COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

02/26/19

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

MEMBERS ABSENT:

OTHERS PRESENT: Juli Birkenmeier, Tammy King, Christian Schock, Kevin Fabel

(1) Call Meeting to Order
Meeting was called to order at 12:04 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 1/22/19
Neal made a motion to approve the minutes from 1/22/19. Hass seconded. Motion was approved unanimously.

(4) Evaluation and Selection of One of Four Capping/Paving Options for 303-305 S Second Avenue – Former Kraft Cleaners Site
Fabel reviewed four capping options for 303-305 S Second Avenue, and included the price and area scope for each. He reported that Option 1 is the DNR’s minimum requirement for the site which requires a 2” cap over an approximate 950 sq yd area. He furthered that Option 2 requires a 3” cap over the same area. Fabel then explained Options 3 and 4, which require a 2” and 3” cap, respectively, covering a larger 1,600 sq yd area. He reiterated that there would be no DERF reimbursement available for any of the capping options. For informational purposes, he said a 3” cap would be more durable for parking lot traffic if that was the intended use. Schock said he believes the property will be used for parking, however a formal RFP has not yet been completed or issued. Neal asked if it would be possible to install a 2” cap now and an additional 1” at a later date. Fabel said that although it is possible, it would involve additional consulting fees as well as DNR approval. Gisselman asked if there is any paving currently in place. Schock said there is some partial paving and Fabel furthered that the existing pavement does not meet the barrier requirement. Neal made a motion to approve capping Option 4 for 303-305 S Second Avenue. Reinertson Seconded. Fabel stated that AECOM will provide an amendment for board approval at the March meeting. Motion was approved unanimously.

(5) Finance Committee Report
Witt provided his Chair report from the February 15, 2019, Finance Committee meeting and reviewed the WCDA’s investment sheet as of December 31, 2018. He reported that there were no changes to note.

Witt reviewed the Capital Fund Program (CFP) grant summary stating that the 2017 grant has a remaining obligation and disbursement balance of $172,700. He furthered that Noel anticipates obligating $100,000 for a concrete repair project at several of the scattered sites properties. Witt then reviewed the 2018 grant balance of $69,203 with no activity to date. He noted that Noel also
anticipates using CFP funds for a 2019 roofing project at some of the scattered sites. Witt confirmed that the obligation and disbursement deadlines for both grants are being met and 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.

Witt gave an update on the Live It Up loan program noting that the WCDA has aided nearly 20 homebuyers, providing $158,000 in downpayment assistance thus far.

Witt noted that the 2018 Riverview Towers audit resulted in a clean opinion and said the WCDA’s single audit is scheduled for April 8-11. Clifton Larson Allen will present both audits to the full board at future meeting.

(6) Discussion and Possible Action on Partnership Opportunities with North Central Health Care
Schock stated that North Central Health Care is working on a proposal and exploring a partnership with Riverview Terrace. He believes this would encompass NCHC overseeing the management of the facility. He will include it on next month’s agenda when he anticipates having more information.

(7) Operational Issues and Current Activities
**Occupyancy Overview** – Birkenmeier reported 97% occupancy at Riverview Towers, 86% at Riverview Terrace and 97% at the Scattered Sites. She noted that a postcard mailing has been generated to help boost applications for Riverview Terrace.

**2019 Capital Improvement Projects** – Birkenmeier gave an overview of the WCDA’s 2019 capital improvement projects. Riverview Terrace will undergo approximately $176,000 in scheduled improvements, which will include boiler and chiller replacements, as well as an upgrade to the nurse paging system. She said the concrete and roof replacement project planned for several of the scattered sites will cost approximately $140,000.

**Update on Disposition of 2102 N Second Street** – Schock said he has had continued discussion with Bridge Community Clinic relative to a formal proposal to purchase the property at 2102 N. Second Street. He noted that Bridge Community has partnered with an engineering firm to develop a plan, however he had no other update to report.

(8) Adjournment
Meeting adjourned.

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson