



AGENDA

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date and Time:	November 19, 2015 3:30 PM	Location:	City/County Building Conference Room D 1516 Church Street Stevens Point, WI 54481
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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. Minutes from the September 15, 2015 Redevelopment Authority meeting.
5. Financial reports, claims, and statements from August and September 2015.
6. Authorization to allow Habitat for Humanity to utilize Housing Trust Fund loan proceeds from current loan(s) on a new project(s).
7. Authorizing a short sale or loan write-off for 2924 Oak Street.
8. Subordination request for 1608 Reserve Street.
9. Housing Trust Fund loan policy for write-offs, short sales, and subordinations.
10. Future redevelopment plan/project areas.
11. Use of Housing Trust Fund interest revenue.
12. Public Hearing – 2016 Budget.
13. Resolution – Adopting 2016 Budget.
14. Executive Director's update (this item is for informational purposes only).
15. Adjourn.

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the Executive Director as soon as possible to ensure that a reasonable accommodation can be made. The Executive Director can be reached by telephone at (715)346-1567, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.



Memo

Michael Ostrowski, Director
Community Development Department
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
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mostrowski@stevenspoint.com

Redevelopment Authority of the City of Stevens Point

To: Redevelopment Authority Board of Commissioners
From: Michael Ostrowski
CC:
Date: 11/12/2015
Re: Agenda Item Summaries for the November 19, 2015 Redevelopment Authority Board Meeting

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. Minutes from the September 15, 2015 Redevelopment Authority meeting.
The Board will need to approve the minutes of the prior meeting.
5. Financial reports, claims, and statements from August and September 2015.
The Board will need to approve the financials, claims, and statements from August and September 2015. Please note, Edgewater Manor was still under the control of the RA in August, that is why the financials are before you.
6. Authorization to allow Habitat for Humanity to utilize Housing Trust Fund loan proceeds from current loan(s) on a new project(s).
Habitat for Humanity is looking at putting in a bid on a foreclosed property that they have a loan on. The RA also has a loan on this property and they have indicated that they would put in a bid to cover our loan as well, if we reserve the funds for a new family. I would recommend approval of this, and I would also recommend that the Board approve future actions relating to these types of situations, and allow the Chairperson and Executive Director to approve such requests.
7. Authorizing a short sale or loan write-off for 2924 Oak Street.
See attached email from Kris Pethick (CAP Services).
At this time, the offer for the short-sale has been nullified. However, we should still act on this matter now as another offer may emerge during the foreclosure process that will require a decision by the RA on a timely basis. The City has already acted on this matter.

8. Subordination request for 1608 Reserve Street.

Please see the attached email from CAP Services regarding this request.

From Kris Pethick (CAP Services) - *The Stevens Point Housing Authority/Redevelopment Authority are currently in first place against this property, CAP Services is in 2nd place & RA has another mortgage in 3rd place. The couple is borrowing \$12,515 for a new roof & gutters & downspouts (bids attached...), and the new lender wants to be in first place so requesting a subordination. Subordination is allowable on a case-by-case basis for additional home improvements. Lender will be holding funds in escrow and cutting checks directly to the contractors, NO CASH will go to the homeowners. Seems that all mortgages will still be well-secured, and improvements on property can only help that security. I recommend subordination. Please let me know, as soon as possible, if this is approved, or if it needs to go to the Board.*

9. Housing Trust Fund loan policy for write-offs, short sales, and subordinations.

Given the timing of some of the requests for write-offs, short sales, and subordinations, there may be times that we need to act in a relatively quick fashion to protect our interest. With this being the case, it is sometimes difficult to get a RA meeting scheduled in time. I would entertain the potential to draft a policy for these types of situations. I would still expect write-offs to come before the RA, but we could look at addressing short sales or subordinations in a different manner, where the Chairperson and Executive Director can approve. If you are agreeable to this, I will draft a policy and bring it before the RA at a future meeting.

10. Future redevelopment plan/project areas.

At the last meeting we started discussions about redevelopment project areas that could be in play regarding future projects for the RA. There have been a number of ideas that have been brought up regarding this, as well as additional uses for the HTF.

At this time, staff is working on rewriting the comprehensive plan, which is the master plan for the City. As part of this update, potential redevelopment areas will be identified. Furthermore, the comprehensive plan can identify sub areas of specific focus for redevelopment areas. From this, we can then create statutory defined redevelopment area plans were the RA can carry out the projects identified. At this time, I would recommend proceeding with the comprehensive plan update to specifically identify these areas before moving forward with any other redevelopment plans. The anticipated timeline for completion of the comprehensive plan is late 2016. However, when this timeline was established, the process included some planning assistance from Portage County. Due to the fact that Portage County Planning and Zoning has gone through some significant staff changes, the amount of assistance that they will be able to provide is limited, which I understand. Therefore, in order to keep the excitement and good public input along moving in a positive direction, I would suggest that we look at bringing a consultant on board to supplement efforts in the drafting of the comprehensive plan. The reason that I am bringing this up with the RA is that the consultant could also assist in preparing the redevelopment area plans (sub plans) as part of the comprehensive plan.

The cost of the consultant will be dependent on the amount of involvement they will have. I would recommend that City staff still do the public input efforts that will lead to the formation of the goals, objectives, and strategies, but have the consultant assist with the pulling of secondary data (Census, etc.), drafting, and mapping for the actual document. This should reduce the cost significantly. While I do not feel the RA should pay for the entire cost of the consultant, their involvement is appropriate in that the plan would also lead to the formation of redevelopment plans for the RA.

11. Use of Housing Trust Fund interest revenue.

See agenda item 10 comments.

12. Public Hearing – 2016 Budget.

13. Resolution – Adopting 2016 Budget.

The proposed budget is attached. Please note, the major change in this years proposed budget is the reduction of the Community Development Wage expense, which has been redirected back to the City's budget. It is the intent to transfer the remaining portion in 2017.

14. Executive Director's update (this item is for informational purposes only).

15. Adjourn.



MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date and Time:	September 15, 2015 4:00 PM	Location:	City Conference Room 1515 Strongs Avenue Stevens Point, WI 54481
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Present: Chairperson Schlice, Alderperson Phillips, Commissioner Cooper, Commissioner Molski, Commissioner Sawyer, Commissioner Gardner, and Commissioner Dugan.

Also Present: Executive Director Ostrowski, Barb Jacob, Mary Meyer, and Alderperson Shaun Morrow.

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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. Minutes from the August 11, 2015 Redevelopment Authority meeting.
5. Financial reports, claims, and statements from July 2015.
6. Amendment No. 6 - AECOM Agreement for Environmental Services – Remedial Action Services – SVE System O&M, Confirmation Sampling and Analysis and Case Closure Assistance for Soil Vent Piles on Mason Street (Former Dun-Rite Cleaners).
7. Authorization for the Chairperson and Executive Director to execute contracts with AECOM for environmental remediation services for the former Lullabye Furniture site, 1017 Third Street, Stevens Point WI 54481, up to an amount authorized by the Common Council of the City of Stevens Point.
8. Resolution – Transfer of Edgewater Manor and related checking account assets.
9. Future redevelopment plan/project areas.
10. Use of Housing Trust Fund interest revenue.
11. Executive Director’s update (this item is for informational purposes only).
12. Adjourn.

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1. Roll call.

Present: Schlice, Phillips, Cooper, Molski, Sawyer, Gardner, Dugan

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.

Mary Meyer, 1450 Water Street, thanked the Redevelopment Authority for voting to transfer Edgewater to the City, and for suspending the use of the Housing Trust Funds. She asked to continue to not use the Housing Trust Funds for future projects and use it for the repairs and maintenance of Edgewater only.

Discussion and possible action on the following:

4. Approval of the minutes from the August 11, 2015 Redevelopment Authority meeting.

Motion by Commissioner Molski to approve the minutes from the August 11, 2015 Redevelopment Authority meeting; seconded by Commissioner Dugan.

Motion carried 7-0.

5. Financial reports, claims, and statements from July 2015.

Executive Director Ostrowski explained that there is nothing unusual in these reports, and Edgewater is still in there because at that time it was still the property of the RA. Future reports will now be directed to the Common Council for their review and approval.

Motion by Alderperson Phillips to approve the financial reports, claims, and statements from July 2015; seconded by Commissioner Gardner. Motion carried 7-0.

6. Amendment No. 6 - AECOM Agreement for Environmental Services – Remedial Action Services – SVE System O&M, Confirmation Sampling and Analysis and Case Closure Assistance for Soil Vent Piles on Mason Street (Former Dun-Rite Cleaners).

Executive Director explained they are continuing to do the environmental remediation on the piles at the Mason Street site. The sampling locations that have been tested have come back clean. The DNR would like us to do some additional sampling between our sampling points to make sure the entire pile is clean and not just the sampling locations. If everything looks good, we would work for case closure, decommission the system, and move the equipment to the former Normington site on the northwest corner of the MSTC parking lot.

Commissioner Dugan asked what happens to the piles that have been decontaminated, to which Executive Director Ostrowski answered they can be spread at the same location they are on, or can be used at a different location. We do have to work with the DNR for that approval. He added there may be a use for the soil at the sewage treatment facility for additional fill.

Commissioner Molski asked since the DNR is asking for additional testing, are they adding any funds, to which Executive Director Ostrowski stated no they are not adding any funds. We have received grants in the past, but the DNR wants to make sure the soil is clean before it is moved. The bad part about this is the DNR person we have been working with is retiring in early October.

Commissioner Sawyer noticed that the cost of the amendment is \$37,000 and the cost of the consulting services was the largest portion of that. He asked if that fee that has been set by prior contracts. Executive Director Ostrowski explained that fees that we have agreed to pay in prior contracts are on an hourly basis. What their incentive and what they are working for is that we are their client, but they also have to report to the DNR. They have to follow the DNRs testing requirements. The fees are typically higher on the consultant services because they are the ones doing the testing, sampling, and preparing case closure.

Commissioner Molski asked where the funds were coming from, to which Executive Director Ostrowski stated from the second borrowing of the mall project.

Commissioner Cooper asked how much of the seconded borrowing is remaining, to which Executive Director Ostrowski stated the first borrowing is completed, but he will have to get an exact amount for the next meeting. He added once this is closed out, we move the Normington site for remediation starting spring of 2016 and ending within hopefully a year if everything goes well.

Commissioner Dugan asked regarding the Normington site if the contamination is under the MSTC building. Executive Director Ostrowski stated that we have already installed the vapor mitigation system under the MSTC building, which deals with the extent of the plume from the Normington site.

Motion by Commissioner Sawyer to approve Amendment No. 6 - AECOM Agreement for Environmental Services – Remedial Action Services – SVE System O&M, Confirmation Sampling and Analysis and Case Closure Assistance for Soil Vent Piles on Mason Street (Former Dun-Rite Cleaners) at a cost of \$37,000; seconded by Commissioner Gardner.

Roll Call: Yeas- Schlice, Phillips, Cooper, Molski, Sawyer, Gardner, Dugan.

Nays- None

Motion carried 7-0.

7. Authorization for the Chairperson and Executive Director to execute contracts with AECOM for environmental remediation services for the former Lullabye Furniture site, 1017 Third Street, Stevens Point, WI 54481, up to an amount authorized by the Common Council of the City of Stevens Point.

Executive Director Ostrowski explained this was part of the amended agenda. AECOM has received the results back from the latest testing on the site and there is additional contamination that we will need to deal with. What AECOM found from the excavation there is a thin layer of coal waste that is about 2-3 feet in the soil. This waste layer has acted as a carbon filter so it trapped the PCE contaminated soil preventing it from hitting the groundwater in that location. There is no requirement for us to remove the coal waste, however the coal waste that has PCE contaminates in it does need to be removed. This is before you because we have an open hole sitting there that needs to be covered for safety concerns. There is also coal waste on the southwest corner of the property, and in order for us to go through the VPLE process, we may be required to have some testing in other parts of the site.

Commissioner Dugan asked about liability from the former Lullaby owners. Executive Director Ostrowski explained that when we went through the grant process; in order to be eligible there had to be no viable responsible party left. It was determined there were not. Commissioner Sawyer added when you take a look at legal responsibility, you have to look at what it would cost to prove causation and to litigate it and how viable the source for doing the investigation.

Executive Director Ostrowski stated AECOM's quick estimate for this project would be approximately \$50,000-60,000 to remove the rest of the contamination. The coal waste can stay as long as it does not have any PCE contamination and it is capped. At such time a development comes and disturbs the area, they would have to dispose of it properly.

Motion by Commissioner Gardner to approve the authorization for the Chairperson and Executive Director to execute contracts with AECOM for environmental remediation services for the former Lullabye Furniture site, 1017 Third Street, Stevens Point, WI 54481, up to an amount authorized by the Common Council of the City of Stevens Point, seconded by Commissioner Dugan.

Roll Call: Yeas- Schlice, Phillips, Cooper, Molski, Sawyer, Gardner, Dugan.

Nays- None

Motion carried 7-0.

8. Resolution – Transfer of Edgewater Manor and related checking account assets.

Executive Director Ostrowski explained this was before you prior and ultimately the Common Council had accepted, however your motion did not include the transfer of the financial funds relating to the checking account for Edgewater Manor. This resolution covers the transfer of the property as well as the funds.

Motion by Alderperson Phillips to approve the Resolution – Transfer of Edgewater Manor and related checking account assets, seconded by Commissioner Molski.

Commissioner Sawyer asked when we look at net ordinary income on the July 2015 profit and loss statement, there is \$13,394.82 and then under other expense under owners draw for the same amount, is that money that goes into the checking account, to which Executive Director Ostrowski stated it is. Commissioner Molski asked if we have two accounts to transfer, to which Executive Director Ostrowski stated we have one account to transfer with the checking account everything else is held by Candlewood. The Finance Committee approved the agreement with Candlewood to take over the management of that facility.

Commissioner Sawyer clarified what Candlewood has is the account dealing with the security deposits, to which Executive Director Ostrowski explained Candlewood collects all of the revenue and pays all expenses relating to the property and at the end of every month there will be a balance left over that they transfer back to the city to be deposited into the checking account. If there are individuals moving in that provide a security deposit, those funds are held by Candlewood. We used to have a separate account at M&I Bank that we ended up closing and then transferring those funds to the Chase account.

Roll Call: Yeas- Schlice, Phillips, Cooper, Molski, Sawyer, Gardner, Dugan.

Nays- None

Motion carried 7-0.

9. Future redevelopment plan/project areas.

Executive Director Ostrowski said this was an item that was before you previously. We had discussed we were not going to do any other loans until the situation with Edgewater is somewhat resolved. The council has now taken over Edgewater along with their checking account. We wanted to discuss some future projects that the R A could look at doing. Included in the packet is a redevelopment plan map that was part of our 2006 Comprehensive Plan. We are currently going through an update that will likely identify additional areas.

Executive Director Ostrowski said Commissioner Gardner also reached out to Habitat for Humanity to see if they would be willing to do any remodel projects, which there was a positive reaction. Commissioner Gardner stated they expressed some interest in going after repossessed houses and identified a couple of them and have made an offer on one of them.

Commissioner Molski asked how much money in the interest fund is available, to which Executive Director Ostrowski stated there is about \$200,000.

Commissioner Gardner asked what kind of revenue is there now, to which Director Ostrowski stated maybe 3% the investment getting anywhere from \$70-90 thousand a year in interest revenue. He continued there had been a comment about half of his salary coming out of that fund, we are still in conversations to try and get that out and try to put it back on the city's levy.

Commissioner Dugan is very supportive of Commissioner Gardner's idea of taking the worst house on the block project and the idea of having Habitat remodel. She is unsettled by looking at vast areas that appear to be prime redevelopment areas. It is not necessary for us to have an area to redevelop, we can

go house by house can't we, to which Executive Director Ostrowski stated there should be a redevelopment plan put together.

Executive Director Ostrowski indicated that with regards to the larger redevelopment areas, we don't always have to remove every single home. There are viable structures in those areas, but it provides us a general indication that these are the areas that the city has identified as in the comprehensive plan as the first step in the redevelopment plan process. We can look at other programs that may be established, but he would also look at areas in the comprehensive plan that can make a large positive impact.

Commissioner Molski asked if the city is still applying for community development funds, to which Executive Director Ostrowski stated they are very limited now from the past. We have gotten a grant for just over a half of million dollars in 2012 and those funds have been expended already.

Executive Director Ostrowski explained the city has recently hired a code enforcement officer, who is out issuing notices and orders and violations and many times there are people who cannot afford a repair. That puts us in a situation where we continue to press, but if the person cannot afford the repair, nothing is going to get done with that property until it goes into foreclosure or is taken on tax deed. There is an option of reserving some of the trust fund monies to focus on properties that the city has issued orders on that the person does not have the financial means to repair.

Commissioner Molski pointed out there was a time property owners could take out loans to repaint the house and asked if we still have that project. Executive Director Ostrowski stated we have not done that, but it was a very popular program.

Commissioner Schlice asked about the principle amount to which Executive Director Ostrowski stated the principle is about \$2 million.

Aldersperson Phillips stated he noticed there are a lot of properties along the Division Street and Church Street corridor. He questioned if we should be doing anything in this area until they decide what will be done with the highway. Executive Director Ostrowski stated this map is from 2006 and he still thinks that a lot of the properties are valid, and Division Street and Business 51 will come back up again. Commissioner Schlice added there is the TIF district for Division Street and if there is activity for redevelopment that could be used as well.

Aldersperson Phillips stated the city has just purchased a lot across from the KASH playground, but that is not on the redevelopment map, we should look at that property and move quickly for purchasing as homes are sold. We should also look at the park on the other side of the street Sloman Park.

Commissioner Dugan disagreed in making the west side a redevelopment area. She said she does not feel that is a blighted area and there are just a select few homes that need some work.

Aldersperson Morrow clarified that the Housing Trust Fund has not issued any money for the last four years, to which Executive Director Ostrowski stated it has not been four years, it has been off and on for a number of years because of the complexity with Edgewater and lack of funds within some of the programs. We have not issued a lot of loans through CAP Services. Commissioner Gardner added that is not due to lack of demand, which has been the decision on the part of the Redevelopment Authority.

Commissioner Schlice asked how many of the loans have been written off, to which Executive Director Ostrowski stated he does not have the exact count, but it is not a real high percentage given the amount we have done. Since the programs existence, we have had approximately \$2-3 million worth of loans; keep in mind that also has matching funds. Partnering with these other programs is critical and a lot of these homes are brought up to standards when they are purchased. You could focus funds on exterior

components. We need to determine the goal of the program as to the value of the home and/or the aesthetics in the neighborhood.

Commissioner Sawyer asked if there was any sort of published guidelines for who is eligible for the loans, and are there any figures concerning what percentage of the applicants pay back the loans. Executive Director Ostrowski stated we do have income guidelines and we can try to get you the number of loans who have defaulted. There was a period in 2008-2009 where there were a lot of foreclosures, and issues with the loans.

Commissioner Gardner pointed out that some communities do is a loan review committee look at each and every loan prior to the city issuing the loan. We have not done that here. If we were to do something regarding the property owners who receive orders for repair from the Inspection Department, he would like to have the loans reviewed prior to issuing the funds.

Executive Director Ostrowski explained the issue we are in, is that the property owner does not have the funds to maintain the home, we issue orders, it goes on the tax bill, then the taxes are not paid and it takes four years for the county to take the property on a tax deed. When they take the property and resell it, they are not required to make the city whole on the special charges and we are left holding the bag from all the orders and service charges issued. If we issue a raze order and add it as a special charge to the parcel, the property goes into tax deed, the city does not always get reimbursed for the work done.

Commissioner Schlice brought up the issue of that we have been with CAP Services doing these loans for numerous years, is that the best use of our money for redevelopment in the city. Commissioner Schlice asked the commission to look at the way things were done in the past, and determine if this is the way we want to continue, or do we want to modify that, now that we are more available we should do what this commission was created for.

Commissioner Sawyer stated he would like to know more about the lending of funds and is less inclined to be involved in just painting on a place that will look like it is still a problem property with a fresh coat of paint. He stated he is more in favor of if there are some properties that are really at the tail end of their usefulness, that we do what we can to have it redeveloped. In the potential infill areas, he is in favor of taking down an un-useful building and building something new than he is taking space that is open and wildlife is using for habitat and building something brand new because of cost savings. We are also stewards of the land, and part of that is not building on every piece of property we can get our hands on, but taking pieces of property that are eye sores, and that could do better on the tax roll as improved properties. There has to be a good balance of preserving historic architecture, but also moving into the future.

Aldersperson Phillips asked about the Moodie property on the west side of town. He confirmed that it is for redevelopment and it is in a TIF district. Executive Director Ostrowski explained that one of the concerns now is that it is in the floodplain and he is in the process of removing it. There has been a conditional letter of map revision approval from the FEMA, and so long as he builds it to spec and submits the paperwork, he can pull it out of the floodplain making the property more attractive for sale and development, and that is an option for a redevelopment area.

Executive Director Ostrowski continued there are a number of properties which are blighted on the west side and north side, but they are older parts of the city, and whether that means sticking money to fix them up, or raze them and allow new construction, there can be a mixture of both. There is no need to tear down an entire block, but there are areas of the city we are more likely to focus on than others. There is part of a larger project like the Moodie property, that adds a benefit because it adds additional tax base to the city on existing land that is already within the municipal borders and served by utilities.

We don't always need to look at greenfield development. There are a number of areas that we can look at redeveloping. In the comprehensive plan neighborhood sessions, that was one of the main comments heard. There are instances where we will grow, for industrial purposes, because we don't have much available land needed for industrial users in the city core. In terms of residential and commercial, maybe we don't focus on doing another 40 acre subdivision; maybe we focus on an area of the city with a number of dilapidated homes, and maybe they are torn down and new housing is built.

Commissioner Gardner stated we should probably have Soik Plumbing in the possible redevelopment area as well as several properties and lots south of Arlington along Water Street and coordinating with the county regarding their possible expansions.

Commissioner Sawyer added eminent domain is an option whether or not a property owner wants to sell, if there is an appropriate reason for the city to take control.

Executive Director Ostrowski stated that is one of the reasons the Redevelopment Authority was created. It is controversial, that is one of the reasons why the board members are not elected officials. We don't always have to use eminent domain, we could make it a long term project where the Redevelopment Authority purchase property as it becomes available.

Commissioner Dugan stated in the past, there was a lot of taking of properties based on eminent domain. We are now seeing a more balance look with the historic homes and new developments.

Executive Director Ostrowski stated he can start looking at areas of the city and providing some recommendations of programs. We don't have to open up the Housing Trust Funds today; this is just before you just in case you would want to start to do that. We may choose to hold onto it for awhile and accumulate a certain amount for larger projects.

Aldersperson Phillips asked if there is any way for us to approach owners with empty lots that are just sitting there. Executive Director Ostrowski stated you can if they are willing to sell the lot.

Commissioner Gardner stated infill is great, but are the lots available to develop, but many times the owner is not willing to sell. He then asked if there was some type of presentation on what it is that the Housing Trust Funds are doing with the lending, and the advantages of coordinating with CAP.

Commissioner Dugan added that the commission might benefit from a summary of some of the plans that we already have in place and that the council either has bought into or is likely to buy into. We have a new Bicycle Pedestrian Plan, we also have the Path to Sustainability which has an entire section on housing and transportation, which all of these things feed into redevelopment and infill.

10. Use of Housing Trust Fund interest revenue.

Discussion included in previous agenda item.

11. Executive Director's update (this item is for informational purposes only).

Executive Director Ostrowski stated there is nothing further as everything has been covered and discussed.

Commissioner Cooper asked if we are still a member of the regional revolving loan fund. Executive Director Ostrowski stated CWED is a revolving loan fund that the city is a member of. It was started back in 2008 when a number of communities combined their revolving loan fund dollars received from the state into a larger pool. The idea was as the funds were lent out and repaid, the fund would become de-federalized and there would be less federal guidelines to meet and make the process more efficient. Commissioner Gardner added this was considered job creation funds. Executive Director Ostrowski continued we have been doing loans for a number of years, until this past year. There were some issues

where the way that CWED was formed was an error and it does not de-federalize the funds. Commissioner Gardner added the error was on the part of the state. Executive Director Ostrowski stated we are working together to find a solution for the loans that were made when we were under the assumption that the loans were de-federalized. At this point CWED has put a hold on all new loans.

Commissioner Molski asked if there were others besides Service Cold Storage who had received funds from CWED. Executive Director Ostrowski stated that loan was declined after approved due to the interest rate. Executive Director Ostrowski stated we have done others.

Executive Director Ostrowski explained the other question that came up was how the board is made up and whether or not elected officials can sit on the board and if local boards can approve loans or all loans have to go through CWED.

12. Adjourn.

Meeting adjourned at 5:23 PM.

Approved:

John Schlice, Chairperson

Date

Attest:

Michael Ostrowski, Executive Director

Date

CITY OF STEVENS POINT

Bank Reconciliation Report

Page: 1
Sep 21, 2015 02:46PM

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

9-24-15

EDGEWATER MANOR ACCOUNT (EDGEWATER CHECKING) (7)
August 31, 2015

Account: 24711101
Bank Account Number: 3078529996

Bank Statement Balance:	214,682.03	Book Balance Previous Month:	201,283.95
Outstanding Deposits:	.00	Total Receipts:	13,400.22
Outstanding Checks:	.00	Total Disbursements:	2.14
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	214,682.03	Book Balance:	214,682.03

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!
Checks cleared: 1 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Total By Reference Number and Date
 Journal Code: Journal Code = "CREDGE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CREDGE						
1						
08/05/2015	1	CANDLEWOOD	247.48.20120.51	RENTAL INCOME		13,394.82-
2						
08/05/2015	2	Auto Batch Total	247.11101	OTHER CASH ACCOUNTS	13,394.82	
3						
08/31/2015	3	INTEREST FOR AUGUST 2015	247.48.00110.56	INTEREST ON CHECKING ACCT		5.40-
4						
08/31/2015	4	Auto Batch Total	247.11101	OTHER CASH ACCOUNTS	5.40	

Documents: 4 Transactions: 4

Total CREDGE:

13,400.22 13,400.22-

Grand Totals:

13,400.22 13,400.22-

Report Criteria:

Total By Reference Number and Date
Journal Code: Journal Code = "CDEDGE"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CDEDGE						
1						
08/17/2015	1	ACCOUNT ANALYSIS SETTLEMENT C	247.56.00600.5950	GEN ADMINISTRATION CHARGES	2.14	
2						
08/17/2015	2	Auto Batch Total	247.11101	OTHER CASH ACCOUNTS		2.14-
Documents: 2 Transactions: 2						
Total CDEDGE:					2.14	2.14-
Grand Totals:					2.14	2.14-

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

9-24-15

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)

August 31, 2015

Account: 24611101

Bank Account Number: 3078529970

Bank Statement Balance:	222,090.86	Book Balance Previous Month:	196,952.55
Outstanding Deposits:	.00	Total Receipts:	25,143.43
Outstanding Checks:	.00	Total Disbursements:	5.12
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	222,090.86	Book Balance:	222,090.86

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 5 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 1 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Total By Reference Number and Date
 Journal Code: Journal Code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CRHTF						
08/04/2015	1	BAIRD TRANSFER	246.48.00100.51	INV. INTEREST REVENUE		2,780.37-
08/04/2015	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	2,760.37	
08/06/2015	3	CEKOSH	246.49.00100.56	PRINCIPAL PAYMENTS		125.00-
08/06/2015	4	PORTAGE CO TITLE - GAGAS/BRIKO	246.49.00100.56	PRINCIPAL PAYMENTS		6,000.00-
08/06/2015	5	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	6,125.00	
08/10/2015	6	HINTZ	246.49.00100.56	PRINCIPAL PAYMENTS		60.42-
08/10/2015	7	KAHLE	246.49.00100.56	PRINCIPAL PAYMENTS		750.00-
08/10/2015	8	VANG	246.49.00100.56	PRINCIPAL PAYMENTS		93.43-
08/10/2015	9	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	903.85	
08/31/2015	10	POINT TITLE - JOHNSON/SOIK & NAN	246.49.00100.56	PRINCIPAL PAYMENTS		15,349.00-
08/31/2015	11	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	15,349.00	
08/31/2015	12	INTEREST FOR AUGUST 2015	246.48.00110.56	INTEREST ON CHECKING ACCTS		5.21-
08/31/2015	13	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	5.21	

Documents: 13 Transactions: 13

Total CRHTF:

25,143.43 25,143.43-

Grand Totals:

25,143.43 25,143.43-

Report Criteria:

Total By Reference Number and Date
Journal Code, Journal Code = "CDHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CDHTF						
08/17/2015	1	ACCOUNT ANALYSIS SETTLEMENT C	246.56.00600.5950	GEN ADMIN CHARGES	5.12	
08/17/2015	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS		5.12-
Total CDHTF:					5.12	5.12-
Grand Totals:					5.12	5.12-

Documents: 2 Transactions: 2

10-22-15
10-29-15

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
September 30, 2015

Account: 24611101
Bank Account Number: 3078529970

Bank Statement Balance:	227,393.01	Book Balance Previous Month:	222,090.86
Outstanding Deposits:	.00	Total Receipts:	5,309.43
Outstanding Checks:	.00	Total Disbursements:	7.28
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	227,393.01	Book Balance:	227,393.01

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 3 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!
Checks cleared: 1 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

CITY OF STEVENS POINT

Journals - CDHTF Journal for Redev Auth HTF
 CASH DISB - HTF (CDHTF)
 Period: 9/30/2015 (09/15)

Page: 1
 Oct 22, 2015 02:56PM

Report Criteria:

Total By Reference Number and Date
 Journal Code: Journal Code = "CDHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CDHTF						
1						
09/15/2015	1	ACCOUNT ANALYSIS SETTLEMENT C	246.56.00600.5950	GEN ADMIN CHARGES	7.28	
2						
09/15/2015	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS		7.28-

Documents: 2 Transactions: 2

Total CDHTF:

7.28

7.28-

Grand Totals:

7.28

7.28-

Report Criteria:

Total By Reference Number and Date

Journal Code: Journal Code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CRHTF						
1						
09/02/2015	1	BAIRD TRANSFER	246.48.00100.51	INV. INTEREST REVENUE		3,687.65-
2						
09/02/2015	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	3,687.65	
3						
09/15/2015	3	VANG	246.49.00100.56	PRINCIPAL PAYMENTS		93.43-
4						
09/15/2015	4	CRABB	246.49.00100.56	PRINCIPAL PAYMENTS		168.68-
5						
09/15/2015	5	CRABB	246.49.00100.56	PRINCIPAL PAYMENTS		168.68-
6						
09/15/2015	6	KAHLE	246.49.00100.56	PRINCIPAL PAYMENTS		1,000.00-
7						
09/15/2015	7	CEKOSH	246.49.00100.56	PRINCIPAL PAYMENTS		125.00-
8						
09/15/2015	8	HINTZ	246.49.00100.56	PRINCIPAL PAYMENTS		60.42-
9						
09/15/2015	9	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	1,616.21	
10						
09/30/2015	10	INTEREST FOR SEPT 2015	246.48.00110.56	INTEREST ON CHECKING ACCTS		5.57-
11						
09/30/2015	11	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	5.57	

Documents: 11 Transactions: 11

Total CRHTF:

5,309.43 5,309.43-

Grand Totals:

5,309.43 5,309.43-

From: [Kris Pethick](#)
To: [Michael Ostrowski](#)
Subject: Short Sale Request
Date: Monday, October 05, 2015 12:03:58 PM
Attachments: [20151005115703613.pdf](#)
[Short Sale Request-Thompson, Jennifer & Dave.xlsx](#)

This couple is requesting a short sale. See attached spreadsheet with numbers, and verification documents are attached. Is this something you can decide, or does this have to go to the Board? If it does, can you please let me know the date of the next meeting?

Kris Pethick, Assistant Director of Housing (NMLS #247481)

kpethick@capmail.org

715/343-7142 (office)

715/340-1154 (cell)

715/343-7178 (fax)

CAP Services - Transforming People and Communities

NOTICE: This E-mail and any attachments may contain confidential information. Use and further disclosure of the information by the recipient must be consistent with applicable laws, regulations and agreements. If you received this E-mail in error, please notify the sender; delete the E-mail; and do not use, disclose or store the information it contains.

----- Forwarded message -----

From: <1725lanier@capscanners.org>
Date: Mon, Oct 5, 2015 at 10:57 AM
Subject:
To: Kris Pethick <kpethick@capmail.org>

This E-mail was sent from "RNPF5F8C7" (MP C5000/LD550C).

Scan Date: 10.05.2015 11:57:03 (-0400)

Queries to: 1725lanier@capscanners.org

Short Sale Request Information

Date:	11/12/2015
Jennifer & Dave Thompson 2924 Oak St Stevens Point WI 54481	
Assessed Value:	\$88,700.00
Accepted Offer:	\$88,500.00
Amount Due to WHEDA:	\$73,831.03
Attorney Fees:	\$2,196.00
Owner Policy:	\$478.00
Property Taxes:	\$1,579.07
Realtor Commission:	\$5,310.00
Closing Fee:	\$100.00
Document Prep Fee:	\$175.00
Special Assessment Letter:	\$30.00
Overnight Fee:	\$30.00
State tax/stamps:	\$265.50
Amount Due to City of Stevens Point:	\$10,000.00
Amount Due to RA of City of Stevens Point:	\$15,376.00
Amount receivable:	\$4,505.40
Write off amount:	\$10,870.60 Redevelopment Authority of the City of Stevens Point
	\$10,000.00 City of Stevens Point

Subordination Request Information

Date: 11/12/2015

Russell Haines
 1608 Reserve St
 Stevens Point WI 54481

Original Loan Amount(s): \$0.00
 Amount(s) Due on Original Loan: \$0.00
 Original Term: N/A
 Original Interest Rate: N/A
 Proposed Loan Amount: \$12,515.00
 Proposed Term: 5
 Proposed Interest Rate: 3.250%

Proposed Loan Payouts: \$12,390.00 Roof & gutters
 \$125.00 Closing costs

TOTAL \$12,515.00

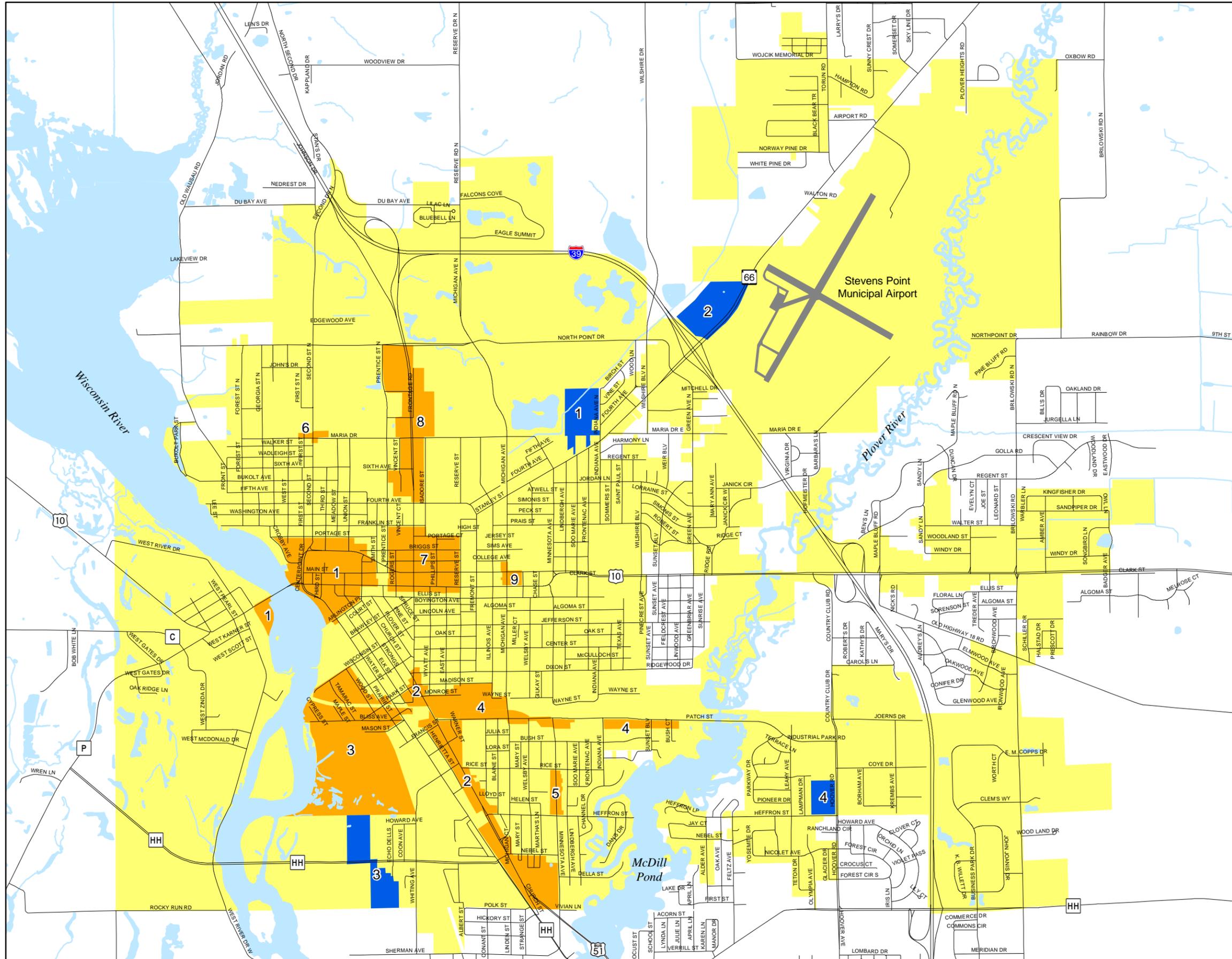
Cash Out:
 Cash out to be used for:

Property Value from Appraisal: \$68,100.00 *Property taxes
 Date of Appraisal:
 Assessed Value:

Proposed Liens on Property: \$12,515.00 Valley Communities Credit Union
 \$3,000.00 Stevens Point Housing Authority
 \$5,000.00 Redevelopment Authority of City of Stevens Point
 \$10,200.00 CAP Services, Inc
 \$7,451.83 Redevelopment Authority of City of Stevens Point
 \$38,166.83

ELIGIBLE FOR SUBORDINATION

Map 8.2 Potential Areas for Redevelopment & Infill



- Potential Redevelopment Areas
- Potential Infill Areas



0 0.25 0.5 1 Miles

Source: City of Stevens Point (2005)
Portage County Planning & Zoning (2005)

Adopted: January 16, 2006

City of Stevens Point Comprehensive Plan



Portage County
Planning and Zoning
1462 Strongs Ave.
Stevens Point, WI 54481

**RESOLUTION ADOPTING THE BUDGET FOR THE
REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT
FOR THE YEAR 2016**

BE IT RESOLVED, by the Redevelopment Authority of the City of Stevens Point, Wisconsin, that the foregoing and annexed summary budget for the Redevelopment Authority of the City of Stevens Point for the year 2016 be and hereby is adopted and that the same be incorporated into the minutes of this meeting.

BE IT FURTHER RESOLVED, that the amounts set forth and designated in said budget be and are appropriated to the uses and purposes therein particularly set forth.

Approved:

John Schlice, Chairperson

Attest:

Michael Ostrowski, Executive Director

Dated: November 19, 2015

Adopted: November 19, 2015

**Redevelopment Authority - Housing Trust Fund
2016 Annual Budget**

	2015 Proposed Budget	2015 YTD Budget through 9/30/15	Projected Budget through 12/31/15	2015 Proposed-2015 Projected Variance	2016 Proposed Budget	2015 Projected-2016 Budgeted Variance
Revenues						
Investment Interest Revenue	76,590	45,430	56,788	(19,803)	60,000	3,213
Interest on Checking Accounts	0	33	41	41	45	4
Principal Payments	10,000	75,421	86,734	76,734	15,000	(71,734)
Fund Balance	4,400	0	0	(4,400)	0	0
Miscellaneous Revenue	0	0	0	0	0	0
Total Revenue	90,990	120,884	143,563	52,573	75,045	(68,518)
Expenditures						
Miscellaneous Expense	5,000	0	0	5,000	5,000	5,000
Community Development Wage Expense	61,748	0	61,748	0	31,584	(30,164)
General Administration Charges (Bank)	1,000	65	81	919	250	169
General Administration Charges (CAP)	0	0	0	0	1,500	1,500
Loan Proceed Distribution	20,000	0	0	20,000	0	0
Bad Debt Expense	0	0	0	0	5,000	5,000
CPA/Auditing Services*	600	0	5,535	(4,935)	3,500	(2,035)
Insurance - Directors and Offices Liability	2,642	0	2,713	(71)	3,000	287
Redevelopment Projects	0	0	0	0	25,211	25,211
Total Expenses	90,990	65	70,077	20,913	75,045	4,968
Net Total (Profit/(Loss))	0	120,819	73,486	73,486	0	(63,550)

* Includes auditing fee for Fund 817, which is the investment account for HTF.

**Redevelopment Authority - 208 SP Dev Fund
2016 Annual Budget**

		2016 Proposed Budget
Revenues		
Interest on Notes		198
Note Principal Repayments		3,117
Total Revenue		3,315
Expenditures		
CPA/Auditing Services		500
Miscellaneous Expenses		2,815
Total Expenses		3,315
Net Total (Profit/(Loss))		0