

*** All present are expected to conduct themselves in accordance with our City's Core Values ***



OFFICIAL NOTICE AND AGENDA

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

Notice is hereby given that the **Community Development Authority** of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU**
Date/Time: **Tuesday, February 24, 2026 at 12:00 pm**
Location: **550 E Thomas Street, Wausau, Wisconsin 54403**
Members: **Sarah Napgezok (C), David Welles, John Wagman, Patrick Gosz, Sarah Watson, Chad Henke, Tracy D'Antonio**

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call the Meeting to Order
2. Approval of Minutes from 01/27/26
3. Discussion and Possible Action Regarding the Potential Repositioning of Public Housing Properties
4. Operational Issues & Current Activities
 - A. Occupancy Overview
 - B. Unaudited REAC Submission
 - C. 2025 Audit Updates
 - D. 2026 Capital Improvement Projects
 - E. Update on Concrete Façade Repair - Riverview Towers LLC

Adjournment

Sarah Napgezok, Chair

This Notice was posted at City Hall and emailed to the Media on Thursday, February 19, 2026 at 2:30 pm. Questions regarding this agenda may be directed to Randy Fifrick, Community Development Director at 715-261-6684

Any person wishing to offer public comment who does not appear in person to do so, may e-mail Juli Birkenmeier at juli.birkenmeier@wausauwi.gov with "Community Development Authority Board Meeting Public Comment" in the subject line a minimum of 2 hours prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The message related to agenda items received prior to the meeting will be provided to the Chair.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

It is possible that members of, and possible a quorum of members of other committees of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Other Distribution: City Website, Alderpersons, Board Members, Mayor

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

01/27/2026

MEMBERS PRESENT: Sarah Napgezok, Chad Henke, John Wagman, Patrick Gosz, Tracy D'Antonio

MEMBERS ABSENT: David Welles, Sarah Watson

OTHERS PRESENT: Randy Fifrick, Juli Birkenmeier, Tammy Stratz, Tammy King

(1) Call Meeting to Order

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

(2) Approval of Minutes from 12/16/25

Wagman made a motion to approve the minutes from 12/16/25. Gosz seconded. Motion was approved unanimously.

(3) Discussion and Possible Action on Resolution 26-001 Section 8 Management Assessment Program (SEMAP) Certification Submission to the US Department of HUD for FYE 12/31/2025

Birkenmeier explained 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. Birkenmeier sought board approval for the submission of the certification in the form of a resolution. Henke moved to approve Resolution 26-001. Wagman seconded. Roll call vote 5-0.

(4) Discussion and Possible Action on Authorizing the Sub-Recipient Agreement with the City of Wausau for the Use of Community Development Department Funds for Redevelopment and Construction of 405 S. 8th Avenue, Wausau

Birkenmeier explained that similar with the sub-recipient agreement that was needed for the use of Community Development Block Grant (CDBG) funds, one was needed for utilizing additional funds from Community Development Department for the construction of 405 S 8th Avenue. She provided a draft copy of this sub-recipient agreement for the board to review. She furthered that the agreement broke down what the contract cost was and what sources were to be utilized for the construction. Birkenmeier noted the funds from CDD were in the amount of \$1,042,200 as \$500,000 will be from the ARPA funds held by the CDA. She stated mentioned the agreement specifies that the CDD funds be expended within one year and that the building must be occupied by eligible low- to moderate-income tenants within two years. Birkenmeier further explained that any program income generated would be recaptured by the CDA for future affordable housing redevelopment. Wagman and Gosz noted a clerical error in the amount listed in #1. needed to be corrected from \$1,542,200 to \$1,042,200. Birkenmeier stated she would make the correction and sought board approval authorizing the sub-recipient agreement as amended. Wagman made a motion to approve the subrecipient agreement as amended. D'Antonio seconded. Motion was approved unanimously.

(5) Discussion and Possible Action on Funktion Design Studio Architectural Services Change Order #2 for 405 S. 8th Avenue, Wausau

Birkenmeier presented a second change order requested by Funktion Design Studio for the redevelopment of 405 S 8th Avenue. She also provided a brief project update and reported that construction contracts have been executed by the CDA and are awaiting signature by Northcentral Construction Company. Birkenmeier furthered that Northcentral Construction Corporation has proposed an earlier construction start date, agreeing to begin prior to spring without additional cost to the CDA. She also noted that the Department of Public Works is completing site demolition and preparation. Birkenmeier explained that the requested change order is for a retaining wall on the south end of the building to prevent soil erosion, which was not included or anticipated in the original design. She furthered that the change order will be for \$600 to engineer and design the retaining wall and will be funded through Community Development Block Grant funds. Wagman made a motion to approve Funktion Design Studio architectural services change order #2. Gosz seconded. Motion was approved unanimously.

(6) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 100% occupancy at Riverview Towers, 100% at Riverview Terrace and 96% at the Scattered Sites. Staff is currently administering 291 Housing Choice Vouchers.

2026 NSPIRE Inspection – Public Housing Scattered Sites – Birkenmeier reported that the NSPIRE inspection for the scattered sites units was completed on January 14, 2026. She stated that the CDA received a preliminary score of 100%, with no deficiencies identified. She explained that the final score will be issued approximately 45 days after the appeal period, likely by late March, and that a quality assurance inspection may occur due to the perfect score.

Riverview Towers, LLC 2025 Audit – Birkenmeier stated the Riverview Towers FYE 2025 audit had begun and again will be completed by CliftonLarsonAllen (CLA). She noted the fieldwork for the audit was scheduled for the week of January 26th and CLA was aware of the NEF deadlines for the audit and tax return. Birkenmeier mentioned that CLA has also begun the single audit prep work and will be on site in April 2026 to conduct file reviews for the Housing Choice Voucher program. She stated she will update the board with any additional updates as the audit progresses.

NEF LIHTC Tenant File Review – Riverview Towers LLC – Birkenmeier reported on the 2025 NEF tenant file review, noting that the annual review was completed and that the files received an exceptional rating with zero findings. She complimented staff on their work ensuring ongoing compliance with the tax credit requirements for the building.

Update on Concrete Façade Repair – Riverview Towers LLC – Birkenmeier provided an update on the concrete façade repair project at Riverview Towers. She explained that earlier cost estimates ranged from approximately \$1.5 million to \$2 million and that, after reviewing procurement requirements, staff determined that a single-source submission to HUD would likely not be approved. She furthered that as a result, an RFQ for engineering services was issued to better define the scope of work and explore cost efficiencies, including the possibility of phasing the repairs. Birkenmeier stated that proposals are due back to the CDA by January 30, 2026, and will be reviewed by staff, with recommendations and cost information to be brought back to the board for review. She noted that the intent is to obtain additional professional assessment to determine the urgency and extent of repairs needed to prevent further damage.

Riverview Terrace Housing Assistance Payment (HAP) Contract Update – Birkenmeier reported that the tenant residing in the market rate unit previously removed from the HAP contract in September 2024, will be vacating at the end of February. She furthered that in accordance with the Administrative Plan and federal regulations, staff has drafted a request to amend the HAP contract to reinstate the unit effective March 1, 2026. She stated that a draft request letter was included in the packet to allow the unit to be added back into the CDA's portfolio and resume receipt of HAP funding. She stated that this was informational only and no board action was required.

Adjournment

Respectfully Submitted,

Sarah Napgezok
Chairperson

2025 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	98%	100%	100%	306
February	99%	100%	98%	303
March	99%	100%	100%	301
April	99%	95%	98%	293
May	100%	100%	98%	290
June	99%	100%	96%	289
July	99%	100%	96%	288
August	98%	92%	96%	285
September	99%	92%	96%	286
October	100%	100%	96%	292
November	99%	100%	98%	295
December	99%	100%	98%	295

2026 Occupancy Overview

	Riverview Towers (149 Units) Occupancy %	Riverview Terrace (36 Units) Occupancy %	Public Housing (46 Units) Occupancy %	Housing Choice Vouchers Utilized
January	100%	100%	96%	291
February	99%	100%	98%	288
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				



Real Estate Assessment Center

Financial Assessment Subsystem (FASS-PH)

[My Inbox](#)
[PHA Info](#)
[FDS](#)
[DCF](#)
[Submit](#)
[Edit Flags](#)
[Reports](#)
[Logout](#)

PHA Information	
PHA Code:	WI031 Fiscal Year End Date:12/31/2025
PHA Name:	Wausau Community Development Authority
Submission Type:	Unaudited/Single Audit

[Submit](#)

Certification Statement

I hereby certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS is true, accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.

By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Warning: HUD will seek civil, criminal, or administrative action against individual and entities who either make, present, submit, or cause to be submitted a false, fictitious, or fraudulent statement, representation, or certification pursuant to 18 U.S.C. 1001, 1010, 1012, 1014 and 31 U.S.C. 3729, 3802.

Congratulations! Your submission has been successfully transmitted to FASS-PH.

Date/Time: Fri Feb 13 10:09:52 EST 2026
Confirmation Key: 4193000000.445905.56.12.RVS

Line Item #	Description	Total
290	Total Assets and Deferred Outflow of Resources	\$23,978,835
600	Total Liabilities, Deferred Inflows of Resources and Equity - Net Assets/Position	\$23,978,835
70000	Total Revenue	\$4,260,068
96900	Total Operating Expenses	\$1,585,087
97000	Excess of Operating Revenue over Operating Expenses	\$2,674,981
10000	Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$535,764

Please Click on 'My InBox' at the top to Return to your inbox.