

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

02/24/2026

MEMBERS PRESENT: Sarah Napgezok, Chad Henke, John Wagman, Patrick Gosz, David Welles, Sarah Watson

MEMBERS ABSENT: Tracy D'Antonio

OTHERS PRESENT: Doug Diny, Anne Jacobson, Vincent Bonino, Juli Birkenmeier, 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 01/27/26

Gosz noted a grammatical error in agenda item #4 from the 01/27/26 minutes and requested removal of a redundant word. Watson made a motion to approve the amended minutes from 01/27/26. Henke seconded. Motion was approved unanimously.

(3) Discussion and Possible Action Regarding the Potential Repositioning of Public Housing Properties.

Birkenmeier explained that recent regulatory changes by the U.S. Department of Housing and Urban Development (HUD) have streamlined the process for small Public Housing Authorities (PHAs) to convert their full portfolios from Public Housing to either the Rental Assistance Demonstration (RAD) program or a Section 18 Blended Occupancy model.

She noted that potential repositioning of the CDA's current portfolio has been included in the PHA Annual Plan for several years and the concept was initially discussed in 2015 during the conversion of Riverview Towers to RAD; however, the conversion was not feasible at that time due to the lower rent levels that were proposed.

Birkenmeier stated that, given the recently streamlined HUD processes, she believes the CDA should explore the possibility of transitioning all 46 public housing units.

She further reported that she has been in communication with Scott Koegler, a former HUD employee who now provides consulting services through the Wisconsin Association of Housing Authorities (WAHA). She is seeking board approval to utilize Mr. Koegler's consulting services to prepare a repositioning analysis outlining available options, associated risks, and potential benefits related to repositioning the CDA's public housing portfolio. Birkenmeier indicated that the primary concern is the potential requirement to return public housing reserves.

She stated that, if approved, she would begin the analysis process and provide an update to the Board in May or June for review.

Wagman made a motion for staff to work with Scott Koegler's consulting services for the purpose of developing a repositioning plan regarding the potential repositioning of the public housing properties. Watson seconded the motion. The motion was approved unanimously.

(4) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 99% occupancy at Riverview Towers, 100% at Riverview Terrace and 98% at the Scattered Sites. Staff is currently administering 288 Housing Choice Vouchers. Birkenmeier mentioned that voucher issuance has resumed and staff has pulled approximately ten (10) people from the HCV waiting list.

Unaudited REAC Submission – Birkenmeier stated that staff reviewed the unaudited REAC submission and approved submission by Hawkins Ash. She further stated that it is required to be submitted within 60 days of the fiscal year end, and the deadline was met ahead of schedule. She noted the unaudited submission provides HUD with an initial assessment of the CDA's financial standing for the fiscal year end.

2025 Audit Updates – Birkenmeier reported that CliftonAllenLarson (CLA) has completed the Riverview Towers LLC audit. She noted the auditors provided the audit and tax return to NEF by the required deadline. Birkenmeier mentioned the Finance Committee will be reviewing the audit at the upcoming March meeting. She furthered that CLA has begun the single audit and will be onsite the first week of April to complete the tenant file review.

2026 Capital Improvement Projects – Birkenmeier provided a brief overview of the proposed 2026 Capital Improvement Projects for Public Housing Scattered Sites, Riverview Towers, and Riverview Terrace properties. She stated that, in connection with the potential repositioning of the public housing portfolio, completion of a Capital Needs Assessment (CNA) will be required and is considered a higher priority. She mentioned proposed projects include concrete repairs and a bathroom renovation project. Birkenmeier stated at Riverview Towers, planned improvements include a concrete façade repair project and potential replacement of the carpet in the area in front of the elevator and lastly Riverview Terrace, proposed projects include air conditioning replacement in Phase II and possible carpet replacement in the vestibule.

Update on Concrete Façade Repair – Riverview Towers LLC – Birkenmeier reported that the initial Request for Qualifications (RFQ) issued in January for structural engineering services received no responses. She stated that the RFQ has since been reissued and that additional firms have been contacted. She explained that the revised RFQ was distributed to approximately five recommended firms, with responses due by March 10, 2026. Birkenmeier noted that at least one firm has already expressed interest and is currently reviewing the Riverview Towers plans. She stated that she anticipates presenting the submitted responses to the board at the March meeting.

Adjournment

Respectfully Submitted,



Sarah Napgezek
Chairperson