

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

October 6, 2021

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COMMISSIONERS

Ryan Damlo
Rosemary Kostrzewski
Mark Lunde

STAFF

TENANT REPRESENTATIVES

CALL TO ORDER

Vice Chairperson Damlo called the Wadena HRA Special Meeting to order at 5:00 p.m. via video conference. Commissioners in attendance by Roll-call were: Damlo, Kostrzewski, and Lunde.

MRI will provide fee accounting services that would integrate with our software and replace some of the duties of financial manager when she semi retires January 1, 2022. Hiring MRI as the fee accountant will allow time for the financial manager to work closely with the software company prior to her retiring. They will work within our software remotely and take over some of the duties of the finance manager, including monthly reports, bank reconciliation, general ledger activities, and year end reports.


Commissioner Lunde discussed benefits of a fee accountant and ask about the time of cancelation of contract if we decide to take the duties over. Marthaler commented this is a 12-month contract. Commissioner Damlo reviewed the services provided in the contract and asked if any duties are missing can the Wadena HRA purchase additional services. Marthaler replied that may be the case where additional services are needed and yes, we can add additional services.

Commissioner Lunde motion to accept the contract for the fee accounting with MRI. Commissioner Kostrzewski second the motion. Roll call vote. Motion carried unanimously.

Commissioner Damlo motion to adjourn the meeting. Second by Kostrzewski.

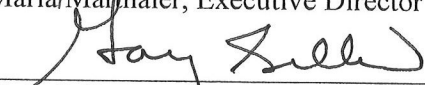
5:15 p.m. Meeting Adjourned

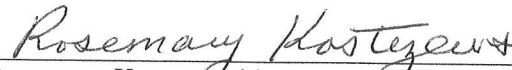
PREPARED BY:

 10/26/2021

Maria Marthaler, Executive Director

APPROVED BY:

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Gary Sellman, Chairperson

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Rosemary Kostrzewski, Secretary/Treasurer

