

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

October 1, 2013, 4:30 PM
City Conference Room
1515 Strongs Avenue, Stevens Point, WI 54481

PRESENT: Chairperson Halverson, Alderperson R. Stroik, Commissioner Adamski, Commissioner Molski, Commissioner Cooper, Commissioner Schlice, and Commissioner Onstad.

ALSO PRESENT: Executive Director Michael Ostrowski, Public Housing Manager Donna Bella, City Attorney Logan Beveridge, Alderperson George Doxtator, Alderperson Mike Phillips, P. Cornwell, John Niedbalski, Denice O’Leary, Mary Kampschoer, Cathy Dugan, Greg Moser, Fritz Kastner, Jody Hurrish, MaryAnn Laszewski, Reid Rocheleau, and Eric Moilien.

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 - a. Overview of the CDBG Program
 - b. Identification of total CDBG funds available (including anticipated revolving loan funds) for housing, public facilities and economic development.
 - c. Eligible CDBG Activities
 - i. Economic Development
 - ii. Public Facilities
 - iii. Housing
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 2. Homebuyer Assistance
 3. Special Housing Projects
 - d. Presentation of housing needs identified by staff /consultant
 - e. Presentation of community development (public facilities, economic development) needs identified by staff/consultant.
 - f. Identification of housing needs by public
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 - h. Presentation of activities accomplished through CDBG program
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6. Comments made at the September 16, 2013 Common Council meeting relating to the CDA, and its staff.

7. Amending the Community Development Authority's investment policy as it relates to non-HUD or tax credit investor funds/investments.
 8. Motion to enter into closed session under Section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, relating to:
 - a. Consideration of review of Executive Director Position for Housing Authority relating to current personnel.
 9. Reconvene into open session (approximately 30 minutes after entering into closed session) for possible action relating to the above.
 10. Restructuring of Community Development Authority / Redevelopment Authority / Public Housing Authority (Discussion Only).
 11. Authorization to create and fill a full-time Occupancy Specialist position.
 12. Authorization to create and fill a part-time Administrative Assistant position, or fill with contracted services.
 13. Authorization to draft and release a request for proposals for management, maintenance, and all operating services for Edgewater Manor.
 14. Authorization to draft a release a request for proposals for management, maintenance, and all operation services for Edgewater Manor.
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 16. Update on downtown redevelopment project.
 17. Adjourn.
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1. Roll call.

Present: Halverson, R. Stroik, Adamski, Molski, Cooper, Schlice, and Onstad.

2. Report of the August 22, 2013 CDA meeting.

**Motion by Commissioner Schlice to approve the report; seconded by Commissioner Onstad.
Motion carried 7-0.**

3. Public Hearing – Second Citizen Participation Meeting - Community Development Block Grant (CDBG) for Housing Rehabilitation.

- a. Overview of the CDBG Program
- b. Identification of total CDBG funds available (including anticipated revolving loan funds) for housing, public facilities and economic development.
- c. Eligible CDBG Activities
 - i. Economic Development
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1. Rehabilitation
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 - g. Identification of community development needs by public.
 - h. Presentation of activities accomplished through CDBG program
 - i. Citizen input regarding proposed CDBG accomplishments to date

Chairperson Halverson opened the public hearing.

Kris Pethick of CAP Services presented stated that the CDBG program is a Community Development Block Grant Program, which are federal funds that are distributed by Housing and Economic Development. They are given to participating jurisdictions such as bigger metropolitan areas, and the balance is awarded to the State of Wisconsin. Municipalities can then apply to the state for those funds. The City of Stevens Point applied two years ago and was awarded funds in 2011. The total funds available through that award were for housing activities was \$478,300. Those funds have been fully obligated. We have in conjunction with those funds obligated just under \$80,000 of revolving loan monies. There has been about \$558,000 in loans for housing repairs within the City of Stevens Point. She continued stating that there is approximately \$2,575 repaid each month by different homeowners and landlords.

Executive Director Ostrowski stated the city has used the economic development component for our revolving loan fund that we have through the Central Wisconsin Economic Development Fund. This fund is used to make loans to businesses in the area to create jobs. Typically, the loan interest rate is a competitive rate around 2%. With the public facilities component of the CDBG program, we have received two loans, one for the construction of Well #11 and the second was a \$750,000 grant that we had received for the downtown revitalization project with the mall.

Ms. Pethick stated that on the housing side of the CDBG program, funds can be used for housing repairs and home buyer assistance, including down payment and closing costs. The funds can also be used for some special housing projects such as special needs or elderly housing. The funds are a grant to the city and then they are loaned to property owners within the City of Stevens Point as a 0% interest deferred loan. These loans are payable when they sell the home, it is no longer their full time residence, or is due 30 years from the date that they close. She pointed out the housing needs that have been identified, such as housing repairs, as there is always a need for housing repairs for income eligible households within the city. This city has been fortunate in her 18 years to not have a waiting list, but she is not sure if that will continue as funds are limited and we have been working hard to loan them back out. She asked if there are any Community Development needs that are identified that are not currently being addressed that we could go to the State of Wisconsin with some ideas.

Executive Director Ostrowski said we have identified key indicators that you can actually see from the Census. Specifically, owner occupied homes compared to rental homes. The City of Stevens Point has a higher percentage of renter occupied homes than the comparables throughout the state. Our rate is about 50/50 in terms of owner compared to renter occupied homes. In regards to the medium household income comparison, Stevens Point is typically lower compared to the Village of Plover, Portage County, or State of Wisconsin. Our median household income comparison with

the city is about \$38,000 versus the state at \$51,000. The mean household income of Stevens Point is about \$50,000, compared to the state at about \$64,000. In regards to poverty, the percentage of people below the poverty level is 26% in the city, compared to the state at 7%, the Village of Plover at 6.3%, and Portage County at 13%.

Director Ostrowski stated that we also look at housing value comparison, which touches on the housing component. Homes with a value under \$100,000 make up 37% of the city's housing stock, compared to just 19% for the state. Also, in relation to the age of the home, 33% of the city's housing stock was built prior to 1950, compared to just 2% for the Village of Plover. That puts us at a significant disadvantage when looking at aging infrastructure such as roads, sewer mains, water mains, and other utilities.

Ms. Pethick then asked the public if there are any other identifiable needs that we are not meeting as far as housing repairs or home buyers assistance. There was no response from the citizen audience.

Ms. Pethick stated that in the contract period we have completed 22 housing repair projects with an average loan of \$21,740.91. The average county median income of the beneficiaries of those projects was 50%. She stated that we are always taking applications if anyone knows of anyone who is interested, so please send them our way. Currently, we have three applications in progress, as well as one project that is in the bid process, so that would be four potential projects. She then asked for any input regarding the accomplishments of the program, which has been in existence for almost thirty years and has been very successful during that time.

Mary Ann Laszewski asked if there was a system for monitoring if a person is no longer occupying a home, to which Ms. Pethick answered yes. She stated every year we send them an annual verification of occupancy and insurance. If we don't get it back or it is returned that they live somewhere else, then it is followed up on to start collecting on the loan. Ms. Laszewski asked if it was a new procedure, to which Ms. Pethick stated she has done it for at least 6-7 years in the city, but has just started it with CAP a year ago.

With there being no further comments, Chairperson Halverson closed the public hearing.

4. Payments for June 2013 – August 2013.

Motion to approve payments for June 2013 – August 2013 by Commissioner Schlice; seconded by Commissioner Molski.

Commissioner Adamski asked if on 6/25/2013 the check for \$31,508 could be elaborated on. Public Housing Manager Bella stated that is a credit card payment. She said we now have started paying our invoices with our credit card. Commissioner Adamski asked what the invoices were for, to which Public Housing Manger Bella stated various things, any vendors that will take a credit card so we can get an incentive from the bank. Chairperson Halverson stated there is an itemization list on the credit card statement that was provided.

Motion carried 7-0.

5. Smoking policy for Community Development Authority owned properties.

Chairperson Halverson explained this is a review required by the CDA to look at the smoking policy, which was changed about a year ago for CDA properties. This is a year review, and from what he understands is that the smoking policy is working well, and all new leases are smoke free.

Executive Director Ostrowski stated in terms of the smoking policy, yes all new leases that come to the agency are required to be smoke free. Since the implementation of this policy, we have evicted one tenant for partially violating the policy.

Public Housing Manager Bella added in terms of complaints from residents, she has not in the last year received one complaint from a tenant. We just don't have complaints about the smoking issues, comments have been made, but no formal complaints have been received.

Chairperson Halverson added from everything he has heard, it seemed like a perfect compromise. While some have not accepted it well, the protocols and rationale that the CDA used were well grounded and eventually the facility will be completely smoke free.

Alderman Stroik asked did we have each tenant at some point declare that they were a nonsmoker as of that date, to which Chairman Halverson stated no. Alderman Stroik then asked how many potential units are left that could be smoking units as of this time, and can we track that year by year to show progress. Chairman Halverson asked how many new leases have we had where it has gone smoke free over the last year, to which Public Housing Manager Bella stated in our family housing 50, in the past year, Hi-Rise does not see as often of turnover, but that is the one that has the biggest issue due to it being a confined building. There may have been 10-12 this year. Public Housing Manager Bella explained they have had residents who stated they have quit smoking, and to track that would be very difficult.

Alderman Stroik asked if we want to potentially offer smoking cessation classes so smoking in that building does not linger for the next 10 years. Director Ostrowski answered we can look into that and get a cost of the classes and bring back to the CDA. Chairman Halverson added he did not think it was our role to get into social work, or habit changing in an environment that we run as property managers based on subsidy from the federal government. Ultimately, if tenants make the choice and continue to smoke that is really their call, it does not benefit us for the complete changeover of all of our structures from a smoking exposure based solely on insurance, and there is very little difference in the data.

Alderman Stroik asked about information he had heard about HUD going smoke free, to which Director Ostrowski explained they have recommended it, but did not mandate all properties to be smoke free. Public Housing Manager Bella explained there are funds that can be used for resident participation and that can be a wide range of any kind of participation in a program. It has to be helping tenants do whatever it is that we think is good for them. She continued stating that she could use funds for a program like that, but they would receive resistance from the family housing.

Commissioner Onstad stated it will not work at the Hi-Rise because everyone that has been thinking of not smoking or wanting to quit had that settled when we acted on the policy. Everyone now that is smoking at the Hi-Rise has been there a long time and has no interest in quitting.

Commissioner Adamski pointed out during this discussion since this policy has been put in effect we have had only one issue, and feels this is not something that needs to be changed. Public Housing Manager Bella clarified that they have had one issue, but have since evicted that tenant because she had guests and was smoking in her unit.

Chairperson Halverson stated this gets into agenda item six where you have two people that were not comfortable with the stance that we took.

6. Comments made at the September 16, 2013 Common Council meeting relating to the CDA, and its staff.

Chairperson Halverson stated there were two residents that got up and spoke at the Common Council meeting alleging a variety of things from rotting corpses, corruption, collusion, and an inability to run the facility correctly. He stated that he took offense to what was alleged, especially of the staff, which he knows does things appropriately from a regulatory perspective, follows the reporting requirements when it comes to what HUD requires of us, and were recognized by the Regional Director John Finger for our adherence. The situation is one where there are a few nonsmokers who simply will not accept the fact the entire facility isn't smoke free and there is no intention in making the entire facility smoke free until the approach that we have taken is one as new leases come up and people move on the facility becomes smoke free over time. This was put on the agenda because he wants to get these things out there and if the board has questions about what they want for allegations that were brought up.

Commissioner Onstad stated she lives at the Hi-Rise and has lived there for 16 years. She pointed out the Hi-Rise is not a nursing home, and it is not assisted living, these are apartments that services the elderly the physically handicapped or the mentally handicapped or combinations of the three. The one thing is that everyone has to live independently and be able to take care of themselves in their own apartment. It is a regular apartment building like any other and a lot of people forget, because the Housing Authority offices are in the Hi-Rise that they are there for just the residents of the Hi-Rise. The Housing Authority services 246 public housing units plus 81 market units, which is the Edgewater. They handle out of that office all of the other units as well. They have Federal laws, HUD laws, State Laws, local laws and Housing Authority laws they have to follow. So everything that is done comes from a law and sometimes from their hearts. We do have timely repairs, if something is not fixed within 24 hours you are notified as to how and when it will be fixed. As for being treated like children and bullying, she has never had anyone say to her they were treated that way. There used to be a wellness check in the past, but residents did not like having someone walk in on them, so that is no longer done. If we think someone might be in trouble we say something, and if it is a concern on the weekend, residents can call the police. She then read a couple of postings that another resident had placed on their door, which she stated it upset her greatly. What you are dealing with is someone who is unhappy, but does not want to move from the Hi-Rise to any of the other places that are smoke free and takes it out on the staff.

Chairperson Halverson appreciated the perspective and said that is why we have a resident on this board, and appreciates bringing these things up. When you look at the majority of the number of people living there that are comfortable with what goes on and reasonably happy, it is ran well and clean.

A person from the audience stated the one sign regarding a resident attacking a deceased friend was too much and filed a complaint.

Chairperson Halverson asked if there are specific things the residents want looked at and are you comfortable with what is going on.

Commissioner Cooper commented he had watched the Common Council video and the individuals that spoke are not here today, the meeting was noticed, and this item was noticed. Donna took him through the building about six months ago, and he did not notice anything dirty and he could not even smell smoke in the hall at that time.

Commissioner Onstad stated she would invite anyone to come and look at the property as well as her apartment to see what it is really like.

Public Housing Manager Bella commented on the rotting corpses in the Hi-Rise comment. She stated that the Hi-Rise is not an assisted living facility, and there is no funding for that. Residents are required to live independently. Occasionally people die, such as the resident who passed away this summer. He was cooking dinner on a Thursday and was found a following Tuesday or Wednesday when his daughter came and found him in his apartment. The minute they found out, the staff worked immediately to remediate the apartment and it was fixed right away. She stated they do well checks if someone has not been seen in a while. The staff will go and check, many times they are gone from their apartment, and that is done at Edgewater and the family housing as well as at the Hi-Rise.

Aldersperson Doxtator stated he represents the person from the Hi-Rise who complained. The survey states there are women and children that are complaining about smokers so it is not just affecting the people that smoke. He would like to see a count at the Hi-Rise of who are smoking. We don't want to assume the extra cost of building something outside, but at what cost do we have to keep happy the women, children, and people with disabilities when they are subjected to smoke when they are receiving federal funding and assistance.

Aldersperson Stroik stated what he is hearing is a very defensive posture to some allegations that are probably untrue, but as a CDA board it is our job to listen, and the residents have the right to question. If we are open and have legitimate answers, rules and policies, we can defend those allegations everyday and move on. He feels that there may be others with complaints but just have not come forward. He asked what other information can we try to draw out as result of those allegations. He had heard and wanted clarified if the resident had filed a law suit against the CDA for some of these allegations that came out at the Common Council meeting. Director Ostrowski stated there is no law suit pending and is not aware of any being filed. Chairperson Halverson added he has not been served. Public Housing Manager Bella added she had not heard anything either. City Attorney Beveridge stated a complaint was filed with Fair Housing which is a Federal administrative body that would address any sort of issues relating to equal opportunity housing, fair housing conditions, and ADA. The city was notified of that complaint and was give information explaining the process that would be taken to address and investigate that complaint, but ultimately it was dismissed by the agency for the failure of the person filing it to cooperate with the investigation.

Aldersperson Stroik pointed out the complaint would be baseless and we can say that. He then stated if this resident comes back with other issues we need to be open.

Chairperson Halverson stated spending an exuberant amount of time, staff time and salaries on the complaints of one person who clearly will never be satisfied is not an action administratively that our staff should be taking. So if the accusations are brought up, they are examined, refuted and more come continue to come up to take up more staff time to try and investigate, that is not a stance we should take whether we are public housing or not. Ultimately when you have one person who is going to try to capitalize on the time of the staff, no he does not support that.

Aldersperson Stroik asked from the survey that was done, is it able to be broken down as to where the person resided. Chairperson Halverson stated we can do another one for just the Hi-Rise residents.

Public Housing Manager Bella responded saying she wanted to put to rest the issue regarding the corpse as it has caused a lot of controversy for her personally in this job. When speaking with residents regarding the meeting and allegations, she pointed out residents have the right to say

anything they want to say, but when it is slanderous it becomes a problem. In this case she is encouraging the residents to tell the staff what complaints they have so issues can be addressed.

Alderperson Doxtator pointed out there are approximately 12 people who have issues and they think there is favoritism amongst staff and residents and they are looking for more fair treatment without intimidation. He feels things should be more open to talk about administration as well as have their own community group.

Public Housing Manager Bella pointed out she had to have resident participation on decisions because her HUD funding is based on that criteria, and feels it is very important to bring the residents in on decisions and discuss things with them. She has not had the individuals with complaints come to her, and she does not evict, a judge does, she does not have the power to evict residents, that decisions is based upon the information presented to the judge.

Chairperson Halverson asked regarding legitimate lease violations such as an illegal pet, what happens. Public Housing Manager Bella and Resident Services Coordinator Mary Kampschoer answered that if a complaint is received, a letter is sent asking if this report is true. Then, there is an opportunity for the resident to come in, call and tell us what is going on, and most of the time the resident is able to validate and comply with the requirements.

Chairperson Halverson asked what a more aggressive example would be. Public Housing Manager Bella answered regarding housekeeping. Those tenants are notified and given 30 days to clean up the apartment or they will take this to court. If not compliant at that time, the paperwork is filed with the court and the judge decides whether or not they are evicted.

Chairperson Halverson asked how often lease violations need to be addressed by staff, which Public Housing Manager Bella answered daily. Some tenants have to be reminded repetitively about violations. Resident Services Coordinator Kampschoer pointed out the other part of her position is to assist in finding community resources and referrals for those who cannot care for themselves anymore.

Commissioner Cooper asked if all the issues are documented, to which Ms. Kampschoer stated yes. He then suggested if the CDA is going to have regular meetings anyway, they could present an executive summary of everything that has happened between meetings regarding any type of tenant issues even if said in passing.

Commissioner Onstad stated there had been regular resident meetings that were noticed on every floor, but no one showed up.

Chairperson Halverson stated there is a fine line between lease administration and legitimate tenant issues and the other side of that would be preserved as bullying. The only way we can quantify how much of that is going on is by finding a summary of how many times that happens per month and objectively weed through perceived bullying, which we then may need to engage in more aggressively if there are multiple lease issues that constantly happen and never re-correct itself.

Commissioner Adamski suggested a formal documentation procedure with complaints in writing. Public Housing Manager Bella did point out there is a grievance board which residents can go before if they feel they are being treated unfairly.

7. Amending the Community Development Authority's investment policy as it relates to non-HUD or tax credit investor funds/investments.

Executive Director Ostrowski explained that at the last meeting he was directed to draft the new investment policy to make it the broadest approach possible under state law for the investment of public funds. It is provided as a resolution in the packet and is before you.

Commissioner Adamski asked regarding items listed 1-12 do they state what the statute says, to which Director Ostrowski stated they are. He explained the reason why it was put in there as opposed to just 66.0603 is so the commission would be aware of what they are approving. Commissioner Adamski asked when we invest in securities of municipalities do we know there is a significantly safer investment than the general obligation bond and was wondering if you wanted to consider requiring a different type of approval. Director Ostrowski stated if you only want GO's we can put that in there. Commissioner Adamski suggested that if other investments are made that the Chairperson and Executive Director would have to sign off on the investment. Director Ostrowski stated he would put that in the resolution.

Motion by Commissioner Adamski to approve the investment policy as it relates to non-HUD or tax credit investor funds/investments as amended; seconded by Commissioner Molski.

Roll call:

- **Ayes – Halverson, Schlice, Stroik, Molski, Cooper, Onstad and Adamski.**
- **Nays – None.**

Motion carried 7-0.

8. Motion to enter into closed session under Section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, relating to:
 - a. Consideration of review of Executive Director Position for Housing Authority relating to current personnel.

Motion by Commissioner Molski to enter into closed session; seconded by Commissioner Schlice.

Roll call:

- **Ayes – Halverson, Schlice, Stroik, Molski, Cooper, Onstad and Adamski.**
- **Nays – None.**

Motion carried 7-0.

9. Reconvene into open session (approximately 30 minutes after entering into closed session) for possible action relating to the above.

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

Roll call:

- **Ayes – Halverson, Schlice, Stroik, Molski, Cooper, Onstad, and Adamski**
- **Nays – None.**

Motion carried 7-0.

Motion by Commissioner Adamski to work out an organizational chart for what might be considered a future Redevelopment Authority and also an organizational chart for might be considered a future Public Housing Authority so that the CDA can review at the next meeting and decide whether these charts as recommend are appropriate for us to proceed and/or amend; seconded by Commissioner Molski.

Motion carried 7-0.

10. Restructuring of Community Development Authority / Redevelopment Authority / Public Housing Authority (Discussion Only).

Chairman Halverson explained the prior history of the separate Redevelopment Authority and Public Housing which was combined into Community Development Authority. That body was then the one that had all redevelopment authority for the city based on a regimented statutory process for creating a redevelopment plan as defined under the law of 66.1333 relating to more of the redevelopment and blight elimination responsibility of only the CDA. The CDA was dormant for many years after the mall project was done, meeting once a quarter regarding revolving loan dollars and ultimately very small and only the actions that were officially required to have public hearings or budget adoption for the housing component. So as we progressed since his term in office began, he realized he had to use the CDA for all of the redevelopment activities for the mall, due to the mall being within the original boundaries of the original redevelopment plan which the CDA was created. Today we are considering the assessing function for the city, and whether it is going to be contracted out. Part of our commitment is having all property data in one location being the Office of Community Development. So the two fulltime staff people in the Assessor's Office will then go over to the Community Development Department for general team building, information sharing, and overall personnel administration not relating to property values. Property value questions will still be under the authority of the contract assessor. We had discussed with the Finance Committee as we were talking about contracting that there would be too many duties for the Community Development Director, and we would therefore recreate a separate Housing Authority, with a separate Executive Director. He continued stating that nothing would change as far as HUD regulations. The City Attorney and I are looking at the statute references on dissolving the CDA but then creating the Redevelopment Authority and the Housing Authority as two separate entities at the same time. So the non-HUD related properties and assets, land owned by the CDA, Edgewater, and the Housing Trust funds would go with the Redevelopment Authority and they would also retain the political insulation and liability insulation to the general obligation capacity of the city. Hence the important reason why a Redevelopment Authority exists is to insulate the GO capacity of a city from more speculative environmentally challenged redevelopment activities and that is the one reason why from a legal perspective we are not very interested in those redevelopment activities going directly back to the Common Council as now we would expose the entire city to those kinds of liabilities. The new Housing Authority Board would be separate and autonomous of the Common Council; the Mayor would not be on that board. There would be a separate chairperson, and the executive director would report to that board. The Common Council involvement would only be for appointment to the board, the Mayor would make appointments to those boards, appoint the chairperson, the council would confirm and then that board is on its own under the law. Same with the Redevelopment Authority, the Mayor would appoint those positions and the chairperson with the council confirming. It is the same process in terms of appointments to the CDA, with the same requirements with membership.

City Attorney Beveridge stated this is breaking new ground as he is unable to find any examples of this within Wisconsin. After speaking with the attorneys at the Wisconsin League of Municipalities, they were not familiar with this split happening anywhere either. It is an interesting thing to do, but reflective of some of the changes we have had in the community, it is a new thing.

11. Authorization to create and fill a full-time Occupancy Specialist position.

Chairperson Halverson pointed out this is irrelevant and mutually exclusive of a possible combination or split, it is a short term issue that we have to deal with now. Director Ostrowski added we have recently been notified of an individual retiring from the agency. In the past we have had two part-time, 30 hour a week employees and are looking at combining that into one position and within the next agenda item and potentially hiring a part-time administrative assistant or contracting those services out. Alderperson Stroik asked if there is money in the budget for these positions, Director Ostrowski answered there is.

Motion by Alderperson Stroik to create and fill a full-time Occupancy Specialist position and a part-time administrative assistant, and/or outside services; seconded Commissioner Onstad.

Motion carried 7-0.

12. Authorization to create and fill a part-time Administrative Assistance position, or fill with contracted services.

Action taken in Agenda item 11 motion.

13. Authorization to draft a release a request for proposals for management, maintenance, and all operation services for Edgewater Manor.

Chairperson Halverson stated this will allow us to release the RFP where we would accept proposals from firms who would be interested in running Edgewater on our behalf as an apartment building with us out of it completely. Alderperson Stroik asked if this would cost anything to solicit, to which Director Ostrowski stated no.

Motion by Alderperson Stroik to approve the release of a request for proposals for management, maintenance, and all operation services for Edgewater Manor; seconded by Commissioner Cooper.

Commissioner Schlice asked how big of an area we would be advertising in. Director Ostrowski he will put it on the league site and notify property management companies. Chairperson Halverson stated at least in Wisconsin. Commissioner Molski added could we consider having a resident operate it like an onsite manager. Chairperson Halverson stated that is possible depending on how the companies present their proposals to us.

Motion carried 7-0.

14. Authorization to draft and release a request for proposals for a housing study for the City of Stevens Point.

Director Ostrowski explained we recently commissioned a public housing study, but one of the things this community really needs to get a grasp around is our current and future needs for housing growth within this community. We recently annexed 760 plus acres of land suitable for development purposes. As we continue to grow, we need to figure out what our housing needs will be.

Under the CDBG item a good portion of our housing stock is under \$100,000, which creates challenges on the tax revenue side of things. One of the things he would like to do is draft an RFP to get proposals back to do a housing study that would incorporate all types of housing within the community. We have had recent housing proposals for sites in the city, and one of the comments that we have heard is why don't you do a study and find out what you need. He feels by us doing this study, it will help us determine whether we will want to attract certain types of housing that can

be created for the city and meets the needs identified in this study. He would also like to put this in front of the Common Council to discuss and consider because a lot of the projects that come in the council will be reviewing them and we need to make sure to we have their commitment. Regarding funding, the only available funding we would have would be the interest off of the housing trust funds.

Commissioner Adamski asked if we knew a projection of how much this might cost, to which Director Ostrowski estimated \$20,000-30,000. He stated that the public housing was about \$16,000.

Chairperson Halverson thought it would be a good use of the funds primarily because it would get to a multi demographic approach to housing that will touch on income as one of the factors for this community, which is important.

Motion by Commissioner Adamski to draft and release a request for proposals for a housing study for the City of Stevens Point; seconded by Commissioner Schlice.

Commissioner Schlice asked if the study would target and look at existing stock to see what we need to target for redevelopment, to which Director Ostrowski stated yes it would be a comprehensive study that would look at our existing stock, potential future stock, and areas that we could look at expanding.

Motion carried 7-0.

15. Update on downtown redevelopment project.

Director Ostrowski stated as of today the mall has been demolished, Dunham's, Shopko, and the Children's Museum walls have been reconstructed; Third Street has been constructed; Mid-State is currently doing the remodel of their building, and looking at being finished around March and open for classes by for Summer 2014. The Dun-Rite environmental contamination has been removed from the site for the soil to be environmentally remediated on the site near the wastewater treatment plant. Municipal parking lot 16 is out for bid and will be coming to the board for approval. At this point in time he had outlined in the packet revenues and expenses for the downtown redevelopment project.

Chairperson Halverson added the environmental component had some positives regarding coming in appropriately for what we had assumed. Director Ostrowski added we have one more environmental area to look at, the former Normington Drycleaners, located on the northwest corner of the now MSTC parking lot.

16. Adjourn.

Meeting adjourned at 6:45 PM.

Chairperson

Date

Secretary

Date