COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

05/22/18

MEMBERS PRESENT: Andy Witt, Sarah Napgezek, Gary Gisselman, Tom Neal, Robert Reinertson, Rachael Hass

MEMBERS ABSENT: Sarah Napgezek, David Welles

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

(1) Call Meeting to Order
Meeting was called to order at 12:02 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 4/24/2018
Witt noted a grammar error within a sentence of agenda item #7. Reinertson made a motion to approve the corrected minutes from 04/24/18. Hass seconded. Motion was approved unanimously.

(4) 2102 N Second Street – Environmental and Property Disposition Updates
Fabel stated that a formal approval for site closure has been granted by the WDNR. He furthered that it is a conditional closure due to some remaining ground water contamination. He said that while no further action is required at this time, any future excavation and soil removal will require proper disposal. Schock stated that Bridge Community Clinic will be submitting a formal proposal within the next few months and will provide their proposal for final review and action.

(5) Finance Committee Report & Committee Member Appointment
Witt provided his report from the May 4, 2018, Finance Committee meeting and reviewed the WCDA’s investment sheet as of March 31, 2018. Witt reported that as of April, interest rates are now consistent on all accounts. He said that Noel plans to further reduce the number of WCDA accounts by combining the two checking accounts for both the Housing Choice Voucher and the Riverview Terrace programs.

Witt reviewed the Capital Fund Program (CFP) grant summary stating that the remaining $96,219 disbursement balance of the 2016 grant will be used for 2018 duplex and garage roof replacements, architectural fees and landscaping. He said Noel has begun obligating the CFP 2017 grant and noted that both grants are in full compliance. While there has not been any notification from HUD on the 2018 CFP grant, Witt said Noel expects an award announcement by July.

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

Witt nominated Robert Reinertson to fill Becky McElhaney’s position on the Finance Committee. Neal seconded. Motion was approved unanimously.

(6) Consideration and Possible Action on Revision to the 2018 Riverview Towers LLC Budget
Noel presented a revised 2018 Riverview Towers LLC budget for review noting the removal of the $63,720 Administrative Fee Income. She noted that when the original budgets were prepared in October, she did
not yet fully understand the RAD administrative fee funding structure and applied the income to the Riverview Towers budget in error. Noel said following board approval, she will forward the revised budget to NEF.

Neal made a motion to approve the revised 2018 Riverview Towers LLC budget. Reinertson seconded. Motion was approved unanimously.

(7) Discussion and Possible Action on Update to the Community Development Authority By-Laws
Noel reviewed a few highlighted changes made to Article II, Section 5, Executive Director, and Article III, Section 1, Regular Meetings and sought board input and approval. Commissioners were in agreement with the changes and suggested no other revisions. Noel said the approved changes will be incorporated into a final document for approval at the June meeting.

(8) Riverview Terrace Capital Improvements & RFP for Services Update
Noel said that due to the expense of ongoing repairs, as well as the overall age of the boilers, plans are underway to replace all three boilers at Riverview Terrace. She reported a recent, unanticipated expansion of the project scope resulting from a chiller failure which serves 24 of the 36 Riverview Terrace apartments. Due to the size and nature of the project, Noel will issue an RFP for professional services to provide the mechanical engineering, architectural, electrical and plumbing expertise necessary for the replacement of these systems. She said she knows her anticipated budget of $100,000 will be exceeded with the addition of the chiller replacement. Noel added that future capital needs for Riverview Terrace may include a roof replacement within the next 3-5 years. Noel said she will provide more information as the boiler/chiller replacement project progresses.

Noel reported that the June 1, 2018, deadline for responses to the RFP for personal and supportive care services is near and said Shock plans to follow up with interested parties.

(9) Board Retreat Visioning – Update on Potential Projects/Programs
Schock provided commissioners with a list of potential programs the CDA may choose to consider. He said he will also review the potential programs with the entire CDA staff to narrow the number of programs for final approval. Schock said his goal will be to remain within the CDA's mission but also realize some future return on the investment.

(10) Operational Issues and Current Activities
Occupancy Overview – Noel reported that occupancy remains very good for both Riverview Towers and the Scattered Sites. She said although the current occupancy at Riverview Terrace is 88%, staff continues their best efforts to fill the current vacancies.

Audit Update – Noel said she has provided Schenck with the June and July meeting dates and is awaiting their confirmation of a workable date for the CDA audit presentations.

(11) Adjournment
Meeting adjourned.

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson