

Report of the Community Development Authority of the City of Stevens Point

Monday, April 23, 2012 – 4:00 PM

City Conference Room – 1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Chairperson Andrew J. Halverson, Alderperson Beveridge, Mr. Paul Adamski, Mr. Dave Cooper, Mr. George Hanson, and Ms. Carita Onstad.

NOT PRESENT: Mr. Hans Walther.

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, Pam Kolasinski (CWED), and Economic Development Specialist Kyle Kearns.

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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.

1. Roll call.

Present: Halverson, Beveridge, Adamski, Cooper, Hanson, and Onstad.

Not Present: Walther.

2. Report of the March 21, 2012 meeting.

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

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.

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

Roll call:

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

Motion carried 6-0.

4. Reconvene into open session (approximately 10 minutes after adjourning into closed session).

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

Roll call:

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

Motion carried 6-0.

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).**

Motion by Commissioner Adamski to approve a CWED Façade/Historical Reinvestment Loan to loan to Welling Properties, LLC in the amount of \$30,000.00 with the following terms and conditions:

- **2% interest rate,**
- **term of 10 years,**
- **personal guarantees of officers,**
- **collateral to include a second mortgage on the real estate, and**
- **one year deferred principal and interest payments;**

seconded by Hanson.

Roll call:

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

Motion carried 6-0.

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

Ms. Kolasinski said that Little Scholars is doing a refinance on their mortgage. Their initial mortgage has been paid off, but there is about \$20,000 left on a second mortgage. With this request, we would subordinate to a \$20,000 first mortgage.

Motion by Chairperson Halverson to approve the subordination; seconded by Commissioner Cooper. Motion carried 6-0.

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

Director Ostrowski stated that last meeting there were some concerns with low bidder. However, the severity of the concerns did not warrant proceeding with the next lowest bidder. Therefore, staff would recommend proceeding with Precision Builders.

Motion by Alderperson Beveridge to accept the bid from Precision Builders; seconded by Commissioner Onstad. Motion carried 6-0.

8. Selection of firm for public housing study.

Director Ostrowski said that 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

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

- American Marketing Services – 89.6
- Baker Tilly – 85.4
- Wipfli LLP – 80.6
- Bowen National Research – 80.4
- 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.

Motion by Chairperson Halverson to proceed with American Marketing Services as the firm for the public housing study; seconded by Alderperson Beveridge. Motion carried 6-0.

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

Director Ostrowski said 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.

Motion by Alderperson Beveridge to approve the resolution; seconded by Commissioner Onstad. Motion carried 6-0.

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

Commissioner Cooper asked if there could be a breakdown of the credit card statement for the next meeting.

Motion by Commissioner Adamski; seconded by Commissioner Hanson.

Roll call:

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

Motion carried 6-0.

11. Adjourn.

Meeting adjourned at 4:35 PM.

Chairperson

Date

Secretary

Date