

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

September 28, 2021

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COMMISSIONERS

Gary Sellman
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. Commissioners in attendance via Zoom video conference Sellman, Kostrzewski, and Meech.

TENANT REPRESENTATIVE REPORTS

No Tenant representatives were in attendance and no reports were discussed with Director Marthaler.

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 discussed getting used to the new operating statements. Marthaler commented we continue to update the information in the software system, and once we get assistance from the fee accountant they should come together better. Discussion continued with FOA operations and occupancy. Roll-call vote, **motion carried unanimously.**

UNFINISHED BUSINESS

None

NEW BUSINESS

Credit Card Policy

Wadena HRA has never had a credit card policy. The only staff with company credit cards are the Executive Director and Maintenance Supervisor. Most of the Wadena HRA's purchases are done by purchase orders, billing, and large purchases are approved by the Wadena HRA board prior to purchase. Commissioner Meech questioned a couple of items in the policy and recommended a threshold of \$1000 for the Maintenance Supervisor for purchases if Executive Director is unavailable for approval and any dollar amount over the threshold be approved by board member using chain of command board member status.

After discussion it was decided to update the policy with the recommendations and table this until the October board meeting.

Capitalization Policy

Wadena HRA Capitalization Policy is one thousand dollars (\$1000) for equipment or personal property. Marthaler is suggesting the Capitalization Policy be increased to five thousand dollars (\$5000). Commissioner Sellman asked what the auditor's perspective was on increasing the dollar amount. Marthaler commented auditors recommend increasing the threshold. After minimal discussion **Commissioner Sellman motion to approve increasing the Capitalization Policy from \$1000 to \$5000. Commissioner Kostrzewski second the motion. Roll-call vote. Motion carried unanimously.**

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Cable TV

Marthaler discussed the cost the Wadena HRA pays for cable tv for the buildings compared to cost we are receiving from the tenants. Cable tv service is optional for tenant participation at the cost of \$26 to \$28 monthly. Not all tenants opt for the cable tv, some tenants stream their cable tv channels. Current tenant participation in the provided cable service is approximately 73%. If all tenants participated, the income received would cover the cost the Wadena HRA pays. With 73% participating the Wadena HRA is subsidizing the cable tv program around \$900 monthly between all buildings. Commissioner Sellman commented this would be a significant increase on the tenants if they had to pay for a cable service on their own. Marthaler discussed an audit finding a housing agency received under the Uniform Administrative Requirements as costs for services must be "necessary and reasonable" for the federal award to be allocable. Commissioner Meech questioned if there was an emergency or national disaster what means of communication would tenants have to be notified. Marthaler commented tenants would have radio and cell phones. After discussion Commissioner Sellman recommended tabling this discussion for the next meeting to receive input from other Commissioners.

Fee Accountant

Wadena HRA is looking into Fee Accountant providers due to our financial manager semi retiring. MRI Software is our software provider and this provider would integrate with our system. Hawkins Ash was contacted for a quote that quote was not available at the time of the meeting. Discussion continued with timelines, duties, and written procedures. Commissioner Sellman recommended tabling this discussion until we receive the quote from Hawkins Ash.

Foam Insulation

Foam Insulation provided bids to raise the sidewalks at HMW, HME, and FOA. HUD regulation deficiency criteria for walking areas is defined as an "abrupt change in vertical or horizontal separation on any walking surface. An unintentional ¾ inch or greater vertical difference or an unintentional 2-inch horizontal separation".

Commissioner Sellman motion to approve the foam insulation for HMW, HME and wait on FOA.

Commissioner Meech second the motion. Roll-call vote. Motion carried unanimously.

United Way

Commissioner Sellman discussed some of the benefits United Way contributes to our community. Some contributions include the meals on wheels program which directly affects our tenants. Someplace Safe is an agency that aids people in domestic abuse situations, Northwest food bank, and 211 which provides a resource of information and contacts. Commissioner Sellman requested a donation to United Way to assist in contributing to the community. **Commissioner Kostrzewski motion to approve a donation to United Way in the amount of \$75. Commissioner Meech second the motion. Roll-call vote. Motion carried unanimously. Commissioner Sellman abstained his vote.**

DIRECTORS REPORT

Financial Manager is semi retiring effective January 1, 2022.

FOA repairs to the boiler system included replacing low water cutoffs.

Wadena HRA is attempting to work with Wadena Deer Creek School to work with children to repaint the planter.

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COMMISSIONER ISSUES

Commissioner Sellman suggested the financial director log activity as a map of work activities and include procedures.

Next meeting is at Fair Oaks Apartments on October 26, 2021.

Commissioner Kostrzewski motion to adjourn the meeting. Second by Commissioner Meech. Motion carried unanimously.

Meeting adjourned at 6.15 p.m.

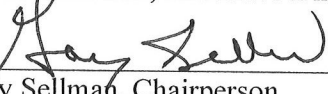
PREPARED BY:



Maria Marthaler, Executive Director

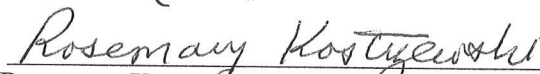
10/26/2021
Date

APPROVED BY:



Gary Sellman, Chairperson

10/26/2021
Date



Rosemary Kostrzewski, Secretary/Treasurer

10/26/2021
Date

