

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

Tuesday, July 31, 2012 – 5:00 PM

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

PRESENT: Chairperson Halverson, Alderperson Beveridge, Commissioner Cooper, and Commissioner Onstad.

EXCUSED: Commissioner Adamski and Commissioner Hansen.

NOT PRESENT:

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, Maintenance Supervisor John Niedbalski, Brandi Makuski, Hi-Rise Manor Residents: Fritz Kastner, Leone Juszczuk, Greg Moser, Patricia J. Cornwell, Jeanne Brekke, Mary Pichelmann.

INDEX:

1. Roll call.

Discussion and possible action on the following:

2. Report of the June 12, 2012 meeting.
3. Approval of payments for April, May, and June 2012.
4. Authorizing a single signer for checks.
5. Accounts receivable write-offs.
6. Resolution – Adoption of a One Strike and You’re Out Policy.
7. Resolution – Grievance Procedure.
8. Resolution – Life Insurance.
9. Purchasing directors and officers liability insurance.
10. Establishing rent incentives for Edgewater Manor.
11. Update on public housing study.
12. Consideration of making CDA owned properties smoke free.
13. Adjourn.

1. Roll call.

Present: Halverson, Beveridge, Cooper, and Onstad.

Not Present: Adamski and Hansen.

2. Report of the June 12, 2012 meeting.

Motion by Commissioner Cooper to approve the report as presented; seconded by Commissioner Onstad. Motion carried 4-0.

3. Approval of payments for April, May, and June 2012.

Motion by Alderperson Beveridge to approve payments for April, May, and June 2012; seconded by Commissioner Cooper. Motion carried 4-0.

4. Authorizing a single signer for checks.

Director Ostrowski stated that currently, the Chairperson and the Executive Director sign each check as it relates to payables for the CDA. In addition, the Board approves payables for the prior month at their meetings. Since payables are done typically twice a month there are times where we need a quick turnaround to sign the checks in order to get bills paid on time. Given that we need both signatures on the check, this can sometimes be difficult and time consuming. Director Ostrowski said that he would recommend that we change our process to allow one authorized signer for the checks. While not stated in our bylaws, our policy has been to have a dual authorization on our checks, which included the Chairperson and the Executive Director or Public Housing Manager. Director Ostrowski said that this change would allow a single signer of checks, which could be the Chairperson, the Executive Director, or the Public Housing Manager.

Motion by Alderperson Beveridge to approve a single signer for checks; seconded by Commissioner Onstad. Motion carried 4-0.

5. Accounts receivable write-offs.

Director Ostrowski presented the tenant write-offs for the first half of 2012.

Motion by Commissioner Cooper to approve the write-offs; seconded by Alderperson Beveridge. Motion carried 4-0.

6. Resolution – Adoption of a One Strike and You’re Out Policy.

Director Ostrowski said the Board adopted this resolution back in April 2012, however, the new resolution includes the following recently updated HUD verbiage:

“The CDA also works in partnership with residents and encourages residents as citizens of their community to report all illegal and suspicious activities to local law enforcement.”

Motion by Commissioner Onstad to approve the resolution; seconded by Alderperson Beveridge. Motion carried 4-0.

7. Resolution – Grievance Procedure.

Director Ostrowski said that the grievance procedure is to assure that any CDA resident has the opportunity for an informal and formal hearing if that resident disputes, within a specific time, any CDA action or failure to act which involves that resident’s lease with the CDA or any resident’s rights, duties, welfare, or status. This procedure does not apply to disputes between residents which do not involve the CDA or to class grievances and shall not be used by residents to negotiate policy changes with the CDA.

This revision of the policy includes a formal grievance procedure that was not included in the previous policy.

Motion by Commissioner Cooper to approve the resolution; seconded by Commissioner Onstad. Motion carried 4-0.

8. Resolution – Life Insurance.

Director Ostrowski said that the attached resolution is to allow the CDA to offer life insurance to their employees through the Wisconsin Employee Trust Funds. It will be up to the Board if they wish to pay any portion of the premium. Currently, the City pays 20% of the premium.

Motion by Commissioner Onstad to approve the resolution with 20% of the premium being paid by the CDA; seconded by Commissioner Cooper.

Roll call:

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

Motion carried 4-0.

9. Purchasing directors and officers liability insurance.

Director Ostrowski said that last year the Board discussed purchasing directors and officers insurance, however, they wanted to see the cost of the policy. The annual premium estimate of the policy is \$3,086.00.

Motion by Chairperson Halverson to approve the purchasing of directors and officers insurance; seconded by Alderperson Beveridge.

Roll call:

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

Motion carried 4-0.

10. Establishing rent incentives for Edgewater Manor.

Director Ostrowski stated that Edgewater Manor currently has a 35% vacancy rate (28 out of the 81 units are vacant, or will be vacant by the end of August). With this being the case, he said that he would like to focus a significant effort on trying to occupy this building, as the current vacancy rate hinders our ability to generate the needed revenue to cover the current expenses. Some of the initiatives that he has started include signing the building and listing the available units on the City's website. He would also like to establish rent incentives that include a free month's rent with a signed one-year lease. In addition, we would also give current tenants a month's free rent if they recommend someone to us, and they ultimately end up signing a one year lease. Future initiatives may include a more aggressive marketing campaign, upgrades to the building, etc. Additional recommendations will be provided in the public housing study once it is completed.

Motion by Chairperson Halverson to approve the proposed rent incentives; seconded by Commissioner Onstad.

11. Update on public housing study.

Director Ostrowski provided a brief update on the public housing study. He indicated that August 21, 2012 would be the formal presentation of the study.

12. Consideration of making CDA owned properties smoke free.

Director Ostrowski stated that last year the Board discussed smoke free options at properties owned by the CDA. At that time, no further action was taken regarding this issue. Recently, HUD put out a toolkit regarding making properties smoke free. He said he is bringing this matter back to the Board to determine an appropriate action to take regarding this issue. Director Ostrowski also went through the toolkit regarding health concerns and additional maintenance costs for the CDA.

Commissioner Onstad expressed concern about going smoke free.

Alderperson Beveridge said that the monetary concerns are undeniable in preparing the units.

Mary Pichelmann was in favor of going smoke free. She presented a hand out to the members of the board.

Greg Moser was not in favor of going smoke free. He said if he had a medical condition that he was hyper sensitive to smoke, he would not move into a building that allowed smoking.

Jeanne Brekke was in favor of going smoke free. She asked if everyone in the room thought that they were smarter than the attorney general who issues the warnings on cigarettes.

Pat Cornwell was not in favor of going smoke free. She said she will move if the building goes smoke free.

Fritz Kastner was not in favor of going smoke free. He said he has smoked since he was in the air force and will continue to do so as it is his right.

Commissioner Onstad said that there must be a way to settle this so that both sides are happy. Chairman Halverson said that segregating the building would be very costly. He said he would like to see the impact of the smoke free environment before he made a decision. Ms. Bella said she could get them the information for the next meeting.

13. Adjourn.

Meeting adjourned at 6:06 PM.

Chairperson

Date

Secretary

Date