

COMMUNITY DEVELOPMENT AUTHORITY  
of the CITY of STEVENS POINT

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1300 Briggs Court  
Stevens Point, Wisconsin 54481

HI-RISE MANOR  
MADISON VIEW  
SCATTERED SITES  
EDGEWATER MANOR

Agenda

Community Development Authority

Monday, April 23, 2012 – 4:00 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 March 21, 2012 meeting.
3. Motion to adjourn into closed session (approximately 4:02 PM) pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of negotiating loan terms for Welling Properties, LLC.
4. Reconvene into open session (approximately 10 minutes after adjourning into closed session).
5. Request from Welling Properties, LLC for a loan in the amount of \$30,000.00 from the Central Wisconsin Economic Development (CWED) Façade/Historical Reinvestment Loan Fund for the property located at **1201-1225 Main Street (Parcel ID 2408-32-2027-06)**.
6. Request from Little Scholars for a change in collateral for their current CWED loan.
7. Award bid contract for bathroom upgrades for scattered sites.
8. Selection of firm for public housing study.
9. Resolution - Adoption of a One Strike and You're Out Policy.
10. Approval of payments for February 2012 and March 2012.
11. Adjourn.

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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.

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# 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: 4/17/2012  
Re: Agenda Item Summaries for April 23, 2012 CDA Board Meeting

1. Roll call.
2. Report of the March 21, 2012 meeting.  

The board needs to review and approve the report from the previous meeting.
3. Motion to adjourn into closed session (approximately 4:02 PM) pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for the purpose of negotiating loan terms for Welling Properties, LLC.
4. Reconvene into open session (approximately 10 minutes after adjourning into closed session).
5. Request from Welling Properties, LLC for a loan in the amount of \$30,000.00 from the Central Wisconsin Economic Development (CWED) Façade/Historical Reinvestment Loan Fund for the property located at 1201-1225 Main Street (Parcel ID 2408-32-2027-06).

Robert Welling is looking to purchase and renovate the building located at 1201-1225 Main Street. He plans to do the following improvements to the building:

Window materials	\$53,100.00
Window installation labor	\$6,600.00
Tuck pointing	\$26,000.00
Fixing chimney	\$2,000.00
Heating	\$40,000.00
Electric baseboard	\$6,000.00
Ceiling repair	\$5,000.00
Bathroom plumbing	\$12,000.00
Kitchen plumbing	\$3,000.00
Electrical	\$20,000.00
Wall/Ceiling repair	\$20,000.00
Commercial windows	\$23,275.00
Kitchen cabinetry	\$5,000.00
Floor covering	\$4,600.00
<b>TOTAL</b>	<b>\$226,575.00</b>

Funding for these improvements would come from Mr. Welling, a \$30,000.00 façade improvement grant, \$10,000.00 of TIF grant funds, and a \$30,000.00 CWED loan, which is the reason for this request.

The following are the suggested policies for the CWED Facade / Historical Reinvestment Loan Fund:

Loan Size	\$5,000 to \$30,000 (up to 50% of total project cost)
Interest Rate	2%
Loan Terms	Not to exceed 10 years
Repayment	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.
Compliance Monitoring	Other documentation (i.e. financials) as required by CWED Board or Program Administrator
Additional Requirements	Must provide acceptable façade drawing Must comply with all local requirements

If approved, the board will need to determine the interest rate, loan terms, and collateral.

Please find attached the materials that were presented to the Historic Preservation / Design Review Commission at their meeting on April 4, 2012. The HPDRC has approved Mr. Welling's request. Thus far, Mr. Welling has received approval for the following financial amounts:

- \$30,000.00 Façade Improvement Grant
- \$10,000.00 TIF Grant

The project is intended to be completed over a two year period.

Staff would recommend at least a second on the building and/or personal guarantees as collateral.

6. Request from Little Scholars for a change in collateral for their current CWED loan.

Pam Kolasinski from CWED will be providing an update on this item.

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. During the CDA meeting last month, there was some concern regarding the quality of work and whether the CDA

could chose to proceed with the next lowest bid. After further review, those concerns would not warrant taking the second lowest bidder. Therefore, staff would recommend proceeding with Precision Builders for the bathroom upgrades.

8. Selection of firm for public housing study.

We received five responses to the RFP for the public housing study. The responses were due April 6, 2012. The following were the firms who responded and their cost:

- American Marketing Services - \$16,250
- Bowen National Research - \$22,850
- MSA Professional Services - \$12,500
- Wipfli LLP - \$12,540, or \$9,120 less the phone interviews
- Baker Tilly - \$12,020, plus \$2,500 for an optional resident survey

After receiving such proposals, staff members reviewed and ranked them based on the following criteria:

- 35 points - Qualification of Consultant
  - Experience completing this type of housing study / needs analysis.
  - Experience working in similar sized communities.
- 30 points – Proposed Study Methodology
  - Sources of data.
  - Interaction with community.
- 25 points – Understanding of RFP
  - Goals and purpose of study.
- 10 points – Adherence to Timeline
- Cost of Services

Please find enclosed a copy of the RFP and the responses by each firm.

Out of 100 possible points, the following were the average scores of each proposal:

1. American Marketing Services – 89.6
2. Baker Tilly – 85.4
3. Wipfli LLP – 80.6
4. Bowen National Research – 80.4
5. MSA Professional Services – 75.6

Staff would recommend proceeding with American Marketing Services at a cost of \$16,250.00 for the public housing study.

9. Resolution - Adoption of a One Strike and You're Out Policy.

The CDA is looking to adopt a one strike and you're out policy to ensure that those who engage in illegal drug, violent criminal, and/or history of criminal activity are not allowed to live in subsidized housing and thus endanger the well-being of other residents. Please find enclosed the resolution.

10. Approval of payments for February 2012 and March 2012.

11. Adjourn.

Report of the Community Development Authority

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

PRESENT: Chairperson Andrew J. Halverson, Mr. Paul Adamski, Mr. George Hanson, Ms. Marge Molski, and Ms. Carita Onstad.

NOT PRESENT: Mr. Dave Cooper and Mr. Hans Walther.

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, Maintenance Supervisor John Niedbalski, Pam Kolasinski (CWED), Alderperson Logan Beveridge, Alderperson Mary Stroik, Matthew Brown (Portage County Gazette), and Cathy Dugan.

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INDEX:

1. Roll call.
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.

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1. Roll call.

**Present: Halverson, Adamski, Molski, Hanson, and Onstad.**

**Not Present: Walther and Cooper.**

2. Report of the February 22, 2012 meeting.

**Motion by Commissioner Adamski to approve the report as presented; seconded by Commissioner Hanson. Motion carried 5-0.**

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).

**Motion by Alderperson Molski to adjourn into closed session; seconded by Commissioner Hanson.**

**Roll call:**

- **Ayes – Halverson, Adamski, Molski, Hanson, and Onstad**
- **Nays – None.**

**Motion carried 5-0.**

4. Reconvene into open session (approximately 20 minutes after adjourning into closed session).

**Motion by Commissioner Hanson to reconvene into open session; seconded by Alderperson Molski.**

**Roll call:**

- **Ayes – Halverson, Adamski, Molski, Hanson, and Onstad**
- **Nays – None.**

**Motion carried 5-0.**

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.

**Motion by Mayor Halverson to approve a CWED loan to CHP of Stevens Point, LLC in the amount of \$45,000.00 with the following terms and conditions:**

- **2% interest rate,**
- **term of 7 years,**
- **personal guarantee of Christian and Leah Czerwonka,**
- **collateral to include a second on the equipment,**
- **90 days deferred principal and interest payments, and**
- **guarantee of the creation of two full-time jobs;**

**seconded by Adamski.**

**Roll call:**

- **Ayes – Halverson, Adamski, Molski, Hanson, and Onstad**
- **Nays – None.**

**Motion carried 5-0.**

6. Amendment of pet policy.

Director Ostrowski presented the proposed new pet policy. He said that the major changes regarding this policy include height limits and requiring of a pet custodian. This policy requires 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. In addition, this policy requires a pet custodian. The pet custodian would be responsible for the pet if the CDA is unable to contact the owner.

Chairperson Halverson asked what the resident's perspective was on the pet policy. Commissioner Onstad said she has a pet and feels that the policy is fine. They do not have any issues except for some people not picking up their waste and a little barking. She said we have no problems with the policy or addendum.

**Motion by Chairperson Halverson to approve the new pet policy; seconded by Commissioner Molski. Motion carried 5-0.**

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

Director Ostrowski said that the CDA recently released an RFP for bathroom upgrades at the scattered sites. He said that he provided a copy of all the bids. The two lowest bids were:

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

Director Ostrowski indicated that the bids were fairly close, with only \$5,326 separating the two lowest bids. He said that typically we take the lowest bid unless there is a justifiable reason. The CDA has worked with both of these firms in the past. There have been some concerns regarding Precision in terms of the quality of the work, notification of residents, and general coordination.

Public Housing Manager Bella indicated that in the past Precision Builders could not obtain a performance bond with the last contract, so the CDA was authorized to put the funds into an escrow. She also indicated that from the last project, there were a number of corrections that needed to be submitted regarding the forms. Public Housing Manager Bella said she called HUD and they said that they would need a good reason for not taking the low bid.

Commissioner Adamski said that not being able to post a bond would be a good reason.

**Motion by Commissioner Adamski to accept the bid from Decker Lumber & Supply.**

City Attorney Molepske asked if he has posted a bond for this project. Public Housing Manager Bella said that everything is in, according to the architect.

City Attorney Molepske said the statues would provide that you must take the lowest responsible bidder. He said if you are having problems with him on this job, you can write a supplemental contract with him, and provide a penalty provision.

Commissioner Adamski said we are only talking about a 2.2% difference between the two bids.

Commissioner Hanson said that if you need to chase this guy, the difference between the bids is \$5,326, I would go with Decker.

**Commissioner Hanson seconded the motion.**

Chairperson Halverson asked has he posted the bond. Public Housing Manager Bella said that according to the architect, he has posted the bond.

Public Housing Manager Bella said he must post a bid bond and a performance bond.

Commissioner Adamski asked if past experience trumps the bond this time. City Attorney Molepske said it does to a point.

City Attorney Molepske asked how many times did the architect write him up. Public Housing Manager Bella does not know if he was written up. However, many of the documents submitted had to be redone.

Commissioner Molski said the architect is recommending Precision. Director Ostrowski said he did recommend Precision based on the low bid. Director Ostrowski said that the handout that was provided prior to the meeting was another letter by the architect saying that Decker Lumber & Supply has also met the requirements. Both firms have met the requirements and are willing to accept, but Precision was recommended because of the low bid.

Chairperson Halverson said that if he has a performance bond, and he is low bid, unless there is more evidence that is clear, he does not see how we could award it to Decker.

Maintenance Supervisor Niedbalski said that Precision took a lot of verbal guidance. They had some issues with soffit and fascia where they did not replace the rotted wood and the fascia ultimately ended up falling off.

**Commissioner Adamski withdrew his motion.**

Maintenance Supervisor Niedbalski said he has the punch lists from the former job and there were just simple things that were never followed up on.

Commissioner Adamski asked if the City Attorney could define responsible. City Attorney Molepske said it is the lowest responsible bidder that provides decent quality work that is commensurate with the average contractor within the community and within the standards that the average contractor would follow.

Commissioner Adamski said that this is not average work, it is below average.

Chairperson Halverson said this is subpar work, and asked the City Attorney if this is enough evidence to reject the bid.

City Attorney Molepske said we get punch lists like crazy on other projects. We could sit down with the architect to go through the project.

Chairperson Halverson asked if this project was time sensitive. Director Ostrowski said it was not.

**Motion by Chairperson Halverson to postpone the awarding of the contract until the next meeting to further investigate this matter; seconded by Commissioner Onstad. Motion carried 5-0.**

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).

**Motion by Commissioner Adamski to adjourn into closed session; seconded by Alderperson Molski.**

**Roll call:**

- **Ayes – Halverson, Adamski, Molski, Hanson, and Onstad**
- **Nays – None.**

**Motion carried 5-0.**

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

**Motion by Commissioner Hanson to reconvene into open session; seconded by Commissioner Onstad.**

**Roll call:**

- **Ayes – Halverson, Adamski, Molski, Hanson, and Onstad**
- **Nays – None.**

**Motion carried 5-0.**

**Motion by Commissioner Adamski to authorize the Chairperson of the CDA and the City Attorney to finalize the amendments to the Reciprocal Easements, Parking, and Operating Agreement and Declaration of Restrictions with Shopko; seconded by Alderperson Molski.**

**Roll call:**

- **Ayes – Halverson, Adamski, Molski, Hanson, and Onstad**
- **Nays – None.**

**Motion carried 5-0.**

10. Other business.

No other business.

11. Adjourn.

**Meeting adjourned at 6:08 PM.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

AGENDA  
HISTORIC PRESERVATION / DESIGN REVIEW COMMISSION

Wednesday, April 4, 2012 – 4:30 PM

Portage County Annex – Conference Room 1  
1462 Strongs Avenue – Stevens Point, WI 54481

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

Discussion and possible action on the following:

1. Approval of the report from the February 6, 2012 HPDRC meeting.
2. Request from Craig Buttke of Northwind Renewable Energy for an exterior building review for the installation of solar panels and related equipment at **1220 Briggs Court (Parcel ID 2408-32-2001-37)**.
3. Presentation on the City of Stevens Point's Façade Improvement Grant Program.
4. Request from Debbie Roman-Schrank for façade improvement grant funds in the amount of \$12,600.00 and design review for exterior building work, including the replacement of windows and doors, and masonry work at **832 Main Street (Parcel ID 2408-32-2016-18)**.
5. Request from Robert Welling for façade improvement grant funds in the amount of \$30,000.00 and design review for exterior building work, including the replacement of windows and doors, and masonry work at **1201-1225 Main Street (Parcel ID 2408-32-2027-06)**.
6. Other business/updates.
7. Adjourn.

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Any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715)346-1569, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

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# Administrative Staff Report

Robert Welling  
Façade Grant and Design Review  
1201-1225 Main Street  
April 4, 2012



Department of Community Development  
1515 Strongs Avenue, Stevens Point, WI 54481  
Ph: (715) 346-1568 - Fax: (715) 346-1498

<p><b>Applicant(s):</b></p> <ul style="list-style-type: none"><li>• Robert Welling</li></ul> <p><b>Staff:</b></p> <ul style="list-style-type: none"><li>• Michael Ostrowski, Director <a href="mailto:mostrowski@stevenspoint.com">mostrowski@stevenspoint.com</a></li><li>• Kyle Kearns, Associate Planner <a href="mailto:kkearns@stevenspoint.com">kkearns@stevenspoint.com</a></li></ul> <p><b>Parcel Number(s):</b></p> <ul style="list-style-type: none"><li>• 2408-32-2027-06</li></ul> <p><b>Zone(s):</b></p> <ul style="list-style-type: none"><li>• "B-3" Central Business District</li></ul> <p><b>Master Plan:</b></p> <ul style="list-style-type: none"><li>• Downtown District</li></ul> <p><b>Council District:</b></p> <ul style="list-style-type: none"><li>• District 1 – Beveridge</li></ul> <p><b>Lot Information:</b></p> <ul style="list-style-type: none"><li>• Actual Frontage: 101 feet</li><li>• Effective Frontage: 101 feet</li><li>• Effective Depth: 96 feet</li><li>• Square Footage: 9,696</li><li>• Acreage: 0.223</li></ul> <p><b>Current Use:</b></p> <ul style="list-style-type: none"><li>• Retail first floor, storage &amp; office on second floor</li></ul> <p><b>Applicable Regulations:</b></p> <ul style="list-style-type: none"><li>• Chapter 22</li><li>• Downtown Design Guidelines</li><li>• Façade Improvement Grant</li></ul>	<p><b>Request</b></p> <p>Request from Robert Welling for façade improvement grant funds in the amount of \$30,000.00 and design review for exterior building work, including the replacement of windows and doors, and masonry work at <b>1201-1225 Main Street (Parcel ID 2408-32-2027-06)</b>.</p> <p><b>Attachment(s)</b></p> <ul style="list-style-type: none"><li>• Parcel Data Sheet</li><li>• Application</li><li>• Plans</li><li>• Contractor Bids</li></ul> <p><b>City Official Design Review / Historic District</b></p> <ul style="list-style-type: none"><li>• Design Review District</li></ul> <p><b>Register of Historic Places</b></p> <ul style="list-style-type: none"><li>• -</li></ul> <p><b>Staff Recommendation</b></p> <p>Approve, subject to the following condition(s):</p> <ul style="list-style-type: none"><li>• Tuckpointing shall match to the greatest extent possible the original mortar color and spacing on the building.</li><li>• Applicant must receive two qualified bids for all work and the lowest qualified bid shall be used for the awarding of grant funds.</li><li>• All work shall be completed within one year.</li><li>• All windows shall fully fit the existing building opening.</li><li>• Project must adhere to Façade Improvement Grant Program Guidelines.</li><li>• Applicant must submit proof of insurance.</li><li>• No funds shall be disbursed until project is fully completed.</li><li>• Grant funds are conditioned upon the acquisition of the property by Mr. Welling. Closing on the property must occur within 60 days of the HP/DRC approval. A 30 day extension may be provided by the Chairperson of the HP/DRC and the Director of Community Development.</li><li>• The maximum City participation shall not exceed \$30,000.00 and no</li></ul>
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Program Guidelines

individual cost shall exceed the following:

Improvements	Cost	Proposed Matching Grant Assistance
Masonry Work	\$26,000.00 (still need two bids)	\$13,000.00
Windows	\$53,100.00 (still need additional bid)	\$26,550.00
Window Installation	\$6,600.00 (still need two bids)	\$3,300.00
Chimney Masonry Work	\$2,000 (still need two bids)	\$1,000.00
<b>TOTAL</b>	<b>\$87,700</b>	<b>\$30,000 (maximum)</b>

Vicinity Map



## Background

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Mr. Welling is requesting Façade Improvement Grant Program funds for exterior renovation to the building at 1201-1225 Main Street. Mr. Welling is in the process of purchasing the building. Currently, there are multiple retail spaces located on the ground floor of the building with the second story mainly used for storage. A conditional use request has been submitted to the Plan Commission to convert a portion of the second floor into apartments.

## Scope of Work

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Rehabilitation and renovation of this building will revitalize a very prominent building within Stevens Point's downtown, helping to increase the overall aesthetics of the area. Furthermore, it will encourage commercial tenants and residents to occupy and fully utilize the building. The timeline for the renovation of the building is roughly three years, however the façade improvements will begin immediately after approval. Upon completion of the overall project, 11 commercial tenant spaces and four residential spaces will exist within the building.

Renovation will occur on all the facades of the building with the following activities:

- Brick work that includes grinding out of bad joints, pressure washing, and tuck pointing. The work may be split between the summer of 2012 and 2013. Note: Grant funding must be used within 1 year.
- Installation of Pella Architect Series premium wood windows with bronze metal clad exterior and operating double hungs with a fixed transom to entire second story and boarded up windows on the first story.
- Brick work on the main chimney.

Commercial store windows on the first floor are proposed to be replaced in the summer of 2013 and are not part of this request.

## Standards of Review

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### Design Guidelines

The following design standards would apply to this request:

#### Masonry

1. To the extent possible, original materials shall be retained in existing facades. They should be removed only where they are structurally unsound and are beyond restoration, and then only in accordance with an approved design scheme. Natural materials are preferred over simulated or synthetic materials. The types of material preferred, but not limited to, may include: brick, stone, wood, stucco, clay, tile, ceramic tile, quarry tile, terra cotta, and cut stone. Materials to be avoided may include, but not be limited to, concrete block, plastic, fiberglass, simulated brick, simulated stone, hardboard or metal siding panels and wood siding panels.

**Analysis:** An estimate from Don Dulak and Son Masonry, Inc. has been obtained but no bid has been submitted. Tuckpointing is proposed to occur on all facades of the building. No new masonry material is being proposed.

**Findings:** Don Dulak & Son Masonry, Inc. is a recognized business with experienced personnel that have performed similar work throughout the City. They are well aware of the proper masonry techniques associated with the restoration of brick buildings and should adhere to those techniques. Staff would require two bids, with grant funding to cover no more than 50% of the lowest bid.

#### Windows

1. The original shape, proportion and scale of window openings shall be maintained. Blocking up or otherwise closing off of an original window shall not be permitted unless deemed necessary for energy efficiency. Exceptions may be made based on overall design concept.

Wooden replacement windows are encouraged, however, new metal window frames (permanent or storm) should be either painted or anodized with a finish in character with the building being renovated.

**Analysis:** The proposed windows for the building are Pella Architect Series premium wood windows with bronze metal clad exterior and operating double hungs with a fixed transom. The windows will vary in size and style depending on their location; however, the color will remain the same for all. A total of 49 windows are being proposed, which includes the opening of approximately 20 boarded up windows.

**Findings:** The proposed windows are compatible to the original design and match that of the recently restored surrounding buildings. The opening of boarded up windows will more closely match that to the original building design. This standard is met.

### **Façade Improvement Grant Program**

1. **The project is being proposed on an existing building within the Downtown Design Review District.**

**Analysis:** The building is located at 1201-1225 Main Street, falling well within the Downtown Design Review District.

**Findings:** This standard is met

2. **Restoration and rehabilitation of building exterior walls are viewable from a public street.**

**Analysis:** The north façade faces Main Street and the west façade faces Strongs Avenue. The south façade is very visible from Strongs Avenue, as there is no adjacent building to the south. Lastly, the east façade fronts an alley between the neighboring building and is visible from the north, along Main Street.

**Findings:** This standard is met

3. **Activities proposed are part of an overall building improvement project.**

**Analysis:** Masonry work along the entire building and chimney, and the installation of 49 windows make up the building improvement project. Aluminum trim around the windows is included in the window installation.

**Findings:** This standard is met

4. **Structural or decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible.**

**Analysis:** Proposed brick work will restore the existing brick, matching closer to the original. The proposed windows and trim are compatible with the original materials, with operating double hungs with fixed transoms. Furthermore, the window frames are wood, similar to the originals. However, they do have a metal clad exterior to ensure longevity.

**Findings:** This standard is met

**5. Applicant has obtained more than one bid from contractors.**

**Analysis:** Bids for the windows were obtained from Pella by VerHalen, Inc., with the installation performed by Welling Woodworks, Inc. A bid was obtained but not yet submitted for brick work performed by Dulak & Son Masonry, Inc. A bid for the chimney brick work has not been submitted, only an estimate by the owner.

**Findings:** Welling Woodworks, Inc. is a local company owned by the applicant. VerHalen, Inc. is based out of Green Bay, Wisconsin. Dulak & Son Masonry, Inc. is based out of Rosholt, Wisconsin but serves the entire region. Only one bid for windows, and there installation has been submitted. A bid has not been submitted from Dulak & Son Masonry, Inc., only a cost estimate of services. Staff would recommend that additional bids be obtained and grant funding be provided at a rate of 50% of the lowest qualified bid.

**6. Matching grant assistance shall not exceed \$30,000 dollars unless approved by Common Council.**

**Analysis:** The total project cost estimates for bid proposal are below, along with matching grant assistance.

<b>Improvements</b>	<b>Cost</b>	<b>Proposed Matching Grant Assistance</b>
Masonry Work	\$26,000.00 (No bid)	\$13,000.00 (No bid)
Windows	\$53,100.00 (Bid 1) includes trim	\$26,550.00 (Bid 1)
Window Installation	\$6,600.00 (Bid 1)	\$3,300.00 (No bid)
Chimney Masonry Work	\$2,000 (No bid – owner estimate)	\$1000.00 (No bid)
<b>TOTAL</b>	<b>\$87,700</b>	<b>\$30,000 maximum</b>

**Findings:** This standard is met.

**7. The applicant is current on all real estate and personal property taxes, has provide proof of insurance, and has no outstanding amounts owed to the City of Stevens Point.**

**Analysis:** Proof of insurance has not been provided because the applicant does not own the building. Any property taxes or outstanding amounts owed to the City will be paid through the sale of the property.

**Findings:** The applicant must submit proof of insurance before the signing of the development agreement.

**8. The project meets all components outlined within the Downtown Design guidelines.**

**Analysis:** The design standards that apply to this request, regarding windows, entrances, and masonry are met.

**Findings:** This standard is met.

**9. The project conforms to all zoning regulations within Chapter 23 of the Revised Municipal Code.**

**Analysis:** Only exterior work to the façade is being proposed. Proper building permits will be obtained.

**Findings:** This standard is met.

## Ranking of Projects for Grant Funds

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Generally, projects having the greatest aesthetic impact will be given first priority. Priority will also be given to the following:

**1. Projects that will encourage other restoration or redevelopment within the downtown TIF District area.**

**Findings:** This building is located near the entrance of downtown along Main Street and is one of the first historic buildings observed. Furthermore, its large size makes it very prominent. Restoration of this building would make the smaller nearby buildings stand out, hopefully encouraging them to be restored as well.

**2. Buildings where an immediate renovation will stop serious deterioration of the building's façade.**

**Findings:** Brick is cracked, losing mortar, dirty, and in desperate need of repair. Numerous windows are boarded up on the building with many second story windows badly needing replacement.

**3. Projects that improve the architectural integrity of the building and restore the historic architecture.**

**Findings:** All brick work will improve the architectural integrity by restoring the color, ornate detail, and symmetrical pattern originally found within the masonry. The replacement of boarded up windows with architecturally relevant windows will enhance the integrity of the building.

**4. Buildings where historic or architecturally significant features contributing to the building's character are in danger of being lost due to disrepair.**

**Findings:** The building brick work is in danger of significant decay if proper restoration is not done. In addition, many of the windows have been boarded up. This project will restore the masonry work and restore the boarded up windows.

**5. Vacant properties where façade improvements would help to improve the overall appearance.**

**Findings:** The property is occupied by multiple businesses on the first story. The restoration of the windows will help fill the second story space.

**6. Projects that demonstrate collaboration and will help to attract people.**

**Findings:** A restored façade may assist in attracting tenants to the proposed second story apartments.

**7. Projects that will result in significant new investment and creation of jobs.**

**Findings:** It is not anticipated that this project will create a significant number of jobs. However, the restoration of the building could attract additional tenants, which could spur additional employment.

**8. Projects that incorporate mixed uses or multiple tenants.**

**Findings:** The building will offer 11 commercial tenant spaces and 4 residential tenant spaces upon the completion of the renovation.

**Building Images**

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**North Façade**



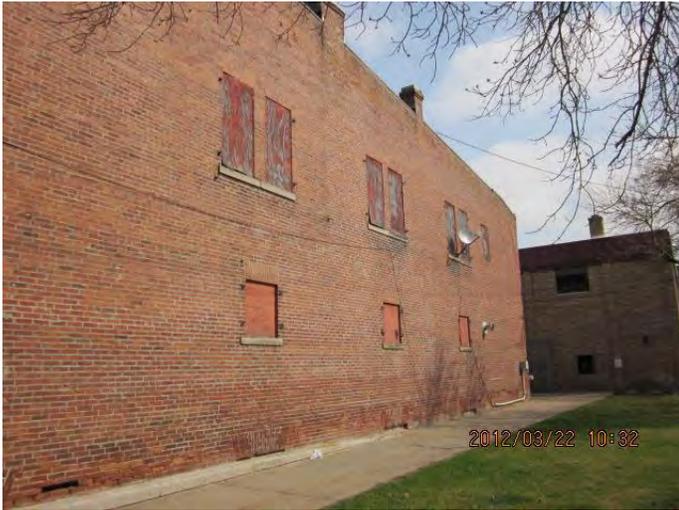
**North Façade**



**Northwest Façade**



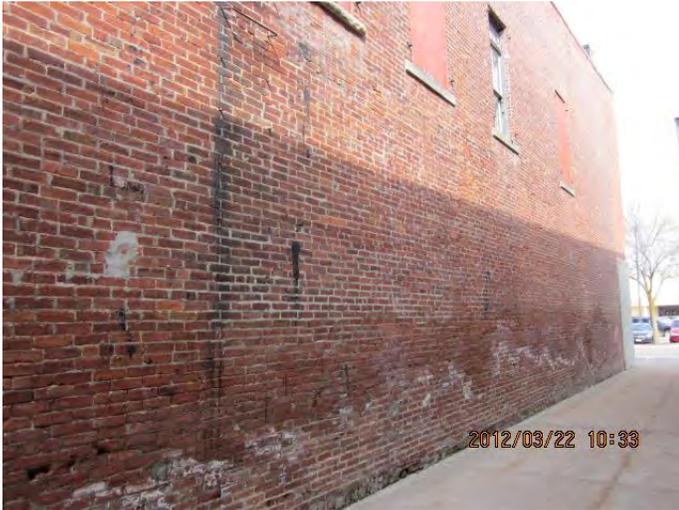
**West Façade**



**South Façade**



**Southeast Façade**



**West Façade**



**Southwest Façade – Eroding Brick & Paint**



**West Façade – Eroding Brick**



**West Façade – Eroding Brick**

Name and Address		Parcel #	Alt Parcel #	Land Use
BCK Rentals LLC 1052 Main St LL3 Stevens Point, WI 54481		240832202706	240832202706	Store, Retail
		Property Address		Neighborhood
		1201-25 Main St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note		S E & Other Plat		B3-CENTRAL BUSINESS

**OWNERSHIP HISTORY**

Owner	Sale Date	Amount	Conveyance	Volume	Page	Sale Type
BCK Rentals LLC William C & Cynthia L Kieper	8/14/2000	\$631,900	Quit Claim Deed/Addl Par	57	7418	Land & Build.
	6/3/1998	\$320,000	Warranty Deed	54	0748	Land & Build.

**SITE DATA**

**PERMITS**

Actual Frontage	101.0	Date	Number	Amount	Purpose	Note
Effective Frontage	101.0	8/17/2010	37248	\$1,000	099 Sign	Loonies Deli & Pizzari
Effective Depth	96.0	8/11/2004	32640	\$2,000	093 Sewer and/or Wa	repair Water Lateral
		9/30/2002	31112	\$1,200	020 Electrical	
Square Footage	9,696.0	9/3/1997	27050	\$1,300	042 Interior Renov/Re	
Acreage	0.223	4/24/1997	26618	\$1,000	004 Addition and Rem	Construct A Room Sto

**2011 ASSESSED VALUE**

Class	Land	Improvements	Total
B-Commercial	\$64,000	\$264,100	\$328,100
<b>Total</b>	<b>\$64,000</b>	<b>\$264,100</b>	<b>\$328,100</b>

**LEGAL DESCRIPTION**

LOT 1 CSM 6940-25-163 BNG PRT LOTS 7 8 & 9 BLK 29 S E & O ADD 540748 577418

**PROPERTY IMAGE**

**PROPERTY SKETCH**



Name and Address		Parcel #	Alt Parcel #	Land Use
BCK Rentals LLC 1052 Main St LL3 Stevens Point, WI 54481		240832202706	240832202706	Store, Retail
		Property Address		Neighborhood
		1201-25 Main St		Cntrl Bus & 2nd St area(Comm)
Subdivision		Zoning		
Display Note		S E & Other Plat		B3-CENTRAL BUSINESS

**BUILDING SUPERSTRUCTURE DATA**

Bldg	Sec	Occupancy	Year	Area	Framing	Hgt
1	1	Store, Retail (C avg)	1895	8,780	Masonry - Avg	16
1	2	Warehse, Storage (C avg)	1895	8,780	Masonry - Avg	12

Total Area		17,560
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**BASEMENT DATA****COMPONENTS**

Bldg	Sec	Adjustment Description	Area	Bldg	Sec	Component Description	Area
1	1	Store, Retail - Finished Bsmnt	2,800				
1	1	Store, Retail - Unfin Bsmnt	5,980				

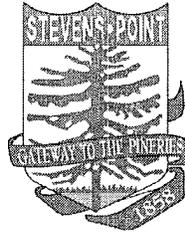
**DETACHED IMPROVEMENTS**

Structure	Year Built	Square Feet	Grade	Condition

**SITE IMPROVEMENTS****STRUCTURE DATA**

Site Improvement	Units	Age	50
		Year Built	1895
		Eff. Year	1962
		One Bedroom	
		Two Bedroom	
		Three Bedroom	
		Total Units	
		Stories	2.00
		Business Name	Retail store w/ 2nd floor storage

Department of Community Development  
 City of Stevens Point  
 1515 Strongs Avenue  
 Stevens Point, WI 54481



Michael Ostrowski, Director  
 Ph: (715) 346-1567  
 Fax: (715) 346-1498  
[mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com)  
[stevenspoint.com](http://stevenspoint.com)

## Façade Improvement Grant Program Application

### ADMINISTRATIVE SUMMARY (Staff Use Only)

Date Submitted	3/21/08	Date Reviewed		Approved	Yes <input type="checkbox"/>	(\$ _____)	No <input type="checkbox"/>
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### APPLICANT/OWNER INFORMATION

APPLICANT INFORMATION		Owner Information (Same as Applicant? <input checked="" type="checkbox"/> )	
Applicant Name	Robert Welling	Contact Name	Same
Address	247 Edgewood Rd.	Address	
City, State, Zip	Custer, WI 54423	City, State, Zip	
Telephone	715-344-2688	Telephone	
Cell	715-340-4069	Cell	
Fax	715-344-2689	Fax	
Email	<a href="mailto:bjwelling@wellingwoodworks.com">bjwelling@wellingwoodworks.com</a>	Email	

### PROJECT SUMMARY

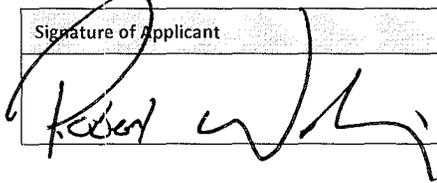
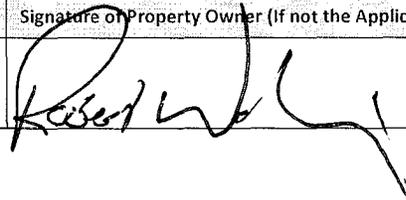
Scope of Work to be Undertaken (attach contractor estimates, if available)	
I would like to do some major exterior upgrades to 1209 Main St. See the included sheet for details.	
Describe the Positive Impact Your Project will Bring to Stevens Point	
These upgrades will bring exterior masonry to good, maintained, condition again. The new windows will replace the blight of the deteriorated existing windows, and will open up the opportunity to utilize the second floor with both commercial and residential tenants.	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$ 87,700	\$ 30,000
Estimated Start Date	Estimated Completion Date
June 2012	August 2012
Number of Commercial Tenant Spaces Within the Building	Number of Residential Tenant Spaces Within the Building
11 when complete	4 when complete

**EXHIBITS (The following materials must accompany your application in order to be considered for matching grant assistance funding)**

Complete detailed list of project revenues and expenses.	<input type="checkbox"/>	Additional Exhibits If Any (List):
Two bids from qualified contractors detailing the cost of the work to be done.	<input type="checkbox"/>	
Drawings detailing all of the work to be completed as part of the project.	<input type="checkbox"/>	
A description/sample of project materials and colors.	<input type="checkbox"/>	
Proof of insurance.	<input type="checkbox"/>	
Must be current on all real estate and personal property taxes.	<input type="checkbox"/>	
No outstanding amounts owed to the City of Stevens Point.	<input type="checkbox"/>	

**CERTIFICATION AND SIGNATURE**

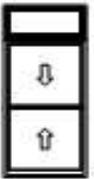
By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

Signature of Applicant	Date	Signature of Property Owner (If not the Applicant)	Date
	3/21/12		3/21/12

**Scope of work included in Facade Improvement Grant Program Application for 1209 Main St. by Robert Welling 3/21/12**

Item	Cost	Estimate supplied by:	Notes
<b>New windows</b>	\$53,100.00	VerHalen, Inc.	These are windows to replace every window on the second floor, and all boarded up first floor windows. They are Pella "Architect" Series, which are a premium wood window with a metal clad exterior. the style of the upstairs windows matches the remaining original windows (Operating double hungs with a fixed transom above). All existing wood windows and trim will be replaced or covered. The color will be bronze, to match the color of new commercial windows scheduled to be installed on the ground level in 2013.
<b>Window installation</b>	\$6,600.00	Welling Woodworks, Inc.	Bid to install all of the above windows.
<b>tuckpointing</b>	\$26,000.00	Dulak Masonry	This price is to tuckpoint the entire building. There is a possibility that we may split this half, with half being done in the summer of 2012, and half being done in the summer of 2013.
<b>fixing main masonry chimney</b>	\$2,000.00	Guess by owner	We have not had this work quoted yet.
<b>Total</b>	<b>\$87700</b>		

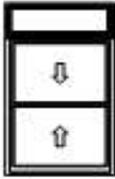


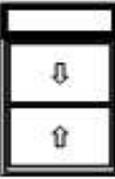
Line #	Location:	Attributes			
10	NORTH WALL	<b>Architect, Double Hung, Architect, Transom, 39.25 X 89.25, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$1,008.06	8	\$8,064.48
		<p>PK # 491</p> <p>1: Non-Standard Size Double Hung, Equal Split                      Frame Size: 39 1/4 X 71                      General Information: Standard, Luxury Edition, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Hardware Options: Standard Lock, Champagne, Order Sash Lift                      Screen: Full Screen, InView                      Grille:                      Horizontal Mull 1: FactoryMull, Standard (Horizontal Factory) (0")</p> <p>2: Non-Standard Size Transom                      Frame Size: 39 1/4 X 18 1/4                      General Information: Standard, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Grille:                      Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 257", Glazing Pressure = 60.</p>			
	Viewed From Exterior				
	Rough Opening: 40" X 90"				
	Final Wall Depth: N/A				

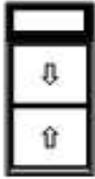
Customer Notes: 8 " SPREAD MULL TO BE CREATED IN FIELD ON SITE THROUGH INSTALLATION

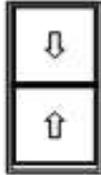
Line #	Location:	Attributes			
15		<b>CUTOM BENT EXTERIOR MULL COVERS 8"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$50.00	4	\$200.00

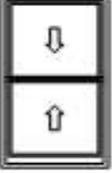
Final Wall Depth: N/A

Line #	Location:	Attributes			
16	WEST WALL	<b>Architect, Monumental Hung, Architect, Transom, 52 X 89.25, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$1,661.78	6	\$9,970.68
		<p><b>PK #</b> 491</p> <p>1: 5271 Double Hung, Equal Split                      Frame Size: 52 X 71                      General Information: Standard, Clad, Pine, Standard                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Hardware Options: Standard Lock, Champagne, Order Sash Lift                      Screen: Full Screen, InView                      Grille:                      Horizontal Mull 1: FactoryMull, Standard (Horizontal Factory) (0")</p> <p>2: Non-Standard Size Transom                      Frame Size: 52 X 18 1/4                      General Information: Standard, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Grille:                      Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 283", Glazing Pressure = 50.</p>			
	<b>Rough Opening:</b> 52 - 3/4" X 90"				
	<b>Final Wall Depth:</b> N/A				

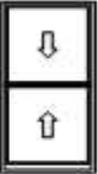
Line #	Location:	Attributes			
20	WEST WALL	<b>Architect, Monumental Hung, Architect, Transom, 56.25 X 89.25, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$1,697.79	7	\$11,884.53
		<p><b>PK #</b> 491</p> <p>1: 56.2571 Double Hung, Equal Split                      Frame Size: 56 1/4 X 71                      General Information: Standard, Clad, Pine, Standard                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Hardware Options: Standard Lock, Champagne, Order Sash Lift                      Screen: Full Screen, InView                      Grille:                      Horizontal Mull 1: FactoryMull, Standard (Horizontal Factory) (0")</p> <p>2: Non-Standard Size Transom                      Frame Size: 56 1/4 X 18 1/4                      General Information: Standard, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Grille:                      Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 291", Glazing Pressure = 70.</p>			
	<b>Rough Opening:</b> 57" X 90"				
	<b>Final Wall Depth:</b> N/A				

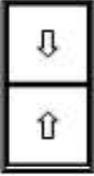
Line #	Location:	Attributes			
25	WEST WALL	<b>Architect, Double Hung, Architect, Transom, 39 X 84, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$972.35	4	\$3,889.40
		<p>PK # 491</p> <p>1: Non-Standard Size Double Hung, Equal Split                      Frame Size: 39 X 66                      General Information: Standard, Luxury Edition, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Hardware Options: Standard Lock, Champagne, Order Sash Lift                      Screen: Full Screen, InView                      Grille:</p> <p>Horizontal Mull 1: FactoryMull, Standard (Horizontal Factory) (0")</p> <p>2: Non-Standard Size Transom                      Frame Size: 39 X 18                      General Information: Standard, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Grille:</p> <p>Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 246", Glazing Pressure = 65.</p>			
	<b>Rough Opening:</b> 39 - 3/4" X 84 - 3/4"				
	<b>Final Wall Depth:</b> N/A				

Line #	Location:	Attributes			
30	SOUTH WALL	<b>Architect, Double Hung, 34.5 X 68, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$588.80	6	\$3,532.80
		<p>PK # 491</p> <p>1: Non-Standard Size Double Hung, Equal Split                      Frame Size: 34 1/2 X 68                      General Information: Standard, Luxury Edition, Clad, Pine                      Exterior Color / Finish: Standard EnduraClad, Brown                      Interior Color / Finish: Unfinished Interior                      Glass: Insulated Low E Advanced Argon Gas                      Hardware Options: Standard Lock, Champagne, Order Sash Lift                      Screen: Full Screen, InView                      Grille:</p> <p>Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 205", Glazing Pressure = 70.</p>			
	<b>Rough Opening:</b> 35 - 1/4" X 68 - 3/4"				
	<b>Final Wall Depth:</b> N/A				

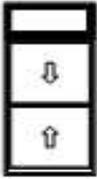
Line #	Location:	Attributes			
35	SOUTH WALL	<b>Architect, Double Hung, 30.25 X 52.5, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$496.74	1	\$496.74
		<b>PK #</b> 491	<p>1: Non-Standard Size Double Hung, Equal Split            Frame Size: 30 1/4 X 52 1/2            General Information: Standard, Luxury Edition, Clad, Pine            Exterior Color / Finish: Standard EnduraClad, Brown            Interior Color / Finish: Unfinished Interior            Glass: Insulated Low E Advanced Argon Gas            Hardware Options: Standard Lock, Champagne, Order Sash Lift            Screen: Full Screen, InView            Grille:            Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 166", Glazing Pressure = 105.</p>		
	<b>Rough Opening:</b> 31" X 53.25"				
	<b>Final Wall Depth:</b> N/A				

Line #	Location:	Attributes			
40	SOUTH WALL	<b>Architect, Casement Fixed, 34.5 X 36.75, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$363.23	3	\$1,089.69
		<b>PK #</b> 491	<p>1: Non-Standard Size Fixed Casement            Frame Size: 34 1/2 X 36 3/4            General Information: Standard, Clad, Pine            Exterior Color / Finish: Standard EnduraClad, Brown            Interior Color / Finish: Unfinished Interior            Glass: Insulated Low E Advanced Argon Gas            Grille:            Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 143", Glazing Pressure = 105.</p>		
	<b>Rough Opening:</b> 35 - 1/4" X 37 - 1/2"				
	<b>Final Wall Depth:</b> N/A				

Line #	Location:	Attributes			
45	ALCOVE	<b>Architect, Double Hung, 34.5 X 68, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$588.80	2	\$1,177.60
		<b>PK #</b> 491	<p>1: Non-Standard Size Double Hung, Equal Split            Frame Size: 34 1/2 X 68            General Information: Standard, Luxury Edition, Clad, Pine            Exterior Color / Finish: Standard EnduraClad, Brown            Interior Color / Finish: Unfinished Interior            Glass: Insulated Low E Advanced Argon Gas            Hardware Options: Standard Lock, Champagne, Order Sash Lift            Screen: Full Screen, InView            Grille:            Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 205", Glazing Pressure = 70.</p>		
	<b>Rough Opening:</b> 35 - 1/4" X 68 - 3/4"				
	<b>Final Wall Depth:</b> N/A				

Line #	Location:	Attributes			
50	ALCOVE	<b>Architect, Double Hung, 43.5 X 89, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$928.79	2	\$1,857.58
		<b>PK #</b> 491	1: Non-Standard Size Double Hung, Equal Split Frame Size: 43 1/2 X 89 General Information: Standard, Luxury Edition, Clad, Pine Exterior Color / Finish: Standard EnduraClad, Brown Interior Color / Finish: Unfinished Interior Glass: Insulated Low E Advanced Argon Gas Hardware Options: Standard Lock, Champagne, Order Sash Lift Screen: Full Screen, InView Grille: Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 265", Glazing Pressure = 65.		
	<b>Rough Opening:</b> 44 - 1/4" X 89 - 3/4"				
	<b>Final Wall Depth:</b> N/A				

Line #	Location:	Attributes			
55	ALCOVE	<b>Architect, Casement Fixed, 34.5 X 81.25, Brown, 3-11/16"</b>	<u>Item Price</u>	<u>Qty</u>	<u>Ext'd Price</u>
			\$839.96	1	\$839.96
		<b>PK #</b> 491	1: Non-Standard Size Fixed Casement Frame Size: 34 1/2 X 81 1/4 General Information: Standard, Clad, Pine Exterior Color / Finish: Standard EnduraClad, Brown Interior Color / Finish: Unfinished Interior Glass: Insulated Low E Advanced Argon Gas Grille: Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 232", Glazing Pressure = 35.		
	<b>Rough Opening:</b> 35 - 1/4" X 82"				
	<b>Final Wall Depth:</b> N/A				

Line #	Location:	Attributes		
60	EAST WALL	<b>Architect, Double Hung, Architect, Transom, 43.25 X 89.25, Brown, 3-11/16"</b>		
			<u>Item Price</u>	<u>Qty</u>
			\$1,040.66	4
				<u>Ext'd Price</u>
				\$4,162.64
		 <p>PK # 491</p> <p>1: Non-Standard Size Double Hung, Equal Split  Frame Size: 43 1/4 X 71  General Information: Standard, Luxury Edition, Clad, Pine  Exterior Color / Finish: Standard EnduraClad, Brown  Interior Color / Finish: Unfinished Interior  Glass: Insulated Low E Advanced Argon Gas  Hardware Options: Standard Lock, Champagne, Order Sash Lift  Screen: Full Screen, InView  Grille:  Horizontal Mull 1: FactoryMull, Standard (Horizontal Factory) (0")</p> <p>2: Non-Standard Size Transom  Frame Size: 43 1/4 X 18 1/4  General Information: Standard, Clad, Pine  Exterior Color / Finish: Standard EnduraClad, Brown  Interior Color / Finish: Unfinished Interior  Glass: Insulated Low E Advanced Argon Gas  Grille:  Wrapping Information: Foldout Fins, Factory Applied, 3-11/16" Factory Applied, Perimeter Length = 265", Glazing Pressure = 55.</p>		
		<p><b>Rough Opening:</b> 44" X 90"  <b>Final Wall Depth:</b> N/A</p>		

Line #	Location:	Attributes		
65	None Assigned	<b>OCFV0000 - 3" Pella Installation Tape - 150 ft (8 rolls)</b>		
			<u>Item Price</u>	<u>Qty</u>
			\$311.81	1
				<u>Ext'd Price</u>
				\$311.81

## Thank You For Your Interest In Pella® Products

### PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor VER HALEN INC will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at [www.pella.com](http://www.pella.com)

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

#### BRANCH WARRANTY:

##### NOTICE OF LIEN RIGHTS

As required by the Wisconsin construction lien law, VerHalen, Inc DBA Pella hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to VerHalen, Inc DBA Pella, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to the owner's mortgage lender, if any. VerHalen, Inc DBA Pella agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

#### TERMS & CONDITIONS:

**PERFORMANCE:** Where no specific date is fixed we shall be allowed reasonable time to make delivery of the materials and perform the work.

**DAMAGE, LOSS, DELAY OR DEFAULT THROUGH CAUSES BEYOND OUR CONTROL:** We shall not be responsible for default, damage, loss or delay in performance due to labor trouble, fires, accidents, floods, collapse or other causes beyond our control, or due to shortages of materials or transportation facilities resulting from war, national or local emergency, riots, governmental priorities, embargoes and like conditions and regulations. Any and all loss of, or damage to our materials erected or stored on the premises, not caused by us, shall be repaired and replaced by us and the additional cost thereof shall be borne by the purchaser.

**WORKING CONDITIONS AND FACILITIES TO BE SUPPLIED BY THE PURCHASER:** The purchaser shall make all work surfaces, on which materials are to be supplied, available for work at one time so that the work shall not be interrupted; shall provide surfaces that are clean, dry and in an accessible condition, shall at his own expense cause all obstructions to our work to be removed; shall additionally bear the cost of sending our men to the job, on his notification, before surfaces are ready for the application of our materials, or expense due to any delay during the progress of the work not caused by us; shall allow us free and reasonable use of light, heat, water and power, and the use of available elevators, hoists and other facilities.

**DELIVERY:** When materials are quoted on the basis of delivery to the jobsite, we provide delivery assistance to the customer's garage only.

**INSURANCE:** We carry public liability, property damage and workmen's compensation insurance and consequently will not honor any charges against us for such similar coverage. Any expense incurred by us for insurance or bond to cover our liability under any "hold harmless" or "indemnity" clause or clause of a similar nature in any contract, specifications, letter of acceptance or notice submitted by you or your contractors which in any way requires us to assume any liability which is not imposed on us by law, shall be paid by you.

**CHANGES IN PLANS OR SPECIFICATIONS:** No credit or allowance shall be granted for alterations or modifications in work or materials, unless such credit or allowance has been agreed to by us in writing before such alterations or modifications are made.

**GLAZING:** Attention is directed to the Consumer Product Safety Act and the Federal Regulation for "Architectural Glazing Materials (16 CFR 1201)." THIS LAW SPECIFIES WHERE THE USE OF TEMPERED GLASS IS MANDATORY. In any instances of claims arising from the use of non-tempered glass, it will be the sole liability of the contractor or customer who accepted the glass as specified in our proposal that the use of such non-tempered glass is not prohibited by law, and that this glass will be used in areas in which non-tempered glass is allowable. Distortion in tempered glass is common and is not considered a defect.

**TAXES:** Any sales, excise, processing or any other direct tax imposed upon the distributor, sale or application of materials supplied in accordance with this proposal shall be added to the proposal price.

**CONSEQUENTIAL DAMAGE:** Seller shall not be liable for any direct, indirect or consequential damage or loss for any reasons, including but not limited to: any defect or defects in materials, improper installation, or breakage, bursting leakage.

**ACCEPTANCE OF WORK AND MATERIALS:** The Customer shall immediately upon delivery inspect all material. All work performed and materials supplied under this Proposal shall be deemed to comply with all terms of the Proposal unless Seller is notified to the contrary within seven (7) days following delivery.

**DEFAULTS:** If the customer fails to pay pursuant to the terms of this accepted proposal, the Customer agrees to pay all reasonable attorney fees and costs (of whatever nature) incurred by the Seller to obtain collection.

**CANCELLATIONS AND/OR CHANGES:** All sales are final. Product is ordered based on customer specification and approval via the signed contract.

**WARRANTY:** Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither

Pella Corporation nor VerHalen, Inc. will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen (or any other accessory) to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

Prices are valid for 30 days.

**NOTICE CONCERNING CONSTRUCTION DEFECTS:** Wisconsin law contains important requirements you must follow before you may file a lawsuit for defective construction against the contractor who constructed your dwelling or completed your remodeling project or against a window or door supplier or manufacturer. Section 895.07 (2) and (3) of the Wisconsin statutes requires you to deliver to the contractor a written notice of any construction conditions you allege are defective before you file your lawsuit, and you must provide your contractor or window or door supplier the opportunity to make an offer to repair or remedy the alleged construction defects. You are not obligated to accept any offer made by the contractor or window or door supplier. All parties are bound by applicable warranty provisions.

\_\_\_\_\_  
Customer Name (Please print)

\_\_\_\_\_  
Pella Sales Rep Name (Please print)

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Pella Sales Rep Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Order Totals	
Taxable Subtotal	\$47,477.91
Sales Tax @ 5.5%	\$2,611.29
Non-taxable Subtotal	\$0.00
Total	\$50,089.20
Deposit Received	
Amount Due	\$50,089.20



1825 South Webster Avenue, Suite 202  
Green Bay, WI 54301  
920-432-1232 Fax: 920-432-7283  
[agl@itol.com](mailto:agl@itol.com) [www.aglgb.com](http://www.aglgb.com)

March 24, 2012

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

RE: Precision Builders

Dear Michael,

I understand the concerns the board has about the above contractor based upon the last contract they had. I made an inquiry about the contractors ability to obtain the performance and payment bonds in lieu of going thru an escrow account as previously did. Below is a copy of an e-mail received from the bonding company agent indicating he would be able to obtain bonds for this project. The agent explained the reason the escrow account was used last time as it was the first time the contractor had been bonded and that is their policy for the first time users. The bonding limit is approximately \$1.5 million and is thru a company approved by HUD in circular 570.

Hi Dave,

Al Hucke has asked me to drop you a note regarding the Stevens Point Housing Authority Project recently bid. This was the 2009 Capital Fund Project Phase 3 bid in Feb that Precision Builders was low bidder on. The bonding company **will not** require the project funds to flow through escrow as had the project from last year.

If you have any questions please feel free to contact me at 715-845-3711. Thank you.

Chris Steinagel  
Vice President  
J. Ryan Bonding, Inc.

In regards to the past project, for many contractors who are entering the HUD work field for the first time, it is not unusual for a lot of questions to come up and a lot of hand holding to get them through the paper work and procedures that need to be followed. Precision Builders was no exception and there were more calls than normal to start off the project but they did taper off toward the end of the project.

The pay requests from last project that you see marked up look pretty bad but again for first time contractors not familiar to the paperwork and how to fill them out, it is not uncommon to have mistakes in math or asking for more money than what work has actually been completed. The purpose of the pay requests coming to me first is to review for accuracy of work they say is completed that they want to be paid for and properly filled out. Some contractors I have worked with can follow directions real well right away and others may take 2-3 projects before they get

the hang of it. I would estimate 90% of the pay requests I receive from various contractors are processed without having to mark anything up.

My observations of this contractor is he is not confrontational when you are on the job site when he is questioned what they are doing or how they are installing items and is willing to make changes and often offering suggestions on what could be done differently to get the same results which is appreciated. He does call a lot for clarification of work to do which I take as not having worked in this HUD program before or working with an architect. Those calls do take up my time but I am also able to head off any mistakes before he would start work creating more problems later on. If a contract is offered to Precision Builders, we will need to establish at the preconstruction meeting very firmly with him what procedures he will need to follow so we do not have the same scheduling problems that occurred last time.

If you have other questions for me, please give me a call.

Thank you,

Dave Johnson



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

# Request for Proposals - Public Housing Study and Needs Analysis

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

The Community Development Authority of the City of Stevens Point (CDA) is soliciting proposals for a housing study and needs analysis for the City of Stevens Point. The results of this housing study and needs analysis will help decision makers, stakeholders, and community members develop a meaningful sense of the housing market as well as an understanding of key housing issues. The study should provide a measured assessment of present and future unmet housing demand, focusing on informing for a deeper understanding of short-to-mid-term housing demand (5 year, 10 year, and 15 year). The study should focus primarily on CDA eligible property types (i.e. affordable housing – low to moderate income, tax credit, public housing, Section 8, etc. and senior housing). The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives, and intervention strategies.

### **Intent**

The intent of the study is to determine whether the current properties owned by the CDA meet the existing and future needs of the community.

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

The CDA has four different property types:

- Hi-Rise – 1300 Briggs Court: A 73 unit, six story, low to moderate income building located within the downtown area of Stevens Point. Amenities include 1-bedroom apartments; rent based on income; all utilities included; handicapped accessible units; security system; 24-hour emergency call system; laundry facilities on site; stove & refrigerator included; Noon Meal-site included.
- Scattered Sites – Various locations throughout Stevens Point: 80 low to moderate income units throughout the City. Amenities include 2 - 5 bedroom units; 1 & 2 baths; stove & refrigerator included; basements with laundry hook-ups.
- Madison View – John's Drive: A 100 unit, low to moderate income apartment complex. Amenities include 1 - 4 bedroom units; 1 & 2 baths; stove & refrigerator included; all utilities included; basement laundry hook-ups; Family Center.
- Edgewater Manor – 1450 Water Street: A 81 unit, four story building located within the downtown area of Stevens Point. Amenities include 1-bedroom apartments; rent is \$530/month; 55 years and older; no income limits; security system; 24-hour emergency call

system; stove & refrigerator included; laundry facilities on site; community areas; located on Wisconsin River & Green Circle Trail; 1 block to Downtown and Aging & Disability Resource Center.

## Project Scope

### Service Area

The area to be covered in this study is the City of Stevens Point. However, there are several agencies, both public and private that provide housing opportunities that exist outside of the City limits. These opportunities should be analyzed as they may impact the overall need within the service area.

### Data Collection

1. Summarize the existing primary socio/economic data (e.g., household composition, age and gender mix, education levels, racial composition, income levels, transportation and housing usage), relating to housing needs within the area.
2. Identify existing housing opportunities provided by the private sector or other organizations that could impact the need for CDA eligible housing within the area, including, but not limited to affordable housing, senior housing, and special needs housing.

### Analysis and Recommendations

1. Will the current CDA-owned properties meet future demands (5 years, 10 years, and 15 years).
2. Determine if the current CDA-owned properties, in terms of quantity, type, amenities, and price range meet the existing needs of the community.
3. What types of housing opportunities will be needed in the short, medium, and long term.
4. What types of housing should the CDA pursue.
5. Should the CDA purchase additional properties, if so, which types.
6. Should the CDA dispose of any current properties, if so, which ones.
7. What housing demands will likely not be met without subsidy, incentives, innovative programs, etc.

## Study Process and Timeline

The housing study / needs analysis will be overseen by the Community Development Authority of the City of Stevens Point (CDA) Board of Commissioners.

The primary contact from the CDA is:

Michael Ostrowski  
Director of Community Development / Community Development Authority  
City of Stevens Point

Stevens Point City Hall  
1515 Strongs Avenue

Stevens Point, WI 54481  
Ph: (715) 346-1567  
Fax: (715) 346-1498  
Email: [mostrowski@stevenspoint.com](mailto:mostrowski@stevenspoint.com)  
Website: [stevenspoint.com](http://stevenspoint.com)

### **Input and Community Relations**

Once chosen, the selected firm will meet with the CDA to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place approximately May 1, 2012.

The firm will provide preliminary findings to the CDA at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the CDA.

### **Timeline for Study Process**

- CDA Publishes RFP – March 2, 2012
- Response to RFP due to CDA – April 6, 2012
- Selection of consultant by CDA – May 1, 2012
- Execution of contract for services – May 17, 2012
- Initial meeting with oversight committee – May 17, 2012
- Submit/Present first draft for review – July 17, 2012
- Final presentation of material to CDA – August 21, 2012

Dates are tentative and can be changed to accommodate schedules.

### **Work Product**

The final report should be delivered to the CDA both as a PDF file and in hard copy consisting of twenty bound copies. An electronic copy of the CDA presentation materials should be provided as well.

## **Criteria for Evaluation of Proposals**

### **Scoring Criteria**

1. 35 points - Qualification of Consultant
  - a. Experience completing this type of housing study / needs analysis.
  - b. Experience working in similar sized communities.
2. 30 points – Proposed Study Methodology
  - a. Sources of data.
  - b. Interaction with community.
3. 25 points – Understanding of RFP

- a. Goals and purpose of study.
4. 10 points – Adherence to Timeline
5. Cost of Services

**A complete submission will include:**

- Narrative response to RFP.
- Proposed timeline for study process.
- Brief statement of qualifications, including summary of key personnel who will be assigned to the project.
- Examples of similar projects.
- List of references for similar projects.
- Cost proposal (separate sealed envelope attached to submission).

The Community Development Authority of the City of Stevens Point (CDA) reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment, or services as required by the specifications, description or scope of services, or proposals from firms who lack experience or financial responsibility, or proposals which are not made to form. The CDA reserves the right not to award contracts to the lowest and most responsive firm, and may require new proposals.

The CDA may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting, whichever is later, when the public interest will be served thereby.

Only sealed proposals received by the CDA will be accepted; proposals submitted by telephone, telegram, facsimile machines, are not acceptable.

**Responses to this RFP are due to:**

**Michael Ostrowski  
Director of Community Development / Community Development Authority  
City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481**

**To be received no later than 4:00 PM, Friday, April 6, 2012**

**The Community Development Authority of the City of Stevens Point is an Equal Opportunity Employer  
and Housing Provider**

## **RESOLUTION #12-01**

### **“ONE STRIKE AND YOU’RE OUT” POLICY**

**April \_\_, 2012**

The Community Development Authority of the City of Stevens Point (CDA) adopts the following “One Strike and You’re Out” policy pursuant to HUD’s policy to ensure that those who engage in illegal drug, violent criminal, and/or history of criminal activity are not allowed to live in subsidized housing and thus endanger the well being of other residents.

Per HUD, evictions and terminations of housing assistance are civil, not criminal, matters. In order to evict or terminate assistance, a criminal conviction or arrest is not necessary and the CDA need not meet the criminal standard of “proof beyond a reasonable doubt”. All appropriate HUD/CDA forms state that illegal drug, violent criminal, and/or history of criminal activity is cause for eviction and/or termination of rental assistance.

#### **APPLICANTS:**

Before an applicant is briefed for any housing program, the CDA does a criminal records check to verify the individual and/or all family members have no illegal drug, violent criminal, and/or history of criminal activity in their background. If there is such activity, the applicant may be removed from the waiting lists and not allowed to participate in any subsidized housing programs. Copies of any arrest records may be requested and reviewed, depending on each individual case. Applicants who disagree with removal from the waiting list are entitled to an informal review with the CDA’s Public Housing Manager or CDA Executive Director.

#### **RESIDENTS:**

Residents in our Public Housing will be either evicted or housing assistance terminated for illegal drug, violent criminal, and/or history of criminal activity. This not only includes head and co-head households, but also any person who resides with our tenant as a caretaker or guest or visitors. Upon notification of such activity, a Stevens Point Police Officer is contacted and a copy of each criminal report will be requested. Upon receipt and review of the Police Report(s), a decision is made and, if warranted, a termination notice is mailed to the resident. All residents are entitled to grieve the decision through the CDA Grievance Policy.

NONRESIDENTS:

It is important to recognize that even the most effective One Strike policies can be undermined if housing agencies do not also have security measures in place to protect against criminal activities committed by nonresidents. In many housing communities, criminal and disruptive activities are undertaken by those who do not live in the respective community. These nonresidents, of course, are not subject to eviction or termination of housing assistance. Crime committed by nonresidents is a difficult problem that is best addressed through close cooperation between PHAs and state and local law enforcement. The CDA does not utilize funding through the PHDEP (Public Housing Drug Elimination Program) but works with the local police department on activities related to criminal and disruptive activities. The CDA anticipates an ongoing partnership with the Stevens Point Police Department.

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At a regular meeting of the Community Development Authority of the City of Stevens Point held on April \_\_, 2012, the Board of Commissioners unanimously voted to approve this policy on a \_\_\_\_\_/\_\_\_\_\_ motion.

I, Michael Ostrowski, Executive Director of the Community Development Authority of the City of Stevens Point, do hereby certify that the above resolution is a true and correct copy of a resolution adopted by the Community Development Authority at a meeting held April \_\_, 2012.

---

Michael Ostrowski  
Executive Director

Ref Date	Ref Num	Pay to the Order Of / Description	(-)	
	<b>Bank Acct</b>	<b>Chase-Main Operating-February</b>		
2/1/2012		3/12 Premiums	1,171.12	Post Empl Health Plan
2/3/2012		Payroll	10,605.25	
2/6/2012		Credit Card Pymt	968.22	
2/8/2012		Post Employment Health Plan 11/11-2/12	4,228.81	Post Empl Health Plan
2/9/2012	14492	Adam Kopchinski	66.00	Neg Rent
2/9/2012	14493	Annette Dietz - Odd Jobs	288.00	Contr Maint
2/9/2012	14494	Appleton Finance Dept	1.25	Credit Checks
2/9/2012	14495	Bay Towel, Inc.	172.76	Uniforms
2/9/2012	14496	Bumper To Bumper	89.95	Maint Mat
2/9/2012	14497	C T L Company, Inc	309.72	Maint Mat
2/9/2012	14498	CDW Government Inc.	1,300.00	Cap Funds
2/9/2012	14499	Charter Communications	4,870.50	Current Charges
2/9/2012	14500	Chet's Plumbing & Heating Inc	2,994.00	Contr Maint
2/9/2012	14501	Claudia Stumpner	66.00	Neg Rent
2/9/2012	14502	Complete Control, Inc.	266.85	Maint Mat
2/9/2012	14504	Copy Center	43.50	Newsletter
2/9/2012	14505	Darlene Boyer	328.68	Sec Dep Refund
2/9/2012	14506	Denise Jacobson	459.08	Sec Dep Refund
2/9/2012	14507	E. O. Johnson Company	25.25	Current Charges
2/9/2012	14508	Elijah Hutchins	6.00	Neg Rent
2/9/2012	14509	FRV Incorporated	146.75	Maint Mat
2/9/2012	14510	Ferguson Enterprises #331	162.24	Maint Mat
2/9/2012	14511	Frank's Hardware Company, Inc.	132.41	Maint Mat
2/9/2012	14512	Gannett Wisconsin Media	141.17	Invite to Bid-Baths
2/9/2012	14513	HAB, INC.	819.00	Contr Admin
2/9/2012	14514	HD Supply Facilities Maintenance	487.40	Maint Mat
2/9/2012	14515	Heather Horst	27.00	Neg Rent
2/9/2012	14516	Hewlett-Packard Financial Services Co	308.92	Lease
2/9/2012	14517	Housing Network Project	190.00	Ref overpymt
2/9/2012	14518	Irene Peterson	126.00	Contr Maint
2/9/2012	14519	Jamie Carr	253.58	Sec Dep Refund
2/9/2012	14520	Jeanette Meshak	388.62	Sec Dep Refund
2/9/2012	14521	Julie Gosh	166.56	Sec Dep Refund
2/9/2012	14522	Kendra Lynn	66.00	Neg Rent
2/9/2012	14523	Kristen Pecher	30.00	Neg Rent
2/9/2012	14524	Lazaro Perez	322.33	Sec Dep Refund
2/9/2012	14525	Lynnette Woyak	74.00	Neg Rent
2/9/2012	14526	Mai Yang	10.28	Sec Dep Refund
2/9/2012	14527	Menards-Plover	457.75	Maint Mat
2/9/2012	14528	Muriel Hamm	277.01	Sec Dep Refund
2/9/2012	14529	Pepsi-Cola	372.06	Current Charges
2/9/2012	14530	Portage County Clerk of Courts	189.00	Small Claims
2/9/2012	14531	Portage County Sheriffs Department	40.63	Eviction
2/9/2012	14532	Precision Glass & Door, LLC	330.00	Maint Mat
2/9/2012	14533	Purchase Power	1,019.99	Postage
2/9/2012	14534	Schindler Elevator Corporation	2,142.81	Contract
2/9/2012	14535	See Vang	147.77	Sec Dep Refund

2/9/2012	14536	Sherwin-Williams Co	762.90	Maint Mat
2/9/2012	14537	Staples Credit Plan	86.87	Supplies
2/9/2012	14538	Trans Union LLC	220.08	Credit Checks
2/9/2012	14539	Trigs	23.73	Monthly Tenant Party
2/9/2012	14540	Valari Avilez	43.00	Neg Rent
2/9/2012	14541	Veolia Environmental Services	1,599.09	Current Charges
2/9/2012	14542	Wisconsin Association of Housing Authori	50.00	Yearly Dues
2/9/2012	14543	Wisconsin Public Service	280.28	Current Charges
2/17/2012		Payroll	10,675.72	
2/20/2012	14544	AT&T	181.96	Current Charges
2/20/2012	14545	C T L Company, Inc	205.45	Maint Mat
2/20/2012	14546	E. O. Johnson Company	565.00	Lease
2/20/2012	14547	Housing Network Project	10.00	Sec Dep Refund
2/20/2012	14548	Irene Peterson	90.00	Contr Maint
2/20/2012	14549	KP Appliance Repair	17,160.00	Cap Fund Refrigerators
2/20/2012	14550	Lacey San Miguel	99.26	Sec Dep Refund
2/20/2012	14551	Nan McKay and Assoicates, Inc	1,192.50	Training
2/20/2012	14552	PDQ Supply Inc.	87.30	Maint Mat
2/20/2012	14553	Pitney Bowes	122.00	Lease
2/20/2012	14554	Planned Gliving of Portage Cty	25.00	Publishing
2/20/2012	14555	Prestocall	49.81	ER Phone Contr Maint
2/20/2012	14556	Ruder Ware	761.25	Current Charges
2/20/2012	14557	Tammera Castleberg	274.49	Sec Dep Refund
2/20/2012	14558	Wisconsin Public Service	38.57	Current Charges
2/28/2012		Bank Service Fee	135.83	Monthly
			71,830.31	

Ref Date	Ref Num	Pay to the Order Of / Description	(-)
	Bank Acct	M&I Operating-February	
2/3/2012	VSP	VSP Pymt for 2/12	65.34
2/6/2012	WPS	WPS QC 2/12	21,330.69
2/16/2012	Water	Water/Sewer 2/12	7,333.05
2/6/2012	WPS	WPS Street 2/12	17.52
2/7/2012	Fed	Fed Tax PPE 1/20/12 Ck Dt 2/3/12	3,299.06
2/7/2012	GW	DefComp GW PPE 1/20/12 Ck Dt 2/3/12	242.00
2/7/2012	NRS	DefComp NRS PPE 1/20/12 Ck Dt 2/3/12	198.85
2/10/2012	Unemp	Unemployment for 1/12	474.17
2/10/2012	WI Tax	WI Tax Period End 1/31/12	776.41
2/13/2012	Health	Health Prem 3/12	13,557.20
2/21/2012	Fed	Fed Tax PPE 2/3/12 Ck Dt 2/17/12	3,357.75
2/22/2012	GW	DefComp GW PPE 2/3/12 Ck Dt 2/17/12	242.00
2/22/2012	NRS	DefComp NRS PPE 2/3/12 Ck Dt 2/17/12	198.85
2/29/2012	Retirement	WI Retirement for 1/12	3,649.52
2/21/2012	WI Tax	WI Tax Period End 2/15/12	757.95
2/29/2012	Bank Chg	Feb Bank Chg	199.73

55,700.09

Ref Date	Ref Num	Pay to the Order Of / Description	(-)	
	Bank Acct	Chase-Main Operating-March		
3/2/2012		Credit Card Pymt	183.90	
3/2/2012		Payroll	10,564.63	
3/8/2012	14559	AT&T	532.57	Current Charges
3/8/2012	14560	Adam Kopchinski	66.00	Neg Rent
3/8/2012	14561	Appleton Finance Dept	1.25	Credit Checks
3/8/2012	14562	Architects Group Limited	1,964.84	CF Documents-Baths
3/8/2012	14563	Bay Towel, Inc.	177.20	Uniforms
3/8/2012	14564	Bushman Electric, Crane & Sign	282.34	Maint Mat
3/8/2012	14565	Charter Communications	4,870.51	Current Charges
3/8/2012	14566	Chet's Plumbing & Heating Inc	2,767.00	Contr Maint
3/8/2012	14567	City of Stevens Point	600.89	Fuel/Life Ins
3/8/2012	14568	Claudia Stumpner	66.00	Neg Rent
3/8/2012	14569	Copy Center	337.08	Current Charges
3/8/2012	14570	Dolce Digital Imaging & Printing	252.23	Envelopes
3/8/2012	14571	E. O. Johnson Company	565.00	Lease
3/8/2012	14572	ETCO Electric Supply Inc.	588.20	Maint Mat
3/8/2012	14573	Elijah Hutchins	6.00	Neg Rent
3/8/2012	14574	Emmons Business Interiors, Inc.	6.72	Supplies
3/8/2012	14575	Express Recycling Solutions, Inc	90.00	Recycling
3/8/2012	14576	Feltz Lumber Co., Inc.	61.00	Maint Mat
3/8/2012	14577	Frank's Hardware Company, Inc.	45.47	Maint Mat
3/8/2012	14578	HAB, INC.	621.00	Contr Adm
3/8/2012	14579	HD Supply Facilities Maintenance	377.29	Maint Mat
3/8/2012	14580	Hawkins, Ash & Baptie & Co LLP	10,000.00	Tax Credit Audit
3/8/2012	14581	Heather Horst	27.00	Neg Rent
3/8/2012	14582	Hewlett-Packard Financial Services Co	308.92	Lease
3/8/2012	14583	Irene Peterson	405.00	Contr Maint
3/8/2012	14584	KP Appliance Repair	18,960.00	Cap Fund-Refrigerators
3/8/2012	14585	Kendra Lynn	66.00	Neg Rent
3/8/2012	14586	Kristen Pecher	30.00	Neg Rent
3/8/2012	14587	Lynnette Woyak	74.00	Neg Rent
3/8/2012	14588	Mary Kampschoer - E.W.	50.00	Monthly Tenant Party
3/8/2012	14589	Mary Kampschoer - H.R.	50.00	Monthly Tenant Party
3/8/2012	14590	Mavis Smith	411.68	Sec Dep Refund
3/8/2012	14591	Menards-Plover	4,936.96	Maint Mat
3/8/2012	14592	Nextel Communications	467.44	Current Charges
3/8/2012	14593	Pepsi-Cola	350.44	Current Charges
3/8/2012	14594	Portage County Sheriffs Department	12.75	Credit Checks
3/8/2012	14595	Precision Builders	4,840.00	Contr Maint
3/8/2012	14596	Precision Glass & Door, LLC	120.10	Maint Mat
3/8/2012	14597	Quill Corporation	88.86	Supplies
3/8/2012	14598	Rasmussen Plumbing & Heating	210.00	Contr Maint
3/8/2012	14599	Ruder Ware	490.00	Current Charges
3/8/2012	14600	Scaffidi Motors Inc.	24.41	Maint Service
3/8/2012	14601	Schindler Elevator Corporation	2,530.65	Contract
3/8/2012	14602	Staples Credit Plan	166.95	Supplies
3/8/2012	14603	Trans Union LLC	200.86	Credit Checks

3/8/2012	14604	Trigs	20.81	Monthly Tenant Party
3/8/2012	14605	Valari Avilez	43.00	Neg Rent
3/8/2012	14606	Veolia Environmental Services	1,602.51	Current Charges
3/8/2012	14607	Wisconsin Public Service	409.22	Current Charges
3/16/2012		Payroll	10,664.28	
3/21/2012	14608	AT&T	624.72	Current Charges
3/21/2012	14609	Abzoua Vang	20.00	Neg Rent
3/21/2012	14610	Amy Vaughn	286.41	Sec Dep Refund
3/21/2012	14611	Annette Dietz - Odd Jobs	240.00	Contr Maint
3/21/2012	14612	Bay Towel, Inc.	85.92	Uniforms
3/21/2012	14613	Bumper To Bumper	19.98	Maint Mat
3/21/2012	14614	C T L Company, Inc	249.07	Maint Mat
3/21/2012	14615	Central Wisconsin Pest Control	430.00	Contr Maint
3/21/2012	14616	Chet's Plumbing & Heating Inc	723.00	Contr Maint
3/21/2012	14617	City of Stevens Point	102,940.62	Includes EW Bond Pymt
3/21/2012	14618	Compliance Specialists, LLC	1,200.00	Tax Credit Compliance
3/21/2012	14619	Copy Center	220.00	Current Charges
3/21/2012	14620	E. O. Johnson Company	95.00	Contr Adm
3/21/2012	14621	ETCO Electric Supply Inc.	188.96	Maint Mat
3/21/2012	14622	Frank's Hardware Company, Inc.	26.99	Maint Mat
3/21/2012	14623	HD Supply Facilities Maintenance	580.83	Maint Mat
3/21/2012	14624	Hawkins, Ash & Baptie & Co LLP	12,000.00	Public Housing Audit-Prog Bill
3/21/2012	14625	Irene Peterson	468.00	Contr Maint
3/21/2012	14626	John Deere Financial	149.34	Maint Mat
3/21/2012	14627	Louise Lemke	565.13	Sec Dep Refund
3/21/2012	14628	Nextel Communications	467.44	Current Charges
3/21/2012	14629	Petty Cash	55.05	Replenish
3/21/2012	14630	Pitney Bowes	122.00	Lease
3/21/2012	14631	Portage County Sheriffs Department	13.50	Credit Checks
3/21/2012	14632	Portage County Treasurer	58.45	Garbage Removal
3/21/2012	14633	Precision Glass & Door, LLC	115.50	Maint Mat
3/21/2012	14634	Prestocall	213.15	ER Phone Contr Maint
3/21/2012	14635	Rasmussen Plumbing & Heating	144.50	Contr Maint
3/21/2012	14636	Shopko Store #55	537.64	Lamps for EW
3/21/2012	14637	Trigs	42.73	Monthly Tenant Party
3/21/2012	14638	WAHA	200.00	Spring Conference
3/21/2012	14639	Wisconsin Public Service	199.25	Current Charges
3/29/2012	14640	Adeline Buenting	454.28	Sec Dep Refund
3/29/2012	14641	Emilee & Joesph Longo	59.45	Sec Dep Refund
3/29/2012	14642	Hawkins, Ash & Baptie & Co LLP	650.00	Training
3/29/2012	14643	K. Kranski & Sons, Inc.	195.00	Contr Maint
3/29/2012	14644	Mary Kampschoer - E.W.	50.00	Monthly Tenant Party
3/29/2012	14645	Pitney Bowes	183.57	Ink Supplies
3/29/2012	14646	Wisconsin Public Service	129.68	Current Charges
3/30/2012		Payroll	11,214.51	
3/31/2012		Serv Fee and Check Chg	242.94	

219,051.57

Ref Date	Ref Num	Pay to the Order Of / Description	(-)
	Bank Acct	M&I Operating-March	
3/1/2012	CC Pymt	John Deere Financial CC Pymt	1,397.36
3/1/2012	Vision	VSP-Vision Ins for 3/12	65.34
3/5/2012	WPS	WPS QC for 3/12	21,045.10
3/8/2012	WPS	WPS Street	17.52
3/6/2012	GW	DefComp GW PPE 2/17/12 Ck Dt 3/2/12	242.00
3/6/2012	NRS	DefComp NRS PPE 2/17/12 Ck Dt 3/2/12	198.85
3/6/2012	Fed	Fed Tax PPE 2/17/12 Ck Dt 3/2/12	3,294.32
3/22/2012	Water	Water/Sewer 3/12	4,558.72
3/12/2012	Unemp	Unemployment 3/12	124.72
3/9/2012	WI Tax	WI Tax Period End 2/29/12	768.78
3/13/2012	Health	Health Ins 4/12	13,557.20
3/20/2012	GW	DefComp GW PPE 3/2/12 Ck Dt 3/16/12	242.00
3/20/2012	NRS	DefComp NRS PPE 3/2/12 Ck Dt 3/16/12	198.85
3/20/2012	Fed Tax	Fed Tax PPE 3/2/12 Ck Dt 3/16/12	3,334.97
3/23/2012	WI tax	WI tax Period end 3/15/12	744.74
3/30/2012	Retire	Retirement for 2/12	3,651.14
3/31/2012	Bk Chg	Bank Serv Fee	132.85

Cap Fund Tools

53,574.46