

BARRON COUNTY HOUSING AUTHORITY

Tuesday, March 31, 2026

MINUTES

CALL TO ORDER

Chairman Nelson called the meeting to order at 9:00 AM at Norvin Chateau Apartments Community Room, in Haugen, WI. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

Motion (Moen/Edwardsen) to approve the agenda. Motion carried; unanimous.

ROLL CALL

Commissioner's Present: Doug Edwardsen, Carol Moen, and Gary Nelson

Other(s) Present: Louie Okey, County Board Chair; Patti Anderson, District 17 CBOS, Danielle Maxwell-Parker, Deputy Director and Robert Kazmierski, Executive Director.

Absent: Marge Jost and Terry 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 February 24, 2026, 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 (57/70 units): 82%. The vacancies at BW and BFD are currently housing tenants that have been displaced while their original units are being remodeled. BFD, and Prairie Farm are getting filled April 1st. We are ramping up marketing efforts to fill LMII. We have facilitated Resident Roundtables for the next phase of the project. Over the March 28th weekend, we relocated nine (8) tenants to other vacant units within Berger Woodland Apartments and one (1) tenant to Park Lawn. The auditors for BCHR, LLC (SVA) and BCHA (CLA) have completed file collection and review. CLA was onsite the week of March 16th. Disposition process is underway for Lone Oak and Park Lawn. The City of Barron approved the Letter of Support for sale of Park Lawn to Barron County Housing Authority at the March 10th meeting. We have started Environmental Review for Lone Oak. New development with Pioneer Housing in Prairie Farm, WI (PFPH); We received a letter from USDA-RD regarding the upcoming mortgage maturity. RD will need to confirm the direction PFPH board plans to take with the maturing 50-year mortgage. The options outlined in the letter include renewing under the Multifamily Housing Preservation and Revitalization Program (MPR), applying for prepayment, or participating in the Stand-Alone Rental Assistance (SARA) program. Kazmierski met with PFPH Chairman, Tim Hafele, and RD. We have reviewed the MPR and Section 521 SARA programs. RD is not currently accepting applications for the MPR Program, and the SARA program does not have funds approved for 2026.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the financial statements within corresponding in-house reports and Hawkins Ash reports for LLC ending January 31, 2025, including the Check Register ending February 28, 2026. The committee received and accepted the available financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Kazmierski provided field reports (19 & 20), A&E meeting notes, and 3-week projections on construction status. Percent complete: 85% (+/-). New phone systems were not part of project scope. Met with Mosaic and signed contract for new upgrade of phone and internet. We are expecting significant rebates on HVAC systems from

Focus on Energy. The maintenance team received advanced O&M HVAC training from the Trane Supplier on March 19th. Notable events include Mechanical, Electrical, and Plumbing (MEP) at Berger Woodland Phase III and 1665 duplex as well as 1675 duplex complete; Framing and painting complete; Flooring and appliances installed; 100% design of garage and storage units complete; and Monument signs ordered for all sites. Notable Upcoming Events: March turnovers for Berger Woodland final phase; Bids awarded for garage and concrete work; Start phase IV of Berger Woodland, final phase on April 1st. Developer Tom Landgraf is expected to be in attendance at the next meeting.

DISCUSSION AND CONSIDERATION OF CLOSING MFH ACCOUNTS

Considering BCHA MFH program is now dormant for the next 15 years; to create efficiencies and reduce the number of bank accounts, our fee accountant (Hawkins Ash) has advised us to close all BCHA’s MFH bank accounts and move/transfer all the residual funds to OBA. Deputy Director Maxwell-Parker explained that as the BCHA’s Multifamily Housing Program (MFH) transitioned to Low Income Housing Tax Credit under LLC, the MFH activity and accounts are now defunct. Activity limited to the rehab project for reimbursement and other small business expenses have been processed under MFH after May 1, 2025. There are no revenue streams to the “old MFH fund” and there will not be for a minimum of 15 years. There are no commitments or obligations of the “old MFH funds.” All obligations were met at the closing of the LLC on 05/01/2025. The recommendation by the Deputy Director and agreement of the fee accountant, the MFH accounts, (remaining funds in the MFH Security Deposit, PILOT, and Insurance Escrow) should be consolidated into one Reserves account, which was the MFH replacement reserves. This account will serve as the “operating reserves” for two functions, one for the remaining Rehab related expenses that will be reimbursed and the other as reserves for the Other Business Activities – cashflow (should issues arise) and other larger expenses that are within a broader scope of the new function of BCHA, which is serving as a larger housing manager of various programs with multiple revenue streams.

Motion (Nelson/Moen) to approve closing MFH accounts, as presented. Motion carried; unanimous.

Motion (Nelson/Edwardsen) to consolidate payroll by moving out of HCV account and into OBA account, as presented. Motion carried; unanimous.

NEW BUSINESS:

CONSIDERATION OF FILING ARTICLES OF INCORPORATION AND FEIN FOR NEW LLC

Kazmierski informed the committee that the City of Barron formally decided to consolidate the HA with BCHA at the March City Council meeting. The committee approved the establishment of an LLC under the BCHA umbrella to assume ownership of Barron HA at the February meeting. For the next step in disposition of Park Lawn, Kazmierski proposed the adoption of articles of incorporation and filing of FEIN.

Motion (Moen/Edwardsen) to file AOI and FEIN for new LLC for Park Lawn change of ownership. Motion carried; unanimous.

CONSIDERATION OF UTILITY WRITE-OFF FOR TENANT CLAIM

Kazmierski provided background information on past utility bill.

Motion (Moen/Edwardsen) to write off 1/2 (\$73.66) of past utility costs as presented. Motion carried; unanimous.

DISCUSSION OF POTENTIAL ITEMS AND SITE LOCATIONS FOR NEXT MEETING

Due to ongoing construction at BW, for the months February through June 2026, we will be meeting at various scattered sites. Next meeting will be held April 28, 2026, at 9:00 AM in the Parkview Manor Community Room in Dallas, WI. Agenda items include updates of the Multifamily Housing Rehab project, construction budget update, disposition status for both Park Lawn and Lone Oak, and potential utility bill write-offs. The committee also consider moving the May meeting to June 2nd or June 9th.

ADJOURNMENT

The meeting adjourned by unanimous consent at 11:25 AM

Respectfully Submitted,

Bob Kazmierski, Recording Secretary