

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

09/24/2024

MEMBERS PRESENT: Sarah Napgezek, David Welles, John Wagman, Patrick Gosz, Sarah Watson, Chad Henke, Rachael Hass

MEMBERS ABSENT:

OTHERS PRESENT: Mayor Doug Diny, Randy Fifrick, Juli Birkenmeier, Tammy King, Barbara Betz, Jamie Collins

(1) Call Meeting to Order

Meeting was called to order at 12:01 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 08/13/2024

Welles made a motion to approve the minutes from 08/13/24. Wagman seconded. Motion was approved unanimously.

(3) Discussion and Possible Action on Resolution 24-006 – Five Year PHA Plan for Fiscal Years 2025-2029

Birkenmeier provided a copy of the 2025 PHA 5- Year Plan to all commissioners and sought board approval for submission to HUD. She reviewed the components of the Plan which include WCDA goals and objectives, updates on policies, programs, operations, projects, and improvements based on current and future needs, strategies for addressing housing needs, and a performance and evaluation report on all open grants. Welles made a motion to approve Resolution 24-006. Hass seconded. Motion carried on a roll call vote 7-0.

(4) Discussion and Possible Action on Resolution 24-007 - Annual PHA Plan for Fiscal Year 2025

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. Wagman moved to approve Resolution 24-007. Hass seconded the motion. Motion carried on a roll call vote 7-0.

(5) Discussion and Possible Approval of 2025 Fair Market Rents and Payment Standards – HCV Program

Birkenmeier introduced Barbara Betz, Housing Project Coordinator, who reviewed the 2025 Fair Market Rents and Payment Standards for the Housing Choice Voucher (HCV) Program. Betz explained that these standards are assessed annually to ensure program compliance. She noted that while payment standards must remain within 90-110% of the published Fair Market Rents, a Public Housing Authority (PHA) may adjust them to better assist families in finding suitable housing and to reflect current rental market conditions. Betz reported that there were no updates for 2025. Welles then made a motion to approve the 2025 Fair Market Rents and Payment Standards. Henke seconded. Motion was approved unanimously.

(6) Discussion and Possible Approval of 2025 Flat Rents, Utility Allowances and Passbook Rates – Public Housing Program

Birkenmeier explained that HUD mandates the CDA to conduct an annual review of Public Housing flat rents, utility allowances, and passbook rates. She clarified that the calculations for flat rents and utility allowances are based on HUD guidelines and information sourced from Wisconsin Public Service. Birkenmeier noted that the utility allowance for three-bedroom single-family homes and duplexes was adjusted for 2025, with no changes made to the utility allowances for the other units. She further explained that flat rents for all bedroom sizes at 1901 Bopf Street, as well as for three-bedroom single-family and duplex units, were adjusted due to an increase in Fair Market Rents. Birkenmeier mentioned that Public Housing households are given the option to choose between flat rent and income-based rent during new admissions and annual re-certifications to promote self-sufficiency, aiding families in the transition to the private market or homeownership.

Birkenmeier went on to explain that the passbook rate was reviewed and remains compliant with HUD standards. Wagman made a motion to approve the proposed 2025 flat rents, utility allowances, and passbook rates. Hass seconded the motion. Motion was approved unanimously.

(7) Update on the Transfer of American Rescue Plan Act (ARPA) Funds from the City of Wausau to the CDA

Fifrick reported that at the City Council meeting on September 10, 2024, the Council approved the transfer of ARPA funds designated for affordable housing to the CDA. He stated that the transfer is expected to occur on or before November 1, 2024. Birkenmeier explained a beneficiary agreement between the City of Wausau and the CDA was drafted by the City Attorney which will be signed prior to the transfer. Fifrick explained that the beneficiary agreement and transfer of funds meets the federal requirement obligation and expenditure date of December 2024. He noted again that the funds are specifically designated for affordable housing. Birkenmeier mentioned that the funds will be deposited into the Redevelopment account under restrictive cash, as recommended by our fee accountant and auditor.

(8) Discussion and Possible Action on the deliberation or negotiation of the purchase of 405 S. 8TH Avenue from the County.

Motion to move into closed session by Wagman. Henke seconded. Motion carried on a roll call vote 7-0.

Closed session proceedings.

(9) CLOSED SESSION pursuant to 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; for the purpose of deliberating or negotiating of the purchase of 405 S. 8th Avenue from the County.

(10) RECONVENE into Open Session to take action on Closed Session item, if necessary
Welles moved to reconvene. Hass seconded. Motion was carried on a roll call vote 7-0.

No action was taken on closed session item.

(11) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 99% occupancy at Riverview Towers, 97% at Riverview Terrace and 98% at the Scattered Sites. Staff is currently administering 316 Housing Choice Vouchers.

Scattered Sites Kitchen Countertop Replacement Project Update – Birkenmeier reported that JAS Construction will be starting the project on October 7, 2024, with an expected completion time of two weeks for the 18 units designated for 2024. She noted that the project will now include the replacement of sinks and plumbing, a change made possible because the project's costs were lower than initially anticipated, allowing for additional funding from the Capital Fund Program (CFP). She reiterated the remaining 19 units are scheduled for completion in 2025.

SEMAP FYE 12/31/23 - Birkenmeier explained that in January 2024, a submission was required for the Section Eight Management Assessment Program (SEMAP). She noted this submission is a certification to demonstrate compliance with the program's rules and regulations. She reported that the agency received a score of 100%, designating it as a high-performing agency.

Adjournment

Respectfully Submitted,



Sarah Napgezek
Chairperson