

BARRON COUNTY HOUSING AUTHORITY

Tuesday, April 28, 2026

MINUTES

CALL TO ORDER

Chairman Nelson called the meeting to order at 9:03 AM at the Parkview Manor Apartments Community Room, in Dallas, 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, Gary Nelson, Marge Jost and Terry Tyler.

Other(s) Present: Louie Okey, County Board Chair; Tom Landgraf from Dimensions Development and Robert Kazmierski, Executive Director.

Absent: None

PUBLIC COMMENT

No one registered or appeared for public comment.

MINUTES

Discussion and review of the minutes from the previous meeting.

Motion (Edwardsen/Jost) to approve the minutes of March 31, 2026, as presented. Motion carried; unanimous.

DIRECTORS REPORT

The committee reviewed and discussed the Director's Report, which included current and future program activities. Kazmierski reported that HUD sent emails to all PHAs about the need to consider cost savings in their Housing Choice Voucher programs. BCHA's approach will be to issue new vouchers only if any of our current clientele drops off the HCV program and remains under \$63K HAP threshold. Occupancy Rate (61/70 units): 87%. We are ramping up marketing efforts to fill LMII. We have begun planning Resident Roundtables for the next phase of the project. The Barron County Property Committee requested a tour of Berger Woodland (BW). Considering BW will still be under construction at that time, I have offered to host the Property Committee on July 6th at 1pm. Rehab project updates and two (2) field reports were handed out at the meeting. Percent complete: 90% (+/-).

Kazmierski reported that USDA-RD will be conducting a management and physical inspection of PFPH on May 4th. WHEDA will be conducting a Management Review (MOR) and physical inspection of Scott Terrace on May 5th. Discussion of May meeting date and location. Consensus to cancel May regular board meeting, unless necessary. Kazmierski announced the need to backfill the Associate Housing Manager position since the abrupt resignation of a staff member. This new position will be budget neutral and part-time LTE or internship was suggested. Job description will be updated with duties to include marketing, office coverage, tenant activities coordination, event planning (ribbon cutting?), and exploring A.I. technology. Kazmierski also reported that several capital improvement projects will take place at LO and PL over the Summer. Projects include new windows, steel roofs, boilers, sidewalk repairs and new A/C units.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

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

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Kazmierski provided field reports (21 & 22), A&E meeting notes, and 3-week projections on construction status. Tom Landgraf was present and updated the committee on several items, including HOME loan closing expected the week of May 4th. Landgraf updated the committee on the status of the deferred developers fee that BCHA/BCHR, LLC can expect post-construction. The contingency fund must be spent down, or it will reduce the amount of the deferred developer fee. Landgraf provided an update on the AHP funds and how it will be applied to all the change orders and new initiatives. Landgraf reported that the new maintenance vehicles were denied by WHEDA. BCHA/BCHR, LLC will need to purchase, if needed, after construction, using deferred developer fees. We are still expecting significant rebates on HVAC systems from Focus on Energy.

CONSTRUCTION BUDGET UPDATE

Landgraf and committee went through the construction budget and provided context for the additional upgrades to be paid by the allocation of additional AHP funds. New maintenance garage, tenant storage additions, and additional miscellaneous costs were explored. Soft costs of accounting and architect design for garage and landscaping were also discussed.

DISPOSITION STATUS OF BARRON HA AND CHETEK HA

Disposition process is underway for Lone Oak and Park Lawn. HUD is requiring two (2) Resolutions to be adopted as part of the disposition process. The 1st Resolution authorizes the Executive Director to prepare the Section 18 application. The 2nd Resolution authorizes the submission of the Section 18 application. Both LO and PL have adopted the 1st Resolutions. Kazmierski met with consultant on 4/13 to complete and submit inventory of all properties into PIC, write outreach narratives explaining each city's support, and finalize the Environmental Review for LO. Consultant Scott Koegler will attend the June 16th meeting at Park Lawn.

NEW BUSINESS:

DISCUSSION OF DRAW PROCESSES FOR BARRON COUNTY ARPA FUNDS

Barron County and Sterling Bank met and discussed the final escrow payment. They both agreed that before there is any final (last) draw from the escrow account, BCHA should request and approve that final payment at a meeting and specify the amount and to whom it is to be paid. Furthermore, this final payment should have a 5 or 10 percent retainage provision, until all work has been satisfactorily completed, and signed off on by all parties that all construction functions are complete. Kazmierski reported that there is already 10% retainage, held by the title company, for all the other funding sources that will be released after final inspection. Kazmierski and Landgraf will be meeting with County Administrator, CLA auditors, and Sterling Bank President to discuss draw forms and processes.

CONSIDERATION OF MOVING MAY MEETING TO JUNE 2ND OR JUNE 9TH

Kazmierski provided background information on time constraints and workflow issues.

Motion (consensus) to cancel May 26th regular board meeting, unless needed. Motion carried; unanimous.

DISCUSSION OF POTENTIAL ITEMS AND SITE LOCATIONS FOR NEXT MEETING

Next meeting will be held June 30, 2026, at 9:00 AM in the Berger Woodland Community Room in Barron, WI. If rehab construction is not complete at Berger Woodland, an alternative site for the meeting will be at Riverview Manor Community Room in Prairie Farm, WI. Agenda items include updates of the Multifamily Housing Rehab project, disposition status for both Park Lawn and Lone Oak, and consideration of part-time internship. The committee also consider moving the May meeting to June 2nd or June 9th.

ADJOURNMENT

The meeting adjourned by unanimous consent at 10:40 AM

Respectfully Submitted,

Bob Kazmierski, Recording Secretary