

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

June 22, 2021

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COMMISSIONERS

Gary Sellman
Ryan Damlo
Rosemary Kostrzewski
Joshua Meech

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

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

TENANT REPRESENTATIVE REPORTS

Tenant representatives were not in attendance but did express concerns with Marthaler during a phone call. Representative Hughes asked if maintenance was going to repair the curb damage on the east entrance and asked if maintenance can straighten the weather gauge or can a new one be purchased. Marthaler replied, maintenance will repair the curb and we will have maintenance look at the weather gauge to see if it can be repaired or we will purchase a new gauge.

CONSENT CALENDAR

Commissioner Sellman entertained a motion to approve the consent calendar. **Commissioner Damlo motion to approve the consent calendar. Second by Commissioner Kostrzewski.** Commissioner Sellman and Damlo questioned FOA operating statements on the revisions. Marthaler explained the revisions and additional line items needed on the FOA operating statements. Commissioner Sellman asked what the occupancy is at FOA and Marthaler is expecting the building to be fully leased by August.

Roll-call vote, motion carried unanimously.

UNFINISHED BUSINESS

Unfinished business was move following new business.

NEW BUSINESS

Employee Evaluations and Wage Adjustments. This part of the meeting is closed.

Commissioner Sellman asked if evaluations were completed. Discussions continued with evaluations and the pay scale. In March of 2021, the Wadena HRA moved to a wage step increase. Marthaler is requesting a twostep increase for employees instead of the one step increase. With lack of workforce available it is competitive to acquire and retain employees. Commissioners discussed wages, benefits, budgets, quality of employment, quality of staff, bonuses, and other factors for competing and retaining qualified employees. Commissioner Damlo discussed the reason for moving to the wage steps were to get away from inconsistencies of wage increases but we also need to be mindful and project future budgets. After a lengthy discussion **Commissioner Damlo proposed the two steps pay wage increase for everyone including Marthaler. Motion second by Kostrzewski.** Commissioners Damlo and Meech also commented staff needs to be aware this increase is due to extraordinary circumstances, and nobody should assume because two steps were given this year this would be an automatic in the future years, if budgets do not allow wage increases at times there may not be any. Commissioners included thanking staff for everything they have had to go through during the pandemic. Commissioner Meech requested information on the percentage of the budget wages are. Marthaler will provide the information to commissioners. Commissioner Sellman asked if there was any other discussion, and there was not. **Roll call vote. Motion carried unanimously.**

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UNFINISHED BUSINESS

RESOLUTION #574 APPROVING REVISED HUMPHREY MANOR AND HUMPHREY MANOR EAST JULY 1, 2021, TO JUNE 30, 2022 BUDGETS and RESOLUTION #576 APPROVING REVISED HCV, MAINSTREAM, COMMERCIAL APARTMENTS, AND TAX LEVY BUDGETS FOR JULY 1, 2021 TO JUNE 30, 2022.

These budgets were approved during the May 2020 meeting. The revisions in the budget reflect the employee two step wage increase. **Commissioner Sellman motion to approve resolution #574 and #576. Motion second by Commissioner Meech. Roll-call vote. Motion carried unanimously.**

RESOLUTION #575 APPROVING MANAGEMENT, AND FAIR OAKS APARTMENT JULY 1, 2021 TO JUNE 30, 2022 BUDGETS

Commissioner Damlo asked what the \$42,202 in capital expenditures on the Fair Oaks Apartment budget was. Marthaler commented it represents the elevator upgrade to code that will need completed during the fiscal year. Commissioner Sellman questioned the anticipated transfer from the Management account to Fair Oaks Apartments in the amount of \$66,942 and asked if that represented the deficit of the Fair Oaks budget and the elevator upgrade, and that is correct. With no other questions **Commissioner Damlo motion to approve resolution #575, Second by Commissioner Kostrzewski. Roll-call vote, motion carried unanimously.**

DIRECTORS REPORT

Refresh Cabinets is refreshing the cabinets and touch up on trim work at Commercial Apartments. During the May meeting it was approved to have Refresh Cabinets include staining all the baseboards in the apartments. Now that he is in the apartments working, we realize staining the baseboards is not feasible to complete in an occupied unit. Therefore, Refresh Cabinets is refreshing the cabinets and touch up on the trim in occupied units and will include staining the baseboards in vacant units. If and when a occupied unit becomes vacant Refresh Cabinet will return and complete the baseboards for a charge of \$135 for each unit.

In 2009 the WDA requested funds as a loan from Wadena HRA for a grant regarding the Peterson Biddick property. In 2012 Wadena HRA paid the City of Wadena \$40756.36 for the project under the condition when the property sold Wadena HRA would be reimbursed. The property is vacant and no for sale sign. Marthaler contacted WDA and requested Uselman to add this to his meeting agenda and request the WDA to pay \$10,000 a year to pay off this long-standing debt.

Marthaler and Biel met with MRI software, our current software company, on their fee accounting information. In July we are attending the MN NAHRO Leadership retreat where most of the topics include public housing financial information, working with your auditors, and information on fee accountants. We are working on learning more information on fee accountants as an option to the Wadena HRA as Biel is considering retiring or part time employment in January 2022. A fee account may give the Wadena HRA effective, efficient, and cost savings for completing our financials.

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Marthaler discussed a freon leak at Fair Oaks Apartments where the freon was filled last month and because of a leak it had to be refilled this month. Maintenance and a HVAC contractor are looking for the leak and may think it is in ceiling and looking for alternatives to reroute if necessary.

COMMISSIONER ISSUES

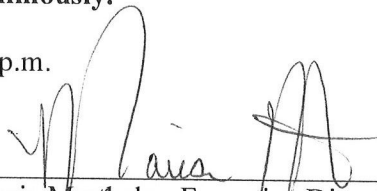
Commissioner Damlo discussed possibilities of increasing rents at Fair Oaks Apartment for our next budgets.

Next meeting is a public meeting on July 27, 2021, for the 2016 – 2020 revised 5-year plan to include the elevator repair for Humphrey Manor West.

Commissioner Damlo motion to adjourn the meeting. Second by Commissioner Kostrzewski. Roll-call vote, motion carried unanimously.

Meeting adjourned at 6.15 p.m.

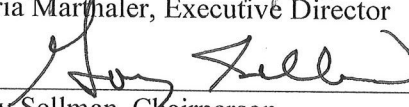
PREPARED BY:



Maria Marthaler, Executive Director

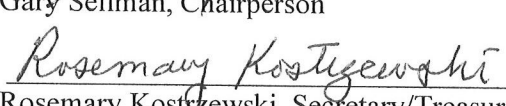
10/26/2021
Date

APPROVED BY:



Gary Sellman, Chairperson

10/26/2021
Date



Rosemary Kostrzewski, Secretary/Treasurer

10/26/2021
Date

