

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

August 31, 2022

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COMMISSIONERS

Brad Swenson
Rosemary Kostrzewski
Shawna Parks-Sass
Mark Lunde

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

Vice Chairperson Swenson called the regular meeting to order at 5:04 p.m. in the City Council Chambers.

TENANT REPRESENTATIVE REPORTS

Resident Commissioner Parks-Sass discussed residents' interest in vending machines at Humphrey Manor. Resident Schwartz spent the time to survey residents' interest in vending machines, products, and local vendors. Parks-Sass investigated vendors available in the area and found one that has the machines and is interested in providing a pop and snack machines at no cost for set up and service charges. Parks-Sass discussed different products including diabetic options and suggested the machines be placed in the dining room a centralized area. Commissioner Swenson suggested this be an agenda item at a future meeting. Commissioners questioned if there are any agreement documents and requested a written proposal explaining who the company is and what their parameters are. Marthaler suggest a survey go out to all the residents and research information on the vendor, insurance, and other pertinent information.

Residents are questioning how far people should be from the building when smoking. Marthaler said Troshdahl, the housing manager, clarified this during the resident meeting, as it is 25 feet from the building.

CONSENT CALENDAR

Commissioner Lunde motion to approve the consent calendar. Commissioner Kostrzewski second the motion. No discussion. **Motion carried unanimously.**

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution #593, 2022/2023 Housing Choice Voucher Payment Standards (HCV)

Wadena HRA current payment standards for bedroom size is between 103% and 110%.

HUD has suggested the Wadena HRA increase all the payment standards up to 110% of the Fair Market Rate.

Commissioner Lunde motion to approve Resolution #593, Commissioner Parks-Sass second the motion.

Motion carried unanimously.

Resolution #594, 2022/2023 Housing Choice Voucher Utility Allowances

Housing agencies are required to complete utility consumption surveys annually to find the average cost for utility usage in specific size units. This is the utility allowance used for the rent calculation in the HCV Program.

Housing Authorities are required to implement utility allowances if allowances increase 10%. **Commissioner Kostrzewski motion to approve the 2022/2023 Utility allowances. Commissioner Sass-Parks second the**

motion. Motion carried unanimously.

Write Offs for Fiscal Year End 2022.

Humphrey Manor West \$88.71

Fair Oaks Apartments \$2288.32

Commissioner Swenson requested additional information for write offs. Marthaler explained the accounts that are a year old are generally written off. Swenson asked why one account was so high. Marthaler explained most cost

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was from tenant damage. Which included cleaning charges and carpet replacement. **Commissioner Parks-Sass motion to write off the accounts carried over for the fiscal year end 2022. Commissioner Lunde second the motion. Motion carried unanimously.**

Applying for Grants. Foster Youth to Independence (FYI) Memorandum of Understanding (MOU) and Family Self Sufficiency.

Wadena HRA is working with the Department of Human Services and Lutheran Social Services to apply for Foster Youth to Independence Vouchers. This grant is specified for Foster Youth 18 years of age to 24 years of age and must have a referral from one of the above agencies to qualify. Wadena HRA administers the voucher. To apply for this grant, we must have a signed Memorandum of Understanding and apply to HUD for the special vouchers. **Commissioner Kostrzewski motion to approve Marthaler to sign the Memorandum of Understanding and move forward with applying and administering the FYI Vouchers. Commissioner Lunde second the motion. Motion carried unanimously.**

Family Self Sufficiency Grant (FSS).

Marthaler would like to apply for the Family Self Sufficiency Grant. This grant is for Humphrey Manor West and Voucher holder participants. This grant encourages economic independence with education and employment stability. As households' income increases instead of their rent increasing those dollars are placed in an escrow account. Once the participants graduate from the program the escrow account is accessible to the family. This grant would pay the participants escrow account and staff wages for administering the FSS program.

Commissioner Lunde motion to approve Marthaler to apply for the grant. Commissioner Swenson second the motion. Motion carried unanimously.

Extending Temporary Employment to Office Support Staff.

Wadena HRA applied and received \$20,000 additional administrative fees for Mainstream Voucher program. These admin fees can be used for any current eligible voucher administrative cost, including activities to support housing search and lease up of eligible applicants. Marthaler would like to utilize some of these funds to hire our temporary Office Support staff s a permanent part time staff to work on Mainstream vouchers. Wadena HRA is anticipating our financial manager will retire the beginning of next year. Marthaler would like to hire the temporary staff as part time permanent. **Commissioner Lunde commented what if the financial managers plan change and she does not retire? After discussion Lunde motion to extend the temporary part time employment to the end of the year. Commissioner Swenson second the motion. Motion carried unanimously.**

Smoking Shelter.

Humphrey Manor is a smoke free facility in the building. Regulations require no smoking within 25 feet of the building. Smokers congregate to an area close to the building for shelter in inclement weather. Wadena HRA office is beginning to receive complaints of cigarette smoke. Marthaler feels a remedy would be to build a smoking shelter in the shape of a bus stop that will provide some protection from the weather elements. A Commissioner questioned if a shelter was built for the smokers what are nonsmokers getting. Marthaler commented the idea of the smoking shelter is to offer some shelter from the weather to detour residents from smoking in their apartments. It is a lease violation to smoke in the apartments, but the cost and process to evict is long and expensive. Commissioners asked if this was a budgeted item. Marthaler replied it is not a budgeted item, but dollars could be pulled from Capital Funds. The shelter could be shaped like a bus stop, clear to see through, on a concrete slab with a bench in it. After discussion on price, style, concrete, and placement of the shelter, Commissioners requested additional information on prices for shelter and slab and come back.

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Fair Oaks Apartment Parking Lot Sealcoating.

The parking lot at Fair Oaks Apartment does not have any parking lines and because of that when resident park they leave large spaces between vehicles not utilizing the entire parking lot, thus not enough parking spaces for the number of residents living in the building. Olson's Sealcoating submitted a proposal of \$2000 for the sealcoating. Commissioner Swenson asked if there were any other bids. Marthaler replied no there is not, but Olson did the parking lot at Humphrey Manor and gave the Wadena HRA an extremely good deal on the sealcoating for Fair Oaks Apartments. The line striping is an additional \$700. Commissioner Swenson asked if this was a budgeted item. This is not a budgeted item, but a needed item to maintain enough parking for residents. **Commissioner Parks-Sass motion to move forward with the sealcoating and line striping of the lines. Kostrzewski second the motion. Motion carried unanimously.**

Management Checking Account at Wadena State Bank and Collateralization.

The management checking account is the Wadena HRA's main account for accounts receivable and payables. Wadena HRA also carries several CD accounts at Wadena State Bank. The combined value of these accounts at Wadena State Bank can get very close to the maximum collateralization amount at Wadena State Bank. The collateralization amount was increased to prevent non collateralization. No action needed.

Carpet Installation in Hallways of Humphrey Manor.

We have contractors who are going to install the carpet in Humphrey Manor West and Humphrey Manor East. Therefore, we have two bids for each building. Humphrey Manor West \$12382 and Humphrey Manor East is \$14245 for East. The carpet is already purchased, and this is a budgeted item. The anticipated date to start with the carpet replacement is October 1, 2022. **Commissioner Lunde motion to approve the bids for carpet replacement. Commissioner Parks-Sass second the motion. Motion carried unanimously.**

Directors Report

Community House project continues to move forward. The people interested in purchasing the house backed out due to timing and budget. We are waiting on windows and rafters to continue. Commissioner Swenson suggested maintenance find a way to close the basement off so work can move forward on the inside.

HUD awarded Wadena HRA three additional vouchers.

Commissioner Issues

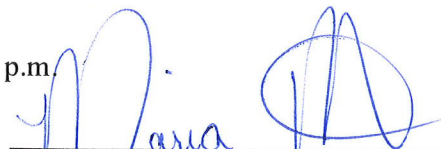
Commissioner Swenson would like to see a better account balance sheet. Marthaler will work with fee accountant to get something easier to read.

Next meeting is September 28, 2022, at 5 p.m.

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

Meeting adjourned 6:56 p.m.

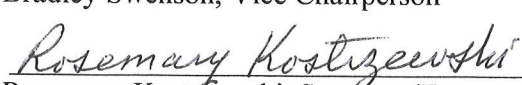
PREPARED BY:



Maria Marthaler, Executive Director

1/25/2023
Date

APPROVED BY:

Bradley Swenson, Vice Chairperson


Rosemary Kostrzewski, Secretary/Treasurer

Date
1-25-23
Date

