

BARRON COUNTY HOUSING AUTHORITY

Tuesday, July 25, 2023

MINUTES

CALL TO ORDER

Chair Nelson 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.

Motion (Moen/Tyler) to approve the amended meeting agenda as presented.

ROLL CALL

Directors Present: Marge Jost, Carol Moen, Gary Nelson, and Terri Tyler

Excused: Shay Horton

Other(s) Present: Margaret Skemp; Executive Director 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 (Jost/Tyler) to approve the minutes of the June 27, 2023 meeting as presented.

Motion carried; unanimous (Nelson abstained).

DIRECTORS REPORT

The committee reviewed and discussed the Director's Report, which included current and future program information, including the upcoming WHEDA Management and Occupancy Review.

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

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

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

The committee accepted the reports by unanimous consent.

MULTIFAMILY HOUSING REHAB UPDATE

Skemp discussed the meeting with architect Matthew Wiedenhoeft to review the final building plans and amendments. Skemp presented the Interior Designer's finish décor pack 'B' to the committee, which was the unanimous favorite among Berger-Woodland Manor tenants. The building plans and amendments have been submitted to McGann Construction for pricing. The next step is to submit the plans to the State for approval (a \$6,500 fee).

The Dallas parcel division is complete and recorded; the Environmental Review submission can now be completed by D3G.

TURTLE LAKE NON-PROFIT HOUSING

Al Gabe, Interim Manager for Turtle Lake Non-Profit Housing, appeared on behalf of the board. Gabe discussed his role as interim manager since the beginning of the year, the

history of the housing agency, and the progress made to date. Gabe expressed the board's wish to dissolve the organization and turn the Rural Development project known as Lakeland Manor (285 Industrial Avenue) over to the Barron County Housing Authority (BCHA). The two ten-plex buildings sit adjacent to BCHA's eight-plex of the same name; the properties share a parking lot and dumpster.

The committee agreed to tour the properties on August 28th at 9:00 AM by unanimous consent. Proper notice will be posted.

SUCCESSION PLAN

Skemp presented a current and proposed organizational chart. Discussion was held regarding the need for more specialty as the organization grows, especially the need for a Finance Director.

No action taken.

MULTIFAMILY HOUSING TENANT SELECTION PLAN (TSP)

The committee reviewed the draft Tenant Selection Plan revision for both the current Barron County Housing Authority MFH program and the LLC that will operate the program upon the Tax Credit closing (Barron County Housing Redevelopment, LLC).

Motion (Tyler/Moen) to approve the BCHA TSP with a correction to the income limits and the BCHR TSP. Motion carried; unanimous.

NEXT MEETING

The next meeting will be held Tuesday, August 29, 2023, at 9:00 AM in the Berger-Woodland Manor Community Room. The Multifamily Housing Rehab project, Turtle Lake Non-Profit Housing, and Fiscal Year End 2022 Audit will be discussed.

ADJOURNMENT

The meeting adjourned by unanimous consent at 11:32 AM.

Respectfully Submitted,

Margaret Skemp

Margaret Skemp, Recording Secretary