

BARRON COUNTY HOUSING AUTHORITY

Tuesday, November 26, 2024

MINUTES

CALL TO ORDER

Chairman Nelson called the meeting to order at 9:02 AM at Berger Woodland Apartments, Barron, WI. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

Motion (Moen/Jost) to approve the agenda.

Motion carried; unanimous.

ROLL CALL

Commissioners Present: Doug Edwardsen, Marge Jost, Carol Moen. Gary Nelson, and Terri Tyler. Excused absence: Louie Okey, Barron County Board Chairman. Other(s) Present: Robert Kazmierski, Executive Director and Tom Landgraf (remote).

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES

Discussion was held regarding the minutes of the previous meeting. Next meeting date will be identified on agenda.

Motion (Tyler/Edwardsen) to approve the minutes of the October 29, 2024, meeting as presented. Motion carried; unanimous.

DIRECTORS REPORT

The committee reviewed and discussed the Director's Report, which included current and future program activities. BCHA will not fill any of the remaining vacancies (N=8) for the relocation of tenants that do not have alternative housing. Kazmierski provided a new project schedule showing the sequencing of the 8-unit buildings. The 24 unit and duplex schedules still need to be finalized. McGann will send Bob a matrix for the 24 unit to determine where we start first within Berger Woodland; ideally starting on east wing. Beginning 11/14/2024, McGann is facilitating weekly preconstruction meetings every Thursday morning. Kazmierski will provide meeting notes to the commission throughout the project. Several change orders were presented resulting in a nominal credit. The committee accepted the Director's Report by unanimous consent.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the financial statements for MFH, OBA, LM2 and HCV programs ending October 31, 2024, including the Check Register ending October 31, 2024, and corresponding in-house reports. The committee accepted the financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Landgraf reported that we have switched equity investors from National Equity Fund (NEF) to Hunt Capital Partners (HCP). HCP is a more experienced and selective LIHTC investor and has a lower PHA cash flow requirement than NEF. Landgraf reported that McGann has received new pricing from all the project bidders and adjusted the timeline to complete the rehab within 12 months (by the end of 2025). The outside storage, garages and parking lots will be completed in early 2026. Once McGann receives HazMat remediation pricing, hazardous materials will need to be removed for proper disposal prior to remodeling of each building. Tom discussed potentially leaving the ceiling texture and encapsulating the flooring. Kazmierski has provided updated deliverables to DOA to reinstate our \$495,000 HOME 'shovel ready' award that is being withdrawn due to the project delay.

NEW BUSINESS:

CONSIDERATION OF REHABILITATION RESOLUTIONS

The closing process is driven by WHEDA, as they have four different sources of financing in the transaction. Landgraf checked with legal about the concept of closing the transaction without HOME funds and by adding the HOME funds into the mix after DOA completes document review. HOME funds will not be required at closing or in the initial stages of construction. Hence, BCHA could agree to provide the \$495,000 of funding to allow the transaction to close. When the HOME funds are closed and infused into the transaction, the PHA short term note would be extinguished. This provides DOA with the time to do due diligence and allows BCHA to move forward with a closing date and an early (late January/early February) 2025 construction start. Landgraf will supply a resolution at the December meeting, if necessary.

CONSIDERATION OF PRELIMINARY 2025 BCHA BUDGETS

Kazmierski presented a 3-year CIP (Capital Expenditure Budget). The committee questioned the need for plow truck or 1/2 ton maintenance truck for material/tool hauling to all sites. A general maintenance truck will need cargo storage and cover. Cold storage was discussed as well as cost, workflow efficiencies and reduced mileage per diem. Financing and sole source purchasing also discussed. Kazmierski and Maintenance Director Mayberry will explore all options and present them at the December meeting. Kazmierski presented the 2025 Wage and Benefit budget with 2.5% COLA wage adjustment for full-time staff and part-time caretakers in 2025. Recently hired caretakers remain at \$18.00 hourly. Kazmierski presented eye and dental insurance costs to be \$103 monthly per family. Kazmierski also presented the State Health Plan and 2024 cost comparisons. Employer pays 88% of premiums for Tier 1 qualified plans with a maximum employer share of \$2,003.14 monthly/\$24,037.68 annually. Employee is responsible for the remaining 12% with a maximum monthly employee share of \$273.16/\$3,277.92 annually. For 2025, there is only one Tier 1 plan offered with limited in-network providers for the family plan. For Tier 2 or Tier 3 Plans, employee premium share ranges from \$734.38 to \$1,161.78. Kazmierski provided spouse's insurance premiums for larger in-network providers and is considering opting out of the State Plan as well as eye and dental insurance. Spouse's monthly premiums for Family Plan is \$781.74 monthly/\$9,380.88 annually and eye & dental insurance cost to be \$87.48 monthly per family. In 2025, Kazmierski will elicit health insurance market quotes from vendors to offer alternative insurance options for staff.

Motion (Jost/Tyler) to approve the 2.5% wage adjustment for staff and to contribute 88% (\$8,255.17) of the Executive Director's 2025 Health Care Premiums plus eye and dental costs of \$1,049.76 (\$87.48 X 12 months) for a total one-time contribution of \$9,304.93 for 2025 only. This contribution will be reviewed annually. Motion carried; unanimous.

CONSIDERATION OF HOLIDAY OFFICE CLOSURES

Kazmierski presented the BCHA holiday schedule and highlighted the days that do not replicate Barron County Government's holiday schedule.

Motion (Edwardsen/Jost) to amend the BCHA Handbook to add "Day after Thanksgiving" as a paid holiday; effective immediately. Motion carried; unanimous.

SET NEXT MEETING DATE

The next meeting will be held Tuesday, December 17th, 2024, at 9:00 AM in the Berger-Woodland Manor Community Room. Agenda items include updates of the Multifamily Housing Rehab project, Rehab resolutions, and final 2025 BCHA Budgets may be discussed and considered.

ADJOURNMENT

The meeting adjourned by unanimous consent at 11:25 AM

Respectfully Submitted,

Robert D. Kazmierski
Bob Kazmierski, Recording Secretary