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: February 20, 2024
2:30 PM

Location:
933 Michigan Avenue
Stevens Point WI 54481

OR

Zoom Teleconferencing

Meeting ID: 861 0784 8804 | Passcode: 842872
By Computer: https://us02web.zoom.us/j/86107848804?pwd=MWsrTStjSmxVWElXM28xa3dxcEgzdz09
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 Minutes from the November 14, 2023 Redevelopment Authority Meeting

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.

4. Approve Financial Reports from Housing Trust Fund -October, November, December 2023

5. Third Amendment of Development Agreement - Opera House, LLC, City of Stevens Point, and RDA of Stevens Point

6. Request for an After the Fact Neighbor Helping Neighbor (NHN) Grant Reimbursement

7. Potential Changes to Neighbor Helping Neighbor (NHN) Grant Program

8. Request to Update Housing Modernization Loan Program Eligibility Criteria

9. Request to evaluate and consider approval of Rental Improvement Program

10. Report on 2023 Program Usage

11. Executive Director's Report

    - Community Land Trust Update
    - Shopko Redevelopment Update
    - Edgewater Manor Update
    - Municipal Lot #8
    - 1101 Centerpoint Drive
    - Downtown Targeted Area Master Plan Update

12. Adjournment

REVIEWED AND APPROVED

DEC 01 2023

Report Criteria:
Print Outstanding Checks and Deposits and Bank and Book Adjustments

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
October 31, 2023

[redacted]

Bank Statement Balance:	309,833.48	Book Balance Previous Month:	309,313.58
Outstanding Deposits:	.00	Total Receipts:	524.72
Outstanding Checks:	.00	Total Disbursements:	4.82
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	309,833.48	Book Balance:	309,833.48

Outstanding Deposits

No outstanding deposits found!
Deposits cleared: 2 items Deposits Outstanding: 0 items

Outstanding Checks

No outstanding checks found!
Checks cleared: 1 items Checks Outstanding: 0 items

Bank Adjustments

No bank adjustments found!

Book Adjustments

No book adjustments found!

CHASE
JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

September 30, 2023 through October 31, 2023
[redacted]

CUSTOMER SERVICE INFORMATION

If you have any questions about your statement, please contact your Customer Service Professional.

00000405 DDA 121 211 30523 NNNNNNNNNNN 1 000000000 61 0000
REDEVELOPMENT AUTHORITY OF THE CITY OF S
TEVENS POINT
HOUSING TRUST FUND INTEREST
1515 STRONGS AVE
STEVENS POINT WI 54481-3543

SAVINGS SUMMARY

Premium Commercial Money Market

	INSTANCES	AMOUNT
Beginning Balance		**$309,313.58**
Deposits and Additions	2	524.72
Other Withdrawals, Fees & Charges	1	- 4.82
Ending Balance	**3**	**$309,833.48**

Interest Paid This Period	$459.72
Interest Paid Year-to-Date	$3,689.70

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		**$309,313.58**
10/16	Account Analysis Settlement Charge	- 4.82	309,308.76
10/17	Deposit	**65.00**	309,373.76
10/31	Interest Payment	**459.72**	309,833.48
	Ending Balance		**$309,833.48**

Your service charges, fees and earnings credit have been calculated through account analysis.

INTEREST RATE ON COLLECTED BALANCE

INTEREST RATE(S)					
	10/01	TO	10/31	AT	1.75%

REVIEWED AND APPROVED

DEC 01 2023

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)						
10/16/2023	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	4.82	
10/16/2023	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-4.82
Total CASH DISB - HTF (CDHTF):					4.82	-4.82

References: 2 Transactions: 2

Grand Totals:	4.82	-4.82

Report Criteria:
Include transaction count
Journal Code.Journal code = "CDHTF"

REVIEWED AND APPROVED

DEC 01 2023

Report Criteria:

Include transaction count

Journal Code.Journal code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
10/12/2023	1	LAPORTE-HINTZ	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
10/12/2023	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
10/31/2023	3	INTEREST FOR OCTOBER 2023	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-459.72
10/31/2023	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	459.72	
Total CASH RECEIPTING HTF (CRHTF):					524.72	-524.72

References: 4 Transactions: 4

Grand Totals:	524.72	-524.72

REVIEWED AND APPROVED
DEC 07 2023

Report Criteria:
Print Outstanding Checks and Deposits and Bank and Book Adjustments

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
November 30, 2023

[redacted]

Bank Statement Balance:	308,838.69	Book Balance Previous Month:	309,833.48
Outstanding Deposits:	.00	Total Receipts:	510.03
Outstanding Checks:	.00	Total Disbursements:	1,504.82
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	308,838.69	Book Balance:	308,838.69

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!

CHASE

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

November 01, 2023 through November 30, 2023
[redacted]

CUSTOMER SERVICE INFORMATION

If you have any questions about your statement, please contact your Customer Service Professional.

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REDEVELOPMENT AUTHORITY OF THE CITY OF S
TEVENS POINT
HOUSING TRUST FUND INTEREST
1515 STRONGS AVE
STEVENS POINT WI 54481-3543

SAVINGS SUMMARY

Premium Commercial Money Market

	INSTANCES	AMOUNT
Beginning Balance		**$309,833.48**
Deposits and Additions	2	510.03
Checks Paid	1	- 1,500.00
Other Withdrawals, Fees & Charges	1	- 4.82
Ending Balance	**4**	**$308,838.69**

Interest Paid This Period	$445.03
Interest Paid Year-to-Date	$4,134.73

CHECKS PAID

CHECK NUMBER	DATE PAID	AMOUNT
1115	11/22	$1,500.00
Total Checks Paid		**$1,500.00**

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		**$309,833.48**
11/03	Deposit	**65.00**	309,898.48
11/15	Account Analysis Settlement Charge	- 4.82	309,893.66
11/22	Check # 1115	- 1,500.00	308,393.66
11/30	Interest Payment	**445.03**	308,838.69
	Ending Balance		**$308,838.69**

Your service charges, fees and earnings credit have been calculated through account analysis.

REVIEWED AND APPROVED

DEC 07 2023

Report Criteria:
Include transaction count
Journal Code.Journal code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
11/03/2023	1	HINTZ	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
11/03/2023	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
11/03/2023	3	INTEREST FOR NOV 2023	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-445.03
11/03/2023	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	445.03	
Total CASH RECEIPTING HTF (CRHTF):					510.03	-510.03

References: 4 Transactions: 4

Grand Totals:	510.03	-510.03

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

DEC 07 2023

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
11/15/2023	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	4.82	
11/15/2023	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-4.82
Total CASH DISB - HTF (CDHTF):					4.82	-4.82

References: 2 Transactions: 2

Grand Totals:	4.82	-4.82

Report Criteria:

Include transaction count

Journal Code.Journal code = "CDHTF"

REVIEWED AND APPROVED

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

FEB 09 2024

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

December 31, 2023

[redacted]

Bank Statement Balance:	258,665.97	Book Balance Previous Month:	308,838.69
Outstanding Deposits:	.00	Total Receipts:	4,480.10
Outstanding Checks:	2,250.00	Total Disbursements:	56,902.82
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	256,415.97	Book Balance:	256,415.97
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 3 items   Deposits Outstanding: 0 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1116	2,250.00						
Grand Totals:							2,250.00

Checks cleared: 3 items   Checks Oustanding: 1 items

Bank Adjustments Section

Book Adjustments Section

CHASE

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

December 01, 2023 through December 29, 2023
[redacted]

CUSTOMER SERVICE INFORMATION

If you have any questions about your statement, please contact your Customer Service Professional.

00000483 DDA 121 211 36423 NNNNNNNNNNN 1 000000000 61 0000
REDEVELOPMENT AUTHORITY OF THE CITY OF S
TEVENS POINT
HOUSING TRUST FUND INTEREST
1515 STRONGS AVE
STEVENS POINT WI 54481-3543

00004830101000000021

SAVINGS SUMMARY

Premium Commercial Money Market

	INSTANCES	AMOUNT
Beginning Balance		**$308,838.69**
Deposits and Additions	3	4,480.10
Checks Paid	1	- 100.00
Electronic Withdrawals	1	- 54,547.76
Other Withdrawals, Fees & Charges	1	- 5.06
Ending Balance	**6**	**$258,665.97**

Interest Paid This Period	$415.10
Interest Paid Year-to-Date	$4,549.83

CHECKS PAID

CHECK NUMBER	DATE PAID	AMOUNT
1117	12/18	$100.00
Total Checks Paid		**$100.00**

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		**$308,838.69**
12/01	Deposit	**4,000.00**	312,838.69
12/11	Deposit	**65.00**	312,903.69
12/13	Online Transfer To Chk ...9866 Transaction#: 19279054967	- 54,547.76	258,355.93

TRANSACTION DETAIL *(continued)*

DATE	DESCRIPTION		AMOUNT	BALANCE
12/15	Account Analysis Settlement Charge		- 5.06	258,350.87
12/18	Check	# 1117	- 100.00	258,250.87
12/29	Interest Payment		**415.10**	258,665.97
	Ending Balance			**$258,665.97**

Your service charges, fees and earnings credit have been calculated through account analysis.

INTEREST RATE ON COLLECTED BALANCE

INTEREST RATE(S)					
	12/01	**TO**	12/31	**AT**	1.75%

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC

Report Criteria:
Include transaction count
Journal Code.Journal code = "CRHTF"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
12/01/2023	1	BRONK - 2724 MARY ST	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-4,000.00
12/01/2023	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	4,000.00	
12/08/2023	3	HINTZ	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
12/08/2023	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
12/08/2023	5	INTEREST FOR DEC 2023	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-415.10
12/08/2023	6	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	415.10	
Total CASH RECEIPTING HTF (CRHTF):					4,480.10	-4,480.10

References: 6 Transactions: 6

Grand Totals:	4,480.10	-4,480.10

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)						
12/15/2023	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	5.06	
12/15/2023	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-5.06
Total CASH DISB - HTF (CDHTF):					5.06	-5.06

References: 2 Transactions: 2

Grand Totals:	5.06	-5.06

Report Criteria:
Include transaction count
Journal Code.Journal code = "CDHTF"

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594

Department of Community Development
Redevelopment Authority
Director Ryan J. Kernosky, MPA
Ph: (715) 346-1567
Fax: (715) 346-1498

TO: Redevelopment Authority

FROM: Ryan Kernosky, Director of Community Development

DATE: February 20, 2024

RE: Third Amendment of Development Agreement – Opera House, LLC

RDA-

The Opera House (former Fox Theatre) is moving along in their redevelopment efforts. They did not reach their completion goal of December 1, 2023, and asked for an extension of this Development Agreement to December 1, 2024. The City Council has passed the attached amendment, and now that we have a meeting, it's the RDA's turn to review the proposed amendment.

I recommend approval as presented.

Thank you,

Ryan Kernosky

THIRD AMENDMENT OF DEVELOPMENT AGREEMENT

This THIRD AMENDMENT OF DEVELOPMENT AGREEMENT (this "Third Amendment") is made as of the _______ day of _________________________, 20____ by and between the City of Stevens Point, Wisconsin ("City"), The Redevelopment Authority of the City of Stevens Point ("RA") and The Opera House, LLC ("Developer").

RECITALS

The City, RA, and Developer acknowledge the following:

A. The Developer, City, and RA entered into that certain Development Agreement dated as of the 2nd day of September, 2020 (the "Development Agreement") regarding the redevelopment and repurposing of certain real property legally described within Exhibit A attached hereto (the "Property").

B. The Developer, City, and RA entered into that certain Assignment and First Amendment to the Development Agreement as of the 16th day of June, 2022. All capitalized terms not defined in this Third Amendment shall have the meanings assigned to them in the Development Agreement and the subsequent Assignment and Amendment to the Development Agreement.

C. The Developer, City, and RA entered into that certain Second Amendment to the Development Agreement as of the 22nd day of November, 2022. All capitalized terms not defined in this Third Amendment shall have the meanings assigned to them in the Development Agreement and the subsequent Assignment and Amendment to the Development Agreement.

D. The Developer, City, and RA understand the financial and building materials supply-chain challenges brought on by the Coronavirus Pandemic, which has continued to negatively impact real estate development.

E. The Developer, City, and RA understand that the project would not happen but for the proposed Third Amendment contained herein.

AGREEMENT

In consideration of the Recitals, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The terms of the Development Agreement, as amended, remain unmodified and in full force and effect. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument. This Agreement may be executed via email or facsimile transmission

and all PDF (or similar electronic format) or facsimile signature shall be deemed originals for all purposes.

AMENDMENTS

In consideration of the Recitals, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Developer, City, and RA hereby amend the Development Agreement, as follows:

   a. Article IV, Section 4.1(3) is hereby amended to read the following:

      (2) Following commencement of work outlined in Article IV Section 4.1(2), Developer shall obtain final occupancy no later than ~~December 1, 2023~~ December 1, 2024.

- *Signatures on Next Page* -

The Opera House, LLC

Dated: Dec 21st, 2023

BY ______________________
Gregg Gokey
Manager

STATE OF WI)
) ss.
Portage COUNTY)

Personally came before me this 21st day of December, 2023, the above-named Gregg Gokey, to me know to be the person who executed the foregoing instrument and acknowledge the same, as the act and deed of The Opera House, LLC, by its authority.

____
Notary Public, State of wisconsin

My Commission expires: 12-12-2025

(seal)

BETHANY DOWLING NOTARY PUBLIC STATE OF WISCONSIN

CITY OF STEVENS POINT, WISCONSIN

Dated: December 21, 2023

BY ______________________
Mike Wiza
Mayor

Dated: December 21, 2023

BY ______________________
Kari Yenter
City Clerk

STATE OF WISCONSIN)
) ss.
PORTAGE COUNTY)

Personally came before me this 21st day of December, 2023, the above-named Mike Wiza, and Kari Yenter, the City Mayor and Clerk, respectively of the City of Stevens Point, a Wisconsin municipal corporation, to me known to be the persons who executed the forgoing instrument and acknowledged the same, as the act and deed of said municipality, by its authority.

____
Notary Public, State of Wisconsin

My Commission expires: 12-12-2025

(seal)

BETHANY DOWLING NOTARY PUBLIC STATE OF WISCONSIN

THE REDEVELOPMENT AUTHORITY OF THE CITY OF STEVENS POINT, WISCONSIN

Dated: ______________________ BY ______________________
John Schlice
Chairman

Dated: ______________________ ATTEST: ______________________
Ryan J. Kernosky
Executive Director

STATE OF WISCONSIN)
) ss.
PORTAGE COUNTY)

Personally came before me this _______ day of ________________, 202___, the above-named John Schlice, and Ryan J. Kernosky, the Chairman and Executive Director, respectively of the Redevelopment Authority of the City of Stevens Point, to me known to be the persons who executed the forgoing instrument and acknowledged the same, as the act and deed of said municipality, by its authority.

____
Notary Public, State of Wisconsin (seal)

My Commission expires: __________________

Exhibit A

Legal Description

1116 Main Street Stevens Point, WI 54481 described as follows:

Lot 1 of Portage County Certified Survey Map No. 011409 recorded in the Office of the Register of Deeds for Portage County, Wisconsin on September 28, 2020 as Document No. 855837, being part of Lots 6, 7,16, and 17 of Block 28 of Valentine Brown's Addition to the City of Stevens Point, and all of Lot 1 of Portage County Certified Survey Map No. 011321, located in the NE ¼ of the NW ¼ of Section 32, Township 24 North, Range 8 East, City of Stevens Point, Portage County, Wisconsin.

Parcel Identification No.: 281-24-0832202973

Mark Kordus
Neighborhood Improvement Coordinator
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1554
mkordus@stevenspoint.com

Memo

To:	Redevelopment Authority
From:	Mark Kordus – Neighborhood Improvement Coordinator
CC:	Ryan Kernosky
Date:	2/8/24
Subject:	Request for an After the Fact Neighbor Helping Neighbor (NHN) Grant Reimbursement

Maia Johnson-Reck who owns and resides at the property located at 2156 Elk Street, has requested an after the fact review by the RDA of her NHN grant for a roof replacement. The project was completed in July of 2023. She had spoken to me in May and indicated that she had a leaking roof, we did confirm basic eligibility but no application was submitted. She was on Feltz Construction list for completion tentatively scheduled for the fall (September-ish), they had an unplanned opening in July and the project was completed at that time. She would have met the program eligibility and project criteria established for this program. The information she provided to me related to this project within the last week are attached hereto. I do expect her to be either at the meeting in person or via Zoom to answer any questions.

Date of Application: 1-23-24 **Date of Pre-Application Meeting/Call:** ____________

Name of Applicant		
Maia Johnson Reck		
DOB	**Contact Phone**	**Email**
4-12-81	715-252-1226	Reck.Maia@gmail.com

Name of Co-Applicant/Spouse		
DOB	**Contact Phone**	**Email**

Property Address	# of Years Living at Property
2156 Elk St	14

Total number of individuals living at the above address? 2

Total annual household income per last year's adjusted gross income (AGI) from federal income tax return (Form 1040) is 18,883 **for a household of** 2. *Attach most recent income tax return(s).*

Homeowners insurance policy holder		Policy Number
American Family		48CX-7445-01
Company Name	**Local Agent Contact Name**	**Phone**
	Judy Nitschke	715-341-9350
Address	**Email**	

Attach homeowners insurance policy.

	Yes	No
Do you wish to apply for additional dollar for dollar matching grant funds up to an additional $2,500 for labor and/or materials beyond the initial $2,500 grant amount for materials only for a maximum award of $5,000 with a $2,500 applicant match?	■	☐
Are you current on property taxes, assessments, and water utility payments?	☒	☐

Attach signed utility release.

Describe the exterior projects you would like to fund, and any benefits it would provide for the applicant, City and surrounding neighborhood. *Attach additional sheets if necessary for all sections.*

I would like to fund my roof replacement. It improved my house by fixing my leaky roof. It also improved the appearance of my house by replacing all the broken shingles and worn out shingles.

Provide the names of the contractor(s)/individual(s) who would complete the labor for your projects:

Contractor Name	Work Being Performed	Contact Number
Feltz Construction LLC	Replace Roof + build out gables	715-321-1606

Please provide a list of materials for the project and estimated costs:

Material	Estimated Costs
Shingles, wood	$5,000 - 6,000

Timeline For Project Completion	Estimated Increase in Property Value as a Result of Funding
completed	

Maia Reck 1-23-24

Applicant Signature **Date** **Co-Applicant Signature** **Date**

Maia Reck Johnson

Print Name **Print Name**

Check Number 2085

MAIA J. JOHNSON
KATHLEEN D. RECK
2156 ELK ST
STEVENS POINT, WI 54481-4986

79-7907/2759

2085

DATE 7-24-23

PAY TO THE ORDER OF Feltz Construction $ 10,750.00

Ten thousand + Seven hundred + fifty + 00/100 DOLLARS

Security Features Included. Details on Back.

UW Credit Union
800 533-6778

MEMO

MP

[redacted] [redacted]

View Front and Back of Check

Category: Uncategorized ▾

Note:

Labels: ? + New Edit

Thank you for considering my Neighbor Helping Neighbor Grant Program application. My roof had several leaks and had been failing for a few years. I was planning to start looking for roofers during the summer, but after a spring storm, I had a new leak that was causing damage to my ceiling. I joined the customer list for Feltz Construction after getting a few bids. They were the only ones who were going to be able to fit me in before fall. They called me up early and were able to get me in during July. They finished the work in one day and my house looks great. The new roof improved my house's appearance and now my roof doesn't leak.

Feltz Construction LLC
1870 Northstar Drive
Stevens Point, WI 54482 US
+1 7153211606
feltzconstruction@gmail.com

INVOICE

BILL TO
Maia Johnson & Kathleen Reck
2156 Elk St
Stevens Point, WI 54481

INVOICE	682
DATE	07/18/2023
TERMS	Due on receipt

DATE	DESCRIPTION	AMOUNT
	Roof estimate	11,550.00
	Less: Down payment	-2,000.00
	Extras: -Build out gables 3" with new fascia	1,200.00

BALANCE DUE **$10,750.00**

Mark Kordus
Neighborhood Improvement Coordinator
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1554
mkordus@stevenspoint.com

Memo

To:	Redevelopment Authority
From:	Mark Kordus – Neighborhood Improvement Coordinator
CC:	Ryan Kernosky
Date:	2/16/24
Subject:	Potential Changes to Neighbor Helping Neighbor (NHN) Grant Program

At the last meeting, direction was given by the RDA for staff to reevaluate the Neighbor Helping Neighbor (NHN) grant program. With an intended desire to potentially make after-the-fact grant awards possible, as well as eligibility criteria for interior projects related to habitability issues. Of note, a few weeks after that meeting I had another property owner contact me in a similar situation as Cody Williams, she had purchased a dwelling and is still living in an apartment. She has been working on variety of projects over the last year to improve the property prior to moving in and was unaware of any City programs to help offset these costs, having already spent over $10,000. However, she still has exterior window projects she has yet to complete, and that project will be eligible under current grant standards.

The following are recommended changes to address some common needs and requests we see from low to moderate-income residents on an annual basis:

- Include interior project components related to habitability issues. These include but are not limited to; heat, water, sewer, bathroom, handicapped accessibility and hot water. This would result in expanding the program to include furnace or boiler replacement (but not AC), water or sewer lateral replacement (usually an emergency situation), non-functional bathroom due to a variety of issues, handicapped accessibility (which can be ramps, bathroom issues, countertops or replacement of flooring), and a failed water heater. Habitability issues are specifically called out in both chapter 21 of the property maintenance code, as well as chapter 30 of the building code. These codes would be identified as the approval standards for interior habitability projects.

- Allowing an after-the-fact application if it is submitted within 12 months of the project being completed and it meets all other program standards.

Given the RDA's feedback on these proposed changes we can modify the grant program to include these items. The review deadline for after-the-fact grant applications can be modified to a lower threshold, but 12 months was selected because it is our standard timeline for the grant award. This timeframe could also be reduced if so desired.

As we look at more broad-based changes within this program there are two other items we wish the RDA to consider related to the NHN grant. The first being the value of the dwelling for eligibility criteria. With the City's recent reassessment, the value of the dwelling to be eligible for this grant program, is currently a fixed amount of $170,000. I would propose changing this to 120% of the median dwelling value, which could then automatically adjust annually with values if needed. Currently the median single family residential dwelling value is $168,150. Using 120% of that median value the eligibility cut off would increase to $201,780 for the primary dwelling (structure only), exclusive of the land. This is in line with the program guidelines prior to the city-wide revaluation.

The second potential change to consider is for eligible project type. It is unclear with the current grant standards as written, whether construction of an accessory structure (garage or shed) would be an eligible expense. I would propose that we do include them if one does not currently exist on the property. One of the common complaints I receive is general clutter in neighbors' yards, such as bikes, snowblowers, lawnmowers, children's toys, etc. Allowing this as an eligible expense would help to accomplish the purpose of this program by improving curb appeal or neighborhood aesthetics.

If the RDA is agreeable to adding this project type to the NHN grant program, a secondary consideration which has recently come up, would be edibility of garage demolition costs as part of the program, prior to replacement or reconstruction. It may be worth considering including this as an eligible cost, again going back to the intent of the program in removing a dilapidated garage as an eye sore within the neighborhood, with the caveat that it be replaced with an accessory structure, if allowed by zoning. This would then become an eligible cost under the grant program.

Staff are looking for your determination if the following projects should be allowed based on the intent of the Neighbor Helping Neighbor grant:

- Should the construction of an accessory structure – a garage or shed – be an eligible expense if one does not currently exist on the property?

- Should the demolition of a dilapidated accessory structure be an eligible expense? If yes, should the reimbursement for demolition be contingent on the replacement with another accessory structure?

Memo

Chris Klesmith
Neighborhood Planner / Economic Development Specialist
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
(715) 341-4171 | cklesmith@stevenspoint.com

To:	Redevelopment Authority of the City of Stevens Point
From:	Chris Klesmith
CC:	Ryan Kernosky
Date:	January 4th, 2024
Subject:	Request to Update Housing Modernization Loan Program Eligibility Criteria

Redevelopment Authority,

To expedite the update process for the Housing Modernization Loan to stay as current as possible with the housing market in Stevens Point, the following changes are requested to be made to the program within "eligible properties" section so that staff can update these eligibility criteria annually, similarly to the income eligibility range. By selecting a specific age of dwelling rather than construction year and percentage of the median assessed home value, we also aim to avoid inadvertently disqualifying homeowners from the program. For reference, the median value of improvements for parcels used as single-family homes in 2023 was reported to be $168,150. Under the program as recommended, all owner-occupied single-family homes built before 1994 and valued at $252,225 (improvements only) would be eligible for the program.

If you have any questions regarding these changes or other potential changes to the program, please do not hesitate to reach out to discuss.

Cheers,

Christopher Klesmith
Neighborhood Planner & Economic Development Specialist
City of Stevens Point

Housing Modernization Loan Program

Please read and fill out the application in its entirety, ensuring all relevant attachments are included upon submittal. Question about the application process and pre-application meeting requests may be sent via email to cklesmith@stevenspoint.com or by calling the office at (715) 341-4171 any time M-F, 7:30am-4:00pm. Completed applications and attachments may be sent to cklesmith@stevenspoint.com or mailed to **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.**

Program Overview

This program is designed to provide property owners with a financial mechanism to update major components of their properties to ensure they stay in good condition and increase their utility efficiency. Loans are provided to applicants as funding becomes available. Loans have a fixed rate for 5-year or 10-year term. Loans are made available city-wide at a 2% interest rate, and to Neighborhood Improvement Zones for a 1% interest rate.[1]

Eligible Program Participants

The Housing Modernization Loan Program is available to owner-occupied households who earn between 80% and 120% of the county median income and have a total debt-to-income ratio of .45 or less. The following table summarizes the range of eligible incomes. Residents who earn between 60-80% of the county median income qualify for the Housing Modernization Loan if 1) the applicant(s) have a total debt-to-income ratio of .35 or less, or 2) the City of Stevens Point would be the first mortgage on the home. Residents earning less than 80% of the county median income also qualify for other sources of funding, such as the Neighbor Helping Neighbor grant and CDBG loans through CAP Services and the Central Housing Region Community Development Block Grant administered by the Juneau County Housing Authority. These programs may be reviewed at stevenspoint.com/595/Homeowner-Help.

Household size	1	2	3	4	5	6	7	8
80-120% Income Range	$51,450 - $77,200	$58,800 - $88,200	$66,150 - $99,250	$73,500 - $110,300	$79,400 - $119,100	$85,300 - $127,900	$91,150 - $136,750	$97,050 - $145,550
60% Income Limit	$38,640	$44,160	$49,680	$55,140	$59,580	$64,020	$68,400	$72,840

In addition, the applicant must be current on municipal taxes, charges, and utility payments.

[1] Neighborhood Improvement Zones are identified by staff as regions with frequent property reports and oldest housing stock.

Eligible Properties

- Any owner-occupied residential property within the City of Stevens Point built 30 or more years ago with a current assessed value of all structures on the parcel of less than 150% the median value.

Eligible Improvements

- Any exterior improvements to the primary residential structure, such as roofing, siding, gutters, and windows.
  - Luxury improvements such as patios, hot tubs, swimming pools, and decorative landscaping unrelated to resolving drainage issues **do not qualify**.
- Reconstruction, repair, or expansion of an existing garage.
- Driveways and fencing.
- Major interior renovations and foundation repair.
- Improvements to the building efficiency, such as insulation.
- Replacement or upgrade to more efficient HVAC systems and water heaters.
- Electrical and plumbing system upgrades.
- Installation of renewable energy production and/or storage systems.

Terms

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

- Up to one $30,000 loan for each property. Following successful inspection of completed work, funds will be distributed directly to the identified contractor(s). A mortgage for the total amount disbursed will be recorded on the property.
  - $5,000 above the loan value of each project shall be kept in reserves if additional work is required to complete a project. If additional funds are required exceeding this $5,000, the owner will be required to make a special request to the Redevelopment Authority or secure other financing.
  - The City of Stevens Point has established a maximum debt factor (110%) for this residential loan program and shall not loan funds to a property owner that would cause them to exceed this debt factor.
- Recipient shall be responsible for paying loan preparation fees which will be included in the loan amount. These fees include:
  - Mortgage Recording ($30) paid to Portage County Register of Deeds.
  - Title Review ($100 for single lots, $50 for each adjacent lot) paid to McDonald Title Company.
- Recipient must pay the loan back to the City of Stevens Point on a monthly payment schedule. Payment will be collected on the 1st day of each month. A 10-day grace period on payments will be granted.
  - The City of Stevens Point will establish a recurring ACH withdrawal from the recipients account of choice. If recipient is unable to establish ACH payments, payments may be made online at "site" or checks may be made to "City of Stevens Point" with the memo "Housing Modernization Loan". Checks can be delivered to 1515 Strongs Ave, Stevens Point, WI 54481, ATTN: City of Stevens Point Treasury.
  - If recipient will become unable to fulfill payments, it is the responsibility of the recipient to inform Community and Economic Development staff as soon as possible.
    - If a payment is delinquent by at least 10 days, a late fee of $30 will be assessed.
    - Non-sufficient fund fees ($30) and disputed transaction fees ($30) are passed to the applicant.
    - Payments may be deferred one time for up to a total of 6 consecutive months.
    - Applicants are **strongly encouraged** to reach out to Community and Economic Development staff to be connected with financial planning assistance to recorrect loan payments.

- Loan payments begin after all project components are complete, all funds have been distributed to the contractor(s), and loan adjustments are made.
- Loan must be repaid in full before sale of the property or if the property is no longer owner-occupied.

Additional Requirements

- Applicants shall submit all required wage, mortgage, and property information to the Community and Economic Development Department prior to a pre-application meeting.
- If an applicant's property lies within a 1% or higher flood plain (as determined by FEMA), the applicant must carry an amount of insurance equal to or greater than the value of the first mortgage and loan to be awarded.
- A pre-application meeting to review eligibility requirements, loan amount and terms, and project specifics is required with City staff prior to applying.
- Funds cannot be applied to improvements that have already been started or completed.
- 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 work is being performed by the homeowner, cost estimates from two suppliers are required.
- If applicable, permits must be obtained prior to starting any work.
- Owners or owners' direct relatives cannot be compensated for their labor or time on the project.
- After the loan is approved, applicant must add the City of Stevens Point as a mortgagee to their home insurance policy.

Project Selection

- Applications will be accepted on a first-come, first-served basis. Loan funds are limited, and funding is not guaranteed even for projects that otherwise qualify.
- If an applicant is approved before funds are available, they will be added to a queue. As funds are replenished, applicants will be notified in order of project need based on position in the queue and project cost.
- The City of Stevens Point reserves the right to apply scoring methods at any point in the life of this program. Projects will be ranked by:
    - Immediacy of project need based on risk to resident health or property damage.
    - Evidence of owner's ability to finance and complete the project.
    - Impact to the neighborhood.
    - Whether or not the property is in a Neighborhood Improvement Zone.
    - Increase in assessed value of the property.
    - Projected increase in energy efficiency.

Application & Loan Process

- Applicant completes the "Eligibility Verification and Loan Preparation" form and delivers to the Community & Economic Development Department at City Hall, 1515 Strongs Ave, Stevens Point WI 54481.
- Community & Economic Development Department reviews eligibility information and calls applicant to arrange a pre-application meeting. Pre-application meeting held on site and photos taken.
- Applicant prepares:
    - Two cost estimates from licensed contractors or approved suppliers.
    - Proof of current homeowners' insurance.
    - Any outstanding mortgages and/or liens on the property.
    - City of Stevens Point ACH Payment Form.

  - Proof of no outstanding municipal taxes or charges, or utility payments.
- Applicant prepares application and submits it with all necessary documents.
- Applicant signs Borrower Certification and Mortgage Note, and agreement.
- Contractor(s) sign agreement and provide a W-9 to the City of Stevens Point.
- Staff submits financial request to City Treasury after loan approval.
- Staff records Mortgage Note at Register of Deeds.
- Applicant and/or contractor files permit applications for all work to be performed.
- Applicant may request payment to contractors after permitted work is complete and passes inspection.
- Once all permitted work passes inspection, loan adjustments are made if necessary.
- Loan repayment begins.

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

Application Number (*Office Use Only)*

Eligibility Verification and Loan Preparation

Applicant Information

Name of Applicant:

Social Security Number	Contact Phone	Email

Name of Co-Applicant(s)

Social Security Number	Contact Phone	Email

Property Address	Build Date and Assessed Value (City-provided)

Liability Information

List all financial obligations that are recorded against the property, such as mortgages, liens, and delinquent taxes, as well as additional outstanding financial obligations. ***Attach the most recent mortgage or loan summary.***

Lienholder / Bank Name	Debt Purpose	Current Balance	Monthly Payment	Date Closed	Interest Rate (%)	Loan Type
	Totals					

Is the most recent mortgage or loan summary attached? ☐

Is the title review attached? ☐

Do you Escrow for Property Taxes? ☐

Sources of Income

Please provide the following information for any amount of income household members 18+ years old can reasonably expect to receive during the next 12 months. ***Attach previous two (2) tax returns and four (4) pay stubs.***

Applicant Current Employment Income:

Employer/Business Name: _______________________________________ **Gross Monthly Income:**

Start Date: ____ / ____ / ____ Phone: _____________________________

Are you the business owner / Self-Employed?

Co-Applicant Current Employment Income:

Employer/Business Name: _______________________________________ **Gross Monthly Income:**

Start Date: ____ / ____ / ____ Phone: _____________________________

Are you the business owner / Self-Employed?

Household Member Age 18+ Current Employment Income:

Employer/Business Name: _______________________________________ **Gross Monthly Income:**

Start Date: ____ / ____ / ____ Phone: _____________________________

Are you the business owner / Self-Employed?

Household Member Age 18+ Current Employment Income:

Employer/Business Name: _______________________________________ **Gross Monthly Income:**

Start Date: ____ / ____ / ____ Phone: _____________________________

Are you the business owner / Self-Employed?

Tax Returns and Pay Stubs Attached?

Income from Other Sources

If you receive additional income from one the sources below, please provide the annual income source and amount.

- Alimony
- Capital Gains
- Child Support
- Disability
- Foster Care
- Interest & Dividends
- Public Assistance
- Retirement (Pension, IRA)
- Royalty Payments
- Separate Maintenance
- Social Security
- Trust
- Unemployment Benefits
- VA Compensation
- Other

Income Source	Monthly Income
	$
	$
	$
Total	$

Application & Loan Terms

Date of Application: ________________________ Date of Pre-Application Meeting/Call: _____________________

Application Number: _______________________ Pre-Application Meeting By: _________________________

The applicant must provide the following information

Requirements:

	Yes	No	N/A
Proof of Homeowners Insurance (Attach homeowners insurance policy)	☐	☐	☐
Is the home situated within a flood plain? (City attach FEMA verification)	☐	☐	☐
Proof of Property Ownership / Offer to Purchase (Attach valid & signed commitment or Offer to Purchase)	☐	☐	☐
Verified No Municipal Taxes or Utility Fees (Attach signed utility release)	☐	☐	☐
Two cost estimates from contractors/suppliers (Attach estimates with clearly identified contractors/suppliers)	☐	☐	☐
Preferred Payment Account (Provide bank account for automatic ACH transactions and email for reminders)	☐	☐	☐

After Approval and/or Construction:

Mortgage Recorded	☐
Final Inspection & Occupancy Approval	☐
Updated Home Insurance Policy	☐

Project Summary

Attach additional sheets if necessary for all sections below

Describe the scope of work being performed to update the property:

Provide the names of the contractor(s) or supplier(s) who would provide estimates and complete the labor or materials for this conversion:

Contractor/Supplier Name	Work Being Performed or Supplies Sold	Contact Number

Provide a list of contractor or supplier cost estimates:

Contractor/Supplier Name	Estimated Costs
Loan Total (will not exceed $30,000)	

Estimated Completion Date: ________________________________

Loan Payment & Terms

Loan payments will be collected on the 1st of each month following final inspection. Please provide account information to set up automatic withdrawals. For a detailed account of the payment terms, see the attached Mortgage Note and Borrower Certification.

	Yes	No
Eligible property is located within a Neighborhood Improvement Zone:	☐	☐

Monthly Payment Amount: ____________ **Estimated Length of Loan** ____________

Payment Information

Complete and attach City of Stevens Point ACH form: ☐

I will elect to pay in-person or mail, by check: ☐

_______________________________________ _______________________________________

Applicant Signature Date Co-Applicant Signature Date

_______________________________________ _______________________________________

Print Name Print Name

Memo

Chris Klesmith
Neighborhood Planner / Economic Development Specialist
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
(715) 341-4171 | cklesmith@stevenspoint.com

To:	Redevelopment Authority of the City of Stevens Point
From:	Chris Klesmith
CC:	Ryan Kernosky, Mark Kordus
Date:	February 8th, 2023
Subject:	Request to evaluate and consider approval of Rental Improvement Program

Redevelopment Authority,

In alignment with the recommendations of the 2017 Housing Study for the City of Stevens Point, before you is a proposed structure for a Rental Improvement Program to accelerate reinvestment into housing stock in the City of Stevens Point. The intent of the program is to offer a more cost-effective method for our local property owners to enhance properties while helping stabilize rental prices in our older properties. The program has been constructed in partnership with the Neighborhood Improvement Coordinator and vetted by local rental property owners to ensure that it is viable, promotes good property stewardship, and has the potential to increase access to housing.

Given the initial success of the Housing Modernization Loan Program, we expect to have the capacity to service either an additional 4 loans or $80,000 worth of loans per year, further enhancing the sustainability and growth of our housing investment programs. Staff would request your review and approval of the program with a minimum of $80,000 from the Housing Trust Fund to demonstrate the viability of the program to provide higher quality housing for our residents.

Cheers,

Christopher Klesmith
Neighborhood Planner & Economic Development Specialist
City of Stevens Point

Rental Improvement Program

Please read and fill out the application in its entirety, ensuring all relevant attachments are included upon submittal. Questions about the application process and pre-application meetings should be scheduled via email to cklesmith@stevenspoint.com or by calling the office at (715) 341-4171 any time M-F, 7:30am-4:00pm. Completed applications and attachments may be sent to cklesmith@stevenspoint.com or mailed to **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.**

Program Overview

This program is designed to support residents who rent housing in the City of Stevens Point by providing the owners of rental properties in Stevens Point a low-cost financing vehicle for property improvements that allow said property owners to improve the quality of their housing and to do one of the following: 1) preserve the affordability of rental housing, and/or 2) promote the housing of residents struggling to locate a housing option. Approved applicants will receive a low-interest rate loan (2% simple interest) for eligible property improvements paid back in a 5-year term. Recipients are then required to report annually how they are meeting the affordability or access goals of the program.

Eligible Program Participants

The Rental Improvement Program is available to all owners of rental properties in the City of Stevens Point. Homeowners seeking financial assistance for their own homes eligible for other programs which are available online at stevenspoint.com/595/Homeowner-Help.

In addition, the applicant must be current on municipal taxes, charges, and utility payments.

Eligible Properties

- Any residential rental property within the City of Stevens Point that was constructed at least 30 years ago.
- Rental properties must pass a simple health and safety inspection. The applicant agrees to allow City staff who manage the program to perform a brief habitability inspection of the eligible property as a part of the application process. The inspection form is attached to this application.

Total Allowable Funds

Up to $10,000 per unit improved may be requested from the applicant, for a maximum of 8 units improved. The applicant shall not exceed a loan to value ratio of 1.0 as determined by the Fair Market Value provided by the City of Stevens Point assessors.

Scoring Criteria

The Rental Improvement Program is a competitive program with limited funding. Property owners are expected to submit a full project narrative addressing the criteria on the following pages. It is the intent of this program to result in noticeable improvements while minimizing the impact those improvements may have on the cost for the property owner and tenants.

To be eligible for a loan through this program, the applicant must acquire at least 12 points and will be selected competitively against other applicants.

Scoring Rubric – For Internal Use Only

Criteria Name	Scoring	Value
Type of improvement (Maximum of 3 points)	Improvements that increase the interior livability and/or energy efficiency of the property (3 points). Exterior livability and aesthetic improvements (2 points). Emergency structural and utility repairs (1 point). Non-emergency structural repairs to properties (0 points).	
Matching of funds (Maximum of 3 points)	100% or more (3 points). 50% to 99% match (2 points). 25% - 50% match (1 point). No contribution (0 points).	
Impact to monthly rent (Maximum of 2 points; will accept the higher point category. FMR identified by rentdata.org)	Little to no increase in monthly rent (<10%) or rent stays under 80% market rate (2 points). Moderate change in monthly rent collected (<25%) or rent stays under 100% market rate (1 point). Significant change in monthly rent collected (>25% increase in rent) or rent increases to or above median monthly rent (0 points).	
Number of Units Improved (Maximum of 7 points)	1 point per unit above 1 (up to 7 points).	
Frequency of Rental Improvement Program Use (Maximum of 3 points)	Owner has not received RIP loan in 3 or more years (3 points). Owner has not received RIP loan in previous calendar year (2 points). Owner has received a RIP loan in the previous calendar year (1 point).	
Tenant Access Improvement (1 req'd; maximum of 6 points)	Owner agrees to rent to one or more of the following: reserve units for Section 8 recipients, RentReady participants, and/or owner agrees to freeze rent for duration of the loan. (2 points per item).	
Cash Flow Status (Maximum of 2 points)	Positive cash flow 7% or greater (2 points). Positive cash flow between 4-7% (1 point). Cash flow less than 4% (0 points).	
History of Property Improvements (Maximum of 3 points)	In the past 5 years, owner has invested in improvements across existing properties in Stevens Point: $50,000 or more (3 points) $25,000-$49,999 (2 points) Less than $25,000 (0 points)	
History of Owner's Property Violations (Maximum of -7 points)	For each property violation resulting in a service fee or citation in the past 3 years, -1 point.	
FINAL SCORE		

Terms

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

- One loan may be awarded for each property **every year, up to $10,000 per unit improved, for a maximum of 8 units.** A mortgage for the total amount disbursed will be recorded on the property. Down payments may be paid directly through the program or the property owner, depending on the needs of the project. Following successful inspection of completed work, funds will be distributed directly to the identified contractor(s).
- Recipient shall be responsible for paying loan preparation fees which will be included in the loan amount. These fees include:
  - Mortgage Recording ($30) paid to Portage County Register of Deeds.
  - Title Review ($100 for up to 2 adjacent residential parcels, $150 for parcels zoned as commercial).
- Recipient must pay the loan back to the City of Stevens Point on a monthly payment schedule. Payment will be collected on the 1st day of each month. A 10-day grace period on payments will be granted.
  - The City of Stevens Point will establish a recurring ACH withdrawal from the recipients account of choice. If recipient is unable to establish ACH payments, payments may be made online or checks may be made to “City of Stevens Point” with the memo “Housing Modernization Loan”. Checks can be delivered to 1515 Strongs Ave, Stevens Point, WI 54481, ATTN: City of Stevens Point Treasury.
  - If recipient will become unable to fulfill payments, it is the responsibility of the recipient to inform Community and Economic Development staff as soon as possible.
    - If a payment is delinquent by at least 10 days, a late fee of $30 will be assessed.
    - Non-sufficient fund fees ($30) and disputed transaction fees ($30) are passed to the applicant.
    - Payments may be deferred one time for up to a total of 6 consecutive months.
    - Applicants are **strongly encouraged** to reach out to Community and Economic Development staff to be connected with financial planning assistance to recorrect loan payments.
- Loan payments begin after all project components are complete, when all funds have been distributed to the contractor(s), and change orders completed. If work is not complete by the original agreed upon date, the City may begin collecting payments and notify the recipient in writing.
- Loan must be repaid in full before sale of the property.
- The recipient will be required to meet *at least* one of the “tenant access improvements” defined in the scoring rubric. If the recipient ceases to provide the agreed upon tenant access, the loan will be adjusted to the bank prime rate plus 3 percentage points.

Additional Requirements

- Applicants shall submit all required mortgage, income, and property information to the Community and Economic Development Department prior to a pre-application meeting.
- If an applicant’s property lies within a 1% or higher flood plain (as determined by FEMA), the applicant must carry an amount of insurance equal to or greater than the value of the first mortgage and loan to be awarded.
- A pre-application meeting to review eligibility requirements, loan amount and terms, and project specifics is required with City staff prior to applying.
- Funds cannot be applied to improvements that have already been started or completed.
- 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 work is being performed by the homeowner, cost estimates from two suppliers are required.
- If applicable, permits must be obtained prior to starting any work.

- Owners or owners' direct relatives cannot be compensated for their labor or time on the project.
- After the loan is approved, applicant must add the City of Stevens Point as a mortgagee to their home insurance policy.

Project Selection

- Applications will be accepted on a first-come, first-served basis. Loan funds are limited, and funding is not guaranteed even for projects that otherwise qualify. Projects will be reviewed and awarded every quarter (February, May, August, November) as long as funding is available in the program year. Projects must meet a 15-point minimum in order to qualify.
- Applicants may resubmit their application if their application does not meet the point threshold.

Application & Loan Process

- Applicant discusses, in person, over the phone, or via email the program, eligibility, and proposed property and project(s) with Community & Economic Development staff. Staff inspection is scheduled.
- Following inspection, Applicant prepares application and submits it with all necessary documents, including:
    - Cost estimates from licensed contractors or approved suppliers.
    - Proof of insurance.
    - Any outstanding mortgages and/or liens on the property.
    - List of all properties owned, including those under a separate LLC.
- Application is judged and awarded or denied.
- Contractor(s) and applicant sign agreement, contractor(s) provide a W-9 to the City of Stevens Point.
- Staff requests any necessary downpayments from City Treasury.
- Applicant signs Borrower Certification, Mortgage Note, and agreement. Applicant or contractor(s) apply for all applicable permits to begin the project.
- Staff records Mortgage Note at Register of Deeds. Downpayments are distributed.
- Work begins. All change orders reported to City Staff. Loan adjustments are made, if necessary.
- Staff will request payment to contractors after permitted work is complete and passes inspection. Payment is disbursed in 30 days or less.
- Loan repayment begins.

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

Application Number (*Office Use Only)*

Applicant Information and Project Narrative

Applicant Information

Name of Applicant:

LLC Name, if applicable	Contact Phone	Email

Name of Co-Applicant(s)

LLC Name, if applicable	Contact Phone	Email

Property Address	Build Date and Assessed Value (City-provided)

If owned by an LLC, please list all members of the LLC below **or** attach the LLC's articles of incorporation:

LLC Name	Contact Name	Contact Phone	Contact Email

Project Narrative

Describe the scope of work being performed to update the property, including number of units directly impacted. Please address how the improvements will impact rent costs and indicate if the rental unit will be reserved for Rent Ready graduates. *Attach additional sheets if necessary*:

Property Improvement History

Please provide you or your company's property improvement history in the City of Stevens Point in the past 5 years up to $50,000 of improvements. If possible, please site building permit identification as proof. If no building permit was necessary for the improvements, please provide proof of the improvements. If unable to locate building permit information, City staff will assist.

Property Address	Improvement Made	Improvement Cost	Building Permit # or Proof Attached

Application & Loan Terms

Date of Application: ________________________ Date of Pre-Application Meeting/Call: _____________________

Application Number: _______________________ Pre-Application Meeting By: _________________________

The applicant must provide the following information in addition to the application fields:

Requirements:

	Yes	No	N/A
Proof of Insurance (Attach insurance policy)			
Is the building situated within a flood plain? (City attach FEMA verification)			
Monthly Mortgage Statement (Please identify your monthly PITI costs)			
List all properties owned in the City of Stevens Point (Used to identify other permitted property improvements)			
Verified No Municipal Taxes or Utility Fees (Attach signed utility release)			
Cost estimates from contractors/suppliers (Attach estimates with clearly identified contractors/suppliers)			
Preferred Payment Account / ACH Authorization (Attach completed ACH Authorization form)			

After Approval and/or Construction:

- ☐ Mortgage Recorded
- ☐ Final Inspection & Occupancy Approval
- ☐ Updated Home Insurance Policy

Project Contacts and Costs

Provide the names of the contractor(s) or supplier(s) who have provided estimates for the project:

Contractor/Supplier Name	Work Being Performed or Supplies Sold	Contact Number

Provide a list of contractor or supplier cost estimates, and attach a copy of cost estimates:

Contractor/Supplier Name	Estimated Costs
Project Total	
Loan Request	
Private Investment Match	

*Please attach all quotes

Estimated Completion Date: ________________________________

Rent Impact and Rent Agreement

Please indicate how the proposed improvements will impact the rent required by tenants at the improved properties.

Unit Address	Number of Bedrooms	Previous Rent	Rent Following Improvements

Circle all rental agreements made for the improved property: I will agree to rent my unit(s) to **RentReady graduates**, **Section 8 voucher recipients**, or **freeze my rent for the duration of the loan** and will verify this agreement annually.

Loan Payment & Terms

Loan payments will be collected on the 1st of each month following final inspection. Please provide account information to set up automatic withdrawals. For a detailed account of the payment terms, see your attached Mortgage Note and Borrower Certification.

Monthly Payment Amount:

Estimated Length of Loan
60 Months

____ ____

Applicant Signature Date Co-Applicant Signature Date

____ ____

Print Name Print Name

Rental Loan Basic Habitability Checklist

Date: _______________Address: ______________________________ _________ No. Units: _________

Staff name: ______________________________ Contact info: ________________________________

Circle the number of each item or area that is checked and found to comply, note any areas of concern or noncompliance at the bottom of the form.

1. Exterior Premises - No abandoned or inoperable vehicles, overgrown vegetation, discarded household items, trash, debris, or graffiti. No excessively deteriorated driveway/ parking surface areas.
2. Exterior walls and foundation - In good condition, no peeling paint, holes, structural cracking, missing mortar, or deterioration.
3. Vent screens - No missing or damaged crawl space, attic, laundry or foundation vent screens.
4. Stairway/ landing/decks/balconies/guardrails/handrails - In good condition, no significant deterioration or safety hazard.
5. Roof – shingles in good condition without any leaks.
6. Interior walls, floors and ceilings, no deteriorated or unsafe conditions. Privacy within individual bedrooms.
7. Exterior and interior lighting - All lights function and have proper covers, no exposed wiring.
8. Common Areas (including Laundry Room) - In a safe and sanitary condition.
9. Entry doors - All doors and door jambs have strike plates that are secure and entry doors have functioning interior locking mechanism and the doors are weather tight.
10. Windows are weather tight and can be opened and closed easily and can be locked from the interior, with no missing or broken glass with screens as required. Bedrooms have appropriate egress windows.
11. Heating unit(s) are permanently installed and properly functioning.
12. Kitchen and bath sinks no leakage above or below.
13. Floor coverings do not create tripping hazards due to torn, missing, deteriorated sections of flooring. No deteriorated floor supports. No unsanitary conditions.
14. Plumbing fixtures / piping properly installed and in good condition without any leaks or clogs, no missing handles, or spouts.
15. Water heaters - Hot water is supplied to plumbing fixtures at a temperature of not less than 110 degrees Fahrenheit with proper venting.
16. Bathroom ventilation - Bathrooms have an operable window and/or exhaust fan.
17. Smoke and carbon monoxide (if applicable) detectors are operable, located on each floor, or as required by Code.
18. Electrical - General outlets, lights, switches, and cover plates are installed properly and in good condition, no exposed wiring.
19. GFCI properly functioning where outlets have been installed.
20. Pest Control - No infestations of insects or rodents/vermin.

Please notate any item numbers of concern or noncompliance below with a brief explanation and the location:

Memo

Chris Klesmith
Neighborhood Planner / Economic Development Specialist
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
(715) 341-4171 | cklesmith@stevenspoint.com

To:	Redevelopment Authority
From:	Chris Klesmith
CC:	Ryan Kernosky
Date:	February 16, 2024
Subject:	Report of 2023 Program Uses

Redevelopment Authority members,

Thank you for your diligence in reviewing, improving, and establishing our housing support programs. Over the course of 2023, staff are pleased to have assisted the following residents execute home improvement projects, resulting in:

- Four modernization loans made to four unique residents, resulting in **$62,939.81 worth of improvements** and initiating a self-sustaining program. At the moment we have a balance of $46,724. One additional loan is queued for 2024 and two residents have inquired about utilizing the program already in 2024. Staff aim to have at least four loans for an additional $60,000 of improvements in 2024 to continue supporting and growing the housing programs. With our current system in place, we have the capacity to manage 20 loans concurrently.
- Thirteen Neighbor Helping Neighbor grants were made to unique households. The $62,843.60 dollars granted were matched by residents for a total of $219,384.62 worth of improvements in 2023. The Neighbor Helping Neighbor grant recipients have an average household size of 1.8 persons.
- One Multifamily Rental Conversion grant was awarded, resulting in a successful remodel of a duplex into a single-family home. One Multifamily Rental Conversion grant is expected to be awarded in 2024-2025, and another resident has expressed interest in utilizing the program for a home purchase scheduled to close this March.
- No residential demolition grants were awarded in 2024. Given the cost of acquisition of a property to demolish an existing home, staff would like to reconsider the design of this program while maintaining the intent.
- Only two of nineteen applications were deemed ineligible or voided due to resident dissatisfaction with the design of the programs.

Staff continue to notify new homeowners of all residential programs and improvements to the city site have been made. Following the approval of program changes this winter/spring, staff intend to send a mass mailing regarding these programs and to host an informational session for interested residents.

Cheers,

Christopher Klesmith
Neighborhood Planner & Economic Development Specialist
City of Stevens Point