

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

May 25, 2021

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COMMISSIONERS

Gary Sellman
Rosemary Kostrzewski
Joshua Meech

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

Martha Hughes
Gail Moore

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, and Meech.

TENANT REPRESENTATIVE REPORTS

Tenant representatives Hughes suggested a cleaning agent to be used at a minimum of monthly for the washing machines in the laundry facilities at Humphrey Manor. Hughes also commented that she would provide more information about a window kit for replacement of the window in one of the doors leading to the hallway. One question of concern brought up was any effect the window would have on the door because it is a fire door. Representative Moore commented the tenants like the clock in the east lobby and like the numbers put on the mailboxes, but some tenants do not like the new couch in the east lobby area. Hughes commented tenants did like the cushions for the couch. Hughes also discussed resident monthly meeting starting back up in June and residents did send thank you cards out to Wadena police department, fire department, EMS, and Sheriff department for their assistance during the Covid-19 Emergency Pandemic.

CONSENT CALENDAR

Commissioner Sellman entertained a motion to approve the consent calendar. **Commissioner Kostrzewski motion to approve the consent calendar. Second by Commissioner Meech.** Commissioner Sellman questioned if the Wadena HRA is expecting to receive a higher payment on one of the loans as the payment the Wadena HRA is currently receiving it would take approximately 16 years for that loan payment to be paid off. Marthaler commented the client believes she has paid enough on the loan and may stop making the monthly payment. Sellman suggested if that happens the Wadena HRA file a judgement. Discussion continued with apartment occupancy in buildings noting that this is the first time in many years Fair Oaks Apartment occupancy has been that high. Commissions sent a thank you to the team for their work.

Roll-call vote, motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

RESOLUTION #571 APPROVING HOUSING CHOICE VOUCHER PROGRAM AND MAINSTREAM VOUCHER PROGRAM BUDGET JULY 1, 2021 TO JUNE 30, 2022.

Marthaler discussed HUD funding and explained Wadena HRA's fiscal year is from July 1, 2021 to June 30, 2022 but HUD funds the HCV program from January thru December. Wadena HRA's budget authority for 2021 is \$242,975, but because we did not spend all the Housing Assistance Payment funding (HAP) that HUD provided in 2020, \$9,601 overpayment will roll into 2021 as part of the \$242,975.

Commissioner Sellman motion to approve Resolution #571 July 2021 to June 2022 annual budgets for Housing Choice and Mainstream Voucher Programs. Motion second by Commissioner Kostrzewski. Roll-call vote, motion carried unanimously.

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RESOLUTION #572 APPROVING MANAGEMENT, COMMERCIAL APARTMENTS AND FAIR OAKS APARTMENT JULY 1, 2021 TO JUNE 30, 2022 BUDGETS

During discussion on budgets, it was brought to the board's attention that elevators at Humphrey Manor West, Humphrey Manor East, and Fair Oaks Apartments need upgrades to bring the elevators up to code which would cause revisions of several budgets. Resolution #572 is amended to include only Commercial Apartments 2021-2021 budget. Management and Fair Oaks budgets tabled for June meeting. **Motion by Commissioner Meech to approve the amended resolution to approve Commercial Apartments 2021-2022 budget. Second by Commissioner Kostrzewski. Roll-call vote, motion carried unanimously.**

RESOLUTION #573 APPROVING HUD COVID-19 STATUTORY AND REGULATORY WAIVERS FOR PUBLIC HOUSING, HOUSING CHOICE VOUCHERS (HCV), AND MAINSTREAM VOUCHERS (MS).

The Department of Housing and Urban Development (HUD) continues to extend the dates of waivers to allow housing programs flexibility with regulations due to Covid-19 emergency pandemic. Waivers for Public Housing (HMW), Housing Choice Vouchers (HCV) and Mainstream Vouchers are extended to December 31, 2021. **Commissioner Sellman motion to approve resolution #573 approving HUD statutory waivers for public housing, HCV, and MS. Commissioner Meech second the motion. Roll-call vote, Motion passed unanimously.**

COMMERCIAL APARTMENTS CABINET AND WOODWORK REFRESHED

Refresh Cabinets submitted bids to complete refreshing the cabinets and woodwork in 15 apartments at Commercial. Bids included different scopes of work and pricing to reflect the work. After discussion on pricing, budget, and scope of work **Commissioner Meech motion to allow Marthaler the authority to increase the cost to refinish cabinetry in kitchens, bathrooms, wood trim, and include all baseboards in the entire apartments for up to \$525 per apartment. Motion second by Kostrzewski. Roll-call vote, motion carried unanimously.**

HUMPHREY MANOR SUNROOM WINDOWS AND EXTERIOR DOORS IN HALLWAYS WOODWORK REFRESHED

Eleven (11) windows in the sunroom that were not refinished when windows at HMW were refinished last fall. Refresh Cabinets would complete those windows at the cost of \$74 each and refinish all doors facing the hallways for Humphrey Manor West at a flat fee of \$1000. **Commissioner Sellman motion to have the windows in the sunroom refinished and the exterior doors in hallway refinished by Refresh Cabinets for the proposed bid amount. Motion second by Kostrzewski.**

LEAGUE OF MINNESOTA CITIES (LMC) LIABILITY COVERAGE WAIVER FORM

LMC insurance liability coverage is limited to \$2, 000,000 total to all claimants for a single occurrence. Annually LMC offers insurance policyholder members the opportunity to purchase excess liability coverage or waive the statutory tort limits. In the past Wadena HRA has not waived the statutory tort limits. Commissioner Sellman motion to not waive the LMC statutory tort limits. Commissioner Kostrzewski second the motion. Roll-call vote, motion carried unanimously.

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DIRECTORS REPORT

WADENA DEER CREEK SCHOOL (WDC) 2022 COMMUNITY HOUSE PROJECT

Wadena HRA was approached by Wadena Development Authority to consider allowing the person with the garden on the property an easement for three years to allow her to maintain her established garden. After discussion it is the consensus of the board to not allow an easement for the garden on the property.

COMMISSIONER ISSUES

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

Meeting adjourned at 6.00 p.m.

PREPARED BY:



Maria Marthaler, Executive Director

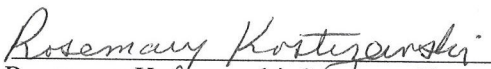
7/19/2021

Date

APPROVED BY:

Gary Sellman, Chairperson

Date



Rosemary Kostrzewski, Secretary/Treasurer

7-19-21

Date

