



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
5-10-2023

1. The meeting was **called to order** at 4:08 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
Chris Doubek X Yes Absent
Christian Budzinski X Yes Absent
Sharon Mras Yes X Absent - Excused
Andrew Rockman X Yes Absent
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
3. Doubek called for **corrections to the minutes** of 2-8-2023. Corrections made? No
Motion by Budzinski, second by Rockman to approve the minutes as presented.
A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-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
 2 -1 Bedroom & 0 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

PCM 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

PCM - 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 223 households on lease for May 2023.

A review was made of the **Account Balances** as of 4-30-2023 and the **Income & Expense Report** for the end of: February 2023. Comment made? No

Properties – Painting Common Areas; Installation of Air Conditioners at Project I Properties.

6. Review of Housing Authority Disbursements:

Disbursements for January, 2023 - Questions? No Corrections made? No

Motion made by Rockman, second by Budzinski to approve the Housing Authority Disbursements for January, 2023 with a total of \$109,901.94.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. Motion carried. Yes

Review of Housing Authority Disbursements:

Disbursements for February, 2023 - Questions? No Corrections made? No

Motion made by Budzinski, second by Rockman to approve the Housing Authority Disbursements for February, 2023 with a total of \$121,247.08.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. 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) Maintenance Manager

2) PC Housing Properties

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

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

Motion carried to enter Closed Session? **Yes**

Closed Session in Progress

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

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

Motion carried to enter Open Session? **Yes**

Cieslewicz was acting secretary in Closed Session.

Closed Session Item #1:

Motion by Budzinski, second by Rockman to approve of Maintenance Manager hourly wage be moved to full base rate as of June 1, 2023.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. Motion carried. Yes

Closed Session Item #2:

Motion by Budzinski, second by Rockman to approve of the Executive Director to further the advertising of vacate properties and research the possibility of selling a couple of properties in the agency's portfolio due to expenses outweighing the rental revenue due to vacancies.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. Motion carried. Yes

8. Discussion/Possible Action - Audit Draft

The Board reviewed the Audit Draft. Cieslewicz reviewed a few minor corrections that need to be changed in agency's corrective action responses and a few adjustments to a few line-item amounts.

Motion by Rockman, second by Budzinski to approve the Audit Draft with the Executive Director's minor corrections regarding the corrective action responses and adjustments to a few line-items on Audit.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. Motion carried. Yes

9. Discussion: Multi-Family Preservation Rehabilitation (MPR) Program

Cieslewicz indicated that there was a phone call with Ms. Boone of Rural Development State Office regarding the next steps in the MPR program. Rural Development will provide a list of contractors and a template for bids for obtaining a contractor for this Rural Development project.

Next Meeting Date:

Motion by Budzinski, second by Rockman to approve meeting on June 14, 2023 at 4:00 p.m. at the Housing Authority Office at 1001 Maple Bluff Rd Suite 1, Stevens Point, WI.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion by Budzinski, second by Rockman to **adjourn** the meeting at 4:45 p.m.

A roll call vote revealed 3 ayes, 0 nays, excused-Mras, absent-Carter. Motion carried. Yes

Respectfully Submitted,