

BARRON COUNTY HOUSING AUTHORITY

Tuesday, June 24, 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 (Jost/Tyler) to approve the agenda.

Motion carried; unanimous.

ROLL CALL

Commissioners Present: Marge Jost, Carol Moen, Gary Nelson and Terri Tyler.

Excused absence: Doug Edwardsen

Other(s) Present: 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 (Jost/Moen) to approve the minutes of May 27, 2025, as presented. Motion carried; unanimous.

DIRECTORS REPORT

The committee reviewed and discussed the Director's Report, which included current and future program activities. BCHA's Housing Choice Voucher program can now lease up and port in/port out new HCV participants. HUD provided a 28-day notice of the REAC/NSPIRE (physical) inspection for all our MFH properties (70 units) on July 9th. Staff attended WHEDA sponsored Section 42 LIHTC training on June 10th in Madison. We have provided our Section 42 consultant with new leases, compliance data and a tenant tracking log for Housing Tax Credit (HTC) delivery. Our new auditor (SVA), Tom Landgraf and I met with Jeff French and Jodi Busch to review construction draw processes. Construction draws have been scheduled for the 5th day of each month. McGann has completed drywall, painting, windows, flooring, and cabinetry in Almena, Berger Woodland (8 units) and the Barron Family Duplexes (1 duplex). Sidewalks and parking lot excavation and paving are scheduled over the next seven weeks. Overall, the project is 8% complete. Our new Associate Housing Program Manager, Cassandra Hix, has been hired, and her start date was June 9th. We are onboarding through a collective approach. We are working with DOA to close the \$497,880 HOME loan. 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 April 30, 2025, including the Check Register ending May 30, 2025, and corresponding in-house reports. The committee received and accepted the available financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Landgraf reported that we submitted a \$1.1MM AHP application to FHLB by the deadline; 6/20. The parking lot scope of work at LM1 needs to be redesigned (design-built) and does not include LM2 parking lot which was negotiated with investors. We are waiting on pricing from the contractor (Chippewa Valley) to determine if it can be included in the rehab budget or if LM2 will make that contribution.

CONSIDERATION OF SECTION 42 LEASE AND POLICY DOCUMENTS

None. This is a placeholder agenda item.

NEW BUSINESS:

DISCUSSION AND CONSIDERATION OF INVESTING SURPLUS RESERVE FUNDS ASSISTANT HOUSING PROGRAM MANAGER POSITION

Kazmierski presented the several CD rates from local banks for investing funds currently held in the MFH Replacement Reserve account. These excess funds were a result of the developer's fee and reimbursement of rehab costs, and the balance currently exceeds FDIC. Seeking a higher yield (than checking) and diversifying investment can be considered the best practice.

Motion (Tyler/Jost) to purchase a \$125K CD from Royal Credit Union at 12-month term (4.40% APY). Motion carried; unanimous.

SET NEXT MEETING DATE

The next meeting will be held on Tuesday, July 29, 2025, at 9:00 AM in the Portland Manor Community Room, 404 Garfield Street South, Almena, WI. Agenda items include updates of the Multifamily Housing Rehab project and consideration of LM2 contribution to the LM1 parking lot project.

ADJOURNMENT

The meeting adjourned by unanimous consent at 10:19 AM

Respectfully Submitted,
Bob Kazmierski, Recording Secretary