

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: December 3, 2013, 5:00 PM

Location: County/City Building, City Conference Room, 1515 Strongs Avenue, Stevens Point, WI 54481

1. Roll call.

Discussion and possible action on the following:

2. Payments for September 2013 and October 2013.
3. Accounts receivable write-offs.
4. Adoption of agency pay plan.
5. Budget review and approval for Hi-Rise Manor, Madison View, Scattered Sites, and Edgewater Manor.
6. Resolution – Adopting the 2014 operating budgets.
7. Selection of management firm for Edgewater Manor.
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. Organizational structure of housing authority and redevelopment authority.
11. Adjourn.

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**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  
Ph: (715) 346-1567 • Fax: (715) 346-1498  
mostrowski@stevenspoint.com

## **Community Development Authority of the City of Stevens Point**

To: Community Development Authority Board of Directors  
From: Michael Ostrowski  
CC:  
Date: 11/20/2013  
Re: Agenda Item Summaries for December 3, 2013 CDA Board Meeting

1. Roll call.

Discussion and possible action on the following:

2. Payments for September 2013 and October 2013.

The Board needs to approve the payments for September 2013 and October 2013.

3. Accounts receivable write-offs.

The Board needs to review and approve the accounts receivable write-offs for the months of July 2013 to current. I would also ask that we have permission to write off any additional amounts between now and the end of the year, so it does not impact our scoring for HUD.

4. Adoption of agency pay plan.

A new pay plan was recently completed in partnership with the City. The results of the study, as well as the matrix are attached. These values have been included in the 2014 budget, which will be discussed following this item. The one variable is the executive director position, as the Board needs to determine how they plan to proceed with the agency structure. This will be discussed later in the agenda.

5. Budget review and approval for Hi-Rise Manor, Madison View, Scattered Sites, and Edgewater Manor.

Please see the attached memo from Public Housing Manager Donna Bella, which addresses items relating to the budget.

6. Resolution – Adopting the 2014 operating budgets.

See above.

7. Selection of management firm for Edgewater Manor.

We recently released an RFP for management services for Edgewater Manor. Sealed proposals were due November 15, 2013 and they were opened that day and sent out to you. Four proposals were submitted:

1. Barb Jacob
2. Candlewood Property Management, LLC
3. Carlson Maintenance & Management Co.
4. Copperleaf Management Group, LLC

I have included a copy of the RFP, as well as a copy of each of the proposals within the agenda packet.

Within the RFP, we identified the following criteria (not in order of importance):

- Relevant experience;
- Customer service;
- Services offered;
- Costs of services provided;
- Staff time at the Property; and
- Evidence of successful attraction and retention of residents.

We also indicated that the CDA Board of Commissioners reserves the right to take other factors and evaluations into account in approving or disapproving any particular proposal.

Below is a summary of the proposals and my recommendation.

1. Barb Jacob
  - Has six rentals. Currently has no vacancy.
  - Owns a business.
  - Will be at the property between 9:00 AM – 5:00 PM M-F.
  - Provides a listing of services.
  - No experience listed with senior housing.
2. Candlewood Property Management, LLC
  - Manages 800 apartments with 75 different owners. Vacancy rate has been about one to two percent over the past five years.
  - Have 17 staff members.
  - Has a real estate license.
  - Proposal provides a detailed listing of staff experience.
  - Several forms of advertising are included within the cost.
  - Provides a detailed description of the application and background check process.
  - Performs several accounting functions, including an audit.
  - Cost of services is seven percent of rents collected (monthly minimum is \$2,000), plus maintenance fees ranging from \$38.00 to \$57.00 per hour.
  - Would staff the office 2-3 hours per day and their corporate office is six blocks away.
  - Has liability insurance.
  - Has had experience with HUD.
3. Carlson Maintenance & Management Co.
  - Compensation will be seven percent of rents collected, plus maintenance fees ranging from \$45.00 to \$65.00 per hour. Will also require a \$1,000 startup fee.
4. Copperleaf Management Group, LLC

- Will have 10 to 30 hours per week of office time.
- Does have experience with senior housing and assisted living.
- Management fee ranges from five to 10 percent depending on occupancy level. Maintenance and janitorial fees will be \$30.00 per hour. Advertising costs will be for the cost of materials.

The CDA received proposals that varied in terms of cost, services provided, and experience. Upon review, my recommendation would be to proceed with Candlewood Property Management, LLC. In my opinion, their proposal was the most detailed, specifically outlining individual staff members and their experience, the services that they offer, their performance history (providing examples of highly vacant properties that they have successfully turned around), and what they are proposing for Edgewater Manor. While the company does not specialize in senior housing, their vast portfolio of properties seems to demonstrate their ability to adapt to different markets. In addition, their low vacancy rate throughout their units is attractive. In terms of the fees charged for the services proposed, they are as follows, based on certain occupancy limits:

Percent Occupied	Total Rents	7% Rate	Variable Rate (5%-10%)	Monthly Difference	Yearly Difference
75.00%	\$32,198	\$2,254	\$1,610	\$644	\$7,727
80.00%	\$34,344	\$2,404	\$2,061	\$343	\$4,121
85.00%	\$36,491	\$2,554	\$2,554	\$0	\$0
90.00%	\$38,637	\$2,705	\$3,091	(\$386)	(\$4,636)
95.00%	\$40,784	\$2,855	\$3,671	(\$816)	(\$9,788)
100.00%	\$42,930	\$3,005	\$4,293	(\$1,288)	(\$15,455)

In comparing the seven percent rate, versus the variable rate (Copperleaf), at a lower occupancy level, the variable rate is less for the straight management fee. However, as occupancy increases, the management fee for the variable rate becomes higher. With the Jacob proposal, there is a fixed charge of \$30,080 for the year, based on \$14.25 per hour. There is a difference between the hourly rates for janitorial and maintenance services between the firms.

Overall, Candlewood’s proposal demonstrated strong property management experience, provided the services that we are requesting at a competitive cost, dedicates staff time at the property, and provides evidence of successful attraction/retention of residents. For these reasons, I would recommend proceeding with Candlewood Property Management, LLC for management and maintenance services. Upon approval, I would work with the City Attorney to draft and execute a contract for these services.

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. Organizational structure of housing authority and redevelopment authority.

At a previous meeting I was instructed to put together an organizational chart for the potential housing and redevelopment authorities. That chart is enclosed.

11. Adjourn.

Ref Date	Type	Ref Num	Pay to the Order Of / Description	(-)
			<b>Chase-Main Operating</b>	
			<b>09/01/2013 thru 09/30/2013</b>	
9/3/2013	WPS	WPS	WPS QC 9/13	18,348.14
9/5/2013	WPS	WPS	WPS QC Street	17.52
9/3/2013	DefCo	GW	Def Comp GW PPE 8/16/13 Ck Dt 8/30/13	260.00
9/3/2013	DefCo	NRS	DefComp NRS PPE 8/16/13 Ck Dt 8/30/13	198.85
9/3/2013	FED	Fed	Fed Tax PPE 8/16/13 Ck Dt 8/30/13	3,688.74
9/4/2013	Check	15663	Negative Rent	66.00
9/4/2013	Check	15664	Negative Rent	3.00
9/4/2013	Check	15665	Negative Rent	27.00
9/4/2013	Check	15666	Negative Rent	45.00
9/4/2013	Check	15667	Central Wisconsin Pest Control	65.00
9/4/2013	Check	15668	Negative Rent	45.00
9/4/2013	Check	15669	City of Stevens Point	343.60
9/4/2013	Check	15670	Negative Rent	66.00
9/4/2013	Check	15671	Fire Pro, Inc.	760.00
9/4/2013	Check	15672	Negative Rent	45.00
9/4/2013	Check	15673	Negative Rent	66.00
9/4/2013	Check	15674	Negative Rent	66.00
9/4/2013	Check	15675	Sec Dep Refund	334.28
9/4/2013	Check	15676	Negative Rent	45.00
9/4/2013	Check	15677	Negative Rent	18.00
9/4/2013	Check	15678	Nan McKay and Associates, Inc	642.00
9/4/2013	Check	15679	Negative Rent	43.00
9/4/2013	Check	15680	Negative Rent	66.00
9/4/2013	Check	15681	Negative Rent	45.00
9/4/2013	Check	15682	Portage County Sheriffs Department	100.00
9/4/2013	Check	15683	Negative Rent	66.00
9/4/2013	Check	15684	Staples Credit Plan	718.75
9/4/2013	Check	15685	Negative Rent	66.00
9/4/2013	Check	15686	Negative Rent	45.00
9/4/2013	Check	15687	Wisconsin Public Service	13.84
9/23/2013	WATER	Water	Water/Sewer for 9/13	4,912.87
9/9/2013	Pymt	VSP	VSP Pymt for 9/13	47.33
9/9/2013	Pymt	PEHP	Hamilton-PEHP	2,497.60
9/13/2013	DDPAY	PR	Payroll	9,444.45
9/10/2013	STATE	WI Tax	WI Tax Period End 8/31/13	1,457.13
9/11/2013	Healt	Health	Health Prem for 10/13	13,911.90
9/17/2013	FED	Fed	Fed Tax PPE 8/30/13 Ck Dt 9/13/13	3,374.80
9/17/2013	DefCo	NRS	DefComp NRS PPE 8/30/13 Ck Dt 9/13/13	198.85
9/17/2013	DefCo	GW	DefComp GW PPE 8/30/13 Ck Dt 9/13/13	260.00
9/23/2013	STATE	WI Tax	WI Tax Period End 9/15/13	693.65
9/30/2013	RETIR	Retire	Retirement for 8/13	5,956.64
9/27/2013	DDPAY	PR	Payroll	9,468.61
9/25/2013	Check	15688	Negative Rent	215.33
9/25/2013	Check	15689	Blue Sky Canine Bed Bug Detection	485.00
9/25/2013	Check	15690	Central Wisconsin Pest Control	300.00

9/25/2013	Check	15691	Custom Painting	2,700.00
9/25/2013	Check	15692	Employee Resource Center, Inc.	500.00
9/25/2013	Check	15693	Express Recycling Solutions, Inc	231.00
9/25/2013	Check	15694	HAB Housing Software Solutions	640.00
9/25/2013	Check	15695	Vendor Pymt - I.P.	279.00
9/25/2013	Check	15696	K. Kranski & Sons, Inc.	500.00
9/25/2013	Check	15697	Liscomb - Hood- Mason Co.	2,336.00
9/25/2013	Check	15698	Menards-Plover	197.79
9/25/2013	Check	15699	Midstate Lock & Safe Inc.	11.25
9/25/2013	Check	15700	Pepsi-Cola	495.93
9/25/2013	Check	15701	Philadelphia Insurance Companies	3,270.00
9/25/2013	Check	15702	Pitney Bowes	122.00
9/25/2013	Check	15703	Portage County Sheriffs Department	11.50
9/25/2013	Check	15704	Sec Dep Refund	223.58
9/25/2013	Check	15705	WDEZ-FM	938.00
9/25/2013	Check	15706	Wisconsin Public Service	46.41
9/24/2013	CC	CC	CC Pymt	16,726.48
9/30/2013	FEES	Sept Fee	Chase Bank	333.76
9/19/2013	XFER	X131007	AMP Reconcile	2,166.06
9/19/2013	XFER	X131007	AMP Reconcile	278.54

111,545.18

Ref Date	Type	Ref Num	Pay to the Order Of / Description	(-)
			<b>Chase-Main Operating</b>	
			<b>10/01/2013 thru 10/31/2013</b>	
10/3/2013	WPS	WPS	WPS QC for 10/13	18,506.21
10/1/2013	Pymt	PEHP	Rolstad-PEHP	255.55
10/1/2013	FED	Fed	Fed Tax PPE 9/13/13 Ck Dt 9/27/13	3,386.31
10/1/2013	DefCo	NRS	DefComp GW PPE 9/13/13 Ck Dt 9/27/13	260.00
10/1/2013	DefCo	NRS	DefComp NRS PPE 9/13/13 Ck Dt 9/27/13	198.85
10/7/2013	WPS	WPS	WPS QC 10/13	17.52
10/4/2013	Check	15707	Negative Rent	66.00
10/4/2013	Check	15708	Negative Rent	3.00
10/4/2013	Check	15709	Negative Rent	28.45
10/4/2013	Check	15710	Negative Rent	45.00
10/4/2013	Check	15711	Negative Rent	45.00
10/4/2013	Check	15712	Negative Rent	66.00
10/4/2013	Check	15713	Sec Dep Refund	328.08
10/4/2013	Check	15714	Decker Lumber & Supply, Inc.	110.00
10/4/2013	Check	15715	Negative Rent	45.00
10/4/2013	Check	15716	Hewlett-Packard Financial Services Co	308.92
10/4/2013	Check	15717	Vendor Payment-I.P.	270.00
10/4/2013	Check	15718	J.A. Sexauer Inc.	289.99
10/4/2013	Check	15719	Negative Rent	66.00
10/4/2013	Check	15720	Negative Rent	66.00
10/4/2013	Check	15721	Negative Rent	166.00
10/4/2013	Check	15722	Negative Rent	45.00
10/4/2013	Check	15723	Negative Rent	18.00
10/4/2013	Check	15724	National Elevator Insp. Serv., Inc.	356.00
10/4/2013	Check	15725	Negative Rent	43.00
10/4/2013	Check	15726	PDQ Supply Inc.	51.76
10/4/2013	Check	15727	Negative Rent	45.00
10/4/2013	Check	15728	Negative Rent	66.00
10/4/2013	Check	15729	Ruder Ware	85.00
10/4/2013	Check	15730	State of Wisconsin	150.00
10/4/2013	Check	15731	Negative Rent	66.00
10/4/2013	Check	15732	Negative Rent	45.00
10/4/2013	Check	15733	Wisconsin Public Service	12.26
10/21/2013	WATER	Water	Water/Sewer 10/13	13,593.96
10/9/2013	Healt	Health	Health Prem for 11/13	13,680.90
10/8/2013	STATE	WI Tax	WI Tax Period End 9/30/13	697.78
10/8/2013	Pymt	VSP	VSP Prem 10/13	47.33
10/11/2013	XFER	X131010	AMP Reconcile	8,170.18
10/11/2013	XFER	X131010	AMP Reconcile	7,897.88
10/11/2013	XFER	X131010	AMP Reconcile	13,259.49
10/15/2013	DefCo	GW	DefComp GW PPE 9/27/13 Ck Dt 10/11/13	260.00
10/15/2013	DefCo	NRS	DefComp NRS PPE 9/27/13 Ck Dt 10/11/13	98.85
10/15/2013	FED	Fed	Fed Tax PPE 9/27/13 Ck Dt 10/11/13	3,718.30
10/11/2013	DDPAY	PR	Payroll	10,208.34
10/24/2013	CC	CC	CC pymt	21,807.35

10/17/2013	STATE	WI Tax	WI Tax Period End 10/15/13	773.92
10/31/2013	RETIR	Retire	Retirement for 9/13	3,990.42
10/25/2013	DDPAY	PR	Payroll	8,943.61
10/22/2013	Check	15734	Architects Group Limited	800.00
10/22/2013	Check	15735	Chase Bank	75.00
10/22/2013	Check	15736	Sec Dep Refund	475.00
10/22/2013	Check	15737	City of Stevens Point	453.29
10/22/2013	Check	15738	Custom Painting	1,300.00
10/22/2013	Check	15739	E. O. Johnson Company	160.00
10/22/2013	Check	15740	Enterprise Community Investment, Inc	9,695.00
10/22/2013	Check	15741	Express Recycling Solutions, Inc	10.00
10/22/2013	Check	15742	Global Gate Controls Inc.	87.75
10/22/2013	Check	15743	Grainger	592.63
10/22/2013	Check	15744	HAB Housing Software Solutions	640.00
10/22/2013	Check	15745	Sec Dep Refund	262.00
10/22/2013	Check	15746	Sec Dep Refund	12.69
10/22/2013	Check	15747	Menards-Plover	1,688.39
10/22/2013	Check	15748	Petty Cash	61.31
10/22/2013	Check	15749	Shopko Dept 5485	75.26
10/22/2013	Check	15750	State of Wisconsin	50.00
10/22/2013	Check	15751	Stevens Point Honda	54.55
10/22/2013	Check	15752	Trans Union LLC	104.92
10/22/2013	Check	15753	WDEZ-FM	138.00
10/22/2013	Check	15754	Wisconsin Public Service	58.66
10/28/2013	Pymt	PEHP	Hamilton-PEHP	2,721.12
10/28/2013	FED	Fed	Fed Tax PPE 10/11/13 Ck Dt 10/25/13	3,205.02
10/28/2013	DefCo	GW	DefComp GW PPE 10/11/13 Ck Dt 10/25/13	260.00
10/28/2013	DefCo	NRS	DefComp NRS PPE 10/11/13 Ck Dt 10/25/13	98.85
10/29/2013	FEES	Fee	Bank Bag Fee	25.00
10/15/2013	FEES	Fee	Service Fee	265.44
10/1/2013	FEES	Fee	Supply Order-dep slips	64.00
10/8/2013	NSF	NSF	NSF ACH - SS	156.00

156,249.09

Tenant Accounts Receivable Write Offs 7/13-12/13

<b>Acct #</b>	<b>Rent &amp; Utilities</b>	<b>Charges</b>	<b>Total Write Off</b>
21317d-17	402.36	216.68	619.04
860106-15	337.74	0.00	337.74
860903-5	65.99	1,204.79	1,270.78
861707-7	109.00	508.95	617.95
32466-23	293.00	949.68	1,242.68
1501-11	0.00	74.75	74.75
860101-11	79.94	180.82	260.76
872501-11	0.00	996.35	996.35
			0.00
<b>Total Write Off's 7/13-12/13</b>	<b>1,288.03</b>	<b>4,132.02</b>	<b>5,420.05</b>

LAST NAME	FIRST NAME & M.I.	JOB TITLE	DEPARTMENT	Point Range	Grade	Step	Current Salary	New Salary	\$ to Min	\$ to Step	> Max.
BELLA	DONNA	HOUSING MANAGER	HOUSING AUTHORITY	700-749	M	3	\$66,165	\$66,851			\$686
NIEDBALKSI	JOHN	MAINTENANCE SUPERVISOR	HOUSING AUTHORITY	600-649	K	2	\$55,182	\$55,848			\$666
KAMPSHOER	MARY	RESIDENT SERVICES COORDINATOR	HOUSING AUTHORITY	450-499	H	1	\$39,499	\$40,872	\$1,373		
O'LEARY	DENICE	SENIOR ACCOUNTANT	HOUSING AUTHORITY	400-449	L	1	\$51,626	\$58,760	\$7,134		
MOLSKI	NICK	MAINTENANCE TECH	HOUSING AUTHORITY	450-499	H	1	\$36,691	\$40,872	\$4,181		
WOJCIK	JEREMAY	MAINTENANCE TECH	HOUSING AUTHORITY	450-499	H	1	\$36,691	\$40,872	\$4,181		
PAWELKSI	DAVID	MAINTENANCE	HOUSING AUTHORITY	325-349	H	1	\$36,691	\$40,872	\$4,181		
GRUBE	LAURIE	OCCUPANCY SPECIALIST	HOUSING AUTHORITY	350-399	F	6	\$36,421	\$36,504			\$83
<b>COST</b>									<b>\$21,050</b>	<b>\$1,435</b>	

CITY OF STEVENS POINT  
RECOMMENDED 2014 STEP STRUCTURE - HOURLY FORMAT

Grade	Start	End	87.5% Minimum	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	112.5% Step 11
R	950	999	\$41.15	\$42.33	\$43.50	\$44.68	\$45.85	\$47.03	\$48.21	\$49.38	\$50.56	\$51.73	\$52.91
Q	900	949	\$39.01	\$40.12	\$41.24	\$42.35	\$43.47	\$44.58	\$45.69	\$46.81	\$47.92	\$49.04	\$50.15
P	850	899	\$36.86	\$37.91	\$38.96	\$40.01	\$41.07	\$42.12	\$43.17	\$44.23	\$45.28	\$46.33	\$47.39
O	800	849	\$34.70	\$35.69	\$36.69	\$37.68	\$38.67	\$39.66	\$40.65	\$41.64	\$42.63	\$43.63	\$44.62
N	750	799	\$32.55	\$33.48	\$34.41	\$35.34	\$36.27	\$37.20	\$38.13	\$39.06	\$39.99	\$40.92	\$41.85
M	700	749	\$30.41	\$31.28	\$32.14	\$33.01	\$33.88	\$34.75	\$35.62	\$36.49	\$37.36	\$38.23	\$39.09
L	650	699	\$28.25	\$29.06	\$29.87	\$30.68	\$31.48	\$32.29	\$33.10	\$33.90	\$34.71	\$35.52	\$36.33
K	600	649	\$26.10	\$26.85	\$27.59	\$28.34	\$29.08	\$29.83	\$30.58	\$31.32	\$32.07	\$32.81	\$33.56
J	550	599	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80
I	500	549	\$21.81	\$22.43	\$23.05	\$23.67	\$24.30	\$24.92	\$25.54	\$26.17	\$26.79	\$27.41	\$28.04
H	450	499	\$19.65	\$20.21	\$20.78	\$21.34	\$21.90	\$22.46	\$23.02	\$23.58	\$24.14	\$24.71	\$25.27
G	400	449	\$17.51	\$18.01	\$18.51	\$19.01	\$19.51	\$20.01	\$20.51	\$21.01	\$21.51	\$22.01	\$22.51
F	350	399	\$15.36	\$15.80	\$16.23	\$16.67	\$17.11	\$17.55	\$17.99	\$18.43	\$18.87	\$19.31	\$19.74
E	325	349	\$13.75	\$14.14	\$14.53	\$14.92	\$15.32	\$15.71	\$16.10	\$16.50	\$16.89	\$17.28	\$17.67
D	300	324	\$12.73	\$13.10	\$13.46	\$13.82	\$14.19	\$14.55	\$14.91	\$15.28	\$15.64	\$16.01	\$16.37
C	275	299	\$11.79	\$12.12	\$12.46	\$12.80	\$13.13	\$13.47	\$13.81	\$14.14	\$14.48	\$14.82	\$15.15
B	250	274	\$10.91	\$11.22	\$11.53	\$11.85	\$12.16	\$12.47	\$12.78	\$13.09	\$13.41	\$13.72	\$14.03

Notes: All step advancement requires a formal performance review, and the employee must at least meet performance expectations. Steps 2-6 are at annual intervals

Movement through Steps 2-6 is at one-year intervals; Steps 7-9 at two-year intervals; and Steps 10-11 at three-year intervals.

CITY OF STEVENS POINT  
RECOMMENDED 2014 STEP STRUCTURE - SALARY FORMAT

Grade	Start	End	87.5% Minimum	90.0% Step 2	92.5% Step 3	95.0% Step 4	97.5% Step 5	100.0% Control Point	102.5% Step 7	105.0% Step 8	107.5% Step 9	110.0% Step 10	112.5% Step 11
R	950	999	\$85,592	\$88,046	\$90,480	\$92,934	\$95,368	\$97,822	\$100,277	\$102,710	\$105,165	\$107,598	\$110,053
Q	900	949	\$81,141	\$83,450	\$85,779	\$88,088	\$90,418	\$92,726	\$95,035	\$97,365	\$99,674	\$102,003	\$104,312
P	850	899	\$76,669	\$78,853	\$81,037	\$83,221	\$85,426	\$87,610	\$89,794	\$91,998	\$94,182	\$96,366	\$98,571
O	800	849	\$72,176	\$74,235	\$76,315	\$78,374	\$80,434	\$82,493	\$84,552	\$86,611	\$88,670	\$90,750	\$92,810
N	750	799	\$67,704	\$69,638	\$71,573	\$73,507	\$75,442	\$77,376	\$79,310	\$81,245	\$83,179	\$85,114	\$87,048
M	700	749	\$63,253	\$65,062	\$66,851	\$68,661	\$70,470	\$72,280	\$74,090	\$75,899	\$77,709	\$79,518	\$81,307
L	650	699	\$58,760	\$60,445	\$62,130	\$63,814	\$65,478	\$67,163	\$68,848	\$70,512	\$72,197	\$73,882	\$75,566
K	600	649	\$54,288	\$55,848	\$57,387	\$58,947	\$60,486	\$62,046	\$63,606	\$65,146	\$66,706	\$68,245	\$69,805
J	550	599	\$49,837	\$51,251	\$52,686	\$54,101	\$55,536	\$56,950	\$58,365	\$59,800	\$61,214	\$62,650	\$64,064
I	500	549	\$45,365	\$46,654	\$47,944	\$49,234	\$50,544	\$51,834	\$53,123	\$54,434	\$55,723	\$57,013	\$58,323
H	450	499	\$40,872	\$42,037	\$43,222	\$44,387	\$45,552	\$46,717	\$47,882	\$49,046	\$50,211	\$51,397	\$52,562
G	400	449	\$36,421	\$37,461	\$38,501	\$39,541	\$40,581	\$41,621	\$42,661	\$43,701	\$44,741	\$45,781	\$46,821
F	350	399	\$31,949	\$32,864	\$33,758	\$34,674	\$35,589	\$36,504	\$37,419	\$38,334	\$39,250	\$40,165	\$41,059
E	325	349	\$28,600	\$29,411	\$30,222	\$31,034	\$31,866	\$32,677	\$33,488	\$34,320	\$35,131	\$35,942	\$36,754
D	300	324	\$26,478	\$27,248	\$27,997	\$28,746	\$29,515	\$30,264	\$31,013	\$31,782	\$32,531	\$33,301	\$34,050
C	275	299	\$24,523	\$25,210	\$25,917	\$26,624	\$27,310	\$28,018	\$28,725	\$29,411	\$30,118	\$30,826	\$31,512
B	250	274	\$22,693	\$23,338	\$23,982	\$24,648	\$25,293	\$25,938	\$26,582	\$27,227	\$27,893	\$28,538	\$29,182

Notes: All step advancement requires a formal performance review, and the employee must at least meet performance expectations. Steps 2-6 are at annual intervals

Movement through Steps 2-6 is at one-year intervals; Steps 7-9 at two-year intervals; and Steps 10-11 at three-year intervals.

DATE: November 21, 2013  
TO: Community Development Authority Board  
FROM: Donna Bella, PHM  
RE: CYE 2014 Budget

Attached for your review are the 2014 annual budgets for the agency. If you will recall back in June, I had made a request to the Board to combine our Asset Management Projects (AMPS) and you approved my request. This budget now reflects those combined AMPS and our Central Office Cost Center.

The following outlines the major differences from the 2014 Projected Budget compared to 2013 Actual Budget:

**Income**

**Tenant Rental:** Once again, there is no significant change here. We have seen more vacancy at Madison View and Scattered Sites and less at Hi-Rise than was anticipated in 2013. We have ramped up our advertising in the newspapers and on social media for our family sites; hopefully that will make a positive impact.

**HUD Subsidy:** The operating subsidy calculations were submitted to HUD in mid-November. As part of the Operating Subsidy process it may be some time before we know exactly how much Congress will appropriate for 2014. With that said, based on the calculations for 2014, we are supposed to receive \$545,574 for the year. However, in 2013 we were to get \$522,380 and we actually received \$434,860; 83% of total amount calculated.

With the sequestration which HUD-Milwaukee feels will carry over into 2014; we anticipate we will only receive 80% or \$436,459 of the total amount calculated which is the number reflected in the budget.

**Expenses**

**Salaries:** As was the case for the past couple of years, these budgets do not reflect any expenses for our current Executive Director. Mr. Ostrowski's wages are charged to the trust fund accounts which are not a part of public housing and therefore do not affect these budgets.

However because Director Ostrowski and Mayor Halverson are taking the dissolution of the CDA to the Common Council in December, our agency will require an Executive Director which will be charged to the program. In light of that, I have increased the wage for that position to the grade level of our prior Executive Director. Obviously, the final decision on exactly what to pay the Executive Director is solely up to you, I have included the higher number as a conservative number for the budget.

With regard to the increased wages, this budget reflects the recent pay plan of the City of Stevens Point. There were no other increases afforded.

Please let me know if you have any questions prior to the meeting.

Happy Holidays!

**Community Development Authority - Scattered Sites  
2013 Annual Budget**

		<b>2013 Approved Budget</b>	<b>2013 Projected Budget through 12/31/13</b>	<b>2014 Proposed Budget</b>	<b>2013 Projected- 2014 Budgeted Variance</b>
<b>Operating Receipts</b>					
3100	Gross Potential Rents	506,600.00	475,279.00	439,300.00	-35,979.00
3105	Vacancy Loss (3%)	13,800.00	14,300.00	13,200.00	-1,100.00
<b>3110</b>	<b>Net Rental Revenue</b>	<b>492,800.00</b>	<b>460,979.00</b>	<b>426,100.00</b>	<b>-37,079.00</b>
3120	Excess Utilities	7,400.00	6,244.00	6,500.00	256.00
	<b>Total Rental Income</b>	<b>500,200.00</b>	<b>467,223.00</b>	<b>432,600.00</b>	<b>-36,823.00</b>
3610	Interest on General Fund Investments	250.00	138.00	100.00	-38.00
3690	Other Income (Primarily Dept. Of Revenue Collections)	14,300.00	16,386.00	12,200.00	-4,186.00
3690.030	Other Income - Laundry Revenue	2,300.00	3,553.00	3,500.00	-53.00
3690.040	Other Income - Resident Charges	20,000.00	31,122.00	25,000.00	-6,122.00
3691	Operating Subsidy	559,887.00	226,666.00	355,100.00	128,434.00
3691.010	Capital Funds - Operations	50,000.00	177,686.00	175,000.00	-2,686.00
	<b>Total Operating Income</b>	<b>1,146,937.00</b>	<b>922,774.00</b>	<b>1,003,500.00</b>	<b>78,526.00</b>
<b>Operating Expenditures - Administration</b>					
4110.010	Administrative Salaries	157,800.00	137,934.00	156,900.00	18,966.00
4120	Contract Maintenance-Admin	18,300.00	17,090.00	17,100.00	10.00
4130	Legal Expense	3,600.00	888.00	900.00	12.00
4140	Staff Training	3,300.00	535.00	600.00	65.00
4150	Travel	1,600.00	1,835.00	1,900.00	65.00
4160	Office Expense (phone, publications, misc)	12,500.00	16,273.00	16,300.00	27.00
4170	Accounting Fees	400.00	0.00	0.00	0.00
4171	Auditing Fees	11,000.00	10,123.00	16,900.00	6,777.00
4172	Collection Agency/Court Costs	2,000.00	3,139.00	3,200.00	61.00
4181	Comp Absences	23,600.00	23,600.00	11,100.00	-12,500.00
4182.1	Employee Benefit Contributions	51,400.00	48,841.00	79,900.00	31,059.00
4190	Sundry-Other	4,600.00	1,005.00	1,000.00	-5.00
4190.1	Sundry-Office Supplies	100.00	0.00	0.00	0.00
4190.2	Sundry-Postage	2,200.00	1,992.00	2,000.00	8.00
4190.3	Sundry-Membership Dues	1,900.00	1,180.00	1,200.00	20.00
4190.4	Sundry-CBR	1,100.00	543.00	600.00	57.00
	<b>Total Administrative Expenses</b>	<b>295,400.00</b>	<b>264,978.00</b>	<b>309,600.00</b>	<b>44,622.00</b>

## Community Development Authority - Scattered Sites 2013 Annual Budget

### Resident Services Expenditures

4210	Salaries
4220	Recreation, Publications & Other Services
4221	Comp Absences
4222	Employee Benefit Contribution
4230	Contract Costs- Resident Services

### Total Resident Services

### Utilities Expenditures

4310	Water
4311	Sewer (includes storm water fee)
4320	Electricity
4330	Gas
4390	Other Utilities Expense

### Total Utilities Expense

### Maintenance Expenditures

4410	Labor*
4420	Materials
4430	Contract Costs-Other
4430.1	Contract Costs-Heat & Cooling
4430.2	Contract Costs-Snow Removal
4430.3	Contract Costs-Elevator Maintenance
4430.4	Contract Costs-Grounds
4430.5	Contract Costs-Unit Turnaround
4430.6	Contract Costs-Electrical
4430.7	Contract Costs-Plumbing
4430.8	Contract Costs-Extermination
4430.9	Contract Costs-Janitorial
4431	Contract Costs-Garbage & Trash Removal
4432	Compensated Absences
4433	Employee Benefits Contributions - Maint

### Total Maintenance Expense

	24,950.00	24,950.00	27,400.00	2,450.00
	15,550.00	14,670.00	14,700.00	30.00
	2,700.00	2,700.00	2,900.00	200.00
	18,600.00	15,162.00	18,100.00	2,938.00
	0.00	0.00	0.00	0.00
	<b>61,800.00</b>	<b>57,482.00</b>	<b>63,100.00</b>	<b>5,618.00</b>
	26,300.00	30,418.00	30,500.00	82.00
	64,700.00	48,200.00	48,200.00	0.00
	61,900.00	47,550.00	47,600.00	50.00
	55,800.00	45,303.00	45,400.00	97.00
	0.00	0.00	0.00	0.00
	<b>208,700.00</b>	<b>171,471.00</b>	<b>171,700.00</b>	<b>229.00</b>
	128,100.00	128,100.00	163,100.00	35,000.00
	26,000.00	29,270.00	29,300.00	30.00
	5,600.00	12,828.00	12,900.00	72.00
	1,400.00	1,933.00	2,000.00	67.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	1,300.00	3,367.00	3,400.00	33.00
	12,000.00	14,995.00	15,000.00	5.00
	400.00	281.00	300.00	19.00
	5,000.00	707.00	700.00	-7.00
	1,300.00	600.00	600.00	0.00
	1,400.00	16,205.00	16,300.00	95.00
	13,200.00	15,007.00	15,100.00	93.00
	11,300.00	11,300.00	14,100.00	2,800.00
	76,000.00	68,536.00	97,000.00	28,464.00
	<b>283,000.00</b>	<b>303,129.00</b>	<b>369,800.00</b>	<b>66,671.00</b>

\* Includes Pay Plan increases, part of Hi-Rise Maintenance Person and On-Call Maintenance time

## Community Development Authority - Scattered Sites 2013 Annual Budget

<b>General Expenditures</b>					
4510	Insurance Expense-Other (Boilers)	1,400.00	1,251.00	1,700.00	449.00
4510.1	Insurance Expense-Work Comp	10,400.00	5,655.00	5,700.00	45.00
4510.2	Insurance Expense-Property	8,300.00	6,768.00	9,500.00	2,732.00
4510.3	Insurance Expense-Gen Liability	13,100.00	7,832.00	11,900.00	4,068.00
4510.030	Insurance Expense - Directors & Officers	0.00	2,315.00	3,100.00	785.00
4510.4	Insurance Expense-Automobiles	2,500.00	2,216.00	3,400.00	1,184.00
4510.5	Insurance Expense-Dishonesty Bond	400.00	168.00	200.00	32.00
4520	Payments in Lieu of Taxes	29,700.00	27,785.00	26,100.00	-1,685.00
4570	Collection Losses	19,300.00	7,254.00	7,300.00	46.00
4590	Other General Expense	27,300.00	0.00	0.00	0.00
<b>Total General Expenses</b>		<b>112,400.00</b>	<b>61,244.00</b>	<b>68,900.00</b>	<b>7,656.00</b>
<b>Total Operating Expenses</b>		<b>961,300.00</b>	<b>858,304.00</b>	<b>983,100.00</b>	<b>124,796.00</b>
<b>Nonoperating Expenditures</b>					
4610	Extraordinary Contracts**	91,307.00	0.00	0.00	0.00
	Casualty Losses	0.00	0.00	0.00	0.00
<b>Total Nonoperating Expense</b>		<b>91,307.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Profit (Loss)</b>		<b>94,330.00</b>	<b>64,470.00</b>	<b>20,400.00</b>	<b>-46,270.00</b>
	Allocated Overhead	-88,748.00	0.00	0.00	0.00
	<b>Subtotal</b>	<b>-88,748.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Profit (Loss)</b>		<b>183,078.00</b>	<b>64,470.00</b>	<b>20,400.00</b>	<b>-46,270.00</b>

\*\*2013 Budget included Capital Improvements and Public Housing Study costs.

**Community Development Authority - Hi-Rise Manor  
2013 Annual Budget**

		<b>2013 Approved Budget</b>	<b>2013 Projected Budget through 12/31/13</b>	<b>2014 Proposed Budget</b>	<b>2013 Projected- 2014 Budgeted Variance</b>
<b>Operating Receipts</b>					
3100	Gross Potential Rents	237,900.00	238,398.00	240,100.00	1,702.00
3105	Vacancy Loss (.5%)	4,700.00	1,702.00	1,200.00	-502.00
<b>3110</b>	<b>Net Rental Revenue</b>	<b>233,200.00</b>	<b>236,696.00</b>	<b>238,900.00</b>	<b>2,204.00</b>
3120	Excess Utilities	1,900.00	2,008.00	2,000.00	-8.00
	<b>Total Rental Income</b>	<b>235,100.00</b>	<b>238,704.00</b>	<b>240,900.00</b>	<b>2,196.00</b>
3610	Interest on General Fund Investments	200.00	312.00	300.00	-12.00
3690	Other Income (Includes DOR)	500.00	66.00	100.00	34.00
3690.010	Other Income - Cable Revenue	26,200.00	25,612.00	25,600.00	-12.00
3690.020	Other Income - Vending Machine Revenue	2,200.00	2,262.00	2,200.00	-62.00
3690.030	Other Income - Laundry Machine Revenue	7,500.00	9,622.00	9,600.00	-22.00
3690.040	Other Income - Resident Charges	2,000.00	3,477.00	3,400.00	-77.00
3690.050	Other Income - HR Antenna Revenue	0.00	0.00	0.00	0.00
3691	Operating Subsidy	107,800.00	63,216.00	81,306.00	18,090.00
3691.010	Capital Funds - Operations	0.00	0.00	0.00	0.00
	<b>Total Operating Income</b>	<b>381,500.00</b>	<b>343,271.00</b>	<b>363,406.00</b>	<b>20,135.00</b>
<b>Operating Expenditures - Administration</b>					
4110.010	Administrative Salaries (Front-Line)	16,500.00	14,896.00	10,586.00	-4,310.00
4120	Contract Maintenance-Admin	100.00	1,384.00	1,400.00	16.00
4130	Legal Expense	800.00	308.00	300.00	-8.00
4140	Staff Training	700.00	160.00	200.00	40.00
4150	Travel	500.00	106.00	100.00	-6.00
4160	Office Expense (phone, publications, tax credit fees, misc)	8,000.00	4,052.00	4,000.00	-52.00
4170	Accounting Fees	0.00	0.00	0.00	0.00
4171	Auditing Fees	10,000.00	13,867.00	13,900.00	33.00
4172	Collection Agency/Court Costs	0.00	0.00	0.00	0.00
4181	Comp Absences	5,600.00	5,600.00	400.00	-5,200.00
4182.1	Employee Benefit Contributions - Front-Line	6,300.00	3,623.00	7,700.00	4,077.00
4190	Sundry-Other	100.00	205.00	200.00	-5.00
4190.2	Sundry-Postage	900.00	1,097.00	1,100.00	3.00
4190.3	Sundry-Membership Dues	200.00	0.00	200.00	200.00
4190.4	Sundry-CBR	200.00	108.00	200.00	92.00
	<b>Total Administrative Expenses</b>	<b>49,900.00</b>	<b>45,406.00</b>	<b>40,286.00</b>	<b>-5,120.00</b>
<b>Resident Services Expenditures</b>					

## Community Development Authority - Hi-Rise Manor 2013 Annual Budget

4210	Salaries	13,300.00	12,463.00	13,500.00	1,037.00
4220	Recreation, Publications & Other Services	1,000.00	10,191.00	11,000.00	809.00
4221	Comp Absences	1,450.00	1,450.00	1,600.00	150.00
4222	Employee Benefit Contribution	9,850.00	8,070.00	8,900.00	830.00
4230	Contract Costs- Resident Services	0.00	0.00	0.00	0.00
4230.01	Contract Costs - Cable	28,000.00	28,560.00	29,000.00	440.00
4230.02	Contract Costs - Vending Machines	2,200.00	2,353.00	2,400.00	47.00
<b>Total Resident Services</b>		<b>55,800.00</b>	<b>63,087.00</b>	<b>66,400.00</b>	<b>3,313.00</b>
<b>Utilities Expenditures</b>					
4310	Water	2,400.00	3,820.00	3,900.00	80.00
4311	Sewer (includes storm water fee)	7,100.00	8,319.00	8,400.00	81.00
4320	Electricity	40,000.00	31,509.00	31,600.00	91.00
4330	Gas	27,000.00	24,459.00	24,500.00	41.00
4390	Other Utilities Expense	0.00	0.00	0.00	0.00
<b>Total Utilities Expense</b>		<b>76,500.00</b>	<b>68,107.00</b>	<b>68,400.00</b>	<b>293.00</b>
<b>Maintenance Expenditures</b>					
4410	Labor (1/2 time Maint Person assigned)	18,700.00	22,930.00	40,872.00	17,942.00
4420	Materials	8,500.00	9,451.00	9,500.00	49.00
4430	Contract Costs-Other	4,500.00	2,387.00	2,400.00	13.00
4430.1	Contract Costs-Heat & Cooling	550.00	355.00	400.00	45.00
4430.2	Contract Costs-Security	0.00	2,871.00	2,900.00	29.00
4430.3	Contract Costs-Elevator Maintenance	8,900.00	4,400.00	4,400.00	0.00
4430.4	Contract Costs-Grounds	0.00	93.00	100.00	7.00
4430.5	Contract Costs-Unit Turnaround/Cleaning	0.00	594.00	600.00	6.00
4430.6	Contract Costs-Electrical (Door Openers)	850.00	0.00	500.00	500.00
4430.7	Contract Costs-Plumbing	0.00	0.00	0.00	0.00
4430.8	Contract Costs-Extermination	0.00	487.00	500.00	13.00
4430.9	Contract Costs-Janitorial	0.00	331.00	400.00	69.00
4431	Contract Costs-Garbage & Trash Removal	3,600.00	4,393.00	4,400.00	7.00
	Compensated Absences	2,000.00	1,899.00	2,200.00	301.00
4433	Employee Benenfits Contributions - Maint	14,700.00	14,677.00	27,000.00	12,323.00
<b>Total Maintenance Expense</b>		<b>62,300.00</b>	<b>64,868.00</b>	<b>96,172.00</b>	<b>31,304.00</b>

General Expenditures

## Community Development Authority - Hi-Rise Manor 2013 Annual Budget

4510	Insurance Expense-Other (Boilers)	600.00	375.00	600.00	225.00
4510.1	Insurance Expense-Work Comp	1,800.00	1,012.00	1,800.00	788.00
4510.2	Insurance Expense-Property	3,500.00	3,189.00	3,500.00	311.00
4510.3	Insurance Expense-Gen Liability	6,500.00	5,657.00	6,500.00	843.00
4510.4	Insurance Expense-Automobiles	650.00	581.00	650.00	69.00
4510.5	Insurance Expense-Dishonesty Bond	100.00	27.00	100.00	73.00
4520	Payments in Lieu of Taxes	15,900.00	17,060.00	17,250.00	190.00
4570	Collection Losses	100.00	928.00	900.00	-28.00
4590	Other General Expense-Mgmt; Admin; Investor Serv Fees	26,300.00	47,309.00	26,300.00	-21,009.00
<b>Total General Expenses</b>		<b>55,450.00</b>	<b>76,138.00</b>	<b>57,600.00</b>	<b>-18,538.00</b>
<b>Total Operating Expenses</b>		<b>299,950.00</b>	<b>317,606.00</b>	<b>328,858.00</b>	<b>11,252.00</b>
<b>Nonoperating Expenditures</b>					
4610	Extraordinary Maintenance	1,000.00	1,000.00	1,000.00	0.00
	Casualty Losses	0.00	0.00	0.00	0.00
<b>Total Nonoperating Expense</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>
<b>Net Profit (Loss)</b>		<b>80,550.00</b>	<b>24,665.00</b>	<b>33,548.00</b>	<b>8,883.00</b>
	Allocated Overhead	0.00	0.00	0.00	0.00
	<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Profit (Loss)</b>		<b>80,550.00</b>	<b>24,665.00</b>	<b>33,548.00</b>	<b>8,883.00</b>

**Community Development Authority - Edgewater Manor  
2013 Annual Budget**

		<b>2013 Approved Budget</b>	<b>2013 Projected Budget through 12/31/13</b>	<b>2014 Proposed Budget</b>	<b>2013 Projected- 2014 Budgeted Variance</b>
<b>Operating Receipts</b>					
3100	Gross Potential Rents	516,900.00	498,697.00	516,600.00	-17,903.00
3105	Vacancy Loss (2014 40%)	232,600.00	141,900.00	206,640.00	-64,740.00
<b>3110</b>	<b>Net Rental Revenue</b>	<b>284,300.00</b>	<b>356,797.00</b>	<b>309,960.00</b>	<b>46,837.00</b>
3120	Excess Utilities	1,500.00	1,488.00	960.00	528.00
	<b>Total Rental Income</b>	<b>285,800.00</b>	<b>358,285.00</b>	<b>310,920.00</b>	<b>47,365.00</b>
3610	Interest on General Fund Investments	0.00	0.00	0.00	0.00
3690	Other Income	500.00	357.00	300.00	57.00
3690.010	Other Income - Cable Revenue	18,300.00	18,244.00	18,300.00	-56.00
3690.020	Other Income - Laundry Revenue	6,000.00	2,887.00	3,000.00	-113.00
3690.030	Other Income - Vending Machine Revenue	1,800.00	4,413.00	1,800.00	2,613.00
3690.040	Other Income - Resident Charges	100.00	564.00	500.00	64.00
	<b>Total Operating Income</b>	<b>312,500.00</b>	<b>384,750.00</b>	<b>334,820.00</b>	<b>49,930.00</b>
<b>Operating Expenditures - Administration</b>					
4110.1	Administrative Salaries (Front-Line)	0.00	0.00	0.00	0.00
4120	Contract Maintenance-Admin	400.00	392.00	400.00	-8.00
4130	Legal Expense	500.00	484.00	500.00	-16.00
4140	Staff Training	200.00	198.00	0.00	198.00
4150	Travel	300.00	286.00	0.00	286.00
4160	Office Expense (phone, publications, misc)	4,000.00	4,036.00	2,000.00	2,036.00
4170	Accounting Fees	0.00	0.00	0.00	0.00
4171	Auditing Fees	2,000.00	1,935.00	2,000.00	-65.00
4172	Collection Agency/Court Costs	0.00	0.00	0.00	0.00
4181	Comp Absences	0.00	0.00	0.00	0.00
4182.1	Employee Benefit Contributions - Front-Line	0.00	0.00	0.00	0.00
4190	Sundry-Other	1,600.00	1,567.00	1,600.00	-33.00
4190.1	Sundry-Office Supplies	0.00	0.00	0.00	0.00
4190.2	Sundry-Postage	1,000.00	988.00	0.00	988.00
4190.3	Sundry-Advertising	400.00	407.00	1,000.00	-593.00
4190.4	Sundry-CBR	100.00	41.00	0.00	41.00
	<b>Total Administrative Expenses</b>	<b>10,500.00</b>	<b>10,334.00</b>	<b>7,500.00</b>	<b>2,834.00</b>

**Community Development Authority - Edgewater Manor  
2013 Annual Budget**

**Resident Services Expenditures**

4210	Salaries
4220	Recreation, Publications & Other Services
4221	Comp Absences
4222	Employee Benefit Contribution
4230	Contract Costs, Training and Other (Cable)

**Total Resident Services**

**Utilities Expenditures**

4310	Water
4311	Sewer (includes storm water fee)
4320	Electricity
4330	Gas
4390	Other Utilities Expense

**Total Utilities Expense**

**Maintenance Expenditures**

4410	Labor (1/2 time Maint Person assigned)
4420	Materials
4430	Contract Costs-Other
4430.1	Contract Costs-Heat & Cooling
4430.2	Contract Costs-Door Openers/Security
4430.3	Contract Costs-Elevator Maintenance
4430.4	Contract Costs-Grounds
4430.5	Contract Costs-Unit Turnaround
4430.6	Contract Costs-Electrical
4430.7	Contract Costs-Plumbing
4430.8	Contract Costs-Extermination (Spiders)
4430.9	Contract Costs-Janitorial
4431	Contract Costs-Garbage & Trash Removal
	Compensated Absences
4433	Employee Benenfits Contributions - Maint

**Total Maintenance Expense**

	2,050.00	4,275.00	0.00	4,275.00
	1,000.00	1,039.00	0.00	1,039.00
	250.00	213.00	0.00	213.00
	1,500.00	2,886.00	0.00	2,886.00
	29,000.00	28,738.00	30,000.00	-1,262.00
	<b>33,800.00</b>	<b>37,151.00</b>	<b>30,000.00</b>	<b>7,151.00</b>
	3,500.00	3,470.00	3,500.00	-30.00
	8,500.00	8,391.00	8,500.00	-109.00
	44,500.00	44,465.00	44,500.00	-35.00
	16,300.00	16,296.00	16,300.00	-4.00
	0.00	0.00	0.00	0.00
	<b>72,800.00</b>	<b>72,622.00</b>	<b>72,800.00</b>	<b>-178.00</b>
	18,700.00	16,132.00	18,700.00	-2,568.00
	2,000.00	1,880.00	2,000.00	-120.00
	800.00	769.00	800.00	-31.00
	1,700.00	1,657.00	1,700.00	-43.00
	1,000.00	1,039.00	1,000.00	39.00
	10,000.00	10,004.00	10,000.00	4.00
	200.00	200.00	5,000.00	-4,800.00
	2,000.00	0.00	5,000.00	-5,000.00
	800.00	794.00	800.00	-6.00
	2,000.00	1,200.00	2,000.00	-800.00
	1,500.00	0.00	1,500.00	-1,500.00
	1,400.00	1,372.00	1,400.00	-28.00
	3,000.00	2,971.00	3,000.00	-29.00
	2,000.00	1,975.00	0.00	1,975.00
	14,700.00	10,980.00	0.00	10,980.00
	<b>61,800.00</b>	<b>50,973.00</b>	<b>52,900.00</b>	<b>-1,927.00</b>

**Community Development Authority - Edgewater Manor  
2013 Annual Budget**

<b>General Expenditures</b>					
4510	Insurance Expense-Other (Boilers)	200.00	177.00	200.00	-23.00
4510.1	Insurance Expense-Work Comp	1,000.00	969.00	0.00	969.00
4510.2	Insurance Expense-Property	3,500.00	3,508.00	3,500.00	8.00
4510.3	Insurance Expense-Gen Liability	4,600.00	4,516.00	4,600.00	-84.00
4510.4	Insurance Expense-Automobiles	700.00	672.00	0.00	672.00
4510.5	Insurance Expense-Dishonesty Bond	100.00	9.00	0.00	9.00
4520	Payments in Lieu of Taxes	30,000.00	28,566.00	30,000.00	-1,434.00
4570	Collection Losses	1,500.00	1,494.00	1,500.00	-6.00
4580	Trustee Service Fee Expense	0.00	0.00	0.00	0.00
4590	Other General Expense	0.00	0.00	0.00	0.00
<b>Total General Expenses</b>		<b>41,600.00</b>	<b>39,911.00</b>	<b>39,800.00</b>	<b>111.00</b>
<b>Total Operating Expenses</b>		<b>220,500.00</b>	<b>210,991.00</b>	<b>203,000.00</b>	<b>7,991.00</b>
<b>Nonoperating Expenditures</b>					
4610	Extraordinary Contracts	0.00	5,051.00	50,000.00	-44,949.00
	Extraordinary Maintenace - Window Recaulking	45,000.00	0.00	30,000.00	
	Extraordinary Maintenace - Sealcoating, Sidewalks & Trees	20,000.00	0.00	20,000.00	
	Casualty Losses	0.00	0.00	0.00	0.00
	Bond Fund Expense	0.00	0.00	0.00	0.00
<b>Total Nonoperating Expense</b>		<b>65,000.00</b>	<b>5,051.00</b>	<b>100,000.00</b>	<b>-44,949.00</b>
<b>Net Profit (Loss)</b>		<b>27,000.00</b>	<b>168,708.00</b>	<b>31,820.00</b>	<b>86,888.00</b>
	Property Management 7% of Rents Collected	46,400.00	42,550.00	21,697.20	20,852.80
	<b>Subtotal</b>	<b>46,400.00</b>	<b>42,550.00</b>	<b>21,697.20</b>	<b>20,852.80</b>
<b>Net Profit (Loss)</b>		<b>-19,400.00</b>	<b>126,158.00</b>	<b>10,122.80</b>	<b>66,035.20</b>

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 04/30/2016)

**Public reporting burden** for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Community Development Authority of the City of Stevens Point PHA Code: WI037

PHA Fiscal Year Beginning: January 1, 2014 Board Resolution Number: 2013-1

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 12/03/13
- Operating Budget submitted to HUD, if applicable, on: \_\_\_\_\_
- Operating Budget revision approved by Board resolution on: \_\_\_\_\_
- Operating Budget revision submitted to HUD, if applicable, on: \_\_\_\_\_

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <b>Andrew J. Halverson</b>	Signature:	Date: 12/3/13
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# Edgewater Manor

## Request for Proposals

Proposals for Management and Operational Services for Edgewater Manor,  
1450 Water Street, Stevens Point, WI 54481



**Due Date: 1:00 PM, Friday, November 15, 2013**

**Proposal Opening: Friday, November 15, 2013 at 1:15 PM in  
the City Conference Room – 1515 Strongs Avenue**



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## **Part 1. Background**

The Community Development Authority of the City of Stevens Point (CDA) owns the property located at 1450 Water Street (the Property) and seeks proposals for the management and operation of the Property. The Property is located on a bus route on the edge of Downtown Stevens Point and adjacent to the Green Circle Trail and the Wisconsin River. In addition, the Property is within walking distance to large parks, a farmer's market, several area shops/businesses, and a senior center. Currently, the Property is home to a five-story, 64,904 square foot (approximate) senior apartment building that formerly operated under a HUD Section 8 New Construction.

The CDA seeks proposals from experienced property managers. The CDA Board of Commissioners will evaluate proposals received based on the following criteria (not in order of importance):

- Relevant experience;
- Customer service
- Services offered;
- Costs of services provided;
- Staff time at the Property; and
- Evidence of successful attraction and retention of residents.

The CDA Board of Commissioners reserves the right to take other factors and evaluations into account in approving or disapproving any particular proposal.

The anticipated start date is January 1, 2014.

## **Part 2. Property Data**

### **Division 2.01 Land Description**

#### **Section 2.01.01 Size**

The lot is irregular in shape with a total size of approximately 78,113 square feet.

#### **Section 2.01.02 Ground Cover**

Most of the Property is covered by the building and site improvements, such as an asphalt parking lot.

#### **Section 2.01.03 Water Frontage**

The Property has water frontage on the Wisconsin River.

#### **Section 2.01.04 Access**

Water Street is an asphalt paved city street with curb, gutter, and sidewalk.

**Section 2.01.05 Easements**

The Property has an easement for the Green Circle Trail which runs along the river frontage.

**Section 2.01.06 Site Improvements**

Site improvements include an asphalt paved parking area for 45 cars, a flagpole, a deck on the water, yard lights, concrete walks at the drive and entries, and landscaping.

**Section 2.01.07 Building Improvements**

The Property has two buildings: Edgewater Manor – 81-unit apartment complex, as well as a small storage shed.

**Division 2.02 Building Description**

Type: Apartment complex – five stories.

Present Use: 81-unit apartment complex.

Construction: Masonry

Approximate Area:	14,204 square feet – first floor
	14,425 square feet – second floor
	13,188 square feet – third floor
	13,188 square feet – fourth floor
	<u>9,899 square feet – fifth floor</u>
	<b>64,904 square feet - total</b>

Each of the 80, 1-bedroom apartments is about 600 square feet. The building has one 2-bedroom apartment unit that is slightly larger.

**Section 2.02.01 Age of Building**

The building was constructed in 1978.

**Section 2.02.02 Interior Finish**

Some of the common area interior finishes have been upgraded and remodeled over the years. Each floor has at least one common lounge area. The first floor lounge has a gas fireplace. The apartments have mostly vinyl composition tile floor, painted drywall, and painted concrete block walls and sprayed concrete ceiling.

**Section 2.02.03 Mechanicals**

The building has electric heat. The common areas have air conditioning. The apartments have a space for a window air conditioner.

#### **Section 2.02.04 Basement/Foundation**

There is no basement for the building.

#### **Section 2.02.05 Roof**

The roof is flat with a rubber membrane surface. The roof was replaced in 2003.

#### **Section 2.02.06 Other Comments**

Extra features include an outdoor deck over the third floor, two elevators, a community room with kitchen in the first floor common area, onsite laundry room, and a deck along the water frontage.

### **Division 2.03 Other Information**

Current Rent: \$530 per 1-bedroom unit and \$650 for the 2-bedroom unit.

Current Occupancy Rate: Approximately 65% (53 occupied rooms, leaving 28 units vacant, including the 2-bedroom unit).

## **Part 3. Response Requirements – Format, Content, and Timing**

### **Division 3.01 Required Form of Proposal**

- 1) Proposals must be bound, in booklet form, on eight-and-one-half inch by eleven-inch (8.5” x 11”) white paper (Sheets containing graphic images, if any, may fold out to eleven inches by seventeen inches (11” x 17”). The front cover of each booklet must clearly identify the respondent and contain the name, address, and telephone number of its principal spokesperson, which may be released by CDA as public information upon receipt of the Proposal. Oversized graphic materials, if any, will be accepted by CDA provided that reduced versions are included in all original proposal booklets.
- 2) Each respondent must submit ten (10) complete and bound copies of each proposal AND one (1) unbound original, with original signatures, AND one (1) digital copy of the signed proposal AND one (1) “public/press” copy of the proposal in which the respondent should redact any information which the proponent deems confidential and/or proprietary.
- 3) **All proposals must be sealed proposals.**

**NOTE: CDA and the City of Stevens Point comply with Wisconsin Open Records Law. While proposals may be withheld from public disclosure under certain exemptions, all proposal materials may become public information at the conclusion of the process. Further, CDA cannot guarantee confidentiality of any materials during the evaluation process in the event of a legal challenge. Thus, proposals and communications exchanged in response to this Request for Proposal (RFP) (including the non-public copy of the**

response described above) should be assumed to be potentially subject to public disclosure. CDA, acting in its sole, unrestricted discretion, shall determine the stringency and/or stridency with which it will oppose, if at all, legal challenges to nondisclosure of financial or other information included in responses.

### **Division 3.02 Required Contents of Proposal**

Each respondent must provide, at a minimum, the following information:

1) Cover Letter:

- a. Name, address, telephone number, and email of respondent;
- b. Name, address, phone number, and email of authorized representative of respondent, who shall sign the certification sheet described in 1)d below and is authorized to act on behalf of and represent respondent;
- c. Name, address, phone number, and email of a designated contact person for all notices and communications regarding the submitted proposal; and
- d. Statement signed by an authorized representative of the respondent certifying that:
  - i. All of the information contained in the proposal is true and correct;
  - ii. The respondent will proceed with management and operation services as proposed and according to the schedule proposed if the proposal is selected;
  - iii. Respondent agrees to all terms and conditions, reservations, and stipulations contained in this RFP document; and
  - iv. Signatory is authorized to make the commitments and representations contained in the letter and in the proposal on behalf of the respondent.

2) Respondent Information & Qualifications:

Identify the management team and describe team members' qualifications and experience relating to property management.

3) Services Offered and Cost:

Each proposal must include a complete list of services and costs that will be offered as part of the proposal. Please also include a list of optional services, along with associated costs that are offered by the respondent.

At minimum, the respondent should be able to provide the following services:

- Advertising and marketing;

- Leasing, including all paperwork, showing of the units, and tenant requests;
- Inspections; and
- Maintenance and janitorial services, including all requests from tenants.

Each proposal shall provide a detailed the scope of services and costs for the services indicated above.

THE CDA RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION FROM RESPONDENTS AND TO CONSIDER SUCH ADDITIONAL INFORMATION PROVIDED IN SELECTING A MANAGEMENT COMPANY.

#### **Part 4. Submission Deadline and Location**

The CDA will be accepting sealed proposals until 1:00 PM, Friday, November 15, 2013. The proposal package must be clearly marked as “Proposal for Edgewater Manor Property Management Services” and delivered to:

Michael Ostrowski, Executive Director  
Stevens Point City Hall  
1515 Strongs Avenue  
Stevens Point, WI 54481

Staff will be opening the proposals on November 15, 2013 at 1:15 PM in the City Conference Room – 1515 Strongs Avenue, Stevens Point, WI 54481.

#### **Part 5. Property Inspection and RFP Clarifications**

The Property is open for physical inspection on an as needed basis. Interested parties shall contact Michael Ostrowski at 715-346-1568 or [mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com) if they would like to view the property. The CDA may provide a staff person to accompany the respondent on the inspection. Respondents inspecting the Property shall do so **at their own risk**.

Any and all questions or requests for clarification with respect to this RFP or the Property must be submitted in writing to the attention of Michael Ostrowski at the address shown above or emailed to [mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com). The CDA may or may not respond to any or all questions, in the CDA’s sole discretion. Copies of any questions to which the CDA responds, if any, together with the responses, will be posted on the following website: <http://stevenspoint.com/edgewatermanagementrfp>.

#### **Part 6. Selection Procedures and Criteria**

**Selection Committee:** Proposals will be reviewed by the CDA Board of Commissioners. The proposals may also be reviewed by City Alderpersons and/or representatives of other City/CDA offices.

**Selection Process:** Based on analysis and review, the CDA Board of Commissioners may select a proposal to move forward with. However, the CDA Board of Commissioners may choose to reject all proposals if it determines that none of them meet the needs of the CDA. Other local governmental approvals may be required depending on the nature of the proposal. If approved by the CDA Board of Commissioners, a contract will be negotiated and finalized by and among the CDA and the selected company.

**Prohibited Solicitations and Contacts:** Except as noted above, respondents and representatives of respondents are prohibited from contacting any CDA Board of Commissioners involved in the process. All questions must be submitted in writing to the attention of Michael Ostrowski at the address shown above or emailed to [mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com). **Violations of the foregoing prohibition may result in the respondent involved being excluded from further participation in the RFP process.**

**Additional Information:** CDA staff may contact respondents with questions and requests for additional information concerning proposals. Respondents are encouraged to be responsive to the questions raised but are prohibited from soliciting support other than by responding to questions and providing requested information. **Respondents who engage in such prohibited solicitation may be excluded from further participation in the RFP process.**

**Presentations:** Respondents submitting proposals may be asked to make one or more presentations to CDA staff or the CDA Board of Commissioners.

**Selection Criteria:** Proposals will be evaluated using the goals, criteria, and preferences specified elsewhere in this Request for Proposals, in particular the following (not in order of importance):

- Relevant experience;
- Customer service;
- Services offered;
- Costs of services provided;
- Staff time at the Property; and
- Evidence of successful attraction and retention of residents.

The CDA Board of Commissioners reserves the right to take other factors and evaluations into account in approving or disapproving any particular proposal.

## **Part 7. Disclaimer**

The Property is offered for management services on an “AS IS, WHERE IS” basis: **CDA AND ITS AFFILIATE ENTITIES, INCLUDING THE CITY OF STEVENS POINT, THEIR RESPECTIVE ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, CONSTITUENTS, THE COMMON COUNCIL, CONSULTANTS, AGENTS AND THE LIKE DISCLAIM ANY LIABILITY WITH RESPECT TO THIS REQUEST FOR PROPOSALS (INCLUDING ANY ATTACHMENTS, EXHIBITS AND APPENDICES) ANY RESPONDENT MUST RELY ON ITS OWN INSPECTIONS, INVESTIGATIONS,**

**AND OTHER DUE DILIGENCE WITH RESPECT TO ANY PARTICIPATION IN THIS REQUEST FOR PROPOSALS.**

**Part 8. Reservations/Stipulations**

Respondent acknowledges and accepts the following as a condition of proposal submission:

- 1) CDA reserves the right to reject any or all proposals for any reason, in its sole and unfettered discretion; to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate financial and other arrangements; to establish further criteria for selection; to ask respondents to submit additional information with respect to any aspect of respondent's submission whatsoever; to waive any informalities and/or irregularities in the submission of proposals and in the proposal process; and to negotiate with respondents as to any aspect of respondent's proposal whatsoever.
- 2) By accepting this RFP and/or submitting a proposal in response thereto, each respondent agrees for itself, its successors and assigns, to hold the CDA and the City of Stevens Point and all of their various agents, commissioners, directors, consultants, attorneys, officers, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such respondent, its representatives, agents, contractors, successors, or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a management firm and/or negotiating or executing an agreement incorporating the commitments of the selected management firm.
- 3) Respondents shall carefully examine this RFP and shall make all necessary investigations to fully inform themselves as to the local conditions and requirements under which work is to be performed. Respondents shall familiarize themselves with all applicable Federal, State, and local statutes, regulations, ordinances, and rules for property management within the State of Wisconsin and the City. No pleas of ignorance of conditions, statutes, or ordinances will be accepted as an excuse for any failure or omission on the part of the respondent to fulfill every requirement of the RFP and to perform as described in such respondent's proposal.
- 4) By submitting a response to this RFP, each respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
- 5) By submitting a response to this RFP, each respondent acknowledges and agrees that the CDA and the City of Stevens Point, and any consultants retained by the CDA and the City of Stevens Point, have the right to make any additional inquiry or investigation they deem appropriate to substantiate or supplement information contained in respondent's proposal, and authorizes the release to the CDA and the City of Stevens Point, and/or CDA's or City of Stevens Point's consultants of any and all information sought in such inquiry or investigation.

- 6) Any misrepresentations or false statements contained in a response to this RFP, whether intentional or unintentional, shall be sufficient grounds for the CDA to remove respondents from competition for selection at any time.
- 7) By submitting a response to this RFP, respondent commits that, if selected, respondent is willing and able to carry out the property management services described in respondent's proposal.
- 8) By submitting a response to this RFP, respondent acknowledges that:
  - a. This RFP is not a contract or a commitment of any kind by the CDA or the City of Stevens Point, and does not commit the CDA or the City of Stevens Point to award an exclusive property management service or to pay any cost incurred in the submission of a response. The CDA and/or the City of Stevens Point, in any of their sole discretions, reserve the right to accept or reject in whole or in part, submittals received in response to this request, to negotiate with any qualified source, or to cancel in whole or in part this RFP. Failure to provide any of the requested data within the specified submission period may cause the CDA or the City of Stevens Point, in any of their sole discretions, to reject the submittal or require the data to be submitted forthwith.
  - b. All submitted materials will become the property of the CDA and/or the City of Stevens Point, and may become public documents at any time during the selection process, and will become public documents at the conclusion of the selection process. Any and all documents submitted by the Respondent may become public if and when they are submitted to any advisory or legislative public body, or pursuant to the Wisconsin Open Records Law.
  - c. The qualifications of each member of the property management team are important criteria in the selection process. The selected firm will not be allowed to substitute any members of the team without prior approval by the CDA. The CDA, in their sole discretions, reserve the right to accept or reject proposed changes to the team.
  - d. By submitting a response to the RFP, each respondent expressly waives any and all rights that it may have to object to, protest, or judicially challenge the following:
    - i. The Property inspection, its availability or unavailability, the nature, scope and extent thereof;
    - ii. Any part of this solicitation and RFP process, including but not limited to the selection procedure sections of the RFP; and
    - iii. The invitation, evaluation and award process, including but not limited to the review and analysis of qualifications of the respondents, evaluation of initial proposals, selection of finalists, evaluation of best and final offers, or other aspects of the selection and award.



# Exhibit A. Property



**1450 Water Street, Stevens Point, WI 54481 (Edgewater Manor)**



City of Stevens Point  
Community Development Department

0 45 90 180 Feet

1450 Water Street (Development Site)  
Parcel Lines

This map was compiled by the City of Stevens Point's Community Development Department for reference purposes only. The accuracy of this map is not guaranteed and the City makes no express or implied warranties of any type regarding this map. Furthermore, the City is not liable for any direct or indirect damages suffered related to the use of this map.

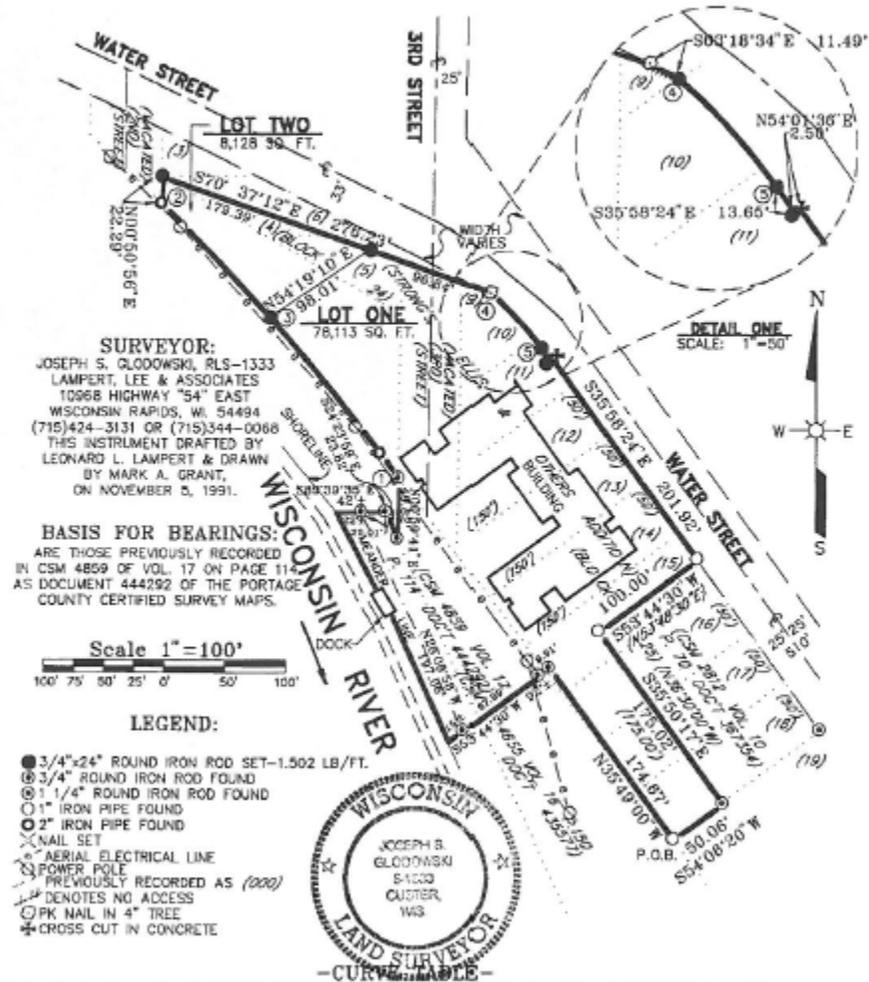
# Exhibit B. Survey Map of Property

447230 PORTAGE COUNTY CERTIFIED SURVEY MAP NO. 4934-17-189

FOR

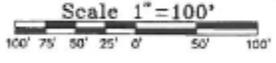
Stevens Point Housing Authority

All of CSM 4859, part of CSM 4655, part of Lots 4, 5 & 6, Block 24, part of Lots 9, 10, 11, 15, 16, 17, 18 and all of Lots 12, 13 & 14, Block 25, Strong's, Ellis & Others Addition, part of Government Lot 2, Section 32, T24N, R8E, City of Stevens Point, Portage County, Wisconsin



**SURVEYOR:**  
 JOSEPH S. GLODOWSKI, RLS-1333  
 LAMPERT, LEE & ASSOCIATES  
 1096B HIGHWAY "54" EAST  
 WISCONSIN RAPIDS, WI, 54494  
 (715)424-3131 OR (715)344-0066  
 THIS INSTRUMENT DRAFTED BY  
 LEONARD L. LAMPERT & DRAWN  
 BY MARK A. GRANT,  
 ON NOVEMBER 5, 1991.

**BASIS FOR BEARINGS:**  
 ARE THOSE PREVIOUSLY RECORDED  
 IN CSM 4859 OF VOL. 17 ON PAGE 11  
 AS DOCUMENT 444292 OF THE PORTAGE  
 COUNTY CERTIFIED SURVEY MAPS.



- LEGEND:**
- 3/4"x24" ROUND IRON ROD SET-1.502 LB/FT.
  - ⊙ 3/4" ROUND IRON ROD FOUND
  - ⊕ 1 1/4" ROUND IRON ROD FOUND
  - 1" IRON PIPE FOUND
  - ⊙ 2" IRON PIPE FOUND
  - ✕ NAIL SET
  - ⊙ AERIAL ELECTRICAL LINE
  - ⊙ POWER POLE
  - ⊙ PREVIOUSLY RECORDED AS (000)
  - ⊙ DENOTES NO ACCESS
  - ⊙ PK NAIL IN 4" TREE
  - ✕ CROSS CUT IN CONCRETE



CURVE NO.	LOT NO.	RADIUS	CHORD BEARING	CENTRAL ANGLE	ARC LENGTH	CHORD LENGTH	TANGENT BEARING	TANGENT BEARING
1-2	1&2	1925.08'	N41°06'24"W	08°53'56"	298.99'	298.89'	N38°39'30"W	S45°33'26"E
3-2	2	1925.08'	N43°36'59"W	03°52'54"	130.42'	130.40'		
4-5	1	260.98'	S42°45'24.5"E	13°34'01"	61.80'	61.65'	N48°32'25"W	S35°58'24"E
1-3	1	1925.08'	N39°10'01"W	05°01'02"	168.57'	168.52'		

Drawing No. 8514-5902-B  
 F.B.P.

Page 1 of Sheet 1  
 Sheet 1 of 1 Sheet  
 - 3 -

CSM 4934  
 Vol. 17 P. 189  
 Doc't. 447230

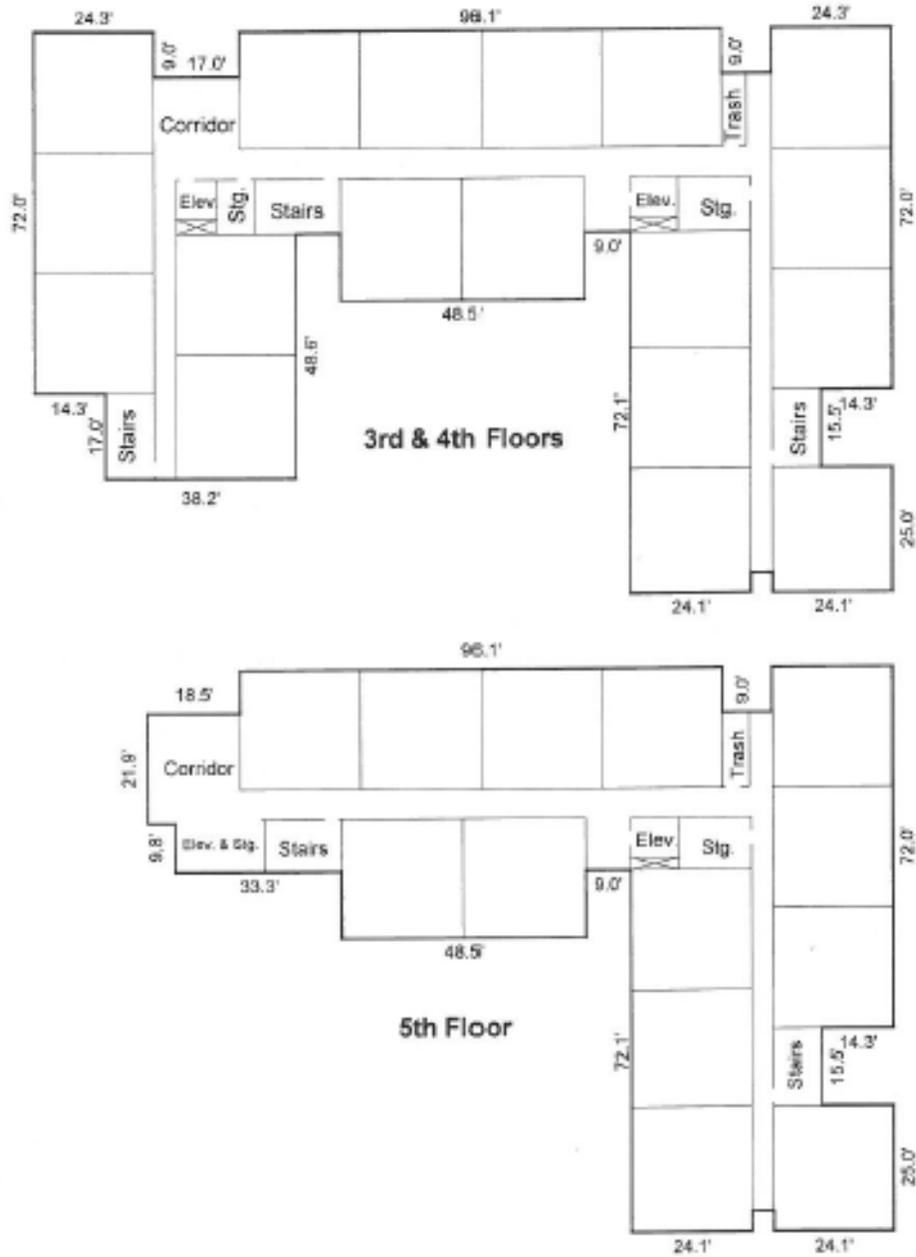
Page 189

# Exhibit C. Floor Plans

## Sketch of Floors 1 - 2



## Sketch of Floors 3 - 5



## Exhibit D. Images of Property/Building



Exterior



1<sup>st</sup> Floor Community Room



1<sup>st</sup> Floor Community Room



Office



1<sup>st</sup> Floor Hallway



Mail Area



1<sup>st</sup> Floor Common Bathroom



Mechanical Room



Mechanical Room



Unit



Unit



Unit



Unit



Unit



Common Hallway



Common Area



Laundry Room

Barb Jacob  
Edgewater Manor Proposal  
Submitted: November 15, 2013  
Public/Press Copy

Barb Jacob  
1616 Depot Street Apt A  
Stevens Point WI 54481  
(715) 342-1390  
Email: N/A

**Barb Jacob**  
1616 Depot Street Apt A  
Stevens Point, WI 54481  
(715) 342-1390  
Email: N/A

November 15, 2013

Michael Ostrowski, Executive Director  
Stevens Point City Hall  
1515 Strongs Ave  
Stevens Point, WI 54481

RE: Request for Proposal for the management and operations of the Edgewater Manor, 1450 Water Street, Stevens Point.

Dear Michael Ostrowski:

Enclosed herewith, please find my proposal for the management and operations of the Edgewater Manor.

I have operated a business in Stevens Point for the past 12 years.

I also have 6 rentals that I own and have rented for the past 12 years. I have never had more than one apartment vacant for longer than 2 month at a time. I have a list of people wanting to move in when I have a vacancy.

I also have a degree in accounting.

I, Barb Jacob, certify that all information submitted in attached proposal is true and correct, to the best of my knowledge.

Sincerely,

Barb Jacob

## Edgewater Manor Proposal

- ◆ I am very concerned about keeping the Edgewater Manor as affordable Senior housing.
- ◆ I feel the best way to do this is to make Edgewater Manor as self-sufficient as possible.
- ◆ To do that you need to make the Edgewater Manor totally self-supporting, similar to an Entity.
  1. Entity: something that exists by itself; something that is separate from other things
  2. By making Edgewater Manor totally self-supporting all rents collected will remain in the Edgewater Manor
    - a. By doing this the Edgewater Manor will be self-sufficient
    - b. It has been shown to you that the Edgewater Manor can be self-sufficient, but yet we are led to believe it is not
- ◆ I have enclosed an expense sheet with the current expenses as provided by CDA Director Michael Ostrowski when the CDA was excepting proposals for its sale
- ◆ I have also enclosed my proposal for expenses if I am selected to manage and take care of day to day operations
- ◆ Day to day operations would include
  4. Marketing apartments for rent
  5. Taking applications
  6. Showing apartments
  7. Doing credit checks
  8. Signing contracts
  5. Collecting rents
  6. Making sure apartments are ready to be rented
  7. Inspecting apartments
  8. Hiring personnel needed to keep things running proficiently
    - a. Maintenance person (full time)
    - b. Janitor (part time)
    - c. Secretary (part time)
    - d. Contract personnel

- i. Heating and cooling
  - ii. Door openers/security
  - iii. Elevator maintenance
  - iv. Electrical
  - v. Plumbing
  - vi. Exterminator
  - vii. Trash removal
- ◆ Paying of all expenses
  - ◆ Balancing checking account
  - ◆ Authorizing repairs and upgrades as needed
  - ◆ Handling tenant problems as they arise
  - ◆ Enforcing tenant rules
  - ◆ Being there for tenants when needed
2. Having set daily hours
    - a. 9am till 5pm (Monday thru Friday)
    - b. Weekends and evenings when needed to show apartments or help tenants
    - c. 24 hour call service for tenants
    - d. 24 hour call service for possible new tenants
- ◆ Working with tenants to set up activities
  - ◆ Reporting to CDA as needed

Year	2014	2015	2016	2017	2018
Vacancy Rate	35%	30%	20%	15%	10%
<b>Operating Receipts</b>	530.00	530.00	530.00	530.00	530.00
3100 Gross Potential Rents (\$530x80+\$625x1)	509,425.00	509,425.00	509,425.00	509,425.00	509,425.00
<b>3105 Vacancy Loss</b>	<b>179,220.00</b>	<b>152,640.00</b>	<b>101,760.00</b>	<b>76,320.00</b>	<b>50,880.00</b>
<b>3110 Net Rental revenue</b>	<b>330,205.00</b>	<b>356,785</b>	<b>407,665.00</b>	<b>433,105.00</b>	<b>458,545.00</b>
3120 Excess Utilities	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
<b>Total Rental Income</b>	<b>331,705.00</b>	<b>358,285.00</b>	<b>409,165.00</b>	<b>434,605.00</b>	<b>460,045.00</b>
3610 Interest on General Fund Investments	0.00	0.00	0.00	0.00	0.00
3690 Other Income	500.00	500.00	500.00	500.00	500.00
3690.010 Other Income-Cable Revenue (5%without)	18,000.00	19,440.00	22,320.00	23,400.00	24,840.00
3690.020 Other Income-Laundry Revenue	6000.00	6000.00	6000.00	6000.00	6000.00
3690.030 Other Income-Vending Machine Revenue	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
3690.040 Other Income-Resident Charges	100.00	100.00	100.00	100.00	100.00
<b>Total Other Income</b>	<b>26,400.00</b>	<b>27,840.00</b>	<b>30,720.00</b>	<b>31800.00</b>	<b>33,240.00</b>
<b>Total Operating Income</b>	<b>358,105.00</b>	<b>386,125.00</b>	<b>439,885.00</b>	<b>466,405.00</b>	<b>493,285.00</b>
4230 Contract Costs (Cable-Increase 3%)	29,600.00	30,488.00	31,402.64	32,344.72	33,315.06
<b>Total Resident Services</b>	<b>29,600.00</b>	<b>30,488.00</b>	<b>31,402.64</b>	<b>32,344.72</b>	<b>33,315.06</b>

			3% increase	3% increase	3% increase	3% increase
<b>Utilities Expenditures</b>						
4310	Water	3,500.00	3,605.00	3,713.00	3,825.00	3,940.00
4311	Sewer (includes storm waterfee)	8,500.00	8,755.00	9,018.00	9,288.00	9,567.00
4320	Electricity	44,500.00	45,835.00	47,210.05	48,626.35	50,085.14
4330	Gas	16,300.00	16,789.00	17,292.67	18,811.45	18,345.79
4390	Other Utilities Expense	0.00	0.00	0.00	0.00	0.00
<b>Total Utilities Expense</b>		<b>72,800.00</b>	<b>74,984.00</b>	<b>77,233.72</b>	<b>79,550.80</b>	<b>81,937.94</b>
<b>Maintenance Expenditures</b>			3% increase	3% increase	3% increase	3% increase
4410	Labor (½ time Maint Person assigned)	0.00	0.00	0.00	0.00	0.00
4420	Materials	2,000.00	2,060.00	2,121.80	2,185.45	2,251.02
4430	Contract Costs-Other	800.00	824.00	848.72	874.18	900.14
4430.1	Contract Costs-Heat & Cooling	1,700.00	1,751.00	1,803.53	1,857.64	1,913.36
4430.2	Contract Costs-Door Openers/Security	1,000.00	1,030.00	1,060.90	1,092.73	1,125.51
4430.3	Contract Costs-Elevator Maintenance	10,000.00	10,300.00	10,609.00	10,927.27	11,255.09
4430.4	Contract Costs-Grounds	0.00	0.00	0.00	0.00	0.00
4430.5	Contract Costs-Unit Turnaround	0.00	0.00	0.00	0.00	0.00
4430.6	Contract Costs-Electrical	800.00	824.00	848.00	874.18	900.41
4430.7	Contract Costs-Plumbing	1,200.00	1,236.00	1,311.27	1,350.61	1,391.13
4430.8	Contract Costs-Extermination	1,200.00	1,236.00	1,311.27	1,350.61	1,391.13

4430.9	Contract Costs-Janitorial	0.00	0.00	0.00	0.00	0.00
4431	Contract Costs-Garbage & Trash Removal	3,000.00	3,090.00	3,182.70	3,278.18	3,376.53
	Compensated Absences	0.00	0.00	0.00	0.00	0.00
4433	Employee Benefits Contributions - Maint	0.00	0.00	0.00	0.00	0.00
	<b>Total Maintenance Expenses</b>	<b>21,700.00</b>	<b>22,351.00</b>	<b>23,097.19</b>	<b>23,790.85</b>	<b>24,504.32</b>
	<b>General Expenditures</b>		3% increase	3% increase	3% increase	3% increase
4510	Insurance Expense-Other (Boiler)	200.00	206.00	212.18	218.55	225.10
4510.1	Insurance Expense-Work Comp	0.00	0.00	0.00	0.00	0.00
4510.2	Insurance Expense-Property	3,500.00	3,605.00	3,713.15	3,824.54	3,939.28
4510.3	Insurance Expense-Gen Liability	4,700.00	4,841.00	4,986.23	5,135.82	5,289.89
4510.4	Insurance Expense-Automobiles	0.00	0.00	0.00	0.00	0.00
4510.5	Insurance Expense Dishonesty Bond	100.00	103.00	106.09	109.27	112.55
4520	Payment in lieu of Taxes	30,926.88	36,235.21	39,045.30	41,164.22	42,421.21
4570	Collection Losses	0.00	0.00	0.00	0.00	0.00
4580	Trustee Services Fee Expense	0.00	0.00	0.00	0.00	0.00
4590	Other General Expense	0.00	0.00	0.00	0.00	0.00
	<b>Total General Expenses</b>	<b>39,426.88</b>	<b>44,990.21</b>	<b>49,654.31</b>	<b>50,455.40</b>	<b>51,988.03</b>
	<b>Total Operating Expenses</b>	<b>133,926.88</b>	<b>142,325.21</b>	<b>148,393.86</b>	<b>151,486.31</b>	<b>158,430.29</b>

<b>Nonoperating Expenditures</b>					
4610 Capital Improvements	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
Capital Improvements-seal-coating	5000.00	5000.00	1666.67	1666.67	1666.67
Bond Fund Expense (\$1,800,000#3.5%)	0.00	0.00	0.00	0.00	0.00
<b>Total Nonoperating Expanse</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>25,000.00</b>
<b>Total expenses</b>	<b>158,926.88</b>	<b>167,325.21</b>	<b>173,393.86</b>	<b>176,486.31</b>	<b>183,430.29</b>
<b>Net Profit (Loss)</b>	199,178.12	218,799.79	266,491.14	289,918.69	309,854.71
Marketing	30,000.00	30,000.00	20,000.00	20,000.00	15,000.00
Office Supplies	5,000.00	500.00	500.00	500.00	500.00
Property Management Fee includes all employees(3% increase)	80,000.00	82,400.00	84,871.84	87,418.14	90,040.70
<b>Subtotal</b>	<b>115,000.00</b>	<b>112,900.00</b>	<b>105,371.84</b>	<b>107,918.14</b>	<b>105,540.70</b>
<b>Net Profit (Loss)</b>	<b>84,178.12</b>	<b>105,899.79</b>	<b>161,119.30</b>	<b>182,000.55</b>	<b>204,314.01</b>

### Break down of Management fees

<b>Manager pay at \$ 14.45/hr</b>	<b>30,080.00</b>	<b>30,982.40</b>	<b>31,911.72</b>	<b>32,869.23</b>	<b>33,855.31</b>
<b>Maintenance at \$12.00/hr</b>	<b>24,960.00</b>	<b>25,708.80</b>	<b>26,480.06</b>	<b>27,274.45</b>	<b>28,092.69</b>
<b>Janitorial at \$12.00/hr</b>	<b>12,480.00</b>	<b>12,854.40</b>	<b>13,240.03</b>	<b>13,637.23</b>	<b>14,046.35</b>
<b>Secretarial at \$12.00/hr</b>	<b>12,480.00</b>	<b>12,854.40</b>	<b>13,240.03</b>	<b>13,637.23</b>	<b>14,046.35</b>
<b>Total Profit</b>	<b>80,000.00</b>	<b>82,400.00</b>	<b>84,871.84</b>	<b>87,418.14</b>	<b>90,040.70</b>

# EDGEWATER MANOR



## REQUEST FOR PROPOSAL PRESS COPY



November 14, 2013

Travis Haines  
Candlewood Property Management, LLC  
1317 College Ct  
Stevens Point, WI 54481

City of Stevens Point  
1515 Strongs Ave  
Stevens Point, WI 54481

To Whom It May Concern:

Please accept this completed Request for Proposal (RFP) for the property located at 1450 Water Street in Stevens Point, otherwise known as the Edgewater Manor. Candlewood Property Management, LLC of Stevens Point would like to express our interest in performing the full management and maintenance at this property. As requested, listed here is the contact information of our authorized representative and designated contact for our company for any matters relating to this RFP.

<b>NAME:</b>	Candlewood Property Management, LLC
<b>AGENT:</b>	Travis Haines
<b>ADDRESS:</b>	1317 College Ct, Stevens Point, WI 54481
<b>PHONE:</b>	715-344-7524 x-222
<b>EMAIL:</b>	travis@rentcandlewood.com

The undersigned representative is certifying that:

- i. All of the information contained in this proposal is true and correct;
- ii. Candlewood Property Management, LLC will proceed with management and operation services as proposed and according to the schedule proposed if this proposal is selected;
- iii. Candlewood Property Management, LLC agrees to all terms and conditions, reservations, and stipulations contained in this RFP document; and
- iv. Travis Haines is authorized to make the commitments and representations contained in the letter and in the proposal on behalf of the respondent.

\_\_\_\_\_  
Travis Haines  
Candlewood Property Management, LLC

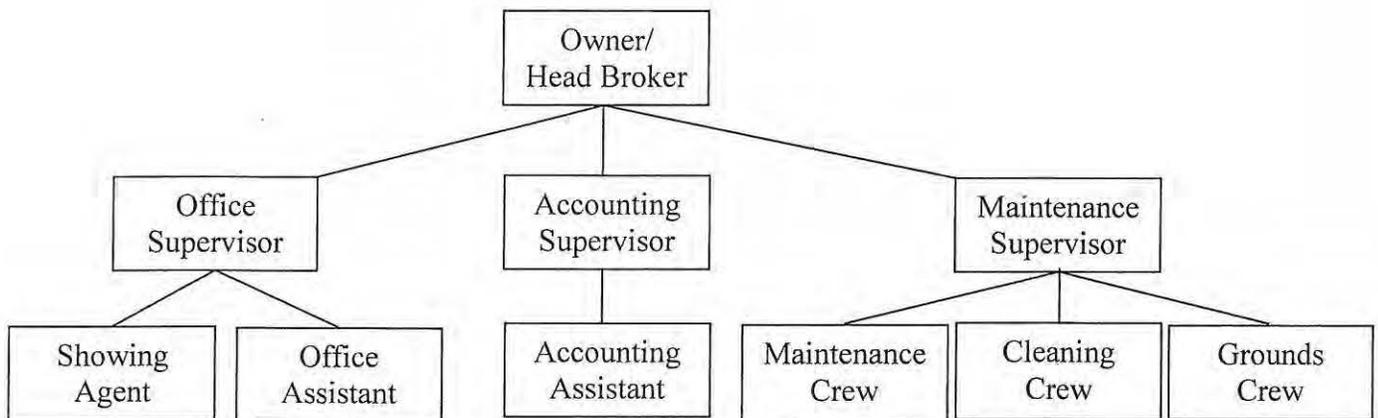
\_\_\_\_\_  
Date

**I. CANDLEWOOD PROPERTY MANAGEMENT, LLC HISTORY**

In November of 1999 Candlewood Property Management, LLC (referred to hereafter simply as “Candlewood”) started as a business to handle residential property management in the Stevens Point and Plover markets. Our long-standing goals for owners have been to help them keep their properties occupied, expenses controlled, and maintain a high level of satisfaction with their residents. From our humble beginnings of managing 18 apartments, we have grown to be the largest local property management company that now oversees over 800 apartments and works with over 75 different owners. What once was a small husband and wife business that operated out of a home office, now has expanded to a staff of 17 full and seasonal employees with an office located downtown Stevens Point. Throughout the years one common goal has driven our business: Operate properties as if they were our own and always strive to improve customer service every day.

**II. PROPERTY MANAGEMENT TEAM**

It is no secret that every business is only as good as the people they employ. Every person we hire, we do so with the goal of moving our customer satisfaction bar even higher. We have been fortunate to find many employees who share our goals. Here is a brief breakdown of our staff and the infrastructure that makes our business operate day in and day out.



**Travis Haines, Owner/Head Broker** – Travis is one of the founding owners of Candlewood. He has a degree in Hospitality and Tourism Management from UW-Stout along with a minor in Property Management. After spending 10 years in the hotel industry (most of which was in management), Travis took his drive for customer satisfaction and applied it to starting Candlewood. As per State of Wisconsin requirements, Travis maintains a Real Estate Broker’s license to enable Candlewood to provide property management services. Travis is also a current board member, and prior President of the Central Wisconsin Apartment Association. Travis maintains his commitment to knowing the property management business and laws that relate to it by continually attending seminars around the State throughout the year. For almost 15 years, Travis has been growing Candlewood and helping to educate both Landlords and renters alike on how to operate and live within the laws that govern our business.

**Carrie Haines, Owner/Accounting Supervisor** – Carrie is the other founding owner of Candlewood. Carrie has a Business Administration degree from UW-Stout and spent many years as a retail store manager before working solely for Candlewood. Like Travis, her prior work history maintained a heavy emphasis on customer service and satisfaction. At Candlewood, Carrie oversees the entire financial department of the company that encompasses everything from rent collections to bill payments for the properties we manage. Additionally she is certified through HUD as an Occupancy Specialist to deal with vouchers and HUD certifications at properties.

**Jane [REDACTED], Office Supervisor** – Jane has been with Candlewood since 2005. She started as a leasing agent and has risen to our main Office Supervisor over the years. Jane is a graduate of UWSP and has lived in this area her entire life. She is intimately familiar with our market, the town and the ins and outs of leasing here. Jane is also a licensed Real Estate Salesperson in Wisconsin which gives her the ability to complete and sign leases under State law. She too is very familiar with the laws that govern our business and one of her primary duties is tenant satisfaction and handling disputes when they arise.

**Amy [REDACTED], Leasing Agent** – Amy has been with Candlewood 2009. Amy has the primary duty of phone sales, scheduling appointments and processing applications for apartments. Amy has an extensive amount of knowledge when it comes to the units we manage and is often the first point of contact with both new and existing residents. When needed, Amy will also assist us outside the office doing showings, meeting with Residents at their property and doing sales/marketing for our places. She has the ability and the knowledge to adapt and step in where needed.

**Ron [REDACTED], Showing Agent** – Ron started with our company back in 2008. His primary duty for us is to handle the showings of our apartments when they are available to rent. He meets with the potential renters, shows them the property and answers any questions they have in regards to leasing the unit. As you can imagine, this job requires a vast amount of knowledge of not only our properties, but each individual unit since they can vary greatly within a given building. Above and beyond the task of doing showings, Ron also schedules appointments with renters, completes follow-up calls to answer questions that arise after the showing and in general keeps an eye on the properties that he is traveling about. Like Amy, Ron also assists heavily with the marketing of the properties as well.

**Linda [REDACTED], Accounting Assistant** – Linda started with Candlewood in 2010 helping us with odd jobs on a part time basis. She assisted in everything from keeping the properties looking good to showings when we were busy. Eventually as business grew, we were able to bring her on full time in the front office. She took on the task of learning the accounting end of our company and now works full-time assisting Carrie. Her primary duties include the collection and entering of rents, paying of bills and completing monthly reports to our owners.

**Jon [REDACTED], Maintenance Supervisor** – Jon started with Candlewood in 2010 and was hired on with the sole duty of scheduling and overseeing all aspects related to the maintenance department. His background has been in the maintenance field, as well as, working as a maintenance supervisor in the past. One of the main facets of his duties is to work as the go between contact with maintenance department and the front office to help resolve issues residents or owners may have. Jon's duties include daily fielding of maintenance requests as they come in, scheduling the maintenance staff daily, move-in/move-out inspections and overseeing maintenance projects from bidding through completion.

**Jane [REDACTED], Maintenance Assistant** – Jane joined our staff about a year ago with the goal of handling more of the administrative end of maintenance work. Her background has been in the administrative field and lends well to the work she does for us. Her main duties involve invoicing both residents and owners on maintenance work performed, scheduling appointments for the staff, and completing follow up calls to the residents after work was completed. When time allows, Jane also assists periodically with the front office as she too liaisons between the departments as needed.

**Ken [REDACTED], Maintenance Specialist** – When Ken joined our staff back in 2007, it was part of a shift in our business plan to provide a better, higher level of service to our owners and residents. He has spent the vast majority of his life working in all aspects of home and automotive repair. Ken's skills include everything from basic home repairs to appliance and furnace repair. He has a great amount of knowledge when it comes to electrical and plumbing and often will handle issues that arise in those areas as far as codes will allow. Additionally Ken is one of the members on our staff that is certified as a lead-safe renovator.

**Jon [REDACTED], Maintenance Specialist** – Similar to Ken, Jon is versed in many, many facets of building repairs. Prior to joining Candlewood in 2010, his past job experienced included prior apartment maintenance in Madison and working as facility maintenance personnel in the hotel industry maintaining the property and convention space. Jon additionally brings to the table knowledge of boilers, heating and air conditioning units as well as certifications with refrigerants.

**Rob [REDACTED], Maintenance Specialist** – Rob spent the majority of his years serving in the military before retiring. When he joined our company in early 2012, he brought a great amount of home maintenance repair skills coupled with a very organized and efficient work philosophy. Rob is a man of many skills and helps out in all areas of our maintenance department. Whether it is turning over apartments between tenants, pressure washing buildings, or working with the grounds crew, Rob handles it all. The ability to be adaptive and work wherever needed makes him a valuable member of our team.

**Marty [REDACTED], Maintenance Specialist** – Marty is our most recent addition to our maintenance staff and has been with us for about seven months now. Marty owns his own insulation business that runs in tandem with working for us. Marty has prior experience with apartment maintenance as he has worked on and completed repairs in about two dozen student rentals prior to joining our team. He can handle any tasks ranging from turning over vacant apartments to siding repair and hanging doors. He also is a certified mechanic and works to keep our fleet of vehicles and machines operating. There has been very little that we have thrown at Marty that he hasn't been able to complete quickly and with great quality.

**Grounds & Landscaping Crew** – Seasonally each year we hire on two ground crew staff and two landscapers. The grounds crew has the sole responsibility of maintaining the lawns and trimming at the properties we manage, including the spring and fall clean up. The landscapers take on the tasks of weeding flower/rock beds, trimming shrubs, and larger tasks such as installing new landscaping beds and plantings at properties.

### III. SERVICES OFFERED BY CANDLEWOOD

Candlewood is a full-service Property Management Company so the scope of services we offer is extensive. Our goal is to provide to owners a “one-stop” place for all aspects that relate to the management and daily operation of their properties. Listed here is a general breakdown of the various aspects in greater detail to Owners who retain our services

#### Advertising/Marketing

**Electronic Marketing** - The vast majority of the marketing done in our industry is now done electronically. The biggest assets that we have at our disposal are our company website. We market the properties online along with photos, descriptions, utility averages, school district info and more. We try to provide potential renters with every bit of information they would like to know on a property, all in one spot. Because our business has rather large name recognition in this market, the website is a “go to” spot when people are looking to move. Basic annual stats on our website are shown on the report on the next page. Important highlights show that we see over 12,000 unique people accessing our website per year and 54% of them are returning at a different time to search again. In addition to our website, there are multiple other websites we additionally use to make our reach as great as possible.

**Print Advertising** – While this area of marketing has been in a significantly steady decline, we still do some advertising here to make sure that we are in front of potential renters who may not have the ability or the desire to search online. Some of the print advertising we utilize is the Apartment Connexion magazine, student newspapers, and periodically the local newspaper.

**Signage** – Signage in front of the property is one of the most important avenues to market a property. It lets visitors to the property know there are places available and it also is visible to drive by traffic. Typical signage will have our logo for branding purposes along with a contact phone number and our website address so even when our office is closed, potential residents can see the property details online.

**Motor Vehicle Advertising** – For the past three years we have been advertising inside each of the Stevens Point City buses. It is one more place where our name, phone number and website are in front of potential renters. In addition to the bus, our own company vehicles (currently eight of them) are fully trimmed out with our name, website and contact info. Like the bus advertising, this does not specifically market any one single property, but it helps to make our name synonymous with renting. When the time comes that a resident is looking, our hope is to be their first stop.

**Word Of Mouth** – Our network of working professionals is a great benefit to our business. We often receive referrals from current and past residents, other Landlords, Real Estate Agents and the general public. As you can imagine, this is also a great resource in helping to lease up properties.

#### Leasing Of Properties

One of the main aspects of our business in the leasing process. It starts with careful and detailed monitoring of existing leases and their end dates. Staying on top of renewals for our current residents is an important aspect to keeping everyone on current and enforceable leases. It also is critical in managing vacancies, and the costs associated, by knowing what apartments will be available far enough

http://www.rentcandlewood.com - http://www.rentcandlewoo...  
www.rentcandlewood.com

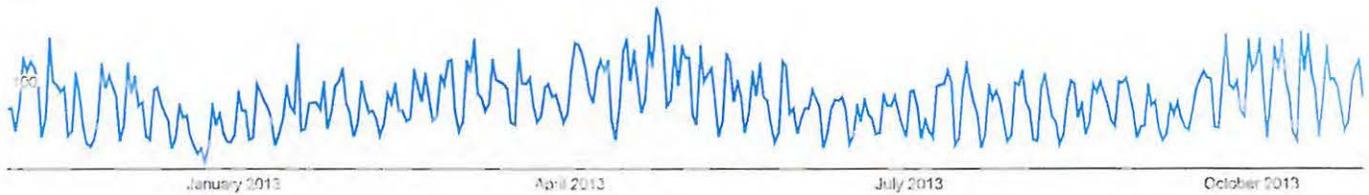
## Audience Overview

Nov 1, 2012 - Oct 31, 2013

All Visits  
100.00%

### Overview

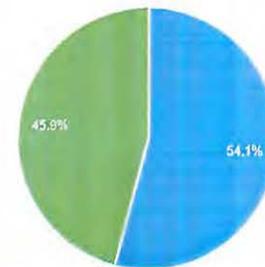
Visits  
200



### 12,238 people visited this site



Returning Visitor New Visitor



Language	Visits	% Visits
1. en-us	25,404	99.25%
2. en	80	0.31%
3. en-gb	43	0.17%
4. c	18	0.07%
5. zh-cn	9	0.04%
6. es	7	0.03%
7. ko	6	0.02%
8. es-es	3	0.01%
9. ru-ru	3	0.01%
10. ar-sa	2	0.01%

[view full report](#)

in advance to allow for time to show, screen and lease them. Our strategy is to send out renewals 90 days before the expiration of the lease and have that back no later than 60 days prior to the lease ending. By doing this, we know when a unit will be vacant and can spend the next 60 days showing and marketing it. Our goal is to have a new resident ready to move in shortly after the current resident vacates.

When a vacancy will be coming up, it is marketed through the avenues listed earlier. When calls to our office on a property are received, we take the time to talk with potential renters about the property and answer questions they may have. The next step is to schedule them with a showing. At no point do we condone leasing a place without seeing it first in person. Showings are generally done during business hours as well as on weekends by appointment. Showings consist of a property tour, answering questions, and supplying the potential resident with pertinent information about the property and applications for residency, should they like the place. In some cases, multiple showings are needed for a potential resident to make the final determination on whether they like the place and that is encouraged to assure the right decision is made.

When an applicant decides they would like to rent an apartment, our next step is the application process. When we receive an application for a property we screen them in accordance to the guidelines set by the property owner. Typically this means that the following items are checked and verified:

- 1) Criminal Background
- 2) Sex Offender Database
- 3) Employment/Income Verification
- 4) Prior Landlord Reference Check When Applicable
- 5) Credit Check/Score

The goal with this screening criteria is to weed out those applicants who pose a potential problem to the owner and to the other residents that they reside with. The criteria for a property is set in advance and followed strictly and fairly to all applicants to assure that there are no fair housing violations. The entire screening process typically takes 24-48 hours. If all the screening criteria checks out, then we schedule a time to meet and sign the lease agreement. Our leasing forms are reviewed with the property owner at the beginning of management and then those approved forms are used for all lease signings thereafter. At the lease signing appointment we go through the lease in detail with the resident to assure they have adequately read and understand the terms. If residents choose to do so, we are happy to send them a copy of the lease in advance for them to review prior to coming in for the signing. We also keep a generic copy of the lease on our website for review as well.

As required by State law, property management companies must have a Wisconsin real estate broker license to collect rents and to sign leases on a property. Our company is a fully licensed and current real estate office managed under Travis Haines who is a licensed broker. Additionally Jane [REDACTED] carries a real estate sales license which allows her to legally sign leases for a property. Because of this, any leases originating from our company are completed by Travis or Jane. All of our leasing paperwork is approved by the State of Wisconsin or by an Attorney to assure compliance with the ever changing laws affecting our industry. As always, Candlewood does business in full compliance with Local, State and Federal fair housing laws.

### **Tenant Requests**

When residents have questions, comments or concerns, they are able to contact us in numerous ways. During business hours our office is staffed and calls and messages are returned. They can also submit them in writing or electronically via email or from our website. Depending on the nature of the request, it's either addressed through the front office or the maintenance department. We strive to address all requests within one business day and to maintain resident satisfaction at the highest level possible. In the event that the nature of the tenant request is an after-hours emergency, we have a maintenance specialist on-call 24-hours a day that they can reach.

### **Inspections**

Property inspections are an important facet of maintaining a property in a good state of repair. Candlewood completes a full inspection of all units at their property twice per year (approx. every 6 months). This is done to evaluate the state in which residents are maintaining their apartments and also to preventatively check for issues that may be happening and have gone unnoticed by the resident. This inspection includes testing of the appliances and smoke/CO alarms, checking over plumbing systems for leaks, checking windows and doors to assure they close and secure properly and more. We also evaluate the interior and exterior public areas, the façade, roof status and mechanical systems.

When it comes to the area of residents moving in or out of the property, we have developed a system that allows us to document the condition and process the security deposits effectively and in a timely manner. Upon move-in, we meet with the resident to issue them keys and to go over the property condition report. This report is critical for residents to use so that they are not improperly charged for any damage that may have existed prior to their move-in. Residents are given seven days to complete and return this report to us so we have it on file. Anyone who does not have this back within this time period is contacted and given a reminder and ultimately a follow up letter to them if it remains unreturned. When a resident moves out, we meet with them to collect the keys and inspect the condition of the property. We bring the move-in report with to determine if any damage found was pre-existing. The goal is to do these inspections with the tenants to reduce the chance of a dispute over what was found. Any damage found that will result in a tenant charge is documented with a photo prior to its repair.

On a more basic level, our staff is typically at each of our properties once a week to check on basics such as parking, grounds cleanliness, and walking the hallways. This may be a dedicated trip there for the sole purpose of inspection or it may simply be when one of our staff is already heading to the property for a maintenance repair or showing. We strive to have all our staff keep an eye on the curb appeal of the property because it has a direct impact on leasing and resident satisfaction.

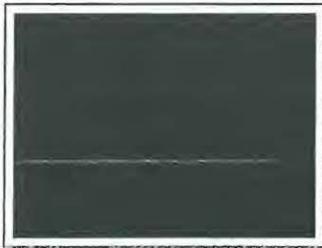
### **Accounting**

One of the most important aspects of what we do for owners is to accurately account for every penny that comes into and out of their properties. On a monthly basis our office collects the rents from the residents, pays the bills that the property accrues, and supplies our owners with monthly reports that include copies of invoices, profit and loss statements and a brief summary of any pertinent information that an owner may need to know. All rents coming into our office are deposited into our State monitored trust account as per Wisconsin law. We submit to random audits by the Department of Financial Institutions who assure that our records and funds are maintained and handled properly.

Above and beyond the owners' monthly accounting, our office also handles the task of processing all our tenant security deposits and the associated deductions. We do this in accordance with the State laws and when deductions are made, they are backed up with photo documentation for the purpose of eliminating disagreements.

**IV. CANDLEWOOD PERFORMANCE HISTORY**

As a property management company, we are no stranger to distressed properties. The vast majority of the places we become involved in come to us with issues that the Owners have been unable to rectify. Generally speaking, we get called in when things are not operating as it should. Over the years we have helped out with various properties in the Stevens Point & Plover market that were in similar situations at the Edgewater Manor. Here are a few of the success stories on the properties we have turned around.



**Stevens Point** – This is a 48 unit apartment complex that was 35% vacant when we were hired on in 2006. By mid-2008 we had the property consistently running at a 5% vacancy rate. We still manage this property and the vacancy rate runs about 4% annually.



**Plover** – This 16 unit complex was 69% vacant when we took over in 2006. We were able to get this property leased up about 12 months later. Today this is still one of our properties and it maintains about a 5% vacancy rate.



**Plover** – This is a 48 unit apartment complex that was 62% vacant when we were contacted in 2004 to help. They were newer apartments, 1100 sq ft, with garage and central air. Over a period of 18-20 months we were able to get the property fully leased up. As of today, we still manage this property and annually runs a 1% vacancy rate.



**Plover** – This is a 35 unit building that had a 37% vacancy rate when we were hired on in late 2009. The vacancy rate increased further when we cleaned out additional problem residents. After dealing with a fair amount of deferred maintenance, getting residents back on track and leasing the vacant units, we were 95% occupied by the beginning of 2011 and continue to maintain an annual 5% vacancy rate to this date.

While these are extreme cases of the work that we do, our company is consistently able to maintain a vacancy rate that is significantly lower than the rest of the market. We do this by being proactive in leasing, striving for complete resident satisfaction, and providing excellent maintenance services in a timely manner. While our market averages a 5% vacancy rate, we consistently run less than half that. Annually our vacancy rates company-wide have been:

2009	1.99%
2010	2.05%
2011	1.71%
2012	2.03%
2013	1.03% (YTD)

#### V. PROPOSED EDGEWATER SPECIFIC SERVICES

In the past, Candlewood has not actively worked in the senior housing market and we recognize that there will be areas listed on the prior few pages would need to be adjusted to more effectively manage the Edgewater Manor. The vast majority of what we do translates perfectly for this property. How we handle showings, screening residents, lease paperwork, inspections and maintenance all should be handled in the same manner and with the same high level of service that other residential rental properties in the Stevens Point are done.

The area that we feel would need to be adjusted to be successful would be how the property is marketed. In addition to the advertising services we typically do, I feel that with the senior market they may be less apt to embrace our online presence. This generation, broadly speaking, most likely would gravitate to more traditional forms of advertising when looking for a place to live. This means that areas such as the newspaper advertising would play a larger role in our overall advertising plan. Additionally, there would be a need to have more non-traditional marketing in areas that seniors typically frequent and congregate. This could involve sponsoring events, posting advertising and doing mini-seminars with seniors to get them comfortable with what to expect when moving into an apartment. This is most important when someone who has spent the vast majority of their life as a home owner and now finds themselves needing to down-size and in need of a place that requires less upkeep.

Another aspect that we feel would be beneficial to the property is the continuation of staffing the office at the property. With mobility being a potential issue, having an on-site presence that the residents can easily come and talk with would be a great asset. Candlewood does not maintain separate offices at the properties we manage currently. We instead have a central office about 6 blocks away so on first glance maintaining the office on-site would seem unneeded. For the reasons just mentioned here, our plan would be to staff that office five days a week on a limited basis. Initially we would start with staffing it 2-3 hours per day with set hours so the residents knew when we would be there. Depending on the need and usage by the residents, we would periodically review and adjust the hours, up or down, as needed. As a cost saving feature, we would have the office staff handle basic cleaning of the public areas while they are on-site as part of the management fee. By doing this we could have paid cleaners coming in only periodically to handle deep cleaning issues (ie windows, cleaning light lenses, etc) on a monthly or even quarterly basis depending on the need.

## VI. COMPENSATION QUOTE

Fee management companies, such as Candlewood, are compensated based on a percentage of rents collected schedule. The reasoning for doing this is twofold. The first is that it ties the success of our company to the success of the owner. Essentially, if the owner isn't getting a paid by a tenant, neither do we. You know that we are always doing our absolute best to find, screen and place the best applicants who will pay on time and care for the property. Secondly, owners know that we are striving to keep rents up and vacancy low because that benefits us both.

Our proposal is that management fee is set at 7% of collected rents, with a monthly minimum of \$2000. This would include our services of

- showing apartments
- screening residents
- completing all leasing paperwork
- collection of rents
- payment of bills
- handling resident concerns
- Our website advertising
- On-site street advertising (ie banner/sign)
- Monthly print ads in the Apartment Connexion magazine
- staffing the office Monday-Friday for 2-3 hours per day
- general cleaning of halls (deeper cleaning billed as needed)

In the area of maintenance, property repairs are handled on a time and materials basis. Our rate for repairs is \$38.00 per hour, with no minimum charge and after-hours calls being billed at \$57.00 per hour. All staff members are the sole employees of Candlewood and we cover all corresponding wages, taxes, insurance, workers comp, vehicles, and gas. When our staff is performing snow removal of the walks and lawn care, we bill that at a higher rate of \$50 because of the significant increase that goes along with equipment and gas for these tasks.

Candlewood maintains its own liability insurance in the amount of two million dollars.

## VII. FINAL THOUGHTS

I hope it is understood by all bidders that this will be an uphill battle to get this property occupied to what we consider an acceptable level. This will not happen overnight and realistically we hope to have this property around a 95% occupancy rate within 24 months of taking over. Given the fact that we will lose some residents at the same time we gain others, we expect this time table to be reasonable. The senior market is not a very transient population and do not have the tenancy to move frequently. From a leasing standpoint it means that the pool of potential residents we are going after will be a hard sell.

It is important to point out that it took years for the property to get to the vacancy rate it is currently at and it will take years to get it back to where it should be. This project will be a partnership between the management company and the City of Stevens Point, both who are working for a common goal of success. While the senior market has not been an area that Candlewood has had a big focus on in the past, we do assist with limited management of a 20 unit HUD subsidized senior complex in Nekoosa. That experience has shown us that filling vacant units, even in a subsidized property, is a difficult task and it needs to have realistic goals.

During our walk through of the property our resounding feeling on the actual apartments was that they had a very institutional feel. This does not blend well with someone who is looking for a new place to call home. It lacks that "home" feeling that residents are looking for. We feel that there would need to be some capital injected into the property in this area to facilitate the leasing up of the property. Items such as low pile carpeting would make a world of difference and would not impede the use of wheelchairs if needed. Depending on what potential improvements are planned (or not planned for that matter) will have a direct result on occupancy percentage.

In conclusion, we hope that this comprehensive RFP has fully addressed the areas that were requested and also gave you a full history and insight into how Candlewood Property Management, LLC and our staff operate. The numbers and the examples back up our record and we hope to be able to partner with the City of Stevens Point to make the Edgewater Manor a success. Thank you for the opportunity to submit this proposal!

PROPOSAL FOR  
EDGEWATER MANOR  
PROPERTY  
MANAGEMENT

By

Carlson Maintenance & Management Co.

Matt R. Carlson: Owner

2325 Wyatt Ave., Stevens Point, WI 54481

Phone: (715) 345-2396

carlsonmaintenance@gmail.com

# Carlson Maintenance & Management Co

Matt R. Carlson - Owner  
2325 Wyatt Ave., Stevens Point, WI 54481  
Phone: (715) 345-2396  
[carlsonmaintenance@gmail.com](mailto:carlsonmaintenance@gmail.com)

November 14, 2013

Michael Ostrowski, Executive Director  
Stevens Point City Hall  
1515 Strongs Ave.  
Stevens Point, WI 54481  
(715) 345-1568  
[mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com)

## **Re: Proposal for Edgewater Manor Property Management Service**

Dear Mr. Ostrowski,

I would like to thank you for giving Carlson Maintenance and Management Company the opportunity to enter a proposal for the management and operations of Edgewater Manor, located at 1450 Water Street, Stevens Point, WI 54481.

I founded Carlson Maintenance & Management Co. in 1984, specializing in the maintenance and management of residential and commercial investment properties.

As a full-service property management company, our goal is to ensure a client relationship that is built around trust and performance. We offer a complete property management package for your investment, including detailed monthly reports, marketing, tenant requests, tenant retention, property showings, tenant screening, leasing, maintenance, janitorial, plumbing, snow removal, lawn care, general contracting and much more.

Maintenance costs for Carlson Maintenance & Management Co. will be billed on a time and materials basis. All unskilled labor will be billed at \$45.00/hour and all skilled labor will be \$65.00/hour. Our management fee is seven percent ( 7 % ) of gross rents collected.

(3) A startup fee of \$1,000.00, (one thousand dollars), at the start of the contract.

e) That this agreement shall be binding upon the successors and assigns of the agent and the heirs, administrators, executors, successors and assigns of the owner (s).

IN WITNESS WHEREOF, the parties hereto have affixed or caused to affixed their respective signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Authorized Representative of Owner: (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Representative of Owner: (Print)

\_\_\_\_\_  
Signature

    Matt Carlson      
Agent: (Print)

      
Signature

# Carlson Maintenance and Management Co.

2325 Wyatt Ave., Stevens Point, WI 54481

Phone: (715) 345-2396

carlsonmainenance@gmail.com

## MANAGEMENT AGREEMENT

In consideration of the covenants herein contained Name: Community Development Authority of the City of Stevens Point Address: 1515 Strongs Ave, Stevens Point, WI 54481 Tel: (715) 346-1568 email: mostrowski@stevenspoint.com (hereinafter called "owner") and Matt Carlson (a licensed real estate broker), and Carlson Maintenance & Management Company (hereinafter called "agent") agree as follows:

1. The owner hereby employs the agent exclusively to rent, lease, operate and otherwise manage the properties known as Edgewater Manor, 1450 Strongs Ave., Stevens Point, WI 54481 upon the terms hereinafter set forth for a period beginning on the 1<sup>st</sup> day of January, 2014 and ending on the 31<sup>st</sup> day of December, 2014 and thereafter for annual periods, unless on or before thirty (30) days prior to the ending date last mentioned above, either party hereto notifies the other in writing of their intention to terminate this agreement.

2. The agent accepts the employment and agrees:

- a) To use due diligence in the management of the premises for the period, and upon the terms provided herein, and agrees to furnish the services of its organization for the renting, leasing, operating and managing of the premises so described.
- b) To deposit or have deposited all receipts due and owing owner in: either (the owners' Mortgage Account; # \_\_\_\_\_), located at \_\_\_\_\_, or into \_\_\_\_\_ (the broker's real estate trust account: # \_\_\_\_\_), located at \_\_\_\_\_, with said accounts to be in a national or state institution qualified to engage in the banking business separate from the agent's and owner's personal accounts. Agent will not be held liable in the event of bankruptcy or failure of a depository used for the above described purpose.
- c) To render monthly statements of receipts, expenses and charges made to the broker's real estate trust account.

3. The owner hereby gives the agent the following authority and powers and agrees to assume the expenses in connection herewith:

- a) To advertise the availability for rental of the herein described premises, or any part thereof, and to display "for rent" signs thereon; to sign, renew and/or cancel leases for the premises or any part thereof; to collect rents due or to become due and give receipts therefore; that the agent may collect from tenants all or any of the following: a late rent administrative charge, a non-negotiable check charge, credit report fee, the non-discounted rent surplus (when rent discounts are used instead of late fees), a subleasing administrative and/or broker's commission and need not account for such charges and/or commission to owner; to terminate tenancies and to sign and serve in the name of the owner such notices as are appropriate; to institute appropriate legal actions; to evict tenants and to recover possession of said premises; to sue for in the name of the owner and recover rents and other sums due; and when expedient, to settle, compromise, and release such actions or suits, or reinstate such tenancy. Any lease executed for the owner by the agent shall not exceed twelve (12) months.
- b) To make, or cause to be made, and supervise repairs, alterations, and decoration on said premises and to purchase supplies, and pay all bills therefore. The agent agrees to secure the prior approval of the owner on all expenditures in excess of \$ \_\_\_\_\_ for any one item, except monthly or recurring operating charges and/or emergency repairs in the excess of the maximum, if in the opinion of the agent such repairs are necessary to protect the property from damage or to maintain services to the tenants as called for in their leases.
- c) To consult with owner about who will perform any maintenance on the premises. If Management is to make repairs; to hire, discharge and supervise all labor and employees required for the operation and maintenance of the premises. Maintenance work will be done on time and materials basis, at the following rates: unskilled: \$45.00/hour, skilled: \$65.00/hour.
- d) To make contracts for electricity, gas fuel, water, cleaning, telephone, maintenance, trash removal, snow removal, pest control, coin-op. laundry and/or any other services agent shall deem advisable; the owner to assume the obligation of any contract so entered into at the termination of this management agreement.
- e) The agent has the right to install agent's personal coin-op laundry machines, if none are present. Repairs and proceeds of agent's machines will be agent's responsibility.

4. The owner further agrees:

- a) To save the agent harmless from all damage suits in connection with the management of the herein described property, and from injuries suffered

by any employee or other person whomsoever, (and to carry, at his own expense, necessary public liability and workmen's compensation insurance) adequate to protect the interest of the parties hereto, which policies shall be so written as to protect the agent in the same manner and to the same extent that they protect the owner, and will name the agent co-insured. The agent shall not be liable for any error of judgment or for any mistake of fact or law, or for anything which he may do, or may refrain from doing hereinafter, except in cases of willful misconduct or gross negligence.

- b) The agent is hereby authorized to pay mortgage or land contract payments, property taxes, special assessments, and to obtain fire, liability, steam boiler, or any other insurance required, and the agent is hereby directed to accrue and pay for same from the broker's real estate trust account, with the following exceptions: property taxes are taken out of broker's (bank name) Real Estate Trust Account.
- c) To open a checking account known as (RE trust acct name) Real Estate Trust Account (the broker's real estate trust account for the purpose of being the sole depository of all rent payments, security deposits, and any and all other receipts due and owing the owner, with owner further agreeing to maintain a minimum balance of \$500.00 in said account. It is also expressly understood and agreed by and between owner and agent that the agent will be a signator to said checking account with full authority to draw checks on said account for the purpose of making payments (for the benefit of owner by said agent.) Owner hereby agrees and understands that he is personally liable for security deposits obtained on said property which are deposited in the property's real estate trust account. All leases will indicate that the security deposits are held in said account.
- (1) To allow agent, on behalf of the owner to open said, broker's real estate trust account. If it is an interest bearing account, any interest earned will go the State of Wisconsin Homeless Fund. The bank's monthly service fee will be deducted from said trust account.
- d) To pay agent:
- (1) For management: seven percent (7%) of gross rents collected.
- (2) For Collection on Bad Debts: Twenty percent (20%) of amount collected.

We are proposing to have on-property office staff time, besides our office fully staffed Mondays - Fridays, 9:00 AM – 5:00 PM. Janitorial hours will be regularly scheduled for approximately 2-3 hours per week, based on your last contract cost. Preventive maintenance will include approximately 5 hours/week, along with any other maintenance requests from tenants. In addition, we have a 24/7 Emergency and Maintenance request line.

Qualifications held:

- Licensed Real Estate Broker
- Licensed HVAC contractor
- Certified Dwelling Contractor Qualifier
- Certified Dwelling Contractor
- Former president of the Central Wisconsin Apartment Association
- Served on the Portage County Low Income Task Force

Carlson Maintenance & Management prides itself in resident retention. Making everyone involved a value, owners and tenants alike, is the key.

I certify that all information contained in this proposal is true and correct. Upon acceptance of proposal, Carlson Maintenance & Management Co. will proceed with management and operation services as proposed and according to the schedule proposed. All terms and conditions, reservations and stipulations contained in the RFP document are agreed to.

11-15-13

Date

Matt Carlson

Name (Print)



Signature

Owner

Title

Carlson Maintenance & Management Co.

Matt R. Carlson, Owner

2325 Wyatt Ave.

Stevens Point, WI 54481

(715) 345-2396

[carlsonmaintenance@gmail.com](mailto:carlsonmaintenance@gmail.com)

**Proposal for Management and Operational  
Services for Edgewater Manor  
1450 Water St.  
Stevens Point, WI 54482**

**Press Copy**

From:

Copperleaf Management Group, LLC  
2225 Eagle Summit  
Stevens Point WI, 54482

Contacts:

Jim Mendyke  
2225 Eagle Summit  
Stevens Point WI 54482  
715-498-1715

and

Krista Mendyke  
2225 Eagle Summit  
Stevens Point WI 54482  
715-498-1678

Copper Leaf Management Group, LLC  
2225 Eagle Summit  
Stevens Point WI 54482  
(715) 498-1678  
[Administration@copperleafcare.com](mailto:Administration@copperleafcare.com)

November 5, 2013

RE: Request for Proposal for Management and Operational Services for Edgewater Manor,  
1450 Water Street, Stevens Point

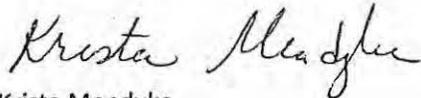
Dear CDA:

This is our response to your RFP to Manage/Operate Edgewater Manor at 1450 Water St, Stevens Point, WI 54481.

If selected, we would be honored to have the privilege of managing and operating this gem Stevens Point calls Edgewater Manor. Having a sincere desire to serve the seniors of Portage County with quality choices and dignity is our passion and mission. Please consider our deep roots to the community and years of related experience.

Attached please find the signed Certification Sheet as requested.

Sincerely,



Krista Mendyke  
President

## Certification Sheet

November 5, 2013

RE: Request for Proposal for Management and Operational Services for Edgewater Manor,  
1450 Water Street, Stevens Point.

I, the below signed, certify that:

1. All of the information contained in the proposal is true and correct; and
2. Copper Leaf Management Group, LLC will proceed with management and operation services as proposed and according to the schedule proposed if the proposal is selected;
3. Copper Leaf Management Group, LLC agrees to all terms and conditions, reservations, and stipulations contained in this request for Proposal; and
4. The signatory is authorized to make the commitments and representations contained in the letter and in the proposal on behalf of the respondent.



---

Krista M Mendyke  
President

## Respondent Information & Qualifications

Copper Leaf Management Group, LLC  
2225 Eagle Summit  
Stevens Point WI 54482  
(715)498-1678  
[administration@copperleafcare.com](mailto:administration@copperleafcare.com)

### Copper Leaf Management Group, LLC, Information & Qualifications:

The principals of Copper Leaf Management Group, LLC ("Copper Leaf"), proposes to Manage and provide Operational Services to Edgewater Manor at 1450 Water St., Stevens Point, by aggressively marketing and leasing up the property. We propose to staff the main office at Edgewater Manor a minimum of 10 to 30 hours per week with a member of our staff who is experienced in working with seniors and managing apartments.

This proposal will enhance the quality of life for residents residing at Edgewater Manor as we create and maintain a program that promotes independence and fellowship within the community. Copper Leaf management principals and staff are well versed in the community and work with many local agencies to provide services to independent senior residents. However our biggest referral sources will come from the word of mouth of current residents residing at Edgewater when they start to see positive changes.

The principals of Copper Leaf are lifelong residents of Portage County and have a deep desire to be actively involved in preserving Edgewater Manor.

In addition, the principals of Copper Leaf Management Group have extensive experience with senior housing projects. The management team has been involved in the development of a successful Home Health Care agency, Assisted Living campus, Senior Apartments and affordable senior housing projects in Portage County for over 20 years.

After meeting with several of the current tenants at Edgewater Manor, we understand the desire of these tenants and most seniors is to stay in an independent setting as long as safely possible. We are committed to ensuring that the residents enjoy a safe, clean, affordable, well managed place to reside. Copper Leaf will provide an active quality of life as well as a tranquil place to retire.

## Personal

Marketing, Management and Maintenance personal for Copper Leaf:

North Haven of Stevens Point, Inc.  
2225 Eagle Summit  
Stevens Point WI 54482

Senior management team consists of:

Krista Mendyke, President  
Jim Mendyke, Community Relations Director/Marketing  
Kelly Opiola, Director of Operations  
Nicol Romatowski, Office Manager  
Lesla Fluguar, Life Enrichment Director/Marketing  
Jim Firkus, Director of Environmental Services

## Experience

KJM Properties, LLC and North Haven of Stevens Point Inc. and its owners Jim and Krista Mendyke have been in business since 1995. These are the successful businesses we have owned and currently operate.

- ADL Home Health Care, Inc., Supportive homecare agency
- North Haven Assisted Living, 22 bed CBRF
- North Crest Assisted Living, 27 bed CBRF
- North Ridge Assisted Living, 24 bed CBRF
- Maple Ridge Assisted Living, 20 bed CBRF (sold in 2007)
- Maple Crest Assisted Living, 20 bed CBRF (sold in 2007)
- Whitetail Run Senior Living Community, 42 unit senior apartment village
- Pioneer Place Apartments, 35 unit apartment building with amenity program.
- Under contract with a 45 bed assisted living project.

## Proposed Management and Operational services

### Management of Edgewater would include:

- Marketing of the property;
- Touring of the units;
- Screening and qualifying tenants;
- Terminations and inspections;
- Managing tenant leases and occupancy (leases between the City or CDA, as facility owner, and the individual tenants; Copper Leaf will use the City's requested form of lease, and collect rents from tenants, but shall not be responsible for commencing legal actions to enforce rent payments or other provisions of the leases);
- Coordinating tenant requests;
- Hosting promotional events and social activities to raise awareness of this wonderful senior living option;
- Consulting based on surveys and feedback from tracking interest in marketing efforts and trends.
- Create and maintain a model apartment until a waiting list is accomplished.

### Management fee: (performance based on census as follows)

75% and under	5% of rents collected
75-80%	6%
80-85%	7%
85-90%	8%
90-95%	9%
95-100%	10% of 80 Apartments

We feel a performance based compensation model on rents collected shows a sincere desire to reach 100% occupancy with a waiting list; which we anticipate to be a 6-24 month process. The variable being the level of improvements needed to upgrade the building.

### Additional services available and invoiced as needed:

- General maintenance as provided by current maintenance personal to turn over vacant apartments and provide non-licensed required building maintenance, coordinate and approve outside services and vendors. We would recommend 8 to 24 hours a week as needed at a cost of \$30 per hour.
- Janitorial services for interior cleaning and outdoor upkeep. We would recommend 8 to 16 hours a week at a cost of \$30 per hour. (These may possibly be combined positions we would employ.)
- Advertising for cost of materials such as brochures, website, marketing signage, etc. (contact phone number negotiable)
- It is also proposed that the two bedroom apartment be available for live-in staff as part of our management team.
- An amenity program can be implemented in exchange for use of or lease of space required to offer ala cart services.

**From:** [Krista Mendyke](#)  
**To:** [Michael Ostrowski](#)  
**Subject:** Re: Community Development Authority Agenda Packet  
**Date:** Wednesday, November 20, 2013 8:55:16 AM

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Hi Michael,

I would like to clarify that we do have a licensed realtor on staff. And that our services can include full accounting. I would also like to add that our organization has an on call management team available 24/7 to trouble shoot everything from medical concerns to maintenance. I apologize that this was not clear in our proposal.

Thanks and regards,  
Krista Mendyke

On Wednesday, May 1, 2013, Michael Ostrowski wrote:

Hi:

Please find attached the CDA agenda packet. Hard copies have been mailed out today.

If you have any questions, please do not hesitate to contact me.

Thank you,

**Michael Ostrowski**

Director of Community Development / Community Development Authority

City of Stevens Point

Stevens Point City Hall

1515 Strongs Avenue

Stevens Point, WI 54481

Ph: (715) 346-1567

Fax: (715) 346-1498

# Proposed Organizational Structure After Dissolving Community Development Authority

