

COMMUNITY DEVELOPMENT AUTHORITY
of the CITY of STEVENS POINT

ADMINISTRATIVE OFFICE:
TDD Relay: 1-800-947-3529
FAX: 715-341-4656
PHONE: 715-341-3444
www.spha-wi.org

1300 Briggs Court
Stevens Point, Wisconsin 54481

HI-RISE MANOR
MADISON VIEW
SCATTERED SITES
EDGEWATER MANOR

Agenda

Community Development Authority

Wednesday, March 21, 2012 – 5:00 PM
City Conference Room – 1515 Strongs Avenue, Stevens Point, WI 54481

(A Quorum of the City Council May Attend This Meeting)

1. Roll call.

Discussion and possible action on the following:

2. Report of the February 22, 2012 meeting.
3. Motion to adjourn into closed session (approximately 5:02 PM) pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of negotiating loan terms for CHP of Stevens Point (Father Fats Public House).
4. Reconvene into open session (approximately 20 minutes after adjourning into closed session).
5. Request from CHP of Stevens Point (Father Fats Public House) for a loan in the amount of \$45,000.00 from the Central Wisconsin Economic Development (CWED) Revolving Loan Fund.
6. Amendment of pet policy.
7. Award bid contract for bathroom upgrades for scattered sites.
8. Motion to adjourn into closed session (approximately 5:40 PM) pursuant to Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel with respect to Valley Bank litigation appeal, consequences, and actions to be taken by CDA; and deliberating the amendments to the Reciprocal Easements, Parking, and Operating Agreement and Declaration of Restrictions (Shopko).
9. Reconvene into open session for possible action on the above (approximately 30 minutes after adjourning into closed session).
10. Other business.
11. Adjourn.

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. 24 as soon as possible to ensure a reasonable accommodation can be made.





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: 3/15/2012
 Re: Agenda Item Summaries for March 21, 2012 CDA Board Meeting

1. Roll call.
2. Report of the February 22, 2012 meeting.

The board needs to review and approve the report from the previous meeting.

3. Motion to adjourn into closed session (approximately 5:02 PM) pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of negotiating loan terms for CHP of Stevens Point (Father Fats Public House).
4. Reconvene into open session (approximately 20 minutes after adjourning into closed session).
5. Request from CHP of Stevens Point (Father Fats Public House) for a loan in the amount of \$45,000.00 from the Central Wisconsin Economic Development (CWED) Revolving Loan Fund.

Christian and Leah Czerwonka are looking to open a restaurant called "Father Fats Public House" in the former Café 27 building. The plan to spend approximately **\$130,000** for the initial operation of the business. The sources and uses include:

	Sources		Uses		Percentage
		Percentage			
Owner investment	\$30,000.00	23.08%	Leasehold improvements	\$25,000.00	19.23%
TIF grant	\$10,000.00	7.69%	Furniture, fixtures, and equipment	\$61,575.00	47.37%
Bank loan	\$45,000.00	34.62%	Inventory	\$8,000.00	6.15%
CWED loan	\$45,000.00	34.62%	Operating loss for the first month	\$9,209.00	7.08%
			Working capital	\$26,216.00	20.17%
TOTAL	\$130,000.00		TOTAL	\$130,000.00	

We have received a commitment letter from the bank in the amount of \$45,000. The bank has taken a General Business Security Agreement as their collateral.

The following is the estimated employment:

- 2 sous chefs – FT
- 1 bar manager – FT
- 1 chef de cuisine – FT
- 2 line cooks – FT
- 2 servers - PT

The owners have indicated that a second position on the equipment would be the collateral.

The owners are also the owners of Christian’s Bistro in the Village of Plover.

The following are the suggested policies for the CWED RLF:

Loan Size	Loan amounts are subject to fund availability and the scope and type of project being undertaken. Generally, loans shall range in size from \$25,000 to \$200,000 and should represent no more than 40% of a project’s total cost, except under special circumstances at the discretion of the loan committee. Loan amount shall not exceed amount of funds provided by the senior lender. All requests in excess of \$200,000 must be approved by the Regional Loan Review Committee
Owner Equity	10% minimum equity injection of total project cost required.
Interest Rate	2%
Loan Terms	<ul style="list-style-type: none"> • Working capital loans shall not exceed a term of 5 years • Loans for machinery, equipment, and fixtures are typically structured over 5 to 7 years shall not exceed a term of 10 years, or the life of the pledged assets, the lesser thereof. • Real estate loans shall not exceed a term of 10 years, but may be amortized for a maximum of 20 years.
Repayment	<ul style="list-style-type: none"> • Monthly payments • Under special circumstances, payment of interest and/or principal may be deferred for a period of time not to exceed twelve (12) months.
Prepayment	No prepayment penalties
Collateral	The best collateral position possible, including personal assets
Guarantees	Unlimited personal guarantees are required from any person with a 20% or greater ownership interest in the business. Corporate guarantees are required if applicable.
Job Creation	Typically, one full-time job is created for each \$20,000 loaned.
Compliance	<ul style="list-style-type: none"> • Must maintain business within the municipality for term of loan • Provide documentation of jobs created

Monitoring	<ul style="list-style-type: none"> • Other documentation (i.e. financials) as required by CWED Board or Program Administrator
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If approved, the board will need to determine the interest rate, loan terms, and collateral.

6. Amendment of pet policy.

Enclosed is a copy of the existing and the proposed pet policy. The major changes regarding this policy include that a dog must not exceed a height of 18 inches when fully grown. The previous policy only regulated on weight (45 pounds). This policy addresses weight and height of the dog. Also, this policy requires a pet custodian. The pet custodian would be responsible for the pet if the CDA is unable to contact the owner.

7. Award bid contract for bathroom upgrades for scattered sites.

The CDA recently released an RFP for bathroom upgrades at the scattered sites (BASE BID 1 – PROJECT 2 and ALTERNATIVE BID 1-1- PROJECT 3). The budget estimate for the Base Bid and the Alternative Bid work was \$270,867. Enclosed is a listing of all contractors who submitted bids, and their amounts. The two lowest bids were:

- Precision Builders - \$168,324 + \$78,950 = **\$247,274**
- Decker Lumber & Supply - \$175,000 + \$77,600 = **\$252,600**

The bids were fairly close, with only \$5,326 separating the two lowest bids. Our architect, David Johnson of Architects Group Limited is recommending selecting Precision Builders.

8. Motion to adjourn into closed session (approximately 5:40 PM) pursuant to Section 19.85(1)(g) of the Wisconsin Statutes for the purpose of conferring with legal counsel with respect to Valley Bank litigation appeal, consequences, and actions to be taken by CDA; and deliberating the amendments to the Reciprocal Easements, Parking, and Operating Agreement and Declaration of Restrictions (Shopko).

9. Reconvene into open session for possible action on the above (approximately 30 minutes after adjourning into closed session).

10. Other business.

11. Adjourn.

Report of the Community Development Authority

Wednesday, February 22, 2012 – 5:00 PM
City Conference Room – 1515 Strongs Avenue

PRESENT: Chairperson Andrew J. Halverson, Mr. Paul Adamski, Mr. George Hanson, Mr. Dave Cooper, Mr. Hans Walther, Ms. Marge Molski, and Ms. Corita Onstad.

NOT PRESENT:

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, and Maintenance Supervisor John Neidbalski.

INDEX:

1. Report of the December 20, 2011 meeting.
2. Selection of public housing resident member for the board of directors.
3. Accepting a donation of land located on Bliss Avenue (Parcel ID 2308-05-1008-03), and payment of associated donation costs.
4. Authorization for Executive Director to prepare and release a RFP to determine housing needs within the community.
5. Payment of bills.
6. Update on Centerpoint Marketplace redevelopment project.
7. Authorization for the Chairperson and Executive Director of the CDA to approve contracts and payments relating to the activities to carry out the Centerpoint Marketplace redevelopment project.
8. Adjourn.

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1. Report of the December 20, 2011 meeting.

Motion by Commissioner Molski to approve the report as presented; seconded by Commissioner Cooper. Motion carried 6-0.

2. Selection of public housing resident member for the board of directors.

Director Ostrowski indicated that at the last board meeting the commissioners wanted to interview potential candidates to fill the vacant public housing resident member. He indicated that there were two candidates: Carita Onstad and Neng Yang. Ms. Onstad was in attendance.

Ms. Onstad gave a brief overview of her background. She indicated that she has been a resident of Hi-Rise for fifteen years, she has raised seven sons, and has done a lot of volunteer work. She indicated that she would be honored to serve on the board.

Chairperson Halverson said there is a large Hmong population as well as a large elderly population. He said that selecting a resident to make sure these groups are represented is appropriate.

Commissioner Adamski said the board would have the ability to select a resident that represents a segment of the population with this term and then select another person to represent a different population the next term.

Motion by Commissioner Adamski to approve Ms. Onstad as the public housing resident member, but to look at different candidates that represent a different demographic for the next term; seconded by Commissioner Hanson. Motion carried 6-0.

3. Accepting a donation of land located on Bliss Avenue (Parcel ID 2308-05-1008-03), and payment of associated donation costs.

Director Ostrowski said he was contacted by Ann Chandler and she is looking to donate this piece of property to the City. He said that the property will not benefit the City that greatly, as it is a small vacant residential parcel, however, it could benefit the CDA, as it is in between two CDA-owned properties. He said that the CDA was looking to acquire this land in the past. He said that he would recommend accepting the property as well as paying for any donation related costs.

Motion by Chairperson Halverson to accept the donation of land located on Bliss Avenue, and payment of associated donation costs; seconded by Commissioner Walther.

Commissioner Adamski asked why the CDA wanted to acquire this land in the past. Director Ostrowski said it was in between two CDA-owned properties that have small lots and this parcel could be split to increase the yard size.

Motion carried 7-0.

4. Authorization for Executive Director to prepare and release a RFP to determine housing needs within the community.

Chairperson Halverson said this is a study specifically that deals with the needs of public housing and other housing the CDA administers.

Commissioner Walther asked if this has been done in the past. Director Ostrowski indicated that he was not aware of any previous study. He said if one was done it would be quite out of date.

Chairperson Halverson said this stemmed from previous meetings and is HUD encouraged. He said Edgewater will be a big component of this study.

Director Ostrowski said that in order to better prepare for the future, he feels that it is appropriate to do a formal housing study to determine the current and future needs of the CDA as it relates to public housing. He said the CDA owns a number of properties throughout the City and this study will help determine how the CDA moves forward with these properties. Director Ostrowski said he is planning to draft and release the RFP, and then bring the selected firm's proposal back to the board for approval.

Commissioner Adamski asked what the reason for us to do this at this time. Director Ostrowski indicated that we are seeing a thirty percent vacancy rate at Edgewater.

Public Housing Manager Bella said that Edgewater needs to pay a portion of this study because Edgewater is not public housing.

Commissioner Adamski asked what range the RFPs will come in at. Director Ostrowski said the selected firm will be brought back to the board for review and approval.

Commissioner Walther asked if Portage County has done a study. Director Ostrowski indicated that they would check with Portage County to see if they did a study.

Motion by Commissioner Adamski to approve the drafting and release of the RFP for housing needs; seconded by Commissioner Hanson. Motion carried 7-0.

5. Payment of bills.

Director Ostrowski said that the payment of bills for January 2012 were included in the commissioner's packets.

Commissioner Adamski asked what Charter Communications provides the CDA. Public Housing Manager Bella said that they provide all cable services for the residents and internet connections. She indicated that the CDA pays the charges and receives a percentage back from the residents.

Commissioner Hanson asked what the Hewlett Packard charges were in the report. Public Housing Manager Bella said they were for recent computer purchases and lease agreement.

Commissioner Adamski indicated that he would like to see a description of each expense in the future.

Public Housing Manager Bella indicated that the residents' names on the top of the form are for negative rent.

Commissioner Hanson asked about the Wolters Kluwer Law and Business charge. Public Housing Manager Bella said she thought it was for a manual that former Director Hamilton purchased.

Chairperson Halverson said the sheriff's department was for evictions. Director Ostrowski indicated that this was correct.

Chairperson Halverson asked what the charge was for Donna Bella. Public Housing Manager Bella said it was mileage expenses for the second half of 2011.

Motion by Commissioner Walther to approve the payment of bills; seconded by Commissioner Hanson. Motion carried 7-0.

6. Update on Centerpoint Marketplace redevelopment project.

Chairperson Halverson gave an update on the Centerpoint Marketplace redevelopment project. He said that the judge dismissed the case regarding the bank. He said the next step is to move forward with Mid-State Technical College and the adherence with the CDBG timeline. He said the value will still need to be decided.

Chairperson Halverson said the salon will be moving out the first part of March 2012.

7. Authorization for the Chairperson and Executive Director of the CDA to approve contracts and payments relating to the activities to carry out the Centerpoint Marketplace redevelopment project.

Chairperson Halverson indicated that there are going to be several approvals that are going to need to be made regarding letting the contracts, retaining engineers and architects, demolishing portions

of the building, rebuilding third street, and other necessary improvements related to the project. This approval would give the executive director and the chairperson the authority to carry out these activities for the CDA. Services include architectural work, engineering work, and other related work for the project including the bidding and awarding of the bids. The funds would come from the borrowing that was approved from the referendum.

Commissioner Molski asked if the approvals will go through the CDA Board and not the Council. Chairperson Halverson said it would be through the CDA Board.

Commissioner Hanson asked if the money would be coming out of the bond issue. Chairperson Halverson said that was correct.

Commissioner Adamski asked if we give you this authority that you give the board a summary of the expenses. Chairperson Halverson indicated that this would not be an issue.

Commissioner Hanson asked how long the bank has to appeal. Chairperson Halverson said that they can appeal for quite some time. Chairperson Halverson said he is not concerned with the appeal.

Chairperson Halverson said this would be broad authority.

Motion by Commissioner Adamski to grant such authority to the Chairperson and Executive Director with the condition that the Board receives monthly updates on what is approved and spent; seconded by Commissioner Molski. Motion carried 7-0.

8. Adjourn.

Commissioner Hanson asked if HABCO could come back and give an update on the audit. Public Housing Manager Bella said she would see when they are available.

Director Ostrowski said that the audit will be taking place next week and that one of the concerns going into the audit will be that Edgewater owes the public housing program approximately \$170,000, which needs to be paid back. Edgewater is not sufficient in paying its bills and debt service payments. The only money that Edgewater has is the interest from the housing trust funds. Director Ostrowski indicated that we have two more debt service payments for Edgewater, one in March 2012, and one in September 2012. After that we will start receiving some income from the rents.

Commissioner Adamski asked if we could delay the payments until we receive the housing study back. Chairperson Halverson said we cannot, we owe the public housing this money and if we do not pay it, it will be shown as a deficiency on the audit.

Director Ostrowski said that we have a balance of approximately \$292,000 in interest. With the \$167,000 payment, it would bring us to about \$124,000 left in interest.

Director Ostrowski said that he wanted to bring this to the board's attention because we have never tapped into the interest for this reason before, so he wanted to let the board know what was going to occur. Typically, the interest has only gone for housing rehab type projects. Chairperson Halverson said he was comfortable doing this until we get the debt service paid off. Director Ostrowski said one of the biggest issues is the thirty percent vacancy at Edgewater.

Director Ostrowski said that while the power is in the bylaws for him to pay the bills, he wanted to bring this to the board's attention.

Commissioner Adamski said we are very fortunate that we are paying off the debt when occupancy has become an issue.

Chairperson Halverson said that there should be money left in these accounts to pay for a portion of the housing study.

Public Housing Manager Bella said we have not seen many loans coming out of the housing trust funds or the HOORA accounts.

Director Ostrowski stated the he just applied a \$550,000 Community Development Block Grant.

Director Ostrowski said this was just an update so there is no action.

Public Housing Manager Bella said that the audit requirements have changed and this issue needs to be addressed. She said you cannot pay for another program with public housing dollars.

Commissioner Adamski said he wanted to put the investment strategy on the next agenda.

Meeting adjourned at 5:47 PM.

Chairperson

Date

Secretary

Date

Pet Policy
Lease Addendum No. 5
The Community Development Authority of the City of Stevens Point
d.b.a. Stevens Point Housing Authority

The following rules are established to govern the keeping of pets in and on properties owned and operated by the Community Development Authority of the City of Stevens Point (CDA).

Because pet ownership is expensive, a Resident who applies to have a pet and is paying no rent or a very low rent will not be approved for pet ownership.

All pets must be registered with the CDA office BEFORE they are brought onto the premises. Residents must receive a written permit to keep any animal on the premises and complete the following in a timely manner in order to receive approval.

Service animals (as defined by the American with Disabilities Act) are not pets and therefore are exempt from the provisions of the Pet Policy.

- 1) Complete the Pet Policy form and submit it to CDA office for approval.
- 2) Pay a damage deposit. (See #9)
- 3) License cat or dog with the City of Stevens Point. (See #7)
- 4) Show proof of distemper and rabies for a cat or dog. (See #7)
- 5) Spay or neuter any cat or dog. (See #8)
- 6) All pet owners. Once written approval is granted, pet owners will receive a Pet Permit sticker and will be instructed on how it is to be displayed in their apartment.

This privilege may be revoked at any time subject to the CDA grievance procedure if the animal becomes destructive, a nuisance or safety hazard to other residents, or if the resident/owner fails to comply with the following:

REQUIREMENTS:

- 1) A pet owner shall physically control or confine his/her pet during the times when CDA employees, agents of the CDA, or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.
- 2) Residents are permitted to have only one type of pet (unless the pet is fish). In the case of fish, a resident can have one 55-gallon tank.
- 3) Only domesticated pets of the following types and number are allowed:
 - Dog (1),
 - Cat (1),
 - Birds – maximum number: (2) no larger than a parakeets (must be caged at all times),
 - Rodents (guinea pig, hamster or gerbil ONLY) – maximum number: (2), (must be caged at all times),
 - Fish – only pet store fish, maximum number is one 55-gallon fish tank.All other animals, insects, rabbits or reptiles including *but not limited to* ferrets, rats, mice, pot-bellied pigs and snakes are not allowed.

- 4) Dogs must weigh less than 45 pounds and reach a height of no more than 18 inches from the top of the shoulders to the floor when the dog is standing. Puppies that are likely to exceed 45 pounds and 18 inches in height when fully grown will not be permitted. No vicious or intimidating dogs are allowed.

NOTICE: *On August 8, 1995, at the request of the Madison View Resident Council, Inc. the Stevens Point Housing Authority Board of Commissioners voted to prohibit dogs for any resident moving into **Madison View Apartments** on or after August 9, 1995. Residents who require the assistance of a dog in accordance with the American With Disabilities Act are exempt from this prohibition.*

- 5) Farm or animals taken from the wild are not allowed by City of Stevens Point ordinance. Any animal used for "food or fiber" is not allowed. Chickens and pot-bellied pigs, exotic, venomous, or poisonous animals are not permitted.
- 6) Residents are prohibited from feeding stray or wild animals. The feeding of stray animals shall constitute as having a pet without the permission of the CDA.
- 7) Dogs and cats are to be licensed yearly with the City of Stevens Point, through the City Treasurer's Office. Residents must show proof of yearly distemper and rabies boosters for cats and dogs.
- 8) All cats and dogs must be spayed or neutered and residents must show proof this has been done. Therefore, **breeding of pets is not allowed under any circumstances.**
- 9) Residents shall pay a **Damage Deposit** for their pet as follows:
Dog - \$50.00, Cat - \$50.00, Birds, Hamster, Guinea Pig, Gerbil - \$0, Fish - \$0

This deposit shall be paid in advance when the application for Pet Permit is submitted. This deposit is refundable if no damage is done, as verified by the CDA after the resident removes the pet or moves. The resident is responsible for all damage, destruction, or injury caused by the pet.

Any pet-related insect infestation including cost of extermination or fumigation caused as a result of having a pet will be the financial responsibility of the pet owner. The CDA reserves the right to exterminate and/or fumigate and charge the resident.

- 10) No pet may be kept in violation of state humane or health laws, or public ordinances. Dog owners are subject to State of Wisconsin Statutes in regard to liability.
- 11) The pet owner must report all animal bites to the City of Stevens Point Police Department and CDA within twenty-four (24) hours of occurrence. Should a pet

bite a person, the pet must be isolated at a veterinarian's office for ten (10) days for rabies observation at the owner's expense.

- 12) Pets will not be allowed in any common area such as courtyards, community rooms, sitting rooms, or laundry rooms. Pet bedding or pet clothing (sweaters, etc.) shall not be washed in any CDA laundry facilities.
- 13) Dogs and cats shall remain inside a resident's apartment unless they are on a leash AND directly controlled by a responsible person.

Pets may not be tied-out outside of the apartment at any time for any reason. Chains, ropes, leashes and other tie-outs are not permitted. Birds, hamsters, etc. must be confined to cages at all times. Pets found outside of a unit or not directly controlled will be transported as stated in No. 24.

- 14) Residents shall not alter their unit, patio, or unit area to create an enclosure for an animal. Among other things, this means no pet houses, shelters, pens or outdoor cages will be permitted on CDA grounds. The CDA will remove and/or restore to its original condition any alteration made and charge the resident accordingly.
- 15) Residents are to provide waterproof litter boxes for cat waste which are to be kept in the unit. The resident is not allowed to let waste accumulate or become unsightly or unsanitary. Residents are responsible for properly disposing of cat waste in appropriate containers (covered trash cans or dumpsters) outside of the building.
- 16) Residents are responsible for promptly cleaning up pet droppings outside of the unit on CDA property, or any public or private property, and properly disposing of said droppings in appropriate containers outside of the building.
- 17) Residents shall take adequate precautions to eliminate any pet odors within or around the unit and maintain the unit in a sanitary condition at all times.
- 18) The resident shall not permit any disturbance by their pet which would interfere with the peaceful enjoyment of other residents such as loud barking, howling, biting, scratching, chirping, or other such activities.
- 19) Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one-half hour or more to the disturbance of any person at any time of night or day shall be considered a nuisance. Resident will be notified in writing of the violation. Repeated violations may result in action as stated in #27 of the Pet Policy.
- 20) Non-residents are not permitted to bring pets onto any CDA property for any reason, even if the person carries them the entire time they are on the premises.
- 21) "Babysitting" of someone else's pet in a residents' apartment is not allowed.

PET CUSTODIAN & PROTECTION OF THE HEALTH/SAFETY OF PET:

22) Residents must identify an alternate custodian for the pet in the event of resident illness or other absence from the unit. Space for this information is provided on the Pet Permit and must be updated annually.

23) The pet custodian must be notified that we may call them to take care of your pet; or check on it if we suspect a problem; or receive a complaint of a problem and the CDA cannot contact you, the resident. Pet custodians should be issued a key to your apartment; or given written permission to enter your apartment should they need to. Management will not unlock the apartment for anyone without the written permission of the head of household listed on the Lease.

Pet custodians are required to sign the Pet Permit before an application for pet ownership is approved, to verify they have been informed of and understand their responsibilities. A copy will be sent to the pet custodian.

24) If CDA staff suspects that a pet is in imminent danger of death due to insufficient food, shelter or water; or a pet has been abandoned due to resident having moved and is unable to be found a CDA representative may enter the unit to facilitate the assessment and removal of the pet by the proper authorities. The CDA accepts no responsibility for the pet under such circumstances.

25) If a pet is removed from the premises or dies, the CDA must be notified. At that time an inspection of the apartment can be arranged for the return of the Damage Deposit providing the pet has caused no damages. The Damage Deposit may be kept on the residents' account if resident would wish to permit a new pet in the future. At that time a new Pet Policy would be required.

26) In the event of illness or death of the pet owner, or in the case of emergency which would prevent the pet owner from properly caring for the pet; the CDA has permission to call the emergency caregiver designated by the resident or the Humane Society to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

27) Residents who violate these rules are subject to:

- a) Being required to get rid of the pet within 14 days of notice by the CDA; and/or
- b) Termination of their Lease Agreement.

Adopted as Resolution 89-16 by the Stevens Point Housing Advisory Committee at its regular meeting on December 19, 1989, and amended by Committee action on June 11, 1991, amended by Committee action on August 8, 1995, revised by Committee action on August 10, 2004, and subsequently revised by Committee action on June 9, 2009, revised by CDA Committee action on _____.

Chair _____ Date _____

Secretary _____ Date _____

Pet Policy
Lease Addendum No. 5
Stevens Point Housing Authority

The following rules are established to govern the keeping of pets in and on properties owned and operated by the Stevens Point Housing Authority.

Because pet ownership is expensive, a Resident who applies to have a pet and is paying no rent or a very low rent will not be approved for pet ownership.

All pets must be registered with the Housing Authority BEFORE they are brought onto the premises. Residents must receive a written permit to keep any animal on the premises and complete the following in a timely manner in order to receive approval.

- 1) Complete the Pet Policy form and submit it to Housing Authority office for approval.
- 2) Pay a damage deposit. (See #7)
- 3) License cat or dog with the City of Stevens Point. (See #5)
- 4) Show proof of distemper and rabies for a cat or dog. (See #5)
- 5) Spay or neuter by cat or dog. (See #6)
- 6) If required, ensure Pet Permit sticker is displayed in apartment window. (See #2)

This privilege may be revoked at any time subject to the Housing Authority grievance procedure if the animal becomes destructive, a nuisance or safety hazard to other residents, or if the resident/owner fails to comply with the following:

- 1) A maximum number of ONE pet is allowed.
- 2) A window sticker (for Scattered-Sites and Madison View Apartment only) indicating a pet permit has been issued to the resident shall be placed in a window and at a location deemed most appropriate by the Maintenance Supervisor or staff designee.
- 3) A permitted pet is a domesticated dog, a cat, fish in an aquarium (one tank), a bird, a rabbit, a hamster, and another caged animal of similar size.
- 4) Dogs must weigh less than 45 pounds when fully grown, (i.e.: puppies that are likely to exceed 45 pounds when full grown will not be permitted.) No vicious or intimidating dogs are allowed.

***NOTICE:** On August 8, 1995, at the request of the Madison View Resident Council, Inc. the Stevens Point Housing Authority Board of Commissioners voted to prohibit dogs for any resident moving into Madison View Apartments on or after August 9, 1995. Residents who require the assistance of a dog in accordance with the American With Disabilities Act are exempt from this prohibition.*

- 5) Farm animals are not allowed by City of Stevens Point ordinance. Any animal used for "food or fiber" is not allowed. Chickens and pot-bellied pigs, exotic, venomous or poisonous animals are not permitted.
- 6) Dogs and cats are to be licensed yearly with the City of Stevens Point, through the City Treasurer's Office. Residents must show proof of yearly distemper and rabies boosters for cats and dogs.
- 7) All cats and dogs must be spayed or neutered and residents must show proof this has been done. Therefore, **breeding of pets is not allowed under any circumstances.**
- 8) Residents shall pay a **Damage Deposit** for their pet as follows: **a dog or cat--\$50.00, caged animals--\$25.00, fish—none.** This deposit shall be paid in advance on the

acceptance of the pet by the resident. This deposit is refundable if no damage is done, as verified by the Housing Authority after the resident disposes of the pet or moves. The resident is responsible for all damages including cost of fumigation caused as a result of having a pet.

- 9) If a pet is removed from the premises or dies, the Housing Authority must be notified. At that time an inspection of the apartment can be arranged for the return of the Damage Deposit providing the pet has caused no damages. The Damage Deposit may be kept on the residents' account if resident would wish to permit a new pet in the future. At that time a new Pet Policy would be required.

10) No pet may be kept in violation of state humane or health laws or public ordinances.

- 11) Dogs and cats shall remain inside a resident's apartment unless they are on a leash AND directly controlled by a responsible person.

Pets may not be tied-out outside of the apartment at any time for any reason. Chains, ropes, leashes and other tie-outs are not permitted. Birds, rabbits, hamsters, etc. must be confined to cages at all times. Pets found outside of a unit or not directly controlled will be transported as stated in No. 17.

- 12) Residents shall not alter their unit, patio, or unit area to create an enclosure for an animal. Among other things, this means no pet houses, shelters, pens or cages will be permitted on Housing Authority grounds. The Housing Authority will remove and/or restore to its original condition any alteration made and charge the resident accordingly.
- 13) Residents are to provide litter boxes for cat waste which are to be kept in the unit. The resident is not allowed to let waste accumulate. Residents are responsible for properly disposing of cat waste in appropriate containers (covered trashcans or dumpsters) outside of the building.
- 14) Residents are responsible for promptly cleaning up pet droppings outside of the unit on Housing Authority property, or any public or private property, and properly disposing of said droppings in appropriate containers outside of the building.
- 15) Residents shall take adequate precautions to eliminate any pet odors within or around the unit and maintain the unit in a sanitary condition at all times.
- 16) The resident shall not permit any disturbance by their pet which would interfere with the peaceful enjoyment of other residents such as loud barking, howling, biting, scratching, chirping or other such activities.
- 17) If pets are left unattended for twelve (12) hours or more, a Housing Authority representative may enter the unit to facilitate the removal of the pet by the proper authorities subject to the provisions of Section 948.15 of Wisconsin State Law or local ordinances. The Housing Authority accepts no responsibility for the pet under such circumstances.
- 18) Residents are prohibited from feeding stray or wild animals. The feeding of stray animals shall constitute as having a pet without the permission of the Housing Authority.
- 19) Pets will not be allowed in any common area such as courtyards, community rooms, sitting rooms, or laundry rooms.
- 20) Non-residents are not permitted to bring pets onto any Housing Authority property for any reason. Even if the person carries them the entire time they are on the premises.

- 21) "Babysitting" of someone else's pet in a residents' apartment is not allowed.
- 22) Residents must identify an alternate custodian for the pet in the event of resident illness or other absence from the unit. Space for this information is provided on the Pet Permit.

Please inform your pet custodian that we may call them to take care of your pet; or check on it if we suspect a problem; or receive a complaint of a problem and we cannot contact you.

Pet custodians are required to sign the Pet Permit before an application for pet ownership is approved, to verify they have been informed of and understand their responsibilities.

- 23) Service animals (as defined by the American with disabilities Act) are not pets and therefore are exempt from the provisions of the Pet Policy.
- 24) Residents who violate these rules are subject to:
 - a) Being required to get rid of the pet within 14 days of notice by the Housing Authority; and/or
 - b) Termination of their Lease Agreement.

Adopted as Resolution 89-16 by the Stevens Point Housing Advisory Committee at its regular meeting on December 19, 1989, and amended by Committee action on June 11, 1991, amended by Committee action on August 8, 1995, revised by Committee action on August 10, 2004, and subsequently revised by Committee action on June 9, 2009.

Chair *W.S. Borewicz* Date 6-9-09

Secretary *[Signature]* Date 6/9/09

STEVENS POINT HOUSING AUTHORITY-PET POLICY-LEASE ADDENDUM NO. 5

PET PERMIT APPLICATION

NOTE: Because pet ownership is expensive, residents who are paying no rent or a very low rent will not be approved for pet ownership.

Office Use:

Permit Number:

(Add letter of pet type after # on permit.)

C = cat, D = dog

F = fish

P = animal in cage

Resident Name (Please Print): _____

Resident Address (Please Print): _____

The following pet will be kept at my residence:

Pet Type: _____ Pet Name: _____

I agree to fulfill the following requirements (if required) in a timely manner to complete my Pet Permit:

- 1) Pay a damage deposit for my pet when this permit is submitted.
- 2) Show yearly proof cat or dog is licensed with the City of Stevens Point.
License issued at the City Treasurer's office in the Courthouse.
- 3) Show proof of distemper and rabies boosters for my cat or dog.
Distemper-initial vaccine is for one year, boosters after that are for 3 years.
Rabies vaccines are good for 3 years.
- 4) Spay or neuter my cat or dog.
- 5) If required, ensure Pet Permit sticker is displayed in window of apartment.

Pet Custodian: Must be someone other than you, who does not live at your address who will care for the pet if you cannot.

I, _____ agree to take custodial care of this pet in the
(Custodian name)
event the owner named on this Pet Permit is ill or absent from their apartment.

Signature of Custodian: _____ Custodian Phone Number: _____

I have read and understand the Pet Policy, Lease Addendum No. 5 and agree to abide by these rules.

Resident Signature

Date

Staff Only:

The Pet Deposit has: been paid has not been paid Staff initials: _____

This application for pet ownership has been: **APPROVED** **DENIED**

Signature of Management Representative

Date



1825 South Webster Avenue, Suite 202
Green Bay, WI 54301
920-432-1232 Fax: 920-432-7283 E-Mail: agl@aglgb.com
Website: www.aglgb.com

March 8, 2012

Michael Ostrowski – Executive Director
Stevens Point Housing Authority
1300 Briggs Court
Stevens Point, WI 54481

RE: Bids of March 1, 2012

Dear Michael:

This letter will provide you with our review of the bids and our recommendation of award. The bids are reviewed for the low qualified and responsive bidder for each Base Bid received which is in the best interest to the Housing Authority.

Twelve General Contractor bidders were on record as receiving plans and specs and seven submitted bids, which is a good showing. All bids received were responsive to the bid requirements except one, SD Ellenbecker, who did not furnish a letter regarding minority hiring involvement.

BASE BID 1-PROJECT 2

This work involved various renovations to the bathrooms as outlined on the schedule on the drawings. Seven bids were received ranging from \$168,324 to \$216,600 with the two lowest bids being \$168,324 and \$175,000, a difference of \$6,676 or 3.8% which is close. The low bidder, Precision Builders, was called and have gone over the work required and the products to be provided and it appears they will be providing everything as specified. They have furnished all of the required documents and have reviewed their bid and are comfortable with it. Precision Builders had worked on the previous Phase 2 project with favorable results. The Excluded Parties List System was reviewed and did not find where this bidder was excluded from bidding.

ALTERNATE BID 1-1- PROJECT 3

This work involved various renovations to the bathrooms per the schedule on the drawings and would be an add to Base Bid 1 if monies allowed. The bid amounts for this bid ranged from \$77,600 to \$112,354. If this Alternate bid were elected to be approved for work, the dollar amounts would be added to the Base Bid 1 above with the combined Base bid and Alternate Bid for the two low bidders being:

Precision Builders	\$247,274
Decker Lumber & Supply	\$252,600

The budget estimate for the Base Bid and the Alternate Bid work was estimated at \$270,867.

RECOMMENDATIONS

Our recommendation of awards is as follows:

Base Bid 1 – Precision Builders by Alan Hucke, Inc. _____	\$168,324
Alternate Bid 1-1 Precision Builders by Alan Hucke, Inc. _____	<u>\$78,950</u>
	\$247,274

If monies permit, it would be recommended to accept both the Base Bid 1 and Alternate Bid 1-1. You may wish to select and approve only Base Bid. We will wait to hear from you and the Board if you accept the above recommendations or wish to make changes before we will proceed any further. Please call if you have any questions.

Sincerely,

David C. Johnson
Architects Group Limited

**The Stevens Point Housing Authority 2009 CFP Ph 3, Stevens Point, WI
Bid Date March 1, 2012**

BIDDER	Bid Form	Bid Bond	non-collusive affidavit	Representations, certifications and other statements of bidders	Written Narrative on Minority Involvement	Section 3 Narrative	addenda	BASE BID 1	Project 2	ALTERNATE BID 1-1	
Precision Builders by Alan Hucke	x	x	x	x	x	x	x	\$	168,324	\$	78,950
Decker Lumber & Supply	x	x	x	x	x	x	x	\$	175,000	\$	77,600
SD Ellenbecker	x	x	x	x		x	x	\$	205,966	\$	99,737
Gibraltar Construction	x	x	x	x	x	x	x	\$	208,152	\$	108,510
Eagle Construction Co, Inc.	x	x	x	x	x	x	x	\$	210,900	\$	83,900
WDM Construction	x	x	x	x	x	x	x	\$	211,574	\$	112,354
Altman Construction	x	x	x	x	x	x	x	\$	216,600	\$	100,000