



MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date and Time: February 11, 2014 4:00 PM	Location: County/City Building City Conference Room 1515 Strongs Avenue Stevens Point, WI 54481
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Present: Chairperson Halverson, Alderperson R. Stroik, Commissioner Molski, Commissioner Sawyer, Commissioner Dugan.

Excused: Commissioners Adamski and Commissioner Schlice

Also Present: Executive Director Ostrowski, City Attorney Beveridge, and Nate Enwald.

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1. Roll call.

Discussion and possible action on the following:

2. Election of a chairperson.
 3. Election of a vice chairperson.
 4. Adoption of bylaws.
 5. Appointment of executive director.
 6. Closure and opening of financial accounts for authority business.
 7. Authorization of signers for accounts.
 8. Edgewater Manor update, and action relating to the needed façade work.
 9. Performing a needs assessment for Edgewater Manor.
 10. Adjourn.
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1. Roll call.

Present: Halverson, Stroik, Molski, Sawyer, and Dugan.

Discussion and possible action on the following:

2. Election of a chairperson.

Alderperson Stroik asked who was absent from the meeting. Director Ostrowski indicated that John Schlice and Paul Adamski were also on the commission.

Aldersperson Stroik nominated Commissioner Halverson and chairperson. With no further candidates, nominations were closed. With only one nomination, Commissioner Halverson was nominated as chairperson.

3. Election of a vice chairperson.

Aldersperson Stroik nominated Commissioner Molski as vice chairperson. Commissioner Molski said she would accept. With no further candidates, nominations were closed. With only one nomination, Commissioner Molski was nominated as vice chairperson.

4. Adoption of bylaws.

Director Ostrowski said the bylaws were very similar to the CDA bylaws. The appropriate statute and ordinance sections have been change. It outlines the officers, the authority, meetings, subcommittees, and the process for amendments.

Aldersperson Stroik asked if this follows the bylaws of our standard committees. Director Ostrowski said it modeled the CDA bylaws.

Aldersperson Stroik asked if the chair and vice chair will be elected every year. Chairperson Halverson said they would serve until the term would be up and if they are not reappointed by the mayor.

Commissioner Molski asked about the terms. Aldersperson Stroik asked if he was serving as an aldersperson. Chairperson Halverson said Commissioner Stroik is serving as an aldermanic representative. Director Ostrowski said the terms are outlined by statutes. When the common council appointed the members, they set the terms.

Aldersperson Stroik said his position would cease if he resigns as aldersperson. Chairperson Halverson asked the city attorney to comment. City Attorney Beveridge said one shall be a member of the local legislative body.

Chairperson Halverson said if you leave as an aldersperson, a new aldersperson would need to be appointed. Chairperson Halverson said he is serving as a citizen member, not the mayor.

City Attorney Beveridge said the statute addresses vacancies.

Motion by Commissioner Stroik to approve the bylaws; seconded by Commissioner Molski.

Roll Call: Yeas – Halverson, Stroik, Molski, Sawyer, Dugan.

Nays - None

Motion carried 5-0.

5. Appointment of executive director.

Chairperson Halverson said historically the director of community development had advised the CDA on all of the redevelopment activities. The executive director of the CDA was the person we would lean on for direction related to the housing authority. However, under the law, the executive director of the CDA was just that. It was previously Jim Hamilton, the Mike Morrissey, and then Director Ostrowski. We then combined the offices of community development with the CDA because of the aggressive redevelopment activities that we undertook at that time. We need to have an executive director for the redevelopment authority. It would be his suggestion that that person be Michael Ostrowski given his background and his technical expertise he has with redevelopment.

Motion by Commissioner Molski to appoint Director Ostrowski as the Executive Director of the Redevelopment Authority of the City of Stevens Point; seconded by Commissioner Dugan. Motion carried 5-0.

6. Closure and opening of financial accounts for authority business.

Executive Director Ostrowski said we currently have three accounts, one at Anchor Bank for the interest off of the housing trust funds, a checking account at Chase Bank, and another at BMO for the security deposits for Edgewater Manor residents. I am looking for approval to close certain accounts and transfer them to Chase and work with the city through payment procedures for claims. However, these would remain separate accounts as we are a separate entity. All bills would be paid similar to a city department. They would come to me and I would sign off on them and then they would be paid through the treasurer's office. They would pay them and then they would be reimbursed from our accounts. We would still maintain separate accounts. We would also do the auditing through the city but have to reimburse for our portion of the expense.

Chairperson Halverson said this makes sense for financial streamlining.

Aldersperson Stroik asked if the city would do the dispensing of the funds through its normal monthly check runs. Executive Director Ostrowski said that was correct and then we would reimburse the city. Aldersperson Stroik said all off the same auditing, signoffs, and claim approvals would be followed. Chairperson Halverson said the claims would come back to this body.

Aldersperson Stroik said they will write and sign the checks. Chairperson Halverson said only procedurally, we would reimburse them.

Commissioner Sawyer asked if there are any laws with respect to bidding or which financial institution that we use. Chairperson Halverson said that we would fall under the bid laws but the financial institution that we go with would be up to us.

Executive Director Ostrowski said he would recommend that we go with Chase because that is where the city has their accounts; they do daily deposit pickups at the city. It would be much easier to use the same financial institution that the city does.

Motion by Aldersperson Stroik to close and reopen financial accounts; seconded by Commissioner Sawyer.

Roll Call: Yeas – Halverson, Stroik, Molski, Sawyer, Dugan.

Nays - None

Motion carried 5-0.

7. Authorization of signers for accounts.

Commissioner Sawyer asked when we authorize the payments. Chairperson Halverson said we typically do it retroactively for standard operating expenses. Commissioner Sawyer asked if this is something we need in the bylaws. Chairperson Halverson said that would be up to the board. Executive Director Ostrowski said that he would bring back expenses that are not budgeted or that are not general operational expenses. The authority is not going to have that many expenses aside from the running of Edgewater Manor, which is run out of Candlewood's trust account. The housing rehab loans that we make are authorized as long as the applicant meets the requirements of the program.

Chairperson Halverson said we should have a signature line for both the executive director and chairperson, before they go to the treasurer's office for payment.

Motion by Commissioner Sawyer to authorize the executive director and chairperson to be the signers, along with the city comptroller / treasurer and city clerk; seconded by Commissioner Dugan. Motion carried 5-0.

8. Edgewater Manor update, and action relating to the needed façade work.

Executive Director Ostrowski gave an update on Edgewater Manor. Candlewood has taken over as the management company for the facility. They have had two new lease signings and the transition has gone fairly smoothly. They have had two meetings with residents, one as a kickoff, and one as a follow up. Candlewood will provide us with a profit and loss report, checkbook register, and tenant list every month. The first month we saw \$11,000 in the positive.

Executive Director Ostrowski said that he put in the packet two reports relating to the façade issue. He also walked through with another contractor, Don Dulak, but they did not issue a formal report. The caulk around the building and windows is starting to let loose, which is letting water inside the façade. This water gets trapped because the weep hole system is not functioning correctly. This then causes the façade to be pushed out with the freezing and thawing of the water. We had hired WJ Higgins to look at the building; their recommendation was that the façade needed to be replaced. As a short term fix, you could fastened the façade to the structure of the building. Another recommendation from Rockwood Home Builders, who were recommended by Candlewood's maintenance, had indicated that repairs are needed, but not to the extent of replacing the entire façade. There are fixes that are estimated at \$500,000, but they would need to do some further analysis of the building. He then went through Don Dulak and Sons and they indicated that there are issues with the façade pulling away, and straightening out of the anchor ties, but the entire façade does not need to be replaced. Executive Director Ostrowski then illustrated what is occurring with the façade and the potential fixes, including recaulking the windows and expansion joints, as well as fixing the flashing. He said that he did get quotes and the window fix is estimated at \$85.00 to about \$200.00 per window. There are over 200 windows. Plus we would have to do the expansion joint system, which costs about \$5.00 to \$15.00 per lineal foot. He indicated that he would like to put out an RFP to get bids.

Motion by Chairperson Halverson to prepare bid documents for the fixing of the façade problem; seconded by Commissioner Molski.

Executive Director Ostrowski asked that a certain dollar amount be authorized if additional technical expertise is needed to prepare the bid documents.

Chairperson Halverson authorized a \$5,000.00 amount, which was confirmed by Commissioner Molski.

Commissioner Sawyer asked if what is proposed is sufficient to ensure the safety of anyone walking around the building. His biggest concern is something falling and someone getting hurt. If we follow the procedure that is on the floor, is there someone who is on the hook for their expertise. Chairperson Halverson said yes, the city engineer who is a PE and the consulting architect. Executive Director Ostrowski said he wanted to be clear, we have a structural engineer who issued their opinion, then another engineer and architect issued their opinion, and then a mason issue his opinion of what they feel is occurring. We would not make the city engineer liable. What he is going to do is write the spec of what we tell them to do. If you want him to hire another structural engineer we could do that, but he does not know how much we would be able to hold them liable.

Executive Director Ostrowski said we may be able to do some measurements right now, and then come back in a year to see if there has been any further shifting. However, he could not guarantee that nothing would ever fall from this building.

Chairperson Halverson said he thinks the best we can do is work with the consulting architect to write the spec. The contractors will probably do a walkthrough of the building to review the situation, and if there was a red flag it could pop up at this point, or after the award of the project. If they notice something, they would bring it to our attention.

Commissioner Dugan said she learned a great deal from the mall project, as she spoke with the contractors. She would hope to be hands on with this project.

Commissioner Sawyer asked if we had the building inspectors look at it. Executive Director Ostrowski said he had both inspectors look at the building and they did not feel the façade would fall off the building.

Motion carried 5-0.

9. Performing a needs assessment for Edgewater Manor.

Executive Director Ostrowski said that when we were looking at keeping or selling Edgewater Manor, we had put together some rough estimates of what we feel needed to be done to the facility. One of the things that we may want to perform is a needs assessment to determine what is exactly needed for this facility; get life expectancies and costs. This would allow us to better prepare and better budget for that facility.

Chairperson Halverson asked to do this concurrently with the façade issue.

Executive Director Ostrowski said we could issue an RFP for these services.

Chairperson Halverson said he thinks we need two needs assessments; one for the literal operation of the building and another for aesthetics of the building.

Motion by Chairperson Halverson to approve the release of a request for proposals for a needs assessment of Edgewater Manor; seconded by Commissioner Molski.

Commissioner Sawyer asked why we own this facility. Chairperson Halverson gave an overview of the history of ownership for the property.

Motion carried 5-0.

10. Adjourn.

Meeting adjourned at 5:04 PM.