

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

11/22/16

**MEMBERS PRESENT:** Russ Wilson, Andy Witt, Gary Gisselman, Dorothy Korzilius, Sarah Napgezek

**MEMBERS ABSENT:** David Welles, Romey Wagner

**OTHERS PRESENT:** Juli Birkenmeier, Christian Schock, Betty Noel, Kevin Fabel, 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**

Witt moved to approve the minutes from 10/25/16. Gisselman seconded the motion. Motion was approved unanimously.

**(3) 303-305 South Second Avenue – Discussion and Possible Action on AECOM Addendum #8 (WDNR Change Order #14)**

Fabel presented AECOM's addendum #8 (WDNR change order #14) and sought board approval to proceed with the scope of work which includes ten additional soil borings to resample the soil. He said the samples will check the effectiveness of the soil vapor mitigation system and the progress to date. Fabel also provided the WDNR-approved Change Order #14. Gisselman inquired when the testing would be completed and Fabel answered stating AECOM plans to bore in early January and expects results to be available within four to six weeks following the sampling. Napgezek made a motion to approve AECOM addendum #8 (WDNR-approved Change Order #14). Witt seconded the motion. Motion was approved unanimously.

**(4) Finance Committee Report**

Witt distributed his Chair report from the November 11, 2016, Finance Committee meeting and reviewed the WCDA's investment sheet as of September 30, 2016. He reported that a November payment of \$50,050, reimbursing the City of Wausau for remediation costs incurred during the 2<sup>nd</sup> Avenue reconstruction project, will leave an approximate balance of \$110,000 in the Redevelopment money market account.

Witt then reviewed the open Capital Fund Program (CFP) grants stating that the 2014 grant has now been fully expended. He reported that 2015 CFP grant funds will be used for an anticipated 2017 modernization project on the duplex at 514 & 516 N. First Avenue and said the 2016 CFP grant remains whole.

Witt then reviewed the third quarter financial statements and summaries of the WCDA's budgeted programs and further reviewed the items of note contained in his report.

Witt reported that 2017 program budgets were reviewed in detail by the Finance Committee and all were approved for presentation and final approval by the full commission.

**(5) Consideration and Possible Action on Resolution #16-011 – 2017 Public Housing Budget**  
Noel stated that this is the only budget that requires a HUD-52575 Board Resolution. Gisselman moved to approve Resolution 16-011- 2017 Public Housing budget. Napgezsek seconded. Motion carried on a roll call vote 5-0.

**(6) Consideration and Possible Action on 2017 Riverview Terrace Budget**  
Witt moved to approve the 2017 Riverview Terrace budget based upon the recommendation of the Finance Committee. Napgezsek seconded. Motion approved unanimously.

**(7) Consideration and Possible Action on 2017 Riverview Towers LLC Budget**  
Witt moved to approve the 2017 Riverview Towers LLC budget based upon the recommendation of the Finance Committee. Gisselman seconded. Motion approved unanimously.

**(8) Consideration and Possible Action on 2017 Housing Choice Voucher Budget**  
Napgezsek moved to approve the 2017 Housing Choice Voucher Budget based upon the recommendation of the Finance Committee. Witt seconded. Motion approved unanimously.

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

- **Occupancy Overview** – Noel reported excellent occupancy in all programs; Riverview Towers at 99%, Riverview Terrace at 100% and Scattered Sites at 100%.
- **RAD Conversion Update – RVT LLC** – Schock reported that HUD has set a RAD conversion closing date for January 20, 2017. He said the WCDA's closing counsel, Applegate & Thorne-Thomsen, has managed questions and additional documents requested by HUD. Jacobson reported that she is in receipt of a \$14,102 invoice from Applegate for their legal services through October 31<sup>st</sup>. Noel added that Baker-Tilly had originally budgeted \$15,000 for closing attorney fees.
- **2102 N Second Street Improvements Update** – Schock reported that he is currently working on a business strategy with Re-Vi Design for a possible lease or purchase of the property for a proposed design center. He furthered that the WCDA would continue with the environmental work but Re-Vi would assume building improvements and repairs. He said he anticipates a formal proposal from Re-Vi in the near future and will present it to the board for review. Wilson followed up Schock's report by stating that a formal RFP will be put on hold until further notice.
- **Resident Christmas Parties** – Noel reminded the board that the Riverview Terrace Christmas Party will be on Monday, December 5<sup>th</sup>, at 4:30 pm and the Riverview Towers Christmas Party will be Wednesday, December 7<sup>th</sup>, at 12:00 pm and requested their RSVP by Monday, November 28<sup>th</sup>.

**(6) Adjourn**

Wagner moved to adjourn. Witt seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson  
Chairperson