

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

04/28/20

MEMBERS PRESENT: Andy Witt, Sarah Napgezok, Robert Reinertson, Rachael Hass, David Welles

MEMBERS ABSENT:

OTHERS PRESENT: Christian Schock, Betty Noel, Juli Birkenmeier, Anne Jacobson, Brian Kowalski-City Pages, Rashad Williams-WAOW, Debra Ryan, Alderperson

(1) Call Meeting to Order

Meeting was called to order at 12:04 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment

Debra Ryan introduced herself to commissioners and said she is looking forward to being involved with the CDA and the programs they administer.

(3) Approval of Minutes from 2/25/2020

Reinertson made a motion to approve the minutes from 02/25/20. Hass seconded. Motion was approved unanimously.

(4) Discussion and Possible Action on the terms with Emmerich Associates for the Redevelopment of the former Ponderosa Motel Property at 2101 Grand Avenue

Schock reviewed a draft redevelopment term sheet with commissioners. He reported continued progress on asbestos remediation and the razing of the building, which is anticipated for June/July. Reinertson questioned if a development agreement will be brought to the board for final approval. Schock confirmed. He also mentioned that Emmerich is continuing negotiations with the owner of the adjacent property for potential redevelopment expansion. Witt questioned if the terms are consistent with what was requested in Emmerich's proposal. Schock stated that the only excluded item is Emmerich's request to have property taxes waived until occupancy has been achieved. Reinertson made a motion to approve the Ponderosa Motel Redevelopment Term Sheet as presented. Napgezok seconded. Motion was approved unanimously.

(5) Finance Committee Report

Witt provided his Chair report from the March 9, 2020, Finance Committee meeting and reviewed the WCDA's investment sheet as of December 31, 2019. He reported that there were no changes and all accounts are earning a consistent 1.92% interest rate.

Witt reviewed the Capital Fund grant summary stating that as of December 31, 2019, there were only two open grants. He reported in April, the CDA was awarded \$76,701 for the 2020 CFP grant. Witt noted that as previously reported, the 2018 and 2019 grant funds will be utilized for the roof replacement and the concrete repair projects, with any excess project expense coming from public housing reserves. Witt concluded stating that the obligation and expenditure deadlines for all grants are in full compliance.

Witt gave an overview of the Community Development Department's Live-It-Up Wausau program stating that the CDA's pledged loan commitment of \$250,000 has been fully disbursed and \$54,000, of the \$100,000 potentially forgivable Judd S. Alexander loan, has been expended. He reported that to-date, the Live-it-Up program has funded \$706,000 in home loans.

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

He noted that the 2019 Riverview Towers audit resulted in an unqualified opinion and said all NEF deadlines were met by Clifton Larson Allen (CLA).

(6) 2020 Capital Improvement Updates

Noel reported that the Scattered Site roofing project is underway and said the Riverview Terrace roof replacement project is anticipated for June or July. She stated that the CDA is also entering into a contract with SD Ellenbecker for a \$54,000 concrete repair project at several of the scattered sites. Noel said all projects are expected to be completed by the end of September.

(7) Operational Issues and Current Activities

Occupancy Overview - Noel reported 99% occupancy at Riverview Towers, 75% at Riverview Terrace and 98% at the Scattered Sites. She noted that although 3 applications for Riverview Terrace are currently being processed, Juli is delaying any new move-ins until after the SAFER at Home order is lifted. Noel also reported that the CDA is currently administering 253 Housing Choice Vouchers.

COVID-19 Response - Noel reported that Riverview Terrace has been locked down since March 16th and Riverview Towers and the CDA offices have been locked down since March 20th, allowing only essential visitors. She explained that congregate meals and group activities have also been temporarily discontinued. Noel said that rent drop boxes have been installed to enable all program participants to make rent payments and submit any required documents without having to enter the CDA office. She said there has been increased mail, phone and email communication and staff is completing any necessary rent changes to accommodate job loss or income changes on a timely basis.

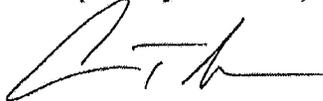
Noel said that extra precautions have been taken at Riverview Terrace to ensure the health and well-being of both residents and care staff. Any visitor entering the building is required to use provided hand sanitizer as well as complete a screening questionnaire, located in the building's vestibule. All care staff are also required to take their temperature upon arrival at the facility. Noel reported that the CDA has provided thermometers and face masks to all residents and a daily log of resident temperatures is being maintained. Lastly, Noel stated that CDA staff continues to have written communication with residents and their families on any changing policy or procedure, participates in weekly calls with the State of Wisconsin Department of Health Services and bi-weekly calls with the Marathon County Health Department.

2019 Audit Update

Noel stated that due to the pandemic, the 2019 single audit was completed electronically. She explained that all documents were sent via secure upload to CLA and explained that the auditors will complete the tenant file compliance component at a later date. CLA will then present both the Riverview Towers and CDA single audits to the board at a future meeting.

Adjournment

Respectfully Submitted,



Andy Witt
Chairperson