

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

12/17/13

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Ann Werth, Mayor Tipple, Betty Noel, Juli Birkenmeier, Anne Jacobson

**(1) Call Meeting to Order**

Meeting was called to order at 12:05 pm in the CDA Boardroom at 550 E. Thomas Street, Wausau, WI.

**(2) Approval of Minutes**

Wilson moved to approve the minutes from 11/26/2013. Witt seconded. Motion approved unanimously.

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

Werth reported that first floor work is nearing completion and the final tenant move-back is scheduled for December 27, 2013. She also noted that Adrenalign is in the process of finalizing new signage for Riverview Towers.

Werth said she is working closely with Gorman to finalize what funds have been committed and what funds have yet to be spent. Werth compiled and distributed a "wish list" stating that although there does not appear to be sufficient project funds to cover all the items, they are considered crucial items and are necessary to complete the project. Wilson made a motion to authorize the wish-list items, first using available project funds and, if necessary, use unrestricted CDA funds. Napgezok seconded. Motion approved unanimously.

**(4) Finance Committee Report**

Wilson gave a brief update on the \$400,000 Riverview Terrace loan and the plan to repay the City of Wausau Community Development Department in two equal payments of \$200,000, in 2014 and 2015 respectively. Wilson added that funds used to repay this loan will most likely be drawn from Associated Bank. Wilson also discussed the Capital Funding Program stating that the 2011 fund is near close-out and the 2012 fund is on track to meet the obligation date of March 11, 2014. He then reported that the CDA missed an obligation deadline relating to a 2010 grant, therefore HUD has locked the 2013 grant until they have completed further calculations. Larry Wood, HUD's Milwaukee Field Office, told the CDA that a deadline violation usually means some level of penalty which, according to regulations, could mean losing 1/12 of the current 2013 grant for each month the CDA was in noncompliance. He said that since the 2013 grant award was \$183,141, the penalty could be approximately \$76,000. Wilson reiterated that each grant carries a 2 year obligation deadline and a 4 year expenditure deadline. That being

said, guidelines further state that funds allocated to BLI 1406 Operations are not considered fully obligated until they are also fully expended.

Wilson stated that the Riverview Towers 2014 budget has been reviewed noting an increase in tenant rents due to higher occupancy projections. He said the Finance Committee is recommending board approval of the budget as presented.

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

Noel presented the 2014 Riverview Towers budget, stating that it was previously presented to the Finance Committee at their December 12, 2014 meeting. She said the new budget allows for increased tenant rental income resulting from the leasing initiatives in place for Riverview Towers. Noel stated that insurance expense and operating subsidy income remain difficult to forecast. She stated that the CDA and HUD are seeking assistance from Housing Data Systems to help bring resolution to the Operating Subsidy quandary. Noel also reported that Hawkins Ash has been very helpful in determining budget numbers relating to depreciation, tax credit fees, and finance fees. Brezinski moved to approve the 2014 Riverview Towers LLC Budget. Napgezsek seconded. Motion approved unanimously.

**(6) Consideration and Action on Resolution 13-006 – Eligibility of Near-Elderly Families**

Noel reviewed a section of the Housing Opportunity Program Extension Act of 1996, which states if there are insufficient numbers of elderly families to fill the units in a project; the agency may provide that near-elderly families be eligible to occupy those dwelling units. She said that several Wisconsin Housing Authorities have already implemented this change to help boost their occupancy numbers and is confident that it will further assist Riverview Towers in meeting its occupancy goals. Noel stated that she received prior approval from HUD and added that Ted Matkom has also received approval from NEF. Wagner moved to accept Resolution 13-006. Witt seconded. Roll call vote was taken with unanimous consent.

**(7) Consideration and Action on Resolution 13-007 – Administrative Plan Update**

Noel explained the CDA is required to have Board approval for any changes made to the Administrative Plan, which is applicable to the operation of its Section 8 Housing Choice Voucher Program. She presented the updated Administrative Plan and sought board approval to submit the Plan to HUD's Milwaukee Field Office for retention in its files. Wilson moved to approve Resolution 13-007. Napgezsek seconded. Roll call vote was taken with unanimous consent.

**(8) Consideration and Action on Resolution 13-008 – Admissions and Continued Occupancy Policy (ACOP) Update**

Noel explained that the CDA is also required to have Board approval for any changes or updates made to the Admissions and Continued Occupancy Plan (ACOP), which is applicable to the operation of its Public Housing Program. She presented the updated ACOP and sought board approval to submit the Plan to HUD's Milwaukee Field Office for retention in its files. Wagner moved to approve Resolution 13-008. Witt seconded. Roll call vote was taken with unanimous consent.

**(9) Consideration and Action on Resolution 13-009 – 2013 Doubtful Accounts Write-off**

Noel presented a list of doubtful tenant accounts to be written off for 2013. Noel furthered that the CDA will continue to make every attempt to collect on debts through small claims action, as well as, tax intercepts. Napgezek noted that the doubtful accounts write-off was considerably lower than previous years. Noel stated that staff has done a great job and also thanked Anne Jacobson and her staff for assisting the CDA in this process. Wilson moved to approve Resolution 13-009. Napgezek seconded. Roll call vote was taken with unanimous consent.

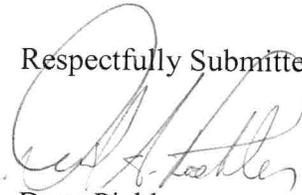
**(10) Operational Issues and Current Activities**

- **ADA Update:** Birkenmeier stated that she is reviewing CDA policies to ensure ADA compliance. She will return with updates after further review.
- **Scattered Site Furnace Update:** Werth stated that Tara Alfonso continues to work on the furnace warranty issue for the CDA.

**(11) Adjourn**

Brezinski moved to adjourn, Witt seconded. Meeting adjourned.

Respectfully Submitted,



Dave Piehler  
Chairperson