

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 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,

A handwritten signature in black ink, appearing to read 'SN', written in a cursive style.

Sarah Napgezek
Chairperson