



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
6-8-2022

1. The meeting was **called to order** at 4:05 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: Holly Carter x Yes Absent
Chris Doubek x Yes Absent
Christian Budzinski x Yes Absent
Sharon Mras x Yes Absent
Andrew Rockman x Yes Absent

Also Present: Stacy Cieslewicz, Executive Director x Yes Absent

3. Carter called for **corrections to the minutes** of 5-11-22. Corrections made? No
Motion by Budzinski, second by Rockman to **approve the minutes** as presented.
A roll call vote revealed 5 ayes, 0 nays, excused/absent 0 . 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
 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 189 households on lease for June 2022.

A review was made of the **Account Balances** as of 5-31-2022 and the **Income & Expense Report** for the end of: April 2022. Comment made? No

Properties:

Air Conditioners installed; New Smoke/Carbon Dioxide Detectors Installed – Project I; Striping of Parking Lots being completed by staff. Retaining Wall at Hillside Manor Damaged by Tenant. Sheriff’s Department was contacted by the Executive Director to make a report.

6. Review of Housing Authority Disbursements:

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

Motion made by Budzinski, second by Doubek to approve/disapprove the Housing Authority Disbursements for April, 2022 with a total of \$ 96,695.97.

A roll call vote revealed 5 ayes, 0 nays, excused/absent 0. 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:

1) Salary - Step Adjustment – Maintenance Manager

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

A voice roll call vote revealed ayes by Carter, Budzinski, Rockman, Mras, Doubek nays by 0, and excused/absent 0. Motion carried to enter closed session? **Yes**

Closed Session in Progress

Motion by Budzinski, 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, Rockman, Mras, Doubek nays by 0, and excused/absent 0. Motion carried to enter open session? **Yes/No**

Cieslewicz was acting secretary in closed session for item 1.

Closed Session Item #1:

Motion by Doubek, second by Budzinski to approve a New Hire “Step – Salary Adjustment” for Maintenance Manager completing his 1st-year in the position. The Step adjustment will be 2.5%. This adjustment takes him to 92.5% of position salary as a new hire. The Board will reevaluate the Maintenance Manager’s progress in six-months as discussed in closed session.

A roll call vote revealed 5 ayes, 0 nays, excused/absent 0. Motion carried. Yes

8. Discussion/Possible Action - New Office Space

Cieslewicz provided an update on New Office Space. Design is completed; bid on flooring next week; hiring a moving company; transition may involve an overlap of paying two office space rents. Doubek reminded Board Members that Cieslewicz was given the authority to move forward with all aspects of obtaining new office space; furnishing; phone/internet hook-ups; signing documents; and any other issues that need to be addressed in order to make the transition as smooth as possible. Cieslewicz will continue to provide the Board with updates. No Motion Needed.

9. Discussion/Possible Action - Multi-Family Preservation Revitalization (MPR) Program

Cieslewicz provided an update on the MPR. Appraiser has New Rural Development Information needed to complete the Appraisals. No Motion Needed.

Next Meeting Date:

Motion made by Mras, second by Doubek to approve meeting on July 13, 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 5 ayes, 0 nays, excused/absent 0. Motion carried. Yes

Carter asked for any objection to adjournment

Motion made by Budzinski, second by Mras to **adjourn** the meeting at 4:40 p.m.

A roll call vote revealed 5 ayes, 0 nays, excused/absent 0. Motion carried. Yes

Respectfully Submitted,