

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

**March 23, 2021**

**Page 1 of 2**

**COMMISSIONERS**

Gary Sellman  
Rosemary Kostrzewski  
Ryan Damlo  
Mark Lunde  
Joshua Meech

**STAFF**

Maria Marthaler

**TENANT REPRESENTATIVES**

**CALL TO ORDER**

Chairperson Sellman called the regular meeting to order at 5:20 p.m. via video conference. Commissioners in attendance by roll-call were Kostrzewski, Damlo, Lunde, and Meech.

**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 Moore discussed a concern for a stairwell door leading to the main floor hallway. According to Representative Moore the window is high and small, and people are not able to look out the window in the door to see if people are walking by and there have been a few close calls of person(s) being hit by the door when someone is exiting that door. Marthaler commented maintenance is looking into a price for a larger window on the door and if it was replaced people exiting would still have to take the time to look down each side of the hall to see if anyone is walking towards the door.

**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 Damlo questioned the move in move out report asking if it is normal this time of year to have that much turnover and asked about the turnover length of time. Marthaler commented there is no specific time of year, annually there is a large turnover in apartments. Marthaler's explanation for the vacancy turnover was some agencies are not returning the required verifications and this returns the burden to the applicant, which can take longer and in some cases the applicant must give a notice to vacate to the current landlord. Most of the apartments are committed to applicants. **Roll-call vote, motion carried unanimously.**

**UNFINISHED BUSINESS**

**WADENA DEER CREEK SCHOOL (WDC) PROPOSAL**

Chairperson Sellman requested an update from the WDC Schoolhouse subcommittee meeting. Marthaler discussed the WDA Board approved their interest in proceeding with the 2022 schoolhouse and approved a \$100,000 zero interest loan to the Wadena HRA for the project. Uselman, from the WDA and Marthaler continue to locate a lot with a deadline of April 9, 2021. If we are unable to locate sufficient lot by April 9<sup>th</sup>, we do have the option of purchasing the lot in the Folkestad East addition. Westrum from WDC School will contact MState to inquire an option of using the HVAC class for the HVAC work on the schoolhouse. Westrum also discussed submitting bids for one contractor for each contractor position for the schoolhouse to include work done at the school and work done on the property when the house is moved. WDA Director Uselman will continue to locate a volunteer general contractor. Commissioner Damlo discussed lot locations and selling points for locations. Commissioner Sellman asked the status of the WDC School board position on the Schoolhouse. Commissioner Damlo confirmed the WDA and the WDC School are ready to move forward and at this point it is up to the Wadena HRA to make a commitment to move forward.

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

March 23, 2021

Page 2 of 2

Commissioner Damlo motion for the Wadena HRA to move forward on the schoolhouse project, to share the profit or loss between the WDC, WDA, and Wadena HRA. And have the Wadena HRA match up to \$100,000 to the project. Commissioner Lunde second the motion. Commissioner Sellman discussed if the Wadena HRA subcommittee members should have the authority to make the decision on the lot purchase for the schoolhouse. Commissioner Damlo amended the motion to include giving the Wadena HRA subcommittee members the authority to purchase a lot for the schoolhouse project. Motion second by Lunde. Roll-call vote, motion carried unanimously.

**NEW BUSINESS**

**WADENA HRA EMPLOYEE JOB DESCRIPTIONS AND STEP WAGE ANALYSIS**

Every three years the Wadena HRA is required to complete a MN Pay Equity compliance. The pay equity compliance report is a summary of employee positions, points related to the position, and the pay rate for positions to test the equality of pay for females to males. In November 2020 Wadena HRA completed the compliance review and was found non-compliant. After reviewing the submission, points for employee positions were not accurately reflected and the points on the report were never changed over the years of completing the report even when job descriptions and positions have changed. Wadena HRA requested a reconsideration of pay equity to submit documentation and a narrative explaining the reason for the reconsideration. By completing job descriptions to better match employees' duties and using MN job match system we were able to adjust points and wages to match employee positions and create a step system for Wadena HRA employees and assist the Wadena HRA to maintain compliance in the future.

Commissioners discussed the pros and cons of the step system, how increases may be done in the future when an employee is past the last step, and as jobs descriptions change, they must be updated. Commissioner Meech motion to approve the Wadena HRA employee job descriptions and step system for pay equity. Commissioner Damlo second the motion. Roll-call vote, motion carried unanimously.

**DIRECTORS REPORT**

None

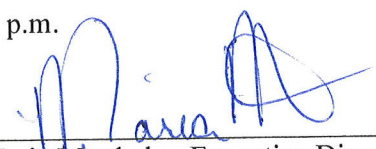
**COMMISSIONER ISSUES**

Commissioners thanked Marthaler for completing the work on the pay equity and showed support for the work she has done.

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

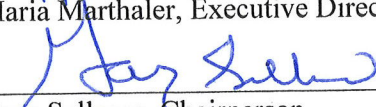
Meeting adjourned at 6.25 p.m.

PREPARED BY:

  
Maria Marthaler, Executive Director

5/4/21  
Date

APPROVED BY:

  
Gary Sellman, Chairperson

6/16/21  
Date

  
Rosemary Kostrzewski, Secretary/Treasurer

6-18-21  
Date