COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

10/23/18

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

MEMBERS ABSENT:

OTHERS PRESENT: Stephanie McCarty, Betty Noel

(1) Call Meeting to Order
Meeting was called to order at 12:00 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 9/25/2018
Reinertson dictated a correction to agenda item #6, stating that he had abstained from the motion. Welles made a motion to approve the minutes from 09/25/18, to include that correction. Napgezek seconded. Motion was approved unanimously.

(4) Discussion and Possible Action on Reviewing Bids and Authorizing Staff to Enter into a Contract for the Riverview Terrace Boiler & Chiller Replacement Project
Noel reiterated that the bids were due and opened on October 17, 2018. She reviewed the bid tabulation sheet reflecting five bids ranging from $167,045 to $211,895. She also reviewed a letter of opinion from MartinRiley Architects identifying Stainless Specialists as the lowest, qualified bidder at $167,045 and sought board approval to enter into an AIA Owner/Contractor Agreement with them. She gave a brief overview of the project timeline scheduled to begin in spring of 2019, and substantial project completion by July, 2019. Neal made a motion to approve Stainless Specialist’s bid and authorized staff to enter into an AIA Agreement with them. Napgezek seconded. Motion was approved unanimously.

(5) Operational Issues and Current Activities
Occupancy Overview – Noel reported 83% occupancy at Riverview Terrace, 97% occupancy at the Scattered Sites and 99% at Riverview Towers.
NEF Annual Review – RVT LLC – Noel reported that National Equity Fund (NEF) completed their annual onsite review on October 22, 2018, which consisted of a physical building inspection as well as a staff interview. Noel said she anticipates a positive outcome.
November/December Meeting Dates – Noel noted that while the November meeting falls the week after Thanksgiving, the December meeting falls on Christmas Day. The board agreed to reschedule the December meeting to December 18, in the event a December meeting is necessary.
Resident Christmas Party – Noel welcomed commissioners to attend the Riverview Towers and Terrace resident Christmas parties being held on December 4 and 5, respectively, and asked for RSVPs by Monday, November 26, 2018.

(6) Adjournment
Meeting adjourned.

Respectfully Submitted,

[Signature]
Andy Witt
Chairperson