

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

07/22/14

MEMBERS PRESENT: Russ Wilson, Andy Witt, Gary Gisselman, Dorothy Korzilius, David Welles, Romey Wagner

MEMBERS ABSENT: Sarah Napgezek

OTHERS PRESENT: Ann Werth, Anne Jacobson, Betty Noel, Juli Birkenmeier, Kevin Fabel, Mary Vandebusch, Deb Ryan, citizen

(1) Call Meeting to Order

Meeting was called to order at 12:02 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, WI.

(2) Approval of Minutes

Witt moved to approve the minutes from 6/20/14. Korzilius seconded the motion. Motion approved unanimously.

(3) 2013 Audit Presentations – Schenck SC

Mary Vandebusch, Schenck SC, presented the 2013 Riverview Towers LLC audit and reviewed the financial statements, liabilities and assets. She reported that there were no compliance issues or findings but noted an error on the Statement of Cash Flows (Page 6) and assured commissioners that corrected audit booklets would be made available by the August meeting. Witt questioned the status of the Compliance and Management Agreements which expire on August 31, 2014. Werth stated that she will contact Ted Matkom, Gorman Company, for the required paperwork as the Board had previously agreed to extend Gorman's contract for an additional term.

Vandebusch also distributed the final copies of the 2013 Wausau Community Development Authority audit and reviewed the financial statements, liabilities, and assets. She mentioned that the audit also tested for compliance with regulations and reported that there were no compliance issues or audit findings. She stated that Werth had completed an MD&A (Management's Discussion & Analysis) which was included as an attachment to the 2013 audit.

Werth formally thanked Vandebusch and WCDA staff for their assistance in the successful completion of these audits.

(4) Scattered Sites Project

Werth gave an update on two Scattered Site projects scheduled to begin in the very near future. She said that Mudrovich Architects are assisting with a Bopf Street flooring modernization project and Becher-Hoppe Architects are assisting with a Scattered Site garage modernization project. She added that both of these projects will be completed in 2014.

(5) 303-305 S. Second Avenue Update

Kevin Fabel, City Environmental Engineer, stated that letters were sent to tenants, businesses and property owners identified in the DNR's vapor mitigation and intrusion report in the area of 303-305 S. Second Avenue. He then discussed the vapor mitigation system installed at 113 Callon Street.

Werth stated that Russ Wilson will organize a meeting with key individuals in reference to the funding for this Second Avenue project. She also said the City was unsuccessful at applying for a grant, which could have provided additional dollars for the clean-up. Werth then stated that there are ongoing costs from AECOM, as well as, Wisconsin Public Service for the mitigation system and monitoring of the sites. Fabel furthered that the WCDA is only allowed to apply once a year for reimbursement of funds through the Dry Cleaner Environmental Response Fund (DERF) program. He said the DERF funds must be exhausted prior to applying for any other state funding. He will follow up on our next potential draw in the event the available funds in the DERF program are insufficient to complete the clean-up.

Deb Ryan, citizen, sought further clarification on the DERF and if it is available to anyone that would apply for funding. Chairman Wilson answered her inquiry.

(6) Operational Issues

- **RVT LLC Renovation Update** - Noel reported that all bathroom vanity tops on floors 6, 7, and 8 will be replaced due to a construction error and said that Gorman and Company will be responsible for all incurred costs. Werth said the tenant parking garage may require additional sealcoating attention and is currently investigating this issue. Wagner proposed that the new signage for Riverview Towers include evidence that it is managed by the Wausau Community Development Authority.
- **Occupancy Update** – Birkenmeier gave an update on the Riverview Towers occupancy which is currently at 96%.

(7) Adjourn

Welles moved to adjourn, Gisselman seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson