, will continue to be available for rent by eligible residents during the prepayment process); 8) Approved Board Resolution (Prepayment approval and authorized Housing Authority representatives during the prepayment process and the finalization of the prepayment process); and 9) Consent to Work with Others (Permission granted to Chair Doubek, Executive Director Cieslewicz, and Assistant Executive Director to talk/work with these individuals during the prepayment process).

Motion by Sandwick, second by Budzinski to approve the signing and submitting of supporting documents for the Prepayment of the Rural Development Loan by Chair Doubek, Executive Director Cieslewicz, and Assistant Executive Director Jasurda

A roll call vote revealed _4_ ayes, _0_ nays, excused - Mras. Motion carried. Yes

12. Discussion/Possible Action – New Bank Accounts/Signature Cards

Cieslewicz created two new bank accounts – one to combine two accounts into one and one account to separate Project I – Outside funds from Operating Account. Signature Cards were presented for the new bank accounts to authorized signers.

Motion by Budzinski, second by Splinter to approve new bank accounts and signature cards.

A roll call vote revealed _4_ ayes, _0_ nays, excused - Mras. Motion carried. Yes

13. Discussion/Possible Action – All Financial Account Transfer Authorization – Resolution 26-04

Cieslewicz presented Resolution 26-04 to update Financial Account Transfer Authorizations. Board reviewed Resolution 26-04.

Motion by Budzinski, second by Sandwick to approve Resolution 26-04

A roll call vote revealed _4_ ayes, _0_ nays, excused – Mras. Motion carried. Yes

- 14. Discussion/Possible Action – Revised Utility Allowance Chart – Housing Choice Voucher Program – Resolution 26-05**
Cieslewicz indicated that the annual review per HUD regulations was due for the HCVP Utility Allowance Chart. Cieslewicz indicated that the review resulted in needed updates to the Utility Allowance Chart. Board reviewed Resolution 26-05.
Motion by Sandwick, second by Budzinski to approve Resolution 26-05
A roll call vote revealed _4_ ayes, _0_ nays, excused - Mras. Motion carried. Yes
- 15. Discussion: Public Comment(s) – Updates to the Housing Choice Voucher - Administrative Plan**
Cieslewicz indicated that HUD had issued a new compliance date for final implementation of the remaining HOTMA components into the HCV Administrative Plan. Updates were completed and the Plan was available for public review and per HUD regulations, a public notice for comment was published/issued back in June, 2026. The public had until Noon on August 10, 2026 to submit any concerns/comments regarding the updates to the Housing Choice Voucher – Administrative Plan. Cieslewicz indicated that there were no concerns/comments submitted. No public was present.
- 16. Discussion/Possible Action – Updates to Housing Choice Voucher – Administrative Plan Resolution 26-06**
Cieslewicz reviewed updates with Board. Board reviewed Resolution 26-06
Motion by Sandwick, second by Splinter to approve Resolution 26-06
A roll call vote revealed _4_ ayes, _0_ nays, excused - Mras. Motion carried. Yes
- 17. Discussion/Possible Action - Updates to Annual Plan and Civil Rights Certification - Resolution 26-07**
Cieslewicz indicated per HUD regulations annual updates to the Annual Plan which is tied into the 5-Year Plan needed to be completed. The Annual Plan - Civil Rights Certification was created and needs approval for signatures to submit to HUD. Board reviewed Resolution 26-07
Motion by Splinter, second by Budzinski to approve Resolution 26-07
A roll call vote revealed _3_ ayes, _0_ nays, _1_ abstention (Sandwick–did not see Plans), excused - Mras. Motion carried. Yes
- 18. Discussion/Possible Action – Capital Improvement Funds for Housing Authority Owned, Low-Income Housing Complexes – Project I**
Cieslewicz presented a few estimates for projects to be completed for Project I – Housing Authority Owned, Low-Income Housing Complexes in Rosholt and Amherst. Cieslewicz requested \$8800 from Local Government Pool to repair/replace rotting window frames at both Project I properties. Board discussed improvements and the fund request.
Motion by Budzinski, second by Splinter to approve of withdrawing \$8800 from the Local Government Pool to cover cost for the repair/replacement of rotting window frames at both properties for Project I
A roll call vote revealed _4_ ayes, _0_ nays, excused - Mras. Motion carried. Yes
- 19. Discussion/Possible Action - Next Meeting Date, Time, and Place – September 2 or 9, 2026 at 3:30pm or 4:00pm at Housing Office at 100 Maple Bluff Rd Ste 1, Stevens Point WI 54482**
Board discussed next meeting date and time.
Motion made by Budzinski, second by Splinter to approve meeting on 9-2-2026 at 4:00 pm at the Housing Authority Office at 1001 Maple Bluff Rd Suite 1, Stevens Point, WI.
A roll call vote revealed _4_ ayes, _0_ nays, excused - Mras. Motion carried. Yes

Doubek asked for any objection to adjournment – None Heard
adjournment of meeting concluded at 5:05pm.

Respectfully Submitted,