

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

05/26/2026

MEMBERS PRESENT: Sarah Napgezok, John Wagman, Patrick Gosz, Sarah Watson

MEMBERS ABSENT: Andrew Wiskowski, Tracy D'Antonio, David Welles

OTHERS PRESENT: Juli Birkenmeier, Randy Fifrick, Tammy King, Vincent Bonino, Jamie Collins

(1) Call Meeting to Order

Meeting was called to order at 12:02 pm at 550 E Thomas Street, Wausau, Wisconsin.

(2) Approval of Minutes from 04/27/26 and 05/07/26

Watson made a motion to approve the minutes from 04/27/26 and 05/07/26. Gosz seconded. Motion was approved unanimously.

(3) Finance Committee Report

Gosz provided his Chair report from the May 7, 2026, Finance Committee meeting and reviewed the WCDA's investment sheet as of March 31, 2026. Gosz stated that the total entity-wide balance is \$10,834,049.10, with all accounts earning an interest rate of 3.25%. Gosz noted that the CDA received \$1,042,200 from the Community Development Department in March to be used for the construction of the apartment complex at 405 S 8th Avenue. This amount was deposited into Redevelopment and is reflected in the 1st quarter account balance.

Gosz reviewed the Capital Fund Program (CFP) grant summary reflecting that the 2023 and 2024 CFP grants have been fully obligated and disbursed. He noted that the CDA will be able to close these grants once the 2025 single audit is completed by CliftonLarsonAllen (CLA). Gosz then reviewed CFP 2025 noting the obligated and disbursement balance of \$86,853.80. Gosz furthered that these funds will be used for an RFP for architectural services, concrete repair and tree trimming. Gosz furthered that as of the meeting CFP 2026 had not been released by the Department of Housing and Urban Development (HUD).

Gosz then reviewed the first quarter financial statements and summaries for the WCDA's budgeted programs as well as the financial statements and summaries for Riverview Towers, LLC., and further reviewed the items of note contained in his report.

Gosz then reported on the current WCDA Procurement Policy. He noted that due to a recent HUD update increasing procurement thresholds, Birkenmeier had brought to the finance committee whether revisions to the policy were necessary. Gosz stated that Birkenmeier had checked with a HUD consultant, who confirmed that the existing policy remains compliant with HUD regulations. Gosz stated that the Finance Committee members agreed that if the current policy is not creating any issues, updating the policy would not be necessary.

Gosz lastly reported that CLA has completed the field work for the 2025 Single Audit. Gosz explained that CLA preliminarily found no material misstatements, issues, or problems with the CDA's 2025 financial statements or records of operations. Gosz furthered that CLA is expected to issue the highest opinion possible regarding the CDA's 2025 operational performance and quality of reporting and a representative from CLA will present both 2025 audits at a future board meeting

(4) Discussion and Possible Action on Resolution #26-003 Capital Fund Program Assistance for Fiscal Year 2026 - Capital Fund Grant Number WI39P03150126

Birkenmeier reviewed the 2026 Capital Fund Program (CFP) Amendment stating that the WCDA was awarded \$108,322 in CFP assistance. Birkenmeier sought board approval for receipt of the 2026 grant funds via Resolution #26-003. She noted that she has earmarked the majority funds for a bathroom renovation project at the Scattered Sites. Wagman moved to approve Resolution 26-003. Gosz seconded. Roll call vote 4-0.

(5) Consideration and Possible Action on Resolution #26-004 Admissions and Continue Policy (ACOP) Update - Public Housing

Birkenmeier introduced Jamie Collins, Occupancy Specialist, who provided a brief overview of the updates and revisions made to the Admissions and Continue Policy (ACOP), which applies to the operation of the Public Housing program. 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 26-004. Gosz seconded. Roll call vote of 4-0.

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

The board agreed to table this agenda item pending receipt of additional information.

(7) Discussion and Possible Action on S.C. Kogler Consulting, LLC Proposal and Agreement for Consulting Services for Comprehensive Repositioning Options Plan - Public Housing

Birkenmeier presented the proposal for consulting services related to the potential repositioning of the CDA's Scattered Sites Public Housing portfolio. Birkenmeier explained that the consultant, Scott Kogler, is a former HUD employee who now provides consulting services. She furthered that the consultant would review the CDA's financials and housing portfolio to evaluate potential repositioning options and determine whether repositioning would be financially and operationally feasible. Birkenmeier explained that the proposed consulting fee is \$8000.00 and the consultant would present findings and recommendations to the Board for consideration and approval.

(8) 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.

NEF Annual Site Review - Riverview Towers LLC – Birkenmeier reported that NEF completed the annual Site Review on May 7, 2026. She explained that during the review approximately 12 units were physically inspected. Birkenmeier stated that the asset manager indicated that the property was in excellent condition.

Update on 405 S. 8th Avenue – Birkenmeier provided an update on construction progress at 405 South 8th Avenue. She also reviewed the cost breakdown of the change order request for site preparation from the soil borings that were completed. Birkenmeier furthered the estimated change order amount of \$75,000 including \$3,000 for engineering services, \$12,500 for excavation work, \$41,250 for concrete base work, \$7,500 for Northcentral Construction labor, and \$4,000 for materials. Fifrick explained that originally there were concerns regarding soil stabilization and whether additional reinforcement would be required to support the forms; however, the soils and forms were found to be in better condition than expected, which may reduce the change order cost.

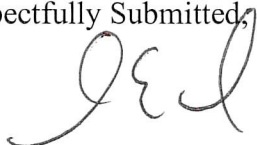
2025 Audit Updates – Birkenmeier reported that the CDA’s single audit went well, and the auditors from CliftonLarsonAllen (CLA) are nearing their final review. She stated Fifrick has submitted the MD&A in mid-May and noted CLA will present both the Riverview Towers LLC and CDA audits to the full board at a future board meeting.

Public Housing Scattered Sites Concrete Repair/Replacement Request for Proposals for Architect Services- Birkenmeier reported that a request for proposals (RFP) had been issued for architectural services for the concrete replacement project at the Public Housing Scattered-Site properties. She stated that due to significant increases in concrete and construction costs, staff anticipates that the available capital funds will be fully utilized for this project.

Birkenmeier explained that the RFP was distributed to Funktion Design Studio, LLC, J&J Architecture, and Sobeck Architects. Birkenmeier furthered that the concrete work will include sidewalks, walkways, approaches, and stair replacements at approximately 13 scattered-site properties, as well as repairs around the CDA office building where deteriorating concrete and drainage issues have become increasingly urgent. Birkenmeier advised that responses to the RFP are expected to be returned by mid-June.

Adjournment

Respectfully Submitted,



Sarah Napgezek
Chairperson