

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

08/23/16

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Juli Birkenmeier, Christian Schock, Anne Jacobson, Kevin Fabel

**(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**

Witt moved to approve the minutes from 07/26/16. Napgezek seconded the motion. Motion was approved unanimously.

**(3) 303-305 South Second Avenue Update**

Fabel gave an update on the ongoing remediation. He said ground water sampling is being performed on a quarterly basis with nothing new to report. He reiterated that although the WDNR has confirmed receipt of the \$91,533 second interim action claim to the DERF, reimbursement is not expected until August 2018, due to a decrease in the amount of revenues in that fund. Fabel reported that the claim deductible is expected to be approximately \$9,000. He estimates the total cost at the close of the project may run approximately \$50,000 over the cap of DERF reimbursement.

**(4) 2102 N Second Street Update**

Fabel restated that site cleanup was completed in late 2015, and reported that the fourth, and final, ground water sampling required by the DNR has now also been completed. To date, all results have been as expected and Fabel expects to close the site with a qualifier, as there is some residual groundwater contamination. Schock said he obtained a somewhat vague \$48,250 quote from JAS Construction for reroofing the building and sought board direction on how to proceed. The board recommended that staff seek additional bids and requested an opinion of value on the property.

**(5) RAD Conversion Commitment (RCC) – RVT LLC**

Schock stated that a RAD Conversion Commitment (RCC) letter has been received from HUD and we are on track with the conversion process. Per the recommendations of both NEF and HUD, he is currently seeking a closing attorney who has prior RAD experience. Schock said he and Jacobson are reviewing a quote received from Husch Blackwell, the firm who facilitated the RAD closing for Antigo. He said also anticipates receiving a recommendation from NEF for a firm they have worked with on RAD transactions.

**(6) Discussion and Possible Action on 8 Scott Street Property Transfer**

Schock restated that the City Council had passed a resolution on June 14, 2016, transferring a .67 acre parcel at 8 Scott Street over to the WCDA for completion of a Phase I environmental, a

prerequisite for EPA cleanup grant eligibility. Schock reported that a Phase I has now been completed and recommended the property transfer back to the City. Welles made a motion to transfer 8 Scott Street back to the City of Wausau for cleanup and further improvements. Napgezsek seconded. Motion was approved unanimously.

**(7) Consideration and Action on Resolution 16-007 – Admissions and Continued Occupancy Policy (ACOP) Revision**

Birkenmeier stated that the WCDA is required to have Board approval for any updates or revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program. Birkenmeier reviewed the revised sections stating that annual revisions ensure continued HUD compliance. Birkenmeier sought board approval to submit the revised ACOP to HUD's Milwaukee Field Office for retention in their files. Welles moved to approve Resolution 16-007. Witt seconded. Motion carried on a roll call vote 7-0.

**(8) Consideration and Action on Resolution 16-008 – No Smoking Zero Tolerance Policy Revision**

Birkenmeier stated that the WCDA made changes to the current No Smoking Zero Tolerance Policy to include verbiage prohibiting the use of e-cigarettes and vaping. She stated that she sought counsel from Tara Alfonso, Assistant City Attorney, on the policy revision which becomes effective on October 1, 2016. This policy is applicable to Riverview Towers, Riverview Terrace Assisted Living and the Scattered Sites. Napgezsek moved to approve Resolution 16-008. Welles seconded. Motion carried on a roll call vote 7-0.

**(9) Finance Committee Report**

Witt distributed his Chair report from the July 29, 2016, Finance Committee meeting. He reviewed the WCDA's June 30, 2016, investment sheet noting the \$212,000 Redevelopment account balance and asked commissioners to consider additional redevelopment projects. He noted the Riverview Terrace accounts and stated that staff is seeking bids for hallway and common area carpet replacement.

Witt reviewed the open Capital Fund Program (CFP) grants stating that the 2014 grant will soon be fully expended upon completion of the Scattered Site balcony, residing and roofing project. He said 2015 grant funds will be used for a 2017 modernization project planned at 514 & 516 N. First Avenue. Witt reported the 2016 grant has now been released by HUD and carries an obligation end date of April 12, 2018.

Witt then reviewed the 2016 second quarter financial statements and summaries of the WCDA's budgeted programs and further detailed items that were either over or under budgeted amounts.

**(10) Riverview Terrace Update**

Schock disbursed a draft RFP for board review. He said the RFP was left open to both leasing and buying options for the building. Schock said the RFP will be sent to a variety of agencies and will allow an extended period for respondents to register interest. He believes relocation of the current tenants will not be necessary as the current lease is month-to-month. Schock said new management would inherit the current tenants and, upon lease expiration, an in-place can either remain or relocate to a different assisted living option. Schock reiterated that although current occupancy is up, marketability of the facility and the need for multiple capital improvements remains the same. Witt asked what type of communication is being considered for the tenants. Schock indicated a letter or written notice will be given to each tenant prior to the issuance of the RFP. The board requested to review the tenant letter at the September meeting.

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

- **Occupancy Overview** – Birkenmeier stated occupancy at Riverview Towers is at 97%, 94% at Riverview Terrace and 95% at the Scattered Sites.
- **Scattered Site Project Updates** – Birkenmeier reported that the siding, balcony and roofing modernization project on North 10<sup>th</sup> Avenue and North 6<sup>th</sup> Street has been completed and the garage reconstruction at 910 S 16<sup>th</sup> Avenue is expected to begin in the next 7-10 days.
- **601-607 N Third Street Update** – Schock stated that the WCDA will no longer be facilitating the Downtown Grocery property transfer. He said the City of Wausau has now assumed that role.

**(12) Adjourn**

Witt moved to adjourn. Napgezek seconded. Meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Russ Wilson", with a long horizontal flourish extending to the right.

Russ Wilson  
Chairperson