

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

04/27/2026

MEMBERS PRESENT: Sarah Napgezok, John Wagman, Patrick Gosz, Andrew Wiskowski, Traci D'Antonio

MEMBERS ABSENT: David Welles, Sarah Watson

OTHERS PRESENT: Juli Birkenmeier, Randy Fifrick, Tammy King, Tammy Stratz, Amy Bolder-Meyer, Vincent Bonino

(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 03/24/26 and 04/08/26

Gosz noted a grammatical error in agenda item #3 from the 03/24/26 minutes and requested the addition of the word not. Wagman made a motion to approve the amended minutes from 03/24/26 and the minutes from 04/08/26. D'Antonio seconded. Motion was approved unanimously.

(3) Introduction of New Commissioner(s)

Birkenmeier introduced Andrew Wiskowski as the new commissioner replacing Chad Henke. She furthered that Wiskowski was approved by the City Council and appointed by Mayor Diny and that Wiskowski is the elected Alderperson of the Fifth District. Birkenmeier went on to say that Sarah Watson was reappointed by Mayor Diny and approved by the City Council and is the elected Alderperson of the Eighth District. Wiskowski was introduced formally to the other board commissioners.

(4) Consideration and Possible Action on Resolution #26-002 Administrative Plan (Admin Plan) Update – HCV Program, Riverview Terrace and Riverview Towers, LLC

Birkenmeier introduced Amy Bolder-Meyer, Housing Project Coordinator, who provided a brief overview of the updates and revisions made to the Administrative Plan (Admin Plan), which applies to the operation of the HCV Program, Riverview Terrace, and Riverview Towers, LLC. Birkenmeier explained that the CDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Birkenmeier sought board approval to submit the revised plan to HUD's Milwaukee Field Office for retention in their files. Wagman moved to approve Resolution 26-002. Gosz seconded. Roll call vote of 5-0.

(5) Discussion and Possible Action on the Proposed Services Agreement with Funktion Design Studio for Engineering Services – Concrete Façade Repair Riverview Towers, LLC

Birkenmeier provided the proposed services agreement with Funktion Design Studio for the concrete façade repair at Riverview Towers. Birkenmeier raised the question of whether the services agreement should be entered into under the Wausau Community Development Authority

or Riverview Towers, LLC. Wagman stated that he felt the agreement should be executed under Riverview Towers, LLC, with management oversight provided by the Wausau Community Development Authority.

Birkenmeier noted that the proposal did not currently include an initial cost estimate, however Funktion Design Studio indicated one could be provided for an additional fee. Birkenmeier shared that although a prior bid was received by staff in November 2025 from a Chicago based company, an initial cost estimate would be advantageous to get. She furthered that she hoped the cost would be less if a local company is utilized for the repairs. She added that the cost estimate could be incorporated into the agreement if the board wished to proceed in that direction. Wiskowski commented that he believed all project-related expenses should be fully disclosed and supported adding the initial cost estimate to the agreement.

Birkenmeier informed the board that the service agreement had been forwarded to NEF, which requested verification that all required inspections had been completed and that the engineers involved held the appropriate certifications.

Wiskowski made a motion directing staff to revise the service agreement adding in the initial cost estimate and proceed with execution with Funktion Design Studio. Wagman seconded. Motion was approved unanimously.

(6) Discussion and Possible Action on Authorizing Director, Assistant Director and Community Development Manager to approve Change Orders for 405 S 8th Avenue

Birkenmeier provided a brief overview of the project timeline. She explained with the recent number of change orders that have occurred for the project, staff was requesting approval to execute change orders up to a specified amount without the need to get prior board approval. She furthered that updates to the board would be provided at the following board meeting.

Wagman noted granting this authority would help keep the project moving efficiently and prevent construction delays caused by waiting for board approval on smaller change order amounts. Napgezek suggested allowing staff to approve individual change orders of up to \$10,000 per occurrence, with a maximum cumulative total of \$20,000 in change orders between board meetings. Napgezek further clarified that there would be no limit on the number of change orders, provided the total remained within the approved threshold.

Fifrick asked whether the proposal applied only to change order increases or also to decreases. Napgezek clarified that the authorization would apply only to increases in project cost.

Wagman made a motion authorizing staff to execute change orders involving increased costs without board approval, provided that no individual change order exceeded \$10,000 and the aggregate total of change orders within a one-month period did not exceed \$20,000. Wiskowski seconded. Motion was approved unanimously.

(7) Discussion and Possible Action on Management Options for 405 S 8th Avenue Wausau, Wisconsin

Birkenmeier provided a memo outlining the three options previously requested by the board for the management of 405 S 8th Avenue. She explained that she worked with CDD staff to identify comparable properties in an effort to estimate a potential sale value for the property. She noted that determining a market value was challenging because the property would be subject to rent restrictions tied to the Community Development Block Grant (CDBG) funding requirements.

Birkenmeier added that if the board wished to pursue the sale option, additional research and analysis would be necessary.

Birkenmeier then reviewed the option to lease the complex. She provided a draft lease agreement and explained that under this option a separate entity would lease the entire building for a five-year term. She stated that staff had discussed an appropriate lease structure and determined that 25% of the monthly gross rental revenue would be a reasonable amount. She noted these funds would be deposited into the Redevelopment account for future affordable housing use. Birkenmeier stated that if the property were leased to another entity, it would be important to ensure that the entity had sufficient cash flow to cover staffing, insurance, utilities, and other operating expenses. She added that this option would provide flexibility after five years to either continue leasing the property or pursue a sale.

Lastly, Birkenmeier reviewed the option to retain ownership of the building. She explained that staff discussed options for rent and felt 75% of the County's Fair Market Rent was an affordable option which would set projected rents to \$667 for one-bedroom units, \$860 for two-bedroom units, and \$1,133 for the three-bedroom unit. She explained that projected monthly income for the property, including rent, laundry revenue, and interest income, would total approximately \$5,329. She also compared the projected operations to the Fulton Street property. Birkenmeier stated that anticipated annual expenses were estimated at approximately \$31,993. She added that maintenance costs were expected to remain low due to the age and condition of the building and stated that she did not believe additional staff would be needed to manage the property.

Wagman stated that he did not support leasing the property and instead favored retaining ownership and managing the property internally for at least the first five years, with the option to reevaluate at that time. Wiskowski questioned why the board would consider selling the property and asked who would oversee compliance with the low-rent requirements. Birkenmeier responded that compliance oversight would be handled by the Community Development Department.

Wiskowski made a motion to proceed with option for the CDA to maintain ownership of 405 S. 8th Avenue. Gosz seconded. Motion was approved unanimously.

(8) Discussion and Possible Action on Northcentral Construction Company Change Order #1 for Site Preparation at 405 S. 8th Avenue, Wausau

The board tabled this agenda item for a future meeting.

(9) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 99% occupancy at Riverview Towers, 100% at Riverview Terrace, and 100% at the Scattered Sites, with staff administering 286 Housing Choice Vouchers.

Update on Part-Time Building Maintenance Technician Position – Birkenmeier stated that Tou Yang began employment on April 13, 2026, and is currently working four days per week. She noted that he has been assisting primarily with custodial duties, which has helped reduce the workload of the other maintenance staff members.

Update on 405 S. 8th Avenue – Birkenmeier reported that soil samples revealed approximately 3 to 5 feet of sand fill material covering the site above the natural soil layer. She stated that Giles Engineering recommended excavating the fill material and pouring concrete to stabilize the foundation base. Birkenmeier noted that this work would require a change order, with the estimated cost projected at approximately \$50,000. She stated this would be presented to the board for approval.

2025 Audit Updates – Birkenmeier reported that the audit is going well, and CliftonLarsonAllen (CLA) preliminarily stated that there was nothing of concern from the field work and file review. She stated she is waiting for the Management’s Discussion and Analysis (MD&A) for review by Fifrick for final submission to CLA. Birkenmeier stated that both audits will be presented to the board at a future board meeting.

Adjournment

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'SN', with a large, stylized flourish at the end.

Sarah Napgezek
Chairperson