



HOUSING AUTHORITY OF THE COUNTY OF PORTAGE

1100 Centerpoint Dr., Suite 201B Stevens Point WI 54481

Housing Authority Office: 715-346-1392

“This institution is an equal opportunity provider and employer.”

MINUTES OF THE MONTHLY MEETING OF THE BOARD OF COMMISSIONERS 10-13-2021

1. The meeting was **called to order** at 4:15pm p.m. by Carter at the Housing Authority Office, 1100 Centerpoint Dr., Suite 201B, Stevens Point, Wisconsin 54481.

2. A **roll call** was taken as follows:

Members Present: Christian Budzinski ___ Yes ___X___ Absent
Holly Carter ___X___ Yes ___ Absent
Ntxhais Chai Moua ___ Yes ___X___ Absent
Chris Doubek ___X___ Yes ___ Absent
Sharon Mras ___X___ Yes ___ Absent

Also Present: Stacy Cieslewicz, Executive Director ___X___ Yes ___ Absent

3. Carter called for **corrections to the minutes** of 9-8-21. Corrections made? No
Motion by Doubek, second by Mras to **approve the minutes** as presented.
A roll call vote revealed ___3___ ayes, ___0___ nays, absent Budzinski and Moua. Motion carried. Yes

4. **Correspondence** – None

5. **Director’s Update:**

Occupancy Report

Project I - ___1___ -1 Bedroom & ___1___ - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst
___0___ -1 Bedroom & ___0___ -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - ___3___ -1 Bedroom Vacancies at Hillside Manor in Amherst
___3___ -1 Bedroom Vacancies at Sunset Manor in Almond
___2___ -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - ___1___ -2 Bedrooms & ___3___ -3 Bedrooms Vacancies at Parkview in Amherst
___1___ -2 Bedrooms & ___2___ -3 Bedrooms Vacancies at Northview in Junction City
___2___ -2 Bedrooms & ___1___ -3 Bedrooms Vacancies at Eastview in Rosholt

Section 8 County Vouchers

We have ___194___ households on lease and ___5___ vouchers issued for October 2021.

A review was made of the **Account Balances** as of 10-13-2021 and the **Income & Expense Report** for the end of: August 2021. Comment made? No

Properties –

HUD inspections were conducted on Project II on 10-12-2021. A few immediate issues were addressed otherwise all minor deficiencies that will need to be addressed as we do regular maintenance. Project I Washing Machines arrived and were installed.

6. Review of Housing Authority Disbursements:

Disbursements for August, 2021 - Questions? No Corrections made? No

Motion made by Mras, second by Doubek to approve the Housing Authority Disbursements for August, 2021 with a total of \$94,417.90.

A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

Public Notice: Public in attendance? No

7. Discussion/Possible Action – OPT OUT of the Section 8 Program for Project II – WI39R000017

Cieslewicz indicated to the Board that our agency could Opt-Out of our Project II Contract at the end of 12-31-22 as long as we started the process before 11-1-2021. The Board discussed the OPT OUT option for contract renewal for Project II properties which expires on 12-31-2022. The agency would have to send HUD and residents the letter of “Intent – Not to Renew the Rental Assistance Contract” when it expires on 12-31-2022. The OPT OUT procedure starts at least 14 months before the contract expiration date. The letter is an “Intent” – agency could later decide before 9-1-2022 to agree to renew the contract.

Motion by Doubek, second by Mras to approve of the Executive Director moving forward with informing HUD/residents that our “Intent” is to Not Renew HUD Contract WI39R0000179 as of 1-1-23.

A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

8. Discussion/Possible Action - Multi-Family Housing Preservation Revitalization (MPR)

Update: Cieslewicz indicated that Rural Development was working with the appraiser. No other information available. No Motion

9. Discussion/Possible Action - COVID-19 HUD Waivers – Resolution 21-10

Cieslewicz indicated that the Housing Authority had implemented HUD – COVID Waivers. The waivers are no longer needed at this time by this agency. Board reviewed Resolution 21-10.

Motion by Doubek, second by Mras to approve Resolution 21-10 as is.

A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

10. Discussion/Possible Action – Snow Removal Bids

Cieslewicz informed Board that she is in contact with last year’s contractor. The Board discussed the authority the Executive Director could have regarding the hiring of a snow removal contractor.

Motion by Doubek, second by Mras to approve of the Executive Director using her discretion in hiring a contractor for snow removal at Milladore and Junction City for a one year or three contract, as long as reasonable, without any further Board approval.

A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

11. Discussion/Possible Action – Increase in Laundry Facility Equipment-Project I and II- Resolution 21-11

Cieslewicz requested Board approval for an increase in charges for the use of the Laundry Equipment at our Project I and II sites. The amount to use the equipment has not been changed since 1-1-2017. Board reviewed and discussed Resolution 21-11.

Motion by Doubek, Motion died on floor due to lack of a second - Resolution 21-11 was voided.

12. Discussion/Possible Action – OPT OUT of the Section 8 Program for Project III – WI39R000079 Resolution 21-12

The Board approved of moving forward with the OPT OUT for non-renewal of the rental subsidy contract for WI39R000079 at their Board meeting on 9-8-2021. The Board reviewed the Resolution 21-12.

Motion by Mras, second by Doubek to approve of Resolution 21-12

A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

Next Meeting Date:

Motion made by Doubek, second by Mras to approve meeting on November 10, 2021 at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI. A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

Carter asked for any objection to adjournment

Motion made by Doubek, second by Mras to **adjourn** the meeting at 4:55 p.m.

A roll call vote revealed 3 ayes, 0 nays, absent Budzinski and Moua. Motion carried. Yes

Respectfully Submitted,