

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

12/20/16

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

**MEMBERS ABSENT:** Romey Wagner

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

**(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 11/22/16. Korzilius seconded the motion. Motion was approved unanimously.

**(3) Discussion and Possible Action on Resolution #16-012 – 2016 Doubtful Accounts for the Section 8 HCV Program**

Noel presented Resolution 16-012 reflecting one Section 8 HCV doubtful account totaling \$1,277 and sought board approval to have the balance written off for 2016. Noel reiterated that staff will continue efforts to collect outstanding balances via tax intercepts. Welles moved to approve Resolution 16-012. Witt seconded the motion. Roll call vote 6-0.

**(4) Consideration and Possible Action on Resolution #16-013 – 2016 Doubtful Accounts for the Public Housing and Riverview Towers LLC Programs**

Noel also presented the list of Public Housing doubtful tenant accounts totaling \$10,173.50 and sought board approval to have these balances written off for 2016. There were no Riverview Towers balances requiring write-off. She said that although there are some additional outstanding balances, repayment agreements are in place and all are currently in compliance. Noel said that Tara Alfonso, Assistant City Attorney, assists the WCDA with collection of these debts utilizing small claims and wage garnishment. Welles moved to approve Resolution 16-013. Witt seconded the motion. Roll call vote 6-0.

**(5) Discussion and Possible Renewal of the Riverview Towers LLC Compliance Agent Contract with Comprehensive Compliance Solutions**

Noel explained that the Riverview Towers compliance agent contract between the WCDA and Comprehensive Compliance Solutions (CCS) will expire on February 28, 2017, and sought board approval for the renewal of the contract for another one-year term. She reported that the monthly rate of \$3.75 per unit will remain in effect for 2017 and reiterated that the WCDA is required to maintain a compliance agent per our Operating Agreement with NEF. Welles made a motion to approve the contract extension with CCS for another one-year term. Napgezok seconded the motion. Motion approved unanimously.

#### **(6) Riverview Terrace RFP**

Schock reported that the deadline for the Riverview Terrace RFP was December 16, 2016. He presented a single proposal received from BroadBridge Seniors Living Solutions which offered two service options. The first option would be to utilize them as a project manager or broker and the second would be for them to provide a strategic plan for the future of the facility. Schock said pricing for either option could be negotiated as fees were not included in the proposal. Schock reported that both Ascension and Marshfield Clinic respectfully declined the RFP but he is still anticipating responses from both Aspirus Hospital and NCHC. Schock made a recommendation to delay taking further action until he receives their response.

#### **(7) Operating Issues and Current Activities**

- **Occupancy Overview** – Noel reported that occupancy is steady in all programs; Riverview Towers at 99%, Riverview Terrace at 100% and Scattered Sites at 100%.
- **2102 N Second Street Improvements Update** – Schock reported that he has had continued discussions with Re-Vi Design relative to their potential interest in leasing or purchasing the property for a proposed design center. He said Re-Vi is having one of their contractors walk through the building to get a better feel for the needed repairs and planned renovations. Schock expects to schedule the walk through in early January and is hopeful Re-Vi will submit a formal proposal.
- **RAD Conversion Update – RVT LLC** – Schock reported the closing date is still expected for January 2017; however staff believes it may be further delayed as HUD continues to have higher-priority closings on their plate. He said the WCDA's closing counsel, Applegate & Thorne-Thomsen, has continued to manage questions and provide additional documents requested by HUD.
- **2016 Audit Schedule** – Noel stated that Schenck SC was awarded a 5-year contract for completing the auditing process for the City and the WCDA. She said Scheck will be here on January 30-31, 2017, to perform the Riverview Towers audit and again on April 24-27, 2017, for the WCDA's single audit.

#### **(8) Adjourn**

Welles moved to adjourn. Witt seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson  
Chairperson