

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

06/23/2026

MEMBERS PRESENT: Sarah Napgezek, John Wagman, Sarah Watson, Andrew Wiskowski, Traci D'Antonio,

MEMBERS ABSENT: David Welles, Patrick Gosz

OTHERS PRESENT: Juli Birkenmeier, Randy Fifrick, Tammy King, Doug Diny, Anne Jacobson, Tammy Stratz, Scott Koegler, Carrie Edmondson

(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 05/26/26

Wagman made a motion to approve the minutes from 05/26/26. Watson seconded. Motion was approved unanimously.

(3) Community Development Authority Organizational and Program Review

Birkenmeier presented a detailed overview of the Community Development Authority (CDA). She provided an outline of CDA staff, housing programs that the CDA administers, funding sources, a history of redevelopment projects and business activities the CDA has been involved in.

(4) Overview of WCDA Subcommittees

Birkenmeier gave a summary of the Finance and Redevelopment Subcommittees. She stated that the Finance Committee was formed in 2008 to improve board oversight by providing board members with financial statements and budgetary comparisons on a quarterly basis. Birkenmeier also explained that a Redevelopment Committee was formed in 2018, meeting on an as-needed basis, to explore opportunities of acquisition or rehabilitation of blighted properties, specifically from the county or city. She reported that the Redevelopment Subcommittee has a vacant position due to the departure of Chad Henke from the CDA board. She noted that originally the Redevelopment committee was formed with three members but a fourth was added some time after formation. She inquired with the board if a formal document should be completed determining the required number of members for this subcommittee.

(5) Discussion and Possible Action on Election of Board Chair and Vice Chair

Birkenmeier explained that the CDA Bylaws state, the board will review the Board Chair and Vice Chair positions on an annual basis. She went on to explain that when the Board Chair is elected by the board, it requires procedural changes with banking, accounts payable and the Department of Housing and Urban Development (HUD) systems. Wiskowski questioned if there were set term limits and stated that he believed that there should be. Birkenmeier explained that at this time there were no term limits and the Bylaws states the positions are filled when vacated. The board chose to table the agenda item until they can review the Bylaws and discuss potential term limits.

(6) Discussion and Possible Action on Finance Committee Nominations

Watson made a motion to table this agenda item for a future meeting due to only one of the three members of the finance committee being present. Wagman seconded. Motion was approved unanimously.

(7) Discussion and Possible Action on Redevelopment Committee Nominations

The board agreed to table this agenda item pending review of the CDA Bylaws, number of redevelopment committee members and term limits.

(8) Presentation by S.C. Koegler Consulting, LLC on Comprehension Repositioning Options Plans for Wausau Community Development Authority – Scattered Sites Public Housing

Birkenmeier introduced Scott Koegler of S.C. Koegler Consulting, LLC who explained his background and expertise in federal affordable housing programs. Koegler went on to provide a presentation to the Board regarding an overview of potential repositioning approaches, regulatory considerations, and long-term strategic implications for the CDA. Koegler outlined factors that may affect future planning, including funding structures, program requirements, and anticipated federal changes. Birkenmeier noted that due to the complexity of repositioning, she is requesting the board's consideration on revising the current service agreement with Koegler to include assistance throughout the repositioning process from application to close out. She stated that Koegler will present a formal repositioning plan to the full board for review and approval at a future board meeting.

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

Birkenmeier reported that she had received the supporting documentation and backup materials for the change order for the site preparation work which she included in the board packet. She went on to state that the work totaled \$66,414.99, coming in below the earlier estimate of \$75,000. Wagman made a motion to approve Northcentral Construction Change Order #1 for Site Preparation Work at 405 S. 8th Avenue, Wausau. D'Antonio seconded. Motion was approved unanimously.

(10) Operational Issues and Current Activities

Occupancy Overview - Birkenmeier reported 97% occupancy at Riverview Towers, 100% at Riverview Terrace, and 98% at the Scattered Sites, with staff administering 283 Housing Choice Vouchers. She noted that Fulton Street has been added to the overview and is currently at 100% occupancy.

Update on 405 S. 8th Avenue – Birkenmeier stated that the site preparation work has been completed. She reported that beginning this week, the contractor will move forward with underground plumbing preparation and pour concrete. Birkenmeier noted that the delivery of framing materials is scheduled and wall construction should begin soon.

Public Housing Scattered Sites Concrete Repair/Replacement Request for Proposals for Architect Services – Birkenmeier reported that a Request for Proposals had been issued for architectural services related to the concrete repair and replacement project for the public housing scattered sites and CDA office building. She explained that one proposal, Funktion Design Studios, was received. She went on to say that due to only one submission, she did not place the item on

the agenda for action but wanted to notify the board that Fifrck will be signing the proposal. She stated that she is looking for contract execution to occur in 2026, with work scheduled to begin in 2027.

Adjournment

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'SN' or similar initials, written in a cursive style.

Sarah Napgezek
Chairperson