

BARRON COUNTY HOUSING AUTHORITY

Tuesday, February 25, 2025

MINUTES

CALL TO ORDER

Chairman Nelson called the meeting to order at 9:06 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 (Tyler/Edwardsen) 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: Robert Kazmierski, Executive Director and Tom Landgraf (remote).

Excused Absence: Louie Okey, Barron County Board Chairman

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES

Discussion and review of the minutes from the previous meeting.

Motion (Moen/Tyler) to approve the minutes of the January 28, 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. We are continuing our work on the temporary relocation plans to assist tenants through the renovation project. Kazmierski contacted Commonwealth (Aspen Grove) to request a lease of any vacant units for a year to house our impacted tenants. Park Lawn and Lone Oak will be taking one tenant each (Almena and Berger-Woodland) for long-term relocation during the renovation. We are trending towards a loan closing with WHEDA sometime in mid/late March. Dominion completed our final Phase 1 Environmental Review in early February. Our LIHTC Investors (Hunt) is requiring a consultant to walk us through the LIHTC tax credit compliance processes. Due to the rehab being a LIHTC project, BCHA will need to follow Section 42 housing compliance. Income sources and certifications are the biggest compliance difference between Section 8 to Section 42. We have arranged for an all-staff training program with the consultant in March, before loan closing. All our MFH tenants will need to be recertified and sign new leases before moving back into their remodeled units. The Hunt finance team will be doing a site visit on March 11th to meet us and visit all the properties. Lastly, Tom and I are near the end of the submission of documents for Hunt's and WHEDA's due diligence. The committee accepted the Director's Report by unanimous consent.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the year-end financial statements for MFH and HCV programs ending December 31, 2024, including the Check Register ending January 31, 2025, and corresponding in-house reports. The committee received and accepted the available financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Tom Landgraf reported that in the process of getting the HAP assignment processed by HUD, they gave us the ability to update the earlier Rent Comparability Study (RCS) done back in 2023. The rents approved for that study are the ones we have in the current WHEDA approved underwriting. Kazmierski commissioned a new RCS to be

updated. As a result, we may see some modest improvement in HAP approved rents. Assuming HUD signs off, this will add about \$100,000 annual cash flow to the development. Also, the annual OCAF (utility) adjustments and the heat pump conversion from electric heat will also lower the utility allowance. Typically, an RCS prepared by a HUD/WHEDA recognized Appraiser is adopted, with few modifications. Hence, the properties will have a higher approved cash flow than we show in the current underwriting. McGann would like to start demo in Almena as soon as possible. Staff will arrange for the relocation of the Almena tenants in March. Landgraf informed the committee that Hunt is requiring that the \$1.1 million of contingencies (10% of project cost) will need to be spent by the end of the rehab project. We are working with McGann to identify projects that can be funded by contingency dollars.

NEW BUSINESS:

CONSIDERATION OF REHABILITATION RESOLUTIONS

Discussion of letter of credit from Sterling Bank. If adopted, the Resolutions will be circulated to all stakeholders (WHEDA and Hunt) for their review. No action. Tabled to date certain, March 25, 2025, or Special Meeting, if needed.

SET NEXT MEETING DATE

The next meeting will be held on Tuesday, March 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 12:05 PM

Respectfully Submitted,

Bob Kazmierski, Recording Secretary