

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

10/27/15

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

MEMBERS ABSENT: Romey Wagner, David Welles

OTHERS PRESENT: Ann Werth, Betty Noel, Kevin Fabel, Juli Birkenmeier, Mayor Tipple

(1) Call Meeting to Order

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

(2) Approval of Minutes

Napgezek moved to approve the minutes from 09/22/2015. Witt seconded the motion. Motion was approved unanimously.

(3) 303-305 S. 2nd Avenue – Status Update

Fabel informed the board that the site continues to operate as expected and that there is no new news to report. The vapor intrusion systems will continue to operate on-site as previously discussed.

Werth mentioned that she and Fabel met with the new DNR representative, Matt Thompson, who has taken over for Lisa Gutknecht. He will be the future contact for this project.

(4) 2102 N 2nd Street – Status Update

Fabel noted that site excavation has been done on the south side of the property and clean-up was completed with the contaminated soil being removed. The next quarterly ground water sampling will be completed in October and we are still on schedule for closure of the project in the early part of 2017.

Fabel also stated that the WCDA should be expecting an invoice for the work completed thus far in the amount of \$60K to \$70K which he explained will mostly be a reimbursable expense.

(5) Consideration and Action on Resolution 15-005 – Grievance Procedure Revision

Noel explained staff has been working closely with Tara Alfonso, Assistant City Attorney; on updating the Grievance Procedure for our Public Housing Program. Revisions have been made in accordance with the Admissions and Continued Occupancy Policy (ACOP) and the Department of Housing and Urban Development (HUD). Mayor Tipple suggested a revision date be added to the bottom of the Grievance Procedure for the final draft to the tenants. The revised Grievance Procedure will be effective January 1, 2016.

Napgezek moved to approve Resolution 15-005, Witt seconded the motion. A roll call vote was taken with unanimous consent. Resolution passes

(6) Consideration and Action on Resolution 15-006 – Admissions and Continued Occupancy Policy (ACOP) Revision

Noel explained that the WCDA is required to have Board approval for any updates or revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of the Public Housing Program. Noel outlined the sections that required modification to remain compliant and explained this is updated generally on an annual basis. The effective date of this year's revision was June of 2015. Noel sought board approval to submit the ACOP to HUD's Milwaukee Field Office for retention in their files. Witt moved to approve Resolution 15-006. Napgezek seconded. Roll call vote was taken with unanimous consent. Resolution passes.

(7) Consideration and Action on Resolution 15-007 – Administrative Plan Policy Revision

Noel explained that the WCDA is also 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. Noel gave a brief overview of the modified sections with an effective date of March 2015. Noel presented the updated Administrative Plan and sought board approval to submit the Plan to HUD's Milwaukee Field Office for retention in their files. Gisselman moved to approve Resolution 15-007. Napgezek seconded. Roll call vote was taken with unanimous consent. Resolution passes.

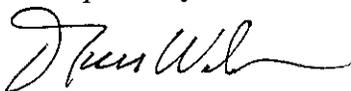
(8) Operational Issues and Current Activities

- **Occupancy Overview** – Noel gave an overview of the properties and said she is optimistic on lease ups for November and December.
- **Scattered Sites Projects** – Werth mentioned the Garage Renovation project has been completed and paid. We are currently working on the renovations needed for the balconies. Staff has met with Becher Hoppe and the projected date for bid requests will be January 2016.
- **Riverview Terrace RFP** – Werth notified the Board that an RFP was sent for the supportive living services contract at Riverview Terrace. Our current contract with VNA expires in January 2016.
- **Rental Assistance Demonstration (RAD) Application Update** – Werth stated that HUD has revised the rents for RAD and we are still in the process of exploring our options. She has also spoken with NEF about the conversion to keep them informed of any completed action. Werth mentioned Baker Tilley has completed a projection for a Riverview Towers RAD conversion and will send it out to the Board for review. Werth made a recommendation that converting to RAD at this time may not be in the WCDA's best interest.

(7) Adjourn

Witt moved to adjourn. Gisselman seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson