

BARRON COUNTY HOUSING AUTHORITY

Tuesday, January 28, 2025

MINUTES

CALL TO ORDER

Chairman Nelson called the meeting to order at 9:00 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. Other(s)

Present: Louie Okey, Barron County Board Chairman, Robert Kazmierski, Executive Director and Tom Landgraf (remote).

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES

Discussion and review of the minutes from the previous meeting.

Motion (Tyler/Edwardsen) to approve the minutes of the December 17, 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. Kazmierski reported that staff have been working on our temporary relocation plans to assist tenants through the renovation project. We have been meeting with the targeted Almena and Berger Woodland tenants to plan for their relocation. Packing boxes have been purchased and distributed. Park Lawn and Lone Oak governing boards both approved housing receptive tenants for temporary relocation during the renovation. Tom Landgraf has updated and submitted documentation to reapply for the \$495,000 HOME award. Loan closing with WHEDA should take place sometime in early March with an absolute deadline of April 1st. We need to do another Environmental Review Phase 1 considering the most recent one is outdated (over 6 months). Our LIHTC Investors (Hunt) is requiring more property and liability coverage. WI Badger State Plumbing scoped all lower unit sanitary sewer lines and there are no significant issues with the sewer laterals. The committee accepted the Director's Report by unanimous consent.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the financial statements for MFH and HCV programs ending November 30, 2024, including the Check Register ending December 31, 2024, and corresponding in-house reports. Financials for OBA, LM2 from Hawkins Ash were not available. The committee received and accepted the available financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Tom Landgraf reported that the FHLB funds are being transferred to a new bank (from Wisconsin Bank and Trust) due to bank mergers. Staff have been attending weekly WHEDA's Internal Loan Committee recurring meetings to get closing underway. Martin Riley has developed a new proposed kitchen layout which would help minimize floor cutting. This moves the sink to the corridor wall and the range to the wall where sink is located. It should not require a new lighting plan. McGann is waiting to hear from HVAC, Electrician, and Plumber on how the changes

affect pricing. We will be encapsulating the old flooring with new LPV luxury planks. Our new LIHTC investor is Hunt Capital Partners (HCP) and we have been submitting due diligence documents to stay on task with the closing. Tom mentioned the need to refine the escrow agreement with Barron County. Louie recommended reaching out to County Administrator Jeff French as soon as possible. Nelson concurred and would appreciate a call to Jeff.

NEW BUSINESS:

CONSIDERATION OF REHABILITATION RESOLUTIONS

Tabled to date certain, February 25, 2025.

SET NEXT MEETING DATE

The next meeting will be held Tuesday, February 25, 2025, at 9:00 AM in the Berger-Woodland Manor Community Room. Agenda items include updates of the Multifamily Housing Rehab project and consideration of Rehabilitation Resolutions may be discussed and considered.

ADJOURNMENT

The meeting adjourned by unanimous consent at 10:20 AM

Respectfully Submitted,

Bob Kazmierski, Recording Secretary