



# MINUTES

## REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

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| <b>Date and Time:</b> | January 13, 2015<br>4:00 PM | <b>Location:</b> | City Conference Room<br>1515 Strongs Avenue<br>Stevens Point, WI 54481 |
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**Present:** Chairperson Schlice, Alderperson Phillips, Commissioner Molski, Commissioner Gardner, and Commissioner Dugan.

**Also Present:** Executive Director Ostrowski, Comptroller Treasurer Corey Ladick, Mayor Gary Wescott, Jessie Adam, and Mike Burns.

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1. Roll call.
  2. Persons who wish to address the Board on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Board during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Chairperson.
  3. Public comment for pre-registered individuals for matters appearing on the agenda.
- Discussion and possible action on the following:
4. Approval of the minutes from the November 18, 2014 Redevelopment Authority meeting.
  5. Approval of financial reports, claims, and statements from October and November 2014.
  6. Reaffirmation of Redevelopment Authority bylaws.
  7. E Authorize the Executive Director, Michael Ostrowski to close BMO Harris bank account.
  8. Securing audit services for the Redevelopment Authority of the City of Stevens Point.
  9. AECOM - Amendment No. 5, Environmental Services, Remedial Action - Soil Vent Piles Treatment on Mason Street, Former Dun-Rite Cleaners.
  10. AECOM - Amendment No. 3, Environmental Services, Operation, Maintenance and Monitoring - Year No. 1, Sub-Slab Vapor Mitigation and Soil Remediation Systems, Mid-State Technical College, 1001 Centerpoint Drive, Stevens Point, WI 54481.
  11. Future meeting dates and times.
  12. Adjourn.
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1. Roll call.

**Present: Schlice, Phillips, Molski, Gardner**

- Persons who wish to address the Board on specific agenda items other than a "Public Hearing" must register their request at this time. Those who wish to address the Board during a "Public Hearing" are not required to identify themselves until the "Public Hearing" is declared open by the Chairperson.
- Public comment for pre-registered individuals for matters appearing on the agenda.

**No one registered to speak on any agenda items.**

Discussion and possible action on the following:

**Commissioner Dugan arrived at 4:02 PM**

- Approval of the minutes from the November 18, 2014 Redevelopment Authority meeting.

**Motion by Commissioner Molski to approve the minutes from the November 18, 2014 Redevelopment Authority meeting; seconded by Alderperson Phillips. Motion carried 5-0.**

- Approval of financial reports, claims, and statements from October and November 2014.

**Motion by Alderperson Phillips to approve the financial reports, claims, and statements from October and November 2014, seconded by Commissioner Molski. Motion carried 5-0.**

- Reaffirmation of Redevelopment Authority bylaws.

Executive Director Ostrowski explained the bylaws were discussed prior at the prior meeting. At that time, there were no recommended changes. Commissioner Gardner indicated that in the bylaws, it says the votes should be recorded by voice votes, but that is not how they are being recorded. He suggested a change to have the voice votes be yea or nay. Chairperson Schlice agreed especially for anything financial or a contract.

Alderperson Phillips asked what is the normal procedure, to which Chairman Schlice answered, if it is an ordinary informational thing it is all in favor, but if it is expenditure or contract we go through a roll call. Alderperson Phillips liked the way it has been done. Commissioner Gardner stated he preferred the roll call and wants to know who is voting against or for something.

**Motion by Commissioner Gardner to approve the bylaws, striking the word "not" in section 7, so that it reads:**

**Section 7 - Voting. The voting on all questions coming before the Authority shall be by voice and shall be recorded by "yeas" and "nays" unless requested by a member of the Authority.**

**seconded by Alderperson Phillips.**

**Roll Call: Yeas - Schlice, Phillips, Molski, Gardner, Dugan**

**Nays - None**

**Motion carried 5-0.**

- Authorize the Executive Director, Michael Ostrowski to close BMO Harris bank account.

Executive Director Ostrowski explained we have a bank account at BMO Harris to hold security deposits for Edgewater Manor. They were in a CD that was renewed annually, and a money market account that the interest would go into. Candlewood now holds the security deposits in their trust account, so he is looking to close the BMO Harris account and transfer the funds to our other checking account. In order to do this, BMO would need authorization from the board since there is not a signature card on file.

**Motion by Commissioner Molski to authorize the Executive Director, Michael Ostrowski to close BMO Harris bank account; seconded by Commissioner Dugan.**

**Roll Call: Yeas- Schlice, Phillips, Molski, Gardner, Dugan**

**Nays- None**

**Motion carried 5-0.**

8. Securing audit services for the Redevelopment Authority of the City of Stevens Point.

Executive Director Ostrowski stated we have looked at getting audit services from Hawkins Ash and Bepitje and from Baker Tilly. The two estimates were \$6,000 Hawkins and \$5,500-7,500 for Baker Tilly with an initial first time cost of \$3,500-\$4,500 to get their records started. He feels it would be best and easiest to have the same auditor looking at both sets of books, and therefore would recommend proceeding with Baker Tilly.

Chairperson Schlice pointed out it may reduce or pull down the fees with the current auditor. He asked if we spoke with the auditors about waiving the initial fee. Comptroller Ladick stated he can mention it to them and see. Director Ostrowski added that our budget does not reflect these amounts, as we only budgeted \$3,500 as that is what we paid the prior year.

**Motion by Chairperson Schlice to secure audit services from Baker Tilly with the costs for initial set up \$3,500-\$4,500 and \$5,500-\$7,500 for the audit; seconded by Commissioner Gardner.**

**Roll Call: Yeas- Schlice, Phillips, Molski, Gardner, Dugan**

**Nays- None**

**Motion carried 5-0.**

9. AECOM - Amendment No. 5, Environmental Services, Remedial Action - Soil Vent Piles Treatment on Mason Street, Former Dun-Rite Cleaners.

Executive Director Ostrowski explained this is the soil removed from the former mall site that we are storing and remediating on Mason Street. While it was anticipated that it may be remediated by the end of the year, it will require a couple of additional months, as there are some detectable levels in two of the three piles. The amendment is to run the system two additional months when the weather warms for an additional \$23,000.

Chairperson Schlice asked if they are assuring this will complete the remediation. Executive Director Ostrowski stated that is what is anticipated. He explained it is difficult to work with environmental issues depending on the levels of contamination.

Chairperson Schlice asked if we had been provided with periodic reports, to which Executive Director Ostrowski stated yes they have and we have to report that as well to the DNR for any grant related work.

Commissioner Molski asked if we had grant money on this, to which Executive Director Ostrowski stated yes.

Commissioner Gardner asked if it would make any sense if we let some natural attenuation take place before we send them out there again such as starting blowers back up in May or June. Executive Director Ostrowski stated they will start the blowers back up in April but we can push it back to when it is most effective.

**Motion by Commissioner Gardner to approve the AECOM – Amendment No. 5, Environmental Services, Remedial Action – Soil Vent Piles Treatment on Mason Street, Former Dun-Rite Cleaners for an amount not to exceed \$23,000; seconded by Alderperson Phillips.**

**Roll: Yeas - Schlice, Phillips, Molski, Gardner, Dugan**

**Nays- None**

**Motion carried 5-0.**

- 10. AECOM - Amendment No. 3, Environmental Services, Operation, Maintenance and Monitoring - Year No. 1, Sub-Slab Vapor Mitigation and Soil Remediation Systems, Mid-State Technical College, 1001 Centerpoint Drive, Stevens Point, WI 54481.

Executive Director Ostrowski explained we were required by the DNR to do a set of indoor air sampling during the process that was not included in the original proposal. AECOM used the funds that were in their prior contract award to do that, so we need to do an amendment to add in those additional dollars. The cost of the amendment is an additional \$5,000.

**Motion by Commissioner Molski approve the AECOM- Amendment No. 3, Environmental Services, Operation, Maintenance and Monitoring – Year No. 1, Sub-Slab Vapor Mitigation and Soil Remediation Systems, Mid-State Technical College, 1001 Centerpoint Drive, Stevens Point, WI 54481 for the amount not to exceed \$5,000.00; seconded by Commissioner Dugan.**

**Roll Call: Yeas – Schlice, Phillips, Molski, Gardner, Dugan**

**Nays- None**

**Motion carried 5-0.**

- 11. Future meeting dates and times.

Chairperson Schlice asked for input regarding the current meeting times and dates. Executive Director Ostrowski stated he had one concern from a resident that the meetings are not published in the Portage County Gazette because of our meeting times. In the past there had not been a standard meeting time and date, but for the last year, we have been scheduling the second Tuesday of the month at 4:00 PM. Chairperson Schlice pointed out there is a lot of stuff that the paper does not print, but it is available on our website and they can come in any time and review the packets.

It was decided to keep the same meeting date and time.

- 12. Adjourn

**Meeting adjourned at 4:23 PM.**

**Approved:**

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**John Schlice, Chairperson**

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**Date**

**Attest:**

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**Michael Ostrowski, Executive Director**

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**Date**