

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

January 25, 2022

Page 1 of 2

COMMISSIONERS

Joshua Meech
Rosemary Kostrzewski
Mark Lunde
Brad Swenson
Shawna Parks-Sass

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Meech called the regular meeting to order at 5:20 p.m. via Zoom video conference. Roll call attendance.

AUDIT REPORT

Jon Roscoe from Miller McDonald joined the meeting to present the July 1, 2020, through June 30, 2021, HRA audit. In addition to the financial statement audit Miller McDonald is required to complete compliance audit. One finding was a collateralization for the bank account the balance in the account exceeding the Federal Deposit Insured amount by \$6413.00.

This year due to the CHAPs program the amount of Federal Awards the Wadena HRA received during the year exceeding \$750,000, Wadena HRA was required to have a single audit. This audit included HCV and CHAPs funding programs. No compliance issues with any programs, but one internal control finding with the Mainstream voucher program funding and that cash did not get reported in VMS as part of net position balance. In addition to the findings there is a control deficiency on segregation of duties. It does not rise to the level of needing reported because of the controls the HRA does have. This is a common issue with agencies the size of Wadena HRA. Auditors' suggestion is to be mindful and board oversight. There were a few material audit adjustments. One was the payroll allocation for the CHAPs program. Finance Manager had the payroll breakdown and corrected the allocation. The other issue is to track cash transfers Fair Oaks owes management if those funds are expected to be paid back. The balance owed needs track in the software.

Overall, the HRA did had a good cash flow and operations for the year.

All programs had good cash flow except Fair Oaks Apartments. Fair Oaks Apartments operation is cash flowing but the dept payment and interest of about \$150,000 a year is what causes the cash flow negative for the year.

Jon thanked Wadena HRA staff for being so kind and the audit staff enjoy coming to Wadena. If anyone has any other questions, please contact Jon Roscoe at Miller McDonald. Jon was thanked by staff and board members and ended his presentation.

TENANT REPRESENTATIVE REPORTS

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

CONSENT CALENDAR

Commissioner Meech entertained a motion to approve the consent calendar. **Commissioner Lunde motion to approve the consent calendar. Second by Commissioner Kostrzewski.** Director Marthaler pointed out a couple items in the income statements the fee accountants are working to move to appropriate accounts. Roll call vote. **Motion carried unanimously.**

UNFINISHED BUSINESS

In December 2021 Wadena HRA commissioners approved the purchase of carpet tiles for Humphrey Manor

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BOARD OF COMMISSIONERS MEETING MINUTES**

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Page 2 of 2

West and East. This decision was made due to a cost increase effective January 2022. **Commissioner Kostrzewski motion to approve the purchase of carpet tiles, Commissioner Parks-Sass second the motion. Roll call vote, motion carried unanimously.**

The commercial refrigerator in the dining room kitchen is non repairable as parts are obsolete. The refrigerator is used for meals on wheels for meals for the community and Humphrey Manor residents. After reviewing several bids for replacement of the refrigerator and discussion on warranty **Commissioner Lunde motion to approve the purchase of the commercial refrigerator from Stafford Smith company in the amount of \$5634.06. Commissioner Parks-Sass second the motion. Roll call vote, motion passed unanimously.**

DIRECTORS REPORT

This year Wadena HRA received \$14,972 of dividends from the League of Minnesota.

Financial Manager Kathy Biel is semi-retired and working part time at approximately 16 hours per week. We continue to streamline the accounting functions of the HRA with MRI our fee accountant as this process is taking longer than anticipated. Office staff has stepped in and help pick up some tasks.

Fair Oaks Apartment has smoke detectors that are no longer working, and need replaced. The model of the smoke detector is discontinued, and vendors do not have any in stock. There are only two models of smoke detectors that work with the fire panel. If we change smoke detectors, we must update the fire panel, and if we change the fire panel, we must update smoke detectors. Marthaler is requesting a motion to purchase the smoke detectors. **Commissioner Lunde motion to approve the purchase of smoke detectors to replace what is necessary as a backstock for Fair Oaks Apartments. Commissioner Swenson second the motion. Roll call vote, motion carried unanimously.**

As some of our equipment is aging, we are experiencing equipment breakdowns and expenses. Maintenance is doing a good job trying to repair, but some equipment parts are obsolete and no longer available as this happens equipment will need replaced.

COMMISSIONER ISSUES

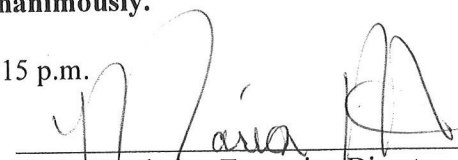
Commissioner Meech asked about health of residents in buildings due to Covid. Staff member Trosdahal replied cases are down and she has heard of one case currently but around Thanksgiving Humphrey Manor had quite a few cases.

Next meeting is March 22, 2022 at 5 p.m.

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

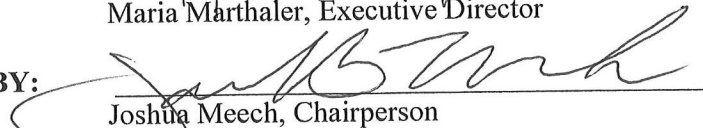
Meeting adjourned at 6.15 p.m.

PREPARED BY:

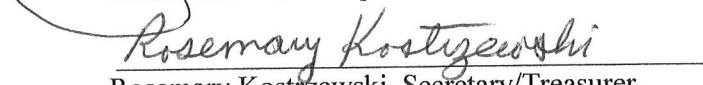

Maria Marthaler, Executive Director


Date

APPROVED BY:


Joshua Meech, Chairperson


Date


Rosemary Kostrzewski, Secretary/Treasurer


Date

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

January 25, 2022

Page 1 of 1

COMMISSIONERS

Gary Sellman
Rosemary Kostrzewski
Joshua Meech
Mark Lunde
Brad Swenson
Shawna Parks-Sass

STAFF

Kathy Biel

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Sellman called the Annual Meeting to order at 5:05 p.m. via video conference. Commissioners in attendance by Voice Roll-call were: Sellman, Kostrzewski, Meech and Lunde.

OATH OF OFFICE

Director Marthaler introduced Shawna Parks-Sass and Brad Swenson as new board members. Saas and Swenson recited the oath of office.

2021 REVIEW

The "2021" 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, Commissioner Lunde motion to approve the By-Laws. Commissioner Meech second. Roll-call vote, motion approved unanimously.

ELECTION OF OFFICERS

Chairperson Sellman open the floor to nominations. Commissioner Sellman nominated Meech as Chairperson and Swenson as Vice Chair, Kostrzewski to remain as Secretary/Treasurer. Commissioner Kostrzewski motion to approve and elect under unanimously consent the forgoing nominees. Lunde second the motion. After Voice Roll-call vote, motion carried unanimously.

Sass and Swenson read the oath of office. Commissioner Sellman entertained a motion to acknowledge and approve the two new commissioners. Kostrzewski motion to acknowledge and approve the two new commissioners.

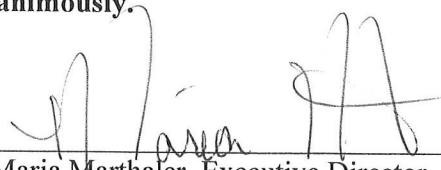
At this time, Commissioner Sellman resigned as Chairperson effective immediately. At this time staff thanked Sellman for all his years of service, mentoring, and the support he has provided to staff.

Position of Officers is Meech Chairperson, Swenson Vice Chairperson, Commissioner Kostrzewski Secretary/Treasurer, and Commissioners, Lunde, and Park-Sass.

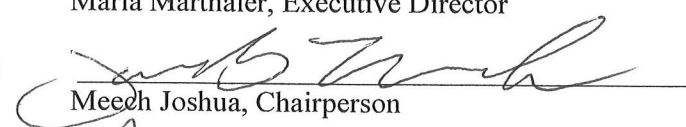
Commissioner Lunde motion to close the 2022 Annual Meeting. Second by Meech. After Voice Roll-call vote, motion carried unanimously.

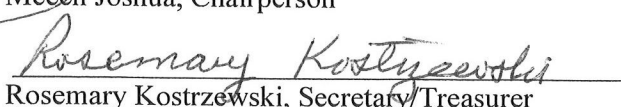
Meeting Adjourned.

PREPARED BY:


Maria Marthaler, Executive Director

APPROVED BY:


Meech Joshua, Chairperson


Rosemary Kostrzewski, Secretary/Treasurer

