



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:	July 16, 2024 3:00 PM	Location:	City Hall Conference Room 1515 Strongs Avenue Stevens Point, WI 54481
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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.
4. Presentation by City Staff on Community Land Trust Update

Discussion and Possible Action on the Following:

1. Approval of Minutes from the April 30, 2024 meeting of the Redevelopment Authority.
2. Approval of Housing Trust Fund Financials - April, May 2024
3. Approval of Housing Modernization Loan Program Financials - April, May 2024
4. Retroactive Residential Infill Program Request - 140 Fourth Avenue
5. Residential Infill Program Update
6. Land Lease for Food Sales Purposes at 3049 Church Street
7. Consideration of Claim-Garrett Katerzynske-Damage to private sewer line.
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:

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.

- A. Discussion and update on possible development agreement for a property located within Tax Increment Finance District #10, Municipal Parking Lot #8 and RDA-owned properties adjacent (PID 281240832200420, 281240832200421, 281240832200425).
 - B. Discussion and update on possible development agreement for a property located within Tax Increment Finance District #10 (PID 281240832202969, AKA Shopko Parking Lot).
 - C. Discussion on possible sale of the property at 217 Second Street and 1700 Strongs Avenue.
9. Adjournment (Note: Commission will take no action in Open Session and will adjourn the meeting in Closed Session).

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



MINUTES

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: April 30, 2024
2:00 PM

Location: 933 Michigan Ave
Community Room
Stevens Point, WI 54481

Opening Section:

1. Roll Call: 2:00 PM.
 - A. Present: Schlice, Gardner, Kneebone, Kemmeter, Ladick, Barrett
 - B. Absent: Cooper
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.
 - A. Members of the public registered: Jack & Jeanette Friess, 1917 College Ave.
3. Public comment for pre-registered individuals for matters appearing on the agenda.
 - A. Jack & Jeanette Friess – directed to provide comment under Agenda Item #4.

Discussion and Possible Action on the Following:

1. Approval of Minutes from the November 14, 2023 and February 20, 2024 meetings of the Redevelopment Authority
Motion: Kemmeter moves approval of minutes and to be placed on file if Kneebone’s duplicate attendance be resolved.
Second: Kneebone seconds.
Discussion: None.
Vote: Unanimous approval.
2. Approval of Housing Trust Fund Financials - January, February, March 2024.
Motion: Ladick moves approval financial statements as presented
Second: Kemmeter seconds.
Discussion: None.
Vote: Unanimous approval
3. Approval of Housing Modernization Loan Program Financials - January, February, March 2024

Director Kernosky presents financials and will continue to present these financial statements to the body.

Motion: Kneebone moves approval

Second: Ladick seconds.

Discussion: None.

Vote: Unanimous approval.

4. Request from Jack & Jeanette Friess for an exemption to the Multi-Family Rental

Conversion Grant Program for the property at 516 Bukolt Ave.

C. Klesmith, Neighborhood Planner, presents project background on behalf of the applicant. Gardner, Barret speak in favor of the project; Barrett inquires about additional homebuyer education materials. Ladick inquires about fate of property if an income-qualified buyer; applicant references a return to the body if a buyer is unable to be located. Gardner references grant funds would not be disbursed until conveyance of property, under Grant Contract Supplemental Conditions/Terms. Kneebone speaks in favor.

Motion: Gardner recommends approval of the request subject to Grant Contract Supplemental Conditions/Terms and staff recommendations.

Second: Kemmeter seconds.

Discussion: Gardner clarifies that a condition that the cost of labor is not reimbursed to Friess' or any company they have a financial interest in.

Vote: Unanimous approval.

5. Request from City Staff for modification to the Neighbor Helping Neighbor Grant Program:

Neighborhood Inspector Mark Kordus presents the recommended changes and marketing methods of the programs. Schlice requests a direct mailing to all properties underneath a certain value. Kemmeter requests information on how staff are working with local realtors.

Motion: Gardner moves approval of changes as presented.

Second: Kemmeter seconds.

Discussion: None.

Vote: Unanimous approval.

6. Request from City Staff for modification to the Residential Demolition Grant Program

C. Klesmith presents program recommendation. Schlice, Gardner reference desire to continue prioritizing improvements in existing housing stock; Ladick, Barrett reference that both the demolition and infill programs can exist.

Motion: Kneebone moves approval of modifications as presented.

Second: Ladick seconds.

Discussion: No further discussion.

Vote: No's: Schlice, Gardner; Aye's: Ladick, Kneebone, Kemmeter, Barrett (motion carries, 4-2).

7. Update on Shopko Redevelopment Plan & Downtown Targeted Area Master Plan

Director Kernosky presents update on Shopko demolition, Shopko Redevelopment Plan & Downtown Targeted Area Master Plan, submitted low-income housing tax credit project, and directive from city administration to focus redevelopment efforts on Shopko to execute efficient redevelopment. Downtown Targeted Area Master Plan meeting will be held on May

14th. No questions from commissioners.

No action taken.

8. Director's Report

Director Kernosky presents Director's Report. Properties owned by the Redevelopment Authority will be listed and purchase agreement will be made for property redevelopment; update on the Community Land Trust was delivered; report will be presented on the redevelopment of 1101 Centerpoint Drive shortly.

No action taken.

9. Adjournment: 2:53PM.

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

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

May 31, 2024

JUN 11 2024

Longford



Bank Statement Balance:	336,125.77	Book Balance Previous Month:	276,055.34
Outstanding Deposits:	65.00	Total Receipts:	65,332.62
Outstanding Checks:	.00	Total Disbursements:	5,197.19
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	336,190.77	Book Balance:	336,190.77
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

<u>Deposit Number</u>	<u>Deposit Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>	<u>Deposit Number</u>	<u>Deposit Amount</u>
5	65.00						
Grand Totals:							<u>65.00</u>

Deposits cleared: 3 items Deposits Outstanding: 1 items

Checks cleared: 3 items Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Including transaction count

Journal Code: Journal code = "CDHTF"

JUN 21 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
05/15/2024	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	7.19	
05/15/2024	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-7.19
Total CASH DISB - HTF (CDHTF):					<u>7.19</u>	<u>-7.19</u>

Lorey Lashish

References: 2 Transactions: 2

Grand Totals:

7.19 -7.19

Report Criteria:

Including transaction count

Journal Code: Journal code = "CDHTF"

Report Criteria:

Including transaction count

Journal Code: Journal code = "CRHTF"

JUN 21 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH RECEIPTING HTF (CRHTF)						
05/24/2024	1	CITY OF ST PT-PRINCIPLE LOAN PYMT	246.48.19900.51	MISC UNCLASSIFIED REVENUE	.00	-56,456.93
05/24/2024	2	CITY OF ST PT-INTEREST LOAN PYMT	246.48.00155.56	INTEREST ON NOTES - TIF #6	.00	-8,328.69
05/24/2024	3	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	64,785.62	
05/30/2024	4	HINTZ-LAPORTE	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
05/30/2024	5	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
05/07/2024	6	HINTZ-LAPORTE	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
05/07/2024	7	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
05/31/2024	8	INTEREST FOR MAY 2024	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-417.00
05/31/2024	9	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	417.00	
Total CASH RECEIPTING HTF (CRHTF):					<u>65,332.62</u>	<u>-65,332.62</u>

References: 9 Transactions: 9

Grand Totals:

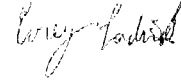
65,332.62 -65,332.62

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

HOUSING TRUST FUND INTEREST ACCOUNT (HTF CHECKING) (6)
April 30, 2024

MAY 16 2024



Bank Statement Balance:	276,055.34	Book Balance Previous Month:	278,374.76
Outstanding Deposits:	.00	Total Receipts:	462.77
Outstanding Checks:	.00	Total Disbursements:	2,782.19
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	276,055.34	Book Balance:	276,055.34
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 2 items Deposits Outstanding: 0 items

Checks cleared: 2 items Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

MAY 16 2024

Including 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)						
04/03/2024	1	HINTZ-LAPORTE	246.49.00100.56	PRINCIPAL PAYMENTS	.00	-65.00
04/03/2024	2	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	65.00	
04/30/2024	3	INTEREST FOR APRIL 2024	246.48.00110.56	INTEREST ON CHECKING ACCTS	.00	-397.77
04/30/2024	4	CASH RECEIPT BANK REC.	246.11101	OTHER CASH ACCOUNTS	397.77	
Total CASH RECEIPTING HTF (CRHTF):					<u>462.77</u>	<u>-462.77</u>

References: 4 Transactions: 4

Grand Totals:

<u>462.77</u>	<u>-462.77</u>
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Report Criteria:

Including transaction count

Journal Code: Journal code = "CDHTF"

MAY 16 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB - HTF (CDHTF)						
04/30/2024	1	ACCOUNT ANALYSIS STLMNT CHG	246.56.00600.5950	GEN ADMIN CHARGES	7.19	
04/30/2024	2	Auto Batch Total	246.11101	OTHER CASH ACCOUNTS	.00	-7.19
Total CASH DISB - HTF (CDHTF):					<u>7.19</u>	<u>-7.19</u>
References: 2 Transactions: 2						
Grand Totals:					<u>7.19</u>	<u>-7.19</u>

Longford

Report Criteria:

Including transaction count

Journal Code: Journal code = "CDHTF"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

JUN 21 2024

HOUSING MODERNIZATION LOAN (HML CHECKING) (12)

May 31, 2024

Cory Foster



Bank Statement Balance:	30,854.06	Book Balance Previous Month:	47,917.59
Outstanding Deposits:	.00	Total Receipts:	724.97
Outstanding Checks:	30.00	Total Disbursements:	17,818.50
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	30,824.06	Book Balance:	30,824.06
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 1 items Deposits Outstanding: 0 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
528	30.00						
Grand Totals:							30.00

Checks cleared: 3 items Checks Outstanding: 1 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

JUN 21 2024

Including transaction count

Journal Code. Journal code = "CRHML"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH REC-HOUSING MOD LOAN (CRHML)						
05/31/2024	1	GWIDT PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-165.20
		HAGER PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-164.41
		WAY PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-135.79
		SCHULTZ PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-259.57
05/31/2024	90001	TOTAL HLM PAYMENTS	253.11101	OTHER CASH ACCOUNTS	724.97	
Total CASH REC-HOUSING MOD LOAN (CRHML):					<u>724.97</u>	<u>-724.97</u>

References: 2 Transactions: 5

Grand Totals:

<u>724.97</u>	<u>-724.97</u>
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Report Criteria:

Including transaction count

Journal Code: Journal code = "CDHML"

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB-HOUSING MOD LOAN (CDHML)						
05/31/2024	1	ACHQ MONTHLY PAYMENT	253.56.00600.5950	GENERAL ADMINISTRATION CHGS	61.00	
05/31/2024	90001	TOTAL CHARGES	253.11101	OTHER CASH ACCOUNTS	.00	-61.00
Total CASH DISB-HOUSING MOD LOAN (CDHML):					<u>61.00</u>	<u>-61.00</u>
References: 2 Transactions: 2						
Grand Totals:					<u>61.00</u>	<u>-61.00</u>

Report Criteria:

Including transaction count

Journal Code: Journal code = "CDHML"

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

HOUSING MODERNIZATION LOAN (HML CHECKING) (12)

April 30, 2024

MAY 16 2024

Long [Signature]



Bank Statement Balance:	47,917.59	Book Balance Previous Month:	47,843.62
Outstanding Deposits:	.00	Total Receipts:	724.97
Outstanding Checks:	.00	Total Disbursements:	651.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	47,917.59	Book Balance:	47,917.59
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared: 1 items Deposits Outstanding: 0 items

Checks cleared: 2 items Checks Outstanding: 0 items

Bank Adjustments Section

Book Adjustments Section

Report Criteria:

Including transaction count

Journal Code: Journal code = "CRHML"

MAY 16 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH REC-HOUSING MOD LOAN (CRHML)						
04/30/2024	1	GWIDT PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-165.20
04/30/2024	2	HAGER PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-164.41
04/30/2024	3	WAY PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-135.79
04/30/2024	4	SCHULTZ PAYMENT	253.49.00100.56	PRINCIPAL PAYMENTS	.00	-259.57
04/30/2024	5	CASH RECEIPT BANK REC	253.11101	OTHER CASH ACCOUNTS	724.97	
Total CASH REC-HOUSING MOD LOAN (CRHML):					<u>724.97</u>	<u>-724.97</u>

References: 5 Transactions: 5

Grand Totals:

<u>724.97</u>	<u>-724.97</u>
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Report Criteria:

Including transaction count

Journal Code. Journal code = "CDHML"

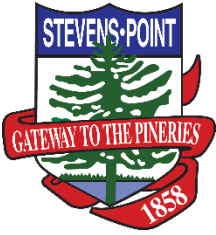
MAY 16 2024

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISB-HOUSING MOD LOAN (CDHML)						
04/30/2024	1	ACHQ MONTHLY PAYMENT	253.56.00600.5950	GENERAL ADMINISTRATION CHGS	61.00	
04/30/2024	2	Auto Batch Total	253.11101	OTHER CASH ACCOUNTS	.00	-61.00
Total CASH DISB-HOUSING MOD LOAN (CDHML):					<u>61.00</u>	<u>-61.00</u>
References: 2 Transactions: 2						
Grand Totals:					<u>61.00</u>	<u>-61.00</u>

Report Criteria:

Including transaction count

Journal Code. Journal code = "CDHML"



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: The Redevelopment Authority of The City of Stevens Point
From: Chris Klesmith
CC: Ryan Kernosky
Date: July 8, 2024
Subject: Residential Infill FAQ

Redevelopment Authority,

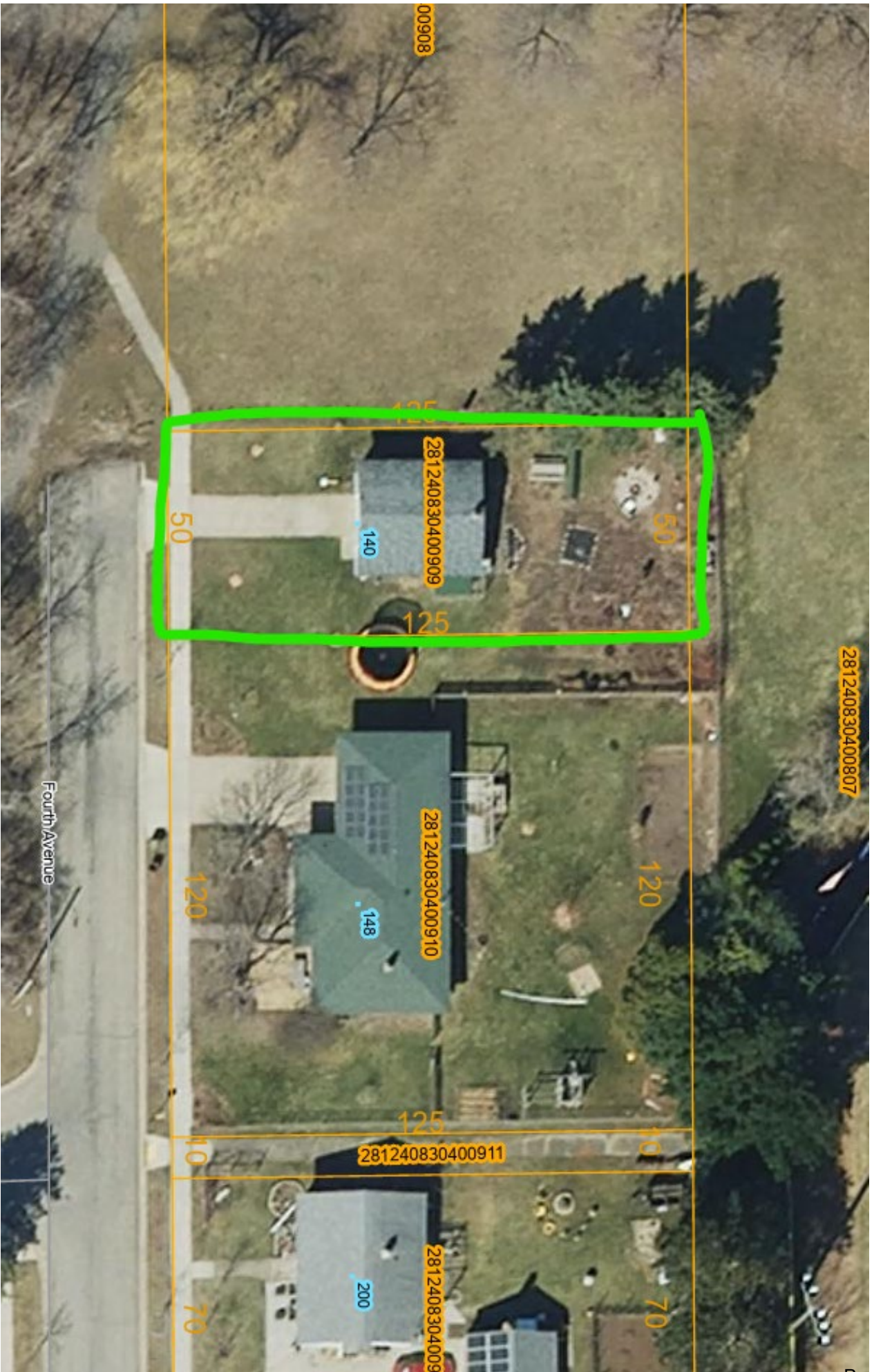
Since the announcement of the expansion of the Residential Demolition to Residential Infill Program, one resident requested clarification if their current home build would be eligible for the program. The applicants, Susan and Alvin Schuller, had worked with Gimme Shelter Construction Inc to apply for a New Construction permit in March of 2024 for 140 Fourth Avenue, which was vacant except for a detached garage. The Residential Infill Program was approved in April and announced in June.

The Schuller's scope of work included a conversion of the garage (interior alterations and addition) into a 1008 square foot home with costs estimated to exceed the \$200,000 requirement of the program. The resulting project meets the requirements of the program and results in an additional residential structure within the City. The parcel is zoned R3 (single and two-family residential), and the construction would result in a single-family home that would be assessed as new construction. On the following pages are the permit application and visual of the site for reference.

Staff would consider this scope of work eligible under the Residential Infill Program and would promote its use in similar situations where a garage exists on a property but not a residential structure. While the request is retroactive, construction is still underway and within the timeframe of retroactive requests of other programs. Staff would recommend approval of the request to retroactively award the applicant with the requested funds.

Cheers,

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



00908

281240830400909

140

50

50

125

281240830400807

281240830400910

148

120

120

Fourth Avenue

125

281240830400911

200

10

10

70

70

2812408304009

TAX PARCEL #: 281240830400909

PERMIT #: 240257

RECEIPT #: #1-93913, \$1,163, 4/22/24

ZONING: R3

OFFICE USE ONLY ABOVE LINE

RESIDENTIAL PERMIT APPLICATION

CITY OF STEVENS POINT INSPECTION DEPT. | 1515 STRONGS AVE, STEVENS POINT, WI 54481 | 715-346-1567

DATE 3/8/2024 OWNER PHONE #: 715 340-4877 OWNER EMAIL: susanschuller6@gmail.com

PROPERTY OWNER: Susan Schuller OWNER ADDRESS: 148 4th St Stevens Point, WI

SITE ADDRESS: 0 4th st Stevens Point, WI 54481 UNIT: TENANT:

BUILDING Cost (Labor & materials): \$193,960 Permit Fee: 100.00 200

& ZONING Park Fee: \$300 (parks acct) Review Fee: \$20.16- 40 Zoning Fee: \$60.48 40/120

Work Details: () Replacement, () New, (x) Repair Install Date: to be determined or () Emergency Install

addition to garage as living space 1008 total sq ft

Contractor: GimmeShelterConstruction Tele #: 715 824-7200 Mobile #:

Address: PO Box 176 Amherst, WI 54406 Email: gimme@gimmeshelteronline.com

Contractor Certificate No: 10109 Exp: Qualifier No: Exp:

ELECTRICAL Cost (Labor & materials): \$12,000 Review Fee: 10.08 40 Permit Fee: 100.00 200

Work Details: () Replacement, () New, () Repair Install Date: to be determined or () Emergency Install

new service to replace old from house

Contractor: Randy Shukar Innovation works Tele #: 715 570-0832 Mobile #:

Address: 262 Georgia St N, Stevens Point, WI 54481 Email: rshukar@sbcglobal.net

Electrical Contractor No: 171739 Exp: Master License No: Exp:

PLUMBING Cost (Labor & materials): \$12,000 Review Fee: \$40.08 40 Permit Fee: 100.00 200

Work Details: () Replacement, () New, () Repair Install Date: to be determined or () Emergency Install

new service from rd by Rassmussen, other by Bob's

Contractor: Bobs Plumbing Tele #: 715 345-9990 Mobile #:

Address: 8501 Stoney Rd, Amherst, WI 54406 Email: babsph@wi-net.com

Master License No.: 5370 Exp:

HVAC Cost (Labor & materials): \$10,450 Review Fee: \$40.08 40 Permit Fee: 100.00 200

Work Details: () Replacement, () New, () Repair Install Date: to be determined or () Emergency Install

new mini split and baseboard heat, with hrvs

Contractor: bob's plumbing Tele #: 715 345-9990 Mobile #:

Address: 8501 Stoney Rd, Amherst, WI 54406 Email: bobsph@wi-net.com

HVAC Contractor No: 245156 Exp: Qualifier No: Exp:

Total Cost of Project: \$228,419 Total Fees: \$514.08- 1163

The applicant agrees to comply with the Wisconsin Uniform Dwelling Code, Wisconsin Commercial Building Code, Wisconsin Plumbing Code, National Electrical Code and other Municipal ordinances and with the conditions of this permit; understands that issuance of the permit creates no legal liability, express or implied, on the Department or Municipality; and certifies that all the above information is true and accurate. Do not start work/enclose wall or ceiling until Building Inspector is notified. All inspections, including final, are required and must be requested by owner and/or applicant prior to occupancy.

Print Name of Owner/Applicant: Susan Schuller-Owner Gimme Shelter Construction-Applicant

Signature of Owner/Applicant: Dave Mangin Date: 3/8/24

PERMIT FEES ARE LOCATED ON THE REVERSE SIDE OF THIS APPLICATION

Please attach a completed building permit for the proposed dwelling, a site plan showing setbacks, and complete building plans. Lastly, answer the following:	
Lowest cost estimate for demolition. Attach a minimum of 2 estimates:	We did our own demo to gut the garage.
Square footage of dwelling to be constructed:	Adding to garage for total of 1,008 sq ft
Estimated cost of dwelling to be constructed:	\$223,000
Estimated end-value of dwelling to be constructed:	\$225,000
Timeline for construction completion of dwelling:	Fall 2024

Financing will be provided through whom?

UWCU

Contact Name	Phone
Nick Bitzke	608-232-5000x2876

Address	Email
2525 S. 108th St., West Allis, WI 53227	nbitzke@uwcu.org

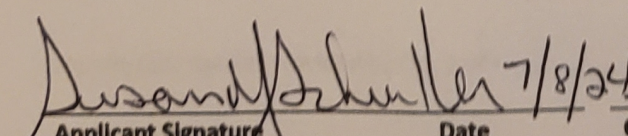
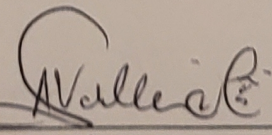
Please attach commitment.

Are there any other issues or circumstances you feel are relevant to this application? *You may attach additional sheets if necessary.*

We have started construction on this residential dwelling project. The lot did not have sewer, water, or separate utilities. We needed to provide our own added finances to bring this lot up to code and meet requirements for this build. This has created added financial burden to make this property work as a single family home.

Please note: we have worked very hard to figure out a way to make this lot a suitable living space for our family situation. We started with an ADU request and were the first in Stevens Point to be approved. However, due to the need to bring all utilities and services to the lot, the investment in the ADU, ultimately did not make good sense to us. We decided to make it a single family home instead.

When we heard of this program, (admittedly after the fact) we were so hopeful that we could apply and be considered for this grant. Please consider this build which technically meets all of your requirements for the infill grant program. It would truly bring down a lot of our stress that we hold because of all the added costs from this project. We truly appreciate your consideration.

	7/8/24		08 JULY 2024
Applicant Signature	Date	Co-Applicant Signature	Date
Susana M. Schuller		Alvin V. Schuller	
Print Name		Print Name	

Date of Application: 7/8/24 Date of Pre-Application Meeting: _____

Name of Applicant

Susan Schuller

DOB	Contact Phone	Email
05-06-1975	715-340-4877	SusanSchuller6@gmail.com

Name of Co-Applicant/Spouse

Alvin Schuller

DOB	Contact Phone	Email
08-13-1968	715-572-3995	kingalvinvs@gmail.com

Property Address

140 4th Ave. Stevens Point, WI 54481

Assessed Value of Primary Dwelling,
Structure Only (must be under
\$134,520)

\$18,500

Do you currently own the property? Yes If yes, how long have you owned the property? _____
No If no, attach a valid and signed Offer to Purchase.

Note: If owned by an LLC, the articles of incorporation, including a list of all members and operating agreement shall also be provided and attached hereto.

Current mortgage/lien holder(s) Attach additional sheets if necessary.	Amount Owned
UWCU – The current mortgage is tied to our current property	\$52,000
/home adjacent to this lot at 148 4th Ave.	

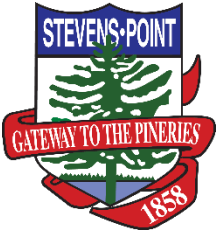
Has the property been subject of a major loss insurance (>10,000) claim? If so, expand and attach additional sheets if necessary.

No - None

Are you current on property taxes, assessments, and water utility payments?
Attach signed release.

Yes No

Property CDU Rating (provided by City staff): _____



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: The Redevelopment Authority of The City of Stevens Point
From: Chris Klesmith
CC: Ryan Kernosky
Date: July 8, 2024
Subject: Residential Infill FAQ

Redevelopment Authority,

Since the announcement of the expansion of the Residential Demolition to Residential Infill Program, staff have received several questions regarding and eligibility requirements of the program. Below are a summary of common questions and staff answers, and staff will adjust the application accordingly:

- Q: I own a home and a vacant parcel adjacent to it. Am I still eligible for the program if I currently own the home adjacent and intend to build a new home on the vacant parcel?
 - A: Yes, homeowners who own a vacant parcel next to their home would be eligible to receive assistance through the Residential Infill program to build on the vacant parcel.
- Q: I'm a homebuilder in the City of Stevens Point. Would a speculative build be eligible under the Residential Infill program?
 - A: Yes, a speculative build would be considered eligible if the home meets other requirements of the program.
- Q: My current parcel is larger than I need it to be, and I'm considering subdividing the parcel. Would the new parcel be eligible under the Residential Infill program?
 - A: Yes, as long as the new parcel does not require an extension of existing City utilities and it is feasible to construct a home on the new parcel under zoning requirements, the new parcel would be eligible for the program.
- Q: I own a parcel that has a garage on it, but no home. Is that parcel eligible for the Residential Infill program.
 - A: Yes, we would consider the parcel with only a garage to be vacant of any residential property and eligible for the program.

All licensed contractors that have been notified of the new program will also receive this FAQ.

Cheers,

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



*Please read and fill out the application in its entirety and make sure all relevant attachments requested are included upon submittal. Completed submittals can be emailed to cklesmith@stevenspoint.com or mail hard copies to: **Community Development Department, 1515 Strongs Avenue, Stevens Point, WI 54481.***

Questions regarding the application process can be sent to cklesmith@stevenspoint.com or by calling 715-341-4171, M-F from 7:30-4:00PM.

Program Overview

This program is designed to promote residential development in neighborhoods with older homes and vacant parcels. The program provides property owners or prospective property owners of residential properties in a state of disrepair or vacancy with a mechanism to demolish the primary structure and rebuild a residential dwelling on the same property or assist with constructing a new residential property. 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 individual owner of the property or future owner of the property and will utilize the property as their primary residence. **Homebuilders completing speculative builds are also eligible.**

Eligible Properties for Demolition:

- The intended use of the property must be residential in nature.
- Property must have a CDU rating of Poor, Very Poor, or Unusable (confirmed by City staff).
- Total improvements must have an assessed value not more than 80% of the median value in the City (\$134,520).
- Property owner must provide proof of property ownership. If property is owned as an LLC, the articles of incorporation and operating agreement of the LLC shall be provided. A valid offer to purchase may also be used in lieu of proof of ownership.
- Property owner must be current on municipal taxes and other charges, and utility payments.
- Properties that are subject to an insurance claim are ineligible (e.g. fire damaged).

Eligible Properties for New Construction

- All vacant residential parcels identified in the City's most recent Housing Affordability Report zoned PD, R1, R2, or R3 with City sewer and water already present in the adjacent right of way. **Parcels with accessory structures present but no residential structure may also qualify. Vacant parcels created by subdividing an existing parcel may also be eligible.**

Reimbursable Expenses

- Demolition: Any items, materials, or services directly related to and necessary for deconstructing the structure and the restoration of the property. Such items may include environmental testing, other professional services, and related material disposal fees.
- New construction: any costs associated with the construction of a new residential building.
- Grant funds more than deconstruction and restoration of the property may be used to reimburse cost of property acquisition if the property was purchased in the last 12 months. If the property has been owned for more than 12 months, the owner may be reimbursed for demolition and up to the current assessed value of the property, not to exceed a combined total of \$45,000.

Terms

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

- Up to a \$45,000 grant. A maximum of \$20,000 may be awarded to reimburse demolition costs, and a maximum of \$25,000 may be used to offset the initial acquisition costs or new construction, not to exceed the purchase price or assessed value of the land if there is no purchase price.
- Any funds not used for demolition and site restoration may be applied to costs of property acquisition if the property was purchased in the past 12 months.
- Construction of an accessory structure or an addition to an existing dwelling after demolition does not qualify for a grant under the terms of this program.
- All funds will be disbursed after completion of demolition, any required site restoration, and upon issuance of a building permit for the new single-family dwelling(s) on the property.
- A demolition permit shall be required.
- The minimum total value for the construction of new single-family dwelling(s) must be \$200,000. The applicant shall submit a valid contractor estimate for the project that supports the \$200,000 value.
- The document cost prep and review for closing the grant and document recording fees, if any, shall all be paid by the grant recipient/applicant.

Additional Requirements

- 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. The scope of work 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.
- Applicants must provide proof of financing for the construction of the new single-family dwelling(s).
- Funds cannot be applied to project components that have already been started or completed. Pre-approval is required.
- A City inspection of property prior to demolition may be required before issuance of the grant.
- 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 or owners' direct relatives cannot be compensated for their labor or time.

Project Selection

- Applications will be accepted, reviewed, and available on a first-come, first-served basis, based on available funding for that year.
- Projects will be ranked by:
 - The impact of the project on the neighborhood.
 - Increase in taxable value of the property.
 - Evidence of owner's ability to finance and complete the project.
 - Ability of the owner to complete the project within one year of financing approval.
- Final project approval will be determined by Community Development Department.

Application Procedure

Interested property owners shall contact the City of Stevens Point - Community Development Department to set up a pre-application meeting. City staff will work with each potential applicant to arrange an initial inspection of the property to review the scope of work, preliminary cost estimate, and determine if the property meets the program requirements. Once, the pre-application has been approved, the following will need to be submitted:

- Program application
- Two cost estimates from licensed contractors or home builders
- Outstanding mortgages and/or liens on the property
- Proof of no outstanding municipal taxes or charges, or utility payments

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

Date of Application: _____ Date of Pre-Application Meeting: _____

Name of Applicant

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DOB	Contact Phone	Email
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Name of Co-Applicant/Spouse

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DOB	Contact Phone	Email
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DEMOLITION ONLY: Assessed Value of Primary Dwelling, Structure Only (must be under \$134,520)

Property Address

--	--

Do you currently own the property? Yes If yes, how long have you owned the property? _____
 No If no, attach a valid and signed Offer to Purchase.

Note: If owned by an LLC, the articles of incorporation, including a list of all members and operating agreement shall also be provided and attached hereto.

Current mortgage/lien holder(s) *Attach additional sheets if necessary.* **Amount Owned**

Has the property been subject of a major loss insurance (>10,000) claim? If so, expand and attach additional sheets if necessary.

--

Are you current on property taxes, assessments, and water utility payments? Yes No
Attach signed release.

Property CDU Rating (provided by City staff): _____

Please attach a completed building permit for the proposed dwelling, a site plan showing setbacks, and complete building plans. Lastly, answer the following:	
Lowest cost estimate for demolition. <i>Attach a minimum of 2 estimates:</i>	
Square footage of dwelling to be constructed:	
Estimated cost of dwelling to be constructed:	
Estimated end-value of dwelling to be constructed:	
Timeline for construction completion of dwelling:	

Financing will be provided through whom?

--

Contact Name

Phone

--	--

Address

Email

--	--

Please attach commitment.

Are there any other issues or circumstances you feel are relevant to this application? *You may attach additional sheets if necessary.*

--

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
From: Chris Klesmith
CC: Ryan Kernosky
Date: June 25, 2024
Subject: Request to Pursue Lease of 3049 Church Street

Redevelopment Authority members,

Staff have received an inquiry from a local food truck owner and operator about the potential sale of 3049 Church Street. After an initial conversation with the operator, they signaled an interest in leasing the lot for seasonal service to pilot their restaurant concept before making an offer to purchase. An outline of the parcel is below:



Upon review, the parcel has space to accommodate and support multiple food trucks. Before you is a sample lease that staff would consider executing with a maximum of 5 food trucks on the parcel. Tenants would be required to manage the appearance of the site, including waste management. With minimal services on site, rental obligations should be kept minimal.

Staff would recommend leasing out the parcel to multiple food trucks and allocating the funds towards the development of a location with additional supportive services for local and regional food trucks. Developing a thoughtful location with additional services is a common economic development initiative that may result in a more robust and resilient restaurant sector for the City of Stevens Point.

Cheers,

Christopher Klesmith
Neighborhood Planner & Economic Development Specialist

City of Stevens Point

LEASE OF LAND FOR FOOD SALES PURPOSES

THIS AGREEMENT, hereinafter the “Agreement”, made and entered into this ____ day of _____, 20__, by and between the City of Stevens Point, a Wisconsin municipal corporation located at 1515 Strong’s Avenue, Stevens Point, Wisconsin 54481 (“City”), and _____ (“Vendor”), located at _____.

WITNESSETH:

WHEREAS, Vendor seeks to lease certain real estate from the City for the purpose of operating a food truck upon the Premises;

WHEREAS, City is willing lease said Premises to Vendor for such purposes;

NOW THEREFORE, in consideration of the representations and mutual promises herein contained, City and Vendor agree as follows:

SECTION I - DEFINITIONS

- A. “Premises” means the real estate located at 3049 Church Street, Stevens Point WI 54481.
- B. “Food Truck” means a vehicle or trailer equipped to store, transport, cook, prepare, serve, and sell food items and shall be certified under all applicable health and safety regulations.

SECTION II – VENDOR’S USE OF PREMISES

- A. Vendor shall have the nonexclusive right to locate and operate a Food Truck upon the Premises.
- B. Vendor shall be responsible for maintaining the Premises in a clean and reasonably garbage-free state. Vendor shall provide garbage receptacles and empty such receptacles prior to leaving the Premises on any day during which food sales occur.
- C. Vendor shall have the nonexclusive right to install electric utility on the Premises. Installation of electric utility shall be subject to all applicable building codes, zoning codes, and permitting. All costs of permitting, utility installation, metering, utility charges and/or utility use fees, and decommissioning shall be the

responsibility of the Vendor.

SECTION III – CONSIDERATION

In consideration of the rights conveyed to Vendor under this Agreement, Vendor agrees to pay the City \$75 per month.

SECTION IV – TERMINATION

Vendor agrees and understands that its rights under this Agreement shall terminate immediately in the event that the City transfers ownership of the Leased Premises to a third party.

SECTION V - INDEMNIFICATION

Vendor shall indemnify and hold harmless the City and its respective directors, officers, agents or employees from and against all claims, suits, actions, damages, or causes of action arising during the terms of the Agreement for any personal injury, loss of life or damage to property sustained by reason or as a result of Vendor’s use of the Leased Premises for which the Agreement is entered into and from and against any orders, judgments, or decrees which may be entered thereto, and from and against all costs, attorney’s fees, expenses, and liabilities incurred in or by reason of the defense for any such claim, suit or action and the investigation thereof (collectively, the “Liabilities”), provided, that the foregoing indemnity by Vendor shall not cover or be applicable to any Liabilities directly and solely caused by any act or omission by the City. Nothing in this Agreement shall be deemed to affect the rights, privileges, and immunities of the City as are provided for by law. This provision shall survive the termination of this Agreement.

SECTION VI – ENTIRE AGREEMENT

The terms of this Agreement constitute the entire understanding between the parties hereto and no statement, condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. This Agreement may only be amended or modified by mutual consent of the parties hereto in writing signed by both parties.

SECTION VII - NOTICE AND COMMUNICATIONS

All notices, requests and other communications required under this Agreement shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the

case may be, if delivered personally or sent by registered mail as follows:

1. If the City, to:

STEVENS POINT CITY CLERK
1515 STRONGS AVENUE
STEVENS POINT, WI 54481

2. If Vendor, to:

(INSERT CONTACT NAME AND ADDRESS)

Section XIII - SUCCESSORS AND ASSIGNS

City and Vendor each bind themselves, their partners, successors, heirs, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, heirs, assigns and legal representatives of such other party in respect to all covenants of this Agreement. Vendor shall not assign, sublet, lease or transfer his/her interest in this Agreement without the written consent of the City. In no event shall any contractual relationship be created between any third party and the City.

IN WITNESS WHEREOF, the parties have duly executed this Agreement, or caused it to be duly executed, as of the _____ day of _____, 20__.

FOR VENDOR:

By: _____

Date: _____

Printed Name:

FOR CITY OF STEVENS POINT

By: _____

Date: _____

Mike Wiza, Mayor

Attest: _____

Date: _____

Kari Yenter, City Clerk

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



Corey D. Ladick
Comptroller-Treasurer

Phone: 715-346-1574
Fax: 715-346-1683

July 12, 2024

To: Redevelopment Authority

Subject: Claim filed against the Redevelopment Authority for damage to a private sewer line.

A claim was filed against both the City and the Redevelopment Authority related to damage to a private sewer line that crosses the parcel at 1700 Strongs Ave. The demolition is alleged to have occurred during the demolition of the structure on that parcel.

We submitted this claim to our insurance company, and since the demolition was performed by a contractor, our insurance company has recommended that we deny the claim and forward the claim to the contractor. A copy of that recommendation, as well as the claim itself, are attached.

The Finance Committee has already taken action to deny the claim on the City side, and it will be considered by the City Council at their July 15th meeting. Because both the City and the Redevelopment Authority were listed on the claim, both entities need to take action on the claim.

If you wish to deny the claim, a motion to "Disallow the claim" would be in order.

Corey Ladick

From: Allison C. De Franze <allisond@cvmic.com>
Sent: Thursday, June 13, 2024 3:08 PM
To: Corey Ladick
Subject: Katerzynske v City of Stevens Point

Hi Corey,

I am in receipt of the claim that has been filed by Garrett Katerzynske against the City of Stevens Point. Mr. Katerzynske alleges the city is liable for rupturing his sewage line during a building removal adjacent to his property. As you are aware, the City of Stevens Point is self-insured for this loss and should the city decide to settle this matter, the settlement would come from city funds.

I have been advised that this construction project was being performed by a contractor. If the contractor was responsible for the site on the date of loss, then the claim would be the responsibility of the contractor, not the City. This claim should be tendered to the contractor's insurance carrier, and denied by the city.

Please let me know if any questions, or if you would like to discuss further.

Thank you,

June 11, 2024

City Clerk

Kari Yenter.
City Clerk
1515 Strongs Avenue
Stevens Point, WI 54481

RECEIVED

JUN 12 2024

CITY CLERKS
OFFICE

Re City Damage of Sewage Drain
1117 Brawley St.
1700 Strongs Ave

Dear Ms Yenter,

Pursuant to Cory D. Ladick's letter dated June 4th and received on June 10th I am submitting itemized statements for the repair of the damage to my sewer line at 1117 Brawley St. to supplement my claim against the City of Stevens Point for it or its agents damage to my sewer line originally dated May 29, 2024." My claim is for nine thousand seven hundred and 10 dollars (\$9,710.00)for the plumber and twenty forty thousand eight hundred and sixty dollars (\$24,860.00) for the excavation and installment of a sewer line connecting to the sewer main on Brawley street for a total of thirty four thousand five hundred seventy dollars (\$34,570.00)"

Sincerely



Garrett Katerzynske

Cc: Corey Ladick

May 29, 2024

City Clerk

Kari Yenter.
City Clerk
1515 Strongs Avenue
Stevens Point, WI 54481

Re City Damage of Sewage Line
1117 Brawley St.
1700 Strongs Ave

I, Garrett Katerzynske, own a single family home at 1117 Brawley St. Stevens Point, WI. Our sewer line runs through the lot at 1700 Strongs Ave. The 1700 Strongs Avenue lot is owned by the Redevelopment Authority of the City of Stevens Point. The City of Stevens Point removed a vacant church structure from the lot in February 2022. Subsequently my sewer line began to back up and I repeatedly engaged a sewer line cleaner. The last sewer line cleaner informed us that the sewer line likely ran through the 1700 Strongs Ave lot and may have been affected by the church demolition, as evidence of fill sand backing up into our basement. After contacting the city, city employees maintained that our sewer line connected to the city sewer on Brawley street immediately in front of our home.

I subsequently hired a plumber who video scoped and radar located the sewer line. The video was obscured by water and debris, but radar location demonstrated my sewer line crosses the 1700 Strongs Lot and empties into the city sewer line on Strongs Avenue. The plumber also determined the sewer line ran under the demolition site. The plumber informed me he would forward this information to the city, so the city could update its records.

Subsequently we engaged Roto rooter to clear and video scope the sewer line. The video of the cleared sewer line revealed that the sewer line is now bowed down under the demolition site. Repair of the sewer line with a sleeve is no longer possible because of the bowing. Sections of the sewer line appear shifted, and fill sand placed after the demolition can be seen leaking into our sewer line.

The sewer line had been in place and utilized for more that twenty years. I enjoy a prescriptive easement for that sewer line through 1700 Strongs Avenue. Portage County did not follow the statutory procedures required to expunge this prescriptive easement through the foreclosure.

The city damaged my sewer line when it demolished the building structure over the sewer line. The city officials that I contacted disclaimed responsibility for the sewer line indicating the location of the sewer line through 1700 Strongs Avenue is not shown on city records and instead is shown to be located on Brawley St. The city claimed the lack of location of the sewer line on

city records negated responsibility for the damage. The city is charged with maintaining records regarding sewer lines. The city periodically scopes sewer lines and would or should have actual knowledge that our sewer line did not empty onto Brawley St. The city negligently maintained its sewer records as they relate to my residence.

The video showing the cleared line, evidence of bowing and fill sand leaking into the sewer line was delivered to me on February 15th 2024. These results demonstrated that the city's demolition of the prior building structure at 1700 Strongs Ave damaged my sewer line and precipitated this claim.

I first notified the Redevelopment Authority of Stevens Point, the Stevens Point Public Utilities Office and Mayor Wiza of my concerns about the potential damage to my sewer line on January 16th 2024 and then again on January 31st 2024. The Public Utilities Office responded and continued to disclaim responsibility.

The city is not prejudiced by any claimed delay in this notice as no further construction has taken place on the property. The city departments and city mayor were notified of the issue, and the city repeatedly claimed the city was not responsible for any damage to the sewer line.

The city cannot avoid responsibility for destroying a private citizens sewer line and then claim that its faulty record keeping absolves the city of responsibility.

The estimated cost of installing a new sewer line to Brawley Street is estimated at \$34,570. The cost to re-install a new sewer line across 1700 Strongs Avenue is estimated to be similar or potentially less costly, with hookups to the city's sewer already in place at Strongs Ave.

I make a claim against the City of Stevens Point, the Redevelopment Authority of the City of Stevens Point and/or its agents for the replacement of my sewer line, damaged by the City of Stevens Point, the Redevelopment Authority of the City of Stevens Point and/or its agents, either to the city sewer system on Brawley St or Strongs Avenue pursuant to Wis Stat §893.80

Sincerely



Garrett Katerzynske

Kyle Kluck Trucking & Excavating

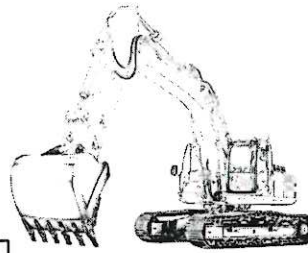
5628 State Highway 66

Stevens Point, WI 54482

Phone: 715-340-0763

kylekluckexcavating@gmail.com

Estimate



Date	Estimate #
5/28/2024	1373

Name / Address
GARRETT KATERZYNSKE 1117 BRAWLEY STREET STEVENS POINT, WI 54481

Terms	Project
Net 15	

Description	Qty	Rate	Total
1117 BRAWLEY STREET STEVENS POINT, WI REMOVE CONCRETE FROM DRIVEWAY AND SIDEWALK AREA. INSTALL NEW 4" SEWER FROM HOUSE TO MAIN IN STREET. REPLACE CONCRETE AND ASPHALT. SEED AND MULCH DISTURBED AREAS.	1	24,860.00	24,860.00
PLEASE RETURN ONE COPY, SIGNED AND DATED IF ACCEPTED		Total	\$24,860.00

Signature & Date _____



CHETS PLUMBING & HEATING, INC.

3001 HOOVER RD
STEVENS POINT, WI 54481
Phone: 715-341-9530 Fax: 715-341-9529
Website: www.chets.net Email: ec@chets.net
WI Contractor ID: 7061

Proposal/Contract

Job : 9085
Description : KATERZYNSKE INTERIOR
PLUMBING ESTIMATE
Date : 5/24/2024

Proposal Submitted to:

Property Owner (Owner/Buyer)	General Contractor (Owner/Buyer)	Job Site Address
KATERZYNSKE, GARRETT & LAUREN		KATERZYNSKE RESIDENCE
1117 BRAWLEY ST		1117 BRAWLEY ST
STEVENS POINT WI,54481		STEVENS POINT,WI,54481

Chets Plumbing & Heating, Inc.(Contractor) proposes to furnish:
LABOR AND MATERIAL TO INSTALL ITEM(S) LISTED

50% DOWN PAYMENT REQUIRED

- Plumbing

- 1.00 WE WILL RE-ROUTE THE EXISTING DRAIN PIPING TO THE NORTH SIDE OF THE HOME THROUGH THE BASEMENT FLOOR
- 1.00 WE WILL INSTALL NEW LAUNDRY TUB DRAIN, FLOOR DRAIN, AND WASHER STANDPIPE IN THE BASEMENT
- 1.00 WE WILL REMOVE AND DISPOSE OF TOILET IN THE BASEMENT
- 1.00 WE WILL CAP THE EXISTING MAIN DRAIN LEAVING THE HOME IN THE BASEMENT FLOOR

Owner/Buyer agrees to pay Contractor for said work for the total price of: **\$9,710.00**

Inclusions

PVC DRAINS AND VENTS. PEX AND COPPER WATER LINES.
CONCRETE CUTTING, REMOVAL AND PATCHING INCLUDED
LOCAL PLUMBING PERMIT INCLUDED

I HEREBY AUTHORIZE THE ABOVE DESCRIBED WORK AND/OR MATERIAL ORDER. I AUTHORIZE CHETS TO BILL MY CREDIT OR DEBIT CARD FOR ALL GOODS AND/OR SERVICES PROVIDED. I UNDERSTAND THAT ALL VERBAL ESTIMATES ARE ROUGH ESTIMATES ONLY, UNLESS WITHDRAWN. ANY ESTIMATE, PROPOSAL OR QUOTE IS GOOD FOR 30 DAYS FROM THE DATE MADE. RESTOCK CHARGES WILL BE ASSESSED ON RETURNED ITEMS. A \$50.00 FEE WILL BE ASSESSED FOR NSF CHECKS. I UNDERSTAND THAT WATER CAN BE DANGEROUS AND DEADLY. CHILDREN, DISABLED, AND ELDERLY PERSONS ARE MOST AT RISK. DROWNING MAY OCCUR IN A VERY SMALL AMOUNT OF WATER. ANY TEMPERATURE OF HOT WATER MAY BURN LIKE FIRE. I AGREE TO CHECK THE WATER TEMPERATURE AND SET THE SOURCE OF HOT WATER AT A TEMPERATURE THAT WILL PREVENT INJURY OR DEATH. I ASSUME ALL RESPONSIBILITY FOR ANY SETTINGS AND ALL MAINTENANCE OF ANY EQUIPMENT OR MATERIAL SUPPLIED. I HEREBY ACKNOWLEDGE THAT I HAVE READ THE STANDARD TERMS AND CONDITIONS AND CONSUMER NOTICES ATTACHED HERETO. I UNDERSTAND THAT BY SIGNING BELOW, I AM AGREEING TO ALL OF THE TERMS CONTAINED THEREIN.

Client Signature: _____ Date: _____

Client Print Name: _____ Title: _____

Chets Plumbing & Heating, Inc.: _____ Date: _____

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



Corey D. Ladick
Comptroller-Treasurer

Phone: 715-346-1574
Fax: 715-346-1683

June 4, 2024

Garrett Katerzynske
1117 Brawley St.
Stevens Point, WI 54481

We are in receipt of your statement regarding alleged damage to your sewer line. At this time, this claim is incomplete under the requirements of Wisconsin Statute 893.80(1d)(b), which requires:

"A claim containing the address of the claimant and an itemized statement of the relief sought is presented to the appropriate clerk or person who performs the duties of a clerk..."

Although there was an estimate listed, we did not see an itemized statement attached, nor did the claim explicitly state a dollar amount requested. A formal estimate from a contractor should suffice for the itemized statement requirement. Also, a claim needs to be for a specific dollar amount, not a specific non-monetary item. In other words, it can't be for a new sewer line whatever that cost happens to be, it needs to be a claim for \$xx,xxx dollars.

Once the claim is completed properly, we can submit it to our insurance for their review. In general, they don't look at claims that don't conform to the aforementioned requirements.

Please let me know if you have any questions.

Sincerely,


Corey Ladick