

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

09/26/2023

MEMBERS PRESENT: Sarah Napgezok, Chad Henke, John Wagman, Patrick Gosz
MEMBERS ABSENT: David Welles, Carol Lukens, Rachael Hass
OTHERS PRESENT: Liz Brodek, Juli Birkenmeier, Tammy King

(1) Call Meeting to Order

Meeting was called to order at 12:00 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 08/22/2023

Wagman made a motion to approve the minutes from 08/22/23. Henke seconded. Motion was approved unanimously.

(3) Discussion and Possible Action on Proposal Received for the Project-Based Vouchers – Housing Choice Voucher (HCV) Program

Birkenmeier stated an RFP for project-based vouchers was issued on July 13, 2023, with proposals due by August 18, 2023. She noted one proposal was submitted by Gorman & Company for use at their Low-Income Housing Tax Credit (LIHTC) property, The Landmark Wausau apartments. Birkenmeier explained the proposal was reviewed and scored by the evaluation panel. She gave a brief overview of the proposal which was provided to the board noting Gorman is requesting 19 project-based vouchers to be utilized for their 30% and lower units. Birkenmeier explained that the tax credit unit mix consists of 30% CMI, 50% CMI and 60% CMI. She proposed the board approve the use of eight project-based vouchers for this project with the option to add more at a future date. Napgezok asked how the project was scored and if there were any issues. Birkenmeier stated that they had some questions on the RFP that were clarified by Gorman. Birkenmeier scored the proposal at 98, Noel scored 95 and Brodek scored 80. She stated the basis for the scoring was accessibility and services, financials, management experience and income-mixing.

Wagman asked how many vouchers we had available. Birkenmeier stated that we have the availability to allocate up to 20% of our ACC vouchers which would be approximately 120. Wagman also asked on the time frame Gorman would be able to utilize these vouchers. Birkenmeier stated the Housing Assistance Payment (HAP) contract would be for 20-year term beginning in 2024. Birkenmeier sought board approval for the current proposal received by Gorman & Company for eight project-based vouchers utilized at The Landmark Wausau apartments. She furthered if approved staff would proceed with the next steps in the process. Henke made a motion to approve the proposal received by Gorman & Company for eight project-based vouchers. Wagman seconded. Motion was approved unanimously.

(4) Discussion and Possible Approval of 2024 Fair Market Rents and Payment Standards – HCV Program

Birkenmeier introduced Tammy King, Community Services Analyst, who reviewed the 2024 Fair Market Rents and Payment Standards for the Housing Choice Voucher (HCV) Program and explained 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 and to align with the current rental market. She reported that all bedroom sizes were updated for 2024. Wagman made a motion to approve the 2024 fair market rents and payment standards. Henke seconded. Motion was approved unanimously.

(5) Discussion and Possible Approval of 2024 Flat Rents, Utility Allowances and Passbook Rates – Public Housing Program

Birkenmeier, explained that HUD requires the CDA to annually review the Public Housing flat rents, utility allowances, and passbook rate. King stated that the calculations used for the flat rents and utility allowances are based on HUD guidance and information gathered from Wisconsin Public Service. King indicated that the three-bedroom utility allowances at 1901 Bopf Street and the three-bedroom utility allowance in the single family/duplexes were adjusted with no other changes to the utility allowance for 2024. Birkenmeier furthered that these two amounts are different due to the types of utilities paid at these properties. King went on to explain that the flat rents for all bedroom sizes were adjusted due to the Fair Market Rents increasing. Birkenmeier noted that each public housing household is offered the option of paying a flat rent or income-based rent at new admission and at each annual re-certification to allow families to become more self-sufficient and eventually move out and purchase homes of their own. King went on to explain that the passbook rate was reviewed, and we are still within HUD guidelines. Gosz made a motion to approve the 2024 flat rents, utility allowances and passbook rates. Wagman seconded. Motion was approved unanimously.

(6) Discussion and Possible Action on Resolution #23-005 – Annual PHA Plan for Fiscal Year 2024

Birkenmeier explained that HUD requires a PHA Plan be submitted on an annual basis, which includes updates on PHA policies, projects, finances, and capital fund grants. She reported that the resident advisory board met, and a Public Hearing were held to review and receive comments on the Plan and sought board approval to submit the Annual PHA Plan to HUD. Henke moved to approve Resolution #23-005. Wagman seconded the motion. Motion carried on a roll call vote 4-0.

(7) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 100% occupancy at Riverview Towers, 100% at Riverview Terrace and 97% at the Scattered Sites. Staff is currently administering 306 Housing Choice Vouchers.

HOME Monitoring Close Out -1901 Bopf Street - Birkenmeier reported that the State of Wisconsin Department of Administration recently completed a monitoring of our HOME units at 1901 Bopf Street. She mentioned that this monitoring is typically conducted every year and consist of a physical inspection of the unit as well as a file review. A 20-year monitoring period was required of the property due to HOME funds utilized to build this project. Birkenmeier noted that we have fulfilled our monitoring period. The Bopf Street units will no longer be considered HOME units and will be treated the same as our other Public Housing units. Wagman asked if we record a satisfaction of completion of monitoring that would need to be done now that we have

met our monitoring requirements. Birkenmeier stated that she was unsure and that she would check on that.

CDA Staffing Update - Birkenmeier stated that Betty Noel had retired, and she was promoted to her position as Assistant Director. Birkenmeier furthered that Tammy King was promoted to the Community Services Analyst position and we will be hiring for the Occupancy Specialist position.

Adjournment

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'S. Napgezok', with a stylized flourish at the end.

Sarah Napgezok
Chairperson