

# **BARRON COUNTY HOUSING AUTHORITY**

**Tuesday, January 30, 2024**

## **MINUTES**

### **CALL TO ORDER**

Chair Nelson called the meeting to order at 9:01 AM. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

**Motion (Jost/Horton)** to approve the agenda.

Motion carried; unanimous.

### **ROLL CALL**

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

Other(s) Present: Robert Kazmierski; Executive Director, Louie Okey; Barron County Board Chair, Jeff French; Barron County Administrator and Margaret Skemp (remote); Executive Assistant.

### **PUBLIC COMMENT**

No one registered or appeared for public comment.

### **MINUTES**

Discussion was held regarding the minutes of the previous meeting.

**Motion (Tyler/Horton)** to approve the minutes of the December 27, 2023, meeting as presented.

Motion carried; unanimous.

### **DIRECTORS REPORT**

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

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

### **PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS**

The Committee reviewed the November financial statements prepared by Hawkins Ash, the December Check Register, and corresponding in-house reports.

The committee accepted the financial reports by unanimous consent.

### **MULTIFAMILY HOUSING REHAB UPDATE**

Okey and French announced that the two (2) County ARPA resolutions will be on the March 18, 2024, County Board Regular Meeting agenda. BCHA will have an opportunity to present details of the project at that meeting. On February 9, 2024, the Barron County Executive Committee will consider the scope of services and contract submitted by S.E.H. for 3<sup>rd</sup> party review of rehab project scope and costing. Staff will attend. Kazmierski has provided S.E.H. will all requested documents to expedite the 3<sup>rd</sup> party review. Bid opening are complete with bidding details for the three major components of the BCHA redevelopment initiative. The breakouts show the subcontractors cost estimates for: 1) Berger - Woodland, 2) the family duplexes, and 3) the scattered site eight-unit properties.

Overall, the preliminary bid numbers add up to \$12,680,965. The WHEDA application has \$12,332,280 in the budget for hard costs. On February 5, 2024, a Bid Evaluation and Scope Review meeting will take place at Berger-Woodland in which the architect (Martin Riley), Construction Manager (McGann), Developer (Tom Landgraf), S.E.H. and staff will attend. The meeting will examine all bids to determine where there are opportunities to reduce some costs without negatively impacting long-term operations. We will also address the priorities of where we focus our evaluation of costs including the removal and resizing of the elevator; mechanical and rough carpentry at the duplexes; storage rooms at the duplexes; and HVAC systems in all properties. Additional outcomes of the meeting include a revised budget. Co-developer Tom Landgraf is continuing to pursue additional renewable energy tax grants.

### **TURTLE LAKE NONPROFIT HOUSING**

Per Article 4 of the purchase agreement, all items to be provided by the Seller has been received including: environmental reports; title and survey; copies of leases and rent rolls; list of all personal property. BCHA has also received Termination of Interest and Satisfaction of Lien documents from USDA-RD. Also, there is a recorded restrictive covenant on the properties to be used for senior housing only. The title work is not completed yet, but the closing date will take place on or before April 30, 2024. Once completed, Chris Gierhart of Weld Riley Law will prepare the closing documents, have the parties sign, and then deliver those documents to the title company for closing. The closing documents will include the deed, bill of sale for any personal property, together with an assignment of any leases being assumed. Staff will schedule two (2) resident roundtables at Turtle Lake to provide assurances and hear any tenant concerns. Moen question if there will be an opportunity to increase management rates for properties that we manage. Skemp replied that we will visit this topic once the 2-year management agreements have expired.

### **CAPTIAL BUDGET**

Kazmierski presented 2024 Multifamily Capital Expenditure Budget. Capital items to consider are: three (3) new washing machine for Bergen-Woodland; new Lawn Tractor; new Trailer; and due to moderate levels of nitrates at Riverview Manor, a nitrate reduction system and brine tank bid from Culligan. If approved, Kazmierski will proceed with procurement and elicit three quotes for each item.

**Motion (Horton/Tyler)** to approve 2024 Multifamily Capital Expenditure Budget.  
Motion carried; unanimous.

### **NEXT MEETING**

The next meeting will be held Tuesday, February 27, 2024, at 9:00 AM in the Berger-Woodland Manor Community Room. Multifamily Housing Rehab project, BCHA LLC Leases, and Turtle Lake Non-Profit Housing will be discussed.

### **ADJOURNMENT**

The meeting adjourned by unanimous consent at 10:02 AM

Respectfully Submitted,

*Robert D. Kazmierski*  
Bob Kazmierski, Recording Secretary