

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

01/04/18

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

MEMBERS ABSENT: Dorothy Korzilius, Becky McElhaney

OTHERS PRESENT: Juli Birkenmeier, Betty Noel, Christian Schock

(1) Call Meeting to Order

Meeting was called to order at 3:38 pm at 2105 Second Street, Wausau, Wisconsin.

(2) Public Comment

None

(3) Approval of Minutes from 11/28/2017

Welles made a motion to approve the minutes from 11/28/17. Napgezok seconded. Motion was approved unanimously.

(4) Consideration and Possible Action on Resolution 18-001 Section 8 Management Assessment Program (SEMAP) Certification Submission to the US Department of HUD for Fiscal Year Ending 12/31/2017

Noel stated that, annually, staff must submit a certification to HUD that the HCV Program is in compliance with all regulations for the Section Eight Housing Choice Voucher Program. Noel sought board approval for the submission of the certification in the form of a resolution. Welles moved to approve Resolution 18-001. Napgezok seconded. Roll call vote 4-0.

(5) Discussion and Possible Action on the Disposition of Property at 2102 N Second Street

Schock explained that Dave Sether's proposal to purchase 2102 N Second Street was formally withdrawn. He said that Bridge Community Health Clinic has begun discussions with the City on an expansion that would encompass 1940 N 2nd Street as well as the 2102 N 2nd Street property. Schock furthered that they would be purchasing the properties for fair market value and, with board approval, he will ask Bridge Community to submit a formal proposal. Schock reiterated that a contingency to their proposal for 2102 N 2nd Street is the purchase of 1940 N 2nd Street from the Wausau Chemical acquisition.

Gisselman questioned if Schock had done any follow up with the owners of Thrive relative to their interest in the property for additional parking. Schock stated that an email sent to Dave in mid-December has received no response.

The board favored a potential proposal from Bridge Community Health Clinic and requested Schock to pursue this option.

(6) Discussion and Possible Action on the Riverview Terrace Service Contract

Noel stated that the current service contract for Riverview Terrace service expires as of 12/31/18. Welles made a motion for Schock to begin the RFP process for the Riverview Terrace Service Contract. Witt seconded. Motion was approved unanimously.

(7) Operational Issues and Current Activities

Occupancy Overview – Noel reported that occupancy at Riverview Towers is at 97% and Riverview Terrace is currently at 94%. She said staff continues to have difficulty filling the vacancies at Riverview Terrace but believes occupancy may improve in the spring and summer months. Noel was pleased to report that Scattered Sites remains at 100% occupancy.

Board Member Vacancy Update – Noel stated that due to medical reasons, Dorothy Korzilius vacated Riverview Terrace at the end of December, resulting in a resident board member vacancy. Noel is in the process of finding a replacement and will give an update at the next meeting.

- **2017 Riverview Towers LLC Audit** – Noel stated that Schenck SC will be on site January 30-31, 2018, to perform the Riverview Towers LLC audit and again in April for the WCDA's single audit.

(8) Adjourn

Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson