

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

AGENDA
COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date: October 1, 2013, 4:30 PM

Location: Lincoln Center, 1519 Water Street, Stevens Point, WI 54481

1. Roll call.

Discussion and possible action on the following:

2. Minutes of the August 22, 2013 CDA meeting.
3. Public Hearing – Second Citizen Participation Meeting - Community Development Block Grant (CDBG) for Housing Rehabilitation.
 - a. Overview of the CDBG Program
 - b. Identification of total CDBG funds available (including anticipated revolving loan funds) for housing, public facilities and economic development.
 - c. Eligible CDBG Activities
 - i. Economic Development
 - ii. Public Facilities
 - iii. Housing
 1. Rehabilitation
 2. Homebuyer Assistance
 3. Special Housing Projects
 - d. Presentation of housing needs identified by staff /consultant
 - e. Presentation of community development (public facilities, economic development) needs identified by staff/consultant.
 - f. Identification of housing needs by public
 - g. Identification of community development needs by public.
 - h. Presentation of activities accomplished through CDBG program
 - i. Citizen input regarding proposed CDBG accomplishments to date

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. 5 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.



4. Payments for June 2013 – August 2013.
5. Smoking policy for Community Development Authority owned properties.
6. Comments made at the September 16, 2013 Common Council meeting relating to the CDA, and its staff.
7. Amending the Community Development Authority's investment policy as it relates to non-HUD or tax credit investor funds/investments.
8. Motion to enter into closed session 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. 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. Restructuring of Community Development Authority / Redevelopment Authority / Public Housing Authority (Discussion Only).
11. Authorization to create and fill a full-time Occupancy Specialist position.
12. Authorization to create and fill a part-time Administrative Assistant position, or fill with contracted services.
13. Authorization to draft and release a request for proposals for management, maintenance, and all operating services for Edgewater Manor.
14. Authorization to draft and release a request for proposals for a housing study for the City of Stevens Point.
15. Update on downtown redevelopment project.
16. 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. 5 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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mostrowski@stevenspoint.com

Community Development Authority of the City of Stevens Point

To: Community Development Authority Board of Directors
From: Michael Ostrowski
CC:
Date: 9/20/2013
Re: Agenda Item Summaries for October 1, 2013 CDA Board Meeting

1. Roll call.

Discussion and possible action on the following:

2. Minutes of the August 22, 2013 CDA meeting.

The Board needs to approve the minutes of the last meeting.

3. Public Hearing – Second Citizen Participation Meeting - Community Development Block Grant (CDBG) for Housing Rehabilitation.

As part of the grant requirement, we need to hold a second citizen participation meeting. Kris Pethick from CAP Services, our grant administrator, will be providing an update on the status of this grant and related activities.

4. Payments for June 2013 – August 2013.

The Board needs to approve the payments made during June 2013 – August 2013.

5. Smoking policy for Community Development Authority owned properties.

When the Board approved the new smoking policy back in September 2012, it wanted to review the status after one year of implementation. This is the first year after implementation and is being brought before you for review and consideration.

I have attached the current smoking policy and the survey that was done in 2012.

6. Comments made at the September 16, 2013 Common Council meeting relating to the CDA, and its staff.

Comments were made at the September 16, 2013 Common Council meeting by current tenants about the management and operation of a property that the CDA oversees. This item is on the agenda to update and address any questions that board members may have relating to these comments.

The minutes of the Common Council meeting are enclosed, along with our lease addendum.

7. Amending the Community Development Authority's investment policy as it relates to non-HUD or tax credit investor funds/investments.

The Board directed me to modify our investment policy to be the broadest approach to investment strategy that is legally applicable to the investment of governmental funds. Enclosed you will find the new investment policy for non-HUD or tax credit investor funds/investments. Essentially, it allows the Executive Director the ability to authorize investments that are in accordance with Wis. Stats. 66.0603.

8. Motion to enter into closed session 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. 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. Restructuring of Community Development Authority / Redevelopment Authority / Public Housing Authority (Discussion Only).

With the change in the Assessor's Office to contract with a private assessor and bring department operations under the Community Development department, it will 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.

Furthermore, I feel there is a need to separate redevelopment operations and public housing operations. These two operations are the main functions of the CDA. However, having these functions combined under one entity, the CDA, often causes confusion. By splitting them into a separate redevelopment authority and housing authority, it will hopefully reduce some of the confusion and present a clear role for each authority.

The Common Council of the City of Stevens Point will ultimately be the deciding body of whether or not to dissolve the CDA and then recreate a redevelopment authority and a housing authority. With this being the case, if the CDA is dissolved, certain assets and liabilities will need to transfer with each authority. Specifically:

- Redevelopment Authority
 - Edgewater Manor
 - Housing Trust Funds
 - All CDA owned property (e.g. 101 Centerpoint Drive, 1017 Third Street, etc.), except current public housing units (Hi-Rise, Madison View, and Scattered Sites) and the Mason Street garage.
- Housing Authority
 - Hi-Rise, Madison View, and Scattered Site properties
 - Staff and capital related to public housing units.

A formal balance sheet will identify which assets and liabilities would go with each authority at the time of dissolution of the CDA.

In addition, the redevelopment authority would take on the following duties:

- Oversee housing rehabilitation loans and grants.
- Oversee housing trust funds, as well as the related interest and investments.
- Serve as the Central Wisconsin Economic Development Fund (CWED) local review body.
- Oversee management and operation of Edgewater Manor.
- Serve as the body for City redevelopment matters.

In addition, if the CDA is dissolved and a separate redevelopment authority and housing authority are created, an organizational structure for the housing authority will need to be established. Currently, we have the following staff positions for the CDA:

- Executive Director (also currently serves as the Community Development Director)
- Public Housing Manager
- Maintenance Supervisor
- Accountant
- Resident Services Coordinator
- Occupancy Specialist (two 30 hour per week positions)
- Maintenance (three full-time positions)

In the following agenda items, you will see a request for a full-time Occupancy Specialist position and part-time or contracted Administrative Assistant. We have received notice that one of our part-time Occupancy Specialist personnel will be retiring. With this, I am proposing to combine the two part-time positions into one full-time position and then hire or contract a part-time Administrative Assistant.

Assuming \$14.00 per hour for a contracted Administrative Assistant, the housing authority will likely save nearly \$10,000 per year.

Full-Time Occupancy Specialist and Part-Time Administrative Assistant

	Wages	Benefits	TOTAL
Current Staffing	\$377,176.80	\$186,197.40	\$563,374.20
Proposed Staffing with FT Occupancy and PT Admin. Assist.	\$373,526.40	\$178,899.48	\$552,425.88
Budget Impact	(\$3,650.40)	(\$7,297.93)	(\$10,948.33)

In addition to this position, the Board will need to decide how to proceed with the Executive Director position. The previous organizational structure had an Executive Director position, as well as a Chief Financial Officer position. Currently, the Chief Financial Officer position was eliminated to create a Public Housing Manager position.

Under the current pay plan, directors are in grade L, which has a salary range from \$67,538 to \$86,834, with a 100%-point of about \$77,186. Currently, the Public Housing Manager position is funded at \$66,153. Please note, we are currently in the process of updating the pay plan.

I would recommend completing all of these tasks by the end of 2013. This way, each authority would start as of January 1, 2014.

11. Authorization to create and fill a full-time Occupancy Specialist position.

See above comments.

12. Authorization to create and fill a part-time Administrative Assistant position, or fill with contracted services.

See above comments.

13. Authorization to draft and release a request for proposals for management, maintenance, and all operating services for Edgewater Manor.

If the Common Council approves the dissolution of the CDA, and the creation of a redevelopment authority, who would oversee Edgewater Manor, we will need to provide management, maintenance, and operational services for the property. This task is currently being performed by housing authority staff. If the two authorities are separated, I would recommend that we release a request for proposals for these services. My plan would be to draft and release the RFP and have the CDA select a firm based off the review of the proposals, and then have them start as of January 1, 2014.

14. Authorization to draft and release a request for proposals for a housing study for the City of Stevens Point.

As the redevelopment division of the City who has vacant land that is suitable for redevelopment, it would be extremely helpful as an economic development tool if we had a needs assessment / housing study done for the City. While the CDA recently commissioned a study, it was for public housing units. Significant changes have occurred in the economy that have had an impact on the current housing supply in the City and adjacent municipalities. As the City continues to grow, especially with the development of East Park Commerce Center, we need to plan appropriately for residential growth that meets the demands of residents and employers within the area, or who are looking to locate to the area. With this being the case, I would like to commission a study that takes an in-depth look at the existing and future housing stock within our community. The study would include an assessment of existing housing conditions, present and future demographic and market demands, and identify critical housing gaps and issues. Once the study is complete, we can then look at ways to fill the gaps and reduce any issues identified.

Furthermore, I would also like the study to focus on specific areas of the City, as well as properties where the CDA is a property owner. Through this, we can then determine the best course of action to develop these areas.

15. Update on downtown redevelopment project.

As of the date of this memo, the following activities have been undertaken regarding the downtown redevelopment project:

- Mall Demolition – Completed
- Dunham's, Shopko, and Central Wisconsin Children's Museum Walls Reconstructed – Completed
- Third Street Construction – Completed
- Mid-State Construction – In Progress
- Dun-Rite Environmental Contamination – Removed from site, soil venting pile construction in progress near the wastewater treatment facility.
- Municipal Parking Lot 16 – Out for Bid, anticipated completion date is Spring 2014

Enclosed you will find an itemized spreadsheet of all of the costs to date. The following is a summary of revenues and expenditures to date:

Actual

	<u>Revenue</u>	<u>Expense</u>	<u>Balance</u>
Bond	\$7,665,000.00	\$0.00	\$7,665,000.00
Bond Costs	\$0.00	(\$111,005.00)	(\$111,005.00)
Construction	\$20,800.00	(\$802,791.84)	(\$781,991.84)
Design/Construction Management	\$0.00	(\$147,757.39)	(\$147,757.39)
Environmental	\$34,500.00	(\$238,268.54)	(\$203,768.54)
Insurance	\$0.00	(\$3,992.52)	(\$3,992.52)
Interest	\$8,910.47	\$0.00	\$8,910.47
Land Purchase	\$890,220.04	(\$3,399,410.04)	(\$2,509,190.00)
Legal	\$0.00	(\$125,067.47)	(\$125,067.47)
Maintenance	\$0.00	(\$57,629.00)	(\$57,629.00)
MSTC Construction	\$0.00	(\$2,100,000.00)	(\$2,100,000.00)
Miscellaneous	\$0.00	(\$73.25)	(\$73.25)
Utilities	\$0.00	(\$72,256.37)	(\$72,256.37)
TOTAL/BALANCE	\$8,619,430.51	(\$7,058,251.42)	\$1,561,179.09

16. Adjourn.

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

August 22, 2013, 4:30 PM
City Conference Room
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Chairperson Halverson, Commissioner Molski, Commissioner Cooper, and Commissioner Schlice.

EXCUSED: Alderperson Randy Stroik, Commissioner Adamski, and Commissioner Onstad.

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, City Attorney Logan Beveridge, Comptroller/Treasurer Corey Ladick, Andrew Schliepp, Eric Molien, Bill Schierl, Gerard McKenna, and Chris Jones.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Reports of the May 7, 2013, May 21, 2013, and June 21, 2013 CDA meetings.
3. Authorizing a Securities Control Agreement with Community First Bank relating to the Children's Museum loan guarantee, and related requirements of Robert W. Baird & Co.
4. Current investment policy and strategy related to non-HUD or tax credit investor funds/investments, and potential related changes.
5. Request from Fox Theater, LLC relating to the acquisition of land immediately north of the Fox Theater, which owned by the Community Development Authority of the City of Stevens Point.
6. Approval of a Settlement Agreement between the City of Stevens Point, the Community Development Authority and Marshfield Clinic relating to the construction commencement date for the Hwy 66 site.
7. Authorization to use the funds received from Marshfield Clinic Settlement Agreement to pay for costs related to extending utilities near the site, burying overhead power lines south of the proposed Downtown Strongs Avenue parking lot, and use of the remaining funds for mall redevelopment related costs.
8. Award bid for the former Dunrite Cleaners environmental remediation project.
9. Authorization to allow WAOW to install a Skycam 9 on the roof of Edgewater Manor.
10. Authorization for out-of-state travel for the Public Housing Manager.
11. Setting monthly meeting date.
12. Adjourn.

1. Roll call.

Present: Halverson, Molski, Cooper, and Schlice.

Not Present: Stroik, Adamski, and Onstad.

2. Reports of the May 7, 2013, May 21, 2013, and June 21, 2013 CDA meetings.

**Motion by Commissioner Cooper to approve the reports; seconded by Commissioner Molski.
Motion carried 4-0.**

3. Authorizing a Securities Control Agreement with Community First Bank relating to the Children's Museum loan guarantee, and related requirements of Robert W. Baird & Co.

Director Ostrowski stated this item was in front of the CDA in May and revolves around the backing of loan payments for the Children's Museum loan with the interest from the housing trust funds. Community First Bank is asking the CDA to execute a securities control agreement to ensure that the payments will be made if the Children's Museum would default on their loan. In May, Baird had a requirement that they would need to create a new account, however, since that time, that requirement has changed.

Andrew Schliepp, Baird, said this generates from the loan between the Children's Museum and Community First Bank. He said the bank is trying to cover all their bases. Even though there is an agreement between the CDA and Community First, the CDA is Baird's client, and Baird can only take direction from them. This agreement that will be adopted onto the account, will allow Baird to make payments to Community First Bank from the interest payments, if the Children's Museum ever defaults.

Eric Molien, Community First Bank, said we already have an interest in the guarantee, what they don't have is a perfected interest. If it is not perfected, someone else could get ahead of them for collateral position.

Mr. Schliepp said Baird will not do anything until they get a signoff from the CDA.

Commissioner Molski said the last time we would have to get Community First Bank's permission if we were going to spend any money from this account. This is not the case now. Chairperson Halverson said that is correct. Mr. Schliepp said the control agreement would only come into play if the loan would go into default. At that time Community First Bank would ask Baird to route the interest until the loan is made whole.

Mr. Molien said it is just the interest payments that would cover the loan, not the principal.

Commissioner Schlice asked if they have been current on their payments. Mr. Molien said that he cannot speak about their account without their permission, but they have just renewed their loan another 5 years and everything has been current and fine.

Commissioner Cooper asked what the amortization was on the loan. Mr. Molien said the loan to start with was \$800,000, they did not get anywhere near to that. He believed they were about 15-16 right now.

Motion by Commissioner Schlice to approve; seconded by Commissioner Cooper.

Roll call:

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

Motion carried 4-0.

4. Current investment policy and strategy related to non-HUD or tax credit investor funds/investments, and potential related changes.

Director Ostrowski stated that previously you were presented with our current investment policy that was adopted in the 1970s. After that meeting we met with Baird to determine what our current investments were, and it was decided to get a little safer with investments, essentially not investing any more in the Freddie's and Fannies, but more into the Ginnie's, because they are backed by the full faith and credit, as well as the governmental municipal bonds. However, they are not yielding the interest as we have seen in the past. In the past, we have had the following interest rates:

- 2009 – 5.5%
- 2010 – 5.1%
- 2011 – 4.8%
- 2012 – 3.5%

This year we are anticipating about 3.2%.

Director Ostrowski said he provided the board with a copy of the City's investment policy, as well as a GFOA investment policy template.

Chairperson Halverson asked what the difference has been between the Freddie's and Fannies compared to the Ginnie's. Mr. Schliepp said you can look at it a couple of different ways. The difference is that the Ginnie's have the full faith and credit backing of the U.S. government. The Freddie's and Fannies have the implicit backing. During the financial crisis, we did see the U.S. government step in and back the Freddie's and Fannies. Allowing investments into the Freddie's and Fannies opens up the pool of investments. A lot of the sales for the Ginnie's are on the secondary market. In the bond market, as interest rates increase, prices decrease, but only on the statement. When assets come due, they will come due at par value. When we look at investing, we want to invest at par value or below, so you are guaranteed a return upon the bond maturing. By opening the inventory up, we will have more to choose from. It could get back into the 4-4.75% range.

Chairperson Halverson said the concern that he has is that if we go back to the interest rate that we had, we could renovate 3-4 more homes.

Motion by Chairperson Halverson to modify the investment policy to be the broadest approach to investment strategy that is legally applicable to the investment of governmental funds; seconded by Commissioner Cooper.

Commissioner Schlice said everything he is reading is that Freddie and Fannie could go bankrupt at any time; the odds are that they won't. He thinks that is too big of a risk and he will not support it. Chairperson Halverson said he would agree with him if we were still dealing with tax collections. However, with these dollars, the reward versus the risk is the ability to for us to amplify these dollars. He would like to get back to the point that we were without a great deal of risk.

Mr. Schliepp said they selectively look at the investments. They are always going to focus on the safest investment that they can, if it makes sense. He just wants to have the ability to invest the funds quicker, as opposed to having the funds sit in a money market account losing money.

Director Ostrowski asked if the board would want the redrafted investment policy in September, and wait until then to invest the current couple hundred thousand dollars sitting in the account, or should he proceed with investing those funds based on the investment strategy proposed.

Chairperson Halverson said to authorize the reinvestment right away per the direction of the motion today.

Roll call:

- **Ayes – Halverson, Molski, and Cooper.**
- **Nays – Schlice**

Motion carried 3-1.

5. Request from Fox Theater, LLC relating to the acquisition of land immediately north of the Fox Theater, which owned by the Community Development Authority of the City of Stevens Point.

Mr. McKenna said in February the property was transferred from the Sanders family to the Arts Alliance of Portage County. The Arts Alliance then decided to form a separate board, which is now the Fox Theater Board, LLC. The idea from the Arts Alliance is to see if we can reclaim the building and see if we can repurpose it and determine what the use will be. They have been meeting for several months. They are at the stage where they are sending out RFPs for structural engineering. They want the engineers to come in and see if it is safe for public occupancy. Then they will determine what will need to be remediated. They will then look at a business plan. Following that, they will look at an architectural study to determine what the place will become, which is the reason for this request. They need to know for their planning if this land will be there.

Commissioner Schlice asked how much land was in question. Director Ostrowski said the area identified as 5,950 square feet on the map is what we would be looking at transferring. It would go out about 73 feet from the current wall. Chairperson Halverson said it is about two times the size of the area that was originally removed from the theater. Director Ostrowski said he believes about 50 feet was taken originally.

Commissioner Schlice asked if this could cause us some problems with development in the future. Commissioner Halverson said in our planning process we have always kept this area open for the expansion of the Fox Theater. This would certainly inhibit something from going there. Director Ostrowski said the setbacks for this district are zero.

Commissioner Schlice said he does not have a problem supporting it. However, in the last 33 years he has seen a lot of plans come through, but they have not developed because there was no money. He said he would support the transfer under a couple of conditions. Specifically, they have to have an approved plan that is shovel ready, with the needed funding. Only then would we transfer the property. Then, if there has not been anything done in 24 months, the approval would come back to the CDA.

Motion by Commissioner Schlice to approve the transfer of land to the Fox Theater Board, LLC under the following conditions:

Prior to the transfer of land

- **an approved plan must be in place,**
- **the project must be shovel ready, and**
- **the project must be fully funded.**

If nothing has happened with the project in 24 months, it would come back to the CDA for review and consideration.

Seconded by Chairperson Halverson.

Commissioner Schlice said this will help ensure that if nothing happens and we need the property, we do not have to buy it back.

Chairperson Halverson said the good thing about the motion is that they have the ability to blue sky the idea.

Bill Schierl said that personally, it is a lot better as they go through their planning to have the land. Mr. Schierl is concerned that as this board changes, they may not like the plan and not transfer the land. Commissioner Schlice said the board would not approve the plan only that it has to go through the appropriate process. If it does, then it could be transferred. Once it goes through, the City Attorney draws up the papers the Executive Director and Chairperson sign and it is done.

City Attorney Beveridge said one way to provide them some certainty is that we structure it as an option to purchase, under the conditions mentioned.

Commissioner Schlice said the intent of his motion is to give the option for 24 months, and then bring it back to the CDA for review. Then we will know what is going on. If you go 5-10 years, you may lose something else because this is tied up, even though nothing is happening.

Mr. Schierl asked what is the concept that will be acceptable in 24 months. He asked what needs to happen in the 24 months. Commissioner Schlice said that they are making progress on the project. It puts pressure on the board to get the project moving. This does give you the ability to move forward with the project.

Mr. Schierl said that if the land was transferred now, it would be a tip of the hat by the city, saying that they really support this project moving forward. He is not sure what the loss would be to transfer the land now. Commissioner Schlice said that in 24 months, they should know if they are going to use the land or not. Commissioner Molski said, or if they get the funding. Commissioner Schlice said that he has no problem tying the land up, but he does not want to tie it up forever.

Roll call:

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

Motion carried 4-0.

6. Approval of a Settlement Agreement between the City of Stevens Point, the Community Development Authority and Marshfield Clinic relating to the construction commencement date for the Hwy 66 site.

Chairperson Halverson said the agreement is simple. They were required to start construction on a certain date, they did not. The agreement was for \$120,000, and was settled for \$80,000. Director Ostrowski said that within the settlement, the City is not required to do any of the transportation enhancements/improvements.

Motion by Chairperson Halverson to approve the settlement agreement with Marshfield Clinic for \$80,000; seconded by Commissioner Schlice.

Roll call:

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

Motion carried 4-0.

7. Authorization to use the funds received from Marshfield Clinic Settlement Agreement to pay for costs related to extending utilities near the site, burying overhead power lines south of the proposed Downtown Strongs Avenue parking lot, and use of the remaining funds for mall redevelopment related costs.

Director Ostrowski said extending the utilities near the site costs about \$30,500, burying the power lines will cost about \$34,000. This will leave us about \$15,500 for the other mall redevelopment related activities.

Commissioner Cooper asked if this will create a problem with the budget because we expected \$120,000. Chairperson Halverson said no.

Motion by Commissioner Molski to approve the use of funds for the aforementioned activities; seconded by Commissioner Cooper.

Roll call:

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

Motion carried 4-0.

8. Award bid for the former Dunrite Cleaners environmental remediation project.

Director Ostrowski said we opened bids this week for the remediation. There were three options that we looked at for remediation (1) remove the most highly contaminated soil and dispose of it in a landfill, while capping the remaining low-level contamination with a parking lot, (2) attempt to remove all of the contaminated soil and dispose of it in a landfill, and (3) attempt to remove all of the contaminated soil and construct soil venting piles at another site to remediate the contamination. After review of all three options, option three was chosen because option one failed to remove the contamination from the site, and option two's cost significantly increased due to the amount of soil that would need to be disposed of in a landfill. The plan for option three is to construct the soil venting piles near the wastewater treatment facility. Once the vapor extraction system is installed in the soil venting piles, it is anticipated that the soil will be cleaned or environmentally remediated within approximately two years.

We had three bids submitted for option three:

- Earth Inc. - \$248,850
- SGS Environmental Cont. - \$219,650
- River View Construction Inc. - \$188,470, which was the low bid.

Staff would recommend proceeding with the low bid of \$188,470 from River View Construction Inc.

Motion by Chairperson Halverson to award the bid to River View Construction Inc. for \$188,470; seconded by Commissioner Schlice.

Commission Schlice asked if the DNR has signed off on the plan. Director Ostrowski said we will need to get a remedial action plan approved by the DNR and meet the requirements outlined in state statutes.

Director Ostrowski said that the problem with hauling all of the dirt to a landfill is that the amount of soil has increased significantly, likely due to the way it was pushed around on the site.

Roll call:

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

Motion carried 4-0.

9. Authorization to allow WAOW to install a Skycam 9 on the roof of Edgewater Manor.

Director Ostrowski said WAOW Channel 9 has been looking for another location to install a Skycam 9 weather camera. I have been working with them to place the camera on top of Edgewater Manor in the City of Stevens Point. Costs relating to setup and installation would be paid for by WAOW. The CDA may incur minor costs relating to electricity or internet usage. While the camera would likely provide a benefit to WAOW, it should also provide a benefit to the CDA and the City of Stevens Point through increased exposure of the community to the viewing area.

A contract will be signed between the two parties.

Motion by Commissioner Cooper to approve the installation of a skycam on top of Edgewater Manor; seconded by Commissioner Molski.

Roll call:

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

Motion carried 4-0.

10. Authorization for out-of-state travel for the Public Housing Manager.

Public Housing Manager Bella explained the request. She said it is a fair housing conference by Nan McKay. This one is in North Dakota.

Chairperson Halverson asked if there were any training opportunities online or in Wisconsin. Public Housing Manager Bella said not with fair housing. She said fair housing is very touchy.

Chairperson Halverson said Alderperson Stroik has indicated that he is opposed to the request. He felt that there are other avenues for this type of training.

Commissioner Cooper asked how often the training is offered. Public Housing Manager Bella said that she was not sure, but the next one will likely be in another part of the country.

City Attorney Beveridge said that any time legal or fair housing issues come up, he would encourage her to forward them to his office.

Chairperson Halverson said he understands Alderperson Stroik's position, but given what he has seen and the danger of these cases, the more training that staff has on these matters the better.

Motion by Chairperson Halverson to approve the request for out of state travel by the Public Housing Manger; seconded by Commissioner Schlice.

Commissioner Schlice asked how much was the cost. Public Housing Manager said the cost of the conference is \$285.

Chairperson Halverson said to look at the cost of driving versus flying. Cost not to exceed \$600 round trip for flight.

Motion carried 4-0.

11. Setting monthly meeting date.

No action was taken.

12. Adjourn.

Meeting adjourned at 5:20 PM.

Chairperson

Date

Secretary

Date

Ref Date	Type	Ref Num	Pay to the Order Of / Description	(-)
			Chase-Main Operating	
			06/01/2013 thru 06/30/2013	
6/3/2013	WPS	WPS	WPS QC for 6/13	18,461.37
6/6/2013	STATE	WI Tax	WI Tax Period End 5/31/13	691.37
6/7/2013	DDPAY	PR	Payroll	9,415.49
6/7/2013	WPS	WPS	WPS Street	17.52
6/10/2013	Check	15515	Negative Rent	66.00
6/10/2013	Check	15516	Negative Rent	3.00
6/10/2013	Check	15517	Negative Rent	27.00
6/10/2013	Check	15518	Negative Rent	45.00
6/10/2013	Check	15519	Central Wisconsin Pest Control	450.00
6/10/2013	Check	15520	Negative Rent	45.00
6/10/2013	Check	15521	City of Stevens Point	19,394.99
6/10/2013	Check	15522	Negative Rent	4.00
6/10/2013	Check	15523	DI, LLC	177.34
6/10/2013	Check	15524	Hewlett-Packard Financial Services Co	308.92
6/10/2013	Check	15525	Negative Rent	66.00
6/10/2013	Check	15526	Negative Rent	66.00
6/10/2013	Check	15527	Negative Rent	66.00
6/10/2013	Check	15528	Sec Dep Refund	366.84
6/10/2013	Check	15529	Negative Rent	45.00
6/10/2013	Check	15530	Sec Dep Refund	425.00
6/10/2013	Check	15531	Negative Rent	77.00
6/10/2013	Check	15532	Negative Rent	18.00
6/10/2013	Check	15533	Menards-Plover	333.82
6/10/2013	Check	15534	Negative Rent	86.00
6/10/2013	Check	15535	Negative Rent	66.00
6/10/2013	Check	15536	Negative Rent	45.00
6/10/2013	Check	15537	Negative Rent	66.00
6/10/2013	Check	15538	Schindler Elevator Corporation	2,579.34
6/10/2013	Check	15539	Negative Rent	66.00
6/10/2013	Check	15540	Staples Credit Plan	333.57
6/10/2013	Check	15541	Negative Rent	66.00
6/10/2013	Check	15542	Negative Rent	45.00
6/10/2013	Check	15543	E.B. Sommers, Inc.	675.00
6/10/2013	NSF	NSF	ACH Return	128.00
6/10/2013	NSF	NSF	Ret'd ck-no acct #s	577.00
6/10/2013	Pymt	VSP	VSP Pymt for 6/13	47.33
6/11/2013	FED	Fed	Fed Tax PPE 5/24/13 Ck Dt 6/7/13	3,360.63
6/11/2013	DefCo	GW	DefComp GW PPE 5/24/13 Ck Dt 6/7/13	260.00
6/11/2013	Healt	Health	Health Prem 7/13	12,714.30
6/11/2013	DefCo	NRS	DefComp NRS PPE 5/24/13 Ck Dt 6/7/13	198.85
6/11/2013	NSF	NSF	ACH-Return	287.00
6/11/2013	NSF	NSF	NSF Ret'd Ck	14.00
6/17/2013	Check	15544	Aging and Disability Resource Center	9,214.00
6/17/2013	FEES	Fee	Chase Service Fee 7/13	231.05
6/17/2013	Pymt	PEHP	PEHP	2,497.60

6/20/2013	DDA/P	12	Employee Reimbursement	130.63
6/20/2013	Check	15545	CAP Services, Inc	124.00
6/20/2013	Check	15546	Canterbury Enterprises, Inc.	1,567.68
6/20/2013	Check	15547	City of Stevens Point	25.00
6/20/2013	Check	15548	HAB Housing Software Solutions	640.00
6/20/2013	Check	15549	Pepsi-Cola	536.08
6/20/2013	Check	15550	Pitney Bowes	122.00
6/20/2013	Check	15551	Sec Dep Refund	366.85
6/20/2013	WATER	Water	Water/Sewer 06/13	4,770.22
6/20/2013	STATE	WI Tax	WI Tax Period End 6/15/13	690.48
6/21/2013	DDPAY	PR	Payroll	9,443.50
6/25/2013	CC	CC	CC Pymt-New Card	31,508.50
6/25/2013	FED	Fed	Fed Tax PPE 6/7/13 Ck Dt 6/21/13	3,372.78
6/25/2013	DefCo	GW	DefComp GW PPE 6/7/13 Ck Dt 6/21/13	260.00
6/25/2013	DefCo	NRS	DefComp NRS PPE 6/7/13 Ck Dt 6/21/13	198.85
6/25/2013	XFER	Transfer	AMP Reconcile for 5/13	31,764.97
6/26/2013	Check	15552	City of Stevens Point	500.00
6/28/2013	RETIR	Retire	Retirement for 5/13	3,961.44

174,111.31

Ref Date	Type	Ref Num	Pay to the Order Of / Description	(-)
			Chase-Main Operating	
			07/01/2013 thru 07/31/2013	
7/3/2013	Check	15553	Negative Rent	66.00
7/3/2013	Check	15554	Negative Rent	3.00
7/3/2013	Check	15555	Negative Rent	27.00
7/3/2013	Check	15556	Negative Rent	45.00
7/3/2013	Check	15557	Negative Rent	45.00
7/3/2013	Check	15558	Negative Rent	66.00
7/3/2013	Check	15559	Negative Rent	142.61
7/3/2013	Check	15560	Negative Rent	66.00
7/3/2013	Check	15561	Negative Rent	66.00
7/3/2013	Check	15562	Negative Rent	66.00
7/3/2013	Check	15563	John Deere Financial	2,315.34
7/3/2013	Check	15564	Negative Rent	45.00
7/3/2013	Check	15565	Negative Rent	77.00
7/3/2013	Check	15566	Negative Rent	18.00
7/3/2013	Check	15567	Negative Rent	43.00
7/3/2013	Check	15568	Negative Rent	66.00
7/3/2013	Check	15569	Negative Rent	90.00
7/3/2013	Check	15570	Negative Rent	66.00
7/3/2013	Check	15571	Negative Rent	66.00
7/3/2013	Check	15572	Staples Credit Plan	104.52
7/3/2013	Check	15573	Negative Rent	66.00
7/3/2013	Check	15574	Negative Rent	45.00
7/3/2013	Check	15575	Wisconsin Public Service	8.49
7/5/2013	DDPAY	PR	Payroll	9,574.39
7/5/2013	WPS	WPS	WPS QC for 7/13	18,286.86
7/8/2013	Pymt	VSP	VSP Pymt for 7/13	47.33
7/8/2013	WPS	WPS	WPS Street 7/13	17.52
7/9/2013	FED	Fed	Fed Tax PPE 6/21/13 Ck Dt 7/5/13	3,432.74
7/9/2013	DefCo	GW	DefComp GW PPE 6/21/13 Ck Dt 7/5/13	260.00
7/9/2013	DefCo	NRS	DefComp NRS PPE 6/21/13 Ck Dt 7/5/13	198.85
7/9/2013	STATE	WI Tax	WI Tax Period End 6/30/13	693.45
7/11/2013	Healt	Health	Health Prem 8/13	12,714.30
7/17/2013	Check	15576	Rockman's Catering	346.50
7/18/2013	Check	15577	American Asphalt of WI	72,490.00
7/18/2013	Check	15578	Sec Dep Refund	941.92
7/18/2013	Check	15579	Boys & Girls Club of Portage County	8,960.00
7/18/2013	Check	15580	CAP Services, Inc	32.50
7/18/2013	Check	15581	City of Stevens Point	474.67
7/18/2013	Check	15582	Custom Painting	4,980.24
7/18/2013	Check	15583	E. O. Johnson Company	147.00
7/18/2013	Check	15584	Express Recycling Solutions, Inc	35.00
7/18/2013	Check	15585	HAB Housing Software Solutions	640.00
7/18/2013	Check	15586	Hewlett-Packard Financial Services Co	308.92
7/18/2013	Check	15587	K. Kranski & Sons, Inc.	195.00

7/18/2013	Check	15588	Liscomb - Hood- Mason Co.	25,396.71
7/18/2013	Check	15589	Employee Reimbursement	29.43
7/18/2013	Check	15590	Menards-Plover	1,332.57
7/18/2013	Check	15591	Pitney Bowes	122.00
7/18/2013	Check	15592	Rutkowski Trucking	70.00
7/18/2013	Check	15593	Shopko Dept 5485	89.16
7/18/2013	Check	15594	State of Wisconsin	700.00
7/18/2013	Check	15595	Tire Distribution Systems, Inc	272.38
7/18/2013	Check	15596	USPS	1,335.00
7/18/2013	Check	15597	WAHA District 3	325.00
7/18/2013	Check	15598	Waukesha County Sheriff's Dept	5.00
7/18/2013	Check	15599	Wisconsin Public Service	21.50
7/18/2013	XFER	X130717	AMP Rec trans to Chase-42-1 Operating	6,351.31
7/18/2013	XFER	X130717	AMP Rec trans to Chase-42-2 Operating	6,589.63
7/18/2013	XFER	X130717	AMP Rec trans to Chase-EW Operating	9,849.95
7/19/2013	DDPAY	PR	Payroll	9,428.39
7/22/2013	WATER	Water	Water/Sewer 7/13	12,149.34
7/23/2013	FED	Fed	Fed Tax PPE 7/5/13 Ck Dt 7/19/13	3,366.31
7/23/2013	DefCo	GW	DefComp GW PPE 7/5/13 Ck Dt 7/19/13	260.00
7/23/2013	DefCo	NRS	DefComp NRS PPE 7/5/13 Ck Dt 7/19/13	198.85
7/23/2013	STATE	WI Tax	WI Tax Period End 7/15/13	707.84
7/24/2013	CC	pymt	CC pymt 07.10.13	20,545.88
7/31/2013	FEES	July '13 Fee	Chase Bank	288.83
7/31/2013	RETIR	Retire	Retirement for 6/13	3,958.36
				241,773.59

Ref Date	Type	Ref Num	Pay to the Order Of / Description	(-)
			Chase-Main Operating	
			08/01/2013 thru 08/31/2013	
8/2/2013	DDPAY	PR	Payroll	9,293.57
8/5/2013	WPS	WPS	WPS QC 8/13	18,593.61
8/5/2013	WPS	WPS	WPS EW Street	17.52
8/5/2013	Check	15600	Portage County Sheriffs Department	60.00
8/5/2013	Check	15601	Portage County Sheriffs Department	60.00
8/5/2013	Check	15602	Portage County Sheriffs Department	60.00
8/5/2013	Check	15603	Portage County Sheriffs Department	60.00
8/5/2013	Check	15604	Portage County Sheriffs Department	60.00
8/5/2013	Check	15605	Portage County Sheriffs Department	60.00
8/5/2013	Check	15606	Portage County Sheriffs Department	60.00
8/5/2013	Check	15607	Portage County Sheriffs Department	60.00
8/5/2013	Check	15608	Portage County Sheriffs Department	60.00
8/5/2013	Check	15609	Portage County Sheriffs Department	60.00
8/5/2013	Check	15610	Portage County Sheriffs Department	60.00
8/5/2013	Check	15611	Portage County Sheriffs Department	60.00
8/5/2013	Check	15612	Negative Rent	66.00
8/5/2013	Check	15613	American Welding & Gas, Inc	10.00
8/5/2013	Check	15614	Negative Rent	3.00
8/5/2013	Check	15615	Badger Heating & Air Conditioning	95.00
8/5/2013	Check	15616	Negative Rent	27.00
8/5/2013	Check	15617	Negative Rent	45.00
8/5/2013	Check	15618	Negative Rent	45.00
8/5/2013	Check	15619	City of Stevens Point	409.06
8/5/2013	Check	15620	Negative Rent	66.00
8/5/2013	Check	15621	Feltz Lumber Co., Inc.	63.68
8/5/2013	Check	15622	Negative Rent	45.00
8/5/2013	Check	15623	Vendor Pymt - I.P.	165.00
8/5/2013	Check	15624	Negative Rent	66.00
8/5/2013	Check	15625	Negative Rent	66.00
8/5/2013	Check	15626	Negative Rent	66.00
8/5/2013	Check	15627	Negative Rent	45.00
8/5/2013	Check	15628	Negative Rent	77.00
8/5/2013	Check	15629	Negative Rent	66.00
8/5/2013	Check	15630	Negative Rent	18.00
8/5/2013	Check	15631	Menards-Plover	431.48
8/5/2013	Check	15632	Negative Rent	43.00
8/5/2013	Check	15633	Negative Rent	66.00
8/5/2013	Check	15634	Pepsi-Cola	314.82
8/5/2013	Check	15635	Petty Cash	33.33
8/5/2013	Check	15636	Negative Rent	45.00
8/5/2013	Check	15637	Purchase Power	1,019.99
8/5/2013	Check	15638	Sec Dep Refund	325.00
8/5/2013	Check	15639	Negative Rent	66.00
8/5/2013	Check	15640	Shulfer Enterprises, Inc.	611.24
8/5/2013	Check	15641	Negative Rent	66.00
8/5/2013	Check	15642	WI Dept of Transportation	25.00

8/5/2013	Check	15643	Negative Rent	45.00
8/5/2013	Check	15644	Wisconsin Public Service	18.60
8/5/2013	Check	15645	E. O. Johnson Company	64.24
8/6/2013	DefCo	GW	DefComp GW PPE 7/19/13 Ck Dt 8/2/13	260.00
8/7/2013	DefCo	NRS	DefComp NRS PPE 7/19/13 Ck Dt 8/2/13	198.85
8/6/2013	FED	Fed	Fed Tax PPE 7/19/13 Ck Dt 8/2/13	3,307.84
8/20/2013	WATER	Water	Water/Sewer 8/13	8,075.33
8/7/2013	STATE	WI	WI Tax Period End 7/31/13	692.81
8/8/2013	Healt	Health	Health 9/13	15,109.50
8/7/2013	Check	15646	Marinette County Sheriff's Dept	46.00
8/14/2013	Pymt	Pymt	VSP pymt for 8/13	47.33
8/20/2013	DefCo	GW	DefComp GW PPE 8/2/13 Ck Dt 8/16/13	260.00
8/20/2013	DefCo	NRS	DefComp NRS PPE 8/2/13 Ck Dt 8/16/13	198.85
8/20/2013	FED	Fed	Fed Tax PPE 8/2/13 Ck Dt 8/16/13	3,371.10
8/16/2013	DDPAY	PR	Payroll	9,433.87
8/22/2013	STATE	WI Tax	WI Tax Period End 8/15/13	678.26
8/30/2013	RETIR	Retire	Retirement for 7/13	3,988.08
8/21/2013	Check	15647	Badger Heating & Air Conditioning	14,690.00
8/21/2013	Check	15648	Boys & Girls Club of Portage County	1,680.00
8/21/2013	Check	15649	Central Wisconsin Pest Control	300.00
8/21/2013	Check	15650	City of Stevens Point	1,581.26
8/21/2013	Check	15651	E. O. Johnson Company	90.91
8/21/2013	Check	15652	Express Recycling Solutions, Inc	20.00
8/21/2013	Check	15653	Gannett Wisconsin Media	136.30
8/21/2013	Check	15654	HAB Housing Software Solutions	640.00
8/21/2013	Check	15655	Hewlett-Packard Financial Services Co	308.92
8/21/2013	Check	15656	Vendor Pymt - I.P.	288.00
8/21/2013	Check	15657	LaBlanc's South Side Motor Sales, Inc.	50.11
8/21/2013	Check	15658	Marathon County Sheriff's Dept	5.00
8/21/2013	Check	15659	Menards-Plover	368.53
8/21/2013	Check	15660	Pitney Bowes	122.00
8/21/2013	Check	15661	Roto-Rooter Sewer & Drain	75.00
8/21/2013	Check	15662	Wisconsin Public Service	75.60
8/6/2013	NSF	NSF	NSF-Ck #1444-SS	355.00
8/28/2013	NSF	NSF	NSF ACH-MV	193.77
8/30/2013	DDPAY	PR	Payroll	10,152.97
8/15/2013	XFER	X130903	AMP Rec trans to Chase-EW Operating	3,995.74
8/15/2013	FEES	Fee	Service Fee	265.31
8/26/2013	CC	Pymt	Credit Card Pymt	20,835.64

135,141.02

Community Development Authority of the City of Stevens Point

SMOKING POLICY
RESOLUTION NO: 12-03

WHEREAS, the Board of Commissioners of the Community Development Authority of the City of Stevens Point deem it necessary, at this time, to implement a nonsmoking policy at its Housing Authority Properties, i.e., Hi-Rise Manor, Edgewater Manor, Scattered Site Family Housing, Madison View Apartments effective September 27, 2012.

WHEREAS, smoking causes many problems, such as increased risks of fires and health risks associated with second-hand smoke;

WHEREAS, smoking is already banned from the entranceways into the building, all common areas inside the building, balconies, courtyards, and patios;

WHEREAS, residents are responsible for ensuring that their family members, guests, and visitors also comply with this Resolution;

WHEREAS, this Resolution declares smoking is allowed by the resident in their own unit if their original lease was signed before September 26, 2012;

WHEREAS, this Resolution prohibits any new residents from smoking in their units and the above mentioned areas;

WHEREAS, smoking will only be permitted in designated smoking areas which are defined as 25 feet from any entrance.

WHEREAS, failure to comply with this resolution is a lease violation and will result in termination of the resident's Dwelling Lease. In such case, resident will receive a 30 Day Notice to Terminate Lease;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Community Development Authority of the City of Stevens Point adopts this Resolution as a change to its Dwelling Lease for the Public Housing Program and add it as an addendum to the resident Dwelling Lease.

Adopted as Resolution 12-03 by the Board of Commissioners of the Community Development Authority of the City of Stevens Point at their meeting on December 4, 2012.



Chair

12/12/12
Date



Secretary

12/12/12
Date

Smoke Free Resident Survey

Conducted by the Stevens Point Housing Authority
September 2012

Total Residents in all projects = 292

Total surveys received = 124

1) Do you Smoke?

Yes = 31

No = 86

No answer = 7

2) I prefer to live in a building/apartment where smoking is –
(Please check all that apply)

Allowed in enclosed common areas,

Yes = 29

No = 97

Allowed in outdoor common areas (building entrances, courtyard),

Yes = 59

No = 48

Allowed on balconies and patios,

Yes = 49

No = 51

Allowed in some units,

Yes = 35

No = 61

Allowed in all units,

Yes = 27

No = 74

Is allowed in a designated area outside the building,

Yes = 87

No = 24

3) Comments:

Perhaps behind the building.

In my paid for private apt. per my rent contract.

Do not smoke that many, cost too much! If not (allowed in units I would go outside, ok with me. It would be hard on much older senior's to go outside in the winter if passed. I hope for many seniors this does not pass.

We will have more empty units if you outlaw smoking.

As far as I know, big & little businesses allow employees to smoke outside!

I know for a fact the smell of smoke can be noticed in apartments above the apt. of a smoker.

Like to even smell in elevator.

So long as containers of butts are kept clean and emptied after.

There should be a bench and the ash can closer to the inside, so we can use the bench on the outside!

2nd had smoke in outdoor areas next to building.

Keep the smokes outside; if they want to smoke they can keep their smoke to themselves, and outside...

I do not smoke in my apartment but believe that choice should be made by the person renting.

No smoking at any time or in any place.

Far from the building not by the doors or steps outside.

Smoking is a personal choice that should not be regulated.

I prefer smoke free. My neighbor smokes and her cigarettes are all over my driveway and lawn that I am constantly picking up!

Not allowed at all – smoke free building.

Smoking can be very difficult to stop. What if they can't stop – should they lose their home?

If HUD deems a smoke FREE place to live, it should be mandatory all the way around for all healthy residents.

Let the one smoke, in their room or put on one floor.

As long as the designated areas are not below apartment windows.

This is our home. By not letting us smoke in our apartments, is not right. We know that smoking is not good for us. But that is or right to do so.

I want to be able to smoke in my apartment.

I would be willing to re-locate within the building if my smoking affected my neighbors.

I would like a smoke free building. Thank you. I don't trust Seniors, they might have a mental problem or if not now, but even later with memory problem leave a cigarette lit or even fall asleep and start a fire in their apartment.

I rented my apartment under the stipulation I would be allowed to smoke in my own apartment. I was told "treat this as your "home". I should be allowed to make my own decisions in my own "home". I signed my lease under these circumstances.

When my neighbors smoke in their units I can smell it in mine. I would prefer no smoking anywhere, but I understand that'll never happen.

I can't go a day in summer without cig. Smoke coming into the house through the open windows. I deal with it, but it would sure be nice to not have to smell it all the time and worry that they're going to start a fire by throwing the butts all over the yard.

I have 3 younger children and 2 of them have asthma. Any smoke contact gives them and asthma attack and can put them in the hospital. It would be nice if you put a few smoke shelters in a designated area.

I've smoked all my life and will smoke all my life even in Death, whenever where ever I wish too, even in Heaven!

I have 2 small children and I've had issues before where I'd smell smoke in my daughter's room at night. It made me sick to my stomach that she had to sleep in there with the neighbor's smoke coming through the walls. I also think designated smoking areas should be far enough from the building that smoke wouldn't carry into apartments through open windows. Another option would be to make some scattered site complexes smoking and others nonsmoking to help prevent issues between smoking and non-smoking neighbors.

Allow in our own apartments. To many older people that can't' get out-they need to be in shelter with heat/AC. I have too many friends that smoke that visit me. The ones that are non-smokers and able can move. The residents that have been here for years that smoke should not be forced or be afraid to relocate, or have friends that smoke. We have rights also. People that move in here know it is a smoking building and should not move in.

Many of the smokers here are elderly and have been here many years. I feel that they should be allowed to stay, perhaps with a door sweep to keep the smoke in their rooms or maybe all live on one floor if possible. I have a smoker right next door & I have had no adverse effect in the five years I've been here. Perhaps new residents should be told this building is going to be smoke free in the future and let them make their decision to move in or not. Thelon term elderly who were unaware of smoking's effects will have a very tough time leaving the only home they have for years and the friends who remain here. They could be grandfathered in. If the people who want this completely smoke free can have the option to move in or find more suitable housing. I don't see second hand smoke affecting me unless I chose to go into a smoker's apartment. Sometimes that cigarette the smoker has is the only thing they have let to hold onto. Please don't throw those people out, when is about their only choice as after a few years it's hard to quit smoking, but for many here it's been close to a century.

I'm a non-smoker and it is kind of bothersome when my neighbors smoke on their porches and it gets in my windows. My neighbor is a smoker and smoke sometimes came thru a hole from under the sink and it makes my apt. smell as well. I think having them smoke in designated areas is a great idea!

Smoking where I live is a big problem. The people who live in the other side of the duplex I live in with my children (2) are heavy smokers and are outside on their front or back step smoking often. Their smoke comes into my house immediately and I then

have to go and closing and open my window, spraying room sprays, using fans, to air out my house. Everyday my son and myself have bad allergies, plus I don't want any of us breathing in their smoke or keep my windows closed. They have a 3 years old son right in the middle of it every day, which is very bothersome.

The thought of having to move from my home of 15 years-and a place I love is most distressing to me. "Grandfathering" is the answer for me – and I am willing to compromise in many ways so we can all live here. However it seems that any compromise is out of the questions and the only answer is for me "to move out". A quote. This has always been a smoking facility – that was well known. Is it fair that we who smoke must give up our homes?

I can't sit on the bench outside because the smoke smell is so strong from the container holding the cigarettes. Because of the oxygen people use it is dangerous to have smoking in or near the building. Not on the balconies because a lot of people sit out there that don't smoke. The courtyard would be ok if it was far from the building.

I truly think a smoker has rights and when they come home from work or whatever, they should be able to smoke in their apts. homes that they pay rent for. The first floor here is more or less a business section, but 2nd floor on up is people that pay rent to live in. I currently run a fan when I have cigarettes and no one has complained to me. The government has restricted too many places we can't smoke and these are people's homes and rites. What's next? No eating fat foods or restricted toilet paper. I just go through going and beating throat cancer but want to quit. Give the people there rites to smoke in their rent paid apt. Thank you.

I'm trying my best to explain this. When my neighbors smoke outside near our doors, I tend to not let my kids outside, which is sad. I don't let my kids go out because our areas are very small outside. They like to use the sidewalk to ride their bikes, and the sidewalk surrounds the building front to back, if smoking is going on my kids are very limited where they can play and kids like lots of space.

Most of the smokers her smoke VERY near our doors and you can smell it through the cracks of the doors, which has caused our house to smell like cigarettes and force us to buy an air humidifier. I see lots of butts around and cartons lying around which is not very clean to me. I don't mind smokers; just need them to smoke AWAY from our homes and not to close to our homes, and to pick up after themselves, and definitely away from our kids and sometimes even their kids. Please enforce this; it's important for bettering our world and humans!

I smoke in my apartment when it is very cold, but I have a cigarette butt can outside because we (my family) has almost always never allowed smoking inside a house for as long as I can remember. It caused a building up of yellow on the walls; I will also smoke in my bedroom with the window open when it is late at night.

I get really sick form the smell of smoke. It comes into my apartment through the bathroom vents at times and under my door from the hallway from others smoking in their apartments. Then when people smoke right outside the building door it comes right in my front window so I cannot have my windows open that face the parking lot because that is here the building door is for my wing. There have been times that I had to take my son out the side door and give him to family and I go out the main door having to cover my mouth and nose from the smoke.

I almost always smoke outside. Do not like smoke in house- put all cigarettes out in water. I am a real "freak" when it comes to(couldn't read the writing) The only problem I have is winter time. I only smoke in a ????. I sit on outside steps, or by the

kitchen sink to put out cigarettes in water. I am very concerned of burning materials. Hate smell of smoke in house Don't smoke in my bedroom, bed, bathroom, living room-except.....(couldn't read writing)

We were allowed to smoke on the balconies, now the balconies are off limits to the tenants. I am a smoker, and I try to be fair to nonsmokers. Sometimes when I have a cigarette I will ask a nonsmoker if my smoking will bother them! If the nonsmoker tells me yes, I will not want to offend them, and smoke away from the nonsmoker. I can understand that smoking in apartments, the smoke in time will cause the walls to become yellow or brown. But, let's be fair on both sides. Smokers and nonsmokers! These apartments are our home! We both live in the, smokers and nonsmokers. If a tenant wants to smoke in his or her home, they should be able to, it's their home! Let's bring back the balconies, when it gets cold outside (winter). A lot of smokers will smoke inside. In their apartments, their home, some smokers don't care about the nonsmokers! I do, the smoking problem can work for both smokers and nonsmokers. Let's not make tenants home's nonsmoking! Let's bring the balconies back! And the courtyards! A fair smoker who cares for both sides.

All over the United States smokers are not allowed to smoke in bars, restaurants, etc. Why can't smokers go outside that live here? Why ruin our health? We non-smokers don't hurt them by not smoking.

The only place I smoke outside is by the bus stop and that's only in summer. Otherwise I only smoke in my place. I never smoke in the hall. So if you work with me, I'll work with you; otherwise you'll end up blowing smoke up your ass.

9-7-12

Housing Authority to consider making ALL apartments SMOKE FREE

Dear Resident,

Last year the Community Development Authority (CDA) discussed smoke free options at all properties owned by the CDA and managed by the Stevens Point Housing Authority. At that time, no further action was taken. Secondhand smoke is a health hazard, especially for children, the elderly, and persons with chronic illnesses.

Recently, the Department of Housing & Urban Development (HUD) put out information supporting and encouraging Housing Authorities to make their properties smoke free. The CDA will consider making all Housing Authority apartments smoke free at their regular board meeting at the end of this month.

We would like to hear from you. Please let us know what you think about the idea of rules about tobacco use in the buildings, apartments and on the grounds by filling out the short survey below. Results of this survey will be given to the CDA at their board meeting. The survey is due by September 21st. For residents who do not live at Hi-Rise Manor we have included a self-addressed, postage-paid envelope to return your survey.

Sincerely,

Mary Kampschoer, Resident Services Coordinator

SMOKING SURVEY:

Name: _____ Address: _____

1. Do you smoke? ___Yes ___No

2. I prefer to live in a building/apartment where smoking is - (Please check all that apply)
 - allowed in enclosed common areas, ___yes ___no
 - allowed in outdoor areas (building entrances, courtyard), ___yes ___no
 - allowed on balconies and patios, ___yes ___no
 - allowed in some units, ___yes ___no
 - allowed in all units, ___yes ___no
 - Is allowed in a designated area outside the building, ___yes ___no

3. Comments: (Use back of sheet if you need more room)

Please return survey by September 21st.
Use the self-addressed, post-paid if necessary.

Stevens Point Housing Authority

Lease Addendum No. 3

HOUSE RULES

Hi-Rise Manor

DISCLAIMER

When you first sign a lease Agreement with the Stevens Point Housing Authority, you receive a copy of Lease Addendum No. 3, HOUSE RULES. From time to time, however, we find we must modify, add or delete rules either because of changes in HUD regulations or because we find it advisable to do so based on our experience with enforcing them. When that happens we will do our best to communicate changes through our newsletter or through direct communication. Regardless, if a House Rule has been amended from what appears in this handbook, and you are no longer in compliance with the rules, you will be so notified and given the opportunity to correct the infraction before more serious action is taken.

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WELCOME!

The Stevens Point Housing Authority welcomes you to your new home and neighborhood! We hope you will be happy here.

Pleasant living depends largely upon cooperation and understanding between you and your neighbor, and his or her consideration of you. This will make your living here a happy experience.

In order that you may understand more clearly your responsibilities as a resident, we are providing this handbook, which explains what you may expect from the Management Staff and what the Management Staff will expect from you. Read it carefully and keep it handy for easy reference when you are in doubt about regulations and policy.

This is your home and neighborhood. It was designed and built for you and it is up to you and your neighbors to make it the kind of community of which you can be proud. With your cooperation, this is possible.

The Community Development Authority of the City of Stevens Point, which owns and operates this housing unit, and which is known locally as the Stevens Point Housing Authority, is a non-profit organization established by State Law. It is authorized to develop and operate housing within the financial reach of families with low income. This is possible with the aid of the Federal Government through the Department of Housing and Urban Development and the City of Stevens Point. This aid, coupled with your full cooperation in keeping the operating expenses at a minimum, makes it possible to maintain the low rents.

In addition to this responsibility, the Housing Authority must follow all Federal regulations regarding resident selection and occupancy, and see that management policies are also followed.

The Department of Housing and Urban Development (HUD) is responsible for setting admission regulations such as maximum income, family composition, and other requirements that a resident must meet in order to be eligible for low-income housing. HUD is also responsible for many management policies that the Housing Authority must carry out, and in general, sees that the operations of our low income housing meets all required Federal regulations.

MANAGEMENT RESPONSIBILITIES

Management will protect the rights of residents and other citizens of the community, and adhere to building codes, zoning codes, health codes and housing codes enacted by local, State and Federal units of Government. If you have a question, check your lease or this handbook. The answer you are seeking will probably be spelled out there. If you cannot find the answer, contact the Management. We will be happy to help you.

RESIDENT RESPONSIBILITIES

When you take possession of your apartment, you assume definite responsibilities for its care and maintenance. These include everything from day-to-day house cleaning, proper care of appliances, rubbish disposal, and adherence to the necessary rules of community living. These responsibilities are spelled out in this handbook and your Dwelling Lease.

A FINAL NOTE

The Stevens Point Housing Authority has put forth much time, effort and expense to make our apartments among the nicest in the city. It will be up to you to help keep it that way. Keep it clean by picking up paper and debris in the common areas and on the grounds.

Call the Management or the Police if you see something being damaged, stolen or misused. Help keep your home safe, clean and sanitary. Residents who demonstrate pride in the appearance of their living environment lead others by their good example.

Thank you for your cooperation.

E M E R G E N C I E S

Please see that we have an up-to-date name of your closest relative or friends to notify in case of emergency, complete with their telephone numbers for our files.

Hallways and fire escapes in the building should always be kept clear. NO personal items may be stored in these areas because of fire regulations.

MAINTENANCE EMERGENCIES

Maintenance emergencies at Hi-Rise Manor are limited to the following circumstances:

- **Water overflowing in a sink, tub or toilet that you cannot turn off.**
- **The smell of gas in the building.**
- **No heat in the winter.**
- **BOTH elevators being inoperable.**
- **A plugged toilet that you tried plunging first.**

Any other maintenance related problems regardless of when they occur, will be addressed through a routine Service Request to maintenance.

EMERGENCY TELEPHONE

Dial 911 for the Fire Department, Police Department, Ambulance or any other EMERGENCY.

Police officers, (who usually respond to an emergency call along with the Fire Department or ambulance) now carry microchips for Hi-Rise Manor so that they may enter the building after the doors lock for the evening. You or your neighbor will not need to come downstairs to open the exterior door for emergency personnel.

FIRE EMERGENCY

Effective 2-1-09

The Stevens Point Fire Department has given us the following instructions for different types of Emergencies at Hi-Rise Manor. These guidelines have been created by fire experts for multi-story buildings.

If you hear an alarm; or smell smoke, but there is no fire or smoke in your apartment.

- 1) Stay in your apartment and go to the window. If you need fresh air, open the window.
- 2) Do not leave and go to the stairwells. People gathering in the stairwells will only cause congestion and emergency personnel will need more time to get past you to the emergency.
- 3) If the Fire Department can contain the fire without evacuating residents they will do so. You will be able to remain in your apartment.

- 4) If there is a need to evacuate you from your apartment the Fire Department personnel will come to you and escort you out of the building.

If you see smoke coming from another apartment.

- 1) Go to your apartment, shut the door and call 911. Then go to the window.
- 2) See steps 2, 3, and 4 above.

If there is a fire of any size in your apartment.

- 1) Immediately leave your apartment. DO NOT STAY AND TRY TO FIGHT THE FIRE YOURSELF!
- 2) Shut your apartment door as you leave.
- 3) Pull the nearest hallway fire alarm.
- 4) DO NOT GO BACK INTO YOUR APARTMENT FOR ANY REASON.
- 5) Do not stay in the hallway. In this situation, you should use the stairway to leave the building. Then, if possible call 911 from another location to tell them that there is a fire in your apartment.

If you hear your neighbors smoke alarm going off.

- 1) Call 911 if your neighbor does not answer their door; or you hear them calling for help. Please check on them before you call 911.

More information about Fire Emergencies:

- 1) EVACUATION. It is easier for Fire Department personnel to evacuate you from your apartment than from the stairwells. The Fire Department will call in additional personnel to fight the fire and evacuate residents if it is needed.
- 2) The Fire Department will not be likely to evacuate residents through apartment windows.
- 3) The Fire Department will check each and every apartment to be sure everyone is out and accounted for. They will evacuate the residents in most danger first.
- 4) Pull alarms and smoke detectors in the hallways are each identified and if pulled will go directly to the Fire Department.
- 5) Apartment alarms do not signal the Fire Department. Call 911 to let the fire Department an apartment alarm is sounding and/or you see smoke or smell fire. Hallway alarms activate the apartment strobe and alarm. We will know when someone pulls the alarm.

DO NOT CALL THE HOUSING AUTHORITY OFFICE TO TRY TO FIND MAINTENANCE TO FIGHT A FIRE. WE ARE NOT TRAINED TO FIGHT FIRES.

SEVERE WEATHER SAFETY PROCEDURES

This building is an exceptionally well built, sturdy building, and has been designed to withstand winds of over 100 miles per hour. Residents can feel very confident of their personal safety during almost any severe weather condition that might occur.

However, residents should be aware of and be prepared to take the following action if severe weather conditions are apparent:

1. Tune in your radio or television for any current severe weather warnings that may affect the Stevens Point area.
2. The safest area in your own apartment is in the bathroom with the door closed. Stay away from your windows so that you will not be cut by flying glass if the windows shatter from high winds.
3. For greater safety during extremely violent weather, the emergency exit stair wells afford the best protection as they are inside a solid core. Residents should take cover in these stairways, if possible if a tornado or extremely violent weather threatens the building.
4. RESIDENTS SHOULD NOT COME TO THE FIRST FLOOR AREAS DURING SEVERE WEATHER AS THERE ARE LARGE AREAS OF WINDOW GLASS THAT COULD SHATTER DURING HIGH WINDS.
5. If there is an electric power failure, the building is equipped with an emergency generator which will cut in automatically. This generator will provide power for emergency lighting in the corridors and stairways. The generator will not provide lights in your apartment. Do not light candles in your apartments during this kind of emergency. Use a flashlight. If you do not have a flashlight, GET ONE.
6. The emergency generator provides power for both elevators. Please avoid using the elevators during severe weather, however, to keep them available should emergency workers need to use them. If you should become stuck in the elevator during a power failure, remain calm.

The elevator lights will remain on. Sound the elevator alarm; or open the phone box and push the button. A monitoring company will answer and give you instructions. Help will come shortly. DO NOT SOUND THE ALARM CONTINUOUSLY. If you do so, you will not be able to hear those who are trying to help you; or the responder on the phone.

7. Unless an emergency arises in your apartment, avoid using the telephone; this ties up the lines for necessary calls.
8. Above all, if severe weather does occur, remain calm and do not panic. Hi-Rise Manor provides you with a very safe place to be during such conditions.
9. The Portage County Emergency Management office has distributed NOAA Weather Alert radios to special needs facilities in Portage County. The Housing Authority has received two of these radios. One is located at Hi-Rise Manor and the other at Edgewater Manor. The radios will give management the ability to confirm that severe weather alerts have been given and advise residents to follow the appropriate emergency procedures for their building. These radios are only monitored during office hours. Do not depend on them for evenings and weekends.

HEALTH EMERGENCIES

Each apartment has emergency pull cords located in the bathroom and bedroom. If you become ill and need help, pull the cord. The system will signal a 24-hour human responder.

When the cord is pulled the responder will call the apartment. If they are unable to call, or the person does not answer when called, the ambulance will be dispatched.

If the resident does not have a phone and the cord is pulled, the ambulance will be immediately dispatched.

If the resident does answer the phone when the responder calls, they will ask what the problem is. Please talk to the responder.

Pull cords should ONLY be used for personal safety emergencies. There are no lights or buzzers. You will not hear an alarm, but response will occur. This cord should never be tied up or thrown over something so that you cannot reach it if you were lying on the floor. Do not allow children or pets to play with this cord or the switch.

This system provides 24 hours, seven days a week, coverage.

All emergency personnel, Police, Fire, and Ambulance have the ability to enter the building 24 hours a day. Residents do not have to leave their apartment to open the doors for emergency personnel.

<p>HOUSING AUTHORITY POLICY – Resolution 95-9 STAFF RESPONSE TO RESIDENT PERSONAL HEALTH EMERGENCIES</p>
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In case of emergency at Hi-Rise Manor and Edgewater Manor, the following procedure shall be followed by Housing Authority employees:

Housing Authority employees will not move a resident found on the floor of their apartment; or anywhere on the grounds. An ambulance will be called to assist the person.

If a resident falls is able to get up without assistance they will be encouraged to call their doctor. If a resident falls, complains of pain and won't see a doctor, staff will notify the emergency contact person or Community Care Nurse.

If a resident has passed away in an apartment, the police will be called and then the emergency contact person.

Staff will not move an injured resident for any reason, as this may cause more injury. Staff will not transport a resident in their personal car or Housing Authority vehicle. If necessary, staff will secure the apartment after the emergency.

Answers to Frequently Asked Questions & Lease Issues (In Alphabetical Order)

This section provides a summary of basic Lease requirements. It is important that you read all of your Dwelling Lease and Lease Addendums so that you understand the contract you have signed and agreed to abide by. The Lease and its attachments are a legally binding contract between you and the Housing Authority.

If you have any questions about your Lease at any time you are a resident please do not hesitate to contact the Management and we will be happy to answer your questions.

ADMINISTRATIVE OFFICE

The Stevens Point Housing Authority Administrative office is located in Hi-Rise Manor at 1300 Briggs Court. All of the properties owned and operated by the Housing Authority are managed from this office. These projects include: Hi-Rise Manor, Edgewater Manor, Madison View Apartments, and Scattered-Site Family Housing. This totals 331 apartments, so you will see a lot of people coming and going from the office.

Residents who need to conduct business with the Management should feel free to come to the office reception area during the posted office hours, Monday – Friday. You may not enter past the reception area unless you are escorted by a staff person. This is to preserve confidentiality for all residents.

We ask that you only use the main reception entrance to access office staff. Please do not knock at the back exit doors as staff has been instructed not to answer. These doors are for staff use only.

AIR CONDITIONERS

Installation:

Residents at Hi-Rise Manor must call in a service request to have their air conditioner installed by Stevens Point Housing Authority Maintenance. Requests will be dealt with in the same way as any other service requests. We will not install air conditioners on-demand. Please plan ahead if you need your air conditioner installed sooner for health reasons.

There will be no service charge for the labor of installing and removing resident owned air conditioners. Residents will only be charged the cost of the materials for the initial installation. Materials include the platform, Plexiglas and other materials necessary for installation.

If you do not wish to have Maintenance install your air conditioning unit you must follow the requirements of the Housing Authority. Due to damage to walls and windowsills, and the danger of the air conditioner falling out, all units shall now be installed on an approved platform. Call in a Service Request for the Maintenance Person to give you instructions.

Fees:

You must report that you are using an air conditioner to the Administrative Office. An additional charge of \$4.00 a month (year-round) for excess electricity will be made for window air conditioners installed in residents' apartments. This is a monthly charge.

Air conditioners are to be installed no earlier than May 1st and removed by October 1st unless a doctor orders otherwise.

APARTMENT DOORS

Residents may not put tacks, nails, or any other hanging devices on any door of the apartment that would cause holes, scratches or any damage to the surface or edges of the doors.

Residents are not allowed to put any stickers, tape, glue or any other adhesive on any door of the apartment.

APARTMENT INSPECTIONS

It is a provision of the Dwelling Lease that each apartment will be inspected once per year. This is called an **Annual Inspection**. Housing Authority staff will look at maintenance issues affecting the physical dwelling, as well as the general housekeeping of the residents.

If it is evident the resident has not been calling in needed repairs and/or has not been maintaining the apartment according to the Housekeeping Policy, Lease Addendum No. 4, an **Interim Inspection** will be scheduled.

An interim inspection will look at the same items as the annual inspection. If the problems seen at the annual inspection no longer exist; no further action is taken.

If the interim inspection shows there are serious problems, staff will discuss the problems with the residents. The resident then has 30 days to correct the situation.

Interims may be scheduled if maintenance staff notice problems in the apartment while on a service call.

In addition to these inspections, the Department of Housing & Urban Development conducts an annual inspection of Hi-Rise Manor.

Residents who keep their apartment maintained as outlined in the Housekeeping Policy, and contact maintenance when they need repairs, should have no need to be concerned about apartment inspections.

APARTMENT INSPECTIONS - RIGHT OF ENTRY

The Management reserves the right to enter your dwelling unit at reasonable hours to inspect the unit. Normally, notice will be given to check or repair equipment. In case of emergency, or to protect the property, management will enter whether or not you are home or a notice has been given.

APARTMENT REPAIRS – (See House Rules, Service Requests)

Easy to do from the comfort of your apartment. You may call **715/341-9627** to make your Service Request. Follow the instructions on the answering machine. All calls are recorded and done on a priority basis. All service requests must be made by calling 715/341-9627. Office staff is available to help you if you are unable to call in the request.

Making a service request gives us permission to enter and complete the work whether you are home or not.

Maintenance personnel are not required to work in filthy or unsafe conditions. If maintenance personnel encounter these conditions, you will be required to correct them before work is performed.

AUTOMATIC DOORS IN HANDICAP APARTMENTS

If you have an automatic door and you have trouble with it, fill out a service request form. Do not attempt to repair it yourself. Maintenance will also change the battery in the remote if a service request is filled out.

BABY SITTING

While occasional baby sitting (once a month or so) in a resident's apartment is acceptable, periodic or regular (once a week or more) baby-sitting should be done at the residence of the child's parents or at another location away from Hi-Rise Manor.

Residents are solely responsible for the actions of the children they bring into the building, and may not allow them to wander in the building without supervision.

BICYCLES

Resident bicycles are to be stored either in the bicycle rack behind the building or in the storage area provided in the garage. Your apartment key will give you access to the locked storage area. Guests may not use the storage area, but may park their bicycles in the rack behind the building.

BULLETIN BOARDS

There is a bulletin board on each floor next to the elevators and on the first floor in the lobby area. Please check these boards periodically for notices. No notices may be posted without the permission of the Management. All "for profit" soliciting and other inappropriate postings will be removed by the Management.

CAREGIVERS

During your tenancy, you may find yourself in the situation where you need someone to stay with you for an extended period as you recover from an illness, surgery, or other health situation. This is possible, if you have the written permission of Management.

Only the Executive Director can give permission for an extended medical stay by a caregiver.

Residents must request permission for such a stay in writing stating who will be staying with you, submit a doctor's statement supporting the medical need for a caregiver to stay with you, and how long the stay will extend. In this situation the guest fee can be waved.

If the caregiver has a vehicle, parking arrangements will be made once the request is approved.

CEILING FANS

Ceiling fans have been installed in the handicap units. Please do not hang anything off the fans; or do anything that would interfere with the movement of the fan blades.

If you do not have ceiling fans, but want them installed you must make a request to the Maintenance Supervisor for permission to make this alteration to the unit. If it is approved you will need to buy the fan yourself and hire a licensed installer to put it in.

CHILDREN

Visiting children are the responsibility of the resident and must be supervised at all times while in the building. They are not to play in hallways, elevators, stairwells, lobby or parking lots, as they may become injured or disturb the peaceful enjoyment of other residents.

COMMON AREAS - DINING ROOM, SOLARIUM, LOUNGER, HALLWAYS

No resident shall prevent their neighbor from the use of any part of the common areas on any floor of the building.

Residents shall appear only in street clothes when in the common areas including hallways, lounges, and lobby, on the first floor. No sleeping clothes, bathrobes, etc. are allowed at any time. For health and safety reasons residents are not allowed to walk in the common areas without shoes, or be bare footed.

Residents shall also be acceptably dressed when stepping into the common hallway outside of their apartment; or using the common area lounges or laundry rooms.

COMMON AREAS - FOOD AND BEVERAGES

Treats and other food may not be left out in the common areas except when it is being directly offered.

General maintenance of the common areas will be performed by the Housing Authority maintenance staff. But, it is the responsibility of all residents to help keep the common areas clean. Pick up papers; do not leave food, wrappers, soda cans, etc. lying around.

If a resident and/or their guest should spill or drop something that causes the carpet, flooring, tables, or furniture to become wet or soiled, the resident should immediately try to clean it up to the best of their ability.

A service request should then be made informing Maintenance of what happened. Maintenance can then decide if any further action is needed to prevent permanent damage to the area.

If it becomes clear that the lounges are becoming excessively soiled from food and drink spills the Management will restrict eating and drinking privileges in the lounge areas.

COMMON AREAS - FURNITURE, PLANTS AND ACCESSORIES

Furniture may not be moved from one floor to another, taken outside, or into a resident's apartment. You may re-arrange the furniture in the lounges to temporarily suit your needs, but please return it to its original location when finished.

Residents may not water, feed, move, or handle any live plants that are in the lounges. The Housing Authority has planned a program of care for the plants.

Residents may not remove or re-arrange pictures, artificial plants, or other decorations Management has placed in the lounges or common areas.

COMMON AREAS - HOLIDAY DECORATIONS

Residents are allowed to decorate the lounges on their floor in the theme of a holiday season. However, we ask that you limit decorations to those that can be placed on tables, or stand on the floor.

No decorations may be taped, tacked, nailed or otherwise affixed to the walls, ceilings, woodwork, lamps, artwork, plants or furniture.

A hook has been provided on each resident door. Decorative items may be hung there. No other hooks, nails, tacks, tape, etc. may be placed on apartment doors.

Decorations should be removed from the lounges within two (2) weeks after the holiday. Residents are solely responsible for any holiday decorations they place in the lounges. Please, only put out decorations you would not mind losing should they disappear. Residents are responsible to store decorations used in the lounges in their apartment due to limited storage space in the building.

COMMON AREAS - PERSONAL ITEMS

No personal items such as pillows, furniture, pictures, knick-knacks, books, magazines, plants, etc. shall be placed in any of the common areas or lounges of the building. You may not leave these items on the chairs and tables in the lounges, on the floor by the recycling bins and trash chute; or leave them in the common areas on first floor.

Items found left out will be removed and discarded by staff and you will be charged for their time.

If you have used clothing or household items you would like to give away or sell to neighbors you may put up a notice on the first floor bulletin board in the building for neighbors to contact you. Include your apartment number and when you may be contacted, on the notice.

“Rummage sales” may be held in the resident’s apartment only, not in the lounge areas.

COMMON AREAS – RESERVATION OF THE DINING ROOM AND SOLARIUM

The Dining Room and Solarium on first floor may be reserved by a resident for parties or family gatherings that are too large for his or her apartment. Reservations should be made as far in advance as possible by signing up in the office with the Resident Services Coordinator.

The resident is responsible for all clean up of the area when finished. Resident is also responsible for any damages that may occur during use of the area. Other residents should respect the privacy of these parties.

A calendar listing scheduled reservations is kept in the office by the Resident Services Coordinator. The Management Staff will have the final approval on all usage.

Organizations and clubs from outside of the building may reserve the Dining Room and Solarium for appropriate meetings if they meet at least one of the following conditions:

1. They include at least one member from the resident body. This member shall request the use on behalf of the organization.
2. The meeting is open to all residents and should be of some direct social, recreational, or informative benefit to the residents.
3. They are a compatible group or organization who has, is or can be expected to cooperate and assist the Housing Authority in various ways.
4. Reservations will not be made on Thanksgiving, Christmas, Easter, New Year’s Day, 4th of July. However, the areas are available for general use on those days.

CONFIDENTIALITY

The Housing Authority has a policy of confidentiality. All information about residents is considered privileged and confidential. Information will not be released without written permission from the resident or applicant to anyone other than the resident/applicant, individuals legally appointed by the court, other governmental agencies permitted to have access to the information, or law enforcement personnel conducting an official investigation.

COUNTER TOPS

Do not use your kitchen counter top for cutting food. Please use a cutting board.
Do not place hot pots and pans on the counter tops. Please use a hot pad to prevent burns. You will be charged if you damage or destroy your counter tops.

DELIVERIES TO THE BUILDING

If you should have any deliveries of furniture or equipment made during your residency you must inform your delivery person to use the back entrance only. Items may not be brought in the main entrance door in front of the building.

These delivery trucks block the front driveway and make it impossible for the buses and ambulances to use the driveway.

When you have a large item that will be delivered to your apartment please fill out a service request form for maintenance stating the date and approximate time the delivery will be made. The maintenance person will then make sure the loading area doors are unlocked for you. Maintenance will also pad the elevator to protect the walls from damage. This regulation applies to weekdays and weekends.

The Office **will not** accept deliveries of perishable items such as food, plants, etc. Donated items (such as bakery goods, vegetables, commodities, etc.) are the responsibility of the residents who bring them; or request they be brought here. They may not be left in the hallways, common lounges or by the entrance areas.

DIRECTORY BOARD

A Directory Board on first floor lists the name and apartment number of all of the residents who live in the building. When a guest or visitor comes into the office looking for a resident we have them go to the Directory Board to look up the name.

Some residents have asked not to have their name on the board. That is your right. If you do not want your name on the Directory Board contact the office and we will see it is not posted. If your name is not on the Board we will not direct people to your apartment.

DISTURBANCES

If the Police are called to your residence, you may be contacted by the Management. If it continues to happen for a serious problem or on a repeated basis your Lease can and will be terminated. The Housing Authority requests all pertinent police reports.

DOOR BELLS

To operate the doorbell on your apartment entrance, press the black button one or two times to make it chime. Residents may not make any alterations to the door bell so that it will not chime. Intentional damage to the door bell unit is a Lease violation.

A door number plate has been installed on the doorbell unit. Residents may not remove, cover or scratch out these numbers. They are essential in the event of an emergency.

A name tag slot is also located on the doorbell unit. Your name will be placed in the slot when you move in. If you do not wish to have your name on your door, let the office know and we will replace it with an "occupied" label.

ELECTRICAL EQUIPMENT OWNED BY RESIDENTS

The Department of Housing & Urban Development requires that any electrically powered equipment such as an extra freezer, air conditioning units, fans, etc. in use and owned by a resident in a Housing Authority apartment must be in good working order and in compliance with all building and safety codes.

Electrical cords, cable cords, etc., may not be laid down across the doorway or left lying on the floor so that they could cause a fire or tripping hazard.

Housing Authority maintenance personnel are not allowed to repair or install resident owned equipment. Please do not ask them to do so.

ELEVATORS

The elevators in Hi-Rise Manor are automatic self-service. As with anything that is mechanical, it is possible for something to go wrong. If you are a passenger in an elevator that becomes stuck, PLEASE DO NOT BECOME FRIGHTENED OR ALARMED.

The elevator is equipped with a push button phone (single button). When you open the door of the phone box you push the button and you will be connected to a monitoring company (just like your pull alarms in your apartment). When you push the button the person on the other end will give you instructions. There is also an alarm bell in the elevator car which can be heard in the building. However, be sure not to ring the alarm bell for very long or you will not be able to hear those who are trying to help you; or the responder on the phone.

Please do not tie up the elevators by holding the door open while you talk. Please use the larger cargo elevator to move large pieces of furniture, shopping carts, or other bulky equipment. Maintenance should be notified when you move large items so they can pad the elevator to protect it from damage. A larger moving cart is also available to help you with these pieces. Ask for it when you make the Service Request to pad the elevator.

EMERGENCY SERVICE REQUESTS

Any emergency service requests should be made by calling the 24-hour emergency maintenance number. It is 715/204-9707. The on-call Maintenance Person will respond to these calls.

- **Water overflowing in a sink, tub or toilet that you cannot turn off.**
- **The smell of gas in the building.**
- **No heat in the winter.**
- **BOTH elevators being inoperable.**
- **A plugged toilet that you tried plunging first.**

If you call the emergency number and get an answering machine, PLEASE leave the following information: your name, address, type of problem, and the phone number we can reach you at. The on-call person is required to check these machines regularly.

Do not call the Emergency number to make general service requests. Non-emergency calls placed to 715/204-9707 will usually result in charges to the resident.

For Ambulance, Fire Department, Police Department or any non-maintenance EMERGENCY you have to call 911.

EXTERIOR DOORS

The main entry doors are locked from 6:00 p.m. to 7:00 a.m. **Residents must not open the doors for anyone other than their guests to maintain the security of the building.**

Exterior doors may not be propped open, or in any other way blocked open so that the security of the building is compromised.

Any resident giving access to persons who are not their guests, or propping open exterior doors to allow access by unauthorized individuals will be considered to have violated their Lease Agreement, and risk losing their housing.

For those residents who have contracted for services which are delivered before 7:00 a.m. or after 6:00 p.m., a resident may request an extra chip and/or apartment key so that it can be given to the contractor for the period of time the services are being delivered. A deposit of \$10.00 per chip and a charge of \$2.50 per key will be made. The chip shall be returned to the Housing Authority office upon the termination of the services, and the deposit will be returned – the key is yours to keep.

The Management takes no responsibility for the actions of the service provider once given a chip or key by the resident. However, the Management reserves the right to demand the return of the chip or key should either the resident or the service provider be in violation of any of the Lease provisions.

FEEDING WILDLIFE

Residents may not put out old bread, other old food, or in any way feed the wildlife that may be on the premises. This includes throwing food into surrounding neighbors' yards.

No bird feeders or containers for other wildlife may be erected or hung on Housing Authority property without the advance written permission of Management. Improper feeding of wildlife can spread disease in some species, and call vermin to the building.

FLOORS

Ceramic Tile: Sweep and mop regularly.

Carpeting: Vacuum regularly. You will need to provide your own vacuum cleaner as Management does not provide one for resident use.

If you have any problems cleaning your floor or carpeting please call in a service request at **715/341-9627**. Maintenance will be happy to discuss the problem with you.

GARBAGE/RECYCLING

Garbage chutes are located on each floor adjacent to the elevator. There is no garbage chute on the first floor. These chutes are to be used for non-recyclable garbage only.

First floor residents must put their garbage in the dumpster located near the back door of the large elevator.

All Residents are asked to leave large cardboard boxes on first floor, on the shelf above the utility carts, outside the dumpster room, preferably flattened.

Wet garbage must be double bagged and securely wrapped and tied to eliminate dripping on the hall carpets while it is being carried to the garbage. Please do not throw bags of wet garbage down the dumpster chute as it frequently breaks and causes a mess in the dumpster room.

Large cardboard boxes, large bags of garbage and things that do not fit in the garbage chute or recycling bins must be brought down to the first floor and disposed of in the dumpster room next to the back door of the large elevator. These things may not be left by the recycling bins on the upper floors. Please do not force large items into the garbage chute as this will plug it up and back up garbage from other floors. Please wash or rinse out all containers to be recycled to prevent unpleasant odors in the hallway.

Through these recycling efforts, we can reduce the cost of our garbage collection, and help our environment as well. Due to supply and demand of recyclable products, individual items may occasionally be added or removed from the list of approved recyclables. Please check the notices posted on the bulletin boards and/or the recycling bins for any changes.

You will be instructed when you move-in as to which items are currently on the list.

SPECIAL NOTE: Residents who use needles, syringes and lancets for home health care will need to secure their own disposal containers and take them to the proper disposal site.

These items are hazardous bio-waste and may not be disposed of in the trash or recycling in your building.

GARBAGE DISPOSAL - IN SINK

You will be instructed at your move-in on the use of the garbage disposal. Only soft garbage goes in to the sink disposal – NO bones or paper, glass or plastic. Do not overload the disposal with food waste. If you allow food waste to collect in the disposal it may cause it to jam and can also contribute to a bad odor.

To keep your disposal clean and smelling fresh pour some baking soda down periodically, let it set for a while, then turn on the water and flush it out.

DO NOT DIG IN THE DISPOSAL WITH YOUR FINGERS, KNIVES, FORKS, SPOONS, WOOD OR ANYTHING HARD.

GIVING A NOTICE TO MOVE – (See Security Deposit Settlement & Move-Out Requirements)

You may terminate your lease and move by giving thirty (30) days written notice to management. If you move out before completing the one year term of your Lease, you will be responsible for payment of each month's rent until Lease end or until the unit is re-rented. As you prepare to move-out the following conditions must be met:

- 1) Your rent must be paid in full at the time of vacating. At no time can security deposits be used for payment of rent.
- 2) You must give the Housing Authority a WRITTEN notice thirty (30) days in advance of your intent to move. The Housing Authority is to incur no rent loss because of your failure to give thirty (30) day's written notice of your intent to vacate.
- 3) No extra cleaning, repairs, or replacements should be necessary after you vacate the unit.
- 4) You must pay all charges resulting from damages to the premises beyond ordinary wear.
- 5) All keys to the unit, mailbox keys and micro-chips to the building entrance doors, are to be returned to the management office upon vacating.
- 6) You must contact the Management in order to determine the time and date of the move-out inspection. If you fail to either arrange for; or participate in a move-out inspection, charges to your security deposit for damages, repairs or cleaning beyond normal wear and tear will not be discussed or negotiated once they are assessed.
- 7) To avoid damages to the building (and extra charges to the resident), we ask that you see the maintenance person for instructions on how to handle your move-out. Including what elevator to use for moving furniture, how to handle the excess garbage/recyclables caused by moving, etc.

GOING AWAY CHECKLIST

If you plan to be away from your apartment for more than a weekend, the following items should be done before you leave:

1. Register your dates of departure and possible date of return in the office. If there is an address and telephone number at which you could be reached in case of emergency, please leave that information also.
2. If you are suddenly taken ill; or called away and are unable to call yourself please have a friend, relative, caseworker, etc. contact us and let us know you will be away. We can then check the apartment to be sure windows are closed, stove is off, etc.
3. Make arrangements directly with the Post Office to forward your mail or have it held there until your return.
4. Dispose of all garbage and trash from your apartment before you leave. Be sure to dispose of perishable items such as onions and potatoes. Even items of food in your refrigerator can spoil over extended periods of time.
5. Close and lock your windows. Turn off all lights and electrical appliances.
6. Leave your apartment neat and clean.

If you are going to be gone for an extended period of time, the Maintenance Person will enter if a problem is noticed.

GUESTS

Only those persons named in your Dwelling Lease are lawfully allowed to occupy your unit permanently. Visits by any friends or relatives must be of a temporary nature, and for no more than seven (7) days duration.

Residents are required to make a written request to Management to have a guest stay beyond seven (7) days. When a visit by the same person or persons extends beyond seven (7) days total in any calendar year, a charge will be made. This charge will start with the eighth day of the visit, and will be at the rate of \$6.00 per person for each day of the visit thereafter.

Your guests and visitors must be with you at all times they are in the common areas of the building. They may not roam around the building, or loiter in the common areas waiting for you to return to your apartment.

GUEST PARKING- (See Parking Policy for Hi-Rise & Edgewater Manor, Lease Addendum No. 7)

HAVING YOUR LEASE TERMINATED

Having your lease terminated is a serious matter. No one wants this to happen to you. Careful thought will be given to any problems that may cause you to lose your home. Your problems will be discussed with you, and help will be offered. However, final solutions for your problems must come from you. The following are actions that can cause your lease to be terminated if not corrected:

1. Not paying rent or paying rent late three (3) times in a twelve (12) month period.
2. Becoming a danger to the health and safety of your neighbors.
3. Disturbing the peace of your neighbors.
4. Causing damage to your apartment or any Stevens Point Housing Authority property.
5. Poor housekeeping.
6. Displays of public drunkenness on Housing Authority property or sale or use of prescription or illegal drugs.
7. Flagrant and continued violation of any portion of your lease or administrative policy of the Stevens Point Housing Authority.

Initially, informal private discussions will be held with you to discuss your problems and how they can be corrected. You will be given ample opportunity to answer any charges made against you. Your lease will not be terminated without your being given a valid reason in a final interview or written notice. Management will not make the reasons for your eviction known to the public unless it becomes part of the public record.

If a resident remains in possession of his or her unit after the lease is terminated, the Housing Authority will seek a court order to have the resident evicted. In such an instance the resident will have all the rights afforded to him or her by State Law.

HOUSEKEEPING SERVICES

Residents are responsible to keep their apartment in a clean and sanitary condition. The management does not provide any personal housekeeping services to residents; or assist residents with hiring such services. If a resident finds they are having difficulty maintaining their apartment they may seek the help of housekeeping services on their own; or contact the Resident Services Coordinator who can refer them to community resources.

INTERNET INSTALLATION

Each apartment has an outlet for internet hook-up. At this time residents must find their own internet service provider and contract with them to provide the service.

KEYS & MICROCHIPS

Each resident is issued two apartment keys, one mailbox key, and one microchip when they take occupancy of their apartment. The microchip opens the main entrance door and the back door to the building. You will be instructed on the use of the microchip before you move into your apartment.

Mailbox keys belong to the Housing Authority and should be returned to the Management at move-out.

You should always have your apartment keys with you as it is possible to lock yourself out of your apartment. Only residents may request their apartment door be opened for them. If a key is lost, a charge of \$2.50 will be made for a duplicate key. A \$10.00 deposit is necessary for each additional microchip.

The same key charges apply if a resident wishes to have extra keys or microchips made for family members or service providers to enter their apartment. Only the Lease holder may request extra keys and chips be made for their apartment. To request extra keys call in a Service Request to maintenance at 715/341-9627. The keys will be made and you will be billed for the cost.

LAUNDRY ROOM RULES

Hours are 7:00 a.m. to 7:00 p.m. only. No laundry may be done before or after these hours as doing so will disturb residents living close by.

The following rules have been established for efficient operation of the laundry facilities:

1. Do not use the washers to dye clothing or wash rugs.
2. Wipe excess soap from the washer and leave the cover open when you are finished.
3. Check the dryer lint filter before drying your clothes. Remember to clean the lint filter after you dry your clothes.
4. Do not overload either the washer or dryer.
5. Remember to leave the laundry facilities as clean as you found them.
6. USE OF THE LAUNDRY FACILITIES ARE LIMITED TO HI-RISE MANOR RESIDENTS ONLY.
7. Do not add extra water to the washing machine as it makes them overflow.
8. Do not leave clothing unattended.
9. If you loose money in the washes or dryers call Maintenance at 715/341-9627 and report the loss. Do not try to find the maintenance person. They cannot give refunds. Office staff will process the refund request and leave it at the front desk for you to pick up.

Problems with laundry machines should be reported to Maintenance by calling in a Service Request to 715/341-9627.

LEASE

All residents living in Hi-Rise Manor must sign a lease. The Lease is a legal contract between the Housing Authority and you, and is enforceable on both parties. Read it carefully. The information in the lease will answer many questions about living in public housing.

LIBRARY BOOKS

Effective: 2009 The Charles M. White Library stocks the bookshelf in the first floor with reading material for your enjoyment. The library staff exchanges books once a month.

Checkout of books is on the honor system. Please return the books to the bookshelf within one month of taking them.

Please do not place any personal books on the library shelf unless you are willing to part with them.

LIGHT BULBS

As the energy efficient light bulbs in your apartment are expensive, the Maintenance Person will supply and install those light bulbs for you in exchange for the burned out one. We also supply energy efficient light bulbs for the oven and refrigerator and your personal lamps. Please call this in as a Service Request and the Maintenance Person will get to your request as soon as possible.

Electricity is a major expense for the Housing Authority; please turn the lights off in your apartment when you are not using them.

MAIL & PARCEL DELIVERIES

Each resident has his or her own mailbox located next to the main entrance of the building. Your mailbox number is the same as your apartment number. Mail is delivered Monday through Saturday.

Please use your full name, address, apartment number and zip code as your mailing address. This full address should also be used as your return address on your outgoing mail. There is a letter drop located next to the mailboxes for your convenience.

Parcel lockers are located directly under the mailboxes. Should the post office bring a package for you there will be a key and note in your mailbox. The key will have a letter on it that matches a letter on the parcel locker. Insert the key and open the box. Remove your parcel. The key will remain in the lock.

The office does not accept deliveries of parcels (UPS, FED-X, etc.) and other items for residents. These delivery services will usually leave a note on your door about pick-up. Otherwise, you must make arrangements to have these items delivered when you are home.

MAINTENANCE

Necessary repairs should be reported by calling Maintenance at **715/341-9627**.

No repairs will be made unless the resident has called them in to Maintenance.

Emergency Repairs should be reported to our Emergency Maintenance number immediately by calling **715/204-9707**.

MAINTENANCE PERSON

The function of the Maintenance Person assigned to Hi-Rise Manor requires that residents report all needed repairs and malfunctioning equipment in apartments hallways, and public areas. This includes burned out lights, leaking faucets, etc.

Residents may make their Service Requests by phone by calling 715/341-9627. **It is essential that residents not make their service requests verbally requests to the Maintenance Person.** Verbal requests are easily forgotten during the course of a busy day. Call in requests are prioritized according to urgency and taken care of as soon as possible. Office staff can help you if you are unable to call in your service request.

The Maintenance Person's job is never ending. Please help maintenance keep Hi-Rise Manor neat and clean so that the building will be kept in a healthful condition.

The Maintenance Person is not allowed to repair personal property.

MAINTENANCE SHOP

For your safety, and to limit interruptions in the maintenance person's day, residents are not allowed in the Maintenance Shop at Hi-Rise Manor. Residents should not try to enter the shop to look for tools or supplies. Maintenance staff are required to document all materials used, and are not allowed to loan out tools that belong to the Housing Authority to residents.

Residents should not go into the Maintenance Shop to look for the maintenance person. If you have questions; or a service request please call-in your request to **715/341-9627**.

PARKING – (See Parking Policy for Hi-Rise Manor & Edgewater Manor, Lease Addendum No. 7)

PARKING - IN FRONT OF THE BUILDING – (See Lease Addendum No.7)

PETS (See Pet Policy, Lease Addendum No. 5)

PROBLEMS WITH NEIGHBORS

Noise disturbances, unsupervised children/visitors, and other problem are situations that may occur between neighbors in any neighborhood. We hope that they will not happen to you, but should a problem occur, we ask that you take the following step to solve them.

- 1) Talk to your neighbor. Attempt to work out the problem together. Do not let the problem fester.
- 2) If an agreement cannot be reached; or you are unsure of Housing Authority policy on the issue feel free to contact the Resident Services Coordinator for assistance.
- 3) Any illegal activities should be reported immediately to the Police. The Housing Authority can only enforce rules and regulations set forth in the Lease Agreement.

RANGES AND REFRIGERATORS

Keep these appliances in good condition by cleaning them often. The longer you wait to clean them the harder it will be.

Wipe the range hood frequently to remove grease and stains. The filter for the range hood fan also requires regular cleaning.

Your refrigerator is self-defrosting. If you wipe it out regularly with a damp soapy dish cloth that should be all you need to keep it clean. Extra care needs to be taken with door gaskets to assure that they do not stick and tear. Wash them frequently with warm water and mild soap. Wash around the entire gasket and gently lift it up and wash under it. Be sure to wash off any sticky substances on the refrigerator just below the vegetable bins as this will get onto the gasket when the door is closed. Damage to the gasket because of lack of cleaning will be charged to the resident.

RECYCLING – (See Resident Handbook, Garbage and Recycling)

RENT

The amount of your rent is established by Federal regulations. It is approximately 30% of your monthly income after certain allowable deductions are made. Your rent can go up or down depending on changes in your income and deductions

RENT - ANNUAL RE-EVALUATION AND REPORTING CHANGES

Federal regulations require that your current income, assets and family composition be re-evaluated every year. All changes in income must be reported within 10 days and paper verification must be supplied. All changes in family composition must be reported within 10 days and full name, date of birth and Social Security number must be supplied.

No adult may move into the apartment without having completed the application process and been approved to be added to the Lease.

RENT - PAYMENT DEADLINES, PAYING LATE (See Rent Collection Policy)

REQUESTS FOR TRANSFER TO ANOTHER APARTMENT

Residents who wish to request a transfer to another apartment should refer to the transfer section of the Lease Agreement, VII. Terms and Conditions, (e).

Requests by residents for a transfer to another apartment will be considered **ONLY** when there is:

- 1) A change in family size and the current apartment no longer meets occupancy codes.
- 2) There is a medical need for a change supported by a statement from the resident's doctor.

All requests must be in writing, with appropriate documentation attached. The request should be submitted to the Executive Director at the Administrative Office.

Residents approved for a transfer will go on a waiting list and receive priority when the appropriate apartment becomes vacant.

Residents to be transferred are responsible to set up a pre-transfer inspection for their original apartment and are responsible for cleaning and damages as stated in the Security Deposit and Move-out Requirements.

A move-in inspection will then be scheduled for the new apartment before the transfer resident takes possession.

RESIDENT NEWSLETTER

"Resident News" is a quarterly newsletter written about the properties managed by the Housing Authority. The newsletter contains: information on new programs, updates from the management, maintenance information, information on residents groups, recognition of residents accomplishments and other news. Questions or more information on articles in the newsletter can be obtained from the Resident Services Coordinator.

RESIDENT SERVICES

The Resident Services Coordinator works directly with residents to provide supportive services to enable the household to remain or attain self-sufficiency.

Services can include: direct consultation, referrals to community resources, and project development. Educational needs, social activities, supportive home services and job seeking skills are some of the areas addressed through resident services.

The Resident Services Coordinator can provide information and explanation of the rules and regulations of the Housing Authority. These services are provided to all residents living at any Housing Authority property.

RESIDENT SERVICES CENTER

The Resident Services Center is located on the west end of first floor. It is possible the Center may be used for a variety of services such as blood pressure clinics, support groups, and resident meetings. The center is also used when space is not available for programs in the Dining Room and Solarium. Room reservations are made with the Resident Services Coordinator

As of January 2009 the Center offers residents the use of computers with internet access. A shredder is available to dispose of personal papers and a NuStep recumbent cross trainer has been installed.

The Resident Services Center is locked at all times and electronically monitored. Residents who wish to use the equipment in the Center may access the room with their apartment key.

The equipment is provided for resident use only. Residents are asked to bring their own paper to use in the printer.

RESIDENT/TENANT ASSOCIATIONS

Residents in elderly and family housing have formed resident/tenant groups. Their goal is to improve the quality of life for residents by providing an open forum to discuss issues relating to tenancy and provide input on these issues to the management. Some of their projects include neighborhood watch, attending Housing Authority Advisory Committee meetings and serving on task forces. For meeting times contact the Resident Services Coordinator or watch for announcements in the management newsletter.

RIGHT OF ENTRY

In non-emergency situations, management will not enter your apartment unless 1) Prior notice is given; 2) A family member is at home and gives permission; or 3) We have your permission to do so as a result of your making a request for service. Remember, according to your lease Agreement, requesting that service be done in your apartment is granting permission for maintenance to enter.

Your apartment may be entered without your permission only in EMERGENCY situations to protect the property or persons on the premises, or with a 48-hour notice that we intend to do so. A note will be left signed by the person or persons who were in the apartments.

Emergencies consist of problems with: 1) Gas 2) Electricity 3) Water 4) Heat

RUGS AND DUST MOPS (SHAKING)

Shaking of small rugs and dust mops is a problem. They may not be shaken out of the window; nor may they be shaken out in the halls, stairwells or laundries. Rather than shaking them out, please vacuum your rugs. Either vacuum your dust mop, or place the

mop head in a large paper bag and shake the dust from it. Then dispose of the bag in the garbage. You could take them outside and shake them in the parking lot.

RUMORS

If you hear “talk” from your resident neighbors about regulations that affect you, go straight to the Management office and get the correct information. Do not put your faith in rumors.

SCREENS

Screens are all in place when you rent your apartment. Any necessary repairs will be charged to the resident, unless previously noted on the move-in inspection.

DO NOT REMOVE YOUR SCREENS. If you remove your screens and they become damaged you will be charged for a replacement. If your screen is damaged, call maintenance at 715/341-9627 for repair.

SECURITY DEPOSIT – (See Dwelling Lease, Part I, Section V.)

SERVICE CARTS

Service carts have been purchased for residents to use to bring groceries and other items up to their apartments.

Residents may not keep these carts in their apartment for any period of time; or store them in the hallways on their floor. Please return them to first floor as soon as your packages are unloaded. Other residents may be waiting to use them.

A larger moving cart is available for larger items and furniture.

We ask that, if possible, service carts not be taken out of the building so the wheels do not bring in dirt. Please bring the service carts only as far as the building entrance and then transfer your packages to the service cart. This will help keep our building clean.

Shopping carts from area stores are not allowed in the building, including your apartment. If you bring a cart *to* the building you may not bring it inside. You are responsible for returning any shopping cart to the store where you got it. You must take the cart back as soon as you have taken your goods to your apartment. Management will not accept this responsibility.

SERVICE REQUESTS - (See Resident Handbook, Apartment Repairs)

It is the responsibility of the resident to notify maintenance when repairs are needed to their apartment or the common areas. **When repair service is required, residents must phone in a Service Request by calling 715/341-9627. Follow the instructions on the answering machine to leave your request. All requests are recorded and handled on a priority basis**

Verbal requests to staff should not be made since they are easily forgotten during a busy day. In addition, if residents continually interrupt the maintenance person during the day they will not get much work done.

It is not necessary that residents make their own repairs to their apartment, and in most cases residents may not do so without the written permission of the Maintenance Supervisor. Unless the repairs are necessary because of intentional neglect or damage it is our job to make repairs at no cost to you.

If you are unable to complete a Service Request office staff is available to help you.

SHOWER CURTAINS

Shower curtains have been provided by the Management. It is your responsibility as a resident to keep your shower curtain free of any soils and stains.

To clean, use neutral soap suds and luke-warm water. Then rinse with water and allow the fabric to dry.

On hard to clean spots, use standard household/vinyl cleansers and/or a soft bristle brush. Heavy "dried on" soil may first require soaking to loosen. Do not put the curtain in the washer. Do not use harsh cleansers or solvents.

SMOKE DETECTORS

Hard wired and battery operated smoke detectors have been installed in your apartment for your safety.

Under no circumstances may residents cover, disconnect or otherwise tamper with them to prevent them from operating. This is a serious violation of your Lease and safety codes. Residents who disable their smoke detectors will face termination of their Lease Agreement.

High humidity from cooking or the weather can make the alarm ring on your detector. If you have tried to fan the detector and it does not stop ringing, you may fill out a Service Request Form or contact the office so Maintenance can check it.

SMOKING

Smoking is currently allowed **only** in apartments with doors to the hallway CLOSED. No smoking is allowed in other parts of the building.

When smoking outside of the building please do not throw cigarette or cigar butts on the ground. An ashtray has been provided away from the front entrance. There is no smoking allowed by the front entrance of the building.

SOLICITATIONS

Door to door solicitations are not allowed in Hi-Rise Manor. Solicitations and advertisement of services for hire may not be posted on the building bulletin boards or left out in the common areas. This includes all sales persons, religious material, political material, surveys and questionnaires, and door to door sales of candy, cookies, etc. even for charitable organizations. THE MANAGEMENT STAFF WILL STRICTLY ENFORCE THESE REGULATIONS.

TELEPHONE

If you desire a telephone, you must make your own arrangements for installation and maintenance with a local phone company. Your telephone bill is your own responsibility.

If you decide that you do not want a telephone installed, please remember that friends, relatives, doctor, etc. CANNOT leave messages for you by calling the Housing Authority office.

If you have a problem with your phone:

- 1) The phone company will want you to check if your phone is working.
- 2) If the phone company tells you the problem is with a line inside the building, then and only then, call in a Service Request and we will check it out.

TELEPHONE NUMBERS

Please notify the Housing Authority of your current phone number. In order to protect your privacy, the Management Staff WILL NOT give out your telephone number. Those who ask for a resident's number are told to consult the telephone book or call information.

TELEVISION - CABLE SERVICE & SATELLITE DISHES

All apartments have a cable TV outlet. All residents pay a charge for this service. This is paid monthly by each resident with their rent at a rate contracted between the local cable company and the Housing Authority. This rate changes periodically and we will let residents know of changes as they occur.

If cable goes out please call in a service request to Maintenance. If more than a few residents are out it is most likely a cable problem and should be reported to the cable company.

Remember, cable television being out is NOT an emergency.

Satellite dishes may not be installed on the exterior of the building. Contact the Maintenance Supervisor at 715/341-3444 for instructions on satellite dishes.

THERMOSTATS

The (ADA) apartments have one digital wall thermostat. All other apartments have a mechanical thermostat directly on the registers. If your apartment is too hot or too cold contact Maintenance to check the registers by filling out a Service Request Form.

If you block your registers with furniture and other personal items you may find that you have blocked out your heat. Keeping your registers clear of personal items will improve the level of heating and allow Maintenance access to the registers should repairs be needed.

TOILETS

Every resident should have a plunger and if physically able try to plunge the toilet before maintenance is called.

Toilets are not designed to dispose of cat litter, sanitary napkins, garbage, etc. If maintenance is called to remove any foreign item, you will be charged for the repair or replacement of the toilet.

If your toilet does not shut off after use (you continue to hear water running), call Maintenance at 715/341-9627 for service. There will be no charge for this service (if you have not caused any damages to the plumbing), and it will save on water costs.

UTILITIES

Your electricity, heat and water are included in your rent. Please do not be wasteful of your utilities. Remember that even though your utilities are included in your rent, we must pay for them. Their cost is reflected in the total cost of operating Hi-Rise Manor.

WALLS AND WOODWORK

Walls and woodwork should be washed with mild soap and water. You MAY NOT paint any part of your apartment without the prior written permission of the Maintenance Supervisor.

If you have an unusually heavy mirror, picture or other item you wish to hang please call the Maintenance Supervisor for instructions and written permission to avoid being charged for damages later.

Under no circumstances should gummed stickers or tape be used on your walls. Do not put up wallpaper of any kind without first getting written permission.

No nails, tacks, screws may be put into the woodwork for any reason.

WASHER/DRYER UNITS IN HANDICAP APARTMENTS

A washer/dryer unit has been provided in the handicap accessible apartments. You will be given instructions on how to operate it at move-in. Additional instructions are printed on labels on the unit.

If you have problems or questions please fill out a Service Request Form and maintenance will be happy to answer your questions.

WELL-CHECKS

Occasionally, Housing Authority staff are called on to do a well-check on a resident to be sure that they are not in need of medical assistance. The management may receive a call from neighbors, relatives, agency personnel who have been unable to contact a resident, haven't seen the resident for several days, and are concerned for their well-being.

The management will usually begin the well-check by calling the resident on the phone. If the resident answers we ask them to call the person who was concerned about them and tell them they are o.k.

If the resident does not answer the phone, management staff will go up to the apartment. We will knock on the door, and if there is no answer, we will unlock the door and enter to conduct a search of the apartment.

If no one is in the apartment we surmise the resident left and forgot to tell people they would not be home. We will then leave and lock the apartment. We will not let someone else into your apartment to wait for you.

If we find the resident is in the apartment and they are in need of medical attention we will immediately call 911. We will stay with the resident to reassure them that help is coming.

If the emergency personnel determine the resident needs to be transported to the hospital management staff will lock the apartment.

WHEELCHAIRS

The Management has purchased two wheelchairs for resident use within the building. They are stored on first floor in the Resident Services Center. These wheelchairs may not be taken off the premises.

Wheelchairs that belong to residents and visitors may not be left in the common areas or hallways. They must be kept in the residents' apartment.

WINDOWS AND WINDOW TREATMENTS

Vertical blinds are furnished. They may not be removed. No heavy objects, pins, clips or other items that may damage the blinds may be hung on them.

If you have questions on how to clean your vertical blinds please call in a service request and the maintenance person will arrange a time to speak with you.

If you wish to install any other window treatment prior approval shall be obtained from the Maintenance Supervisor.

Residents are responsible for washing the windows in their apartments. You may call in a service request for instructions on how to wash the windows.

All windows are double-glazed to conserve energy. Lock your windows for your safety and to conserve energy.

RESOLUTION # 2013-**INVESTMENT POLICY (as it relates to non-HUD or tax credit investor funds/investments)**

BE IT RESOLVED by the Board of Commissioners of the Community Development Authority of the City of Stevens Point ("CDA") hereby amends its Investment Policy, as it relates to non-HUD or tax credit investor funds/investments, to read as follows:

Purpose:

The objective of the investment policy of the CDA is to conform with all applicable federal, state and other legal requirements; to adequately safeguard principal; to provide sufficient liquidity to meet all operating requirements; and to obtain a reasonable rate of return.

Scope:

This investment policy applies to all non-HUD or tax credit investor funds/investments for the CDA.

Authority to Manage Funds:

The authority to manage the CDA investment program is delegated to the Executive Director. The Executive Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Executive Director. The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Prudent Investor Rule:

The investment officers must invest the CDA's assets in accordance with the Prudent Investor Rule. The following is a summary of the highlights of this rule, which should be applied to the investment officers' investment decisions based on the terms and conditions contained in the CDA's investment policy statement

- The investment officers are required to invest and manage the CDA's assets as a prudent investor would.
- The investment officers must review the CDA's existing assets within a reasonable time after becoming the investment officers. The investment officers then, as a prudent investor, must make decisions concerning the retention or disposition of the existing assets.
- The investment officers are required to diversify the investments, unless the officers believes it is not in the best interest of the CDA. The investment officers must pursue an investment strategy that includes both the production of income and the safety of capital considering the current and future needs of the CDA.

- The investment officers are required to develop an overall investment strategy, which incorporates both risk and return. This standard relates to the CDA's entire portfolio, not just to an individual investment held in the portfolio.
- The investment officers' decisions for the investment portfolio are to be judged based on the facts and circumstances existing at the time the decisions were made. These factors would include inflation, economic conditions, expected total return, etc., while also considering that the investment officers should only incur reasonable and appropriate costs.
- The Prudent Investor Rule is a test of conduct and not of the resulting performance of the investment portfolio.

Maturities:

Maturities of individual securities must be in compliance with Section 66.0603 of the Wisconsin Statutes. Under sub. (1m)(a) 1, time deposits may not exceed three (3) years. Additionally, under sub. (1m)(a) 4, debt that is not guaranteed as to principal and interest by the Federal Government or by a commission, board or other instrumentality of the federal government, or a Wisconsin governmental entity, must have a maturity of not more than seven (7) years.

Acceptable Investments:

The portfolio will be invested in accordance with Section 66.0603 of the Wisconsin Statutes governing the investment of public funds. Acceptable investments include the following:

1. State of Wisconsin Local Government Investment Pool.
2. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.
3. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
4. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
5. Bonds issued by a local exposition district under subch. II of ch. 229.
6. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
7. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
8. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
9. Bonds issued by a local cultural arts district under subch. V of ch. 229.
10. Bonds issued by the Wisconsin Aerospace Authority.
11. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
12. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:

- a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
- b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
- c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

Authorized Financial Institutions:

The Board of Commissioners shall approve from time to time, a list of financial institutions and security broker/dealers authorized to provide investment services.

Approved:

Andrew J. Halverson, Chairperson

Attest:

Michael Ostrowski, Executive Director

Dated: October 1, 2013

Adopted: October 1, 2013

as determined by the department of revenue. The amounts added to the village's limit for 2013 under this paragraph may not exceed the amount by which the village underutilized its limit for 2012, as determined by the department of revenue.

(Lm) If the city of Fox Lake reduces its levy from the amount it would have levied for 2012 if not for an error in the valuation of Tax Incremental District Number 1 in the city, to compensate for that error, the limit otherwise applicable under this section to the city in 2013 is increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the city's limit for 2013 under this paragraph may not exceed the amount by which the city underutilized its limit for 2012, as determined by the department of revenue.

NOTE: Par. (Lm) was created as par. (L) by 2011 Wis. Act 145 and renumbered to par. (Lm) by the legislative reference bureau under s. 13.92 (1) (bm) 2.

(4) REFERENDUM EXCEPTION. (a) A political subdivision may exceed the levy increase limit under sub. (2) if its governing body adopts a resolution to that effect and if the resolution is approved in a referendum. The resolution shall specify the proposed amount of increase in the levy beyond the amount that is allowed under sub. (2), and shall specify whether the proposed amount of increase is for the next fiscal year only or if it will apply on an ongoing basis. With regard to a referendum relating to the 2005 levy, or any levy in an odd-numbered year thereafter, the political subdivision may call a special referendum for the purpose of submitting the resolution to the electors of the political subdivision for approval or rejection. With regard to a referendum relating to the 2006 levy, or any levy in an even-numbered year thereafter, the referendum shall be held at the next succeeding spring primary or election or partisan primary or general election.

(b) The clerk of the political subdivision shall publish type A, B, C, D, and E notices of the referendum under s. 10.01 (2). Section 5.01 (1) applies in the event of failure to comply with the notice requirements of this paragraph.

(c) The referendum shall be held in accordance with chs. 5 to 12. The political subdivision shall provide the election officials with all necessary election supplies. The form of the ballot shall correspond substantially with the standard form for referendum ballots prescribed by the elections board under ss. 5.64 (2) and 7.08 (1) (a). The question shall be submitted as follows: "Under state law, the increase in the levy of the (name of political subdivision) for the tax to be imposed for the next fiscal year, (year), is limited to%, which results in a levy of \$.... Shall the (name of political subdivision) be allowed to exceed this limit and increase the levy for the next fiscal year, (year), by a total of%, which results in a levy of \$....?"

(d) Within 14 days after the referendum, the clerk of the political subdivision shall certify the results of the referendum to the department of revenue. The levy increase limit otherwise applicable to the political subdivision under this section is increased in the next fiscal year by the percentage approved by a majority of those voting on the question. If the resolution specifies that the increase is for one year only, the amount of the increase shall be subtracted from the base used to calculate the limit for the 2nd succeeding fiscal year.

(5) EXCEPTION, CERTAIN TOWNS. A town with a population of less than 2,000 may exceed the levy increase limit otherwise applicable under this section to the town if the town board adopts a resolution supporting an increase and places the question on the agenda of an annual town meeting or a special town meeting and if the annual or special town meeting adopts a resolution endorsing the town board's resolution. The limit otherwise applicable to the town under this section is increased in the next fiscal year by the percentage approved by a majority of those voting on the question. Within 14 days after the adoption of the resolution, the town clerk shall certify the results of the vote to the department of revenue.

(6) PENALTIES. Except as provided in sub. (6m), if the department of revenue determines that a political subdivision has a

penalized excess in any year, the department of revenue shall do all of the following:

(a) Reduce the amount of county and municipal aid payments to the political subdivision under s. 79.035 in the following year by an amount equal to the amount of the penalized excess.

(b) Ensure that the amount of any reductions in county and municipal aid payments under par. (a) lapses to the general fund.

(c) Ensure that the amount of the penalized excess is not included in determining the limit described under sub. (2) for the political subdivision for the following year.

(d) Ensure that, if a political subdivision's penalized excess exceeds the amount of aid payment that may be reduced under par. (a), the excess amount is subtracted from the aid payments under par. (a) in the following years until the total amount of penalized excess is subtracted from the aid payments.

(6m) MISTAKES IN LEVIES. The department of revenue may issue a finding that a political subdivision is not liable for a penalty that would otherwise be imposed under sub. (6) if the department determines that the political subdivision's penalized excess is caused by one of the following clerical errors:

(a) The department, through mistake or inadvertence, has assessed to any county or taxation district, in the current year or in the previous year, a greater or less valuation for any year than should have been assessed, causing the political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

(b) A taxation district clerk or a county clerk, through mistake or inadvertence in preparing or delivering the tax roll, causes a political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

History: 2005 a. 25, 484; 2007 a. 20, 115, 129; 2009 a. 28; 2011 a. 32, 63, 75, 140, 145, 258; s. 13.92 (1) (bm) 2.

66.0603 Investments. (1g) DEFINITION. (a) In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local cultural arts district board created under subch. V of ch. 229.

(1m) INVESTMENTS. (a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.

2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. II of ch. 229.

3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.

3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or

other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a–1 to 80a–64, and if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.

b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b) 1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.

2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.

3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.

5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:

a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

b. Other post-employment benefits provided separately from a defined benefit pension plan.

6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local government plus interest, if the agree-

ment is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

(e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 500,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 59.87 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.

3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the county.

(f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:

1. Moneys held in any stabilization fund established under s. 62.622 (3).

2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.

3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).

4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.

5. Moneys held in an employee retirement system of the city.

(2) DELEGATION OF INVESTMENT AUTHORITY. A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

(a) The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.

(b) The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

(3) ADDITIONAL DELEGATION OF INVESTMENT AUTHORITY. (a) In addition to the authority granted under sub. (2), a school district operating under ch. 119 may delegate the investment authority over any of its funds not immediately needed and held in trust for its qualified pension plans to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b–3.

(b) In addition to the authority granted under sub. (2), a school district may delegate the investment authority over the funds

described under sub. (1m) (b) 3. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b–3.

(c) 1. In addition to the authority granted under sub. (2), a city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may delegate the investment authority over the funds described under sub. (1m) (b) 5. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b–3.

2. If a unit of government described under subd. 1. has established a trust described in sub. (1m) (b) 5., it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(4) **INVESTED FUND PROCEEDS IN POPULOUS CITIES, USE.** In a 1st class city, all interest derived from invested funds held by the city treasurer in a custodial capacity on behalf of any political entity, except for pension funds, is general revenue of the city and shall revert to the city's general fund upon the approval by the political entity evidenced by a resolution adopted for that purpose.

(5) **DELEGATION OF INVESTMENT AUTHORITY IN CONNECTION WITH PENSION FINANCING IN POPULOUS CITIES AND COUNTIES.** The governing body of a county having a population of 500,000 or more, or a 1st class city, may delegate investment authority over any of the moneys described in sub. (1m) (e) or (f) to any of the following persons, which shall be responsible for the general administration and proper operation of the county's or city's employee retirement system, subject to the governing body's finding that such person has expertise in the field of investments:

(a) A public board that is organized for such purpose under county or city ordinances.

(b) A trustee, investment advisor, or investment banking or consulting firm.

History: 1999 a. 9 ss. 1607, 1608; 1999 a. 65 ss. 15 to 17; 1999 a. 150 ss. 93, 95, 168; 1999 a. 167 ss. 31, 32; 1999 a. 186 ss. 43, 44; 2001 a. 30; 2003 a. 264; 2005 a. 99, 335; 2007 a. 82, 115; 2009 a. 28.

Cross-reference: See also s. 157.50 (6) as to investment of municipal care funds.

66.0605 Local government audits and reports. Notwithstanding any other statute, the governing body of a county, city, village or town may require or authorize a financial audit of a municipal or county officer, department, board, commission, function or activity financed in whole or part from municipal or county funds, or if any portion of the funds are the funds of the county, city, village or town. The governing body may require submission of periodic financial reports by the officer, department, board, commission, function or activity.

History: 1977 c. 29; 1999 a. 150 s. 97; Stats. 1999 s. 66.0605.

66.0607 Withdrawal or disbursement from local treasury. (1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608, in a county, city, village, town, or school district, all disbursements from the treasury shall be made by the treasurer upon the written order of the county, city, village, town, or school clerk after proper vouchers have been filed in the office of the clerk. If the statutes provide for payment by the treasurer without an order of the clerk, the clerk shall draw and deliver to the treasurer an order for the payment before or at the time that the payment is required to be made by the treasurer. This section applies to all special and general provisions of the statutes relative to the disbursement of money from the county, city, village, town, or school district treasury except s. 67.10 (2).

(2) Notwithstanding other law, a county having a population of 500,000 or more may, by ordinance, adopt any other method of allowing vouchers, disbursing funds, reconciling outstanding county orders, reconciling depository accounts, examining county orders, and accounting consistent with accepted account-

ing and auditing practices, if the ordinance prior to its adoption is submitted to the department of revenue, which shall submit its recommendations on the proposed ordinance to the county board of supervisors.

(3) Except as provided in subs. (2), (3m) and (5), disbursements of county, city, village, town or school district funds from demand deposits shall be by draft or order check and withdrawals from savings or time deposits shall be by written transfer order. Written transfer orders may be executed only for the purpose of transferring deposits to an authorized deposit of the public depository in the same or another authorized public depository. The transfer shall be made directly by the public depository from which the withdrawal is made. No draft or order check issued under this subsection may be released to the payee, nor is the draft or order check valid, unless signed by the clerk and treasurer. No transfer order is valid unless signed by the clerk and the treasurer. Unless otherwise directed by ordinance or resolution adopted by the governing body, a certified copy of which shall be filed with each public depository concerned, the chairperson of the county board, mayor, village president, town chairperson or school district president shall countersign all drafts or order checks and all transfer orders. The governing body may also, by ordinance or resolution, authorize additional signatures. In lieu of the personal signatures of the clerk and treasurer and any other required signature, the facsimile signature adopted by the person and approved by the governing body may be affixed to the draft, order check or transfer order. The use of a facsimile signature does not relieve an official from any liability to which the official is otherwise subject, including the unauthorized use of the facsimile signature. A public depository is fully warranted and protected in making payment on any draft or order check or transferring pursuant to a transfer order bearing a facsimile signature affixed as provided by this subsection notwithstanding that the facsimile signature may have been affixed without the authority of the designated persons.

(3m) A county, city, village, town or school district may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods. The county, municipal or school district treasurer shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.

(4) Except as provided in sub. (3m), if a board, commission or committee of a county, city, village, town or school district is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, independently of the governing body, payments under this section shall be made by drafts or order checks issued by the county, city, village, town or school clerk upon the filing with the clerk of certified bills, vouchers or schedules signed by the proper officers of the board, commission or committee, giving the name of the claimant or payee, and the amount and nature of each payment.

(5) In a 1st class city, municipal disbursements of public moneys shall be by draft, order, check, order check or as provided under sub. (3m). Checks or drafts shall be signed by the treasurer and countersigned by the comptroller. Orders shall be signed by the mayor and clerk and countersigned by the comptroller, as provided in the charter of the city. Disbursements of school moneys shall be as provided by s. 119.50.

(6) Withdrawal or disbursement of moneys deposited in a public depository as defined in s. 34.01 (5) by a treasurer as defined in s. 34.01 (7), other than the elected, appointed or acting official treasurer of a county, city, village, town or school district, shall be by endorsement, written order, draft, share draft, check or other draft signed by the person or persons designated by written authorization of the governing board as defined in s. 34.01 (1). The authorization shall conform to any statute covering the disbursement of the funds. A public depository is fully warranted and protected in making payment in accordance with the latest authorization filed with it.

Date	Client	Type	Description	Revenue	Expense
1/1/11	2011 Interest	Interest		\$6,573.13	
1/1/11	Interest	Interest		\$653.96	
3/30/11	Community Development Authority	Bond	Bond	\$5,965,000.00	
6/1/11	Keypoint Partners	Legal	Witness		(\$3,000.00)
6/25/11	Stevens Point Water and Sewer	Utilities			(\$262.59)
9/6/11	Community Development Authority	Land Purchase	Former Dunham's Sports lease/purchase		(\$575,000.00)
10/12/11	Community Development Authority	Land Purchase	Mall purchase		(\$890,220.04)
10/14/11	Foley & Lardner LLP	Legal			(\$10,282.55)
10/23/11	Charter Communications	Utilities			(\$186.73)
10/25/11	Veolia	Utilities			(\$148.39)
11/1/11	Peter Jirous	Maintenance			(\$3,886.00)
11/1/11	H&S Protection Systems	Utilities	Mall security		(\$120.38)
11/3/11	City of Stevens Point	Bond Costs	Bond issuance costs		(\$103,991.00)
11/25/11	Veolia	Utilities			(\$236.65)
11/29/11	Altmann Construction	Maintenance	Repair to Dunham's entrance		(\$4,320.00)
12/1/11	Peter Jirous	Maintenance	Mall maintenance		(\$6,700.00)
12/12/11	Esser Glass	Maintenance			(\$395.00)
12/23/11	Charter Communications	Utilities			(\$187.17)
12/25/11	Veolia	Utilities			(\$148.87)
12/29/11	Stevens Point Water and Sewer	Utilities			(\$205.47)
12/29/11	Stevens Point Water and Sewer	Utilities			(\$111.67)
12/31/11	Wisconsin Public Service	Utilities			(\$23,265.39)
1/1/12	Peter Jirous	Maintenance	Mall maintenance		(\$6,700.00)
1/1/12	2012 Interest	Interest		\$1,683.38	
1/12/12	John Gardner	Legal			(\$810.00)
1/23/12	Charter Communications	Utilities			(\$188.02)
1/24/12	Keypoint Partners	Legal	Witness		(\$1,200.00)
1/25/12	Veolia	Utilities	Garbage		(\$148.55)
1/31/12	Gone West	Maintenance	Snow plowing		(\$6,364.00)
2/1/12	1201 Third Court LLC	Land Purchase	Mall appraisal		(\$7,000.00)
2/1/12	Peter Jirous	Maintenance	Mall maintenance		(\$6,700.00)
2/1/12	H&S Protection Systems	Utilities	Mall security		(\$120.38)
2/6/12	Wisconsin Public Service	Utilities			(\$12,774.94)
2/22/12	Foley & Lardner LLP	Legal			(\$50,729.58)
2/23/12	Charter Communications	Utilities			(\$188.09)
2/25/12	Veolia	Utilities			(\$148.87)
2/28/12	Gone West	Maintenance	Snow plowing		(\$2,714.50)
2/29/12	Gone West	Maintenance	Salt		(\$4,675.00)
2/29/12	Gone West	Maintenance	Snow plowing		(\$645.00)
3/1/12	Peter Jirous	Maintenance	Mall maintenance		(\$6,700.00)
3/1/12	Wisconsin Public Service	Utilities			(\$11,777.69)
3/14/12	Chase	Miscellaneous	Misc.		(\$73.25)
3/19/12	Foley & Lardner LLP	Legal			(\$41,921.34)
3/23/12	Charter Communications	Utilities			(\$188.09)
3/26/12	Stevens Point Water and Sewer	Utilities			(\$99.53)
3/26/12	Stevens Point Water and Sewer	Utilities			(\$55.00)
3/31/12	Gone West	Maintenance	Snow plowing		(\$617.00)

4/1/12	Peter Jirous	Maintenance	Mall maintenance	(\$6,700.00)
4/16/12	Foley & Lardner LLP	Legal		(\$9,221.12)
4/23/12	Charter Communications	Utilities		(\$187.93)
5/1/12	Peter Jirous	Maintenance	Mall maintenance	(\$500.00)
5/1/12	Wisconsin Public Service	Utilities		(\$1,234.71)
5/1/12	H&S Protection Systems	Utilities	Mall security	(\$120.38)
5/3/12	Wisconsin Public Service	Utilities		(\$1,234.71)
5/4/12	Community Development Authority	Land Purchase	Return of acquisition money	\$890,220.04
5/11/12	Community Development Authority	Land Purchase	TO RCL AMTS TO PROPER G/L ACCT PER J. SCHLICE	(\$1,925,000.00)
5/22/12	Foley & Lardner LLP	Legal		(\$4,550.00)
6/1/12	Wisconsin Public Service	Utilities		(\$1,424.19)
6/4/12	Rettler Corporation	Design/Construction Management		(\$10,080.00)
6/7/12	Community Development Authority	Insurance		(\$3,992.52)
6/7/12	Foley & Lardner LLP	Legal		(\$132.38)
6/19/12	Rettler Corporation	Design/Construction Management	Third Steet project	(\$30,600.00)
6/23/12	Charter Communications	Utilities		(\$192.15)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$812.86)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$381.80)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$104.03)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$99.80)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$99.80)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$61.74)
6/25/12	Stevens Point Water and Sewer	Utilities		(\$61.74)
7/1/12	Wisconsin Public Service	Utilities		(\$1,867.60)
7/10/12	Portage County Register of Deeds	Land Purchase		(\$30.00)
7/23/12	Charter Communications	Utilities		(\$191.99)
7/25/12	Rettler Corporation	Design/Construction Management	Third Steet project	(\$10,140.00)
7/26/12	Rettler Corporation	Design/Construction Management	Third Steet project	(\$4,935.00)
7/27/12	MidState Lock and Safe Inc.	Maintenance		(\$12.50)
8/1/12	AECOM	Environmental	CenterPoint MarketPlace	(\$4,358.84)
8/1/12	Wisconsin Public Service	Utilities		(\$2,145.17)
8/6/12	AT&T	Construction	Disconnection of utilities.	(\$1,508.13)
8/20/12	Rettler Corporation	Design/Construction Management		(\$40,382.57)
8/23/12	Charter Communications	Utilities		(\$191.59)
8/24/12	Stevens Point Water and Sewer	Utilities		(\$580.44)
8/24/12	Stevens Point Water and Sewer	Utilities		(\$376.89)
8/27/12	Infra-Con	Construction	Abestos testing	(\$1,600.00)
8/29/12	AECOM	Environmental	CenterPoint MarketPlace	(\$2,448.35)
9/3/12	Wisconsin Public Service	Utilities		(\$2,363.37)
9/13/12	Stevens Point Water and Sewer	Utilities		(\$2,300.00)
9/17/12	Foley & Lardner LLP	Legal		(\$3,220.50)
9/18/12	Rettler Corporation	Design/Construction Management		(\$7,507.67)
9/19/12	Van Ert Electric Company	Construction		(\$6,062.38)
9/27/12	Stevens Point Water and Sewer	Utilities		(\$277.50)
9/27/12	Stevens Point Water and Sewer	Utilities		(\$123.00)
9/27/12	Stevens Point Water and Sewer	Utilities		(\$123.00)
9/27/12	Stevens Point Water and Sewer	Utilities		(\$108.20)
9/27/12	Stevens Point Water and Sewer	Utilities		(\$75.00)

9/27/12	Stevens Point Water and Sewer	Utilities		(\$75.00)
9/28/12	Meridian Industrial Service Corp	Construction		(\$110,340.00)
10/1/12	Pember Companies	Construction		(\$77,144.21)
10/1/12	Wisconsin Public Service	Utilities		(\$584.04)
10/4/12	AECOM	Environmental	CenterPoint MarketPlace	(\$5,465.94)
10/4/12	Wisconsin Public Service	Utilities		(\$3,057.33)
10/8/12	Community Development Authority	MSTC Construction	TO RCD TRSF OF FUNDS TO CDA CKING FROM CITY GEN CKING	(\$2,100,000.00)
10/8/12	Wisconsin Public Service	Utilities		(\$698.30)
10/10/12	McDonald Title Company	Land Purchase		(\$2,160.00)
10/12/12	Stevens Point Water and Sewer	Utilities		(\$123.32)
10/12/12	Stevens Point Water and Sewer	Utilities		(\$33.33)
10/15/12	Van Ert Electric Company	Construction		(\$16,528.62)
10/18/12	Charter Communications	Utilities		(\$83.49)
10/24/12	Rettler Corporation	Design/Construction Management		(\$15,063.39)
10/26/12	Pember Companies	Construction		(\$79,721.13)
11/13/12	Van Ert Electric Company	Construction		(\$80,873.50)
11/15/12	Rettler Corporation	Design/Construction Management		(\$20,257.14)
11/29/12	AECOM	Environmental	CenterPoint MarketPlace	(\$558.69)
12/5/12	Rettler Corporation	Design/Construction Management		(\$4,791.62)
12/18/12	Meridian Industrial Service Corp	Construction		(\$109,260.00)
12/19/12	Stevens Point Water and Sewer	Utilities		(\$157.10)
12/19/12	Stevens Point Water and Sewer	Utilities		(\$75.00)
12/27/12	Willems Landscape Service	Construction		(\$44,487.26)
12/31/12	Community Development Authority	Construction		\$4,000.00
1/7/13	AECOM	Environmental	Normington	(\$18,147.62)
1/7/13	AECOM	Environmental	CenterPoint MarketPlace	(\$745.80)
1/7/13	AECOM	Environmental	Dunrite	(\$15,580.62)
1/15/13	Van Ert Electric Company	Construction		(\$415.00)
1/21/13	Pember Companies	Construction		(\$196,384.83)
2/1/13	AECOM	Environmental	Dunrite	(\$3,052.66)
2/1/13	AECOM	Environmental	Normington	(\$7,048.42)
2/5/13	AECOM	Environmental	MSTC Vapor	(\$24,945.05)
2/8/13	Rettler Corporation	Design/Construction Management		(\$4,000.00)
2/26/13	Kawneer Company, Inc.	Construction	Doors for Dunham's and Children's Museum	(\$4,745.74)
3/4/13	AECOM	Environmental	Dunrite	(\$2,035.28)
3/4/13	AECOM	Environmental	Normington	(\$20,614.27)
3/11/13	Kawneer Company, Inc.	Construction		(\$565.26)
3/14/13	WDNR	Environmental	Review fee	(\$500.00)
3/20/13	Wisconsin Economic Development Corporation	Environmental	Grant funds from SAG	\$34,500.00
3/27/13	Stevens Point Water and Sewer	Utilities	Stormwater charge	(\$67.40)
4/1/13	Community Development Authority	Bond	Bond	\$1,700,000.00
4/4/13	AECOM	Environmental	Normington	(\$2,146.37)
4/8/13	WDNR	Environmental	Void review fee (3-14-13) - No grant funds available	\$500.00
4/8/13	Foley & Lardner LLP	Bond Costs	Bond issuance costs	(\$5,000.00)
4/25/13	Foley & Lardner LLP	Bond Costs	Bond issuance costs	(\$2,014.00)
5/3/13	AECOM	Environmental	Dunrite	(\$6,513.33)
5/3/13	AECOM	Environmental	Normington	(\$5,715.60)
5/3/13	AECOM	Environmental	MSTC Vapor	(\$6,369.74)

5/31/13	AECOM	Environmental	Dunrite	(\$13,572.78)
5/31/13	AECOM	Environmental	Normington	(\$1,617.27)
6/4/13	AECOM	Environmental	MSTC Vapor	(\$4,458.04)
6/18/13	MSTC	Construction	Payment for subsurface work (Contract B) - \$15,000 + \$1,800 for Rett	\$16,800.00
6/27/13	AECOM	Environmental	Dunrite	(\$21,772.32)
6/27/13	AECOM	Environmental	Normington	(\$570.75)
6/27/13	AECOM	Environmental	CenterPoint MarketPlace	(\$444.42)
6/27/13	AECOM	Environmental	MSTC Vapor	(\$1,686.45)
	Wisconsin Economic Development Corporation	Environmental	Grant funds from Brownfield	
8/1/13	AECOM	Environmental	MSTC Vapor	(\$2,731.61)
8/1/13	AECOM	Environmental	Dunrite	(\$15,600.02)
8/1/13	AECOM	Environmental	Normington	(\$1,285.53)
8/23/13	Meridian Industrial Service Corp	Construction		(\$43,479.25)
8/22/13	Van Ert Electric Company	Construction	Final payment	(\$445.50)
8/28/13	Meridian Industrial Service Corp	Construction	Final payment	(\$29,231.03)
9/4/13	AECOM	Environmental	MSTC Vapor	(\$2,057.91)
9/4/13	AECOM	Environmental	Dunrite	(\$46,724.86)