*** All present are expected to conduct themselves in accordance with our City's Core Values ***

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.

COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU
Tuesday, April 24, 2018 at 12:00 pm
407 Grant Street, Wausau, Wisconsin 54403 - 2nd Floor Conference Room
Russell Wilson, Andy Witt, Sarah Napgezek, David Welles, Gary Gisselman, Becky McElhanoy, 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 2/27/2018
4. Introduction of New Commissioner
5. Environmental Overview & Updates: 303-305 S Second Avenue & 2102 N Second Street
6. Discussion and Possible Action on Update of the Community Development Authority By-Laws
7. Board Retreat Visioning Results
8. Board Chair's Comments
9. Election of New Board Chair & Vice Chair
10. Operational Issues and Current Activities
   Occupancy Overview
   Riverview Terrace RFP for Services Update
   Update on Disposition of Property at 2102 N 2nd Street
11. Adjournment

Russell Wilson - Committee Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on Tuesday, April 18, 2018 @ 7:15 am. Questions regarding this agenda may be directed to Christian Schock, Community Development Director, 715-261-6883.

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 715-261-6820

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

02/27/18

MEMBERS PRESENT: Russ Wilson, Sarah Napgezek, David Welles, Gary Gisselman, Becky McElhaney, Rachael Hass

MEMBERS ABSENT: Andy Witt

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

(1) Call Meeting to Order
Meeting was called to order at 12:03 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 01/04/2018
Napgezek made a motion to approve the minutes from 01/04/18. Welles seconded. Motion was approved unanimously.

(4) Environmental Updates on 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. He said well removal costs are a PECFA reimbursable expense and he anticipates full closure by mid-2018.
303-305 S Second Avenue – Fabel reported that while the Soil Vapor Extraction system (SVE) has reduced the contamination footprint, it is reaching the point of diminishing returns. He explained that the project consultant is obtaining quotes for excavation of remaining contaminated areas and will work with the WDNR to recommend the most cost effective path between excavation or continuing to run the SVE system.

(5) Discussion on Rescheduling of March 2018 Board Meeting
Due to limited availability and a light agenda, commissioners agreed to cancel the March 2018 board meeting and reconvene on April 24, 2018. Noel noted that the April meeting will coincide with the WCDA’s single audit, therefore preventing use of the boardroom. Schock stated he will reserve the second floor boardroom at City Hall for the April meeting.

(6) Operational Issues and Current Activities
Occupancy Overview – Noel reported 100% occupancy for both Riverview Towers and the Scattered Sites. She said staff continues to have difficulty filling vacancies at Riverview Terrace reporting only 88% occupancy at Riverview Terrace. Commissioners inquired as to the type of advertising methods being used and offered suggestions for additional medias that could be considered as well.
Resident Board Member Vacancy Update – Wilson welcomed Rachael Hass as the WCDA’s new resident commissioner. He said Hass will serve the remainder of Dorothy Korzilus’ term expiring in April, 2021. Noel said Rachael has been a resident of Riverview Towers since 2015 and her board appointment was confirmed at the February 13, 2018 council meeting.

Riverview Terrace RFP of Services Update – Schock is preparing the final draft of the Riverview Terrace RFP for Services and expects its publication very soon. Noel reiterated that the current contract with Aspirus VNA Extended Care will expire on December 31, 2018.

Update on Disposition of Property at 2102 N 2nd Street – Schock stated that Bridge Community continues to be very interested in the property 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.

Scattered Site Roof Replacement Projects – Noel stated that bids were received for the roof replacements of the duplexes at 1336, 1338, 1340 1342 N 16th Avenue. She reported that JAS Construction was the successful bidder by submitting the lowest qualified bid. Because the bids came in lower than anticipated, Noel said she plans to expand the 2018 improvements to include roof replacements at 1407, 1409, 1413, 1415 Torney Avenue.

NEF Annual File Review – RVT LLC - Noel reviewed the results of NEF’s 2017 LIHTC tenant file review for Riverview Towers. She said the purpose of a tenant file review is to access current procedures for tenant compliance and income verification documentation to ensure that qualified occupancy was achieved. Noel congratulated Juli Birkenmeier for her diligence and hard work in achieving an exceptional rating with zero findings.

(7) Adjournment
Meeting adjourned.

Respectfully Submitted,

Russ Wilson
Chairperson
MEMORANDUM

DATE: February 15, 2018

TO: Toni Rayala
    Mary Goede

FROM: Mayor Robert Mielke

RE: Appointment – Community Development Authority

I wish to make the following appointment at the Council Meeting on Tuesday, 4/10/18. Please place this on the agenda. If you have any questions, please call my office. Thank you.

COMMUNITY DEVELOPMENT AUTHORITY

New Appointment

Mr. Robert Reinertson (Replacing expired term of Mr. Russell Wilson - Term Exp: 4/30/22)
reinertson@ruderware.com
500 N. 1st Street, Suite 8000
Wausau, WI 54402
(Bio attached)

Re-Appointment

Mr. David Welles (Term exp: 4/30/22)
david@szmandadental.com
1134 E. Grand Avenue
Rothschild, WI 54474
715-355-0100

cc: Betty Noel
    Christian Schock
ROBERT J. REINERTSON
ATTORNEY, WAUSAU OFFICE

500 N First Street, Suite 8000
P.O. Box 8050
Wausau, WI 54402-8050
Phone: 715.845.4336
Toll Free: 800.477.8050
Fax: 715.845.2718

AREAS OF PRACTICE
- Business Organizations
- Employment Law
- Business Litigation
- Employment Litigation
- Real Estate & Construction Litigation

FOCUS TEAMS
- Agriculture
- Health Care
- Local Governments
PROFESSIONAL EXPERIENCE

It was while working in metro Washington D.C. the summer Watergate broke that Bob was inspired to pursue a career in the law. His fascination with the ethical issues faced by attorneys, and the ensuing efforts to boost their profession, has molded his own thirty-plus year practice and reinforced the importance of strong client service and relationships. His path to becoming an attorney was a bit circuitous as he first worked as a municipal/regional planner in North Dakota and Wausau before going to law school. His early experiences continue to shape and guide the municipal aspect of his practice yet today. At Ruder Ware, Bob practices in business law and litigation, handling a wide variety of matters for business and non-profit clients as well as diverse litigation for business, employment, real estate, and municipal clients.

Bob has recently been involved in:

- Acting as outside general counsel for an international health care professional organization.
- Working with counsel and municipal officials in negotiation and preparation of road and utility easements and rights-of-way.
- Providing counsel in adverse possession lawsuits in both urban and forestland areas.
- Counseling business employers on employee termination issues.
- Defending a trade secrets litigation case.

Bob’s involvement in community activities includes having served as president of the Wausau Region Chamber of Commerce and the Wausau Chamber Foundation, and president of his church, as well as serving on other local boards.

Bob and his wife of forty years share a mutual love of travel having first met while working summer jobs at Mount Rushmore. Bob has a particular interest in history, especially the Civil War and the American West.

EDUCATION

- J.D., University of Wisconsin Law School - Madison, WI
- B.S. (cum laude), University of North Dakota

BAR ASSOCIATIONS

- American Bar Association - Business Section, Litigation Section, Environmental Law Section
- State Bar of Wisconsin - Litigation Section, Labor & Employment Section, Administrative & Government Section
- Marathon County Bar Association

ADMITTED TO PRACTICE

Wisconsin Supreme Court
U.S. District Court for the Western District of Wisconsin
U.S. District Court for the Eastern District of Wisconsin
U.S. Court of Federal Claims
CIVIC ACTIVITIES

- Northern Valley Industries, Inc. - Board Member (2016 - present)
- Robert W. Monk Gardens, Inc. - Board Member (2016 - present); Vice President (2016 - present)
- Wausau Cemetery Association, Inc. - Board Member (2016 - present)
BYLAWS OF THE
COMMUNITY DEVELOPMENT AUTHORITY
OF THE CITY OF WAUSAU

ARTICLE I - THE AUTHORITY

Section 1 - Name of Authority. The name of the Authority shall be “Community Development Authority of the City of Wausau”.

Section 2 - Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3 - Offices of the Authority. The principal offices of the Authority shall be at 550 East Thomas Street, Wausau, Wisconsin 54403. In addition, the Authority may from time-to-time have offices as such other place or places as it deems necessary. The location of the Authority’s principal offices may be changed by appropriate resolution of the Authority.

Section 4 - Appointment of Members. The Mayor shall, with the confirmation of the Common Council, appoint seven (7) resident persons as commissioners to the Community Development Authority according to Wisconsin Statutes 66.1335, and Wausau Municipal Code 2.76.060.

ARTICLE II - OFFICERS

Section 1 - Officers. The officers of the Authority shall be a Chair, a Vice-Chair, and a Secretary/Treasurer (who shall be Executive Director).

Section 2 - Chair. The Chair shall preside at all meetings of the Authority. The Chair, Executive Director and Public Housing Manager are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3 - Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair; and in case the Chair is no longer able to serve, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a chairperson from among its members, pursuant to section 66.1201(5).

Section 4 - Secretary/Treasurer. The Secretary/Treasurer shall be the Executive Director and at the direction of the Secretary, the Public Housing Manager shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall
keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to that office. The Secretary/Treasurer shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Secretary/Treasurer, or at the direction of the Secretary/Treasurer, the Public Housing Manager shall have the care and custody of all funds of the Housing Division and shall deposit the same in the name of the Authority in such bank or banks. The Secretary/Treasurer or the Public Housing Manager shall approve all checks for the payment of bills and shall delegate responsibility to pay out and disburse such monies.

The Secretary/Treasurer may delegate to the City of Wausau Finance Department payment of bills as set forth above.

Section 5 - Executive Director. The Executive Director shall serve as Secretary/Treasurer to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage and supervise the Authority's administrative operation and technical activities in accordance with and subject to the direction of the Authority.

Section 6 - Public Housing Manager. The Public Housing Manager shall serve as the Deputy Secretary/Treasurer to the Authority and shall perform the duties of the Executive Director or Secretary/Treasurer in the Secretary/Treasurer's absence. Duties shall be carried out in accordance with the rules and regulations set up by the Community Development Authority and rules and regulations of the U.S. Department of Housing and Urban Development (HUD), Wisconsin Statutes, the Wisconsin Housing and Economic Development Authority (WHEDA), and other agencies as applicable.

Section 7 - Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time-to-time be required by the Authority or by the bylaws or rules and regulations of the Authority and which are necessary to promote the housing and redevelopment mission of the agency.

Section 8 - Election or Appointment. Successive commissioners shall be appointed by the Mayor. The Chair and Vice-Chair shall be elected from among the commissioners of the Authority.

Section 9 - Vacancies. Should the offices of Chair or Vice Chair become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. If the Executive Director position is vacant, the Public Housing Manager shall serve as Secretary/Treasurer to the Authority, until such time as the Executive Director is hired.
ARTICLE III - MEETINGS

Section 1 - Regular Meetings. Meetings shall be held by the Authority at least monthly and at a regular time. When the regular meeting falls on a legal holiday, a special meeting may be called in lieu of the regular meeting. All regular and special meetings of the Authority shall be held at the Authority's principal office or in such other public place as the Authority deems appropriate. All regular and special meetings, hearings, records and accounts of the Authority shall be subject to Wisconsin Statutes, Chapter 19.

Section 2 - Special Meetings. The Chair of the Authority may, when she/he deems expedient, and/or upon written request of any member of the Commission, call a special meeting of the Commissioners, whenever any one of them deems it necessary.

Section 3 - Meeting Agendas. Any commissioner may have any item of his or her choosing on an agenda of either a regular or a special meeting. Agendas shall be posted for public notice under Wisconsin Statutes Chapter 19.

Section 4 - Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four (4) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. An item can be adopted with a majority of votes of the same persuasion.

Section 5 - Order of Business. The Secretary/Treasurer or the Deputy Secretary/Treasurer shall prepare an agenda for each meeting.

Section 6 - Motions. Motions shall be restated by the Chair before a vote is taken. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

Section 7 - Voting. The voting on all questions coming before the Authority shall be by voice and shall not be recorded by "yeas" and "nays" unless requested by a member of the Authority.

Section 8 - Parliamentary Procedure. The parliamentary procedure utilized during Authority meetings shall be governed by Roberts Rules of Order.

ARTICLE IV - AMENDMENTS

Section 1 - Amendments to Bylaws. The bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular/special meeting. Adoption of an amendment shall be by a two-thirds vote of the voting quorum.
ARTICLE V - SUBCOMMITTEES

Section 1 - Subcommittees. The Authority may establish subcommittees as may (from time-to-time) be required.

Adopted this 17\textsuperscript{th} day of July, 2008.

BY: Kelly Z. Zepf
Chair

ATTEST: Q. M. Keith
Executive Director interim Supervisor
Occupancy Overview
April 24, 2018

Riverview Towers (149)
- 1 vacancy
- 99% Occupancy

Riverview Terrace (36)
- 3 vacancies
- 91% Occupancy

Scattered Sites (46)
- 100% Occupancy

Housing Choice Vouchers (241)