

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

07/26/16

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Betty Noel, Juli Birkenmeier, Christian Schock, Anne Jacobson

**(1) Call Meeting to Order**

Meeting was called to order at 12:03 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes from 6/28/16 and 7/12/16**

Witt moved to approve the minutes from 06/28/16. Welles seconded the motion. Motion was approved unanimously.

Welles moved to approve the minutes from 7/12/16. Napgezok seconded the motion. Motion was approved unanimously.

**(3) Discussion and Possible Action on Long Term Plan for Riverview Terrace**

Schock reiterated the difficulty of keeping up with the changing market conditions of assisting living facilities and the struggle to reach and maintain an acceptable level of occupancy at Riverview Terrace. Birkenmeier said Riverview Terrace is a unique facility offering affordable services to low-income elderly however; the WCDA finds it increasingly difficult to compete with other facilities in the Wausau area. Noel said seniors are staying in their homes as long as possible, contracting with in-home providers as needed. She said when needs exceed that level of care, families tend to seek a facility offering progressive or 24-hour care. Schock said staff sought HUD guidance relative to viable options the WCDA may have going forward. He said opportunities may include discontinuing assisted living services, leasing the building to a service provider, or seeking a potential buyer. He said due to the building's age, several capital improvements are forthcoming and sought board direction for a long term plan.

The board directed staff to draft an RFP that would seek either a leasing or buying option and bring back to the August meeting for board review.

**(4) Operating Issues and Current Activities**

- **Occupancy Overview** – Noel stated that occupancy is very good at Riverview Towers and reported that occupancy levels at both Riverview Terrace and the Scattered Sites should improve within the next month.
- **Scattered Site Project Updates** – Noel received confirmation that the roof replacements on the 10<sup>th</sup> Avenue and Sixth Street units will begin in mid-August. She also reported that bids for the garage reconstruction at 910 S 16<sup>th</sup> Avenue have been forwarded to the insurance company and is awaiting authorization to proceed with the project.
- **RVT LLC Management Agreement Update** – Noel stated that Werth had sought approval from NEF to extend the RVT LLC management agreement from an annual term

to a five year term. Noel reported that NEF has agreed to a three year agreement which will commence on September 1, 2016, and expire on August 31, 2019.

- **RAD Conversion Updates** – Schock reported that a letter was issued to HUD formally withdrawing the 46 units of scattered sites from a RAD conversion at this time. He then gave an update on the Riverview Towers RAD conversion stating that HUD is currently reviewing our financing plan and expects to receive a RAD Conversion Commitment (RCC) within the next couple of weeks. Schock also said the repairs identified in the RAD Physical Needs Assessment (RPCA) are expected to be completed within the next month or two.
- **8 Scott Street Property Transfer Update** – Schock stated that REI expects to complete the Phase I on the property by the end of July, at which time the property can then be transferred back to the City.
- **2102 N Second Street Property Update** – Schock stated that Evolutions in Design (EID) is no longer interested in leasing the building due to the extent of repairs necessary to bring the building back to a rentable condition. The board requested that Schock seek bids for time-sensitive roof repairs to prevent further damage and to, also, facilitate future rental potential and interest. He will present bids to the board for review.
- **601-607 Third Street Property Update** – Jacobson reported that 601-607 Third Street is expected to close by July 29<sup>th</sup> and plans to distribute the required documents for signatures in the interim. Welles offered to attend the closing as a representative for the WCDA.
- **WAHA Annual Conference** - Noel stated that the 2016 WAHA Fall Conference will be held Eau Claire on September 19-22, 2016, and sought board interest to attend a one-day commissioner training course offered on Wednesday, September 21st.

**(5) Adjourn**

Gissleman moved to adjourn. Napgezsek seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson  
Chairperson