



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
2-8-2023

1. The meeting was **called to order** at 4:00 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: Holly Carter __ Yes __X_ Absent - Excused
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. Doubek called for **corrections to the minutes** of December 14, 2022. Corrections made? No
Motion by Rockman, second by Budzinski to approve the minutes as presented.
A roll call vote revealed _4_ ayes, _0_ nays, excused - Carter. 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
1 -1 Bedroom & _0_ -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - _5_ -1 Bedroom Vacancies at Hillside Manor in Amherst
3 -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 _216_ households on lease for February 2023.

A review was made of the **Account Balances** as of 1-31-2023 and the **Income & Expense Report** for the end of: Not Available – Audit Year-End Not Complete. Comment made? No

Properties – Regular Maintenance Repairs; Carpet Cleaning

6. Review of Housing Authority Disbursements:

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

Motion made by Budzinski, second by Rockman to approve the Housing Authority Disbursements for November, 2022 with a total of \$111,966.

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

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

Motion made by Mras, second by Rockman to approve the Housing Authority Disbursements for December, 2022 with a total of \$135,825.58.

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

Public Notice: Public in attendance? No

7. Discussion/Possible Action - Rural Development – Performance Standards Certification Resolution 23-01

Year End Rural Development Requirement for Performance Standards Certification. Board reviewed Resolution 23-01.

Motion by Budzinski, second by Rockman to approve Resolution 23-01

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

8. Discussion/Possible Action – Lawn Care Bids

Board reviewed Lawn Care Bid - Renewal

Motion by Mras, second by Rockman to approve Lawn Care Bid – Ace Lawn Care – Two Year Contract with fuel adjustment in 2024.

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

9. Discussion/Possible Action – Ownership Transfer – Project III Properties – Resolution 23-02

Board reviewed Resolution 23-02-Project III title transfers (III) to PC Housing LLC effective 3-1-2023.

Motion by Budzinski, second by Mras to approve Resolution 23-02

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

10. Discussion/Possible Action – PC Housing LLC Controls and Management – Resolution 23-03

Board reviewed Resolution 23-03 regarding updating PC Housing LLC Controls and Management.

Motion by Rockman, second by Budzinski to approve Resolution 23-03

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

11. Discussion/Possible Action – Housing Authority By-Laws – Resolution 23-04

Board reviewed Resolution 23-04 - updating Housing Authority of the County of Portage By-Laws.

Motion by Budzinski, second by Mras to approve Resolution 23-04

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

12. Discussion/Possible Action – Opt-Out – Project III – WI39R000079 – Designation of Property

Cieslewicz indicated to the Board that the properties are currently for family households per HUD regulations. Effective 3-1-2023 – we need to have in place a designation for the property. Leave as family properties or open it up to everyone of legal signing age to apply. Board discussed.

Motion by Rockman, second by Budzinski to approve the acceptance of applications from everyone of legal signing age – no designation set for the property effective 3-1-2023.

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

13. Discussion/Possible Action – Opt-Out – Project III – WI39R000079 – Establish Lease Rents

Cieslewicz indicated that our agency needs to establish a Lease Rent amount for 2-and 3-bedroom units for the Opt-Out Properties (III) so we can continue with the Opt-Out process for current residents and potential residents of the Project III properties.

Motion by Mras, second by Budzinski to approve the 2-Bedroom Rent at \$ 980.00 and 3-Bedroom Rent at \$1206.00 effective 3-1-2023.

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

Next Meeting Date:

Motion made by Mras, second by Rockman to approve meeting on March 8, 2023 at 4:00 p.m. at the Housing Authority Office at 1001 Maple Bluff Rd. Ste 1, Stevens Point, WI.

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

Doubek asked for any objection to **adjournment**

Motion made by Budzinski, second by Rockman to **adjourn** the meeting at 5:00 p.m.

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

Respectfully Submitted,