

BARRON COUNTY HOUSING AUTHORITY

Tuesday, June 27, 2023

MINUTES

CALL TO ORDER

Vice Chair Moen called the meeting to order at 9:00 AM. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

ROLL CALL

Directors Present: Shay Horton, Marge Jost, Carol Moen, and Terri Tyler

Excused: Gary Nelson

Other(s) Present: Margaret Skemp; Executive Director, Danielle Maxwell-Parker; Deputy Director (remotely), and Louie Okey; County Board Chair

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES

Discussion was held regarding the minutes of the previous meeting.

Motion (Horton/Tyler) to approve the minutes of the May 30, 2023 meeting.

Motion carried; unanimous.

DIRECTORS REPORT

The committee reviewed and discussed the Director's Report, which included current and future program information.

The committee accepted the Director's Report by unanimous consent.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed and discussed the March Financial Statements prepared by Hawkins Ash and the May in-house reports.

The committee accepted the reports by unanimous consent.

MULTIFAMILY HOUSING REHAB UPDATE

Skemp discussed the upcoming meeting with architect Matthew Wiedenhoeft to review the final building plans and subsequent submission to General Contractor McGann Construction for pricing.

The work on the Dallas parcel division for Environmental Review and funding purposes was discussed.

Skemp and Landgraf are once again pursuing off-site ground-mount solar facilities within two utility jurisdictions (Xcel Energy and Barron Light & Water) as opportunities have expanded.

MULTIFAMILY HOUSING TENANT SELECTION PLAN

The committee reviewed the draft Tenant Selection Plan revision. Discussion was held regarding adding credit checks to the Screening Criteria, to which the committee agreed by

unanimous consent. Skemp will make further revisions per discussion for the committee to review at the next meeting.

BERGER-WOODLAND SETTLEMENT ASSESSMENT

Skemp discussed the recent settling in the north hallway of Berger-Woodland Manor, resulting in a widening crack in the wall and offsets to two door frames. Architect Matthew Wiedenhoeft responded immediately with a site visit to make an assessment and recommendation. Matthew joined the meeting remotely to answer the committee's questions. The assessment indicated the building has been settling in that area for at least twenty years and potentially as long as the building has been in existence. No threat to life or property was detected. The recommendation is to sister the bottom chords of the trusses during rehabilitation and to create expansion joints in the walls to prevent further cracking. At the committee's directive, language will be added to the building plans to ensure the architect is able to view the area during the demolition phase to see whether there are any cracks or other structural integrity issues that are currently unobservable.

The committee reviewed and discussed the proposal submitted by American Engineering Testing for concrete coring on interior building slabs and lab testing of soils. This proposal was originally requested by Martin Riley before the on-site assessment, which ruled out the need for the testing at this time.

No action taken.

NEXT MEETING

The next meeting will be held Tuesday, July 25, 2023, at 9:00 AM in the Berger-Woodland Manor Community Room. The Multifamily Housing Rehab project and Tenant Selection Plan will be discussed.

ADJOURNMENT

The meeting adjourned by unanimous consent at 10:54 AM.

Respectfully Submitted,

Margaret Skemp
Margaret Skemp, Recording Secretary