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, December 17, 2019 at 12:00 pm
550 E Thomas Street, Wausau, Wisconsin 54403

Andy Witt (C), Sarah Napgezek, David Welles, Gary Gisselman, Robert Reinertson, Tom Neal, 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 11/28/2019
4. Discussion and Possible Action on the Issuance of a Request for Proposal (RFP) for the former Ponderosa Motel - 2101 Grand Avenue, Wausau, Wisconsin
5. Operational Issues & Current Activities
   Occupancy Overview

Adjournment

Andy Witt, Chair

This Notice was posted at City Hall and emailed to Media Wednesday, December 11, 2019 @ 2:30 pm.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Christian Schock at (715)261-6683 or e-mail Christian.schock@ci.wausau.wi.us or the City's ADA Coordinator at (715)261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.

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.

Other Distribution: City Website, Alderpersons, Board Members, Mayor
COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

11/26/19

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

MEMBERS ABSENT:

OTHERS PRESENT: Christian Schock, Betty Noel, Juli Birkenmeier, Ted Matkom, Gorman & Company, Brian Kowalski, City Pages, Mayor Mielke

(1) Call Meeting to Order
Meeting was called to order at 12:01 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 10/22/19
Neal made a motion to approve the minutes from 10/22/19. Gisselman seconded. Motion was approved unanimously.

(4) Consideration and Possible Action on the Gorman & Company Loan Proposal for Renovation of The Landmark Apartments at 221 Scott Street, Wausau
Ted Matkom, Wisconsin Market President, Gorman & Company, was present to present details on the proposed renovation of The Landmark Apartments and their loan request. Matkom gave a brief history of Gorman's long successful relationship with the WCDA noting the Kannenberg Plaza renovation and seller note as well as the Riverview Towers renovation. He said the loan terms for The Landmark will be documented in a form of Note and Mortgage very similar to what was utilized for Kannenberg Plaza and further reviewed the proposed proforma.

Matkom explained that Gorman & Company submitted a Low Income Housing Tax Credit (LIHTC) application to WHEDA last year; however, they included an insufficient budget for construction. He said due to increased construction costs, instead of the budgeted $65,000 per unit, they are now having to target $90,000-$95,000 per unit, resulting in a financing gap. Matkom stated that Gorman plans to submit a new LIHTC application in January 2020 and said a $900,000 loan commitment from the CDA would provide the necessary financing, resulting in their application scoring more favorably.

Matkom further reviewed details included in the Financial Feasibility Model provided. Witt asked if the commercial spaces on the first floor would be included in the renovation. Matkom explained that the only the lobby area would be included. Schock stated that it is good to have a mixed-income property to allow for blended occupancy. Matkom furthered that this renovation would not only provide affordable housing but it would also save a historic building in the city of Wausau. Neal asked if any tenants would be displaced by either the proposed income limits or following the initial compliance period. Matkom clarified that WHEDA contracts are for 30 years whereby projects must, at a minimum, remain affordable housing during that contract term. Witt questioned if the loan funds would come from the Business Activity account. Noel confirmed. Matkom sought a board commitment for an 18-year, $900,000 note from the WCDA for the renovation of The Landmark Apartments at 221 Scott Street, Wausau. Neal made a motion to commit the lending of $900,000 to Gorman & Company for the terms outlined in the proforma provided. Napgezek seconded. Motion was approved unanimously.
(5) Finance Committee Report
Witt provided his Chair report from the November 14, 2019, Finance Committee meeting and reviewed the WCDA’s investment sheet as of September 30, 2019. He reported that there were no major changes and all accounts continue to earn a consistent interest rate. He also noted that 2020 will mark the final year of the 3-year agreement with Incredible Bank.

Witt reviewed the Capital Fund Program (CFP) grant summary stating that the CFP2017 remaining balance of $74,779 was fully expended on November 29, 2019. Witt then reviewed the 2018 grant of $69,203 and the 2019 grant of $71,905 stating those funds will be used for the remaining scattered site roof replacements and concrete repair project scheduled for 2020. Witt concluded, stating that obligation and expenditure deadlines for all open grants are in full compliance.

Witt gave an overview of the Live-It-Up Wausau program stating that the WCDA’s pledged loan contribution of $250,000 has been fully disbursed and $676,000 in Live-It-Up loans have been disbursed or committed to-date. Witt reiterated that the WCDA agreed to accept a $100,000 potentially forgivable loan from the Judd S. Alexander Foundation and confirmed receipt of those funds, which are also available to Live-It-Up program participants.

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

Witt gave an overview of the 2020 program budgets for Housing Choice Voucher, Public Housing, Riverview Terrace and Riverview Towers LLC. He noted that Noel had used estimates for salaries and benefits but has since received a report from the City reflecting more definitive budget numbers. Witt said any interim changes have been highlighted on the final budgets presented to the full board. Witt stated that the Finance Committee approved all four budgets for full board approval.

(6) Consideration & Possible Action on the 2020 Budget for Riverview Towers LLC
Noel reviewed the 2020 Riverview Towers budget. She briefly mentioned any budget line items of importance, noting minor interim adjustments. She explained that the board-approved budget will be forwarded to National Equity Fund (NEF) per their request. Neal moved to approve the 2020 Riverview Towers LLC budget. Reinertson seconded. Motion approved unanimously.

(7) Consideration & Possible Action on Resolution # 19-010 – 2020 Budget for Public Housing
Noel stated that the Public Housing budget is the only budget requiring a board resolution. She briefly reviewed the budget noting minor interim adjustments. Reinertson moved to approve Resolution 19-0010. Hass seconded. Motion carried on a roll call vote 7-0.

(8) Consideration & Possible Action on 2020 budget for Riverview Terrace
Noel reviewed the 2020 Riverview Terrace Budget again noting a few interim line item adjustments. Neal moved to approve the 2020 Riverview Terrace budget. Hass seconded. Motion approved unanimously.

(9) Consideration & Possible Action on the 2020 Budget for the Housing Choice Voucher (HCV) Program
Noel then reviewed the 2020 Housing Choice Voucher budget and reviewed line items of significance. Hass moved to approve the 2020 Housing Choice Voucher budget. Reinertson seconded. Motion approved unanimously.
(10) Consideration & Possible Action on Resolution # 19-011 – 2019 Doubtful Accounts for the HCV Program
Noel presented Resolution 19-011 reflecting one HCV doubtful account totaling $9,564.50 and sought board approval to have the balance written off for 2019. Noel stated that staff will make continued efforts to collect the outstanding balance via tax intercepts. Welles moved to approve Resolution 19-011. Reinertson seconded the motion. Roll call vote 7-0.

(11) Consideration & Possible Action on Resolution # 19-012 – 2019 Doubtful Accounts for Riverview Towers LLC
Noel also presented Resolution 19-012 reflecting one Riverview Towers LLC doubtful account totaling $256.43 and sought board approval to have this balance written off for 2019. She reiterated that staff will make continued efforts to collect the outstanding balance via tax intercept. Welles moved to approve Resolution 19-012. Hass seconded the motion. Roll call vote 7-0.

(12) Consideration & Possible Action on Resolution # 19-013 – 2019 Doubtful Accounts for the Public Housing Program
Noel presented an updated Resolution 19-013 reflecting four Public Housing doubtful accounts totaling $1,337.60 and sought board approval to have this balance written off for 2019. She reiterated that staff will make continued efforts to collect all outstanding balances. Welles moved to approve Resolution 19-013. Hass seconded the motion. Roll call vote 7-0.

(13) Operational Issues and Current Activities
Occupancy Overview – Noel reported 99% occupancy at Riverview Towers, 89% at Riverview Terrace and 98% at the Scattered Sites. She stated that the WCDA is currently administering 260 Housing Choice Vouchers.

2102 N Second Street Property Transfer Update – Schock stated that Bridge Community had requested to complete some work on the property prior to the transfer and reiterated that the board asked him to first secure a binding purchase agreement. Schock reported that an agreement will no longer be necessary as Bridge will not begin any construction until spring. Schock said he expects a December 9, 2019 closing date for this property transfer.

2101 Grand Avenue Property Update – Schock stated he anticipates an RFP process and reported that he has already received expressed interest in the property. He said one interested party plans to use the current building shell and renovate into market rate rental housing. Schock then requested that the WCDA Redevelopment Committee meet to discuss the proposal and potentially make a recommendation to the full board in December. The WCDA Redevelopment Committee will meet to review the proposal on December 10, 2019, at 9:00 am at the WCDA.

Adjournment

Respectfully Submitted,

Andy Witt
Chairperson
December 17, 2019

Dear Interested Parties,

The Board of Commissioners of the Wausau Community Development Authority is pleased to release this Request for Proposals (RFP) for the redevelopment of the former "Ponderosa Motel" (0.410 acre) parcel at 2101 Grand Avenue.

Proposals must include:
1. proposed property purchase price;
2. estimated renovation costs or new construction value;
3. architectural renderings of the proposed rehabilitation or construction;
4. any request for CDA/city participation in redevelopment.

Successful proposals should:
- Incorporate appropriate uses for Grand Avenue and the broader Southeast Side neighborhood.
- Promote diversity in housing choice and housing typology.
- Further the mission of the Wausau Community Development Authority.
- Advance implementation of the City’s Comprehensive Plan and the City’s Urban Design Guidelines.

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. RFP Released</td>
<td>December 17, 2019</td>
</tr>
<tr>
<td>2. Proposals Due</td>
<td>January 24, 2020</td>
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Questions and/or additional information on this RFP and tours of the existing building are available upon request.

Please contact:

Christian Schock – Planning, Community & Economic Development, christian.schock@ci.wausau.wi.us
Proposal Format and Information

1. **Approach:** The proposal should reflect each of the sections listed below: For project team responsibilities, list the approximate percentage of the project for each team member, description of the project approach, including detailed procedures and technical expertise by phase.

2. **Project Deliverables:** Include descriptions of the types of reports used to summarize and provide detailed information on predicted vulnerabilities, and the necessary countermeasures to correct as well as the recommended corrective actions as they might apply to the project.

3. **Project Management:** Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project. Describe the company’s bonding process and coverage levels of employees.

4. **Level of Investment and Financial Viability:** Developers shall include a project construction budget. Developer shall provide the status of their organization, including a brief financial history, any previous or pending legal actions, criminal convictions, debarments, suspensions, bankruptcies and/or loan defaults and an explanation of any previous project which has experienced significant delays.

5. **Organizational Overview:** Provide the following information about your company:
   - Key contact name, title, address (if different from above address), direct telephone and fax numbers.
   - Person authorized to contractually bind the organization for any proposal against this RFP. Brief history, including year established and number of years your development team has taken on similar projects.

6. **Scope:** Propose a project implementation timeline and performance standards for the construction work to be completed.

**Costs of Proposal**

Any costs incurred in the development of the Response to this Request for Proposals are borne by the Developer. The City of Wausau and Wausau CDA are not responsible for any costs incurred by the Developer in formulating a response.
Evaluation Criteria

Evaluation of proposals will be based upon the quality of response, the proposed developers background, and proposed investment.

To be selected, a developer must be able to comply with the general requirements outlined in this document and with any other applicable laws and requirements.

The Wausau CDA reserves the right to:
- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential developer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one right to develop.
- Negotiate the nature and scope of the project before final Committee and Council approval of a term sheet.

Developer’s proposal in response to this RFP may be incorporated into a final Development Agreement between the City of Wausau, Wausau CDA and the Developer and the selected vendor(s) of the Developer.

Email digital copy of proposal to christian.schock@ci.wausau.wi.us by 4:30 p.m. on Friday January 24th, 2020

Planning, Community & Economic Development
407 Grant Street
Wausau, WI 54403-4783
Phone: 715-261-6683
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