OFFICIAL NOTICE AND AGENDA
of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the Community Development Authority of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the:
COMPUTER DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU
Date/Time:
Tuesday, February 27, 2018 at 12:00 pm
Location:
550 E Thomas Street, Wausau, Wisconsin 54403
Members:
Russell Wilson, Andy Witt, Sarah Napgezek, David Welles, Gary Gisselman, Becky McElhaney, Rachael Hass

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call the Meeting to Order
2. Public Comment
3. Approval of Minutes from 1/4/2018
4. Environmental Updates on 303-305 S Second Avenue & 2102 N Second Street
5. Discussion on Rescheduling of March 2018 Board Meeting
6. Operational Issues and Current Activities
   Occupancy Overview
   Resident Board Member Vacancy Update
   Riverview Terrace RFP for Services Update
   Update on Disposition of Property at 2102 N 2nd Street
   Scattered Site Roof Replacement Projects
   NEF Annual File Review - RVT LLC
7. Adjournment

Russell Wilson - Committee Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on Thursday, February 15, 2018 @ 11:00 am. Questions regarding this agenda may be directed to Christian Schock, Community Development Director, 715-261-6663.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau, Wisconsin 54403 or 715-261-6520

It is possible that members of, and possible a quorum of members of other committees of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Distribution List: City Website, City Hall, Media, Committee Members, etc.
COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

01/04/18

MEMBERS PRESENT: Russ Wilson, Sarah Napgezek, 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. Napgezek 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. Napgezek 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
Occupancy Overview

February 27, 2018

Riverview Towers (149)
- 0 vacancies
- 100% Occupancy

Riverview Terrace (36)
- 4 vacancies
- 88% Occupancy

Scattered Sites (46)
- 0 vacancies
- 100% Occupancy
CONFORMATION OF MAYOR’S APPOINTMENTS

to Boards, Commissions and Committees: Community Development Authority

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<tr>
<th>File Number:</th>
<th>Date Introduced:</th>
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<tbody>
<tr>
<td>18-0203</td>
<td>February 13, 2018</td>
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Community Development Authority

Rachael Hass (N) 500 Grand Ave Term Exp 4/30/21 715-573-1897

*NReplacings Dorothy Kozlilus

(N) Individual is filling the unexpired term of a former member
(I) Individual is in their own 1st full term
(T) Designates the term number appointed to

Approved:

Robert B. Mielke, Mayor

Rachael Hass has been a tenant at Riverview Towers since 2015. She is an active member of the community and enjoys her job as a CPR instructor at the YMCA. Rachael volunteers at the HOPE Life Center specifically in raising donations. She is looking forward to being a part of the Wausau Community Development Authority board by raising awareness on tenant needs and those of the community.
February 14, 2018

Betty Noel
Public Housing Manager
550 E. Thomas Street
Wausau, WI 54403

Subject: Wausau CDA Duplex and Garage Reroofing
Bid Tabulation Results

Dear Betty:

Bids were received from by Dun-Rite Exteriors of Weston, WI and JAS Construction, LLC of Wausau, WI. The bids were opened, read and recorded by Rick Schroeder. Betty Noel was present.

The lowest total Bid was submitted by JAS Construction, LLC of Wausau, WI with a total cost of $38,860. JAS’s Base Bid #1 (Duplex) was $29,200 and $9,660 for Base Bid #2 (Garage). The second lowest Bid was submitted by Dun-Rite, whose Base Bid #1 (Duplex) was $31,174 and $9,218 for Base Bid #2 (Garage). Dun-Rite’s bid did not include a filled-out HUD 5369 form and was therefore considered unresponsive.

We are recommending accepting Base Bid #1 and Base Bid #2 from JAS Construction, LLC for a total project cost of $38,860.

As is typical, we strongly recommend a contingency of ten percent (10%) for unknown conditions be included to the project budget in the event of unforeseen revisions required during construction.

Respectfully,

Rick Schroeder, AIA
Architect

Enclosure: Bid Tabulation
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<tr>
<th>Yes</th>
<th>No</th>
<th>HUD 5369 (Yes or No)</th>
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<tr>
<td></td>
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<tr>
<th>$35,860</th>
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**Bid Tabulation**

**Duplex & Garage Re-roofing**

**Wauau CD/CA Scattered Site**

Bid Date: February 13, 2018
Time: 3:00 PM
January 18, 2018

Wausau Community Development Authority
Betty Noel
Public Housing Manager
550 E. Thomas Street
Wausau, WI, 54403

Re: Riverview Towers

Dear Betty,

On 11/1/2017 a 10% review of the LIHTC tenant files for Riverview Towers was completed. The purpose of this tenant file review was to access the current procedures for tenant compliance and income verification documentation to ensure that qualified occupancy was (is to be) achieved.

The condition of the tenant files was exceptional. There were no findings. The documentation was well organized and complete. I would like to take this opportunity to personally extend my thanks to you and your staff for their diligence and hard work. It is highly appreciated!

Please do not hesitate to call me with any questions that you may have at (312) 697-8219 or Kelly Schoon (312) 697-6112

Sincerely,

[Signature]

Torrye Wells
Asset Analyst

CC: Kelly Schoon
Asset Manager NEF

Disclaimer: “We have reviewed a sample of tenant files at the above referenced project. This process consisted principally of verifying the presence and accuracy of third party income verifications and student status. In addition to these items, at the sole discretion of the individual performing this review, leases and low income lease riders, notices of rent changes, unit inspection report, legal notices, tenant correspondence, and other items of importance also may have been reviewed. This review was made for the purpose of expressing limited assurance to the limited partners of the project’s limited partner that the project was in compliance with the Internal Revenue Code Section 42 and regulations there under regarding qualified tenants, and no other.”