



AGENDA

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Members

- Chairperson Schlice
- Vice-Chairperson Gardner
- Alderperson Kneebone
- Commissioner Cooper
- Commissioner Kemmeter
- Commissioner Ladick
- Commissioner Barrett

Date and Time: January 11, 2022
3:00 PM

Location:

Zoom Teleconferencing

Meeting ID: 842 6843
3880 | Passcode: 305080

By _____ Computer:

<https://us02web.zoom.us/j/84268433880?pwd=MEFiZmFLUIVO SXRMK1hZVDEvME1ldz09>

By Phone: +1-312-626-6799 (US
Chicago)

Opening Section

1. Roll Call
2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson.
3. Public comment for pre-registered individuals for matters appearing on the agenda.

Discussion and Possible Action on the Following:

1. Election of Officers – Chairperson
2. Election of Officers – Vice Chairperson
3. Approval of the Meeting Minutes of October 19, 2021
4. Approval of the Financial Reports from August 2021, September 2021, October 2021.
5. Award Bid for the Asbestos Abatement and Lead Paint Abatement for the property at 1700 Strongs Avenue

PLEASE TAKE NOTICE that any person who has special needs while attending these meetings or needs agenda materials for these meetings should contact the City Clerk as soon as possible to ensure that a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569 or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Maps further defining the above area(s) may be obtained from the City of Stevens Point Department of Community Development, 1515 Strongs Avenue, Stevens Point, WI 54481, or by calling (715) 346-1567, during normal business hours.

PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.

6. Award Bid for the Razing of the property at 1700 Strong's Avenue.
7. Adopt Guidelines for the Multi-Family Rental Conversion Grant Program.
8. Review of Adopted 2022 Budget for Redevelopment Authority (Fund 208) and Housing Trust Fund (Fund 246).
9. Request from the City of Stevens Point Community Development Department to fund a portion of the Director's Salary from the Redevelopment Authority.
10. Update on EPA Brownfield Assessment Grant.
11. Executive Directors Report
12. Adjourn

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PLEASE TAKE FURTHER NOTICE that a quorum of the Common Council may be in attendance at this meeting.



MEMORANDUM

To: Redevelopment Authority

From: Ryan Kernosky, Director of Community Development 

Date: January 11, 2021

RE: Election of Chair and Vice Chairpersons

Members of the Redevelopment Authority:

Annually it is appropriate to elect a Chair and Vice Chair of the Authority.

Mr. Schlice has served as Chair for several years, and Mr. Gardner was elected vice chairperson last year. I would recommend retaining them in their current roles.

Thank you.

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Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.



MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT

Date and Time:	October 19, 2021 3:00 PM	Location:	Zoom Teleconferencing & 933 Michigan Ave, 54481
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Present: Chairperson Schlice, Vice-Chairperson Gardner, Alderperson Kneebone, Commissioner Kemmeter, Commissioner Ladick, and Commissioner Barrett.

Also Present: Executive Director Kernosky, City Attorney Beveridge, Gregg Gokey, Neighborhood Improvement Coordinator Mark Kordus, Brian Cummins, and any unidentified zoom audience members.

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Opening Section

1. Roll call.
2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson
3. Public comment for pre-registered individuals for matters appearing on the agenda

Discussion and possible action on the following:

1. Approval of the Meeting Minutes of August 3, 2021
2. Approval of Financial Reports from June 2021 and July 2021.
3. Request from Wild Card for a possible easement or sale of property adjacent to 1136 and 1140 Main Street.
4. Neighbor Helping Neighbor Grant Program Updates and Modifications.
5. Multi-Family Rental Conversion Grant Program Overview.
6. Discussion and Possible Action on Next Steps for 1700 Strongs Avenue
7. Review and Authorize a Certified Survey Map for the property at 1009 & 1013 Second Street.
8. Enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to the following:
 1. Development Agreement in Tax Incremental Finance (TIF) District 10.
9. Reconvene for Possible Action on the above-referenced closed session item.
10. Adjourn

-
1. Roll call.

Present: Schlice, Gardner, Kneebone, Cooper, Kemmeter, Ladick, Barrett

2. Persons who wish to address the Board on specific agenda items other than a “Public Hearing” must register their request at this time. Those who wish to address the Board during a “Public Hearing” are not required to identify themselves until the “Public Hearing” is declared open by the Chairperson

No one registered to speak.

3. Public comment for pre-registered individuals for matters appearing on the agenda

No one registered to speak.

Discussion and possible action on the following:

1. Approval of the Meeting Minutes of August 3, 2021

Motion by Commissioner Kemmeter to approve the Meeting Minutes of August 3, 2021 and place it on file; seconded by Commissioner Ladick.

Motion carried 7-0.

2. Approval of Financial Reports from June 2021 and July 2021.

Motion by Commissioner Cooper to approve the Financial Reports from June 2021 and July 2021; seconded by Commissioner Kemmeter.

Motion carried 7-0.

3. Request from Wild Card for a possible easement or sale of property adjacent to 1136 and 1140 Main Street.

Executive Director Kernosky provided the following information:

1. Wild Card had submitted a request for a possible extension of their occupancy license or the possible sale of RA owned property.
2. This would allow Wild Card to maintain the area year-round (snow plowing, mowing, weeding, etc.) as opposed to City staff or contracted employees.
3. While staff did not have issues with the request, staff recommended extending the license instead of selling property which could lead to several use issues.
4. Staff was looking for direction from the Redevelopment Authority. If there was interest, staff would work with Wild Card on a final agreement to bring forward to the authority.

Commissioners made the following comments:

1. Inquiry as to the length of the extension, to which staff referred to Option Three within the packet.
2. Inquiry as to whether Guus had been contacted, and whether the extension would affect egress to the outdoor seating area, to which staff noted that the licensing agreement with Guus would remain in place.
3. Inquiry as to the advantage of Option Three, to which staff noted that Wild Card would maintain the area as opposed to the City.
4. Inquiry as to why the curb and roadway area had not been included in the proposed boundary, to which staff did recommend including that area. It was noted that there were additional agreements with the garbage corral.

Gregg Gokey, representing Wild Card, provided the following information:

1. Was actively working with Guus to see if there was interest.

2. Wild Card would maintain the area on a bi-weekly basis.

Staff was given direction to continue discussions with Wild Card and bring the proposal back to the Redevelopment Authority. No action was taken.

4. Neighbor Helping Neighbor Grant Program Updates and Modifications.

Executive Director Kernosky provided the following information:

1. The Neighbor Helping Neighbor Grant program had been adopted a few years ago, and was designed to provide property owners assistance with exterior projects on their property
2. While there had been consistent use of the program since its inception, the maximum allowance of \$1,000 did not go very far, noting there was additional funding they could utilize.
3. Staff had provided three options for the authority to consider, and the Neighborhood Improvement Coordinator was available for additional questions.

Commissioners made the following comments:

1. Inquiry as to whether they were under funding other programs if there were funds readily available. Staff noted that \$30,000 had been allocated for the program, but had only utilized \$3,000-4,000.
2. Inquiry as to the current balance, to which staff noted approximately \$26,000. If they were to increase the allowance, they could potentially serve 6 grantees. If they were to reach the cap, they could reevaluate the program at that time.
3. Inquiry as to the need for the program, and what staff was doing in terms of advertising. If there was a lack of interest, they perhaps needed to focus on another program.
4. Inquiry as to how program changes would be advertised.
5. Suggestion to collaborate with additional partners such as CAP Services.

Neighborhood Improvement Coordinator Kordus, administer for the program, provided the following details:

1. Advertisement for the program largely went through the City's website and through additional organizations.
2. The program was designed for low to moderate income individuals in the City.
3. Consistent feedback received was that the allowance was not high enough for exterior projects like roofing or siding, and labor was not covered. This was difficult, especially for the handicapped or elderly.
4. Several projects had stalled due to a lack of funds. It was projected that the amount of projects would increase with the allowance increase.
5. Updates for the program would be pushed to the media for attention.

Motion by Commissioner Ladick to approve Neighbor Helping Neighbor Grant Program Updates and Modifications with Option C:

1. **Keeping all criteria the same and increase the maximum award to \$2,500 for materials only. But then offering to equally match all dollars spent over \$2,500 on both materials and labor if work is performed by an independent licensed and insured third party contractor to a maximum total**

award of up to \$5,000, of which \$2,500 would come from the applicant as the dollar for dollar match.

seconded by Kemmeter

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Kemmeter, Ladick, Barrett

Nays:

Motion carried 7-0.

5. Multi-Family Rental Conversion Grant Program Overview.

Executive Director Kernosky briefly explained that while the Redevelopment Authority had budgeted \$100,000 for 2021, the program was never adopted. There was a program outline in place, and the goal would be to convert the older student housing stock into single-family residences, especially around the university. Staff was gauging interest on the program and did not need formal action on the request.

Commissioners made the following comments:

1. Inquiry as to whether there were income limitations, to which noted there were not as they did not want to discourage those capable of flipping and remodeling the homes.

There was general interest in the program, no action was taken.

6. Discussion and Possible Action on Next Steps for 1700 Strongs Avenue

Executive Director Kernosky provided the following information:

1. City staff was made aware of a compromised sidewalk adjacent to 1700 Strongs Avenue and had removed the sidewalk and dug down to verify if the compromise was a result of a leaking water lateral, or rain wash out which ultimately found a compromised foundation which was allowing rainwater to enter into the basement of the building.
2. As such, the Redevelopment Authority needed to determine what the next steps were for the property. Staff had provided three options and was seeking direction on how to proceed.
 - i. If there was interest in keeping the building, they needed to consider repairing the foundation.
 - ii. If there was interest in razing the structure, it would cost approximately \$25,000, but noted that they had not performed asbestos testing.
 - iii. Alternatively, they could place the building for sale or perform another RFP.

Commissioners made the following comments:

1. Noted preference for razing the structure, but saving the stained-glass windows, to which staff added that the stained glass windows were not real, but plastic.
2. Suggestion to wait until the Spring or late Winter to perform another RFP due to contractor delays, to which staff noted that there was pause for contractors due to the costs of materials, adding that the basement was in rough shape.
3. Stated that the RDA already had costs within the property, however they could try to sell to recuperate costs. Alternatively, they could raze and salvage materials.

4. Noted the historic lack of interest for the site and its worsening condition. There was interest in exploring deconstruction or complete razing. It would be easier to market a flat site, and they could consider taking out the parking lot at the same time.
5. Inquiry as to whether there would be complications with taking down the structure, to which staff stated that it was outside the historic district even though it was on the state registry.

Motion by Vice-Chairperson Gardner to approve the following next steps for 1700 Strongs Avenue:

1. **Raze the church and list the property for sale or issue an RFP to garner additional interest. A preliminary estimate to raze the church came in at \$24,960.00. This does not include the asbestos testing and possible remediation. Staff supports this approach.**
2. **Contact the Historic Society about razing the structure prior to June 1, 2022.**

seconded by Commissioner Kemmeter

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Kemmeter, Ladick, Barrett

Nays:

Motion carried 7-0.

7. Review and Authorize a Certified Survey Map for the property at 1009 & 1013 Second Street.

Executive Director Kernosky noted the need to replatt the site as part of the redevelopment of the parcels, and noted that the City Surveyor had put it together at no cost to the Redevelopment Authority.

Inquiry as to whether Lot 2 would continue to exist but be for sale, to which staff confirmed that Lot 2 would remain for future redevelopment.

Motion by Commissioner Kemmeter to Approve and Authorize a Certified Survey Map for the property at 1009 & 1013 Second Street; seconded by Commissioner Ladick.

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Kemmeter, Ladick, Barrett

Nays:

Motion carried 7-0.

8. Enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to the following:

1. Development Agreement in Tax Incremental Finance (TIF) District 10.

Motion by Commissioner Ladick to enter into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, relating to the following:

2. Development Agreement in Tax Incremental Finance (TIF) District 10.

seconded by Commissioner Cooper

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Kemmeter, Ladick, Barrett

Nays:

Motion carried 7-0.

Commissioner Kemmeter was excused at 3:49 PM for a prior engagement.

Motion by Commissioner Gardner to reconvene into open session for action on the above-referenced closed session item; seconded by Commissioner Ladick.

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Ladick, Barrett

Nays:

Motion carried 6-0.

9. Reconvene for Possible Action on the above-referenced closed session item.

Meeting reconvened into open session at 3:55 PM.

Motion by Commissioner Gardner to sell the property for \$1, contingent upon conditions within the Development Agreement and Common Council approval of the Development Agreement; seconded by Commissioner Cooper.

Roll Call:

Yeas: Schlice, Gardner, Kneebone, Cooper, Ladick, Barrett

Nays:

Motion carried 6-0.

10. Adjourn

Meeting adjourned at 3:56 PM

A recording of this meeting can be viewed/heard at: <https://stevenspoint.com/365/AgendasMinutesVideos>

Approved:

John Schlice, Chairperson

Date

Attest:

Ryan Kernosky, Executive Director

Date

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

OCT 04 2021

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)

August 31, 2021

Louy Lohnd

Bank Statement Balance:	668,887.82	Book Balance Previous Month:	668,897.44
Outstanding Deposits:	.00	Total Receipts:	66.02
Outstanding Checks:	.00	Total Disbursements:	75.64
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	668,887.82	Book Balance:	668,887.82

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 2 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Journal Code: Journal code = "CRHTF"

OCT 04 2021

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
08/13/2021	1 HINTZ		246.49.00100.56	PRINCIPAL PAYMENTS		-60.42
08/13/2021	2 CASH RECEIPT BANK REC.		246.11101	OTHER CASH ACCOUNTS	60.42	
08/13/2021	3 INTEREST FOR AUGUST 2021		246.48.00110.56	INTEREST ON CHECKING ACCTS		-5.60
08/13/2021	4 CASH RECEIPT BANK REC.		246.11101	OTHER CASH ACCOUNTS	5.60	
Total CASH RECEIPTING HTF (CRHTF):					66.02	-66.02

References: 4 Transactions: 4

Grand Totals:

66.02 -66.02

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHTF"

OCT 04 2021

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
08/16/2021	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	8.28	
08/16/2021	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS		-8.28
08/17/2021	3	WIS PUBLIC SERVICE-GAS/ELECTRIC A	246.56.00600.2200	GAS/ELECTRIC CHARGES	67.36	
08/17/2021	4	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS		-67.36
Total CASH DISB - HTF (CDHTF):					75.64	-75.64

References: 4 Transactions: 4

Grand Totals:

75.64 -75.64

Report Criteria:

Include transaction count

Journal Code: Journal code = "CDHTF"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

OCT 25 2021

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
September 30, 2021

Bank Statement Balance:	654,549.48	Book Balance Previous Month:	668,887.82
Outstanding Deposits:	.00	Total Receipts:	65.76
Outstanding Checks:	.00	Total Disbursements:	14,404.10
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	654,549.48	Book Balance:	654,549.48

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Journal Code: Journal code = "CRHTF"

OCT 25 2021

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
09/07/2021	1 HINTZ		246.49.00100.56	PRINCIPAL PAYMENTS		-60.42
09/07/2021	2 CASH RECEIPT BANK REC.		246.11101	OTHER CASH ACCOUNTS	60.42	
09/07/2021	3 INTEREST FOR SEPT 2021		246.48.00110.56	INTEREST ON CHECKING ACCTS		-5.34
09/07/2021	4 CASH RECEIPT BANK REC.		246.11101	OTHER CASH ACCOUNTS	5.34	
Total CASH RECEIPTING HTF (CRHTF):					65.76	-65.76
References: 4 Transactions: 4						
Grand Totals:					65.76	-65.76

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
09/15/2021	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	3.66	
09/15/2021	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS		-3.66
09/15/2021	3	WI PUBLIC SRVC-1009 2ND ST GAS/ELE	246.56.00600.2200	GAS/ELECTRIC CHARGES	43.44	
09/15/2021	4	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS		-43.44
Total CASH DISB - HTF (CDHTF):					47.10	-47.10

References: 4 Transactions: 4

Grand Totals:

47.10 -47.10

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

NOV 17 2021

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book Adjustments

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)

October 31, 2021

Long

Bank Statement Balance:	653,446.46	Book Balance Previous Month:	654,549.48
Outstanding Deposits:	.00	Total Receipts:	65.90
Outstanding Checks:	.00	Total Disbursements:	1,168.92
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	653,446.46	Book Balance:	653,446.46

Outstanding Deposits

No outstanding deposits found!

Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!

Checks cleared: 4 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

Report Criteria:

Include transaction count

Journal Code. Journal code = "CRHTF"

NOV 17 2021

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
10/18/2021	1 HINTZ		246.49.00100.56	PRINCIPAL PAYMENTS	.00	-60.42
10/18/2021	2 CASH RECEIPT BANK REC.		246.11101	OTHER CASH ACCOUNTS	60.42	
10/29/2021	3 INTEREST FOR OCTOBER 2021		246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-5.48
10/29/2021	4 CASH RECEIPT BANK REC.		246.11101	OTHER CASH ACCOUNTS	5.48	
Total CASH RECEIPTING HTF (CRHTF):					65.90	-65.90

References: 4 Transactions: 4

Grand Totals:

65.90 -65.90

CITY OF STEVENS POINT

Journals - CDHTF Journal for Redev Auth HTF

Page: 1

Period 10/21 (10/31/2021)

Nov 12, 2021 4:01PM

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

NOV 17 2021

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
10/07/2021	1	WISCONSIN PUBLIC SERVICE	246.56.00600.2200	GAS/ELECTRIC CHARGES	16.10	
10/07/2021	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-16.10
10/15/2021	3	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	4.14	
10/15/2021	4	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-4.14
Total CASH DISB - HTF (CDHTF):					20.24	-20.24

References: 4 Transactions: 4

Grand Totals:

20.24 -20.24

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"



MEMORANDUM

To: Redevelopment Authority

From: Ryan Kernosky, Director of Community Development 

Date: January 7, 2022

RE: **Request for Bids – 1700 Strong's Avenue - Asbestos & Lead Paint Abatement**

Asbestos & Lead Paint Abatement

Three bids were received for the asbestos and lead paint abatement, they are identified below:

Asbestos Abatement			
<u>Company Name</u>	<u>Company Address</u>	<u>Bid</u>	
Emergency Fire & Water Restoration	6451 Industrial Loop, Greendale, WI 53129	\$222,059.64	
Mavo Systems Wisconsin, LLC	4455 Stewart Avenue, Wausau, WI 54401	\$1,820.00	*Low Bid*
DJK Environmental, LLC		\$2,800.00	

As such, City staff would recommend awarding the asbestos abatement and lead paint abatement to Mavo Systems Wisconsin, LLC for \$1,820.00.

www.stevenspoint.com

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ADVERTISEMENT FOR BIDS

COMMERCIAL PROPERTY ASBESTOS & LEAD PAINT REMEDIATION AND REMOVAL

1700 STRONGS AVENUE, STEVENS POINT, WI 54481

Sealed bids will be received by the Executive Director of the City Redevelopment Authority at City Hall, 1515 Strongs Avenue, Stevens Point, WI 54481 no later than 1:00 pm CST on January 7, 2022. Bids will be publicly opened and read aloud at 1:10 pm CST in the 1st Floor Conference Room at City Hall on Friday January 7, 2022. Proposals are solicited on basis of lump sum prices for the required asbestos abatement and lead abatement at 1700 Strongs Avenue, Stevens Point, WI 54481. The selected contractor shall furnish all labor, supervision, tools equipment, materials, utility and transportation services and all incidental items necessary to complete the entire project to the City of Stevens Point's satisfaction.

Bidding Documents, including asbestos and lead reports are on file in the Office of the Executive Director of the Redevelopment Authority, 1515 Strongs Avenue, Stevens Point, WI 54481. Qualified persons may request copies of the Bid Documents or a tour of the facility by sending an email request to rkernosky@stevenspoint.com.

BY ORDER OF THE CITY OF STEVENS PONT REDEVELOPMENT AUTHORITY
RYAN J. KERNOSKY, EXECUTIVE DIRECTOR

PRE-DEMOLITION INSPECTION: *ASBESTOS and LEAD-BASED PAINT*

City of Stevens Point

Site:
Commercial Property
1700 Strongs Avenue
Stevens Point, WI 54481

Inspection Dates: October 29, 2021
Report Date: November 9, 2021

NorthStar No.: 210-1205

Submitted By:
NorthStar Environmental Testing, LLC.

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

November 9, 2021

City of Stevens Point
c/o Ryan Kernosky
1515 Strong's Avenue
Stevens Point, WI 54481

Project:	Pre-Demolition Inspection: Asbestos & Lead Paint
Site:	Commercial Property 1700 Strong's Avenue Stevens Point, WI 54481
NorthStar No.:	210-1205

NorthStar Environmental Testing, LLC (NorthStar) was contracted by Ryan Kernosky on behalf of the City of Stevens Point to complete an inspection for the presence of asbestos materials and lead-based paint prior to demolition of a commercial building located in Stevens Point, Wisconsin. The inspection was conducted by Dustin Gaede of NorthStar on October 29, 2021.

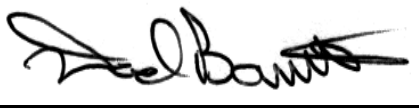
Asbestos materials which require abatement prior to demolition were identified. Electrical panels and roofing materials are assumed to contain asbestos and will require proper disposal or additional testing. No lead-based paint was found on surfaces that were tested. Please review the report in its entirety for more detailed information.

Prepared by:
NorthStar Environmental Testing, LLC.
1006 Western Avenue
Mosinee, WI 54455

Provided to:
City of Stevens Point
c/o Ryan Kernosky
1515 Strong's Avenue
Stevens Point, WI 54481

Date of Site Visit: October 29, 2021

NorthStar Environmental Testing, LLC.



David Barrett
Senior Project Manager



Dustin Gaede
Project Technician
AI-238193/LRA-238193

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Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

November 9, 2021

City of Stevens Point
c/o Ryan Kernosky
1515 Strongs Avenue
Stevens Point, WI 54481

Project:	Pre-Demolition Inspection: Asbestos
Site Address:	1700 Strongs Avenue Stevens Point, WI 54481
Survey Date:	October 29, 2021
NorthStar No.:	210-1205

NorthStar Environmental Testing, LLC (NorthStar) was authorized by Ryan Kernosky on behalf of the City of Stevens Point to conduct a pre-demolition survey for the presence of accessible suspect asbestos containing materials (ACM) for the following site:

INSPECTION SUMMARY:

Site Address:	1700 Strongs Avenue Stevens Point, WI 54481
County:	Portage
Structure Type:	Commercial (former dance studio)
Bldg Age:	1900
Size:	~3,800 ft ²
Floors:	2 plus a basement
# of Structures:	1
Inspector:	Dustin Gaede (cert. AII-238193)
Asbestos Company:	NorthStar Environmental Testing, LLC (CAP-925800)
Survey Date:	October 29, 2021
Comments:	Primary building materials include: concrete/concrete block and stone foundation, wood framing, fiberglass/blown-in insulation, wood siding and sloped asphalt roofing.

SAMPLING SUMMARY:

Number of Samples:	69		
Number Analyzed:	76 layers	Point Count:	1
Asbestos Materials:	HVAC Duct Wrap (white) Water Pipe Insulation (beige) Sink Undercoating (pink)	Floor Vent Insulation (white) Wall Paneling Adhesive (brown)	
Assumed ACM:	Roofing Materials, Electrical Panels, Stored Windows		
Laboratory:	Eurofins CEI, Inc. NVLAP: 101768-0		
Analysis Date:	November 9, 2021 (reported)		

The attached *Asbestos Sample Material Log* details additional sample analysis data.

ASBESTOS MATERIAL SUMMARY:

Confirmed ACBM, or presumed ACBM that will require abatement prior to mechanical demolition:

Material	Building Area		Quantity (approx)	Comment/Condition
	Level	Area/Room		
¹ HVAC Duct Wrap (white)	Main Floor	Restroom	90 ft ²	Friable Good Condition On Metal
	Main Floor	Storage Room	16 ft ²	
	Basement	Utility Room	2 ft ²	
	Total		108 ft ²	
² Floor Vent Insulation (white) (insulation around the floor vent)	Main Floor	Storage Area	4 ft ²	Friable Good Condition On Wood
Water Pipe Insulation (beige) (tight wrap around a copper water line)	Basement	Utility Room	3 ft ² (6 lf)	Cat II Non-Friable Good Condition On Metal
Sink Undercoating (pink)	Basement	Kitchen	4 ft ² (1 each)	Cat II Non-Friable Good Condition On Metal
³ Electrical Panel Interiors	Basement	Utility Room	1 ft ² (1 each)	Cat II Non-Friable Good Condition Assumed ACM
Stored Windows	Basement	Utility Room	5 ft ² (5 each)	Cat II Non-Friable Good Condition Assumed ACM

¹HVAC duct wrap was identified in three different locations within the basement and main floor. There is a possibility of additional materials being present in unidentified locations, such as wall cavities and other inaccessible areas.

²Additional floor vent insulation may be present in additional areas underneath the contents.

³Electrical panels, boxes or components were not sampled due to potential electrical hazard. These components should be assumed to be asbestos containing unless sampled to prove otherwise.

Non-Friable, confirmed ACBM, or presumed ACBM on wood, concrete or metal that *may remain in place for mechanical demolition **unless materials will be recycled or crushed:**

Material	Building Area		Quantity (approx)	Comment/Condition
	Level	Area/Room		
Paneling Adhesive (brown)	Basement	Kitchen	4,000 ft ²	Cat I Non-Friable Good Condition On Plaster
Asphalt Roofing Materials	Exterior	Roof	~6,000.00	Cat I & II Non-Friable Good Condition Assumed ACM

***Any asbestos items allowed to remain in place during demolition must remain non-friable throughout the demolition process and would require proper landfill disposal. Abatement is recommended for any non-friable material having a high probability of becoming friable due to the demolition process. The Wisconsin Department of Natural Resources (WDNR) can be consulted with any specific questions regarding these issues.**

Material quantities are listed according to visible estimates at the time of the survey. It is recommended that all quantities be further verified by the building owner or an abatement contractor prior to project design, bidding, budgeting and/or DNR notification purposes.

The following materials were found to be **non-asbestos** or **less than 1%** by PLM analysis:

Non-ACM Materials	
Plaster Skim Coat and Base Coat	Blown-in Insulation (gray)
Wall Paper (blue)	Wall Paper Adhesive (off-white)
Blown-in Insulation (white)	Vinyl Sheet Flooring (beige/tan)
Vinyl Sheet Flooring Adhesive (off-white)	Floor Tile (green)
Floor Tile Adhesive (black)	Felt Underlayment Paper (black)
4" Vinyl Baseboard (gray)	Vinyl Baseboard Adhesive (tan)
Drywall/Joint Compound Composite (white)	2'x4' Ceiling Tile (pinole cratered)
Fiberboard Wall Covering (tan)	Interior Window Glazing (beige)
Foam Insulation Adhesive (tan)	Drywall (white)
Ceiling Texture (swirl pattern)	Carpet Adhesive (yellow)
Textured Paint (white)	4" Vinyl Baseboard (white)
Vinyl Baseboard Adhesive (white)	Wall Texture (2 types)
Ceiling Texture (2 types)	Vinyl Sheet Flooring (off-white)
Vinyl Sheet Flooring Adhesive (yellow)	2'x4' Ceiling Tile (cratered)
Vinyl Sheet Flooring (white/brown)	Single Coat Plaster (white/gray)
Insulation (brown)	Basement Window Glazing (sh/2p)
Felt Vapor Barrier (tan)	Window Glazing (dh/2p)
Storm Window Glazing	

Please see the attached *Asbestos Material Sample Log* for additional sample information.

For any material noted to contain less than one percent asbestos (or trace amount), potential for occupation exposure at or above the OSHA Permissible Exposure Limit does exist during any disturbance of the material and personal protective equipment would be recommended. Wisconsin Department of Health Services (DHS) requires that vermiculite be presumed to be an asbestos containing material and that it be abated prior to disturbance by renovation activity.

Materials with an analysis of 1% or less may still result in an occupational exposure regulated by the Occupational Safety & Health Administration (OSHA). A negative exposure assessment for personal exposure may be required.

The following areas were inaccessible or excluded at the time of inspection and may contain additional quantities of suspect asbestos containing materials:

Inaccessible Area Notes:
The contents within the building were not included in the inspection. Any additional building materials that may have been inaccessible due to the contents are to be assumed to contain asbestos or sampled to prove otherwise.
Any additional materials encountered during renovation or demolition activity should be assumed to contain asbestos unless sampled to prove otherwise.

ASBESTOS RECOMMENDATION:

All friable ACBM as well as non-friable ACBM that would likely be made friable by the intended renovation or demolition processes require abatement prior to disturbance.

Non-friable ACBM (confirmed or assumed) remaining during demolition must be disposed of properly as demolition debris at an approved landfill. Non-friable materials typically require abatement prior to any material recycling procedure. For any building that will be subject to burning, all confirmed and presumed ACBM must be removed.

Notification of the intent to perform asbestos abatement and/or structure demolition must be made to Wisconsin Department of Natural Resources (WDNR) or Wisconsin Department of Health Service (DHS). Abatement shall be performed by an abatement company utilizing trained and certified worker/supervisor and further licensed as an asbestos company by the DHS, asbestos regulation 159.

Refer to WDNR 447 and DHS 159 for complete information on requirements for asbestos abatement and disposal. WDNR document WA-651 provides additional guidance on requirements for material handling and disposal (including additional restricted waste materials). Any questions regarding asbestos abatement issues may be directed to the WDNR Air Management Program at www.wi.dnr.gov/topic/demo/ or by calling the Asbestos Program Coordinator at (262) 574-2118.

SURVEY LIMITATIONS:

Sample results, quantities and recommendation are limited to areas that were accessible to us during the investigation. Additional presumed-ACBM that may have been located in spaces not accessible during our investigation, hidden from view, or not sampled at the client's request may require additional sampling prior to disturbance by renovation or demolition activity. Typical areas that may be inaccessible during an investigation include: wall or ceiling cavities; electrical components/wiring, equipment interiors; chimneys/flues/stacks; spaces requiring confined space entry procedures. Additional materials not accessible during a typical building materials survey include items such as miscellaneous caulking, sealants and construction adhesives or possible transite utility piping or conduits located sub-surface (under slab, parking lot, etc.) that are not readily accessible for sampling as they are often located between or under layers of building components. These materials are typically non-friable in nature but may require further sampling to confirm or deny the presence of asbestos.

Additional presumed ACBM encountered during renovation or demolition activity, that differs from materials sampled or described during this survey must be assumed to contain asbestos and be abated or be sampled to determine asbestos content prior to disturbance.

Material quantities are listed according to visible estimates at the time of the survey. It is recommended that all quantities be further verified by building owner or abatement contractor prior to project design, bidding and/or DNR notification purposes.

ANALYTICAL DISCUSSION:

Bulk sample analysis for asbestos was performed by polarized light microscopy (PLM); method EPA 600/r-93-116. Samples showing a result of "None Detected" were found to contain no asbestos in any analyzed portion of the sample.

USEPA defines an ACBM as one that contains greater than one percent asbestos. For a sample result showing less than one percent (<1%) of asbestos, the material can be may be treated as a non-asbestos containing material. The building owner or client should be aware that exposure to asbestos is still possible following disturbance of material with a trace or <1% of asbestos present and that worker protection procedures may be necessary.

REMARKS:

The survey and subsequent report has been performed according to applicable regulations and generally accepted industry standards and practices in this locality under similar conditions. Information provided to us by building owner/occupant, client or other interested party that may have been utilized in the performance and reporting of the survey was accepted in good faith and can only be assumed to be accurate. The findings and recommendations made are representative of our professional opinion based on currently available information, no other warranty is implied or intended.

Please contact us if you have any questions regarding the presented information or the project in general.

Sincerely,

NorthStar Environmental Testing, LLC.



David Barrett
Senior Project Manager



Dustin Gaede
Project Technician
AII-238193/LRA-238193

Appendix A ASBESTOS MATERIAL SAMPLE LOG

City of Stevens Point

**Commercial Building
1700 Strong's Avenue
Stevens Point, WI**

October 29, 2021

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

ASBESTOS MATERIAL SAMPLE LOG

Client:	City of Stevens Point	NorthStar No.:	210-1205
Location:	1700 Strong's Avenue Stevens Point, WI	Date Collected:	October 29, 2021
Work Area:	Pre-Demolition	Technician:	Dustin Gaede

Sample ID	Floor Level	Material Location	Material Sample	Description	Asbestos Content
1205-1	2 nd Floor	Balcony	Plaster Skim Coat (wall)	Off-White	None Detected
1205-2	2 nd Floor	Balcony	Plaster Base Coat (wall)	Gray	None Detected
1205-3	2 nd Floor	Balcony	Blown-in Insulation (exterior wall cavity)	Gray	None Detected
1205-4	2 nd Floor	Balcony	Wall Paper (on plaster)	Blue	None Detected
1205-5	2 nd Floor	Balcony	Wall Paper Adhesive (on plaster)	Off-White	None Detected
1205-6	2 nd Floor	Balcony	Blown-in Insulation (ceiling)	White	None Detected
1205-7	1 st Floor	Entry	Plaster Skim Coat (ceiling)	Off-White	None Detected
1205-8	1 st Floor	Entry	Plaster Base Coat (ceiling)	Gray	None Detected
1205-9	1 st Floor	Rear Entry (nw end)	Vinyl Sheet Flooring (top layer)	Beige/Tan Square Pattern	None Detected
1205-10	1 st Floor	Rear Entry (nw end)	Vinyl Sheet Flooring Adhesive (top layer)	Off-White	None Detected
1205-11	1 st Floor	Rear Entry (nw end)	Floor Tile (bottom layer)(on wood)	Green	None Detected
1205-12	1 st Floor	Rear Entry (nw end)	Floor Tile Adhesive (bottom layer)(on wood)	Black	None Detected
1205-13	1 st Floor	Rear Entry (nw end)	Felt Underlayment (on wood)	Black	None Detected
1205-14	1 st Floor	Rear Entry (nw end)	4" Vinyl Baseboard (on drywall/plaster)	Gray	None Detected
1205-15	1 st Floor	Rear Entry (nw end)	Vinyl Baseboard Adhesive (on drywall/plaster)	Tan	None Detected
1205-16	1 st Floor	Rear Entry (nw end)	Drywall/Joint Compound Composite	White	None Detected
1205-17	1 st Floor	Rear Entry (nw end)	2'x4' Ceiling Tile	Pinhole Cratered	None Detected
1205-18	1st Floor	Restroom	HVAC Duct Wrap	White	65% Chrysotile
1205-19	1 st Floor	Storage Room	Plaster Skim Coat (on lath)	White	None Detected
1205-20	1 st Floor	Storage Room	Plaster Base Coat (on lath)	Gray	None Detected

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

ASBESTOS MATERIAL SAMPLE LOG

Client:	City of Stevens Point	NorthStar No.:	210-1205
Location:	1700 Strongs Avenue Stevens Point, WI	Date Collected:	October 29, 2021
Work Area:	Pre-Demolition	Technician:	Dustin Gaede

Sample ID	Floor Level	Material Location	Material Sample	Description	Asbestos Content
1205-21	1 st Floor	Storage Room	Fiberboard Wall Covering	Tan	None Detected
1205-22	1st Floor	Storage Room	Floor Vent Insulation (on wood/metal)	White	65% Chrysotile
1205-23	1 st Floor	Studio (old sanctuary)	Plaster Skim Coat (on lath)	White	None Detected
1205-24	1 st Floor	Studio (old sanctuary)	Plaster Base Coat (on lath)	Gray	None Detected
1205-25	1 st Floor	Studio (old sanctuary)	Interior Window Glazing (on stained glass)	Beige	None Detected
1205-26	1 st Floor	Studio (old sanctuary)	Foam Insulation Adhesive	Tan	None Detected
1205-27	1 st Floor	Stairs (east to bsmnt)	Drywall	White	None Detected
1205-28	Basement	Landing	Plaster Skim Coat (on lath)	White	None Detected
1205-29	Basement	Landing	Plaster Base Coat (on lath)	Gray	None Detected
1205-30	Basement	Landing	Ceiling Texture (on drywall)	Swirl Pattern	None Detected
1205-31	Basement	Landing	Drywall (ceiling)	White	None Detected
1205-32	Basement	Locker Room	Ceiling Texture (on drywall)	Swirl Pattern	None Detected
1205-33	Basement	Basement Entry/ North Stairs	Carpet Adhesive (on concrete)	Yellow	None Detected
1205-34	Basement	Basement Entry/ North Stairs	Textured Paint (on concrete/stone)	White	None Detected
1205-35	Basement	Basement Entry/ North Stairs	Textured Paint (on concrete/stone)	White	None Detected
1205-36	Basement	Basement Entry/ North Stairs	Textured Paint (on concrete/stone)	White	None Detected
1205-37	Basement	Restroom	4" Vinyl Baseboard (on plaster/stone)	White	None Detected
1205-38	Basement	Restroom	Vinyl Baseboard Adhesive (on plaster/stone)	White	None Detected

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

ASBESTOS MATERIAL SAMPLE LOG

Client:	City of Stevens Point	NorthStar No.:	210-1205
Location:	1700 Strongs Avenue Stevens Point, WI	Date Collected:	October 29, 2021
Work Area:	Pre-Demolition	Technician:	Dustin Gaede

Sample ID	Floor Level	Material Location	Material Sample	Description	Asbestos Content
1205-39	Basement	Restroom	Wall Texture (type 2) (on stone)	White	None Detected
1205-40	Basement	Restroom	Wall Texture (type 2) (on stone)	White	None Detected
1205-41	Basement	Restroom	Wall Texture (type 2) (on stone)	White	None Detected
1205-42	Basement	Restroom	Ceiling Texture (type 2) (on plaster)	White	None Detected
1205-43	Basement	Restroom	Ceiling Texture (type 2) (on plaster)	White	None Detected
1205-44	Basement	Restroom	Ceiling Texture (type 2) (on plaster)	White	None Detected
1205-45	Basement	Restroom	Plaster Coating (ceiling)	Off-White	None Detected
1205-46	Basement	Restroom	Plaster Skim Coat (ceiling)(on lath)	White	None Detected
1205-47	Basement	Restroom	Plaster Base Coat (ceiling)(on lath)	White	None Detected
1205-48	Basement	Utility Room	Vinyl Sheet Flooring (on concrete)	Off-White	None Detected
1205-49	Basement	Utility Room	Vinyl Sheet Flooring Adhesive (on concrete)	Yellow	None Detected
1205-50	Basement	Utility Room	Water Pipe Insulation	Beige	10% Chrysotile
1205-51	Basement	Utility Room	2'x4' Ceiling Tile	Cratered	None Detected
1205-52	Basement	Utility Room	Drywall/Joint Compound Composite	White/Beige	<1% Chrysotile Point Count: 0.10%
1205-53	Basement	Rear Stairway	Vinyl Sheet Flooring (on concrete)	White/Brown	None Detected
1205-54	Basement	Rear Stairway	Vinyl Sheet Flooring Adhesive (on concrete)	Yellow	None Detected
1205-55	Basement	Rear Stairway	Single Coat Plaster (wall)(on lath)	White/Gray	None Detected
1205-56	Basement	Kitchen	Vinyl Sheet Flooring (on concrete)	White/Brown	None Detected
1205-57	Basement	Kitchen	Vinyl Sheet Flooring Adhesive (on concrete)	Yellow	None Detected

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

ASBESTOS MATERIAL SAMPLE LOG

Client:	City of Stevens Point	NorthStar No.:	210-1205
Location:	1700 Strongs Avenue Stevens Point, WI	Date Collected:	October 29, 2021
Work Area:	Pre-Demolition	Technician:	Dustin Gaede

Sample ID	Floor Level	Material Location	Material Sample	Description	Asbestos Content
1205-58	Basement	Kitchen	Wall Paneling Adhesive (on plaster)	Brown	2% Chrysotile
1205-59	Basement	Kitchen	Ceiling Texture (on drywall)	Swirl Pattern	None Detected
1205-60	Basement	Kitchen	Sink Undercoating (on metal)	Pink	3% Chrysotile
1205-61	Basement	Studio	Drywall/Joint Compound Composite	White	<1% Chrysotile
1205-62	Basement	Studio	Insulation (wall)	Brown	None Detected
1205-63	Basement	Studio	Ceiling Texture (on drywall)	Swirl Pattern	None Detected
1205-64	Exterior	North Wall	Basement Window Glazing (sh/2p)	Off-White	None Detected
1205-65	Exterior	North Wall	Storm Window Glazing	Beige	2% Chrysotile Point Count: 0.6%
1205-66	Exterior	South Wall	Basement Window Glazing (sh/2p)(type 2)	Off-White	None Detected
1205-67	Exterior	West Wall	Felt Vapor Barrier	Tan	None Detected
1205-68	Exterior	West Wall	Window Glazing (dh/2p)	Off-White	None Detected
1205-69	Exterior	West Wall	Storm Window Glazing (sh/2p)	Off-White	None Detected

City of Stevens Point

**Commercial Building
1700 Strong's Avenue
Stevens Point, WI**

October 29, 2021

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

November 9, 2021

City of Stevens Point
c/o Ryan Kernosky
1515 Strongs Avenue
Stevens Point, WI 54481

Project:	Pre-Demolition Inspection: Lead Paint
Site:	1700 Strongs Avenue Stevens Point, WI
Work Area:	Cementitious Materials
Site Date:	October 29, 2021
NorthStar No.:	210-1205

NorthStar Environmental Testing, LLC (NorthStar) was authorized by Ryan Kernosky on behalf of City of Stevens Point to perform limited, non-destructive testing for the presence of lead in paint on painted cementitious surfaces prior to potential disturbance by specific demolition activity.

Testing for lead-based paint was limited to accessible cementitious surfaces (concrete, concrete block, brick, etc.) likely to be impacted by demolition for potential disposal/recycling issues. A surface-by-surface visual assessment of painted components was conducted to determine which surfaces to test.

Inaccessible areas hidden from view or contained within or behind other building materials may contain additional areas of suspect lead-based paint. Any additional surfaces not specifically identified should be assumed to contain lead-based paint unless tested and proven otherwise.

TESTING SUMMARY:

Testing Date:	October 29, 2021		
Building/Site:	1700 Strongs Avenue Stevens Point, WI		
Building Type:	Commercial (former dance studio)	Building Age:	Pre-1978
Contact:	Ryan Kernosky (City of Stevens Point) Phone: 715.204.2030		
Work Area:	Pre-Demolition		
Materials Tested Pre-Demolition:	Representative painted cementitious building materials prior to demolition/recycling.		
Lead Paint for Demolition Items:	Basement Utility Room – Stone Foundation Walls (sides C and D)		
Visual Assessment:	Lead-based paint identified on the cementitious surfaces was found to be in poor condition.		
Sampling Tech:	Dustin Gaede		
Cert No.:	LRA-238193		
Lead Company:	DHS-925800 Expiration Date: 08/01/2023		
Testing Equipment:	Heuresis PB 200i, Serial Number: 2311		

LEAD PAINT SUMMARY:

Testing for lead-based paint analyzes all layers of paint on a particular surface area simultaneously. The testing does not specifically identify which layer or color of paint contains lead. A positive testing location entails that some layer of paint on that particular surface contains lead in paint in excess or equal to 1.0 mg/cm².

The following material locations tested positive for lead:

Reading No	Wall	Structure	Location	Member	Paint Condition	Substrate	Color	Lead (mg/cm ²)
Basement Utility Room								
17	C	Wall	U Ctr		Poor	Stone	White	1.6
18	D	Wall	U Ctr		Poor	Stone	White	1.9

- Wall A is the road side of the building (Strong's Ave). Walls B/C/D are determined clockwise from Wall A.
- All similar materials with the same paint history are to be categorized in the same manner. For example if a window sill on side A is positive for lead-based paint, then all similar window sills are assumed to contain lead-based paint unless specifically tested and proven otherwise.
- Additional areas of lead-based paint are possible in inaccessible areas, areas hidden from view or materials/substrates contained behind or within other building materials.

Please see “Lead Paint XRF Testing Data” for a complete listing of all surfaces tested.

DISCUSSION:

The testing performed was limited in scope and does not constitute a full lead paint inspection. Demolition activity beyond the anticipated work scope specified at the time of our site visit may require additional testing prior to disturbance.

The United States Federal Government through the Environmental Protection Agency (EPA) and Housing and Urban Development (HUD) defines lead-based paint as equal to or greater than 1.0 mg/cm² measured by XRF analysis, or 0.5% (5000 ppm) measured by weight through laboratory analysis. The State of Wisconsin has adopted the same definition of lead bearing paint (mainly for commercial HUD applications) as that which is equal to or greater than 1.0 mg/cm² or 0.5% (5000 ppm) respectively.

Our non-destructive testing by x-ray fluorescence has been performed in an attempt to screen for areas with quantifiable lead above regulatory limits on painted substrates. The reportable limit of detection is essentially 1.0 mg/cm² by XRF analysis and therefore paint chip analysis would be recommended for a more accurate determination of lead in paint below this level or for results to rule out lead in any quantifiable amount. The testing equipment is calibrated against a known standard before and after actual substrate testing.

For worker exposure applications, lead in any quantifiable amount, and disturbance of the material creating dust and/or fumes and subsequent potential worker exposure would be regulated by the OSHA lead in construction standard (29 CFR 1926.62).

Lead-bearing waste may be managed through recycling, used as fill or may require disposal depending on the results. Materials found to contain no lead (<1.0 mg/cm² by XRF or 5,000 PPM by paint chip analysis) may be considered clean for recycling purposes. Items found to contain lead in quantities equal to or greater than 1.0 mg/cm² would require proper landfill disposal or additional Toxicity Characteristic Leaching Procedure (TCLP) testing to further evaluate the waste.

REMARKS:

The testing and subsequent report has been performed according to applicable regulations and generally accepted industry standards and practices in this locality under similar conditions. Information provided to us by the building owner/occupant, client or other interested party that may have been utilized in the performance and reporting of the testing was accepted in good faith and can only be assumed to be accurate. The findings and recommendations made are representative of our professional opinion based on currently available information; no other warranty is implied or intended.

Please contact us if you have any questions regarding the presented information or the project in general.

Sincerely,

NorthStar Environmental Testing, LLC.



David Barrett
Senior Project Manager



Dustin Gaede
Project Technician
LRA-238193

attach: Lead Paint XRF Testing Data

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LEAD PAINT XRF TESTING DATA

CLIENT:	City of Stevens Point	NORTHSTAR NO.:	210-1205
LOCATION:	1700 Strong's Avenue Stevens Point, WI	SITE DATE:	October 29, 2021
WORK AREA:	Pre-Demolition	TECH:	Dustin Gaede

Reading No	Wall	Structure	Location	Member	Paint Condition	Substrate	Color	Lead (mg/cm2)
Pre-Calibration								
1								1.1
2								1.1
3								1.1
4								0
Exterior								
26	A	Stairs	Rgt	Treads	Poor	Concrete	Blue	0.3
Rear Stairway								
5	A	Wall	U Ctr		Poor	Stone	White	0.2
6	B	Wall	U Ctr		Poor	Stone	White	0.5
7	C	Wall	U Ctr		Poor	Stone	White	0.5
8	D	Wall	U Ctr		Poor	Stone	White	0.5
9	D	Stairs	Ctr	Treads	Poor	Concrete	White	0.6
Basement Restroom								
10	B	Wall	U Ctr		Poor	Concrete	White	0.1
11	C	Wall	U Ctr		Poor	Concrete	White	0.2
12	D	Wall	U Ctr		Poor	Concrete	White	0.1
Basement Hallway								
13	C	Wall	U Ctr		Intact	Con Block	White	0
14	B	Wall	U Lft		Intact	Con Block	White	0
Basement Stairway to Storage								
15	B	Wall	U Lft		Intact	Con Block	White	0
Basement Utility Room								
16	B	Wall	U Ctr		Poor	Con Block	White	0
17	C	Wall	U Ctr		Poor	Stone	White	1.6
18	D	Wall	U Ctr		Poor	Stone	White	1.9
19	A	Wall	U Lft		Intact	Con Block	White	0.1
Basement Storage Room								
20	A	Wall	U Ctr		Intact	Concrete	White	0
21	C	Wall	U Ctr		Intact	Concrete	White	0
22	D	Wall	U Ctr		Intact	Concrete	White	0
23	B	Wall	U Ctr		Intact	Stone	White	0.1
24	B	Ceiling			Intact	Stone	White	0
25	B	Floor			Poor	Stone	Red	0.3

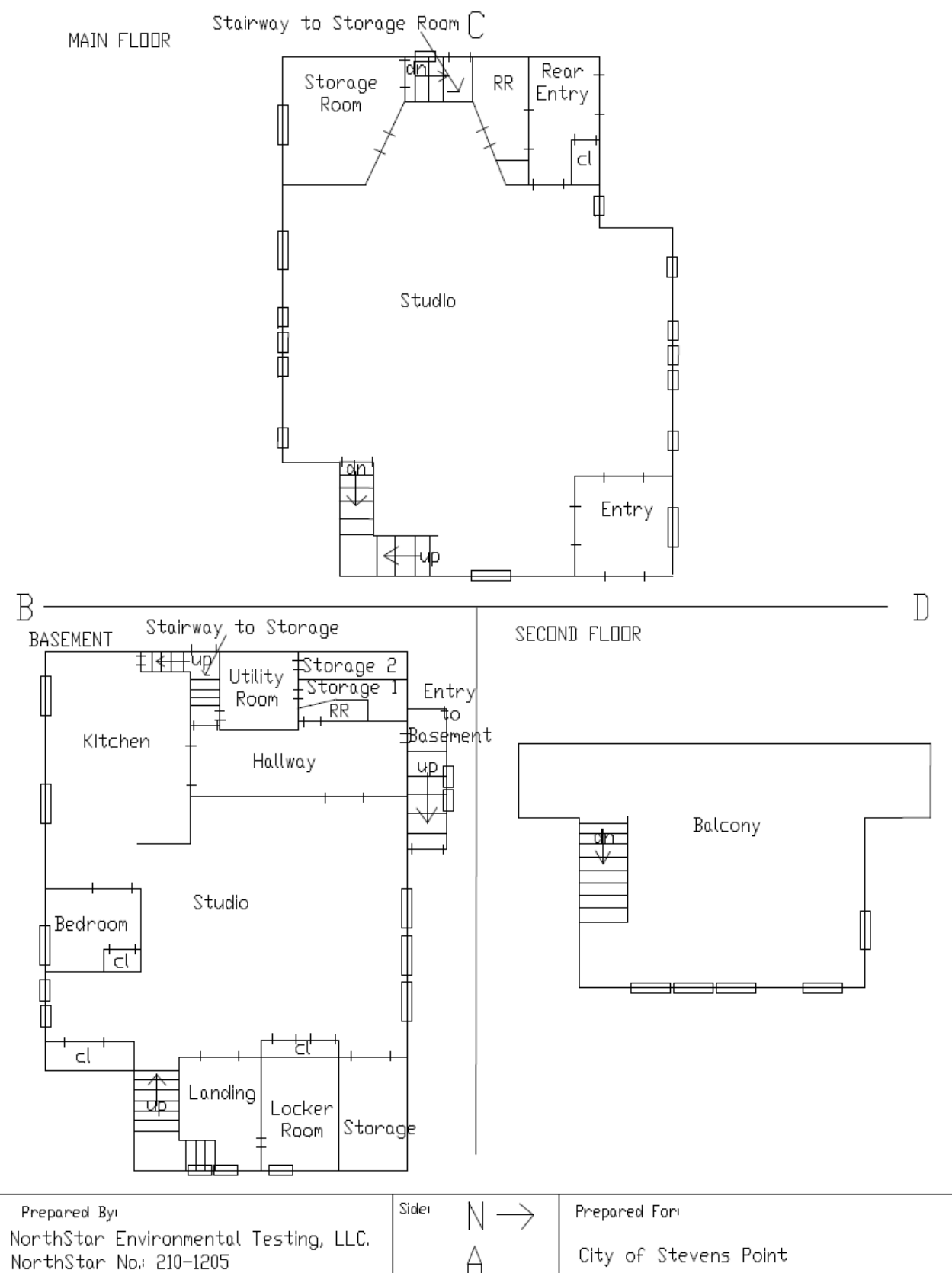
Reading No	Wall	Structure	Location	Member	Paint Condition	Substrate	Color	Lead (mg/cm2)
Post-Calibration								
27								1
28								1.1
29								1.1
30								0

- The State of Wisconsin defines lead bearing paint as that which is equal to or greater than 1.0 mg/cm²
- Readings with a negative value (i.e. -0.1) are equivalent to 0.0
- Wall A is road side (Strong's Ave) of the building. Walls B/C/D are determined clockwise from Wall A.

City of Stevens Point

**Commercial Building
1700 Strong's Avenue
Stevens Point, WI**

October 29, 2021



NorthStar Environmental Testing, LLC.

COPY

Company Certificate

This certifies that

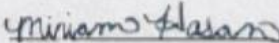
NORTHSTAR ENVIRONMENTAL TESTING LLC
1006 WESTERN AVE
MOSINEE WI 54455-1530

is certified under ch. DHS 159, Wis. Adm. Code as a

Asbestos Company -- Primary

Certificate Issue Date: 08/03/2021
 Expiration Date: 08/01/2023, 12:01 a.m.
 Certification #: CAP-925800

Wisconsin Department of Health Services
 Division of Public Health
 Bureau of Environmental and Occupational Health
 Asbestos & Lead Section
 PO Box 2659
 Madison WI 53701-2659
 Phone: (608) 261-6876

Miriam Hasan, Unit Supervisor



COPY

Company Certificate

This certifies that

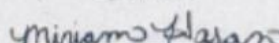
NORTHSTAR ENVIRONMENTAL TESTING LLC
1006 WESTERN AVE
MOSINEE WI 54455-1530

is certified under ch. DHS 163, Wis. Adm. Code as a

Lead Company

Certificate Issue Date: 08/03/2021
 Expiration Date: 08/01/2023, 12:01 a.m.
 Certification #: DHS-925800

Wisconsin Department of Health Services
 Division of Public Health
 Bureau of Environmental and Occupational Health
 Asbestos & Lead Section
 PO Box 2659
 Madison WI 53701-2659
 Phone: (608) 261-6876

Miriam Hasan, Unit Supervisor



MAVO SYSTEMS

WISCONSIN, LLC MBE

Environmental and Specialty
Contracting Services

CONFIDENTIAL PROPOSAL

DATE: January 3, 2022

TO:	Executive Director of the City Redevelopment Authority	PROPOSAL NO:	W22101
ADDRESS:	1515 Strong's Ave.	DESCRIPTION OF WORK:	Asbestos Abatement
CITY, STATE, ZIP:	Stevens Point WI 54481	SITE LOCATION:	Commercial building
ATTENTION:	Ryan J. Kernosky	ADDRESS:	1700 Strong's Ave.
PHONE:		CITY, STATE, ZIP:	Stevens Point WI 54481
Mobile			
FAX NO:		EMAIL ADDRESS:	rkernosky@stevenspoint.com

Mavo Systems Wisconsin, LLC. proposes the following scope of work:

Removal of approximately 108 SF of duct Wrap, 4 SF of floor vent insulation, 6 LF of pipe insulation, one sink, one electric panel and five stored windows. Per page 2 of 20 In the asbestos survey report.

\$1,820.00

If additional material is discovered it can be removed on a Time and material basis: \$86.00 per hour.

Lead paint to remain in place for demo. For MAVO to remove the lead, add \$8,400.00

If any additional material is found and total material goes over the DNR limit of 160 SF or 260 LF, there would be an addition DNR fee, as well. Depending on the quantity.

Work to be done during normal business hours. Water and power to be provided by MAVO.

DNR notification and fee (\$135) included. Disposal included.

Work is done following all federal and state regulations for the material being removed.

Pricing subject to change if material or quantity to be removed is other than previously disclosed.

We propose to furnish material and labor - complete in accordance with above Scope of Work, for the sum of:

Onethousandeighthundredtwenty and 00/100

dollars

Terms of payment: Net 30 days.

Payment(s) to be made as follows:

In the event payment(s) are not made as outlined herein, the undersigned agrees to pay all costs of collection and attorney's fees incurred by Mavo Systems, Inc. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All material is guaranteed to be specified. The Work will be performed with due professional care, in a workmanlike, professional, timely and diligent manner and in accordance with standards of care, skill and diligence consistent with recognized and sound industry practices, procedures and techniques. This warranty excludes all implied warranties. All agreements contingent upon strikes, accidents or delays beyond our control.

Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation. Owner agrees to supply Mavo Systems, Inc. with 110 volt power and portable water to complete the cleaning process. Mavo Systems adheres to all state tax laws. If applicable, sales tax will be added/charged.

Authorized Signature



Note: This proposal may be withdrawn by us if not accepted within 90 days

Gary Schneider, Operations Manager

Acceptance of Proposal:

The above prices, specifications and conditions
are satisfactory and are hereby accepted.

Signature: _____

You are authorized to do the work as specified.

Payment will be made as outlined.

Date: _____

4455 Stewart Avenue, Wausau, WI 54401

gschneider@mavo.com

(715) 849-9754 phone

(715) 849-9759 fax



December 30, 2021

City Redevelopment Authority City Hall
1515 Strong's Avenue
Stevens Point, WI 54481

**RE: Asbestos Abatement Service
Common Bldg
1700 Strong's Avenue
Stevens Point, WI**

DJK Proposal #: B21-12624

Dear City Redevelopment Authority,

Thank you for this opportunity to present our proposal for **Asbestos Abatement Services at the Property located at 1700 Strong's Avenue, Stevens Point, WI.**

DJK Environmental, LLC, (DJK) proposal is based on information received from North Stars Inspection Report dated November 9, 2021. This will include the estimated time and materials involved in completing the project in conformance with all government regulations.

SCOPE OF WORK

- **Asbestos Abatement:**
 - Removal & Disposal of Approx.
 - 1. Asbestos containing duct wrap. Approx. 108 Sq. Ft. throughout building.
 - 2. 4 Sq. Ft. floor vent insulation.
 - 3. 6 Ln. Ft. water pipe insulation.
 - 4. 1 sink undercoating- sink will be removed.
 - 5. 1 Electric panel- transite component.
 - 6. 5 Windows- stored in basement.
 - 7. All materials will be properly packaged, labeled, double bagged and taken off-site to be disposed of at a DNR approved landfill.
 - 8. All asbestos abatement performed will be in compliance with all Federal, State and Local regulations.
 - 9. This price includes the cost of all permits/notifications required.
 - 10. A comprehensive closure report will be issued within 5 days of completion of project. This report will include all critical aspects of the asbestos project.
 - 11. Project Duration: 1-2 Days
 - 12. *For the safety of our clients it is highly recommended that the property be vacant during abatement. Entry into containment area by client or persons without proper personal protective equipment (PPE), purchased solely from DJK and escorted by a DJK employee could lead to possible bodily harm of themselves and/or others and could potentially contaminate other areas of the property. If entry is breached by said persons, DJK will not be held accountable for any harm or possible contamination outside of the work area. Any contractors or outside sources performing other scopes of work will not be allowed on-site during abatement, unless specified by a DJK project supervisor.*

13. Client has the right to cancel project at any time prior to abatement, however any cost incurred for permits, equipment and/or dumpster rentals after verbal consent/email or signing of this proposal will be solely the Client's responsibility.

COST ESTIMATE

DJK Environmental, LLC. will provide professional services and materials in accordance with the current regulations.

ASBESTOS ABATEMENT	LUMP SUM	\$2,800.00
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FINAL AIR CLEARANCE	Included	\$225.00
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****Required if owner is not the occupant of the property**

****Optional IF Owner OCCUPIED**

*****PRICE IS PER AREA**

Please note: All air results have a next day turn-around-time, this excludes any work completed on Fridays, Weekends or Holidays. Air results are based off OSHA's standard of clean air. Final walk thru cannot be performed until after air results have passed, unless owner is fully equipped with PPE, which can be purchased from DJK at a cost of \$50.00 – NO EXCEPTION

ALL ITEMS MUST BE REMOVED FROM THE WORK AREA PRIOR TO ABATEMENT. DJK IS NOT RESPONSIBLE FOR DAMAGE CAUSED TO ITEMS LEFT IN THE WORK AREA. IF APPLIANCES ARE LEFT IN THE WORK AREA, I.E. STOVE, FRIDGE, WASHER, DRYER, ETC., FLOORING WILL NOT BE REMOVED BENEATH THESE ITEMS.

IF FLOORING TO BE REMOVED IS BENEATH TOILETS, SINKS/CABINETS, OWNER MUST DISCONNECT AND REMOVE THESE ITEMS PRIOR TO ABATEMENT. IF THESE ITEMS REMAIN, FLOORING WILL NOT BE REMOVED BENEATH, BUT RATHER CUT FLUSH WITH SAID TOILET, SINKS OR CABINETS. DJK IS NOT RESPONSIBLE FOR AN ACCIDENTAL DAMAGE CAUSED BY FLOORING REMOVAL.

DJK DOES NOT DISCONNECT GAS OR WATER TO APPLIANCES. APPLIANCES MUST BE DISCONNECTED PRIOR TO ABATEMENT.

_____ **CUSTOMER INITIAL**

Payment is due at the completion of the project. We accept payment in the form of a check or via credit/debit card. A fee of 3% will be added for all credit/debit card transactions. A Closure Report within 5 business days from the completion of the project. This proposal may be withdrawn if not accepted within 15 days.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions or comments or need for additional information concerning this proposal, please do not hesitate to contact me at (414) 539-4569.

Sincerely,
DJK Environmental, LLC.

Cancellation Policy: If project is cancelled within 72 hours of agreed upon date (business days), a fee of \$400 will be owed to DJK for administrative costs, notification, permits, etc. All cancellations and/or reschedules MUST be done via email. - NO EXCEPTIONS

DJK Proposal #B21-12624, Dated December 30, 2021.

Owner/Owner's Rep Signature _____ **Date** _____

Abatement Date _____

DJK Environmental, LLC.

GENERAL TERMS AND CONDITIONS

1. COMPENSATION FOR "SERVICES"

"Services" will be invoiced as indicated in the DJK ENVIRONMENTAL, LLC, Proposal and Fee Schedule(s) attached and made a part of these general terms and conditions. Unless otherwise stated, any cost estimate of compensation for "Services" presented in our proposal is for budgeting purposes only and is not a fixed lump-sum. All costs incurred to complete a project regardless if they are less or greater than the cost estimate will be invoiced unless prior written notification is received to stop work. If it becomes apparent that the budgetary estimate is not sufficient to complete the Project in a satisfactory manner, the CLIENT will be advised. DJK ENVIRONMENTAL, LLC, reserves the right, upon written notice, to escalate the rate on rate-based reimbursable contracts. This rate change normally occurs annually, at the beginning of the calendar year. The amount of any excise, VAT, sales or gross receipts tax that may be imposed shall be added to the total compensation for "Services" as determined herein.

2. INVOICES AND PAYMENTS

Invoices will be submitted once a month or upon completion of "Services," whichever occurs earlier, and payment is due upon receipt of the invoice. A 1½% per month interest will be added to all accounts which are not paid within thirty (30) days of date of invoice. In addition, DJK ENVIRONMENTAL, LLC, may, after giving seven (7) days written notice to CLIENT, suspend "Services" under this Agreement until DJK ENVIRONMENTAL, LLC, has been paid in full all amounts due for "Services" and interest charges. CLIENT shall pay the reasonable attorney's fees and costs incurred by DJK ENVIRONMENTAL, LLC. That results from CLIENT'S failure to pay "Services" and interest charges. If CLIENT institutes a lawsuit against DJK ENVIRONMENTAL, LLC, which is dismissed, or which judgment is rendered for DJK ENVIRONMENTAL, LLC, CLIENT will pay DJK ENVIRONMENTAL, LLC, for all costs of defense, including reasonable attorney's fees, expert witness fees and costs.

DJK ENVIRONMENTAL, LLC
498 RIVER STREET
WILD ROSE, WI 54984

3. LIEN NOTICE

As required by the Wisconsin construction lien law, DJK ENVIRONMENTAL, LLC., hereby notifies CLIENT that persons or companies furnishing labor or materials for the construction or project on CLIENT'S land may have lien rights on CLIENT'S land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned DJK ENVIRONMENTAL, LLC., are those who contract directly with the CLIENT or those who give the CLIENT notice within 60 days after they first furnish labor or materials for the construction or project. Accordingly, CLIENT probably will receive notices from those who furnish labor or materials for the mortgage lender, if any. DJK ENVIRONMENTAL, LLC, agrees to cooperate with the CLIENT and the CLIENT'S lender, if any, to see that all potential lien claimants are paid.

4. DOCUMENTS

All documents prepared or furnished by DJK ENVIRONMENTAL, LLC., pursuant to this Agreement shall be the property of DJK ENVIRONMENTAL, LLC. Any reuse without written authorization or adaptation by DJK ENVIRONMENTAL, LLC, for the specific purpose intended will be at CLIENT'S sole risk and without liability or legal exposure to DJK ENVIRONMENTAL, LLC, or to DJK ENVIRONMENTAL, LLC, independent professional associates or consultants, and CLIENT shall indemnify and hold harmless DJK ENVIRONMENTAL, LLC., and DJK ENVIRONMENTAL, LLC, independent professional associates or consultants from all claims damages, losses and expenses including attorney's fees arising out of or resulting therefrom Unless otherwise expressly agreed to in writing by the parties hereto, nothing in this Agreement shall be interpreted to prevent DJK ENVIRONMENTAL, LLC, from application and use of any information learned by it from this Project.

5. REPRESENTATIONS, WARRANTIES AND COVENANTS OF DJK ENVIRONMENTAL, LLC.

DJK ENVIRONMENTAL, LLC, opinions, conclusions, recommendations and report will be prepared in accordance with the proposal and general terms and conditions and no other warranties, representations, guarantees or certifications will be made. DJK ENVIRONMENTAL, LLC MAKES NO WARRANTY, EXPRESSED OR IMPLIED IN FACT OR BY LAW, INCLUDING MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR OTHERWISE, CONCERNING ANY OF THE MATERIALS OR "SERVICES" WHICH MAY BE FURNISHED BY DJK ENVIRONMENTAL, LLC, TO CLIENT.

6. LIMITATION ON THE SCOPE OF SERVICES

Any hazardous waste, substances, materials, pollutants or contaminants shall at all times be and remain CLIENT'S exclusive property and responsibility. Any arrangements and/or actions which may be taken by DJK ENVIRONMENTAL, LLC, for disposal, treatment, storage or transport of any such materials shall be made solely and exclusively for CLIENT'S benefit and CLIENT shall indemnify and hold DJK ENVIRONMENTAL, LLC, harmless against any liability for such arrangements or actions.

7. LIMITATION OF DJK ENVIRONMENTAL, LLC, LIABILITY

(a) Except for claims under circumstances caused by the willful or intentional misconduct of DJK ENVIRONMENTAL, LLC., any and all liability or claim for damages levied against DJKENVIRONMENTAL, LLC, whether based upon contract, tort, breach of warranty, professional negligence (including errors, omissions or other professional acts), or otherwise, including claims against employees, agents, directors, officers, contractors, and subcontractors, shall be limited to the greater of: (i) the amount of DJK ENVIRONMENTAL, LLC, Total Compensation, or (ii) the limits of coverage under DJK ENVIRONMENTAL, LLC, insurance policies. "Total Compensation" for purposes of this Agreement shall be defined to include the costs associated with the original scope of "Services," as identified on the signature sheet and any directly related Agreement Modifications. (b) In no event shall DJK ENVIRONMENTAL, LLC, be responsible for any incidental, indirect, impact, consequential damages (including loss of profits) or cost of defense incurred by CLIENT or any third-party as a result DJK ENVIRONMENTAL, LLC, performance or nonperformance of any "Services" beyond the limits set forth in Subparagraph (a), above. (c) All claims, whether based upon contract, tort, breach of warranty, professional negligence (including errors, omissions or other professional acts), or otherwise, shall be deemed waived and forever barred unless a lawsuit commences by CLIENT against DJK ENVIRONMENTAL, LLC within one (1) year after DJK ENVIRONMENTAL, LLC, completion of the "Services" with respect to which the claim is made.

8. CLIENT INDEMNIFICATION OF DJK ENVIRONMENTAL, LLC

CLIENT shall, to the maximum extent permitted by law, save, defend, indemnify and hold harmless DJK ENVIRONMENTAL, LLC, and its directors, officers, shareholders, employees, contractors, subcontractors, agents or affiliates (herein collectively called "Indemnified Parties") from and against any and all suits, actions, legal or administrative proceedings, claims, demands, actual damages, fines, punitive damages, losses, costs, liabilities, interest and attorney's fee (including any such fees and expenses incurred in enforcing this indemnity) which: (a) exceed the limitation on DJK ENVIRONMENTAL, LLC, liability provided for in Paragraph 8 or (b) which result from, arise out of or are in any way connected with; (i) the misrepresentations, intentional misconduct, negligent or improper acts or omissions of CLIENT, CLIENT'S employees, agents and subcontractors and their employees or agents; (ii) the release of any hazardous substance, unless caused by DJK ENVIRONMENTAL, LLC, intentional misconduct; or (iii) the release of any pollutant or contaminant in any way connected with generation, treatment, transportation, storage or disposal of waste materials, unless caused by the intentional misconduct of DJK ENVIRONMENTAL, LLC.

9. MODIFICATIONS TO THE AGREEMENT

These General Terms and Conditions together with the Proposal constitutes the entire Agreement between the parties and may be modified only by written amendment executed by CLIENT and DJK ENVIRONMENTAL, LLC.

10. PROJECT DELAYS

If DJK ENVIRONMENTAL, LLC, is delayed at any time in the progress of "Services" for any specific activity by an act, failure to act or neglect of CLIENT or CLIENT's employees or any other party; by changes in the scope of "Services"; by unforeseen circumstances including acts of force majeure, including without limitation Acts of God, fires, flood, or other catastrophe, riots, strikes; foreign or domestic governmental acts or regulations; by delay authorized by CLIENT by inclement weather; or by any cause beyond the reasonable control of DJK ENVIRONMENTAL, LLC, then the time for completion shall be extended. DJK ENVIRONMENTAL, LLC, shall receive an equitable compensation adjustment if the delays caused by any of the above results in changes, require additional "Services," or result in additional costs to DJK ENVIRONMENTAL, LLC.

11. TERM OF THE AGREEMENT

This Agreement shall remain in full force and effect until (i) DJK ENVIRONMENTAL, LLC, completion of the "Services" which it is to perform for CLIENT; or (ii) termination by either party upon no less than ten (10) days' prior written notice. Completion of "Services" shall be defined as occurring at the earlier of (1) the date when required submittals receive CLIENT's final acceptance or (2) thirty (30) days after the date when such submittals are submitted to CLIENT for final acceptance or (2) thirty (30) days after the date when such submittals are submitted to CLIENT for final acceptance. If CLIENT exercises its right to terminate this Agreement, CLIENT agrees to DJK

ENVIRONMENTAL, LLC, for (a) all "Services" performed and (b) all "Services" performed and/or expenses incurred winding up "Services" begun before notice of termination is received by DJK ENVIRONMENTAL, LLC. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. Any right (including, but not limited to indemnity) or duty of a party based on either performance or a breach of this Agreement, prior to the effective date of termination, shall survive.

12. OPINIONS OF COST

DJK ENVIRONMENTAL, LLC, opinion of probable construction/remediation costs and/or operations and maintenance costs provided for herein are to be made on the basis of DJK ENVIRONMENTAL, LLC, judgment and experience. But DJK ENVIRONMENTAL, LLC, cannot and does not guarantee that proposals, bids, or total construction/remediation costs will not vary from opinions of probable cost prepared by DJK ENVIRONMENTAL, LLC.

13. SHOP DRAWINGS

DJK ENVIRONMENTAL, LLC, shall review and approve (or take other appropriate action in respect of) shop drawings, samples and other data which contractor(s) are required to submit, but only for conformance with the design concept of the project and compliance with the information given in this Agreement. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction. Notwithstanding the foregoing, should such contractor(s) fail to perform their work in accordance with the contract documents, DJK ENVIRONMENTAL, LLC, will advise the CLIENT of such failure promptly after DJK ENVIRONMENTAL, LLC, has actual knowledge of the same.

14. INSURANCE

DJK ENVIRONMENTAL, LLC., will carry worker's compensation insurance and public liability and property insurance as DJK ENVIRONMENTAL, LLC., deems adequate. Certificates of insurance will be provided to CLIENT upon request. DJK ENVIRONMENTAL, LLC., shall not be responsible for liability for items not covered by such policies, or liability beyond the limits and conditions stated therein.

15. -----BLANK-----

16. RIGHT OF ENTRY

Unless otherwise agreed, CLIENT will furnish right-of-access on the land for DJK ENVIRONMENTAL, LLC, to perform the "Services" including, surveys, sampling, explorations or other necessary investigations. DJK ENVIRONMENTAL, LLC will take reasonable precautions to minimize damage to the land resulting from DJK ENVIRONMENTAL, LLC, operations (whether land is owned by Client or others) but has not included in its compensation the cost for restoration of damage including but not limited to damage to asphalt concrete, or grass. If CLIENT DJK ENVIRONMENTAL, LLC, to restore land to its former condition, this will be accomplished and the cost will be added to the total compensation.

17. FIELD OBSERVATION, MONITORING AND TESTING

The purpose of DJK ENVIRONMENTAL, LLC, presence at the site is to enable DJK ENVIRONMENTAL, LLC, to better carry out the duties and responsibilities assigned to and undertaken by DJK ENVIRONMENTAL, LLC, and in addition, by exercise of DJK ENVIRONMENTAL, LLC, efforts as an experienced and qualified consultant to provide for CLIENT a greater degree of confidence that the completed work of CLIENT's contractor(s) will conform generally to the contract documents. On the other hand, DJK ENVIRONMENTAL, LLC, shall not, during such visits or as a result of such field observations, monitoring and testing of CLIENT's contractor(s)' work in progress, supervise, direct or have control over CLIENT's contractor's work nor shall DJK ENVIRONMENTAL, LLC, have authority over or responsibility for the means, methods, techniques, sequences or procedures selected by CLIENT's contractor(s), for safety precautions and programs incident to the work of CLIENT's contractor(s) or for any failure of CLIENT's contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s) furnishing and performing their work. Accordingly, DJK ENVIRONMENTAL, LLC, can neither guarantee the performance of the contracts by CLIENT's contractor(s) nor assume responsibility for CLIENT's contractor(s)' failure to furnish and perform their work in accordance with the contract documents. Notwithstanding the foregoing, should such contractor(s) fail to furnish or perform their work in accordance with the contract documents, DJK ENVIRONMENTAL, LLC, will advise CLIENT of such failure promptly after DJK ENVIRONMENTAL, LLC, has actual knowledge of the same.

18. SAFETY

Unless otherwise expressly provided for in writing, any construction review of contractor's performance conducted by DJK ENVIRONMENTAL, LLC, is not intended to include review of the adequacy of the contractor's safety measures in, on, or near the construction site. The contractor will be solely and completely responsible for working conditions at the jobsite, including safety of all persons and property during performance of his work. These requirements will apply continuously and not be limited to normal working hours. This applies to all contractors not under contract with DJK ENVIRONMENTAL, LLC, to perform "Services" hereunder. Notwithstanding the foregoing, should such contractors fail to comply with the safety plan established by DJK ENVIRONMENTAL, LLC, DJK ENVIRONMENTAL, LLC, will advise CLIENT of such failure promptly after DJK ENVIRONMENTAL, LLC, has actual knowledge of the same.

19. DATA PROVIDED BY CLIENT OR OTHERS

DJK ENVIRONMENTAL, LLC, is not responsible for the quality or accuracy of data, nor for the acquisition or sampling programs or methods from which the data was developed, where such data is provided by or through CLIENT or others (not under contract with DJK ENVIRONMENTAL, LLC.) to DJK ENVIRONMENTAL, LLC, and on which CLIENT expects DJK ENVIRONMENTAL, LLC, work to be based in whole or in part. Such data includes but is not limited to borings, groundwater information geophysical studies, chemical analyses, geotechnical testing, reports, calculations, designs, drawings, surveys, etc. CLIENT will indemnify DJK ENVIRONMENTAL, LLC, against liability arising out or contributed to by providing such information to DJK ENVIRONMENTAL, LLC. CLIENT will provide to DJK ENVIRONMENTAL, LLC, all known information regarding existing and proposed conditions of the site or which affects the work to be performed by DJK ENVIRONMENTAL, LLC. Such information shall include, but not be limited to, site plans, surveys, known hazardous waste or conditions, previous laboratory analysis results, written reports, soil boring logs and applicable regulatory site response (Project information). CLIENT will immediately transmit to DJK ENVIRONMENTAL, LLC., any additions updates, or revisions to the Project Information as it becomes available to CLIENT, its subcontractors or consultants.

20. UTILITIES

CLIENT shall be responsible for designating the location of all utility lines and subterranean structures within the property lines of the Project. DJK ENVIRONMENTAL, LLC, will request responsible utilities to locate off-site utility lines when necessary. CLIENT agrees to hold DJK ENVIRONMENTAL, LLC, harmless indemnify DJK ENVIRONMENTAL, LLC, if damage results to utilities or subterranean structures that were not properly designated to DJK ENVIRONMENTAL, LLC, by CLIENT or others.

21. SAMPLES

Samples will be returned to CLIENT for final disposition, or at CLIENT's direction will be disposed of in the proper manner according to the applicable regulations for the handling, transport, and disposal of such materials at CLIENT's cost. At all times, any and all right, title and responsibility for samples shall remain exclusively with CLIENT; and under no circumstances shall this Agreement be construed or interpreted to create any right, title, interest or responsibility for any disposition of such samples by DJK ENVIRONMENTAL, LLC.

22. CLIENT REPRESENTATIVE

CLIENT shall designate in writing a person to act as CLIENT's representative with respect to the "Services" to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT's policies and decisions with respect to DJK ENVIRONMENTAL, LLC, "Services" for the Project. If CLIENT fails to provide such written designation, the person who executes this Agreement is the CLIENT'S representative.

23. INDEPENDENT CONTRACTOR

DJK ENVIRONMENTAL, LLC, shall be fully independent in performing the "Services" and shall not act as CLIENT's agent or employee, but rather, as an independent contractor.

24. CONFIDENTIALLY

Except for circumstances in which it may be necessary to submit information to regulatory or governmental authorities, respond to legal process, or use information as evidence in court or administrative proceedings, DJK

ENVIRONMENTAL, LLC., and the CLIENT shall retain as confidential, all information and data furnished by the other party which relate to the other party's technologies, procedures, processes, methods, trade secrets, ideas, improvements, and/or computer programs, which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with this Agreement and shall not disclose such information to any third party. However, nothing herein is meant to prevent nor shall be interpreted as preventing either party from disclosing and/or using said information or data (i) which are actually known to receiving party before being obtained or derived from the transmitting party; or (ii) when the information or data are generally available to the public without the receiving party's fault at any time before or after it is acquired from the transmitting party; or (iii) where the information or data are obtained or acquired in good faith at any time by the receiving party from a third party who has the same good faith and who is not under any obligation to the transmitting party in respect thereof; or (iv) where a written release is obtained by the receiving party from the transmitting party.

25. ASSIGNMENT

This Agreement is to be binding on the heirs, successors and assigns of the parties hereto and is not to be assigned by either party without first obtaining the written consent of the other. Such consent shall not be unreasonably withheld.

26. NOTICES

Any notices required or permitted to be sent shall be in writing and shall be deemed duly provided if delivered personally, or by facsimile or certified mail, return receipt requested, to be signatories of this Agreement at the addresses set forth herein or such other address as the parties may designate.

27. ENTIRE AGREEMENT

The attached Proposal and Schedule(s) and the terms and conditions set forth herein constitute the entire understanding of the parties relating to the provision of "Services" by DJK ENVIRONMENTAL, LLC, to CLIENT and shall be incorporated in all work orders and authorizations unless otherwise stated therein.

28. SEVERABILITY

Every part, term or provision of this Agreement is severable from the others. Notwithstanding any possible future finding by a duly constituted authority that a particular part, term or provision is invalid, void or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms and provisions shall not be affected thereby.

29. GOVERNING LAW

Unless specifically stated otherwise under Special Terms and Conditions, this Agreement shall be governed by and interpreted pursuant to the laws of the State of Wisconsin.

These terms and conditions are hereby accepted and executed by a duly authorized signatory to act for, in the name and behalf of, the owner(s).

By: _____

Title: _____

Typed Name: _____

Date: _____



January 7, 2022

Mr. Ryan Kernosky

Proposal ID No. HBSPP-ASB-A

Project Location: 1700 Strong's Avenue, Stevens Point, WI 54481

DESCRIPTION OF WORK AND AMOUNT:

1. Commercial Property Asbestos & Lead Abatement:

Removal of Hazardous Materials: HVAC Duct Wrap (white), Floor Vent Insulation (white), Water Pipe Insulation (beige), Sink Undercoating (pink), Electrical Panel Interiors, Stored Windows, Paneling Adhesive (brown), Asphalt Roofing Materials

We are pleased to submit to you our cost proposal amounting:

**Two Hundred Twenty-Two Thousand Fifty-Nine Dollars and 64/100
(\$222,059.64)**

CONTRACT STRUCTURE:

Lump Sum

Other Conditions:

- Owner to provide power & water.
- Work to be scheduled at a mutually agreed upon date.

Authorized Signatory:

Name: **Megan Mitchell**

Position: Operations Manager

Emergency Fire and Water Restoration
6451 Industrial Loop
Greendale WI 53129
414.810.3522

Client: Ryan Kernosky
Property: 1700 Strongs Avenue
Stevens Point, WI 54481 USA, WI

Home: (715) 346- x 1572

Operator: MMITCHEL

Type of Estimate: <NONE>

Date Entered: 1/5/2022

Date Assigned:

Price List: WIMW8X_OCT21

Labor Efficiency: Restoration/Service/Remodel

Estimate: RYAN-KERNOSKY-ASB-2

RYAN-KERNOSKY-ASB-2

RYAN-KERNOSKY-ASB-2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
REMOVAL OF ASBESTOS AND LEAD PAINT						
INTERIOR ABATEMENT						
Basement Area (Utility Room)						
1. HVAC Duct Wrap (white) Removal	2.00 SF	0.00	21.92	6.08	47.52	97.44
<i>Labor and misc. tools included .</i>						
2. Water Pipe Insulation (beige) Removal	3.00 SF	0.00	9.82	4.08	31.92	65.46
<i>Labor and misc. tools included .</i>						
3. Sink undercoating-pink Removal	4.00 SF	0.00	36.84	20.40	159.72	327.48
<i>Labor and misc. tools included .</i>						
4. Electrical Panel Interior- Removal	1.00 SF	0.00	117.88	16.32	127.78	261.98
<i>Labor and misc. tools included .</i>						
5. Stored Windows	25.00 SF	0.00	7.48	25.89	202.70	415.59
<i>Removal of Asbestos Containing Materials (Labor and misc. tools included).</i>						
6. Clean window unit (per side) 3 - 9 SF	5.00 EA	0.00	11.24	7.78	60.92	124.90
<i>To clean the window area(s) after the removal of hazardous material.</i>						
7. Paneling Adhesive (Removal)	4,000.00 SF	0.00	5.24	2,901.37	22,718.98	46,580.35
<i>Removal of Asbestos Containing Materials (Labor and misc. tools included).</i>						
Main Floor (Storage Room Area)						
8. HVAC Duct Wrap (white) Removal	16.00 SF	0.00	21.92	48.53	380.14	779.39
<i>Labor and misc. tools included .</i>						
9. Floor Vent. Insulation (white) Removal	4.00 SF	0.00	14.74	8.17	63.90	131.03
<i>Insulation around floor vent. (Labor and misc. tools included).</i>						
Main Floor (Restroom Area)						
10. HVAC Duct Wrap (white) Removal	90.00 SF	0.00	21.92	273.06	2,138.34	4,384.20
<i>Labor and misc. tools included .</i>						
EXTERIOR ABATEMENT						
Removal of Asphalt Roofing Materials						
11. Tear off rigid asbestos shingles (no haul off)	60.00 SQ	196.02	0.00	67.68	12,538.62	24,367.50
<i>At main structure roof.</i>						
12. Plastic bag - used for disposal of contaminated items	220.00 EA	0.00	3.76	144.38	925.08	1,896.66
<i>Proper disposal of asbestos wastes using red marked garbage bags were required for the removal .And for all other hazardous waste materials. (Interior and exterior removal)</i>						

CONTINUED - RYAN-KERNOSKY-ASB-2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
LEAD ABATEMENT						
13. Removal of Lead Paint (Bid Item)	384.00 SF	0.00	14.73	640.87	5,995.70	12,292.89
<i>Basement Utility Room – Stone Foundation Walls (sides C and D)</i>						
<i>*Lead-based paint identified on the cementitious surfaces was found to be in poor condition.*</i>						
Equipment						
14. HEPA Vacuuming - Light - (PER SF)	240.00 SF	0.00	0.38	10.34	96.68	198.22
<i>This will be use for confined/crawl spaces.</i>						
15. HEPA Vacuuming - Detailed - (PER SF)	20,778. SF 00	0.00	0.76	1,789.15	16,738.76	34,319.19
<i>To be use for exterior and bigger areas.</i>						
16. Add for HEPA filter (for negative air exhaust fan)	1.00 EA	0.00	195.46	33.31	217.82	446.59
<i>One filter needed per machine.</i>						
17. Negative air fan/Air scrubber (24 hr period) - No monit.	13.00 DA	0.00	72.00	106.05	992.16	2,034.21
<i>negative air machine utilized over the course of the asbestos and lead abatement.</i>						
<i>Will be use for 13 day period.</i>						
Containment						
18. Dust control barrier - tension post - per day	144.00 DA	3.30	0.00	0.00	503.72	978.92
<i>Tension poles required in order to shore up containment around the top of the structure. (Asphalt roofing shingles removal)</i>						
19. Containment Barrier/Airlock/Decon. Chamber	9,029.00 SF	0.00	0.94	1,044.54	9,075.46	18,607.26
<i>containment doors erected on area that has asbestos being removed to eliminate asbestos debris dust from spreading to the rest of the property. (Interior and Exterior)</i>						
20. Peel & seal zipper	20.00 EA	0.00	13.19	41.22	290.42	595.44
<i>Four zippers should be used per area.</i>						
Safety Requirements (PPE, safety precautions/warning signages to secure the site)						
21. Respirator - Full face - multi-purpose resp. (per day)	78.00 DA	0.00	7.61	67.26	629.20	1,290.04
<i>EFWR asbestos techs required a full face respirator to protect their faces from asbestos particles</i>						
22. Respirator cartridge - HEPA only (per pair)	390.00 EA	0.00	14.44	982.89	6,297.82	12,912.31
<i>one HEPA respirator cartridge utilized in the morning and then one more after their midday break</i>						
23. Personal protective gloves - Heavy duty (per pair)	390.00 EA	0.00	6.99	475.79	3,048.60	6,250.49
<i>Protective gloves in handling some asbestos containing materials (Good condition).</i>						
24. Add for personal protective equipment (hazardous cleanup)	390.00 EA	0.00	14.82	965.53	6,422.38	13,167.71
<i>PPE for hazardous clean up. (For exterior and interior hazardous material abatement)</i>						

CONTINUED - RYAN-KERNOSKY-ASB-2

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
25. Plastic glove bag- used for hazardous waste cleanup <i>To be used when working at pipes.</i>	20.00 EA	0.00	9.85	34.39	220.32	451.71
26. Warning sign, 4' x 4' on a 6' post (per day) <i>These safety and warning signages must be put up over the course of the removal of hazardous materials.</i>	13.00 DA	0.00	2.71	0.00	37.34	72.57
27. Temporary fencing - 1-4 months (per month) <i>To secure the area for removal of hazardous materials. Must be put up over the course of work.</i>	300.00 LF	0.00	4.38	0.00	1,392.84	2,706.84
GENERAL						
28. Taxes, insurance, permits & fees (Bid Item) <i>Asbestos and lead abatement permit (DNS, DNR application, etc.)</i>	1.00 EA	0.00	1,550.00	0.00	1,643.00	3,193.00
29. Hazardous waste hauling & disposal - (Bid Item)	1.00 EA	0.00	250.00	28.33	265.00	543.33
30. Hazardous Waste/Mold Cleaning-Supervisory/Admin- per hour <i>Supervisory required for large scale Asbestos removal project.</i>	104.00 HR	0.00	70.35	828.94	7,755.38	15,900.72
31. Content Manipulation charge - per hour <i>Moving contents out or around before and after the removal of hazardous materials.</i>	64.00 HR	0.00	42.60	0.00	2,889.98	5,616.38
32. Dumpster load - Approx. 40 yards, 7-8 tons of debris <i>Asbestos Dumpsters required for safe disposal of asbestos containing materials.</i>	5.00 EA	668.16	0.00	0.00	3,541.24	6,882.04
33. Rental equipment delivery / mobilization & demobilization (Bid item) <i>Required for mobilization and demobilization of equipment to be used for the whole project.</i>	1.00 UN	0.00	2,023.20	0.00	2,144.60	4,167.80
Total: RYAN-KERNOSKY-ASB-2				10,572.35	109,594.04	222,059.64
Line Item Totals: RYAN-KERNOSKY-ASB-2				10,572.35	109,594.04	222,059.64

Summary

Line Item Total	101,893.25
Material Sales Tax	67.68
Services Mat'l Tax	1,429.64
Subtotal	103,390.57
Overhead	54,797.02
Profit	54,797.02
Service Sales Tax	9,075.03
Replacement Cost Value	\$222,059.64
Net Claim	\$222,059.64

Recap of Taxes, Overhead and Profit

	Overhead (53%)	Profit (53%)	Material Sales Tax (5.5%)	Services Mat'l Tax (5.5%)	Service Sales Tax (5.5%)	Manuf. Home Tax (5.5%)	Storage Tax (5.5%)
Line Items	54,797.02	54,797.02	67.68	1,429.64	9,075.03	0.00	0.00
Total	54,797.02	54,797.02	67.68	1,429.64	9,075.03	0.00	0.00

Recap by Room

Estimate: RYAN-KERNOSKY-ASB-2	101,893.25	100.00%
Subtotal of Areas	101,893.25	100.00%
Total	101,893.25	100.00%

Recap by Category

O&P Items	Total	%
CONTENT MANIPULATION	2,726.40	1.23%
GENERAL DEMOLITION	15,577.20	7.01%
HEAVY EQUIPMENT	2,023.20	0.91%
PERMITS AND FEES	1,550.00	0.70%
HAZARDOUS MATERIAL REMEDIATION	78,667.22	35.43%
TEMPORARY REPAIRS	1,349.23	0.61%
O&P Items Subtotal	101,893.25	45.89%
Material Sales Tax	67.68	0.03%
Services Mat'l Tax	1,429.64	0.64%
Overhead	54,797.02	24.68%
Profit	54,797.02	24.68%
Service Sales Tax	9,075.03	4.09%
Total	222,059.64	100.00%

SEALED BID

Emergency Fire and Water Restoration

6451 Industrial Loop Greendale, WI 53129

(COMMERCIAL PROPERTY ASBESTOS & LEAD PAINT REMEDICATION AND REMOVAL)

1700 STRONGS AVENUE, STEVENS POINT, WI 54481

Bid Opening: January 7, 2021 @ 1:10pm

Director of the City Redevelopment
Authority at City Hall, 1515 Strong's Avenue,
Stevens Point, WI 54481



MEMORANDUM

To: Redevelopment Authority

From: Ryan Kernosky, Director of Community Development 

Date: January 7, 2022

RE: **Request for Bids – 1700 Strong's Avenue – Razing of Structure**

Three bids were received for the razing of the structure, they are identified below:

Razing			
Kyle Kluck Trucking & Excavating	5628 State Highway 66	\$24,960.00	*Low Bid*
Altmann Construction	P.O. Box 65, Wisconsin Rapids, WI 54495	\$42,650.00	
W.S. Trucking and Construction LLC	423 S. Hokah Street, Caledonia, MN 55921	\$68,600.75	

www.stevenspoint.com

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.



Bid Documents

**1700 Strongs Avenue
Stevens Point, WI 54481**

Bid Contact: Ryan Kernosky, Director of Community Development
O: 715-346-1568
C: 715-204-2030
E: rkernosky@stevenspoint.com

Published on December 17 & 31, 2021 in the *Portage County Gazette*

ADVERTISEMENT FOR BIDS

COMMERCIAL PROPERTY DEMOLITION

1700 STRONGS AVENUE, STEVENS POINT, WI 54481

Sealed bids will be received by the Executive Director of the City Redevelopment Authority at City Hall, 1515 Strong's Avenue, Stevens Point, WI 54481 no later than 1:00 pm CST on January 7, 2022. Bids will be publicly opened and read aloud at 1:05 pm CST in the 1st Floor Conference Room at City Hall on Friday January 7, 2022. Proposals are solicited on basis of lump sum prices for the demolition and removal of the structures and parking lot, including concrete slabs, asphalt parking areas, foundation, brick, wood framing, roofing, and all mechanical equipment at 1700 Strong's Avenue, Stevens Point, WI 54481. The selected contractor shall furnish all labor, supervision, tools equipment, materials, utility and transportation services and all incidental items necessary to complete the entire project to the City of Stevens Point's satisfaction.

Bidding Documents are on file in the Office of the Executive Director of the Redevelopment Authority, 1515 Strong's Avenue, Stevens Point, WI 54481. Qualified persons may request copies of the Bid Documents or a tour of the facility by sending an email request to rkernosky@stevenspoint.com.

BY ORDER OF THE CITY OF STEVENS PONT REDEVELOPMENT AUTHORITY
RYAN J. KERNOSKY, EXECUTIVE DIRECTOR

*****ALL BID PROPOSALS MUST BE SUBMITTED UTILIZING
THE BID FORM ON THE NEXT PAGE*****

Scope of Work

Contractor shall furnish any and all supervision, labor, materials, tools, and equipment required to perform work as described in the Technical Specifications. Contractor shall comply with all local building codes.

Bid Proposal

I, the undersigned contractor, have inspected the property indicated above and have familiarized myself with all of the requirements of the bid documents and Technical Specifications. I propose to furnish all supervision, labor, materials, tools, and equipment necessary to accomplish all of the work described, in an efficient and workmanlike manner in accordance with the Technical Specifications included.

Following award, we will provide the required Certificate of Insurance from the following insurance company:_____.

We proposed the following costs for demolition, removal, and satisfactory disposal of the structure at 1700 Strongs Avenue, Stevens Point, Wisconsin 54481 including any disposal costs, equipment costs, any permits, bonds, and insurance.

For a total price of \$_____

I will begin the work within _____ consecutive calendar days from the date of the Contract Award and will complete the work within _____ days from the date of start, unless otherwise specified by the City of Stevens Point.

Name of Company: _____

Mailing Address:

Name and title of agent submitting bid: _____

Phone: _____

Email: _____

Signature: _____

Date: _____

The terms and conditions outlined in the invitation to bid become part of the formal contract following award, unless otherwise specified. Each bid must be submitted in strict accordance with requirements of these instructions.

CONDITIONS OF BIDDING:

1. Sealed proposals will be received at the City of Stevens Point Redevelopment Authority Executive Director, 1515 Strong's Avenue, Stevens Point, WI 54481 through 1:00 pm CST on Friday January 7, 2022.
2. Late bids will not be accepted.
3. The following must be written on the exterior of the envelope: "Attn: Bid Documents (Demolition) – 1700 Strong's Avenue"
4. **Faxed and/or Emailed copies of bids will not be accepted**
5. Bids shall be provided in a "Not to Exceed" Dollar Amount.
6. The bid opening will occur at 1:05 PM CST on Friday, January 7, 2022 in the 1st Floor Conference Room at the City of Stevens Point City Hall located at 1515 Strong's Avenue, Stevens Point, WI 54481.
7. The City of Stevens Point ("City") reserves the right to reject any and all bids, in whole or in part, to award any item, group of items, or total bid, and to waive informality or technical defects, if it is deemed to be in the best interest of the City.

GENERAL INFORMATION:

1. Asbestos testing has been completed and Abatement of Regulated Asbestos Containing Materials (ACM) will be completed prior to demolition activities.
2. The successful contractor will be required to provide all required State and Local permits prior to starting demolition.

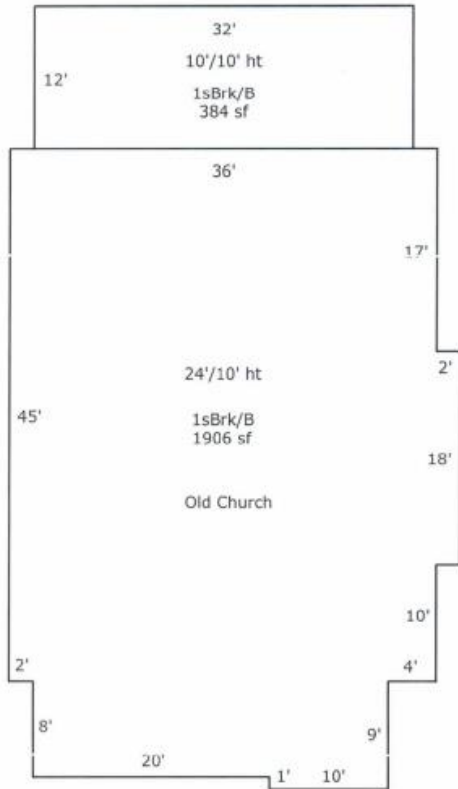
BID EVALUATION/AWARD CRITERIA:

Award of the bid shall be made to the lowest and best responsive and responsible Bidder meeting the specifications set forth herein. It is the responsibility of the Bidder to carefully estimate the amount of materials to be reused, recycled, and/or landfilled. **The City highly recommends that the Bidder complete a walk-through of the property.** Said meeting can be scheduled with the Bid Contact.

TECHNICAL SPECIFICATIONS

Schedule of Drawings

No technical drawings are available. Contractors are strongly encouraged to visit the site. Approximate square footage of building has been obtained from the City Assessor. First floor is ~2,200 sf in size, plus the ~370 sf balcony. The basement is ~1,500 sf in size. The parking lot is ~5,200 sf in size.



Scope

The work involves all the labor, materials, tools, and equipment necessary for and incidental to the demolition and removal of all buildings and any rubble and debris from the subject property. The work shall also include backfilling the basement and building footprints with clean engineered fill followed by compaction and seeding as described in these specifications. The asphalt parking lot adjacent to the subject property will also need to be removed and properly disposed of. The City of Stevens Point will work with the selected contractor regarding utility shutdown and disconnection.

The selected contractor will also work with the adjacent property owners to ensure no negative impacts during the demolition of the structure.

Demolition, Removal, and General Requirements

1. Demolition work shall be done in strict accordance with all applicable laws, ordinances, and codes of the City of Stevens Point and the State of Wisconsin.

2. Demolition work shall include the demolition and removal of building outside of the City right-of-way (and all trash and debris in or around the structures). Foundations, walls, steps, and floors shall be removed to below the grade level and backfilled to the grade level of the surrounding area. In the event a foundation wall contributes to the support of neighboring structures or public streets, and/or adjacent parking, it shall be retained. In case of doubt on the part of the contractor, they shall immediately notify the City of Stevens Point with the respect to the removal of the wall in question. The asphalt parking lot adjacent to the subject property will also need to be removed and properly disposed of.
3. The demolition having been completed as specified in paragraph 3 above, any pit shall be cleaned of wood, trash, and other combustible and objectionable material in preparation for backfilling.
4. Backfilling material shall not include metal, brush, trees, wood, or any combustible material. Other masonry material from the buildings at the property may not be used for backfill and no masonry material shall be brought in for use. Additional backfill needed at the project sites must be clean and from a reputable source. The backfill shall be placed in 18" lifts and compacted by heavy equipment available, to the satisfaction of the City. The contractor shall provide suitable topsoil and shall seed the properties with an approved grass mix after final grading, where applicable. The City reserves the right to require the contractor to cause compaction testing of backfill material to be completed if the City determines such testing is necessary. All trucks loading or unloading materials shall do so on job site property only.
5. The grade of the parcel after the structures are demolished, removed and backfilled shall be of a uniform slope so that the site will drain properly. Proper seeding is required.
6. In the event that storage tanks, walls, cisterns, or subsurface structures are uncovered in the demolition operation, the contractor will contact the City immediately.
7. The City of Stevens Point will work with the selected contractor regarding utility shutdown and disconnection at the property.
8. The selected contractor will be required to maintain and limit access to the project sites during demolition activities.
9. The contractor shall utilize a State-approved disposal site for all rubble and debris and submit to the City for approval the routing of all trucks from the various sites to the place of disposal, if requested. Receipts from the approved facilities must accompany the Contractor's Request for Payment. All trucks used for hauling must use tailgates and will be required to use the hauling route approved by the City, if required. Any material dropped from the trucks must be picked up. It shall be the responsibility of the contractor to clean daily the haul route of all the materials dropped from the haul trucks. The contractor will be required to maintain streets and clean daily from them any dirt and debris falling from trucks or from tires. If streets are not kept clean daily by the contractor, the City will clean same and deduct the cost from funds due the contractor.

10. **Extreme caution shall be used in demolition and removal to prevent damage to adjoining properties not included in this Contract.** The contractor shall be responsible for any damages to adjacent buildings or property caused by demolition and removal, including, but not limited to, any damage to any streets, sidewalks, utilities or related improvements. Any damage occurring to said improvements and caused by the contractor shall be repaired and/or replaced to their original condition or better by the contractor at his sole cost and expense to the satisfaction of the City.

Protection of Items not to be Moved or Removed

The contractor shall protect all sidewalks, curbs, pavements, and other public or private facilities that may be damaged or endangered by work required under the specifications and shall restore and make good sidewalk, curb, pavement, and any other public or private facilities that may be damaged or destroyed, to the satisfaction of the City.

Occupancy of Public Right of Way

If and whenever the work under this Contract shall require the digging up, use or occupancy of any public way, area, alley, sidewalk, or other public place, the contractor shall furnish, erect, and maintain such barriers and lights as will prevent the occurrence of any damage caused in connection with such digging up, use, and occupancy and shall assume liability for all damages which may result there from. The contractor will be required to obtain all necessary permits and permissions.

Dust Control

The contractor shall have an active fire hose of sufficient length to cover the section of building that are to be demolished. The hose shall be run as needed. This shall be done as long as any demolition work is being done. The intent of hosing with water is to prevent dust and check possible fire hazards. This dust control method shall be solely the contractor's responsibility to implement. Failure to carry out this portion of the Contract will be grounds for the City to stop work. Under no conditions will the work be permitted to continue or start until the City is satisfied as the method of dust control of the contractor. Contractor shall obtain fire hydrant meter from City of Stevens Point Water Department.

Safety Requirements

1. The contractor shall comply with all Federal, State, and local laws, ordinances, and regulations.
2. The contractor shall use all proper precautions to protect persons from injury. Proper guards as specified shall be placed in the vicinity of the work and a sufficient number of red warning lights shall be placed to protect the public from damage and injury. The contractor shall be held responsible for all damage and injuries.
3. The contractor shall adequately protect the work, adjacent property, and the public, and shall be responsible for any damage and injuries.
4. The contractor shall be entirely responsible for all apparatus, equipment as appurtenances as furnished by them in connection with this work until date of final acceptance; special care shall be taken to protect all parts thereof in such a manner as may be necessary or as directed.

5. Precautions shall be executed at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed.

Use of Explosives

The use of explosives to perform the work under this contract is prohibited.

Burning Specifications

The burning of combustible materials will not be permitted at any time prior, during, or after the demolition operations.

Moving Structures to Other Locations

No structure shall be moved from the premises as a whole, or any substantially whole condition, but all such buildings shall be demolished on the premises.

Permits

The contractor shall secure all required State and Local permits, including those from the Wisconsin Department of Natural Resources and pay all required permit fees necessary to perform this project.

Hazardous or Combustible Materials

Removal of hazardous and/or combustible materials identified throughout the structures will be completed prior to demolition activities. Regulated Asbestos Containing Materials were identified within the structures and abatement will be completed prior to demolition activities.

Removal of Trash and Refuse

The contractor shall be responsible for removing all trash and refuse remaining on the site. No combustible material shall be permitted to accumulate on site. If, in the opinion of a City Official, there is a fire hazard developing, he or she is empowered to stop all operations until the hazard is promptly removed.

ADVERTISEMENT FOR BIDS

COMMERCIAL PROPERTY DEMOLITION

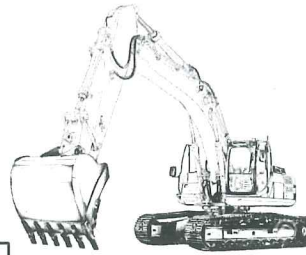
1700 STRONGS AVENUE, STEVENS POINT, WI 54481

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BY ORDER OF THE CITY OF STEVENS PONT REDEVELOPMENT AUTHORITY
RYAN J. KERNOSKY, EXECUTIVE DIRECTOR

Kyle Kluck Trucking & Excavating
 5628 State Highway 66
 Stevens Point, WI 54482
 Phone: 715-340-0763
 kylekluckexcavating@gmail.com



Estimate

Date	Estimate #
1/3/2022	834

Name / Address
CITY OF STEVENS POINT DEPT. OF COMMUNITY DEVELOPMENT 1515 STRONGS AVE STEVENS POINT, WI 54481-3594

Terms	Project
Net 15	1700 STRONGS AVE

Description	Qty	Rate	Total
RYAN KARNOWSKI 1700 STRONGS AVE DEMOLITION TEAR DOWN BUILDING & HAUL TO LANDFILL REMOVE FOUNDATION & CONCRETE FLOOR FILL BASEMENT WITH CLEAN SAND FILL SPREAD 6" OF TOPSOIL OVER BUILDING AREA SEED & MULCH DISTURBED AREAS		24,960.00	24,960.00
PLEASE RETURN ONE COPY, SIGNED AND DATED IF ACCEPTED		Total	\$24,960.00

Signature & Date _____

Scope of Work

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Bid Proposal

I, the undersigned contractor, have inspected the property indicated above and have familiarized myself with all of the requirements of the bid documents and Technical Specifications. I propose to furnish all supervision, labor, materials, tools, and equipment necessary to accomplish all of the work described, in an efficient and workmanlike manner in accordance with the Technical Specifications included.

Following award, we will provide the required Certificate of Insurance from the following insurance company: Hausmann Group

We proposed the following costs for demolition, removal, and satisfactory disposal of the structure at 1700 Strong's Avenue, Stevens Point, Wisconsin 54481 including any disposal costs, equipment costs, any permits, bonds, and insurance.

For a total price of \$ 42,650.⁰⁰ Forty two thousand six hundred & Fifty ⁰⁰/₁₀₀

I will begin the work within 30 consecutive calendar days from the date of the Contract Award and will complete the work within 15 days from the date of start, unless otherwise specified by the City of Stevens Point. *

Name of Company: Altman Construction

Mailing Address: P.O. Box 65, Wisconsin Rapids WI 54495

Name and title of agent submitting bid: Tom E. Altmann UP GM

Phone: 715.421-2550

Email: tom@altmannconstruction.com

Signature: Tom E. Altmann

Date: 1/7/22

* - Weather Permitting & Seeding to be done in Spring



Bid Documents

**1700 Strongs Avenue
Stevens Point, WI 54481**

Bid Contact: Ryan Kernosky, Director of Community Development
O: 715-346-1568
C: 715-204-2030
E: rkernosky@stevenspoint.com

ADVERTISEMENT FOR BIDS

COMMERCIAL PROPERTY DEMOLITION

1700 STRONGS AVENUE, STEVENS POINT, WI 54481

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BY ORDER OF THE CITY OF STEVENS PONT REDEVELOPMENT AUTHORITY
RYAN J. KERNOSKY, EXECUTIVE DIRECTOR

Scope of Work

Contractor shall furnish any and all supervision, labor, materials, tools, and equipment required to perform work as described in the Technical Specifications. Contractor shall comply with all local building codes.

Bid Proposal

I, the undersigned contractor, have inspected the property indicated above and have familiarized myself with all of the requirements of the bid documents and Technical Specifications. I propose to furnish all supervision, labor, materials, tools, and equipment necessary to accomplish all of the work described, in an efficient and workmanlike manner in accordance with the Technical Specifications included.

Following award, we will provide the required Certificate of Insurance from the following insurance company: Klug Insurance Agency LLC.

We proposed the following costs for demolition, removal, and satisfactory disposal of the structure at 1700 Strongs Avenue, Stevens Point, Wisconsin 54481 including any disposal costs, equipment costs, any permits, bonds, and insurance.

For a total price of \$ 68,600.75

I will begin the work within 35 consecutive calendar days from the date of the Contract Award and will complete the work within 45 days from the date of start, unless otherwise specified by the City of Stevens Point.

Name of Company: W.S. Trucking & Const. LLC
Mailing Address: 423 S. Hoksh st. Caledonia, MN 55921

Name and title of agent submitting bid: Wylie Steele - Owner
Phone: 1-507-458-2793
Email: WStrucking@hotmail.com

Signature: Wylie Steele

Date: 1-6-2022



MEMORANDUM

To: Redevelopment Authority

From: Ryan Kernosky, Director of Community Development 

Date: January 11, 2022

RE: Multi-Family Rental Conversion Grant Program

In October 2021, the Redevelopment Authority was presented an overview of a proposed Multi-Family Rental Conversion Grant. The purpose of the grant program is to encourage the conversion of older boarding homes in the City back into single-family owner-occupied homes. The grant offers up to \$35,000 for the conversion.

Enclosed is the program overview, there has been no change from the October 2021 meeting to the grant program.

I would recommend approval as presented. Please let me know if you have any additional questions or concerns.

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Multi-family Rental Conversion Grant Program

Program Overview

This program is designed to provide property owners of multi-family rental properties with a financial mechanism to convert properties into single-family owner occupied dwellings. A pre-application meeting to discuss logistics, qualifications, and specifics about the project is required with City staff prior to a formal application being submitted.

Eligible Program Participants

Eligible applicants must be an owner of multi-family property, or a formerly licensed rental property or have a valid offer to purchase for either one of these types of properties.

Eligible Properties

- Property must be occupied or vacant for less than 12 months, if a legal pre-existing use.
- Property must have been a single-family home at some point previously, or originally constructed as such.
- Property owner must provide proof of property ownership, or have a valid offer to purchase. If property is owned as an LLC, names of all members of the LLC shall be provided.
- The property shall be in non-conformity of current zoning requirements specific to minimum lot size requirements or occupancy limitations.
- Property owner must be current on municipal taxes and other charges, and utility payments.
- The property shall become an owner occupied single-family dwelling upon conversion, regardless of how many units are currently being present.

Eligible Improvements

- Any items directly related to convert the property back into a single-family dwelling, such as design services, materials, and contracted labor, owners or LLC members labor is not reimbursable.

Terms

Below are the general terms that will apply for each grant:

- Up to \$35,000 (for a formerly licensed boarding house) grant depending on the number of rental units within the dwelling that are eliminated through the conversion process.
- All funds will be disbursed upon project completion (final inspection and occupancy approval) and the recording of an occupancy deed restriction.
- A deed restriction will be placed on the property requiring the dwelling to remain single-family use and owner-occupied for 20 years after completion and award of grant, after which time that provision will sunset. If this restriction is violated without the City's approval, all funds will become immediately due.
- All costs for closing the grant and document recording fees shall be paid by the grant recipient/applicant.

Additional Requirements

- A pre-application meeting to discuss logistics, qualifications, amount of potential grant and specifics about the project is required with City staff prior to a formal application being submitted. The scope of work, material list, and cost estimates must be reviewed and approved by the City of Stevens Point - Community Development staff.
- Applicants must be current on municipal taxes and other charges, and utility payments.
- Funds cannot be applied to improvements that have already been started or completed. Pre-approval is required.
- A City inspection of property may be required for the during the term of the program to ensure compliance after with the deed restriction.

- All change orders must be approved by the City.
- All work requiring a contractor must be performed by licensed and insured contractors, with the applicant having acquired a minimum of two cost estimates from two different contractors.
- If applicable, permits must be obtained prior to starting any work.
- Owners (LLC members) or owners' direct relatives cannot be compensated for their labor or time on the project.

Project Selection

- Applications will be accepted on a first-come, first-served basis.
- A Community Development staff report will be prepared with anticipated impact to the immediate area surrounding the proposed conversion project.
- Projects will be ranked by:
 - The impact of the project on the neighborhood.
 - The value of the conversion within the immediate neighborhood.
 - Increase in taxable value of the property.
 - Removal of non-conformities.
 - Ratio of rental to non-rental occupancy within city block or geographical area.
 - Property owner's willingness to complete work in a manner consistent with City of Stevens Point Design Guidelines.
 - Evidence of owner's ability to finance and complete the project.
 - Ability of the owner to complete the project within 180 days of grant approval.
- Final project selection approval will be determined by the Redevelopment Authority of the City of Stevens Point.

Application Procedure

- Applications will be accepted annually on starting on January 1st on a first-come, first-served basis to the Community Development Department.
- Two cost estimates from licensed contractors or approved suppliers
- Proof of current homeowners insurance, if applicable
- Any outstanding mortgages and/or liens on the property
- Proof of no outstanding municipal taxes or charges, or utility payments
- If property is owned as an LLC, members LLC shall be provided

The Redevelopment Authority may grant exceptions to any of the requirements for this program.



MEMORANDUM

To: Redevelopment Authority

From: Ryan Kernosky, Director of Community Development 

Date: January 11, 2022

RE: Adopted 2022 Budget for Redevelopment Authority

Please review the adopted 2022 Budget for the Redevelopment Authority. This year, Comptroller/Treasurer Ladick included both revenues and expenses as part of the budget booklet.

A few items to review:

- 1) Fund 208
 - a. Redevelopment Programs have been minimally used over the last few years. With additional funds available for the Neighbor Helping Neighbor grant, I would suspect that dollar amount to increase in 2022/2023.
 - b. City staff has, as we have been able, to promote other redevelopment programs as specific instances come up (the residential demolition grant, as an example). There are better ways to market these materials, which we hope to do more of in 2022.
- 2) Fund 246
 - a. Interest Revenues have been budgeted at \$38,600, consistent with previous years.
 - b. There is \$40,000 budgeted for Redevelopment Studies/Plans. The original idea was to do a Master Plan for the Shopko property. This wasn't done in 2021. If members of the RA have an idea on the next area they'd like to see some master planning done (Edgewater, Northside, Campus Housing, as examples), please direct staff and we will begin working on a proposal.

There is no formal action required. This is information only.

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FUND 208 – STEVENS POINT DEVELOPMENT

This fund is managed by the City's Redevelopment Authority, and is used for the improvement and redevelopment of properties within the City.

Account Number	Account Title	2019 Actual	2020 Actual	01/21-09/21 Actual	2021 Budget	2022 Budget
STEVENS POINT DEV FUND						
MISCELLANEOUS REVENUE						
208.48.00912.56	INTEREST ON NOTES	.00	.00	.00	500	500
Total MISCELLANEOUS REVENUE:		.00	.00	.00	500	500
OTHER FINANCING SOURCES						
208.49.00120.56	NOTE PRINCIPAL REPAYMENTS	.00	.00	.00	.00	.00
208.49.19310.59	GENERAL FUND BALANCE USAGE	.00	.00	.00	395,000	395,000
208.49.19410.59	TRANSFER FROM FUND 410	.00	.00	.00	.00	.00
Total OTHER FINANCING SOURCES:		.00	.00	.00	395,000	395,000
MISC UNCLASSIFIED GENERAL						
208.51.00850.5000	MISCELLANEOUS EXPENSES	296	425	533	500	500
208.51.00850.7500	LOAN PROCEEDS DISTRIBUTION	.00	.00	.00	.00	.00
Total MISC UNCLASSIFIED GENERAL:		296	425	533	500	500
REDEVELOPMENT PROGRAMS						
208.56.00615.7600	NEIGHBOR HELPING NEIGHBOR	3,000	2,000	2,000	30,000	30,000
208.56.00615.7601	RESIDENTIAL DEMOLITION	.00	.00	.00	60,000	60,000
208.56.00615.7602	CURB APPEAL	.00	.00	.00	100,000	100,000
208.56.00615.7603	HOUSING MODERNIZATION	.00	.00	.00	100,000	100,000
208.56.00615.7604	RENTAL CONVERSION	.00	.00	.00	100,000	100,000
208.56.00615.7605	PROGRAM MARKETING	.00	.00	.00	5,000	5,000
Total REDEVELOPMENT PROGRAMS:		3,000	2,000	2,000	395,000	395,000
STEVENS POINT DEV FUND Revenue Total:		.00	.00	.00	395,500	395,500
STEVENS POINT DEV FUND Expenditure Total:		3,296	2,425	2,533	395,500	395,500
Net Total STEVENS POINT DEV FUND:		3,296-	2,425-	2,533-	.00	.00

FUND 246 – HOUSING TRUST FUND

The trust fund is invested in long-term bonds, which provide interest revenue that is utilized by the Redevelopment Authority for programs that support housing and redevelopment.

Account Number	Account Title	2019 Actual	2020 Actual	01/21-09/21 Actual	2021 Budget	2022 Budget
HOUSING TRUST FUND						
MISCELLANEOUS REVENUE						
246.48.00100.51	INV. INTEREST REVENUE	.00	.00	.00	.00	.00
246.48.00110.56	INTEREST ON CHECKING ACCTS	1,333	183	44	1,000	1,000
246.48.00120.56	INTEREST ON NOTES	22,279	17,137	.00	22,000	22,000
246.48.00155.56	INTEREST ON NOTES - TIF #6	17,250	15,587	13,865	15,600	15,600
246.48.19900.51	MISC UNCLASSIFIED REVENUE	.00	.00	.00	.00	.00
246.48.19955.51	PROPERTY ACQUISITION SALES	.00	.00	.00	.00	.00
246.48.30551.53	CONTRIBUTED CAPITAL	.00	.00	.00	.00	.00
Total MISCELLANEOUS REVENUE:		40,862	32,906	13,908	38,600	38,600
OTHER FINANCING SOURCES						
246.49.00100.56	PRINCIPAL PAYMENTS	.00	.00	60-	.00	.00
246.49.00310.55	FUND BALANCE USAGE	.00	.00	.00	.00	.00
246.49.19100.59	TRANSFER FROM FUND 100	161	.00	.00	.00	.00
246.49.19410.59	TRANSFER FROM FUND 410	722	.00	.00	.00	.00
246.49.19817.59	TRANSFER FROM FUND 817	21,599-	35,759-	6,063	22,000	22,000
Total OTHER FINANCING SOURCES:		20,716-	35,759-	6,003	22,000	22,000
MISCELLANEOUS EXPENSES						
246.56.00600.2200	GAS/ELECTRIC CHARGES	.00	235	377	.00	.00
246.56.00600.2204	WATER/SEWER UTIL CHARGES	.00	214	226	.00	.00
246.56.00600.5000	MISCELLANEOUS EXPENSES	88	3,046	60	.00	.00
246.56.00600.5450	DEPRECIATION EXPENSE	107,879	107,879	.00	.00	.00
246.56.00600.5950	GEN ADMIN CHARGES	116	99	112	600	600
246.56.00600.7500	LOAN PROCEED DISTRIBUTION	.00	.00	.00	.00	.00
246.56.00600.7501	BAD DEBT EXPENSE	.00	35,893	6,063	15,000	15,000
Total MISCELLANEOUS EXPENSES:		108,083	147,366	6,837	15,600	15,600
REDEVELOPMENT STUDIES/PLANS						
246.56.00610.7610	REDEVELOPMENT STUDIES/PLANS	.00	.00	.00	40,000	40,000
Total REDEVELOPMENT STUDIES/PLANS:		.00	.00	.00	40,000	40,000
EXTERNAL AUDITING						
246.56.00960.2004	CPA/AUDITING SERVICES	2,992	4,926	4,831	5,000	5,000
Total EXTERNAL AUDITING:		2,992	4,926	4,831	5,000	5,000



MEMORANDUM

To: Redevelopment Authority

From: Ryan Kernosky, Director of Community Development 

Date: January 11, 2022

RE: Request from the City of Stevens Point Community Development Department to fund a portion of the Director's Salary from the Redevelopment Authority.

Background: Due to a retirement in the Assessing Division of the Community Development Department and an internal promotion, we have an opportunity to better align staffing with existing and future needs of the department. This includes hiring a Neighborhood Planner/Economic Development Specialist and promoting the FT Administrative Assistant to Community Development Technician. The Community Development Technician position will provide assistance to the Assessing Division to help offset some workload as a result of the non-hiring of the Property Appraiser position, and provide basic zoning and inspection assistance.

The realignment of funds from the Property Appraiser to the Neighborhood Planner/Economic Development Specialist position results in a change of \$11,098.25 (includes wages and benefits). The promotion of the Administrative Assistant to Community Development Technician results in a change of \$8,459.07 (includes wages and benefits). This means a total need for \$19,557.32 to help offset the changes proposed.

Request: Instead of asking the Redevelopment Authority to partially cover the costs of the two positions, I'm asking the Authority to pay \$20,000 of the Community Development Director's salary out of the Authority's budget. Since the Community Development Director serves as the Executive Director for the Authority, I believe that there is merit to this concept. This will free up the needed funds in the Department's operating budget to cover the costs associated with the new and changed positions. In discussions with Comptroller/Treasurer Ladick, we believe that this position can be funded annually out of interest revenue from Fund 246 (Housing Trust Fund). The long-term goal is that the proposed Business Improvement District in the downtown area will pay a portion of the Neighborhood Planner/Economic Development Specialist position, so the long-term obligations the Authority would take on would be reduced in the coming years.

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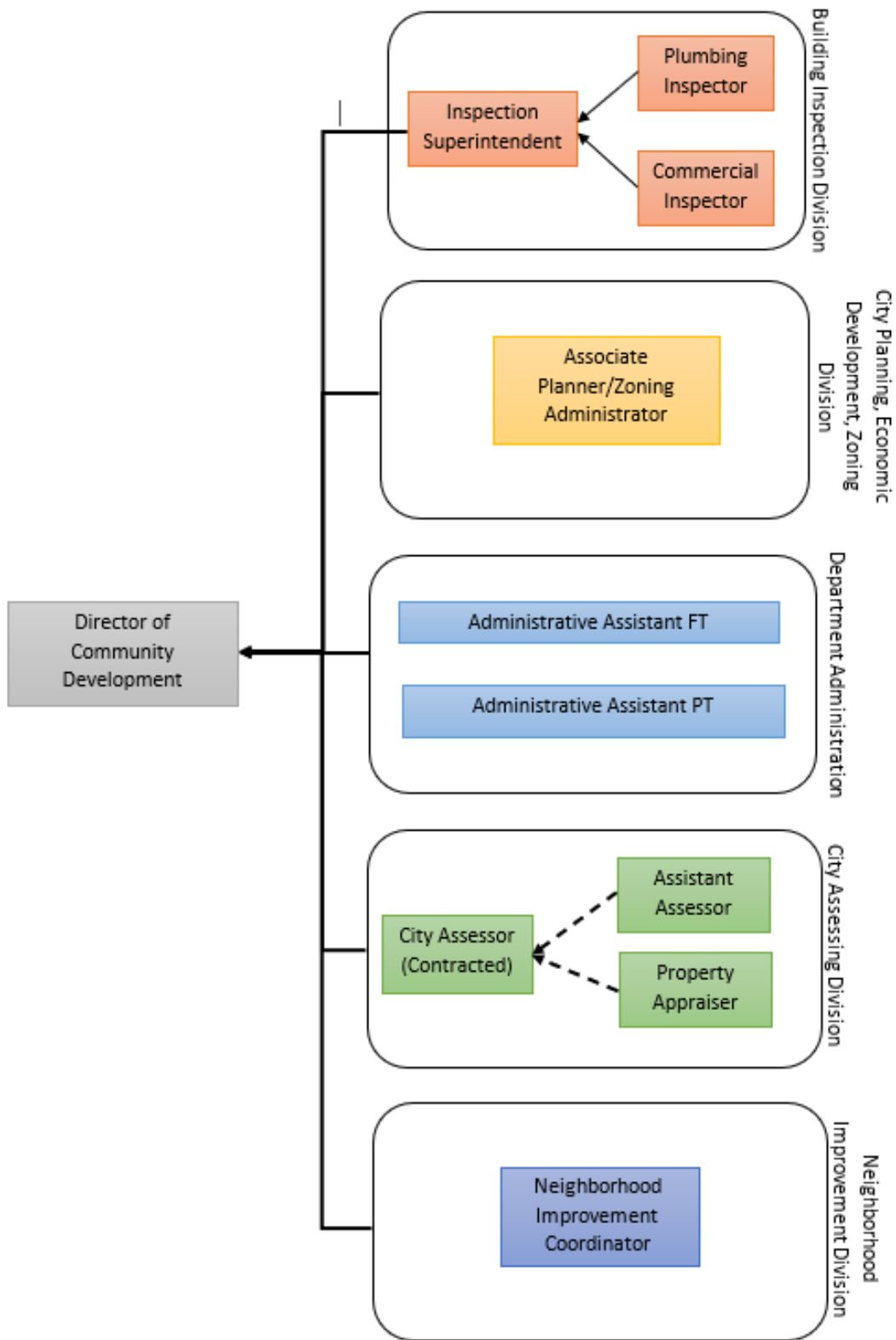
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The Neighborhood Planner/Economic Development Specialist position will assist the Director in redevelopment activities, including marketing our redevelopment programs and grants, writing RFP's as needed, and applying for/managing grants. Outside of those roles, the position will assist in the writing and updating of the City's Comprehensive Plan, and work on implementing elements of the soon-to-be adopted strategic plan and targeted area master plans. All of this work is critical to the future success of the City, and without a position like this, these important projects will fall further behind.

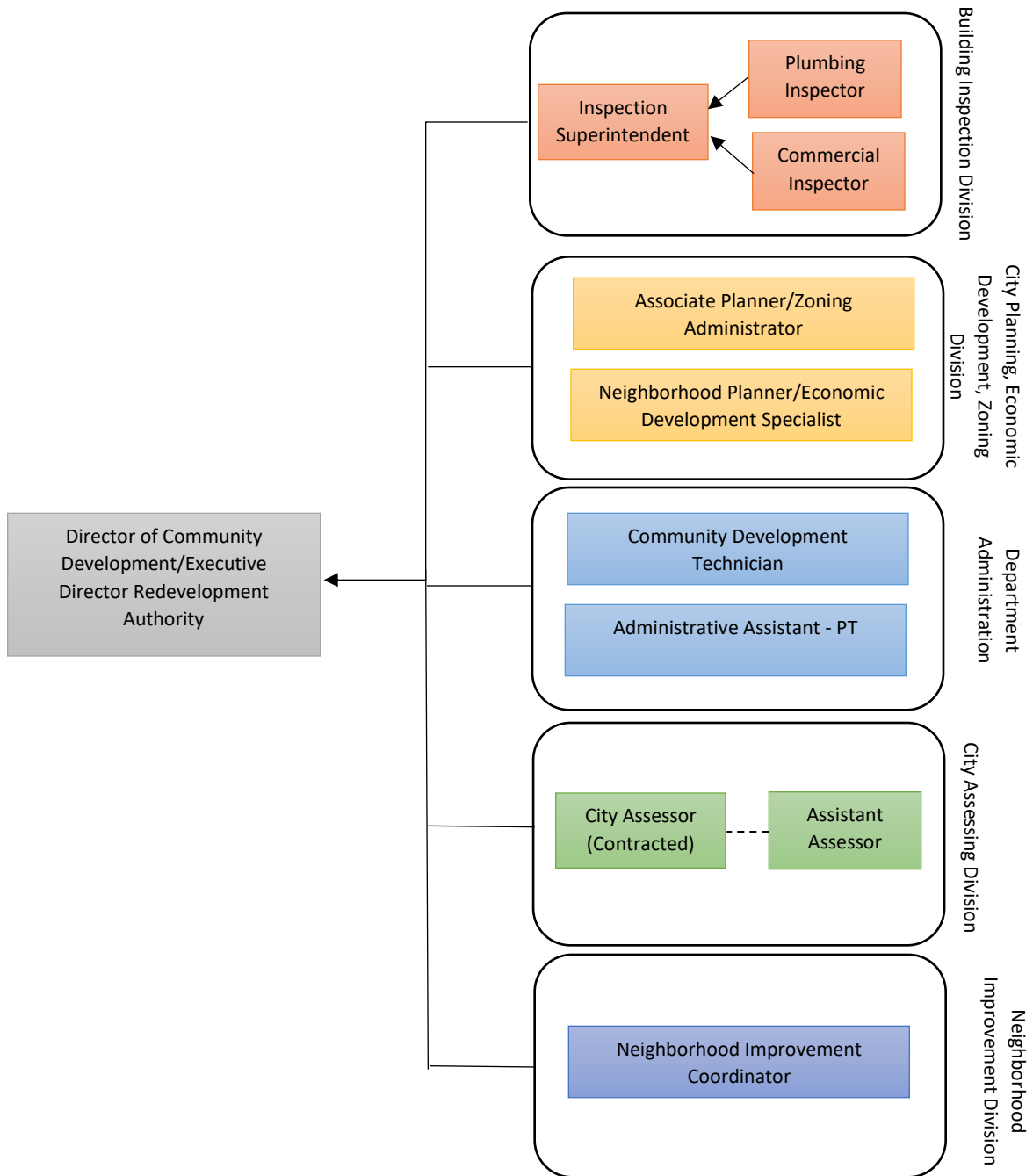
The City's Personnel Committee has not reviewed the proposed position descriptions or the proposed Department reorganization. My goal was to get the funding in place prior to the City taking any formal action. Once the Authority agrees, I would take this through the normal process.

I've attached the position descriptions for both positions and the proposed reorganization. Please let me know if there's any additional questions or comments.

Existing Department Structure



Proposed Reorganization



POSITION DESCRIPTION
CITY OF STEVENS POINT

Position: Neighborhood Planner/Economic Development Specialist

Department: Community Development

Report to: Director of Community Development

Salary Range: N

SECTION A

DISTINGUISHING FEATURES OF THE CLASS:

Employee is primarily responsible for performing support functions in the areas of municipal planning, with focus on neighborhood and business district resiliency and development, and providing professional-level service in areas of economic and community development.

SECTION B

ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of:

Municipal planning, land use, and economic development principles, practices and techniques.

State statutes, ordinances, regulations, and policies of governmental agencies as they impact municipal planning and economic development efforts.

Principles and techniques of marketing and promotion.

Financial and other support resources available for businesses and the City.

Grant writing procedures and techniques.

Research methods and techniques.

Current economic, development, and demographic trends in the City of Stevens Point.

Ability to:

Interpret graphic information such as blueprints, layouts, site plans, base maps, or other visual aids.

Comprehend and make inferences from written material in the English language such as census data, surveys, previously done studies, or government document reports.

Communicate orally and in writing at a level of high proficiency, presenting ideas and concepts clearly, concisely, and accurately using proper business grammar, punctuation, and sentence construction.

Work professionally and cooperatively with City employees, businesses, government representatives, and the public.

Maintain a service-oriented personality and have a combination of technical and personal skills necessary to maintain effective relationships with the general public, businesses, developers, and other City employees.

Prioritize and independently perform work assignments, managing numerous projects with constant deadlines in a demanding office environment.

Conduct field checks on project sites.

Serve as a liaison between various government agencies, business associations, and neighborhood associations.

Work with neighborhood and business groups seeking to formalize an association.

Work toward the creation of Business Improvement Districts, assist in the management and operations of various Business Improvement Districts.

Conduct presentations and meetings to outside groups.

Operate a computer, copy machine, and printer requiring continuous or repetitive arm-hand movements.

SECTION C

SPECIAL QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in Urban/Regional Planning, Economic Development, Public Administration, or related field; two years of progressively responsible experience in municipal planning, economic development/redevelopment, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Masters degree is desirable. A valid Wisconsin motor vehicle operator's license is required.

SECTION D

TASKS ROUTINELY PERFORMED

Interacts with and assists the public in interpreting and meeting planning and economic development objectives.

Interacts with and assists the City's business associations/organizations (e.g. Association of Downtown Businesses, Southside Business District, etc.) with economic and community development related matters.

Works toward creation of new neighborhood associations consistent with the City's Strategic Plan.

Assists with the updating of the City's Comprehensive and Neighborhood Plans.

Assesses short, mid, and long-term planning initiatives and studies, and makes preliminary recommendations based upon such studies.

Assists the Director in preparing materials and reports for presentations, as well as meetings of boards and commissions.

Works with the Neighborhood Improvement Coordinator on marketing and managing neighborhood grant programs to encourage and ensure full utilization on a yearly basis.

Drafts, reviews, updates and modifies codes, ordinances, guidelines, policies, and/or procedures, as appropriate.

Develops and implements strategic plans to attract business and industry to the City, including long-range planning, marketing strategies, and establishing goals for business retention, attraction, and assistance efforts.

Coordinates efforts with City departments and other community governments and agencies to identify, retain, attract, and assist business and industry.

Assists neighborhoods in finding and obtaining external assistance and resources for neighborhood development.

Promotes available properties and community resources by conducting presentations, meetings, and site tours.

Collects demographic and economic data in response to prospective client inquiries.

Assists in the preparation of grant applications and reviews for conformance and compliance.

SECTION E

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Ability to move light objects (less than 20 pounds) long distances (more than 20 feet) when transporting recorders, projectors, or other materials to public meetings.

Position may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

Frequent repetitive movement of the hands, arm and neck while speaking on the telephone, keyboarding, using a calculator, etc.

Frequent sitting at desk while using personal computer, telephone, etc.

Infrequent bending, crouching, stooping or kneeling.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the position. The incumbent may be required to perform job related responsibilities other than those stated in this description.

Revised: 10/2021