

COMMUNITY DEVELOPMENT AUTHORITY
OF THE CITY OF STEVENS POINT

1300 Briggs Court, Stevens Point, WI 54481

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HI-RISE MANOR
MADISON VIEW
SCATTERED SITES
EDGEWATER MANOR

*** Amended Agenda**

Thursday, January 10, 2013, 4:30 PM

Lincoln Center

1519 Water Street, Stevens Point, WI 54481

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 4, 2012 meeting.
3. Approval of payments for November and December 2012.
4. Authorization to apply for Wisconsin Plant Recovery Initiative Assessment Monies (WAM) and approval of resolution for the same.
5. Consideration and possible action on the actions taken at the City Plan Commission meeting of January 7, 2013 relating to the following:
 - * a. Review and recommendation on transferring and/or selling and/or assigning the rights to the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to potential purchasers and developers.**
 - b. Request from the Community Development Authority of the City of Stevens Point to approve the certified survey map for 1101 Centerpoint Drive (Parcel ID: 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66).
 - c. Request from the Community Development Authority of the City of Stevens Point to transfer unaddressed property located northwest of 1450 Water Street (Parcel ID: 2408-32-2019-35) from the City of Stevens Point to the Community Development Authority of the City of Stevens Point.
 - d. Review and recommendation on transferring and/or selling the property located at 1450 Water Street (Parcel ID 2408-32-2019-33) and the adjacent property in the above agenda item (Parcel ID: 2408-32-2019-35) from the Community Development Authority of the City of Stevens Point to potential purchasers and developers.
6. Accepting the transfer of an unaddressed property located northwest of 1450 Water Street (Parcel ID: 2408-32-2019-35) from the City of Stevens Point to the Community Development Authority of the City of Stevens Point.

7. Restructuring of Community Development Authority / Public Housing Authority.
8. Motion to enter into closed session under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, relating to:
 - a. Transferring and/or selling and/or assigning the rights to the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66), along with the approval of an offer to purchase and development agreement, to Shertz-Fahrner, LLC.
 - b. Transferring and/or selling the property located at 1450 Water Street, (Parcel ID 2408-32-2019-33), Edgewater Manor, and the property located northwest of 1450 Water Street (Parcel ID 2408-32-2019-35), along with the approval of an offer to purchase and development agreement, to Seramur Family Limited Partnership.
 - c. Consideration of review of Executive Director position for Housing Authority relating to current personnel.

9. Reconvene into open session (approximately 30 minutes after entering into closed session) for possible action relating to the above.

10. Authorization to pay for a feasibility study regarding the property located at 1101 Centerpoint Drive.
11. Adjourn.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the Community Development Authority Office at 1300 Briggs Ct., Stevens Point, WI 54481, (715) 341-3444 Ex. 24 as soon as possible to ensure a reasonable accommodation can be made.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may attend this meeting.





Memo

Michael Ostrowski, Director
Community Development Authority
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
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Community Development Authority of the City of Stevens Point

To: Community Development Authority Board of Directors
From: Michael Ostrowski
CC:
Date: 12/31/2012
Re: Agenda Item Summaries for January 10, 2013 CDA Board Meeting

1. Roll call.

Discussion and possible action on the following:

2. Report of the December 4, 2012 meeting.

The Board needs to approve the minutes from the prior meeting.

3. Approval of payments for November and December 2012.

The Board needs to review and approve the payments for November and December 2012.

4. Authorization to apply for Wisconsin Plant Recovery Initiative Assessment Monies (WAM) and approval of resolution for the same.

Staff is looking to apply for a Wisconsin Plant Recovery Initiative Grant (WAM), more specifically, a Contractor Service Award from the Wisconsin Department of Natural Resources (WDNR) for 1017 Third Street, known as the Lullabye Property. This grant is primarily for environmental assessment only and will fund up to \$30,000 with no match requirement.

The program is specifically designed to address the economic difficulties created by the rapid closures of manufacturing plants in the state of Wisconsin. Furthermore, the Plant Recovery Initiative aids local governments and others in investigating brownfields throughout the state. It is concentrated on assessing specific brownfields sites where closed or closing industrial plants are acting as impediments to economic redevelopment. The Lullabye site fits the criteria above and meets the eligibility requirements, as a former manufacturing use existed previously on the site. Environmental testing has occurred on the site however, was done years ago without final phase 1 or phase 2 reports compiled.

A requirement of the application is to prepare a signed municipal resolution to apply for the grant funds. You will find the resolution attached, along with a program fact sheet. In addition, we must approve a Site Access Agreement for WAM Contractor Services Awards, which is also attached.

Again, there is not cost share or match requirement for this grant.

5. Consideration and possible action on the actions taken at the City Plan Commission meeting of January 7, 2013 relating to the following:
 - a. Review and recommendation on transferring and/or selling and/or assigning the rights to the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66) from the Community Development Authority of the City of Stevens Point to potential purchasers and developers.
 - b. Transferring and/or selling and/or assigning the rights to the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66).
 - c. Transferring the property located north of 1450 Water Street (Parcel ID 2408-32-2019-35) from the City of Stevens Point to the Community Development Authority of the City of Stevens Point.
 - d. Transferring and/or selling the property located at 1450 Water Street, (Parcel ID 2408-32-2019-33), Edgewater Manor, and the property located north of 1450 Water Street (Parcel ID 2408-32-2019-35).

In order to sell, transfer, assign the rights to, or accept property, the Plan Commission must provide a recommendation prior to the CDA Board rendering its decision. The Plan Commission will meet on January 7, 2012 to provide a recommendation on the above items. I will present their recommendation at the Board meeting.

6. Accepting the transfer of an unaddressed property located northwest of 1450 Water Street (Parcel ID: 2408-32-2019-35) from the City of Stevens Point to the Community Development Authority of the City of Stevens Point.

This property is currently being used as a parking lot for Edgewater Manor. However, the current ownership is under the City of Stevens Point. The Board will need to take official action on the acceptance, pending the approval from the Common Council.

7. Restructuring of Community Development Authority / Public Housing Authority.

With the potential changes to the Assessor's Office within the City of Stevens Point, as well as the sale of Edgewater Manor, there may be significant changes to the operation of the CDA, including dissolving it and recreating a housing authority.

With the change in the Assessor's Office to contract with a private assessor and bring all operations under the Community Development department, it may require the current CDA Executive Director, who also serves as the City's Community Development Director to focus operations back to the Community Development department. In addition, with the potential sale of Edgewater Manor, this would eliminate the only non-public housing being operated by the CDA; meaning, that all housing operations would be public housing.

With this being the case, the continued existence of the CDA is brought into question. In 2011, Mayor Halverson indicated his desire to dissolve the CDA, however, doing so needed to be done at the correct time, as redevelopment of the CenterPoint MarketPlace was just beginning. Now that

the redevelopment of the CenterPoint MarketPlace is entering the final stages, the CDA will once again primarily serve as a housing authority. In addition, some have felt that redevelopment operations should be under the control of the Common Council (elected officials), and not the CDA, which State Statutes require if a redevelopment authority or community development authority is in existence.

While the CDA serves as the redevelopment authority of the City of Stevens Point, some of its other duties include serving as the board who reviews housing redevelopment initiatives, such as Community Development Block Grant funding. In addition, the CDA Board serves as the local review board for the Central Wisconsin Economic Development (CWED) Revolving Loan Fund. If the CDA is dissolved, these two operations would likely be transferred to the Finance Committee of the City of Stevens Point.

Another element that must be considered is that the CDA has assets known as the housing trust funds, in which the interest generated off of these funds is used to make loans for housing repairs and home ownership opportunities. If the CDA is dissolved, these assets would fall to the City to administer.

If the Common Council decides to dissolve the CDA, they will then need to recreate a housing authority to administer public housing programs within the City.

These changes will be further discussed at the City's committee and council meetings in January.

8. Motion to enter into closed session under Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and under Section 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, relating to:
 - a. Transferring and/or selling and/or assigning the rights to the property located at 1101 Centerpoint Drive (Parcel ID 2408-32-2029-61) and the adjacent property (portions of Parcel IDs 2408-32-2029-65 and 2408-32-2029-66), along with the approval of an offer to purchase and development agreement, to Shertz-Fahrner, LLC.
 - b. Transferring and/or selling the property located at 1450 Water Street, (Parcel ID 2408-32-2019-33), Edgewater Manor, and the property located northwest of 1450 Water Street (Parcel ID 2408-32-2019-35), along with the approval of an offer to purchase and development agreement, to Seramur Family Limited Partnership.
 - c. Consideration of review of Executive Director position for Housing Authority relating to current personnel.
9. Reconvene into open session (approximately 30 minutes after entering into closed session) for possible action relating to the above.
10. Authorization to pay for a feasibility study regarding the property located at 1101 Centerpoint Drive. In 2012, a feasibility study was done to look at the potential of locating Team Schierl Companies headquarters, as well as a convenience store in the building located at 1101 Centerpoint. The CDA's share of the cost of the study was \$1,000.
11. Adjourn.

Report of the Community Development Authority of the City of Stevens Point

Tuesday, December 4, 2012, 4:30 PM
Portage County Annex – Conference Room 3
1462 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Chairperson Halverson, Alderperson Beveridge, Commissioner Molski, Commission Cooper, and Commissioner Onstad.

EXCUSED: Commissioner Adamski and Commissioner Hanson.

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, Maintenance Supervisor John Neidbalski, Senior Accountant Denice Scantlin, Alderperson Tony Patton, Matthew Brown, and Brandi Makuski.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Reports of the September 26, 2012 and October 30, 2012 meetings.
3. Approval of payments for September and October 2012.
4. Accounts receivable write-offs.
5. Annual Budget Review and Approval.
6. Public Hearing – 2013 Capital Fund Plan.
7. Resolution – Adopting the 2013 Capital Fund Plan.
8. Resolution – Adopting the 2013 Operating Budgets for Hi-Rise Manor, Madison View, Scattered Sites, and Edgewater Manor.
9. Approval of capital purchases through operating accounts, including:

Automobile	PHA Wide	\$25,000
Hot Water Heater	Madison View	\$12,100
	Scattered	
Ranges	Sites	\$33,418
Ranges	Madison View	\$41,230
Refrigerators	Madison View	\$38,352
Security Cameras	Madison View	\$15,000
Medicine Cabinets	Madison View	\$29,000
10. Resolution – Adopting a No Smoking Policy for Community Development Authority of the City of Stevens Point owned properties.
11. Approving an Employee Handbook for Community Development Authority of the City of Stevens Point employees.
12. Authorization to execute Site Assessment Grant Contract between the Wisconsin Economic Development Corporation and Community Development Authority of the City of Stevens Point.
13. Motion to adjourn into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of

public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (the selling of CDA-owned assets).

14. Reconvene into open session for possible action relating to the above.
15. Adjourn.

Chairperson Halverson called the meeting to order at 4:40 PM.

1. Roll call.

Present: Halverson, Beveridge, Molski, Cooper, and Onstad.

Not Present: Adamski and Hansen.

2. Reports of the September 26, 2012 and October 30, 2012 meetings.

**Motion by Commissioner Cooper to approve the reports; seconded by Commissioner Onstad.
Motion carried 5-0.**

3. Approval of payments for September and October 2012.

**Motion by Commissioner Molski to approve the payments; seconded by Alderperson Beveridge.
Motion carried 5-0.**

4. Accounts receivable write-offs.

Executive Director Ostrowski said that since this is likely going to be the last meeting before the end of the year, he asked for approval to write-off any additional accounts, if needed, prior to the end of the year, as having tenant accounts receivable impacts our scoring.

Motion by Commissioner Molski to approve the accounts receivable write-offs and allow the Executive Director to approve any additional write-offs prior to the end of the year; seconded by Alderperson Beveridge. Motion carried 5-0.

5. Annual Budget Review and Approval.

Public Housing Manager Bella gave an overview of the 2013 budgets.

Motion by Chairperson Halverson to approve, and direct staff to prepare a letter to congressional delegates and the President stressing the importance of continued support of funding; seconded by Alderperson Beveridge. Motion carried 5-0.

6. Public Hearing – 2013 Capital Fund Plan.

Chairperson Halverson opened the public hearing.

Since there was no one to speak, Chairperson Halverson closed the public hearing.

7. Resolution – Adopting the 2013 Capital Fund Plan.

Public Housing Manager Bella gave a brief overview of the items in the Capital Fund Plan.

Motion by Commissioner Molski to approve the resolution adopting the 2013 Capital Fund Plan; seconded by Commissioner Onstad.

Roll call:

- **Ayes – Halverson, Beveridge, Molski, Cooper, and Onstad.**
- **Nays – None.**

Motion carried 5-0.

8. Resolution – Adopting the 2013 Operating Budgets for Hi-Rise Manor, Madison View, Scattered Sites, and Edgewater Manor.

Motion by Alderperson Beveridge to approve the resolution adopting the 2013 operating budgets; seconded by Commissioner Molski.

Roll call:

- **Ayes – Halverson, Beveridge, Molski, Cooper, and Onstad.**
- **Nays – None.**

Motion carried 5-0.

9. Approval of capital purchases through operating accounts, including:

Automobile	PHA Wide	\$25,000
Hot Water Heater	Madison View	\$12,100
	Scattered	
Ranges	Sites	\$33,418
Ranges	Madison View	\$41,230
Refrigerators	Madison View	\$38,352
Security Cameras	Madison View	\$15,000
Medicine Cabinets	Madison View	\$29,000

Public Housing Manager Bella said the agency has accumulated a decent amount of operating funds and these funds will need to be appropriated and spent in 2012, or we may be penalized from HUD. She said that HUD is now allowing housing authorities to use operating funds on capital projects. She is recommending using some of the funds to purchase the items listed in the agenda item.

Motion by Commissioner Cooper to purchase the following items with operating funds:

Automobile	PHA Wide	\$25,000
Hot Water Heater	Madison View	\$12,100
Ranges	Scattered Sites	\$33,418
Ranges	Madison View	\$41,230
Refrigerators	Madison View	\$38,352
Security Cameras	Madison View	\$15,000
Medicine Cabinets	Madison View	\$29,000

seconded by Alderperson Beveridge. Motion carried 5-0.

10. Resolution – Adopting a No Smoking Policy for Community Development Authority of the City of Stevens Point owned properties.

Executive Director Ostrowski said that the Commission approved a no smoking policy earlier this year and this is the formal resolution to adopt it.

Motion by Commissioner Molski to approve the resolution adopting the No Smoking Policy; seconded by Alderperson Beveridge.

Roll call:

- **Ayes – Halverson, Beveridge, Molski, Cooper, and Onstad.**
- **Nays – None.**

Motion carried 5-0.

11. Approving an Employee Handbook for Community Development Authority of the City of Stevens Point employees.

Executive Director Ostrowski said that with the change in the union laws, the agency should adopt a handbook that outlines the workplace rules and procedures. We have been using the City's policies in the past, and this would replace them.

Motion by Chairperson Halverson to adopt the employee handbook; seconded by Commissioner Cooper. Motion carried 5-0.

12. Authorization to execute Site Assessment Grant Contract between the Wisconsin Economic Development Corporation and Community Development Authority of the City of Stevens Point.

Executive Director Ostrowski said that we have been selected to receive a Site Assessment Grant from WEDC in the amount of \$34,500.00 for environmental assessment work at the former mall site. He said he needed authorization to execute the contract.

Alderperson Beveridge asked about the matching component. Director Ostrowski said that most of the match will be from funds already spent.

Motion by Commissioner Molski to direct the Executive Director to execute the contract; seconded by Alderperson Beveridge. Motion carried 5-0.

13. Motion to adjourn into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (the selling of CDA-owned assets).

Motion by Alderperson Beveridge to enter into closed session at 5:15 PM; seconded by Commissioner Molski.

Roll call:

- **Ayes – Halverson, Beveridge, Molski, Cooper, and Onstad.**
- **Nays – None.**

Motion carried 5-0.

14. Reconvene into open session for possible action relating to the above.

Motion by Commissioner Cooper to enter into open session at 5:40 PM; seconded by Commissioner Molski. Motion carried 5-0.

15. Adjourn.

Meeting adjourned at 5:41 PM.

Chairperson

Date

Secretary

Date

Ref Date	Ref Num	Pay to the Order Of / Description	(-)
		Chase-Main Operating-November	
11/1/2012	15085	Tenant	63.00
11/1/2012	15086	Tenant	4.00
11/1/2012	15087	Tenant	396.35
11/1/2012	15088	Tenant	162.65
11/1/2012	15089	Tenant	27.00
11/1/2012	15090	Tenant	66.00
11/1/2012	15091	Tenant	66.00
11/1/2012	15092	Tenant	66.00
11/1/2012	15093	Tenant	77.00
11/1/2012	15094	Tenant	112.46
11/1/2012	15095	Tenant	66.00
11/1/2012	15096	Tenant	66.00
11/1/2012	15097	Tenant	45.00
11/1/2012	15098	U.S. Department of HUD	25,587.00
11/1/2012	15099	Tenant	43.00
11/1/2012	15100	Tenant	45.00
11/1/2012	15101	ABR Employment Services	441.60
11/1/2012	15102	Bay Towel, Inc.	106.22
11/1/2012	15103	C T L Company, Inc	181.08
11/1/2012	15104	Charter Communications	4,892.13
11/1/2012	15105	City of Stevens Point	387.79
11/1/2012	15106	Copy Center	277.20
11/1/2012	15107	E. O. Johnson Company	565.00
11/1/2012	15108	Enterprise Community Investment	4,637.00
11/1/2012	15109	Frank's Hardware Company, Inc.	144.89
11/1/2012	15110	HD Supply Facilities Maintenance	595.97
11/1/2012	15111	Hewlett-Packard Financial Services Co	308.92
11/1/2012	15112	LaBlanc's South Side Motor Sales, Inc.	76.48
11/1/2012	15113	Mechanical Services Inc	75.00
11/1/2012	15114	Menards-Plover	224.06
11/1/2012	15115	Precision Glass & Door, LLC	4,054.65
11/1/2012	15116	Prestocall	87.78
11/1/2012	15117	Scaffidi Motors Inc.	54.02
11/1/2012	15118	Sherwin-Williams Co	166.60
11/1/2012	15119	W.A. Roosevelt Company	102.22
11/1/2012	15120	Wisconsin Public Service	38.05
11/1/2012	VSP	VSP Pymt for 11/12	65.34
11/2/2012	WPS	WPS QC for 11/12	7,046.90
11/5/2012	WPS	WPS Street 11/12	17.52
11/9/2012		Payroll	9,563.26
11/13/2012	Fed	Fed Tax PPE 10/26/12 Ck DT 11/9/12	3,043.56
11/13/2012	Unemp	Unemployment for 10/12-WAR	2,178.00
11/15/2012	15121	ABR Employment Services	883.20
11/15/2012	15122	AT&T	96.16
11/15/2012	15123	Tenant	51.79
11/15/2012	15124	Architects Group Limited	919.00
11/15/2012	15125	Bay Towel, Inc.	70.32
11/15/2012	15126	CAP Services, Inc	22.00
11/15/2012	15127	Chet's Plumbing & Heating Inc	122.50
11/15/2012	15128	City of Stevens Point	527.86
11/15/2012	15129	Copy Center	11.70

11/15/2012	15130	Custom Painting	1,679.42
11/15/2012	15131	E. O. Johnson Company	34.99
11/15/2012	15132	Express Recycling Solutions, Inc	335.00
11/15/2012	15133	Frank's Hardware Company, Inc.	15.69
11/15/2012	15134	HAB Housing Software Solutions	621.00
11/15/2012	15135	HD Supply Facilities Maintenance	82.54
11/15/2012	15136	Tenant	74.72
11/15/2012	15137	Journal Comm Pub Group	162.00
11/15/2012	15138	Mechanical Services Inc	165.00
11/15/2012	15139	Menards-Plover	231.45
11/15/2012	15140	Napa Auto Parts	25.47
11/15/2012	15141	Pepsi-Cola	519.18
11/15/2012	15142	Petty Cash	63.75
11/15/2012	15143	Pitney Bowes	122.00
11/15/2012	15144	Portage County Sheriffs Department	11.75
11/15/2012	15145	Precision Glass & Door, LLC	136.90
11/15/2012	15146	Quill Corporation	86.36
11/15/2012	15147	Sherwin-Williams Co	995.60
11/15/2012	15148	Shulfer Enterprises, Inc.	100.00
11/15/2012	15149	The Portage County Gazette	135.60
11/15/2012	15150	Trans Union LLC	122.26
11/15/2012	15151	Veolia Environmental Services	2,073.38
11/15/2012	15152	W.A. Roosevelt Company	718.24
11/15/2012	15153	Wisconsin Public Service	10.34
11/15/2012	9	Denice L. Scantlin	29.03
11/15/2012	10	Donna T. Bella	209.12
11/15/2012	11	Mary Kampschoer	5.89
11/20/2012	Water	Water/Sewer 11/12	5,557.34
11/23/2012		Payroll	11,167.72
11/27/2012	NRS	DefComp NRS PPE 11/9/12 Ck Dt 11/23/12	198.85
11/30/2012	11/12 Bk Ch	11/12 Bank Serv Fee	113.21
11/30/2012	Retiement	WI Retirement	3,752.08

98,484.11

Ref Date	Ref Num	Pay to the Order Of / Description	(-)
	Bank Acct	BMO Operating	
11/7/2012	WI Tax	WI Tax Period End 10/15/12	684.66
11/7/2012	WI Tax	WI Tax Ret'n Fee	20.00
11/8/2012	WI Tax	WI Tax Period End 10/31/12	682.47
11/9/2012	Health	Health Premium for 12/12	11,607.40
11/13/2012	NRS	DefComp NRS PPE 10/26/12 Ck Dt 11/9/12	198.85
11/14/2012	WI Tax	WI Tax Period End 11/15/12	679.65
11/1/2012	Pymt	VSP Pymt	65.34
11/13/2012	GW	DefComp GW PPE 10/26/12 Ck Dt 11/9/12	260.00
11/1/2012	WPS	WPS	7,046.90
11/1/2012	WPS	WSP Street	17.52
11/20/2012	Water	Water/Sewer - 3109 Bush	157.75
11/20/2012	Water	Water/Sewer EW	2,745.04
11/28/2012	GW	Def Comp PPE 11/9/12 Ck Dt 11/23/12	260.00
11/27/2012	Fed Tax	Fed Tax PPE 11/9/12 Ck Dt 11/23/12	3,597.91

28,023.49

Ref Date	Ref Num	Pay to the Order Of / Description	(-)
		Chase-Main Operating-December	
12/3/2012	WPS	WPS QC for 12/12	8,180.93
12/7/2012		Payroll	9,431.13
12/10/2012	WI Tax	WI Tax Period End 11/30/12	815.42
12/10/2012	15154	ABR Employment Services	1,781.12
12/10/2012	15155	AT&T	540.02
12/10/2012	15156	Tenant	63.00
12/10/2012	15157	Tenant	208.00
12/10/2012	15158	Advanced Disposal-Wisconsin Rapids-M3	1,704.70
12/10/2012	15159	Batteries Plus	34.99
12/10/2012	15160	Bay Towel, Inc.	107.27
12/10/2012	15161	Tenant	211.00
12/10/2012	15162	Tenant	110.34
12/10/2012	15163	Bumper To Bumper	21.87
12/10/2012	15164	C T L Company, Inc	541.20
12/10/2012	15165	CW Building Center	60.00
12/10/2012	15166	Casterline Associates, P.C.	95.00
12/10/2012	15167	Charter Communications	4,895.43
12/10/2012	15168	City of Stevens Point	1,940.00
12/10/2012	15169	Tenant	4.00
12/10/2012	15170	E. O. Johnson Company	565.00
12/10/2012	15171	Enterprise Community Investment	4,919.00
12/10/2012	15172	Feltz Lumber Co., Inc.	93.20
12/10/2012	15173	Tenant	550.43
12/10/2012	15174	Frank's Hardware Company, Inc.	39.96
12/10/2012	15175	GE Capital Retail Bank	122.44
12/10/2012	15176	Global Gate Controls Inc.	53.40
12/10/2012	15177	HAB Housing Software Solutions	871.00
12/10/2012	15178	HD Supply Facilities Maintenance	193.90
12/10/2012	15179	Tenant	27.00
12/10/2012	15180	Hewlett-Packard Financial Services Co	308.92
12/10/2012	15181	Irene Peterson	754.00
12/10/2012	15182	J.A. Sexauer Inc.	112.78
12/10/2012	15183	Tenant	66.00
12/10/2012	15184	Tenant	132.00
12/10/2012	15185	Tenant	66.00
12/10/2012	15186	Tenant	22.40
12/10/2012	15187	LaBlanc's South Side Motor Sales, Inc.	67.50
12/10/2012	15188	Tenant	363.82
12/10/2012	15189	Tenant	77.00
12/10/2012	15190	Mary Kampschoer - H.R.	100.00
12/10/2012	15191	Nextel Communications	514.75
12/10/2012	15192	Tenant	66.00
12/10/2012	15193	PHADA Membership	550.00
12/10/2012	15194	Per Mar Security Services	2,435.33
12/10/2012	15195	Portage County Sheriffs Department	4.75
12/10/2012	15196	Precision Glass & Door, LLC	459.28
12/10/2012	15197	Prestocall	62.12
12/10/2012	15198	Tenant	0.32

12/10/2012	15199	Tenant	66.00
12/10/2012	15200	Ruder Ware	945.00
12/10/2012	15201	Schindler Elevator Corporation	2,530.65
12/10/2012	15202	Sherwin-Williams Co	309.85
12/10/2012	15203	Shopko Dept 5485	47.11
12/10/2012	15204	Tenant	66.00
12/10/2012	15205	Staples Credit Plan	84.67
12/10/2012	15206	Stevens Point Water Dept.	148.87
12/10/2012	15207	Trans Union LLC	92.94
12/10/2012	15208	Tenant	43.00
12/10/2012	15209	W.A. Roosevelt Company	802.13
12/10/2012	15210	Tenant	45.00
12/11/2012	Fed	Fed Tax PPE 11/23/12 Ck Dt 12/7/12	2,988.45
12/11/2012	NRS	DefComp NRS PPE 11/23/12 Ck Dt 12/7/12	198.85
12/11/2012	GW	DefComp GW PPE 11/23/12 Ck Dt 12/7/12	260.00
12/11/2012	Unemp	Unemployment for Nov	1,065.00
12/11/2012	NSF	NSF ACH	483.00
12/13/2012	15211	City of Stevens Point	4,000.00
12/14/2012	PEHP	PEHP	2,415.04
12/14/2012	NSF	NSF Check	102.23
12/17/2012	15212	AT&T	96.16
12/17/2012	15213	Bay Towel, Inc.	35.16
12/17/2012	15214	Bumper To Bumper	26.29
12/17/2012	15215	C T L Company, Inc	569.16
12/17/2012	15216	CAP Services, Inc	211.75
12/17/2012	15217	City of Stevens Point	281.51
12/17/2012	15218	Courtesy Motors	24,117.00
12/17/2012	15219	E. O. Johnson Company	565.00
12/17/2012	15220	Menards-Plover	186.42
12/17/2012	15221	Precision Builders	25,780.33
12/17/2012	15222	Precision Glass & Door, LLC	960.08
12/17/2012	15223	Trigs	112.63
12/17/2012	15224	United Drywall of Central Wis	400.00
12/20/2012	Water	Water/Sewer 12/12	5,147.14
12/20/2012	Health	Health Premium for 1/13	11,516.70
12/20/2012	WI Tax	WI Tax Period End 12/15/12	668.26
12/21/2012		Payroll	9,404.37
12/24/2012	Fed	Fed Tax PPE 12/7/12 Ck Dt 12/21/12	2,976.89
12/24/2012	GW	DefComp PPE 12/7/12 Ck Dt 12/21/12	260.00
12/24/2012	NRS	DefComp PPE 12/7/12 Ck Dt 12/21/12	198.85
12/26/2012	VSP	VSP for 12/12	65.34
12/28/2012	Retir	Retirement for Nov	3,567.80
12/28/2012	15225	ABR Employment Services	897.92
12/28/2012	15226	AT&T	534.24
12/28/2012	15227	Affordable Maytag	68,628.00
12/28/2012	15228	Best Bath Systems	507.56
12/28/2012	15229	Chet's Plumbing & Heating Inc	12,081.00
12/28/2012	15230	City of Stevens Point	160,958.37
12/28/2012	15231	Tenant	15.00

12/28/2012	15232	Diversified Benefit Services, Inc.	125.00
12/28/2012	15233	GE Capital Retail Bank	27.73
12/28/2012	15234	Grainger	72.78
12/28/2012	15235	HD Supply Facilities Maintenance	1,292.86
12/28/2012	15236	Hobart Sales & Service	69.55
12/28/2012	15237	Irene Peterson	72.00
12/28/2012	15238	John Deere Financial	47.21
12/28/2012	15239	K. Kranski & Sons, Inc.	745.00
12/28/2012	15240	Mechanical Services Inc	112.50
12/28/2012	15241	Nextel Communications	514.75
12/28/2012	15242	Otis Elevator Company	4,200.00
12/28/2012	15243	Petty Cash	11.50
12/28/2012	15244	Pitney Bowes	122.00
12/28/2012	15245	Prestocall	57.83
12/28/2012	15246	Purchase Power	1,019.99
12/28/2012	15247	Quill Corporation	150.05
12/31/2012	WPS	WPS QC Bk 12/31/12	16,348.88
			416,796.07

Ref Date	Ref Num	Pay to the Order Of / Description	(-)
		BMO Operating-December	
12/7/2012	WPS	WPS Street 12/12	17.52

Resolution of the City of Stevens Point

**Department of Natural Resources
Wisconsin Plant Recovery Initiative Assessment Money (WAM) -
Contractor Services Award**

A RESOLUTION authorizing the submittal of an award application for the Lullabye Site property, addressed as 1017 Third Street (Parcel ID: 2408-32-2003-01) by the Chairperson of the Community Development Authority of the City of Stevens Point (CDA) and the subsequent appropriation of CDA funds for WAM Contractor Services.

WHEREAS, the CDA recognizes that the environmental assessment of brownfields is an important part of protecting Wisconsin's resources; and

WHEREAS, the CDA will allow employees from the Department of Natural Resources access to inspect the award site or facility and award records; and

IT IS, THEREFORE RESOLVED THAT:

The CDA Board of Commissioners requests services and assistance available from the Wisconsin Department of Natural Resources under the WAM Contractor Services Award program and will comply with state and federal rules for the program; and

HEREBY AUTHORIZES the Chairperson of the CDA to act on the behalf of the CDA to: submit an application to the State of Wisconsin for contractor services under the WAM program, sign documents, and take necessary action to comply with approved award activities.

Adopted this 10th day of January 2013, by a vote of: ____ in favor, ____ opposed, and ____ abstain.

Approved: _____
Andrew J. Halverson, Chairperson

Attest: _____
Michael Ostrowski, Executive
Director

Dated: January 10, 2013

Adopted: January 10, 2013

Drafted by: Michael Ostrowski

Return to: Michael Ostrowski

Sample Site Access Agreement for WAM Contractor Services Awards

I hereby give my permission to the Wisconsin Department of Natural Resources and its employees, duly authorized representatives, agents and contractors, to enter upon and have access at reasonable times to [that portion of the] property [indicated on the attached map] that is owned by _____ in the [-- 1/4 of Section --, T--N, R--E, ----- County, Wisconsin] for the following purposes, so that the Department of Natural Resources may *[(for example) conduct a Screening Site Inspection and subsequent sampling to monitor the impact upon the environment of the City of Sturgeon Bay landfill:]*

- [(1) To conduct a site visit to complete a Phase I Environmental Site Assessment;*
- (2) To install and maintain [insert # of] permanent or temporary groundwater monitoring wells;*
- (3) To collect soil samples and water samples; and*
- (4) To properly abandon the groundwater monitoring wells when the wells are no longer needed.*

The permission that is granted herein shall remain in effect until _____, 20__, when the [investigation] is expected to be completed. After _____, 20__, if the property owner wishes to withdraw permission for continued access, the property owner shall notify the Department of Natural Resources of that fact. The Department shall, within 90 days after receiving such notice, either abandon any wells that remain on the property or obtain a court order to allow continued access.

When soil or water samples are collected on the property described above, split samples will be provided to the property owner, if the property owner requests split samples and provides sample bottles before the samples are collected.

The property owner agrees not to damage or interfere with the use of any monitoring well that is installed as permitted herein and agrees to notify third parties who plan to conduct any activity on the property described above that monitoring wells have been installed on the property.

[Insert other applicable conditions]

IN WITNESS WHEREOF:

Signature of Property Owner Date _____

Mailing Address of Owner

Area Code and Telephone Number



Wisconsin Plant Recovery Initiative Assessment Monies

PUB-RR-863

August 2012

Since 2010, the US Environmental Protection Agency has awarded the Wisconsin Brownfields Coalition* \$1.5 million in Brownfield Assessment Grant monies. The DNR's Remediation & Redevelopment (RR) Program will administer this grant as part of the Wisconsin Plant Recovery Initiative. Funds will be used to aid local governments, and other eligible applicants, in investigating environmental contamination at closed or closing industrial or manufacturing plants and other similar sites throughout the state.

Contractor Services Awards

"Contractor service" awards are given to businesses or local governments for Phase I and/or Phase II Environmental Site Assessments at closed or closing plants of a smaller scale. The DNR contracts with previously selected consultants directly to complete this work under the guidance of the DNR. Applicants must ensure that the current owner of the site has signed a legal access agreement authorizing the DNR and its contractors to access the site to perform the requested services.

Total Available Funds	\$460,000 (\$400,000 was previously allocated from the 2010 Grant) (80% Hazardous Substances funds, 20% Petroleum funds)
Service Award Request	Phase I and/or Phase II Environmental Site Assessments (Phase I must meet All-Appropriate Inquiry Standard)
Award Type	DNR-Provided Contractor Services Administered by the DNR
Eligible Applicants	Local Government Entities, Private Companies, Private/Public Property Owners
Eligible Sites	<ul style="list-style-type: none"> a closed or closing manufacturing plant (chiefly including sites such as assembly lines, foundries, dairies, electroplaters, and other industrial facilities) must meet the federal definition of an "eligible brownfield site"
Selection (Factors that may be considered in project selection might include the following, for example):	<ul style="list-style-type: none"> Locations of closed, former industrial plants, acting as impediments to large-scale redevelopment projects Date of plant closings or notice to close Known or potential environmental challenges Community economic impact of closed site (relative to jobs lost, property taxes lost) Community economic profile (unemployment rate, other closed plants/facilities in vicinity, etc.) Benefit of DNR service to community Inability of owner to contribute financially to the project or willingness of responsible party

* The Wisconsin Brownfields Coalition consists of the Wisconsin DNR and Wisconsin Regional Planning Commission partners.



Community Managed Funds

The RR program awarded \$500,000 of the 2010 \$1 million Brownfields Assessment Grant funds to local governments as "community-managed" funds for the assessment of closed/closing industrial sites that meet the EPA definition of a brownfields site. The communities are using the funds to hire environmental consultants to facilitate the assessment work. For a list of these sites, please see the WAM webpage at dnr.wi.gov/topic/Brownfields/wam.html. There is currently no funding available for additional Community Managed Funds projects.

Further Information

You may obtain further information and a program application, from the DNR's Remediation and Redevelopment program web site at dnr.wi.gov/topic/Brownfields/wam.html or by contacting Jenna Soyer (608-267-0543 or jenna.soyer@wisconsin.gov).

This document contains information about certain state statutes and administrative rules but does not necessarily include all of the details found in the statutes and rules. Readers should consult the actual language of the statutes and rules to answer specific questions.

The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.