

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

09/27/16

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

**MEMBERS ABSENT:** Sarah Napgezek

**OTHERS PRESENT:** Juli Birkenmeier, Christian Schock, Anne Jacobson

**(1) Call Meeting to Order**

Meeting was called to order at 12:04 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes**

Welles moved to approve the minutes from 08/23/16. Witt seconded the motion. Motion was approved unanimously.

**(3) RAD Conversion Update – RVT LLC**

Schock stated that he and Jacobson have selected Applegate & Thorn-Thomsen as the closing counsel for the RVT LLC RAD conversion. Jacobson reported that their prior RAD experience was key in the selection process and said an engagement letter has been issued to secure their services. Schock stated that although October 31, 2016, was the anticipated closing date, it will most likely be pushed into November. He added that initial HQS unit inspections are scheduled for late October and new leases have been finalized, but for the effective date.

**(4) Discussion and Possible Action on the Issuance of a Request for Proposals for the Potential Management and/or Ownership of Riverview Terrace**

Schock presented a finalized Request for Proposals (RFP) and drafted tenant letter and sought board approval for their issuance. He confirmed a tenant meeting scheduled for October 27, 2016, to review the letter and RFP and address tenant questions or concerns. He stated that he has also informed Nancy Campbell-Kelz, VNA Extended Care, and Laura Siebert, Riverview Terrace nurse, of the RFP plan and process.

Gisselman reinforced the fact that the tenants are the top priority and requested the RFP wording be changed to make that very clear. Wilson also requested a change from use of the word “strategy” to “plan” for the existing tenants. Schock stated that the RFP rating system allows for awarding points for maximizing the added value to the WCDA and minimizing the impact on current tenants. He confirmed the RFP due date of December 16, 2016, and anticipates a good response.

Welles made a motion to approve the release of the RFP with the requested wording modifications as well as the tenant letter. Wagner seconded.

**(5) Consideration and Possible Action on Resolution 16-009 – Annual PHA Plan for 2017**

Birkenmeier explained that HUD requires that a PHA plan be submitted annually, which includes updates on PHA policies, projects, finances, and capital fund grants. She reported that a tenant

meeting and Public Hearing were previously held to review and receive comments on the Plan and sought board approval to submit the Annual Plan to HUD by the October 18, 2016 deadline. Wagner moved to approve Resolution 16-009. Witt seconded the motion. Motion carried on a roll call vote 6-0.

**(6) Consideration and Possible Action on Resolution 16-010 – Administrative Plan Policy Update – HCV Program and Riverview Towers LLC**

Birkenmeier explained that the WCDA is required to secure Board approval on revisions made to the Administrative Plan, which is applicable to the operation of its Section 8 Housing Choice Voucher Program, and to the operation of Riverview Towers LLC, post a RAD conversion. Birkenmeier gave a brief overview of the March 2016, modified sections and sought board approval to submit the Administrative Plan to HUD's Milwaukee Field Office for retention in their files. Welles moved to approve Resolution 16-010. Wagner seconded. Motion carried on a roll call vote 6-0.

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

- **Occupancy Overview** – Birkenmeier stated occupancy at Riverview Towers is at 99%, 94% at Riverview Terrace and 97% at the Scattered Sites.
- **Scattered Site Project Updates** – Birkenmeier reported that all 2016 projects have been completed.
- **2102 N Second Street Update** – Schock stated that more roofing bids are being sought and he anticipates offering a further update at next month's meeting.

**(8) Adjourn**

Witt moved to adjourn. Korzilius seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson  
Chairperson