COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

05/26/20

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

MEMBERS ABSENT:

OTHERS PRESENT: Christian Schock, Betty Noel, Juli Birkenmeier, Mayor Katie Rosenberg, Michael Loy and Kimberly Gochanour, NCHC

(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) Welcome and Introductions
Witt welcomed Debra Ryan who has filled Gary Gisselman’s position on the WCDA board. Ryan is the Alderperson for District 11 and appointed to the board by Mayor Rosenberg. Each commissioner gave a brief introduction.

(4) Approval of Minutes from 4/28/2020
Reinertson made a motion to approve the minutes from 04/28/20. Welles seconded. Neal abstained. Motion was approved.

(5) Riverview Terrace Service Contract
Noel stated that the current contract for personal and supportive cares with Aspirus Help-At-Home is due to expire on 12/31/2020. She introduced Michael Loy and Kim Gochanour from North Central Health Care (NCHC) who were present. Loy said that Aspirus is moving away from providing in-home care and approached NCHC to explore their interest in transitioning the Aspirus contract prior to the December 31st expiration date. Gochanour explained that NCHC has successfully collaborated with Aspirus on other projects and said NCHC looks forward to this opportunity. She explained that their plan would be to maintain the current staff and consolidate the personal/supportive cares, meals and nursing services into one contract at a comparative cost. Loy said pending WCDA approval, he would draft an agreement similar to what is currently being utilized and present it to the NCHC board on May 28. Gochanour stated that the transition date could potentially be August 1, 2020, and once approved by both the WCDA and NCHC boards, she will reach out to the contracted nurse and the Aspirus staff to further coordinate the transition. Welles made a motion to proceed with the termination of the three agreements relating to personal and supportive cares, meals and nursing services. Neal seconded. Reinertson abstained. Motion was approved.

(6) Fostering Youth to Independence Program
Noel presented a new HUD initiative, Foster Youth to Independence (FYI) and sought board approval to proceed with incorporating the housing assistance opportunity into the WCDA’s program portfolio. She explained that the FYI program is a collaborative effort to reduce and prevent homelessness for youth between the ages of 18-24 having a current or prior history of child welfare involvement, and to provide necessary services for these youth to become self-sufficient. Birkenmeier stated that WCDA staff is currently working with HUD, Marathon County Social Services and North Central Community Action to offer housing assistance vouchers and the required program services to eligible youth. She furthered that the FYI program is a good way to further help our community and it fits well within the WCDA’s mission and goals. Welles made a motion to proceed with implementation of the Foster Youth to Independence Program. Reinertson seconded. Motion was approved unanimously.
(7) Finance Committee Report
Witt provided his Chair report from the May 8, 2020, Finance Committee meeting and reviewed the WCDA’s investment sheet as of March 31, 2020. He reported that there were no changes and all accounts are earning a consistent 1.61% interest rate.

Witt reviewed the Capital Fund Program (CFP) grant summary stating that the 2018 and 2019 grants will be fully expended upon completion of the scattered site roofing project and said that the 2020 grant and public housing reserves will be used for the concrete repair project. Witt concluded stating that the obligation and expenditure deadlines for all grants are in full compliance.

Witt gave an overview of the Live-It-Up Wausau program stating that the program has generated $716,000 in loans to-date. He noted that $79,000 of the $100,000 potentially-forgivable loan from the Judd S. Alexander Foundation has been expended, leaving a remaining balance of $21,000 available for future loan commitment.

Witt then reviewed the first 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 reiterated that in December 2019, the WCDA board approved a $900,000 loan commitment to Landmark Wausau, LLC to fill the gap financing needed by Gorman & Company to successfully secure the WHEDA tax credits needed to renovate the Wausau Landmark Apartments. He furthered that due to COVID-19 delays, the project is not expected to close until early 2021.

Lastly, Witt stated that CLA has completed the financial portion of the WCDA’s single audit and plans to complete the tenant file compliance component sometime in June.

(8) Operational Issues and Current Activities
Occupancy Overview - Noel reported 100% occupancy at Riverview Towers, 81% at Riverview Terrace and 98% at the Scattered Sites. She added that staff is currently administering 256 Housing Choice Vouchers.

Continuing Obligations Agreement Update – 113 Callon Street – Schock reviewed the fully-executed Agreement between the WCDA and Robert and Karen Voigt. He reiterated that the agreement was the final component needed for closure packet submission to the WDNR. Reinertson questioned item #6 and how the agreement would relate to a potential new owner of the property. Schock stated that a new agreement would need to be drafted in the case of property transfer.

Staffing Update - Schock announced that Sean Fitzgerald has been hired as the Community Development Department’s new Business Development Specialist. He said Fitzgerald will play a key role in supporting the comprehensive plan and the economic development strategy for the City of Wausau.

ACH Rent Payment Launch – Birkenmeier reported that the WCDA is offering Riverview Towers, Terrace and Scattered Site tenants the ability to pay their rent via ACH as an alternative to paying with a check or money order. She explained that it is being offered as an added convenience for WCDA tenants and will be available by July 1, 2020.

Adjournment
Respectfully Submitted,

[Signature]

Andy Witt
Chairperson