

**WADENA HOUSING AND REDEVELOPMENT AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING**

January 26, 2021

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COMMISSIONERS

Ronald K. Pierce
Gary Sellman
Ryan Damlo
Rosemary Kostrzewski
Mark Lunde

STAFF

Maria Marthaler
Kathy Biel

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Pierce called the Annual Meeting to order at 5:15 p.m. via video conference. Commissioners in attendance by Voice Roll-call were: Pierce, Sellman, Kostrzewski, Damlo and Lunde.

OATH OF OFFICE

Director Marthaler introduced Mark Lunde as the new board member from the City Council of Wadena for the Wadena HRA. Mr. Lunde recited the oath of office as given by Chairperson, Pierce.

2018 REVIEW

The "2020" Annual Meeting Minutes previously approved and the current By-Laws were reviewed. With no further discussion on the prior years meeting minutes and the By-Laws, the election of officers was next on the agenda. At this time, Ronald Pierce stated that this meeting may be his last meeting as Chairperson.

ELECTION OF OFFICERS

Commissioner Damlo motion to nominate Gary Sellman as Chairperson. Kostrzewski motion to nominate Ryan Damlo as Vice Chairperson. Commissioner Sellman motion for Kostrzewski to remain as Secretary/Treasurer. Second by Commissioner Sellman for nominations of commissioners. After Voice Roll-call vote, motion carried unanimously.

Position of Officers will be Commissioner Sellman Chairperson, Commissioner Damlo, Vice Chairperson, Commissioner Kostrzewski Secretary/Treasurer, and Commissioners, Lunde, and Meech.

Commissioner Kostrzewski motion to close the 2021 Annual Meeting. Second by Damlo. After Voice Roll-call vote, motion carried unanimously.

Meeting Adjourned.

PREPARED BY:

Kathy Biel 4/14/21
Kathy Biel, Finance Director

APPROVED BY:

Gary Sellman 4/19/21
Gary Sellman, Chairperson

Rosemary Kostrzewski 4/19/21
Rosemary Kostrzewski, Secretary/Treasurer

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TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Pierce called the regular meeting to order at 5:00 p.m. via video conference. Commissioners in attendance by Voice Roll-call were Pierce, Sellman, Kostrzewski, Damlo and Lunde.

FYE20 AUDIT REPORT

CPA, Jon Roscoe representing Miller, McDonald auditing firm joined the meeting via video conference. Roscoe presented information on the financial statements from audit FYE20. An unmodified opinion was given regarding the financial statements. The HRA did receive an Internal Control finding due to the HRA not preparing their own year end financial statements. Roscoe stated that this is not uncommon for an entity of this size to have an outside firm prepare year-end financial statements. Humphrey Manor financial changes were in large part due to increased income from Capital Fund drawdowns. The Housing Choice Voucher program received less funds from HUD for Housing Assistance Payments due to the Housing Authority having funds in reserves. Commercial Apartments funds decreased due to a major elevator improvement expense. Wadena HRA acquired Fair Oaks Apartment back from Lutheran Social Services January 1, 2020. Fair Oaks Apartments began the year by not receiving funds owed to the HRA from Lutheran Social Services for the bond payment as per the management agreement and multiple outstanding debts not paid by the management company. Fair Oaks Apartments did not claim any payroll expenses for the months of January through June 2020. Management fund transferred funds to Fair Oaks Apartments to cover expenses. Funds were borrowed from Tax Levy Fund and Management Fund to purchase the Community House. With no further comments or questions from the board, Roscoe thanked the board and staff and left the meeting.

TENANT REPRESENTATIVE REPORTS

No tenant representatives available for the meeting. Marthaler spoke to representatives to inquire if there were any concerns to bring to the board. Representative had nothing to report. Marthaler reported that many of the tenants received the Covid-19 vaccine.

CONSENT CALENDAR

At this point of the meeting, Commissioner Sellman took over the meeting as Chairperson. **Commissioner Sellman motion to approve the consent calendar, second by Commissioner Kostrzewski.** Discussion followed and questions answered on increased funds in the Tax Levy account, the sale of the community house and funds due to be reimbursed to the WDA. Marthaler stated that approximately \$3,000.00 would be given back to each contributing entity for the settlement of the community house. Marthaler stated that Josh Meech would be joining the board in February as a commissioner. **Voice Roll-call vote, motion carried unanimously.**

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution # 561 HUD Covid-19 Waivers. Marthaler explained the HUD waivers for Public Housing and Housing Choice Vouchers giving flexibility with statutory regulations to administer the programs during the

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Covid-19 pandemic. This is the 3rd time passing the waivers. Not all the waivers are being used at the present time but is good to have access to them if necessary. **Motion by Commissioner Pierce to approve Resolution # 561 HUD Covid-19 waivers for Public Housing & Housing Choice Vouchers. Second by Commissioner Damlo. Voice Roll-call vote, motion carried unanimously.**

Resolution #562 Modifying Administrative Plan (HCV Policy) Preferences. Marthaler explained that Wadena HRA applied and is awarded forty (40) Mainstream Vouchers. Mainstream Vouchers assist non-elderly persons with disabilities. Aside from serving a special population, Mainstream Vouchers are administered using the same rules as Housing Choice Vouchers and does not allow separate waitlists for Mainstream and HCV. Using a preference points system will allow Wadena HRA to distinguish qualifications. Preference points include a local preference for persons living or working in Wadena County with the goal of serving households in the Wadena HRA service area. **Motion by Commissioner Kostrzewski to approve Resolution #562 modifying the Administrative Plan (HCV Policy) Preferences. Second by Commissioner Sellman. Voice Roll-call vote, motion carried unanimously.**

Employee Marthaler requested 3.89 hours of vacation be allowed to carry over past the December 31, 2020 date. Wadena HRA policy states "Vacation Leave to a maximum of 240 hours may be carried into the next calendar year and excess vacation leave shall be forfeited". **Motion by Commissioner Sellman to approve the 3.89 hours of vacation carried over at year end to Marthaler due to unforeseen circumstances of Covid effecting the workplace. Second by Commissioner Kostrzewski. Voice Roll-call vote, motion carried unanimously.**

At this point of the meeting the meeting closed.

Marthaler recommended wage increases for staff members Vandermay, Kneisl, and Dick to the Wadena HRA Board of Commissioners. After discussion on contributing factors on performance and increased responsibility, **Commissioner Damlo motion to approve the requested recommendation of a \$1 per hour increase for Vandermay and Dick, and \$1.50 per hour increase for Kneisl. Second by Commissioner Kostrzewski. Voice Roll-call vote, motion carried unanimously.**

DIRECTORS REPORT

Fair Oaks Apartments received a proposed scope of engineering services from Design Tree. The proposal is for and estimated cost for Design Tree to create the scope of work including drawings and specs for use of permitting, bidding, and construction for the electrical separation from Fair Oaks Lodge to Fair Oaks Apartments. The estimated cost is \$16250.

Discussion continued with Fair Oaks Apartment financial status, and other options that could be used to complete the project if necessary, that are not Fair Oaks Apartment funds. Marthaler suggested continuing to use the subtraction meter and pay the lodge for our electrical usage for the apartments as the electrical has been connected to the lodge since the building was built in 1996. Commissioner Sellman requested Marthaler to discuss this with attorney Jeff Pederson.

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COMMISSIONER ISSUES

Meeting adjourned at 6.15 p.m.

PREPARED BY:

Kathy Biel
Kathy Biel, Finance Director

4/17/21
Date

APPROVED BY:

Gary Sellman
Gary Sellman, Chairperson

4/19/21
Date

Rosemary Kostzewski
Rosemary Kostzewski, Secretary/Treasurer

3-19-21
Date

