

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

05/27/14

**MEMBERS PRESENT:** Russ Wilson, Andy Witt, Sarah Napgezek, Gary Gisselman, Dorothy Korzilius

**MEMBERS ABSENT:** Romey Wagner

**OTHERS PRESENT:** Ann Werth, Tammy Stratz, Betty Noel, Juli Birkenmeier, Anne Jacobson, Michael Loy, Kevin Fabel, Gregg Gunta via telephone

**(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**

Witt moved to approve the minutes from 04/29/2014. Napgezek seconded. Motion approved unanimously.

**(3) Discussion on Housing Discrimination Complaint Filed with the U.S. Department of Housing and Urban Development**

Motion to move into closed session by Napgezek, Witt seconded. Roll call vote was taken with unanimous consent.

Closed session proceedings.

**(4) CLOSED SESSION pursuant to Section 19.85(1)(g) of the Wisconsin Statutes for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding a housing discrimination complaint filed against the City of Wausau Community Development Authority**

**(5) Reconvene into open session**

Witt moved to reconvene, Napgezek seconded. Roll call vote was taken with unanimous consent.

**(6) Riverview Towers LLC Project and Occupancy Updates**

Werth stated that the Riverview Towers grand re-opening will be held June 20<sup>th</sup>, beginning with a contractor walk-through and reception from 8:00-9:30 am. She said the main event will begin at 10:00 am for officials and other invitees with a light lunch to follow. Werth mentioned that there will also be a reception on Thursday, June 19<sup>th</sup> for Commissioners and WCDA and Gorman staff.

Werth gave a project update stating that the new signage is now in place, a drainage system will be added in the floor of the new maintenance garage by Urban Construction, and the defective concrete in the front driveway is being replaced by S.D. Ellenbecker. She also mentioned that one other project item being addressed is the replacement and extension of bathroom vanity tops on three upper floors of Riverview Towers. She said this issue has been discussed with Rob Padley, Gorman and Company, who will oversee these replacements.

Werth reported that a Riverview Towers tenant hit and damaged the overhead garage door; however, their insurance company is expected to reimburse for damages. She also mentioned that staff is diligently working on compiling and completing all items required for the 3<sup>rd</sup> installment of our funds.

Werth stated that current occupancy at Riverview Towers is holding at approximately 95%.

**(7) Environmental Project Update – 303-305 S. Second Avenue & 2102 N Second Street**

Kevin Fabel gave an update on the status of letters being sent to all individuals identified in the DNR's vapor mitigation and intrusion report surrounding 303-305 S. Second Avenue. He said each individual will be notified of the results and the corresponding impact. Fabel mentioned that the property located at 113 Callon Street will be getting a vapor mitigation system once the weather allows for the testing.

Fabel also gave an update on 2102 N Second Street stating that REI is working collaboratively with the DNR on a continued action plan using PECFA funds. The DNR will fund the cleanup of this site and everything appears to be on track.

**(8) Consideration and Action on Resolution 14-003 – Administrative Plan Revision – Housing Choice Voucher (HCV) Program**

Noel reiterated that in December 2013 an updated copy of the HCV Administrative Plan was presented to the board for approval. She said typically plan revisions would only be presented annually but stated that there are occasions when interim revisions are necessary. She explained that the Plan was recently revised to allow the implementation of an applicant lottery system to be used when the HCV waiting list re-opens this summer. This method will allow applicants more time to fill out their application resulting in more complete and accurate information. She stated the waiting list has been closed since February 2010. Noel furthered that one other revision was made in determining when a rent adjustment is required for a change in a program participant's income. Napgazek made a motion to approve Resolution 14-003 – Administrative Plan Revision, Witt seconded. Roll call vote was taken with unanimous consent.

**(9) Finance Committee Report and Committee Member Appointments**

Wilson announced the new appointments for the Finance Committee as Andy Witt, Chair, and Sarah Napgazek, committee member.

Witt gave a brief summary of the financials for Riverview Towers stating that three new accounts had been opened per the request of Gorman and Company. The three accounts include an ACC Reserve, Replacement Reserve, and an Operating Reserve. Witt mentioned that the \$22,139 remaining in the Rent Up reserve account will soon be depleted as the fund is used for

final project expenses. He also stated that the "Other Revenue" budget line item is \$17,000 less than budgeted due to the allocation of the Operating Subsidy from Public Housing to Riverview Towers. Going forward, he said there will be a monthly subsidy amount transferred between Public Housing and Riverview Towers. Witt mentioned that the auditor is presently scheduled to present the finalized audit at the June 2014 board meeting.

Witt gave a Capital Fund update stating that the 2013 Capital Fund is still locked and under HUD review; however, the Milwaukee Field office expects a decision in the very near future.

Werth stated that the Finance Committee discussed the possibility of extending the Riverview Towers Compliance Agreement the WCDA has with Gorman and Company, which is currently due to expire in August 2014.

**(10) Adjourn**

Gisselman moved to adjourn, Napgezsek seconded. Meeting adjourned

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Russ Wilson", with a long horizontal flourish extending to the right.

Russ Wilson  
Chairperson