OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Meeting: Community Development Authority Board

Members: R. Wilson, S. Napgezek, R. Wagner, D. Welles, A. Witt, G. Gisselman, D. Korzilius

Location: 550 East Thomas Street, Wausau, WI

Date/Time: 12:00 pm, Tuesday, December 20, 2016

AGENDA ITEMS FOR CONSIDERATION (Note: All agenda items may be acted upon)

1. Call Meeting to Order
2. Approval of Minutes
3. Discussion and Possible Action on Resolution #16-012 - 2016 Doubtful Accounts for the Section 8 HCV Program
4. Consideration and Possible Action on Resolution #16-013 – 2016 Doubtful Accounts for the Public Housing and Riverview Towers LLC Programs
5. Discussion and Possible Renewal of the Riverview Towers LLC Compliance Agent Contract with Comprehensive Compliance Solutions
6. Riverview Terrace RFP Update
7. Operational Issues and Current Activities
   - Occupancy Update
   - 2102 N Second Street Update
   - RVT LLC RAD Conversion Update
   - 2016 Audit Schedule
8. Adjourn

Russell W. Wilson
Committee Chairperson

Questions regarding this agenda may be directed to the
Community Development Authority Office
at 715-261-6687
This Notice was posted at City Hall and faxed to the Wausau Daily Herald newsroom
on 12/14/2016 @ 10:00 am

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk, at 407 Grant Street, Wausau WI 54403 or Phone# 715-261-6620.

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

11/22/16

MEMBERS PRESENT:	Russ Wilson, Andy Witt, Gary Gisselman, Dorothy Korzilius, Sarah Napgezek
MEMBERS ABSENT:	David Welles, Romey Wagner
OTHERS PRESENT:	Juli Birkenmeier, Christian Schock, Betty Noel, Kevin Fabel, Anne Jacobson

(1) Call Meeting to Order
Meeting was called to order at 12:03 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes
Witt moved to approve the minutes from 10/25/16. Gisselman seconded the motion. Motion was approved unanimously.

(3) 303-305 South Second Avenue – Discussion and Possible Action on AECOM Addendum #8 (WDNR Change Order #14)
Fabel presented AECOM's addendum #8 (WDNR change order #14) and sought board approval to proceed with the scope of work which includes ten additional soil borings to resample the soil. He said the samples will check the effectiveness of the soil vapor mitigation system and the progress to date. Fabel also provided the WDNR-approved Change Order #14. Gisselman inquired when the testing would be completed and Fabel answered stating AECOM plans to bore in early January and expects results to be available within four to six weeks following the sampling. Napgezek made a motion to approve AECOM addendum #8 (WDNR-approved Change Order #14). Witt seconded the motion. Motion was approved unanimously.

(4) Finance Committee Report
Witt distributed his Chair report from the November 11, 2016, Finance Committee meeting and reviewed the WCDA's investment sheet as of September 30, 2016. He reported that a November payment of $50,050, reimbursing the City of Wausau for remediation costs incurred during the 2nd Avenue reconstruction project, will leave an approximate balance of $110,000 in the Redevelopment money market account.

Witt then reviewed the open Capital Fund Program (CFP) grants stating that the 2014 grant has now been fully expended. He reported that 2015 CFP grant funds will be used for an anticipated 2017 modernization project on the duplex at 514 & 516 N. First Avenue and said the 2016 CFP grant remains whole.

Witt then reviewed the third quarter financial statements and summaries of the WCDA's budgeted programs and further reviewed the items of note contained in his report.

Witt reported that 2017 program budgets were reviewed in detail by the Finance Committee and all were approved for presentation and final approval by the full commission.

(5) Consideration and Possible Action on Resolution #16-011 – 2017 Public Housing Budget
Noel stated that this is the only budget that requires a HUD-52575 Board Resolution. Gisselman moved to approve Resolution 16-011- 2017 Public Housing budget. Napgezek seconded. Motion carried on a roll call vote 5-0.

(6) Consideration and Possible Action on 2017 Riverview Terrace Budget
Witt moved to approve the 2017 Riverview Terrace budget based upon the recommendation of the Finance Committee. Napgezek seconded. Motion approved unanimously.

(7) Consideration and Possible Action on 2017 Riverview Towers LLC Budget
Witt moved to approve the 2017 Riverview Towers LLC budget based upon the recommendation of the Finance Committee. Gisselman seconded. Motion approved unanimously.

(8) Consideration and Possible Action on 2017 Housing Choice Voucher Budget
Napgezek moved to approve the 2017 Housing Choice Voucher Budget based upon the recommendation of the Finance Committee. Witt seconded. Motion approved unanimously.

(9) Operating Issues and Current Activities

- **Occupancy Overview –** Noel reported excellent occupancy in all programs; Riverview Towers at 99%, Riverview Terrace at 100% and Scattered Sites at 100%.
- **RAD Conversion Update – RVT LLC –** Schock repored that HUD has set a RAD conversion closing date for January 20, 2017. He said the WCDA's closing counsel, Applegate & Thorne-Thomsen, has managed questions and additional documents requested by HUD. Jacobson reported that she is in receipt of a $14,102 invoice from Applegate for their legal services through October 31st. Noel added that Baker-Tilly had originally budgeted $15,000 for closing attorney fees.
- **2102 N Second Street Improvements Update –** Schock reported that he is currently working on a business strategy with Re-Vi Design for a possible lease or purchase of the property for a proposed design center. He furthered that the WCDA would continue with the environmental work but Re-Vi would assume building improvements and repairs. He said he anticipates a formal proposal from Re-Vi in the near future and will present it to the board for review. Wilson followed up Schock's report by stating that a formal RFP will be put on hold until further notice.
- **Resident Christmas Parties** – Noel reminded the board that the Riverview Terrace Christmas Party will be on Monday, December 5th, at 4:30 pm and the Riverview Towers Christmas Party will be Wednesday, December 7th, at 12:00 pm and requested their RSVP by Monday, November 28th.

(6) Adjourn
Wagner moved to adjourn. Witt seconded. Meeting adjourned.

Respectfully Submitted,

Russ Wilson
Chairperson

RESOLUTION NO 16-012

2016 Doubtful Accounts
Section 8 Housing Choice Voucher Program

WHEREAS, the Wausau Community Development Authority is a Public Housing Agency within the City of Wausau that administers a Section 8 Housing Choice Voucher Program; and

WHEREAS, the Wausau Community Development Authority must approve "written off" delinquent accounts; and

WHEREAS, the Wausau Community Development Authority has the following delinquent Section 8 Housing Choice Voucher accounts which appear to be uncollectible at this time:

Beege Xiong	$ 1,277.00
Total	**$ 1,277.00**

NOW THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission approves the removal of the above delinquent, inactive accounts from their 2016 accounting records.

AYES _____ NAYS _____

Approved Date_____

Wausau Community Development Authority

_____
Russell W. Wilson
Chairperson

_____
Christian Schock
Secretary/Executive Director-Interim

RESOLUTION NO 16-013

2016 Doubtful Accounts
Public Housing and Riverview Towers, LLC

WHEREAS, The Wausau Community Development Authority operates a Public Housing and Low Income Housing Tax Credit Program within the City of Wausau; and

WHEREAS, the Wausau Community Development Authority must approve "written off" delinquent accounts; and

WHEREAS, the Wausau Community Development Authority has the following delinquent accounts which appear to be uncollectible at this time:

PUBLIC HOUSING			
153-08	Mai See Pha	$	342.50
156-09	Stephanie Grosskopf	$	9,831.00
	Total	**$**	**10,173.50**
RIVERVIEW TOWERS, LLC			
	Total	**$**	**.00**

NOW THEREFORE, BE IT RESOLVED, the Wausau Community Development Authority Commission approves the removal of the above delinquent, inactive accounts from their 2016 accounting records.

AYES _____ NAYS _____

Approved Date_____

Wausau Community Development Authority

_____
Russell W. Wilson
Chairperson

_____
Christian Schock
Secretary/ Executive Director-Interim

Occupancy Overview

December 20, 2016

Riverview Towers (149)

- 1 vacancy
- 99% Occupancy

Riverview Terrace (36)

- 100% Occupancy

Scattered Sites (46)

- 100% Occupancy