

# **BARRON COUNTY HOUSING AUTHORITY**

**Tuesday, January 27, 2026**

## **MINUTES**

### **CALL TO ORDER**

Chairman Nelson called the meeting to order at 9:00 AM at Berger Woodland Apartments, in 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**

Commissioner's Present: Marge Jost, Carol Moen, and Gary Nelson

Other(s) Present: Louie Okey, County Board Chair; and Robert Kazmierski, Executive Director.

Absent: Doug Edwardsen (excused) and Terri Tyler.

### **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 December 30, 2025, as presented. Motion carried; unanimous.

### **DIRECTORS REPORT**

The committee reviewed and discussed the Director's Report, which included current and future program activities. Occupancy Rate (58/70 units) is 83%. Due to tax credit obligations, our goal to fill all post-rehab vacancies fell short. Riverview (PF) has three vacancies, and our new goal is to lease up to 100% utilization by February 1st. The ramifications of this shortfall will require a files audit and financial reimbursement to the investors to compensate for loss of tax credits. Construction at BFD (1665 & 1675 Riverview) was completed and turned over to BCHA/LLC on January 22, 2026. Per Section 103 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), PHAs are required to report the total number of families/individuals on waiting lists for admission to public housing as of the end of the calendar year. Our MFH program had 124 families/individuals on waiting lists on 12/31/2025. HUD performed a comprehensive physical inspection (NSPIRE) of randomly selected units (16 out of 30) at both Chetek HA (Lone Oak) and Barron HA (Park Lawn) within the last month. Overall, most of the deficiencies identified were the non-GFCI outlets above the bathroom vanities and non-fire doors for the laundry rooms. We provided evidence of corrections by uploading within the NSPIRE System during the required timeframe. We also provided responses to WHEDA for all the file deficiencies resulting from the Management Review of MFH program on December 10th.

### **PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS**

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

### **UNFINISHED BUSINESS:**

#### **MULTIFAMILY HOUSING REHAB UPDATE**

Kazmierski provided field reports on construction status. Landgraf provided information on the new roofs and the impacts of venting/soffits. The new air flow is causing freezing issues with the plumbing lines. A/E is evaluating and will provide recommendations to reinsulate. Landgraf transitioned to disposition and the need to create a new LLC to be the new owner/entity for Lone Oak and other PHA's considering consolidation. Landgraf concluded with a summary of BCHA project upgrades that will be funded by the FHLB funding. Due to the rapid

development of the rehab, project updates and field reports will be handed out at the meeting. Percent complete: 70% Notable Events Past 4 Weeks: Owner turnover at both Dallas and Haugen on 12/23; Mechanical, Electrical, and Plumbing (MEP) begins at Berger Woodland elevator addition; Commence next phase at Berger Woodland beginning 1/5/26; 1665 & 1675 Duplex – Received occupancy and turned building over to owner We are holding off filling vacancies in BW and Barron Family Duplexes as those facilities are being used for displaced tenants per the Relocation Plan. Construction at Dallas (Parkview) and Haugen (Norvin Chateau) was completed and turned over to BCHA/LLC on December 23, 2025. We have been moving Dallas, Haugen and Berger Woodland tenants 12/29 through 12/31 and two families at BFD on 01/23. All sites have some punch list work remaining. The vacancies at BW and BFD are currently housing tenants that have been displaced while their original units are being remodeled.

#### **NEW BUSINESS:**

##### **CONSIDERATION OF ESTABLISHING LLC FOR DISPOSITION**

Kazmierski provided context for Lone Oak disposition. There is a need to establish another organization under the BCHA umbrella to assume ownership of LO and any subsequent PHA consolidations.

**Motion (Moen/Jost)** to establish LLC entitled Barron County Affordable Housing, LLC. Motion carried; unanimous.

##### **CONSIDERATION OF FILING ARTICLES OF INCORPORATION AND FEIN FOR BARRON COUNTY AFFORDABLE HOUSING, LLC.**

Kazmierski created articles of incorporation to be filed with Department of Financial Institutions for certificate of good standing and will work toward securing FEIN thereafter.

**Motion (Moen/Jost)** to authorize Executive Director to file articles of incorporation and pursue FEIN. Motion carried; unanimous.

##### **CONSIDERATION OF UTILITY WRITE-OFF**

Kazmierski provided background information on \$91.67 of past utility bill.

**Motion (Nelson/Jost)** to write off ½ (\$48.84) of past utility costs as presented. Motion carried; unanimous.

##### **DISCUSSION OF POTENTIAL ITEMS AND SITE LOCATIONS FOR NEXT MEETING**

Next meeting will be held February 24, 2026, at 9:00 AM in the **Park Lawn Community Room**. The March meeting will be held at the Norvin Chateau Community Room in Haugen, WI. Agenda items include updates of the Multifamily Housing Rehab project and updates of disposition.

#### **ADJOURNMENT**

The meeting adjourned by unanimous consent at 10:50 AM

Respectfully Submitted,

Bob Kazmierski, Recording Secretary