

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.

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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.

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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:**

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

**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.**

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Chairperson

\_\_\_\_\_  
Date

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Secretary

\_\_\_\_\_  
Date