



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.”

**MEETING NOTICE AND AGENDA
HOUSING AUTHORITY BOARD OF COMMISSIONERS**

You are hereby notified that there will be a meeting of the Housing Authority Board of Commissioners at **4:00 p.m. on WEDNESDAY, JUNE 8, 2022** at the Housing Authority Office, 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI 54481

AGENDA

1. Call To Order
2. Roll Call
3. Review and Approval of Minutes of May 11, 2022
4. Correspondence
5. Director's Update on:
 - a. Occupancy
 - b. Income, Expenses, and Account Balances
 - c. Properties
6. Review & Approval of Vouchers

PUBLIC NOTICE: Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

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:
 - 1) Salary – Step Adjustment – Maintenance ManagerRoll Call Vote to Enter into Open Session for Action on Closed Session Agenda Items
8. Discussion/Possible Action: New Office Space
9. Discussion/Possible Action: Multi-Family Preservation Revitalization (MPR) Program

Next Meeting Date, Place, and Time

Adjournment

NOTICE: A quorum of the Portage County Board of Supervisors, or any committee thereof, may be present at this meeting.

Any person who has special needs and plans on attending this meeting should contact the Housing Authority as soon as possible to ensure that reasonable accommodations can be made. Telephone: 715-346-1392



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MINUTES OF THE MONTHLY MEETING OF THE BOARD OF COMMISSIONERS 5-11-2022

1. The meeting was **called to order** at 4:30 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 _X_ Yes ___ Absent
Holly Carter _X_ Yes ___ Absent
Chris Doubek _X_ Yes ___ Absent
Sharon Mras _X_ Yes ___ Absent
Andrew Rockman ___ Yes ___ Absent - Excused

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

3. Carter called for **corrections to the minutes** of 4-13-2022. Corrections made? No
Motion by Doubek, second by Budzinski to **approve the minutes** as presented.
A roll call vote revealed _4_ ayes, _0_ nays, excused - Rockman. Motion carried. Yes

4. **Correspondence** – None

5. **Director's Update:**

Occupancy Report

Project I - _2_ -1 Bedroom & _1_ - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst
1 -1 Bedroom & _0_ -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - _4_ -1 Bedroom Vacancies at Hillside Manor in Amherst
2 -1 Bedroom Vacancies at Sunset Manor in Almond
4 -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 190 households on lease for May 2022.

A review was made of the **Account Balances** as of 4-30-2022 and the **Income & Expense Report** for the end of: March, 2022. Comment made? No

Properties - Boiler Issues again at Rustic Manor; Finishing up on Vacant Units; Annual Inspection completed.

6. Review of Housing Authority Disbursements:

Disbursements for March, 2022 - Questions? No Corrections made? No

Motion made by Budzinski, second by Mras to approve the Housing Authority Disbursements for March, 2022 with a total of \$96,308.64.

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

Public Notice: Public in attendance? No

7. 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:

2) Prior Voucher Applicant

3) Wage Adjustment

Motion by Doubek, second by Budzinski to Enter into Closed Session

A voice roll call vote revealed ayes by Carter, Budzinski, Doubek, Mras, nays by 0, and excused - Rockman.

Motion carried to enter closed session? **Yes**

Closed Session in Progress

Motion by Doubek, second by Mras to Enter into Open Session for Action on Closed Session Agenda Items

A voice roll call vote revealed ayes by Carter, Budzinski, Doubek, Mras, nays by 0, and excused - Rockman.

Motion carried to enter open session? **Yes**

Cieslewicz was acting secretary in closed session for items 1 and 2.

Closed Session Item #1:

Motion by Budzinski, second by Mras to approve the drafted letter to Prior Voucher Applicant. Executive Director to send out letter if applicant continues to contact any Board member as discussed in closed session.

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

Closed Session Item #2:

Motion by Doubek, second by Budzinski to delay decision until June's meeting as discussed in closed session.

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

8. Discussion/Possible Action - Audit Review

Board Reviewed Audit Report. No Questions. No Motion Needed

9. Discussion/Possible Action - Value of Project II and III sites

Cieslewicz and Carter did site visits. Carter was able to provide estimated Market Values of Project II and Project III properties. Board discussed information provided. Information will be retained for future use. No Motion Needed.

10. Discussion/Possible Action – Multifamily Preservation Revitalization (MPR)

No Updates From Rural Development. No Motion Needed.

11. Discussion/Possible Action – Office Lease

Cieslewicz updated Board that 1st property has already been leased up. Cieslewicz meet with Mr. Ward and owner in regards to a 2nd vacant office property. Owner's intent is to cover build-out costs; some floor covering and painting costs and will keep the previous terms from 1st property the same for 2nd property. Executive Director to continue with process as authorized at April 13, 2022 meeting. No Motion needed.

Next Meeting Date:

Motion made by Mras, second by Budzinski to approve meeting on June 8, 2022 at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI.

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

Carter asked for any objection to adjournment

Motion made by Doubek, second by Mras to **adjourn** the meeting at 5:30 p.m.

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

Respectfully Submitted,