



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
12-14-22

1. The meeting was **called to order** at 4:08 p.m. by Doubek 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 Yes X Absent - Excused
Andrew Rockman Yes X Absent - Excused
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
3. Doubek called for **corrections to the minutes** of 11-9-22. Corrections made? No
Motion by Carter, second by Budzinski to **approve the minutes** as presented.
A roll call vote revealed 3 ayes, 0 nays, **excused-Mras&Rockman**. Motion carried. Yes
4. **Correspondence** – None
5. **Director’s Update:**

Occupancy Report

Project I - 0 -1 Bedroom & 0 - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst
 2 -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 - 2 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Parkview in Amherst
 1 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Northview in Junction City
 2 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Eastview in Rosholt

Section 8 County Vouchers

We have 191 households on lease for December 2022.

A review was made of the **Account Balances** as of 11-30-2022 and the **Income & Expense Report** for the end of: 10-31-22. Comment made? No

Properties – Staff is completing REAC inspection repairs at Project III properties; completing move-outs; updating a few apartments; winterizing the sites.

6. Review of Housing Authority Disbursements:

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

Motion made by Budzinski, second by Carter to approve the Housing Authority Disbursements for September, 2022 with a total of \$ 91,574.40 .

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

Review of Housing Authority Disbursements:

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

Motion made by Budzinski, second by Carter to approve the Housing Authority Disbursements for October, 2022 with a total of \$98,466.62.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

Public Notice: Public in attendance? No

7. Discussion/Possible Action - Owner Entity Creation – Resolution 22-08

Board reviewed and discussed Resolution 22-08.

Motion by Carter, second by Budzinski to approve Resolution 22-08

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

8. Discussion/Possible Action - Memorandum of Understanding – Resolution 22-09

Board reviewed and discussed Resolution 22-09

Motion by Budzinski, second by Carter to approve Resolution 22-09

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

9. Discussion/Possible Action - Owner Entity Components – Resolution 22-10

Board reviewed and discussed Resolution 22-10

Motion by Carter, second by Budzinski to approve Resolution 22-10

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

10. Discussion/Possible Action – HAPC By Laws – Resolution 22-11

Board reviewed and discussed Resolution 22-11

Motion by Carter, second by Budzinski to approve Resolution 22-11

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

11. Discussion/Possible Action – PC Housing, LLC By Laws – Resolution 22-12

Board reviewed and discussed Resolution 22-12.

Motion by Carter, second by Budzinski to approve Resolution 22-12

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

12. Discussion/Possible Action – HAPC – Board Meetings – Resolution 22-13

Board reviewed and discussed Resolution 22-13. Board discussed scheduling a January meeting.

Motion by Carter, second by Budzinski to approve adding the January 10th meeting to schedule and then approving the amended Resolution 22-12.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

13. Discussion – Multi-Family Housing Preservation Revitalization (MPR) Program

Update by Cieslewicz: Appraisals are completed and they are at Rural Development's Appraisal office for final review and approval.

14. 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) Wage Adjustment Review – Maintenance Manager

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

A voice roll call vote revealed ayes by Carter, Budzinski, Doubek nays by _0_, and excused-Mras&Rockman. Motion carried to enter closed session? **Yes**

Closed Session in Progress

Motion by Budzinski, second by Carter to Enter into Open Session for Action on Closed Session Agenda Items.

A voice roll call vote revealed ayes by Carter, Budzinski, Doubek nays by _0_, and excused-Mras&Rockman. Motion carried to enter open session? **Yes**

Cieslewicz was acting secretary in closed session for item 1.

Closed Session Item #1:

Motion by Budzinski, second by Carter to approve a 2.5% Wage Adjustment that takes position to approved Step 2 of hiring (95% of base wage of \$26.24) for Maintenance Manager as of 1-1-2023. Step 3 of hiring will be reviewed at the May or June 2023 meeting.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

Next Meeting Date:

Motion made by Carter, second by Budzinski to approve meeting on 1-10-2023 at 4:00 p.m. at the New Housing Authority Office at 1001 Maple Bluff Rd Ste 1, Stevens Point, WI.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Budzinski, second by Carter to **adjourn** the meeting at 4:35 p.m.

A roll call vote revealed _3_ ayes, _0_ nays, excused-Mras&Rockman. Motion carried. Yes

Respectfully Submitted,