COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

09/24/19

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

MEMBERS ABSENT:  Sarah Napgezek

OTHERS PRESENT:  Christian Schock, Betty Noel, Juli Birkenmeier, Brian Kowalski, City Pages, Megan Stringer, Wausau Daily Herald, Mike Leischner, WSAU Radio, Tammy Stratz, Anne Jacobson, Mayor Mielke

(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 8/27/19
Neal made a motion to approve the minutes from 8/27/19. Reinertson seconded. Motion was approved unanimously.

(4) Discussion and Possible Action on the Acquisition of the Ponderosa Motel Property from Marathon County – 2101 Grand Avenue, Wausau
Schock asked commissioners if they had any additional questions relative to the acquisition of the Ponderosa Motel property at 2101 Grand Avenue. Neal suggested that Schock clarify the source of funding to be used for the acquisition. Stratz reiterated that Community Development Block Grant (CDBG) funds will be used for both the acquisition and demolition. She furthered that the City and the CDA will also enter into a sub-recipient agreement which includes HUD language relative to CDBG fund use. She said the agreement further explains reporting requirements and appropriate uses for the property which must provide opportunities to low and moderate income individuals and families. Stratz explained that the property redevelopment can include income-qualifying housing or business opportunities that employ income-qualifying individuals. If a qualifying use is not met, Stratz said the CDBG funds must be repaid to the City. Schock added that once demolition is completed, an RFP process will begin and said there has already been expressed interest in the property. Welles requested that the CDA secure a letter of reliance from REI relative to the Phase I and II environmental site assessments. Jacobson offered to assist with securing a letter prior to the proposed September 25, 2019, closing. Schock furthered that after the CDA board approves the property acquisition, the Wausau City Council will be presented with this item for mayoral signature. He said the agreement between Marathon County and the City of Wausau has been amended to also include the CDA. Neal made a motion to approve the acquisition of 2101 Grand Avenue dependent on receiving a letter of reliance from REI. Hass seconded. Motion was approved unanimously.

(5) CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: For the Acquisition of the Ponderosa Motel Property from Marathon County – 2101 Grand Avenue, Wausau
No action required on this agenda item.
(6) Reconvene into Open Session to Take Action on Closed Session Item, if Necessary. 
No action required on this agenda item.

(7) Discussion and Possible Action on Authorizing the Sub-Recipient Agreement with the City of Wausau for the Ponderosa Motel Property – 2101 Grand Avenue, Wausau 
Neal moved to authorize the sub-recipient agreement with the City of Wausau for the use of CDBG funds to acquire and further develop the 2101 Grand Avenue property. Reinertson seconded. Motion was approved unanimously.

(8) Discussion and Possible Action on Resolution 19-007 – Authorization to Purchase 2101 Grand Avenue, Wausau, Wisconsin 
Stratz explained that a resolution is required by the title company handling the acquisition and sale. Neal moved to approve Resolution 19-007. Welles seconded. Motion carried on a roll call vote 6-0.

(9) Discussion and Possible Action on Resolution 19-008 – Five Year PHA Plan for Fiscal Years 2020-2024 
Noel provided a copy of the PHA’s 5-Year Plan to all commissioners and sought board approval for submission to HUD. She explained that the CDA has been designated a small, qualified PHA and therefore is exempt from an annual submission requirement. She reviewed the components of the Plan, highlighting the CDA’s goals and objectives as well as a report on the progress the CDA has made in meeting goals and objectives described in the previous 5-Year Plan. Neal made a motion to approve Resolution 19-008. Hass seconded. Motion carried on a roll call vote 6-0.

(10) Operational Issues and Current Activities

Occupancy Overview – Noel reported 100% occupancy at Riverview Towers, 89% at Riverview Terrace and 96% at the Scattered Sites.

NCHC Update – Riverview Terrace Assisted Living – Schock stated that Michael Loy’s March 22, 2019 letter requesting a 180-day exclusive right to Riverview Terrace has expired. He said Loy has requested additional time to prepare a proposal but anticipates receiving one by year-end. Reinertson noted that according to the current Aspirus contract, the CDA is required to give a 120-day written notice prior to the end of the current term, which is December 31, 2019. Welles expounded saying that because the September 1, 2019, notice deadline has already passed, the contract will automatically renew through 2020. Schock said he does not foresee a problem as there would be a lengthy implementation process if NCHC submits a successful proposal. He added that the proposal could include a potential cooperative partnership between NCHC, the CDA, and Aspirus. Schock will continue to update the board on any further communication from Loy.

Adjournment

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson