COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

01/22/19

MEMBERS PRESENT: Andy Witt, Gary Gisselman, Rachael Hass, Robert Reinertson, David Welles

MEMBERS ABSENT: Tom Neal, Sarah Napgezek

OTHERS PRESENT: Christian Schock, Juli Birkenmeier, Betty Noel, Mayor Mielke

(1) Call Meeting to Order
Meeting was called to order at 12:04 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Public Comment
None

(3) Approval of Minutes from 11/27/2018
Hass made a motion to approve the minutes from 11/27/18. Reinertson seconded. Motion was approved unanimously.

(4) Consideration and Possible Action on Resolution 19-001 Section 8 Management Assessment Program (SEMAP) Certification Submission to the US Department of HUD for FYE 12/31/18
Noel stated that, annually, staff must submit a certification to HUD that the HCV Program is in compliance with all regulations for the Section Eight Housing Choice Voucher Program. Noel sought board approval for the submission of the certification in the form of a resolution. Welles moved to approve Resolution 19-001. Hass seconded. Roll call vote 4-0.

(5) Discussion and Possible Action on Disposition of 2102 N Second Street
Schock stated he has had continued discussion with Bridge Community Clinic relative to their formal proposal to purchase the property at 2102 N Second Street. He noted that Bridge Community has partnered with REI to assist with their plan, which includes a multi-parcel purchase. Schock said he expects to provide a proposal for board review within the next few months. Gisselman expressed concern relative to Bridge Community’s commitment, given the length of time it has taken, now in excess of one year. Welles furthered that he would like to see a firmer timeline from Bridge Community. Schock stated that he will express the board’s anxiousness for a proposal and project scope. Witt asked for an update on the status of Wausau Chemical’s move as it appears to be hold-up for Bridge Community. Schock said that Wausau Chemical is currently in process of moving and anticipates a sale ahead of schedule.

(6) Operational Issues and Current Activities
Occupancy Overview – Noel reported 96% occupancy at Riverview Towers, 86% at Riverview Terrace, and 93% occupancy at the scattered sites. Noel notified commissioners that the courtesy patrol at Riverview Terrace was involved in an accident and is no longer able to serve in that role. She said a replacement will be sought from Riverview Towers applicants, as that has resulted in past success.

NEF Annual File Review – RVT LLC – Noel reviewed the results of NEF’s 2018 LIHTC tenant file review for Riverview Towers. She said the purpose of a tenant file review is to assess current
procedures for tenant compliance, income verification documentation and to ensure that qualified occupancy was achieved. Noel congratulated Juli Birkenmeier for her diligence and hard work in achieving an exceptional rating with zero findings.

**2018 Riverview Towers LLC Audit** – Noel stated that Clifton Larsen Allen, formerly Schenck SC, will be on site January 28-29, 2019, to complete the Riverview Towers LLC audit and then again in April for the WCDA’s single audit.

**Government Shutdown Funding Outlook** – Noel provided a handout on the current status of Housing Choice Voucher (HCV) program funding. She reported that the program reflected a year-end restricted net position of $31,413 and projects $27,129 by the end of February. Noel noted that the HCV program also encompasses funding for Riverview Terrace and Riverview Towers and said that the government shutdown has also impacted the Public Housing program. Noel reported that HUD intends to make February funding available but future funding is still unknown. She noted that if the shutdown continues into February, staff will update the CDA’s website and send a relative notification to HCV landlords.

**Schedule Date for Redevelopment Committee Meeting** – Schock stated that he will send out a calendar request to Gisselman, Neal and Welles for an initial meeting date.

**Overview of Options Related to OWI/Drug Court Housing** – Schock explained that he has met with individuals from Marathon County relative to an OWI/Drug Court Housing program. He mentioned that the purpose of this program is to provide an alternative pathway to jail sentences for individuals who are convicted of OWIs or similar drug offenses. He said the County is currently partnering with private landlords for housing scattered throughout the city. Schock stated that the County would like to consolidate to a single site and sought board input relative to interest in new construction to serve this purpose. He proposed that the CDA could assist the County by constructing a housing model similar to that on Fulton Street, which is a program currently administered by the Community Development Department. Schock explained that there would be a lease between the CDA and Marathon County and identified some negatives; the current high cost of new construction and the unknown continuance of the County’s program. Gisselman asked how many individuals are currently involved in the program and questioned why the County has not built their own housing. Reinertson questioned the length of the County’s commitment. Schock did not have immediate answers and confirmed that while there is a definite risk, there would always be an option to sell the property if the County is unable to sustain.

(7) **Adjournment**

Meeting adjourned.

Respectfully Submitted,

[Signature]

Andy Witt
Chairperson