



**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  
8-13-2020**

1. The meeting was **called to order** at 4:00 p.m. by Budzinski 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  
 Ntxhais Chai Moua  X  Yes   Absent  
 Chris Doubek  X  Yes   Absent  
 Sharon Mras  X  Yes   Absent

Also Present: Stacy Cieslewicz, Executive Director  X  Yes   Absent

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3. Budzinski called for **corrections to the minutes** of June 11, 2020. Corrections made? No  
 Motion by Doubek, second by Moua to approve the minutes as presented.  
 A vote revealed 5 ayes, 0 nays, and ----. Motion carried? **Yes**

4. **Correspondence** – Housing and Urban Development will be providing our agency with additional Housing Voucher program Administrative Fees from the CARES Act. Round 2 distribution will be in the amount of \$26, 880 and CARES Act Round 1 distribution was in the amount of \$22,292.

5. **Director’s Update:**

**Occupancy Report**

Project I - 1 -1 Bedroom & 0 - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst  
0 -1 Bedroom & 0 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - 3 -1 Bedroom Vacancies at Hillside Manor in Amherst  
3 -1 Bedroom Vacancies at Sunset Manor in Almond  
0 -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - 2 -2 Bedrooms & 3 -3 Bedrooms Vacancies at Parkview in Amherst  
1 -2 Bedrooms & 1 -3 Bedrooms Vacancies at Northview in Junction City  
2 -2 Bedrooms & 0 -3 Bedrooms Vacancies at Eastview in Rosholt

**Section 8 County Vouchers**

We have 207 households on lease and 4 vouchers issued for August 2020.

A review was made of the **Account Balances** as of 8-13-2020 and the **Income & Expense Report** for the end of: June 2020. Comment made? No

Properties Staff is working on move-outs; work repair orders; additional cleaning; and installing new outside light post components.

**6. Review of Housing Authority Disbursements:**

Disbursements for June, 2020 - Questions? No Corrections made? No

Motion made by Mras, second by Moua to approve the Housing Authority Disbursements for June, 2020 with a total of \$108,490.06.

A vote revealed \_5\_ ayes, \_0\_ nays, and \_----\_. Motion carried? **Yes**

**Public Notice:** Public in attendance? No

**7. Discussion/Possible Action - Salary Adjustments for 2021 Budget Process**

Board reviewed Salary Adjustments. Discussion was held

Motion by Moua, second by Carter to approve 3% Salary Increase

A vote revealed \_5\_ ayes, \_0\_ nays, and \_----\_. Motion carried? **Yes**

**8. Discussion/Possible Action - Multi-Family Housing Preservation Revitalization (MPR) Program**

Monthly update: Appraiser is finishing up the appraisals for Rustic Manor and Tomorrow River Villa. No action taken – no motion needed.

**9. Discussion/Possible Action - Housing Choice Voucher Utility Allowance Chart-Resolution 20-08**

Utility Allowance chart used in the administration of the Housing Choice Voucher program is reviewed yearly per regulations and the Utility Allowance Chart is in need of updating.

Motion by Moua, second by Mras to approve the Resolution 20-08 - updated version of the Utility Allowance Chart used in the administration of the Housing Choice Voucher program with an effective date of 11-1-2020.

A vote revealed \_5\_ ayes, \_0\_ nays, and \_----\_. Motion carried? **Yes**

**10. Discussion/Possible Action – Snow Removal Bids**

The Board reviewed the submitted Snow Removal Bids. The Board to consider a two or three year contract.

Motion by Doubek, second by Moua to approve Popular Landscape for the contract for Sunset Manor in Almond and to approve of Schuster LLC for the contracts for Rustic Manor and Eastview Apartments in Rosholt and for Tomorrow River Villa, Hillside Manor, and Parkview Apartments in Amherst. The contracts will be for snow season 2020-2021 and 2021-2022 (two-year contract).

A vote revealed \_5\_ ayes, \_0\_ nays, and \_----\_. Motion carried? **Yes**

**Next Meeting Date:**

Motion made by Doubek, second by Moua to approve meeting on September 10th at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI.

A vote revealed \_5\_ ayes, \_0\_ nays, and \_----\_. Motion carried? **Yes**

Budzinski asked for any objection to adjournment

Motion made by Moua, second by Mras to **adjourn** the meeting at 4:29 p.m.

A vote revealed \_5\_ ayes, \_0\_ nays, and \_----\_. Motion carried? **Yes**

Respectfully Submitted,