



MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

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| Date and Time: | April 8, 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 Adamski, Commissioner Molski, Commissioner Sawyer and Commissioner Dugan

Excused: Commissioner Schlice

Also Present: Executive Director Ostrowski, Comptroller / Treasurer Corey Ladick, Nate Enwald, Kris Pethick, and Andrew Schliepp

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1. Roll call.

Discussion and possible action on the following:

2. Approval of the minutes from the March 11, 2014 Redevelopment Authority meeting.
 3. Approval of financial reports, claims, and statements from February 2014.
 4. Update on investment account - Baird.
 5. Authorizing the write-off / satisfaction of the Housing Trust Fund loan for 808 Minnesota Avenue.
 6. Amending the sublease and developer's agreement with Great Lakes Educational Loan Services.
 7. Approving the construction of the dumpster corrals as a change order in the Municipal Lot 16 construction project.
 8. Granting AT&T an easement to the east of Third Street for the purposes of extending utilities.
 9. Award architectural and project management services contract for the Edgewater Manor façade and window project
 10. Amendment to the AECOM Agreement for Environmental Services, for the first year of operation, maintenance, and monitoring for the sub-slab vapor mitigation and soil remediation system at the downtown Mid-State Technical College campus.
 11. Amendment to the AECOM Agreement for Environmental Services, for the remedial action PCE contaminated soil SVE well and vacuum piping installations and connections at the former downtown Normington drycleaner site.
 12. Executive Director's update (informational purposes only)
 13. Adjourn.
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1. Roll call.

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

Discussion and possible action on the following:

2. Approval of the minutes from the March 11, 2014 Redevelopment Authority meeting.

Motion by Alderperson R. Stroik to approve the minutes; seconded by Commissioner Molski. Motion carried 6-0.

3. Approval of financial reports, claims, and statements from February 2014.

Director Ostrowski explained that the redacted information is tenant information. This will be changed for the March reports. It will be identified as rental income.

Motion by Commissioner Molski to approve financial reports, claims, and statements from February 2014; seconded by Commissioner Adamski. Motion carried 6-0.

4. Update on investment account - Baird.

Andrew Schliepp from Baird provided an update on the investment accounts.

5. Authorizing the write-off / satisfaction of the Housing Trust Fund loan for 808 Minnesota Avenue.

Director Ostrowski explained this came to our attention recently when CAP started doing occupancy checks on housing trust fund projects. We found out there was a loan made to Ms. Kaye Wolf in 1994 for \$6,990 and then the home was sold in 1995 to the Sebrees. At the time the home no longer becomes a principal residence, the loan becomes due. At closing the seller and buyer did a HUD settlement statement indicating that the CDA was in fact was owed this money, however no satisfaction was ever recorded, and there is no documentation that shows we were ever paid. At this point the individuals who own it now have a lien because no satisfaction was ever recorded. At the time of the purchase, there was a title search completed, but because of a minor error in the legal description, the lien did not show up.

Commissioner Adamski commented this is really the title company's mistake but if it was a larger claim, then we may want to pursue it. Due to it being this small of amount, you would spend more in legal fees trying to reclaim the money than what is actually owed.

Motion by Commissioner Adamski to write off / satisfy the loan for 808 Minnesota Avenue; seconded by Alderperson Stroik.

Roll Call: Yeas- Halverson, Stroik, Adamski, Molski, Sawyer, Dugan

Nays – None

Motion carried 6-0.

6. Amending the sublease and developer's agreement with Great Lakes Educational Loan Services.

Director Ostrowski explained we want to specifically identify the commencement date within the document and add the Redevelopment Authority as the current owner of the property, not the CDA. Great Lakes has already signed off on the amendment.

Motion to amend the sublease and developer's agreement with Great Lakes Education Loan Services by Chairperson Halverson; seconded by Commissioner Dugan. Motion carried 6-0.

7. Approving the construction of the dumpster corrals as a change order in the Municipal Lot 16 construction project.

Director Ostrowski stated the plan for the dumpster corrals have been modified to save costs using black fencing similar to what is already downtown, and removing the brick pier columns.

The reason this is being brought before you is because of the way the original bids were submitted where the company who received the low bid for the project did not bid on the dumpster enclosures. Because of this, Director Ostrowski wanted the board to approve this change before approving the change order. The cost of the change order for the dumpster corrals would not exceed \$30,000.

Mayor Halverson asked if there is a sacrifice to the aesthetics to save money, to which Director Ostrowski answered he is comfortable with the appearance and the Historic Preservation and Design Review Commission has already reviewed and approved the design.

Motion by Commissioner Adamski to approve the construction of the dumpster corrals as a change order in the Municipal Lot 16 construction project; seconded by Commissioner Molski. Motion carried 6-0.

8. Granting AT&T an easement to the east of Third Street for the purposes of extending utilities.

AT&T is looking at running some fiber down the eastern edge of Third Street to service a building on Main Street. Currently, the fiber is on the southeast corner of Centerpoint Drive and Third Street. AT&T wants to run approximately a five foot easement through our property. AT&T did supply an easement agreement with some things that may limit us in the future. Director Ostrowski recommended that those items be struck, so we don't need to get AT&T's approval for us to do anything within this easement area. Commissioner Adamski agreed with Director Ostrowski's recommendation.

Motion by Commissioner Adamski to grant AT&T an easement to the east of Third Street for the purposes of extending utilities subject to the modifications mention by the Executive Director; seconded by Commissioner Molski. Motion carried 6-0.

9. Award architectural and project management services contract for the Edgewater Manor façade and window project.

Director Ostrowski stated he did put out a request for three architects to submit proposals for this project. He has received two proposals back and the third one stated they did not have time to submit one. His recommendation is to rebid this and get new proposals from additional architects just to make sure that everything we want done is covered, as the two proposals that we did receive were vastly different in price.

The board agreed to redo the proposals.

10. Amendment to the AECOM Agreement for Environmental Services, for the first year of operation, maintenance, and monitoring for the sub-slab vapor mitigation and soil remediation system at the downtown Mid-State Technical College campus.

Director Ostrowski explained this is one of three projects that AECOM is performing for us. This project is before you because Mid-State has modified their plans to construct the parking lot sooner. The two amendments would need to be completed for operation and maintenance for the sub-slab vapor mitigation system which is installed, but also the installation of the piping for the mitigation system for the Normington site. AECOM does the projects in phases; this is why the amendments come before you every single time.

Alderman Stroik asked how much the change orders would be costing. Director Ostrowski stated these are amendments, and the one for Mid-State is \$18,000 for the first year of operation, and the one for the former Normington site would be \$36,000.

Motion by Chairperson Halverson to approve the amendment to the AECOM agreement for Environmental Services, for the first year of operation, maintenance, and monitoring of the sub-slab vapor

mitigation and soil remediation system at the downtown Mid-State Technical College campus; seconded by Commissioner Dugan.

Roll Call: Yeas- Halverson, Stroik, Adamski, Molski, Sawyer, Dugan

Nays – None

Motion carried 6-0.

- 11. Amendment to the AECOM Agreement for Environmental Services, for the remedial action PCE contaminated soil SVE well and vacuum piping installations and connections at the former downtown Normington drycleaner site.

Motion by Chairperson Halverson to approve the amendment to the AECOM Agreement for Environmental Services, for the remedial action PCE contaminated soil SVE well and vacuum piping installations and connections at the former downtown Normington drycleaner site; seconded by Commissioner Dugan.

Roll Call: Yeas- Halverson, Stroik, Adamski, Molski, Sawyer, Dugan

Nays – None

Motion carried 6-0.

- 12. Executive Director’s update (informational purposes only).

Director Ostrowski reported in regards to the closing of the bank accounts, the Chase Bank account has been closed and transferred to another account at Chase. The Anchor Bank (interest account for the housing trust funds) account is still open and we have more work to be done because of the collateral that is held for the Children’s Museum loan through Community First Bank. However, this should be taken care of within the next month or so. Edgewater has lost two tenants. We are offering incentives including one month free rent, and also working with a company to market the building. The proposals for the Edgewater needs assessment have been submitted and have been provided to the commissioners. There will be an item on next month’s agenda to approve and go ahead with one of the companies. On next month’s financial statements, there will be a large charge for WPS because we need to pay the entire bill in full to switch names on the account. The CDA was set up on a budget billing, and over the winter months significant costs were incurred due to the cold weather.

- 13. Adjourn.

Meeting adjourned at 5:00 PM.

Approved:

Andrew J. Halverson, Chairperson

Date

Attest:

Michael Ostrowski, Executive Director

Date