COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

10/22/19

MEMBERS PRESENT: Andy Witt, Gary Gisselman, Robert Reinertson, Tom Neal, David Welles, Sarah Napgezek

MEMBERS ABSENT: Rachael Hass

OTHERS PRESENT: Christian Schock, Betty Noel, Tammy King

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

(2) Public Comment
None

(3) Approval of Minutes from 9/24/19
Motion by Neal to approve the minutes from 9/24/19. Gisselman seconded. Motion was approved unanimously.

(4) NCHC Proposal Update
Schock gave an update stating NCHC’s continued interest in Riverview Terrace. He explained that Michael Loy previously met with Aspirus to discuss utilizing their services during a probable transition period. Schock stated that Loy plans to schedule a meeting with WCDA and Aspirus staff, in the near future, to discuss logistics of a potential partnership between all three entities. He furthered that although a formal proposal is still anticipated, NCHC has given priority to a Lincoln County nursing home project. Napgezek asked about the status of the WCDA’s contract with Aspirus. Schock said the contract automatically renews on an annual basis unless either party gives notice to terminate. Noel reiterated that the WCDA currently maintains separate contracts for nursing, personal care staffing and meals. Schock said he will continue to provide regular board updates.

(5) 2102 N Second Street Property Update
Schock reported that Bridge Community has selected a contractor/designer for their expansion project and has met with them regarding a timeline and scope of work involved. He said he expects they will move forward with final plans and anticipates that both the city and WCDA property will transfer by year-end. In anticipation of deteriorating weather conditions, Schock said that Bridge Community may want to begin demolition prior to property transfer. Welles asked if the WCDA has a binding purchase agreement with Bridge Community. Schock stated that although the board previously approved the sale of the property, no formal agreement was signed. Welles asserted that a written agreement dictating permissible pre-closing actions would be necessary prior to commencement of any demolition. Schock confirmed that an agreement would be prepared.

(6) Review of 2020 Flat Rents, Utility Allowances and Passbook Rates – Public Housing
Tammy King, Occupancy Specialist, explained that HUD requires the WCDA to review Public Housing flat rents, utility allowances, and the passbook rate on an annual basis. She furthered that each participating family is offered the option of paying a flat rent or income-based rent at each annual re-certification. King said the calculations used for the flat rents and utility allowances are based on HUD guidance and are outlined in the WCDA’s Admissions and Continued Occupancy Policy (ACOP). The review reflected that the flat rents, utility allowances and the passbook rate would remain unchanged for 2020.
(7) Review of 2020 Fair Market Rents and Payment Standards – HCV Program
Tammy King then reviewed the 2020 Fair Market Rents and Payment Standards for the Housing Choice Voucher (HCV) Program. She explained that they are also reviewed on an annual basis to maintain program compliance and reiterated that while payment standards must remain within 90-110% of the published fair market rent, a PHA may adjust them to better assist families with finding suitable housing. King reported that because the payment standards were updated in June 2019, they remain within the acceptable range and no further changes are required for 2020.

(8) Operational Issues and Current Activities
Occupancy Overview – Noel reported 98% occupancy at Riverview Towers, 92% at Riverview Terrace and 100% at the Scattered Sites. She also reported the administration of 258 Housing Choice Vouchers.

2019-2020 Capital Improvement Projects – Noel stated the Riverview Terrace boiler and chiller replacement project was complete and the 11 scattered site roof replacements were very near completion. She is now preparing an RFP seeking professional architectural services for two 2020 modernization projects that include roof replacements on one duplex and nine single family units, and a full roof replacement of Riverview Terrace. Noel confirmed that the six-plex at 1901 Bopf Street will be the only public housing site remaining without a new roof but projects that replacement within the next five to six years. The scattered site concrete repair project is also planned for 2020 and Noel anticipates the bidding phase for all three projects to be completed by the end of February.

Resident Christmas Parties – Noel invited all commissioners to the Riverview Terrace and Riverview Towers resident Christmas parties being held in early December.

Adjournment

Respectfully Submitted,

Andy Witt
Chairperson