COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

01/28/20

MEMBERS PRESENT: Andy Witt, Gary Gisselman, Robert Reinertson, Rachael Hass
MEMBERS ABSENT: Sarah Napgezek, Tom Neal, David Welles
OTHERS PRESENT: Christian Schock; Betty Noel; Juli Birkenmeier; Kevin Fabel; Mayor Mielke; Brian Kowalski, City Pages; Anne Jacobson, City Attorney

(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 12/17/2019
Gisselman made a motion to approve the minutes from 12/17/19. Reinertson seconded. Motion was approved unanimously.

(4) Site Update – 303-305 South Second Avenue, Wausau, Wisconsin
Fabel stated that all remediation and cap work has been completed and AECOM is in the process of preparing a site closure packet for final WDNR approval. He briefly reviewed handouts relative to residual contamination at 113 Callon Street and the need for an operation and maintenance plan for the continued vapor mitigation system. Fabel reiterated that the paved cap is acting as a barrier and must be maintained by the WCDA. He furthered that if any soil is extracted from the site, the WDNR will mandate proper disposal.

(5) Discussion and Possible Action on Continuing Obligation Contract/Agreement with the CDA and 113 Callon Street Owners
Fabel reiterated that contamination still exists below 113 Callon Street, resulting from the adjacent former Kraft Cleaners site, and will require the continued operation of a vapor mitigation system even after site closure. He said the WCDA, as owners of 303-305 S Second Avenue, is responsible for maintaining the vapor mitigation system that is currently in place. Fabel stated that the WDNR will not grant final site closure without a legally acceptable agreement between the owners of 113 Callon Street and the WCDA specifying continuing obligations; 1) Daily review of the radon mitigation system (typically completed by the owner of the building), 2) Completion of an annual inspection of the system, documented on a WDNR form and kept on file, 3) Needed repairs, and 4) Responsibility for any costs associated with the system. Fabel reiterated that most responsibility would fall on the WCDA as owners of 303-305 S Second Avenue. Gisselman questioned if the agreement will be the final document required prior to closure. Fabel stated that AECOM will complete the site closure packet and the agreement will be included. Reinertson asked if the agreement includes any clause for negotiation between the owners of 113 Callon Street and the WCDA. Fabel explained that there is not much to be negotiated as the Callon Street owner must agree to the obligations prior to WDNR granting site closure and unfortunately, the WCDA bears most of the responsibility associated with the agreement. Witt questioned the timeline and Fabel stated the closure packet should be completed as soon as possible. Jacobson will reach out to the Callon Street owners and draft an agreement for review and possible approval at the February board meeting. Reinertson made a motion for Jacobson to negotiate a continuing obligation agreement and prepare a draft for board review. Gisselman seconded. Motion was approved unanimously.
(6) Operational Issues and Current Activities

Occupancy Overview - Noel reported 99% occupancy at Riverview Towers, 86% at Riverview Terrace and 100% at the Scattered Sites. She reported that the CDA is currently administering 262 Housing Choice Vouchers.

Property Sale Update – 2102 N Second Street – Schock stated that the 2102 N Second Street property was sold and closed in late December.

RFP Update – 2101 Grand Avenue – Schock stated that the RFP was issued and reflects a February 14th deadline for proposals. He said proposals will be reviewed at the February board meeting.

2019 RVT LLC Audit – Noel stated that CLA LLP will be on site January 29-31, to complete the 2019 Riverview Towers LLC audit.

Adjournment

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson