

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

05/31/16

MEMBERS PRESENT: Andy Witt, Gary Gisselman, Dorothy Korzilius, David Welles

MEMBERS ABSENT: Sarah Napgezok, Russ Wilson, Romey Wagner

OTHERS PRESENT: Ann Werth, Betty Noel, Juli Birkenmeier, Christian Schock

(1) Call Meeting to Order

Meeting was called to order at 4:00 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes

Welles moved to approve the minutes from 04/19/16. Gisselman seconded the motion. Motion was approved unanimously.

(3) Discussion and Possible Action on Lease Agreement for 2102 N Second Street

Werth provided a copy of the Lease Agreement between the WCDA and Evolutions in Design (EID) for the property located at 2102 N. Second Street. She stated that there will be some repairs necessary to bring the building back to rentable condition. She said an entry door will be replaced, a water leak on the south side of the building will be repaired and electrical service will be reconnected. EID will be responsible for the utility payments and plan to install some exterior lighting. Gisselman questioned if EID will continue to allow the restaurant, Thrive, to use the property for overflow parking. Werth said she will notify Thrive of the changeover and does not foresee a problem.

Witt asked if there was an estimate relative to the needed repairs and improvements. Werth said the preliminary estimate is approximately \$3,000 and estimates the annual income from the building lease to be \$6,000.

Gisselman made a motion to accept the Lease Agreement for 2102 N. Second Street including the discussed modifications. Welles seconded. Motion was approved unanimously.

(4) Finance Committee Report

Witt reviewed his financial report from the May 10, 2016, Finance Committee meeting. He gave an overview of the WCDA's investments as well as a recap of open capital fund grants. He stated that the WCDA recently received a payment of \$116,458 from Gorman & Company against the Kannenberg note. Witt then reviewed the 2016 first quarter financial statements and summaries of the WCDA's budgeted programs and further detailed items that were either over or under budgeted amounts.

Witt reported that the WCDA's single audit was completed by Schenck at the end of April and we were complimented for being responsible for their cleanest audit to date. He said Schenck will present both audits to the full commission at the June board meeting.

Gisselman made a motion to accept the Finance Committee Report. Korzilius seconded. Motion was approved unanimously.

(5) Discussion and Possible Action on Resolution 16-005 – Loan Subordination to the RAD Use Agreement

Werth stated that a requirement of the RAD Financing Plan submission for the Riverview Towers is to provide a loan subordination to the RAD Use Agreement. The current loans are the \$2,500,000 from the WCDA and the \$750,000 from the FHLB. Wilson drafted a letter included with Resolution 16-005 offering his support to subordinate.

Welles made a motion to approve Resolution 16-005. Gisselman seconded. Roll call vote was taken with unanimous consent. Resolution 16-005 approved.

(6) Initial Discussion on Long Term Plan for Riverview Terrace

Werth requested this agenda item moved to the June meeting to accommodate a longer discussion with the full board. She said the building is in need of various maintenance upgrades and that vacancy has become an issue. Werth anticipates a lengthy discussion to review these items.

(7) Operating Issues and Current Activities

- **Occupancy Overview** – Noel reported occupancy levels of 100% at Riverview Towers, 88% at Riverview Terrace and 95% for the Scattered Sites.
- **Scattered Site 2016 Project Update** – Werth stated that the initial siding and balcony project has been completed and a change order for replacement of the 3 duplex roofs and garages has been signed. Werth stated that she is very pleased with the work that Dun-Rite has provided thus far.
- **Discussion on Future Meeting Time** – Werth said that a few commissioners requested that a meeting time change be discussed. After a brief discussion it was decided to move the meeting time for all future board meetings back to 12:00 pm and lunch would no longer be provided.
- **8 Scott Street Property Exchange Update** – Werth stated that the WCDA owns a small portion of property on Scott Street that runs along the McDevco property behind the Dudley Tower. She said once a Phase I has been completed, the WCDA will transfer the property back to the City of Wausau. She added that the approximate \$2,400 cost for the Phase I will be incurred by the City.

(8) Adjourn

Welles moved to adjourn. Korzilius seconded. Meeting adjourned.

Respectfully Submitted,



Andy Witt
Vice Chairperson