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**Date / Time:** Tuesday, August 5, 2025, at 5:30 P.M. | **Meeting called to order by** Lukens at 5:30 P.M.

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**In Attendance**

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**Members Present:** Carol Lukens, Chad Henke, Gary Gisselman, Terry Killian, Victoria Tierney

**Staff Present:** Randy Fifrick, Andy Lynch, Tammy Stratz, Atty. Anne Jacobson, Shannon Graff

**Others Present:** Mike Heckendorf - Habitat for Humanity Construction Manager

*In accordance with Chapter 19, Wisc. Statutes, notice of this meeting was posted and sent to the Daily Herald in the proper manner.*

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**Agenda Item 1 – Public Comment**

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No community members presented for public comment.

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**Agenda Item 2 – Approval of Minutes from July 1, 2025, and July 22, 2025, Meetings**

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**Action Taken:** Motion by Killian, seconded by Gisselman to approve minutes from both meetings. **Motion carried 5-0.**

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**Agenda Item 3-Discussion and possible action on approving Quit Claim Deed – Wisconsin Central Ltd. – 15 Fulton St/920 N 1<sup>st</sup> St (Lynch)**

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Lynch explained that an outdated railroad easement remains on the deed for the proposed Wangard multifamily site. Though the tracks have been removed, the easement remains due to prior ownership by Wisconsin Central Ltd. (CN).

Atty. Anne Jacobson successfully contacted CN and received a quick response that they are willing to release the easement. A draft Quit Claim Deed has been submitted to CN for execution and reviewed by both staff and Wangard.

**Action:** Motion by Henke, seconded by Killian to approve the easement release pending final signature by CN. **Motion carried 5-0.**

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**Agenda Item 4-Discussion and possible action on Development Proposal & Sale of City Owned Property at 1609 E Bos Creek Dr (Stratz)**

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Stratz presented a development proposal from Habitat for Humanity (HFH) of Wausau for the infill lot at 1609 E Bos Creek Drive. The lot was advertised for 30 days starting 6/6/25, and HFH submitted the only offer after that period.

HFH proposes to purchase the lot for \$1000 to build its 78<sup>th</sup> home. The single-family home will be a minimum 3-bedroom, 1-bath with an attached garage, constructed off-site by Merrill H.S. starting 9/2025 and placed 5/2026. An approved family is expected to move in by 10/2026. The offer includes conditions that the City completes a Certified Survey Map at its expense by 1/1/26 and a closing date of 3/1/26.

Staff recommended approval, citing HFH’s strong track record in affordable housing and workforce education.

**Action:** Motion by Tierney, seconded by Henke to approve sale of 1609 E Bos Creek to HFH. **Motion carried 5-0**

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**Agenda Item 5 – Discussion and possible action on Development Proposals for 1019 Bridge St (Stratz)**

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Stratz reminded the committee that three contractors were pre-approved in April 2025 to submit proposals for building single-family modular or manufactured homes on City-owned lots. Only one proposal—for 1019 Bridge Street—was received from Solutions for Affordable Homes, offering two options:

- 2-bedroom, 2-bath, attached garage | 3-bedroom, 2-bath, attached garage | Price point for either \$239,900

Staff recommended the 3-bedroom option for better space and lot compatibility and requested a not-to-exceed budget of \$264,000 to allow for upgrades like enhanced insulation.

**Proposed Funding Breakdown:** \$100,000: CDBG (purchase) | \$164,000: WHEDA/HOME Program Income (construction)

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The future home would sell for \$140,000–\$175,000, with the City holding a forgivable second mortgage covering the gap between construction cost and sale price. Forgiveness begins after a 5-year hold period and is fully forgiven over 20 years—similar to Habitat for Humanity’s model—to maintain affordability and prevent quick-profit resale.

Henke, also on the CDA board, questioned if a 2-bedroom home might be more suitable given difficulties filling 3-bedroom rentals. Stratz explained the homeownership market differs, with 3-bedroom homes typically more desirable and higher in assessed value. Kilian agreed, noting that 3-bedrooms generally sell faster than 2-bedrooms.

**Action:** Motion by Tierney, seconded by Killian to approve proceeding with the construction of the 3-bedroom, 1-bathroom single-family home option offered by Solutions to Affordable Homes. **Motion carried 5-0**

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### **Agenda Item 6 – Discussion and possible action on Revision of the Property Disposition Policy (Lynch)**

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Lynch presented a revised version of the City’s Property Disposition Policy, last updated in early 2024. The updated policy has been renamed the Property Redevelopment Program (PRP) to better reflect its broader scope, including both acquisition and disposition of property under City Ordinance 03.12.040.

Key updates include:

- **Clearer structure and goals:** growing the tax base, promoting development, and meeting community needs.
- **Defined property categories:** Industrial Park Properties, Large Residential/Commercial Lots, Single-Family Infill, Undesirable Parcels, and Restricted-Fund Properties.
- **Process guidance** tailored to each property type.
- **Clarification** of staff and committee roles in decision-making.

Kilian asked if the City Attorney had reviewed the proposed revisions. Lynch replied no, noting the current draft is a reformatted version of the existing policy to improve clarity. Kilian requested future drafts highlight changes and that the ED Committee be informed of how process or committee changes may affect city-owned properties. She also asked if someone could purchase a lot to build a standalone garage. Lynch clarified under zoning, accessory structures can’t be the primary use, and all proposals must support the broader housing and neighborhood goals outlined in the policy.

Henke questioned whether larger residential or commercial parcels should be reviewed by the Infrastructure and Facilities Committee before moving forward, suggesting they be discussed, not necessarily approved, with input from Engineering. Lynch confirmed Engineering review is standard for utilities and related issues. He added in areas like the Business Campus; utility mapping is well-defined. Fifrick noted that internal due diligence occurs before proposals or RFPs reach committee.

**Action:** No action required.

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### **Agenda Item 7-Updates on Westside Commons, 700 Grand Apartments & Thomas Street Residential Infill & WAM Grant**

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Fifrick provided the following project updates:

**Westside Commons:** The development is progressing well, with an estimated completion in October. Although the official deadline is the end of the year, the project is currently ahead of schedule.

**700 Grand Apt:** Groundwork began within the last 10 days, and excavation is underway. Formal groundbreaking is scheduled for 8/27/25.

**Thomas St:** A signed contract was received from the Governor's office to proceed with testing by Ramble, the contracted environmental tester. No on-site activity has been observed yet, but Fifrick is hopeful work will begin within 1-2 weeks.

**Action:** No action required.

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### **Agenda Item 8 – Adjournment**

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**Action:** Motion by Henke, seconded by Killian to adjourn. **Motion carried 5-0. Meeting adjourned at 18:08 PM**

*ALL City of Wausau meetings can be viewed at:* <https://www.youtube.com/@CityofWausauMeetings>

*The 08/05/25 ED meeting can be viewed at:* <https://www.youtube.com/live/Z-sd5YzCOIM?si=Vyyq8EKC89G2qRCIA>