

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

February 22, 2023

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COMMISSIONERS

Joshua Meech
Rosemary Kostrzewski
Brad Swenson
Birch Pettow

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Meech called the regular meeting to order at 5:00 p.m. in the City Council Chambers.

OATH OF OFFICE

Birch Pettow recited the Oath of Office and was welcomed as a Commissioner to the Wadena Housing and Redevelopment Authority.

TENANT REPRESENTATIVE REPORTS

Resident Commissioner Pettow commented resident's potluck spaghetti feed went over very well.

CONSENT CALENDAR

Commissioner Meech asked Marthaler if there were any highlights to point out on the consent calendar. Marthaler pointed out the new financial statements prepared by Financial Manager, Sapp. The goal of the new reports is to make the financial statements summarized and easier to read. Marthaler commented Commissioners should still take the time to look at the financial statements generated by the software and submitted by the fee accountant to get a larger picture of the financials. Marthaler explained that the Wadena HRA was not able to collect an automatic loan payment from a recipient since the bank changed routing numbers. Commissioner Swenson questioned if any of the loans are recorded with a lien and if we could file a attachment on their property. Marthaler commented the Wadena HRA may be able to file a judgement. Swenson suggested contacting the HRA's attorney to find out if Wadena HRA can record a lien after the fact. Commissioner Meech motion to approve the consent calendar. Commissioner Kostrzewski second the motion. Motion carried unanimously.

UNFINISHED BUSINESS

Community House Bids

On February 6, 2023, Wadena HRA board members were emailed proposals to finish work at the Community House with a request to approve a contractor's proposal. Proposal includes Kenneth Kneisl \$5452, Pyramid Construction \$7275.88. Commissioner Lunde motion to accept Kneisl proposal, Meech second the motion. This item is brought forward to reaffirm the vote. Commissioner Swenson motion to accept Kneisl's bid to complete the work as described in his proposal. Commissioner Meech second the motion. Motion carried unanimously.

NEW BUSINESS

Commercial Apartments Rent Increase

Propose to increase Commercial Apartments rents. Current rents at Commercial Apartments is \$500 to \$540 per month. Price variations in rent is due to apartment location and size. Over the years Wadena HRA has increased rents by 2% not keeping up with operating cost increase of 7.5%. Propose to increase Commercial Apartment rents \$25 per apartment, with an additional \$25 monthly charge for each additional person. Commissioner Swenson questioned if a \$25 increase was enough to cover expenses and commented how low the rents are in that building. Commissioners Swenson motion to approve the rent increase of \$25 per month increase per person, and to make certain rents and expenses are reviewed annually. Commissioner Meech second the motion. Motion carried unanimously.

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Request to Hire Part Time Custodian

Marthaler request to hire a part time custodian person at \$14.87 per hour at approximately 20 hours per week effective April 2023. Marthaler explained maintenance and custodian workloads are increased and an additional person to assist with cleaning would be beneficial. Commissioner Swenson questioned what the staffing level of Fair Oaks Apartments was when the HRA managed the apartments. Marthaler struggled to recall when and if maintenance assisted at Fair Oaks Apartments. She did recall that each agency that has leased the apartments had maintained their own staff. The duties of our maintenance have changed as they are responsible for many of the repairs that used to be hired out, thus increasing the maintenance workload. Marthaler also discussed the time it takes to turnover an apartment. Discussion continued on security deposits covering cleaning charges for apartment turnover. Marthaler explained in most cases security deposit money is not enough to cover turnover costs and in some cases rent is still owed. Commissioner Meech asked if hiring an additional custodian was budgeted. Marthaler replied this is not a budgeted item and the fiscal year end is June 30, 2023. We would only be covering wage for a couple months prior to the new year. Commissioner Meech motion to approve hiring a part time custodian at \$14.87 per hour for 20 hours a week. Commissioner Swenson seconded the motion. Motion passed unanimously.

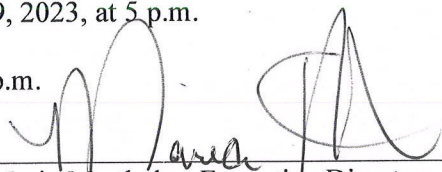
Directors Report

Commissioner Issues

Next meeting is March 29, 2023, at 5 p.m.

Meeting adjourned 5:56 p.m.

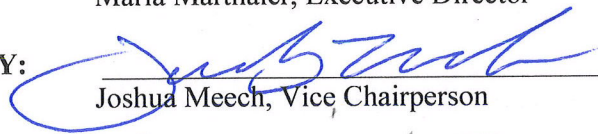
PREPARED BY:



Maria Marthaler, Executive Director

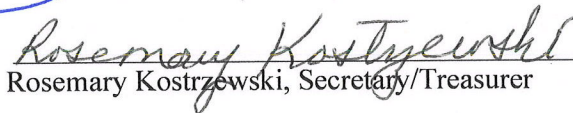
6/28/2023
Date

APPROVED BY:



Joshua Meech, Vice Chairperson

6/28/23
Date



Rosemary Kostrzewski, Secretary/Treasurer

6-28-23
Date