

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

02/23/16

**MEMBERS PRESENT:** Russ Wilson, Andy Witt, Gary Gisselman, Dorothy Korzilius, Romey Wagner, Sarah Napgezok, David Welles

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Betty Noel, Juli Birkenmeier, Kevin Fabel, Christian Shock

**(1) Call Meeting to Order**

Meeting was called to order at 4:00 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes**

Napgezok moved to approve the minutes from 01/26/16. Witt seconded the motion. Motion was approved unanimously.

**(3) 303-305 South Second Avenue – Status Update**

Fabel gave an update on the progress of 303-305 South Second Avenue. Soil vapor extraction is continuing at the site using one of the two units. He said due to sub-zero temperatures, one was shut down for a portion of the winter but will be restarted once warmer weather arrives. Fabel reported that the contractors attempted to install the five required new groundwater monitoring wells, however 3 of the 5 installations were unsuccessful due to hitting bedrock before the water table was reached and the available equipment was unable to penetrate the bedrock. In order to install the final three wells, AECOM must obtain permission from the WDNR to hire a subcontractor with equipment capable of reaching the water table which will require another change order. Fabel expects to present the change order for approval at next month's meeting.

**(4) Introduction of New CDA Employee**

Noel introduced the WCDA's new Occupancy Specialist, Barbara Betz, who was hired on February 1, 2016, to primarily assist Mary Fisher with the administration of the Section 8 Housing Choice Voucher program. Barb comes to the WCDA from Stone House Development for whom she worked as the Property Manager of the Wausau East Apartments for the past seven years.

**(5) Consideration and Action on Resolution 16-002 – Section Eight Management Assessment Programs (SEMAP) Submission to the US Department of Housing & Urban Development (HUD) for Fiscal Year Ending 12/31/15**

Noel stated that annually staff must submit a certification to HUD that our program is in compliance with all aspects of the Section Eight Housing Choice Voucher program guidelines. She explained the board must approve the submission of the certification in the form of a resolution. Napgezok moved to approve Resolution 16-002. Welles seconded. Roll call vote was taken with unanimous consent. Resolution 16-002 is approved.

**(6) 2016 PHA Plan Significant Amendment – Riverview Towers LLC Rental Assistance Demonstration (RAD) Conversion Update**

Noel confirmed we are proceeding toward a PBV RAD conversion for Riverview Towers LLC. She explained that one requirement is to compose a significant amendment to the 2016 PHA Annual Plan which includes specific RAD verbiage and policies. Noel stated she and Birkenmeier worked closely with HUD staff to ensure a comprehensive amendment. She said a draft has been submitted to HUD for initial approval and a final amendment will be submitted following the tenant meeting and public hearing scheduled for April 18, 2016.

Noel stated Werth is coordinating documentation and processes relative to the environmental review and RAD Physical Conditions Assessment (RPCA), both required components of a RAD financing plan due to HUD by May 11, 2016.

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

- **Occupancy Overview** – Noel stated that the occupancy at Riverview Towers is at 97%, 94% at Riverview Terrace and reported the scattered sites fully occupied.
- **Scattered Site Project Update** – Noel reported that bids were received from Dun-Rite Exteriors and JAS Construction. She said Dun-Rite Exteriors was the lowest responsible bidder whose bid came in at \$78,117 against the JAS Construction bid of \$83,490. Noel was pleased that the bids were comparable and both came in below the project budget of \$93,100. She expects to have a contract signed by March 1, 2016, and substantial project completion by mid-June. Noel stated because the project falls below the small purchase threshold board approval is not required.
- **RVT LLC 2015 Audit Update** – Noel stated that Schenck has completed the 2015 audit for Riverview Towers LLC and reported everything went well. She reiterated NEF requires a draft audit and tax return by February 15 and a final of both by February 29<sup>th</sup>.

**Addendum (1) Consideration and Action on Resolution 16-003 – Capital Fund Program Assistance for Fiscal Year 2016 – Capital Fund Grant Number WI39P03150116**

Noel presented the 2016 Capital Fund Program Amendment and reported that the WCDA has been awarded \$190,934 in Capital Fund Program assistance. She said that because the WCDA received *High Performer* designation as a result of its 2014 PHAS score the 2016 award includes a bonus. Noel concluded stating board approval in the form of a resolution is required for receipt of these funds. Welles moved to approve Resolution 16-003. Witt seconded. Roll call vote was taken with unanimous consent. Resolution 16-003 is approved.

**(7) Discussion and possible action on acquisition of property at 607 N Third Street**

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

Closed Session Proceedings.

**(8) CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session**

**(9) RECONVENE into open session; discussion and possible action on acquisition of property at 607 N Third Street**

Welles moved to reconvene, Napgezsek seconded. Roll call vote was taken with unanimous consent. Welles made a motion for staff to request environmental testing on the proposed acquisition site and present to the board for review a solid plan for the purchase of the property from the interested buyer. Napgezsek seconded. Motion was approved unanimously.

**(11) Adjourn**

Napgezsek moved to adjourn. Gisselman seconded. Meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Russ Wilson".

Russ Wilson  
Chairperson