

BARRON COUNTY HOUSING AUTHORITY

Tuesday, March 25, 2025

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 (Jost/Tyler) 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: Barron County Board Chair Louie Okey, 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 (Moen/Edwardsen) to approve the minutes of the February 25, 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. HUD advised BCHA not to issue any new Housing Choice Vouchers, including Project Based Vouchers (PBV's). Utilization of HCV keeps dropping and waitlist keeps growing. Also, HUD will not approve transferring our PBV's from Rice Lake HA (Waters Edge) to Lakeland Manor II at this time. CLA is here this week to conduct the annual audit. We have moved all Almena tenants to vacancies within our portfolio. We will now begin our focus on the relocation of our Berger Woodland (BW) tenants. Kazmierski provided handouts of project schedule and summary of temporary relocation plans. We hosted our LIHTC Investors (Hunt) on 03/11 to inspect all the sites. The LLC that has been set up for the LIHTC transaction will require its own independent audit. All staff met with a Hunt endorsed consultant (3/14) to review our current forms/processes to educate all staff through the LIHTC tax credit (Section 42) compliance processes. In the process of getting the new HAP assignment processed by HUD, they gave us the ability to update the earlier Rent Comparability Study (RCS) done back in 2022. Assuming HUD signs off, this will add about \$100,000 of annual cash flow to our MFH program. At Lone Oak, we hired Fire & Ice to install seven (7) new 120,000 BTU Boilers. For 2025, if approved, we will commission final A/E design work and construction for the alteration of two existing dwelling units with possible addition(s) at Chetek PHA. For 2026 through 2028, we plan to replace all the windows over 3 phases with all costs covered by the CFP grant. For 2029, all AC units will be replaced. The City of Barron approved our petition to vacate a portion of 2nd Street to Park Lawn. The Park Lawn Board awarded the bid to Bull Dozin, Inc. to perform the Grove Ave and 2nd Street Parking Lot and Sidewalk improvement project. Cooper Engineering will manage the project which is expected to be completed as early as June 2025. March 26-27, WHEDA has scheduled for MOR (Management and Occupancy Review) and Physical Site inspection of Scott Terrace. The committee accepted the Director's Report by unanimous consent.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the financial statements for MFH, HCV & OBA programs ending January 31, 2025, including the Check Register ending March 25, 2025, and corresponding in-house reports. The committee received and accepted the available financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Nelson asked about the status of the HOME loan. Tom Landgraf reported that DOA sent BCHA draft loan documents which will provide some assurances that the HOME loan will be available after closing. The DOA funds will be allocated after WHEDA's funds and FHLB funds are exhausted. WHEDA's bonds have been sold and allocated toward the project. Long term rates are fixed at 6%. Nelson asked about tariffs and potential impacts on construction budget. Tom responded that McGann has already factored those increased costs into the budget with the assumption of a \$250K increase in materials. Solar for All was discussed. McGann has started demo in Almena and plans to begin all sites on April 7th. informed the committee that Hunt is requesting that the \$1.1 million contingencies (10% of project cost) will need to be spent by the end of the rehab project. We have identified all exterior projects that can be funded by contingency dollars.

NEW BUSINESS:

CONSIDERATION OF IRREVOCABLE LETTER OF CREDIT

Discussion of letter of credit from Sterling Bank. Final loan documents not available at the meeting. No action. Tabled to date certain; Special Meeting, March 28, 2025, at 8:30 AM

CONSIDERATION OF PLEDGING LAKELAND MANOR II AS COLLATERAL FOR I-LOC

Discussion of letter of credit collateral pledge. No action. Tabled to date certain; Special Meeting, March 28, 2025, at 8:30 AM

CONSIDERATION OF REHABILITATION RESOLUTIONS

Resolutions have been circulated among all stakeholders (WHEDA and Hunt) for their review. **Motion (Nelson/Moen)** to approve the Resolutions subject to review and approval of Letter of Credit that has been tabled to date certain; March 28, 2025, during Special Meeting.

CONSIDERATION OF AN AMENDMENT TO BCHA HOUSE RULES

Kazmierski provided a proposal for adding an amendment to BCHA House Rules. Current policy states that if a tenant desires to have an overnight guest for more than three (3) total nights in any 30-day period, then tenant must register the overnight Guest(s) with management. Kazmierski proposes a new rule that prohibits any underage non-family member guests overnight without prior written management approval. Tenants may have guests, however, management reserves the right to restrict the number of people permitted in or about an apartment at any time in management's discretion, to protect safety and the quiet enjoyment of other tenants. Also, no guest's vehicle may remain at the Property for more than three (3) days. **Motion (Tyler/Jost)** to approve new amendments to the BCHA house rules.

SET NEXT MEETING DATE

The next meeting will be held on Tuesday, April 29, 2025, at 9:00 AM in the Berger-Woodland Manor Community Room. Agenda items include updates of the Multifamily Housing Rehab project, consideration of staff addition (assistant HPM) and consideration of Section 42 compliant new leases for all MFH tenants.

ADJOURNMENT

The meeting adjourned by unanimous consent at 12:12 PM

Respectfully Submitted,

Bob Kazmierski, Recording Secretary