



TO MEMBERS OF THE DEVNEY STREET HOUSING COMMITTEE MEETING:

There will be a Devney Street Housing Committee Meeting on **Friday, September 13, 2019** at **9:00 A.M.** held at **Solis Circle, 1511 Devney Drive, Altoona, WI.**

Agenda:

- I. Call Meeting to Order.
- II. Roll Call.
- III. Discuss/consider approval of minutes of the August 23, 2019 Devney Street Housing Committee Meeting.
- IV. NEW BUSINESS.
 1. Update committee members on construction project status.
 2. Update on leasing status.
 3. Discuss structure of ribbon cutting/open house September 26, 2019.
 4. Discuss remaining volunteer needs for project (clean up, staging, landscape-flower beds, fall clean up-trimming, etc.)
 5. Schedule date for next meeting.
- V. Miscellaneous Business and Communications.
- VI. Adjournment.

Cindy Bauer
City Clerk

Requests from persons with disabilities who need assistance to participate in this meeting/hearing should be made to the City Clerk's Office at 715-839-6092 with as much advance notice as possible.

**MINUTES OF THE ALTOONA, WI
DEVNEY STREET HOUSING COMMITTEE**

Friday, August 23, 2019

(I) Call Meeting to Order.

The meeting was called to order by Mayor Brendan Pratt at 9:01 a.m. held at Altoona City Hall, 1303 Lynn Avenue. Secretary: Joshua Clements.

(II) Roll call.

Members present: Brendan Pratt, Paul Savides, Cody Filipczak, Brianne Berres, Sarah Ferber, Joshua Clements, Matt Biren

Members Absent: Susan Wolfgram, Jesse James, Emily Berge

Also Present: Mike Golat

(III) Discuss/consider approval of minutes of the August 2, 2019 Devney Street Housing Committee.

Motion by Savides, second by Filipczak to approve the minutes of the July 19, 2019 meeting as amended. Unanimous. Clements abstain (absent).

(IV) New Business.

1. Update committee members on schedule of repairs and items ordered.

Filipczak noted that cabinets have been delivered and waiting installation. Painters are in the building presently. Survey and preparation is underway for parking area and site improvements.

Golat provided an update regarding washers & driers; his research suggested that purchase and own is more favorable than renting. Planning on getting 2 pairs. The firm currently identified is based in the Twin Cities, so there may be some delay in replacement if that option is selected. There are a few other local firms to contact.

Pratt: Molly F. is working with Ashley Furniture to get favorable pricing on sofa sleepers for the small units, some additional furniture, and common area furnishings.

Cody: Working with TruLock to get implement electronic locking system.

Golat: Provided an update on the costs/budget for the renovations and furniture. We're right around budget at present.

2. Review final room rates for each room and what is included in the rent.

Golat: Presented the final room rates. Josh & Mike reviewed the layout of each room, and two of the rooms will be modified due to layout.

Golat: Utilities. Cable & Internet will be provided. Security cameras.

Signage for information as well as "rules" will be developed, posted in strategic locations.

3. Discuss expected date to release property manager to start accepting applications.

October 1 is the currently planned completion, with move-in date of September 27. Contract has been approved with Rental Resources, but some legal details to be finalized. Committee members will be appraised as to when the applications will be available.

4. Discuss volunteer needs for project (clean up, staging, landscape-flower beds, fall clean up-trimming, etc.)

Filipczak: Let's touch base the first week of September, most of the construction activities should be completed by then. After that point volunteer assistance, after Sept 16, to assist in clean-up and preparation.

Berres: Do you have a Google Spreadsheet or some other method to schedule volunteers?

Filipczak: I think we'll need just a few people. The constraint will be the cleaning equipment, such as shop vacs. Molly will be coordinating/leading that effort. Focus on the main area first.

Potential walkthrough & open house: last week of September (24th or 25th), so clean-up will be completed, but prior to Oct 1 anticipated move-in.

Golat: Will work on getting a simple but elegant monument sign for the building.

5. Schedule date for next meeting.

September 13th, 9:00 a.m. at 1511 Devney. Building will be open at 8:30.

Sarah and Josh expect to be absent.

(V) Miscellaneous Business and Communications

None.

(VI) Adjournment.

Filipczak departed at 9:35 a.m.

Motion by Savides, seconded by Biren to adjourn at 9:38 a.m. **Motion carried.**

Minutes transcribed by Secretary Joshua Clements, City Planner