

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

02/28/14

MEMBERS PRESENT: David Piehler, Russ Wilson, Andy Witt, Dorothy Korzilius, Sarah Napgezok

MEMBERS ABSENT: Romey Wagner, Jim Brezinski

OTHERS PRESENT: Ann Werth, Tammy Stratz, Juli Birkenmeier, Anne Jacobson, Mayor Tipple, Ted Matkom, John Wartman

(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

Napgezok moved to approve the minutes from 01/28/2014. Korzilius seconded. Motion approved unanimously.

(3) Riverview Towers LLC Construction and Occupancy Update

Ted Matkom, Gorman & Company, was present and relayed that the project is 99% completed. He said painting of the corridors is underway and is the last major item of the project. Matkom distributed a timeline reflecting dates of when project funds would be disbursed. He explained that the chart was similar to the one given at the beginning of the project in 2012, with the exception of the completion date, which is now May 2014. Matkom stated that the loan will be paid off at the end of April 2014 and that WHEDA will schedule an inspection after the completion of the project. He explained that the CDA needs to spend the contingency funds in order to receive the full tax credit. Matkom reiterated that the Riverview Towers LLC renovation project encompassed all apartment units, corridors, lobby, new plumbing and boilers, new air conditioners, elevator renovation, parking garage expansion, a maintenance garage, and grading issues. He added that the CDA has a compliance agreement with Gorman & Company until 2015 and a partnership with NEF for 15 years. Matkom said he will be returning in May to review the final completion of the project. Werth stated she would like Gorman & Company to provide training on the compliance aspect of the tax credit program to ensure a smooth transition. Werth complimented Gorman & Company for all their assistance throughout the duration of the project.

Matkom explained that as a contingency of the of the developer fee release to both Gorman & Company and the CDA, Riverview Towers occupancy must remain at a minimum of 90% for the period of December 31, 2013 through March 31, 2014. He added that once the March 31st occupancy has been met, we will be at full equity. Birkenmeier stated that we are on track to meet this occupancy requirement.

Matkom discussed the CDA's RAD application that was filed in December 2013, and reported that there is an approximate 1 to 2 year waiting period from the date of application.

(4) Consideration and Action on Resolution 14-001 – Section Eight Management Assessment Program (SEMAP) Submission to HUD for Fiscal Year Ending 12/31/13

Piehler explained that each year staff must submit a SEMAP certification to HUD that their program is in compliance with all aspects of the Section Eight Housing Choice Voucher Guidelines. He said Noel maintains the documentation of this compliance and the board must approve the submission of the certification in the form of a resolution. Wilson moved to approve Resolution 14-001. Witt seconded. Roll call vote was taken with unanimous consent. Resolution is approved.

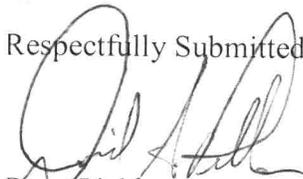
(5) Operational Issues and Current Activities

- **Scattered Site Furnace Update:** Jacobson stated that Alfonso sent a January 30, 2014 email to the furnace manufacturer's legal department requesting them to adjust the warranty start date to the date of installation, or October 2008. Alfonso received a positive response on February 20, 2014, stating that the warranty would be extended 10 years from the October 2008 installation date.
- **Update on North Central Health Care (NCHC) Lease:** Werth stated that the lease has been reviewed by Chairman Piehler and Attorney Jacobson and is ready for signature. She reported that a monthly rent of \$375.00 has been agreed upon and said that NCHC staff will be sharing use of the Riverview Towers kitchen with staff from the Aging and Disabilities Resource Center.

(6) Adjourn

Witt moved to adjourn, Napgezek seconded. Meeting adjourned.

Respectfully Submitted,



Dave Piehler
Chairperson