

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

April 26, 2022

Page 1 of 3

**COMMISSIONERS**

Joshua Meech  
Rosemary Kostrzewski  
Brad Swenson  
Shawna Parks-Sass

**STAFF**

Maria Marthaler

**TENANT REPRESENTATIVES**

**CALL TO ORDER**

Chairperson Meech called the regular meeting to order at 5:03 p.m. in the City Council Chambers.

**TENANT REPRESENTATIVE REPORTS**

Resident Commissioner Parks-Sass reported a new DJ activity starting in March at Humphrey Manor.

**CONSENT CALENDAR**

Commissioner Meech entertained a motion to approve the consent calendar. **Commissioner Kostrzewski motion to approve the consent calendar. Second by Commissioner Parks-Sass.** Marthaler discussed MRI fee accounting continuing to intergrade the Wadena HRA financials. Parks-Sass questioned the Humphrey Manor electric billing increase from last month. Marthaler stated the numbers are consistent for the month of April. Commissioner Swenson inquired on the billing from Olson's lawn service and asked if maintenance came in for snow removal on weekends and holidays. Marthaler stated that was contracted out, and maintenance does come in after hours for certain maintenance calls on weekends and holidays. Swenson also reminded Marthaler he would like to have access to the names on the fix up loans and this information is public knowledge because it is funded by Tax Levy dollars, which are public funds. Marthaler commented she will provide the board with the information but is not comfortable sharing the information as public information especially if clients were not aware their names and loan information are public. **Motion carried unanimously.**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

Resolution #587 approving revised budgets for Humphrey Manor West, East, Housing Choice Voucher, and Mainstream budgets. Marthaler explained reallocation of wages and benefits from management to all the properties, due to the administration is for the properties. **Commissioner Parks-Sass motion to approve resolution #587 revised budgets. Commissioner Kostrzewski second. Commissioner Swenson abstained his vote since he did not attend the March meeting on these budgets. Motion carried.**

Resolution #588 approving the management budget. The noticeable change in the budget is management did not budget to loan Fair Oaks Apartment funds. Fair Oaks Apartments is showing to be self-sustainable. **Commissioner Parks-Sass motion to approve resolution #588 management budget. Kostrzewski second the motion. Motion carried unanimously.**

Resolution #589 approving Commercial Apartments budget. **Commissioner Parks-Sass motion to approve the resolution #588 Commercial Apartments budgets. Commissioner Kostrzewski second. Motion carried unanimously.**

Resolution #590 approving Fair Oaks Apartments budget. This budget reflects the refinancing of the bonds. When Wadena HRA refinances the bonds, we no longer pay the trustee fees and other bond surplus funds. The budget

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

April 26, 2022

Page 2 of 3

reflects making payments of \$12,000 per month, where the actual payment should be much less. Commissioner Swenson commented on the how bad the outside of the building looks and suggested looking into having it pressure washed. Marthaler said we would check into it cost. **Commissioner Parks-Sass motion to approve resolutions #590. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

Resolution #591 setting day and time for Wadena HRA board meetings. **Commissioner Swenson motion to approve Wadena HRA monthly board meeting to be the last Wednesday of the month at 5 p.m. in the City Council Chambers located in the City Administrative building. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

League of Minnesota Cities Liability Waiver. 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. **Commissioner Swenson motion to not waive the statutory tort limits. Commissioner Parks-Sass second the motion. Motion carried unanimously.**

Fair Oaks Apartment Bond Refinancing. In March information was provided and action on this item was tabled for more information. Mr. Eilerston from Northland Securities has been working on the refinancing of the bonds. Wadena State Bank is willing to purchase the bonds once refinanced. The current interest rate is 6.25% and Wadena HRA can possibly refinance the bonds below the estimated 3.75%. The City of Wadena must hold a public hearing of the Wadena HRA issuance of the bonds. That meeting is scheduled for May 10, 2022, in the city council chambers. Wadena HRA will hold a special meeting accepting the refunding of the bonds on May 10, 2022, at 6:30 p.m. **Commissioner Parks-Sass motion to move forward with pursuing the refinancing of the bonds. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

Hiring two employees to replace two resignations. Wadena HRA received resignation from our Maintenance Technician II and our Office Support person. Advertising and interviews for the Maintenance Technician are complete. Interviews included a panel of Marthaler, Kostrzewski, and Haman. Kneisl sat in but did not participate due to knowing some of the candidates. Two applicants stood out and we would be happy with either applicant. Marthaler is bringing forward recommendations of hiring Guck at \$19 per hour and if Guck declines the offer and/or he is hired and leaves within a year offer the position to the next candidate without having to go through the entire process. Commissioner Swenson questioned wages and requested more information including the pay scale and applications to determine constancy in the hiring wage and to have a visual of the applicants. Marthaler provided commissioners with the requested information. Discussion continued with wages and benefits. Commissioner Meech commented focusing on the hourly wage is narrow and we should look at the total compensation to include benefits and other things the Wadena HRA offers. Meech also commented on seeing total compensation study and how it would compare to wages this applicant is receiving now. Commissioner Swenson discussed wages and steps and felt because these applicants have experience, he was comfortable at the starting wage but wanted to ensure there was distance in the wage from this step to the step the current Maintenance Technician I. Marthaler reiterated it is important to be fair to all staff and hire at a starting wage according to qualifications for the position and to keep distance with the current employees. **Commissioner Swenson motion to accept the recommendation of hiring Guck at the \$19 per hour and if Guck does not accept the position offer the position to the second candidate at a rate of up to \$19 per hour. Parks-Sass second the motion. Motion carried unanimously.**

The second resignation is the position opening Office Support. It was discussed if the Board should accept the resignation. Commissioner Swenson commented that the board should have accepted the resignations and give authority to advertise for the position. Discussion continued on process for filling a position and there may be a time the board may choose to not fill the position. Marthaler discussed the timeline and Swenson added if time is constrictive call a special meeting to eliminate the length of time in waiting for regular meetings.

WADENA HOUSING AND REDEVELOPMENT AUTHORITY  
BOARD OF COMMISSIONERS MEETING MINUTES

April 26, 2022

Page 3 of 3

Commissioner Meech commented the Executive Directors knowledge of staffing needs for the Wadena HRA. Swenson replied the board sets the process for hiring or the board give the Executive Director a blanket authorization to move ahead with advertising prior to accepting the resignation. Marthaler questioned the procedures in regulations. According to Commissioner Swenson this is a legal process. Meech would like to see a process identified so this discussion doesn't happen in the future.

Swenson motioned to accept Sapps' resignation and move forward with advertising. Marthaler discussed Sapp's and the Wadena HRA wishes that she returns when school starts. If we hire a part time temporary person and that person is a perfect fit for the position, they may end up staying. Sapp may have other opportunities arise and not return. Swenson questioned the complications of leaving Sapp on the payroll with benefits. Marthaler clarified this position is part time and the only benefits this positions qualifies for is paid days off. Marthaler is recommending hiring a part time temporary and grant Sapp a temporary unpaid leave of absence until fall school begins. **Commissioner Meech motion not accept Sapp's' resignation and to accept Marthaler's recommendation of placing Sapp on a temporary unpaid leave of absence until fall school starts and give Marthaler the authority hire a part time temporary Office Support position. Commissioner Parks-Sass second the motion. Motion carried unanimously.**

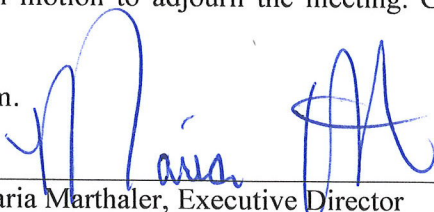
Fergus Falls HRA has coin operated washers and dryers for sale at the cost of \$325 per machine. Commissioner Swenson suggested if we are going to spend the money on the machines that the Wadena HRA use that money to wash the outside of the building. Hockert's Cleaners takes care of the machines at Humphrey Manor and Commercial Apartments. Fair Oaks Apartment has laundry facilities and the machines in that building are at no costs to the residents. Commissioners decided that this is not something we are interested at this time.

Marthaler reported the HUD NSPIRE inspection scheduled for April 19<sup>th</sup> was rescheduled to May 20, 2022. Commissioner Parks-Sass inquired if there were incentives for scoring high. Marthaler commented the incentive is not having frequent inspection.

Commissioner Kostrzewski motion to adjourn the meeting. Commissioner Parks-Sass Second. Motion carried unanimously.

Meeting adjourned 6:52 p.m.

PREPARED BY:

  
\_\_\_\_\_  
Maria Marthaler, Executive Director

6/29/22  
Date

APPROVED BY:

  
\_\_\_\_\_  
Joshua Meech, Chairperson

6/29/22  
Date

  
\_\_\_\_\_  
Rosemary Kostrzewski, Secretary/Treasurer

6-29-22  
Date

