

BARRON COUNTY HOUSING AUTHORITY

Tuesday, August 29, 2023

***CORRECTED* MINUTES**

CALL TO ORDER

Chair Nelson called the meeting to order at 11:00 AM. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

Motion (Nelson/Moen) to move item 7A - Rehab Update to 3A.

Motion carried; unanimous.

ROLL CALL

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

Excused: Shay Horton

Other(s) Present: Margaret Skemp; Executive Director and Tom Landgraf; Dimension Development (remotely)

PUBLIC COMMENT

No one registered or appeared for public comment.

MULTIFAMILY HOUSING REHAB UPDATE

Landgraf discussed the meeting with Architect Matt Wiedenhoeft where we were advised about the State requirement to have sprinkler systems installed because of the additions. This proved to be cost-prohibitive, so the alternative was to make some design modifications and create a firewall between the existing building and the storage additions.

Landgraf discussed the recent renewable energy legislation and published regulations. We're able to take advantage of multiple sources of grant funds.

Landgraf anticipates WHEDA's bond commitment this fall and believes National Equity Fund (NEF) to be a potential investor in the project.

MINUTES

Discussion was held regarding the minutes of the previous meeting.

Motion (Tyler/Jost) to approve the minutes of the July 25, 2023 meeting as presented.

Motion carried; unanimous.

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. Skemp noted WHEDA's rent increase approval, effective September 1.

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

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed and discussed the May financial statements prepared by Hawkins Ash and the July in-house reports.

The committee accepted the reports by unanimous consent.

TURTLE LAKE NON-PROFIT HOUSING

The committee discussed the potential purchase of the properties owned by Turtle Lake Non-Profit Housing. The discussion included the physical condition observed during the recent tour, mortgage payoff, financial position, and next steps.

Motion (Tyler/Jost) to procure an inspection and check with Chair Nelson if the cost is deemed unreasonable. Motion carried; unanimous.

Jost excuses herself from the meeting for another commitment.

SUCCESSION PLAN

The committee reviewed and discussed the current and proposed Executive Director job descriptions.

Motion (Tyler/Moen) to approve the proposed job description with the addition of ‘ability to be bonded’ and to check with the County HR department about their drug testing policies and update the description accordingly if necessary. Motion carried; unanimous.

FISCAL YEAR END 2022 AUDIT

The committee reviewed and discussed the 2022 financial statements prepared by CliftonLarsonAllen LLP. Skemp discussed the findings and corrective actions. No action taken.

CLOSED SESSION

Motion (Moen/Tyler) to move in to Closed Session under WI State Statute 19.85(1)(c) for the purpose of considering the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Roll Call Vote: Moen: Aye; Nelson: Aye; Tyler: Aye. Motion carried; unanimous.

OPEN SESSION

Motion (Tyler/Moen) to return to Open Session.

Roll Call Vote: Moen: Aye; Nelson: Aye; Tyler: Aye. Motion carried; unanimous.

Motion (Moen/Tyler) to accept Skemp’s resignation notice effective March **31**, 2024. Motion carried; unanimous.

Motion (Tyler/Moen) to begin advertising for the Executive Director position. Motion carried; unanimous.

NEXT MEETING

The next meeting will be held Tuesday, **September 26**, 2023, at 9:00 AM in the Berger-Woodland Manor Community Room. The Multifamily Housing Rehab project and Turtle Lake Non-Profit Housing will be discussed.

ADJOURNMENT

The meeting adjourned by unanimous consent at 1:35 PM.

Respectfully Submitted,

Margaret Skemp

Margaret Skemp, Recording Secretary