



HOUSING AUTHORITY OF THE COUNTY OF PORTAGE

1100 Centerpoint Dr., Suite 201B Stevens Point WI 54481

Housing Authority Office: 715-346-1392

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**MINUTES
OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
9-10-2020**

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:

| | | | | | |
|-------------------------|--------------------------------------|------------|-----|------------|--------|
| <u>Members Present:</u> | Christian Budzinski | <u> X </u> | Yes | <u> </u> | Absent |
| | Holly Carter | <u> X </u> | Yes | <u> </u> | Absent |
| | Ntxhais Chai Moua | <u> </u> | Yes | <u> X </u> | Absent |
| | Chris Doubek | <u> X </u> | Yes | <u> </u> | Absent |
| | Sharon Mras | <u> X </u> | Yes | <u> </u> | Absent |
| <u>Also Present:</u> | Stacy Cieslewicz, Executive Director | <u> X </u> | Yes | <u> </u> | Absent |

3. Budzinski called for **corrections to the minutes** of August 13, 2020. Corrections made? No
Motion by Doubek, second by Mras to **approve the minutes** as presented.
A vote revealed 4 ayes, 0 nays, and 1-Absent-Moua. 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
 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 2 vouchers issued for September 2020.

A review was made of the **Account Balances** as of 9-10-2020 and the **Income & Expense Report** for the end of: - July 2020. Comment made? No

Properties –Staff continues to maintain the properties, installation of new outside post fixtures, interior summer cleaning of carpets in all elderly, disabled properties.

6. Review of Housing Authority Disbursements:

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

Motion made by Carter, second by Doubek to approve the Housing Authority Disbursements for July, 2020 with a total of \$116,265.68.

A vote revealed 4 ayes, 0 nays, and 1-Absent-Moua. Motion carried? **Yes**

Public Notice: Public in attendance? No

7. Discussion - COVID-19 Waivers Authorized by Housing and Urban Development

Cieslewicz provided the Board with information from Housing and Urban Development (HUD). HUD has provided housing agencies with numerous waivers from the rules and regulations on how agencies can administer housing programs. Housing agencies have the discretion on which waivers, if any they so choose to implement that best works for their agency. Waivers will be addressed at next month's meeting.

8. Discussion -Annual Plan

Cieslewicz discussed the Annual Plan that will need to be addressed at next month's meeting. Updated mandated forms will need to be reviewed, approved, and signed. Cieslewicz indicated that if significant changes occur on how our agency administers the housing programs then the Annual Plan would need to be updated. COVID-19 has had an impact on how we are able to administer the housing programs.

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

Appraiser continues to finish up the appraisals for Rustic Manor and Tomorrow River Villa.

No Motion at this time.

10. Discussion/Possible Action – Snow Removal Bids

Cieslewicz indicated that she has sent out over 40 bid requests for the Junction City and Milladore properties. No one has responded. Cieslewicz has requested that we provide last year's contractor with the opportunity to be bid on those properties for another year. Cieslewicz requested of the Board to allow her discretion on approving a bid if one does come in as long as it is reasonable.

Motion by Mras, second by Doubek to approve of Cieslewicz sending out a bid request to last year's contractor and approving of a bid, at her discretion, as long as it is reasonable.

A vote revealed 4 ayes, 0 nays, and 1-Absent-Moua. Motion carried? **Yes**

Next Meeting Date:

Motion made by Carter, second by Doubek to approve meeting on 10-8-2020 at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI.

A vote revealed 4 ayes, 0 nays, and 1-Absent-Moua. Motion carried? **Yes**

Budzinski asked for any objection to adjournment

Motion made by Carter, second by Doubek to **adjourn** the meeting at 4:20 p.m.

A vote revealed 4 ayes, 0 nays, and 1-Absent-Moua. Motion carried? **Yes**

Respectfully Submitted,