COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

04/24/18

MEMBERS PRESENT: Russ Wilson, Sarah Napgezek, David Welles, Gary Gisselman, Tom Neal, Andy Witt, Robert Reinertson

MEMBERS ABSENT: Rachael Hass

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

(1) Call Meeting to Order
Meeting was called to order at 12:05 pm at 407 Grant Street, Wausau, Wisconsin.

(2) Public Comment
Mayor Mielke thanked Russ Wilson for his dedication to the WCDA board and presented him with a plaque recognizing his continued service over the past 11 years as a Commissioner, Finance Chair and ultimately, Board Chair.

(3) Approval of Minutes from 2/27/2018
Welles made a motion to approve the minutes from 02/27/18. Gisselman seconded. Motion was approved unanimously.

(4) Introduction of New Commissioner
Wilson introduced Tom Neal and Robert Reinertson as new commissioners who have filled Becky McElhaney’s and Russ Wilson’s positions on the WCDA board. Neal is a District 4 Alderperson and also serves on the Economic Development committee. Reinertson is a business law and litigation attorney at Ruderware and has strong community involvement.

(5) Environmental Overview & Updates: 303-305 S Second Avenue & 2102 N Second Street
2102 N Second Street - Fabel stated that closure has been approved for 2102 N Second Street pending removal of the existing monitoring wells and submittal of final documentation to the WDNR. Schock stated that Bridge Community Clinic has continued interest in the property, pending the sale of the adjoining lot from the Wausau Chemical acquisition.

303-305 S Second Avenue – Fabel reported that clean-up is nearing completion and provided a legend reflecting the reduced contamination footprint. Following WDNR approval, he stated the Soil Vapor Extraction (SVE) system has now been shut down and the next step will be the excavation of top soil to remove the higher areas of remaining contamination. He estimates that seventy tons of soil will be removed with an estimated cost of $10,000. Fabel furthered that another sampling of ground water will be required with results submitted to WDNR for review. He stated that a contingency of closure will be the placement of an asphalt cap to contain any remaining soil contamination.
(1) Addendum - Finance Committee Report
Witt provided his Chair report from the March 9, 2018, Finance Committee meeting and reviewed the WCDA’s investment sheet as of December 31, 2017. He reported that Noel has begun combining some program accounts and reported that interest rates on all accounts will be consistent by April 2018.

Witt reviewed the Capital Fund Program (CFP) grant summary stating that the 2016 grant has a disbursement balance of $136,908 and the 2017 grant of $190,979 remains whole. Witt furthered that the obligation and disbursement deadlines for both grants are in full compliance.

Witt then reviewed the fourth quarter financial statements and summaries for the WCDA’s budgeted programs as well as the fourth quarter financials for Riverview Towers LLC, and further reviewed the items of note contained in his report.

(6) Discussion and Possible Action on Update of the Community Development Authority By-Laws
Noel provided the current WCDA By-Laws, which were last updated in 2008. She said in anticipation of upcoming Capital Fund processing, HUD recommends a review of each PHA’s By-Laws to ensure authorization allowing non-Chair personnel to sign official documents part of the Application process. Wilson recommended that commissioners and staff review the By-Laws and provide items of change at the May meeting.

(7) Board Retreat Visioning Results
Schock provided board retreat visioning results from the SWOT analysis completed at the January board retreat. He then reviewed the results of the strategic and tactical plan from commissioners. Based on these visioning results, Schock made suggestions which included loans for new residential construction for either developers or homeowners, loans for new types of housing options or possible donations to the current Live-It-Up fund; a program currently administered by the Community Development Department.

Gisselman questioned whether a needs assessment on the current housing stock in Wausau had to be completed and what housing demands are present. Schock said he will complete an assessment for both and will provide at the next meeting.

(8) Board Chair’s Comments
Wilson remarked on how far the WCDA has progressed over the last 4 years and the future direction of the WCDA. He highlighted the nearing-closure of both 303-305 S Second Avenue and 2102 N Second Street, the completion of the Riverview Towers RAD conversion and the process of bringing on a new Executive Director, following Ann Werth’s retirement in 2016. Wilson discussed the importance of the board retreat and the need for the WCDA to be proactive within the community. He commended staff for maintaining regulatory compliance with all agencies as well as the number of clean audits that directly reflects the financial integrity of the WCDA.

(9) Election of New Board Chair & Vice Chair
Wilson opened the floor for nominations of a new board Chair. Welles nominated Witt, and Napgezek seconded. Motion was approved unanimously. Witt then opened the floor for nominations of a new Vice Chair. Gisselman nominated Napgezek, and Welles seconded. Nominations were closed by Neal. Welles seconded. Motion was approved unanimously.
(10) Operational Issues and Current Activities

Occupancy Overview – Noel reported that occupancy remains high for both Riverview Towers and the Scattered Sites. She said staff continues their best efforts to fill the current vacancies at Riverview Terrace and reported current occupancy at 91%. Noel noted that the Occupancy Overview now includes the current number of active tenant-based vouchers, added as an effort to keep the board informed on the number of families assisted by the HCV program.

Riverview Terrace RFP of Services Update – Schock reiterated that the RFP for services was released in March and has a proposal due date of June 1st. He will give a further update at the next meeting.

Update on Disposition of Property at 2102 N 2nd Street – Schock stated that Bridge Community Clinic continues to express interest in 2102 N Second Street and he expects to receive a formal proposal and master plan for future board review. He said Bridge Community’s proposal is contingent on their acquisition of the 1940 N Second Street parcel from the City of Wausau, which he anticipates will occur within the next few months.

(11) Adjournment

Meeting adjourned.

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson