

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

10/25/16

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

MEMBERS ABSENT: Sarah Napgezek

OTHERS PRESENT: Juli Birkenmeier, Christian Schock, Betty Noel,
Barbara Betz

(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 09/27/16. Witt seconded the motion. Motion was approved unanimously.

(3) 2017 Fair Market Rent and Payment Standards – HCV Program

Barbara Betz, Occupancy Specialist, reviewed the proposed 2017 Fair Market Rents and Payment Standards for the Housing Choice Voucher (HCV) Program and reiterated that they are reviewed on an annual basis to maintain program compliance. She stated that although payment standards must remain within 90%-110% of the published Fair Market Rents, a PHA may adjust them to better assist families with finding suitable housing. Betz reviewed payment standard adjustments and confirmed that all were in compliance with HUD guidelines.

(4) 2017 Flat Rents, Utility Allowances and Passbook Rate Update – Public Housing Program

Birkenmeier explained that the WCDA is required by HUD to review the flat rents, utility allowances, and passbook rate for the Public Housing Program on an annual basis. She said each public housing tenant is offered the option of paying a flat rent or income-based rent at each annual re-certification. Birkenmeier stated that the calculations used for the flat rents and utility allowances are determined by the WCDA's Admissions and Continued Occupancy Policy (ACOP), using HUD guidance. She reported that there will be no changes to the current flat rents, utility allowances or passbook rate for 2017.

(5) Operating Issues and Current Activities

- **Occupancy Overview** – Noel reported that occupancy is up in all programs; Riverview Towers is at 99%, Riverview Terrace is at 97% and Scattered Sites is at 95%.
- **November and December Meeting Dates** – Noel discussed the dates of November and December board meetings. Commissioners agreed that the date for the November meeting will remain as November 22, 2016, but the December meeting will be held on December 20, 2016, which is one week earlier than usual.
- **2102 N Second Street Improvements Update** – Noel stated that additional roofing bids are being sought for the repair and/or replacement of the building's two roofs because the bid received from JAS Construction appeared incomplete. Noel said Larry Buchberger, WCDA Maintenance Technician, and a commercial roofing consultant recently completed

an interior and exterior inspection of the building. Results of the inspection revealed that although the lower rubber roof is newer, poor workmanship is causing it to leak more severely than the older built-up asbestos roof. Roof maintenance to make the rubber roof water tight, however, is a viable option to consider. Inspection results also recommend asbestos roof replacement with consideration given to roofing over the existing roof. That being said, test holes should first be made to ensure problems do not exist below the surface. Noel said other issues identified were vegetation growing out of the building and over the roof, rotten roof decking on both roofs, overhead garage doors need repair and/or replacement, and standing water in the basement appears to be coming from a below-grade door on the south side of the building. She suggested that consideration also be given to the future use of the building as it is not currently ADA compliant. Noel will provide all bid documentation to Schock for review and presentation to the board at a future date. Gisselman questioned what the future purpose of the building may be and whether it will be leased or sold. Schock stated there is no current plan for the building. Wilson requested Schock investigate the cost of building demolition as an alternative to proceeding with potentially costly building repairs and also suggested that an engineering firm complete an inspection and provide a thorough list of items in need of repair. Wilson also directed Schock to draft an RFP for the potential sale of the building for review at the November meeting.

- **RAD Conversion Update – RVT LLC** – Schock stated that closing documents were submitted to HUD on October 17, 2016, and we are currently waiting for a confirmation. He said staff is working closely with the closing attorney to advance the conversion process and secure a closing no later than November 30, 2016.
- **Riverview Terrace RFP Update** – Schock reported that he has met with a few groups who have shown an interest as a result of the RFP and said staff is scheduled to meet with NCHC next week. Noel reported receiving two bids for common area flooring replacement and sought board approval to proceed with the project regardless of the outcome of the RFP. She confirmed a \$72,000 preliminary cost for flooring replacement in both phase I and II and made a recommendation to also seek bids for repainting of the common areas. Wagner made a motion to proceed with the flooring replacement process and directed staff to also seek bids for the painting of the corridors and common areas. Welles seconded. Motion was approved unanimously.
- **2016 RVT LLC File Review – NEF** – Noel reviewed the results of NEF's 2016 LIHTC tenant file review for Riverview Towers and congratulated Juli Birkenmeier for her diligence and hard work in achieving an exceptional rating relative to tenant compliance and income verification documentation.
- **2016 Audit RFP** – Noel stated that the city issued an RFP for 2016-2020 auditing services and reported that proposals were received from Clifton Larson and Schenck. She said the proposal selection will be on the November 9, 2016, Common Council agenda for final approval.

(6) Adjourn

Wagner moved to adjourn. Witt seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson