

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

11/26/13

**MEMBERS PRESENT:** David Piehler, Russ Wilson, Andy Witt, Dorothy Korzilius, Sarah Napgezok, Romey Wagner, Jim Brzezinski

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Ann Werth, Don Bernards, Ted Matkom, Mayor Tipple, Tammy Stratz, Betty Noel, Juli Birkenmeier, Mary Fisher

**(1) Call Meeting to Order**

Meeting was called to order at 12:03 pm in the CDA Boardroom at 550 E. Thomas Street, Wausau, WI.

**(2) Approval of Minutes**

Wagner moved to approve the minutes from 10/15/2013. Witt seconded. Motion approved unanimously.

**(3) Riverview Towers LLC Construction Update & Leasing Plan**

Ted Matkom, Gorman & Company Inc, reiterated that contingency funds are required to be spent by year end. He also stated that occupancy at Riverview Towers needs to be at a minimum of 90% by December 31st and cannot fall below that rate for 4 months in order to receive held funds from the investor.

Matkom introduced Don Bernards, Baker Tilly, who gave a presentation on HUD's Rental Assistance Demonstration, (RAD) to the board. Bernards sought board approval to submit a RAD application to HUD and discussed the steps that the CDA needs to follow prior to the submittal. The Commission discussed Resolution 13-005, Application for HUD Rental Administration Demonstration (RAD) Conversion. Brzezinski then moved to adopt Resolution 13-005. Wilson seconded. Roll call was taken with unanimous consent.

Noel stated that there has been a push in advertising to promote year-end lease up. The CDA is using a variety of different Medias for advertising to include television commercials, signage, and lease-up incentives.

**(4) Finance Committee Report**

Wilson stated that year-to-date numbers show the financial status to be positive for CDA programs. He stated that the Finance committee had reviewed the 2014 Public Housing and Riverview Terrace budgets and recommended the adoption of those budgets to the full commission.

**(5) Presentation and Possible Action on Resolution 13-004 – 2014 Public Housing Budget**

Noel stated that the Finance Committee recommended approving the 2014 Public Housing budget for the 46 scattered site units. Noel reported that HUD has not yet been able to give a definitive Operating Subsidy split between Public Housing and Riverview Towers. Napgezok moved to adopt Resolution 13-004 – 2014 Public Housing Budget. Witt seconded. Roll call was taken with unanimous consent.

**(6) Presentation and Possible Action on 2014 Riverview Towers LLC Budget**

Noel proposed moving this agenda item to the December 2013 meeting.

**(7) VNA Contract Extension – Riverview Terrace**

Werth met with the VNA to discuss a Riverview Terrace service contract extension. She said the VNA has agreed to a 2 year extension, but with a 30 unit occupancy contingency. After further discussion, Napgezok made a motion to approve the contract excluding the 30 unit minimum occupancy contingency. Wilson seconded. Motion approved unanimously.

**(8) Presentation and Possible Action on 2014 Riverview Terrace Budget**

Noel presented the 2014 Riverview Terrace budget with consideration given to the possibility of increased advertising, meal, and VNA service cost because those contracts had not yet been re-negotiated. Wagner made a motion to approve the 2014 Riverview Terrace Budget. Korzilius seconded. Motion approved unanimously.

**(9) Housing Choice Voucher 2014 Fair Market Rents/Payment Standards**

Noel introduced Mary Fisher, Housing Project Coordinator, to review the 2014 Fair Market Rents and Payment Standards for the Housing Choice Voucher and WHEDA programs. She stated these rents and payments standards are reviewed each year to determine whether changes are necessary to run the Program effectively. Fisher added that the CDA assumed the Wittenberg vouchers as of January 1, 2013, whose payment standards are determined by WHEDA. She reported that the only recommended change is a \$10 increase for the one bedroom vouchers. She stated that just making that small change would afford more families to find suitable housing while not putting too large of a monetary burden on the CDA. Werth informed the commission that the CDA has declined the administration of Veteran's Affairs Supportive Housing (VASH) vouchers at this time. Wagner made a motion to approve the Housing Choice Voucher 2014 Fair Market Rents/Payment Standards. Napgezok seconded. Motion carried unanimously.

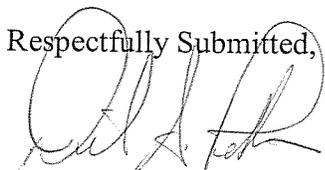
**(10) Operational Issues and Current Activities**

- **1610 Sheridan Road Update:** Werth stated that the 1610 Sheridan Road project for Thunder Lube is currently under construction and that Mudrovich is the project architect.
- **Scattered Site Furnace Update:** Werth gave an update that Alfonso has passed on the furnace warranty issue to a contracted attorney who will be representing the CDA. She said that Rheem has passed the warranty issue on to their legal department.
- **Environmental Projects Update – 303-305 S 2<sup>nd</sup> Avenue & 2102 N 2<sup>nd</sup> Street:** Werth discussed continued testing on the old Wausau Energy site. She stated that the DNR will be meeting with our consultant, AECOM, with regard to the Second Avenue project and the results of current testing. She added that Emmerich has contacted the CDA as a potential buyer for the property.

**(11) Adjourn**

Wilson moved to adjourn, Korzilius seconded. Meeting adjourned.

Respectfully Submitted,



Dave Piehler  
Chairperson