BARRON COUNTY HOUSING AUTHORITY
Wednesday, September 30, 2026
MINUTES

CALL TO ORDER
Chairman Nelson called the meeting to order at 9:00 AM at the Berger Woodland Apartments Community Room, in Barron, WI. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.
Motion (Edwardsen/Jost) 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, Jeff French, County Administrator, LLC, Tom Landgraf from Dimensions Development (remote) and Robert Kazmierski, Executive Director.
Absent: None

OPEN PUBLIC HEARING FOR THE ADOPTION OF PHA ANNUAL HCV PLAN
Motion (Tyler/Moen) to open Public Hearing at 9:08 AM
Motion carried; unanimous.
Discussion of the Barron County Housing Authority's Public Housing Agency (PHA) Annual Plan for its federally funded Housing Choice Voucher program and the PHA revised 5 Year Plan in accordance with the requirements set forth by the Department of Housing and Urban Development. The Annual Plan contains language about disposition of managed properties and updated language regarding most recent FY audit with no findings.

CLOSE PUBLIC HEARING FOR THE ADOPTION OF PHA ANNUAL HCV PLAN
Motion (Tyler/Jost) to close Public Hearing at 9:19 AM
Motion carried; unanimous.

PUBLIC COMMENT
Okey updated the committee on the Barron County budget and rising health care costs. Beginning in 2027, BCHA will be responsible for costs associated with the annual audit. Barron County will be eliciting RFP for auditing services and BCHA can be included. French asked if BCHA have any available funds from contingency to share with Barron County. No one else registered or appeared for public comment.

MINUTES
Discussion and review of the minutes from the previous meeting.
Motion (Moen/Jost) to approve the minutes of August 25, 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 97% Occupancy Rate (68/70 units). The vacancy at Prairie Farm will be filled by October 1st. The capital improvements at LO and PL continue. The PL board reviewed eligible projects withing the 5-year PHA plan and discussed additional projects. PL awarded bids for new cabinetry, proposals for laundry room expansion and public bathroom upgrades. Public bathroom upgrades are needed to improve accessibility. Maintenance team will also purchase and install 30 storm doors for all units, appliances (new commercial washer and dryer) for expanded laundry room, new utility sink for laundry room as well as proposals for new slab and new gazebo. At LO, Maintenance will be replacing all handrails outside entrances of each building this Fall. The LO board approved proposal soffit and fascia replacement. Maintenance will also be purchasing two brushes for plowing tractor and additional maintenance supplies. We will be replacing two new garage doors for maintenance storage

area. The LO board approved approve resurfacing, sealing and striping of parking lots per the 2020-2024 PHA Plan. ½ of this work will be completed in 2026. Maintenance also was authorized to purchase 120 Louve Panel bifold doors for closet and pantry door replacement in every unit per the 5 yr PHA Plan. We also purchased a new gazebo for Lone Oak open space to provide quality of life improvements. After disposition, we plan to replace PHA project signage at both LO and PL. The Prairie Farm Pioneer Housing 50-year Promissory Note (dated January 27, 1977) held through the Rural Housing Service (RHS) is set to mature on January 27, 2027. Tim Hafele and I met with USDA-RD last Spring to explore options in retaining rental assistance options. One outcome of that meeting was that the Stand-Alone Rental Assistance (SARA) program was the best option for PFPH. However, there was no funding available and the program was closed. Subsequently, I met with USDA-RD on September 15th to learn more about the "Road to Housing Act" and FY 2027. We have been given assurances that the SARA program would be fully funded by December 11, 2026, and was encouraged to apply. The SARA program is a 10- or 20-year contract with USDA-RD that will remove PFPH from Section 515 program and enter Section 521 program. SARA requires executing a contract to maintain the property as affordable housing. Under this SARA contract, the existing rental assistance will be continued, and property will collect Fair Market Rents (2025 FMR was $1,040/month) which should be a substantial increase from the current rent of $745/month. Most importantly, RD will not process final mortgage payment until the new SARA subsidy is finalized and in place. In addition, RD oversight will be reduced after this transition to SARA. For example, there will be no need to get approval to access replacement reserves nor increase rents and no need to submit annual budget. The 3-year physical and tenant file inspections will continue, however. The application process for SARA is extensive (8-month process), and we may need assistance in applying. Okey suggested reaching out to WCWRPC for technical assistance. HUD has informed us that a comprehensive physical inspection of all 70 LIHTC units will be carried out in the week of October 26th. Considering all these properties have recently been remodeled, we do not anticipate any issues and an excellent score overall. All staff attended the WAHA annual conference, September 15th through the 17th.

PROGRAM FINANCIAL REPORTS AND COMMUNICATIONS

The Committee reviewed the financial statements within corresponding in-house reports and Hawkins Ash reports for LLC ending August 31, 2026, including the Check Register and Cash Flow Statements of all BCHA programs ending August 31, 2026. The committee received and accepted the available financial reports by unanimous consent.

UNFINISHED BUSINESS:

MULTIFAMILY HOUSING REHAB UPDATE

Tom Landgraf, SVA and McGann have been working with Aaron Weber toward a final draw of remaining ARPA funds held in Escrow. Within this draw will be reimbursements to BCHA for hard costs incurred to date. Outstanding punch list items are slowly being tackled. McGann sent a foreman to Berger Woodland on 9/17 to complete most remaining items. McGann is no longer onsite but are managing some remaining sub-contractors on outstanding punch list items (intercom, security cameras, signage, exterior work, landscaping, etc.) When all punch list items are completed, Nate Huess, the Project Architect, will complete his final walkthrough and issue the final AIA reports. Thereafter, a signed certification of substantial completion will be issued from A/E and as-builts will be provided to owner. We are prepared for the Open House scheduled all day, October 5th. All stakeholders have been invited, and we plan a tour for the Barron County Property Committee at 1pm. Project updates and field reports are included in the packet. Percent complete: 99% (+/-).

NEW BUSINESS:

DISCUSSION AND CONSIDERATION OF AMENDMENTS TO BEREAVEMENT POLICY

Kazmierski presented option to add aunts and uncles to bereavement policy. No changes or action taken.

DISCUSSION AND CONSIDERATION OF AMENDMENTS TO MFH/LIHTC HOUSE RULES

Kazmierski presented several amendments to the house rules that are staff recommendations. Only one (1) shepherds hook may be placed in the drip beds outside each ground level window for hanging of plants or

decorative items; Bird feeders and groundfeeding are not allowed; Only (1) one decorative item (pictures, wreaths, etc.) may be hung from a non-adhesive hook on resident apartment entry doors (elderly/disabled units only-Barron Family Units are not allowed without written management approval); Nails or screws are not to be used on the unit entry doors; Decorative items (pictures, wreaths, etc.) are strictly prohibited to be hung on the walls next to resident apartment entry doors or in any common areas; and $10 late fee for rent paid after 6th of the month.
Motion (Moen/Jost) to authorize all amendments presented to the MFH/LIHTC House Rules. Motion carried; unanimous.

DISCUSSION OF POTENTIAL ITEMS AND SITE LOCATIONS FOR NEXT MEETING
Next meeting will be held October 27, 2026, at 9:00 AM in the Berger Woodland Community Room in Barron, WI. Agenda items include updates of the Multifamily Housing Rehab project, Draft Budgets, Good Neighbor Award Program, Annual Performance Review, and possible presentation from City of Barron PD (Challenges for THC enforcement).

ADJOURNMENT
The meeting adjourned by unanimous consent at 11:46 AM
Respectfully Submitted,
Bob Kazmierski, Recording Secretary