

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

June 29, 2022

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**COMMISSIONERS**

Joshua Meech  
Rosemary Kostrzewski  
Shawna Parks-Sass

**STAFF**

Maria Marthaler

**TENANT REPRESENTATIVES**

**CALL TO ORDER**

Chairperson Meech called the regular meeting to order at 5:01 p.m. in the City Council Chambers.

**TENANT REPRESENTATIVE REPORTS**

Resident Commissioner Parks-Sass reported Humphrey Manor Resident Council has dissolved and is now a resident meeting.

**CONSENT CALENDAR**

Commissioner Meech asked if Marthaler had anything to report on the consent calendar items. Marthaler discussed financials were late due to the fee accountant. Apartments turnover is going very well and apartments are filled. With no further discussion Commissioner Meech entertained a motion to approve the consent calendar. Commissioner Kostrzewski motion to approve the consent calendar. Parks-Sass second. **Motion carried unanimously.**

**UNFINISHED BUSINESS**

Pyramid Construction Garage estimate did not include framing the garage on the original garage bid because it was included in the concrete bid, which was not accepted. The updated bid includes the garage framing.

**NEW BUSINESS**

Electric bids for replacing Humphrey Manor West security lights entrance. At the entrance at Humphrey Manor West, we have security lights that are damaged and need replaced. We have received two bids for this replacement of the lights. There are a few differences including size, material, and lighting hours. Maintenance Technician, Kniesl recommended the security lighting from Larry's Electric as being more durable and longer lasting. Marthaler commented the Wadena HRA uses Larry's Electric frequently and when we have electrical issues they service right away. **Commissioner Kostrzewski motion to accept the recommendation for Larry's Electric to replace the security lighting for Humphrey Manor West in the amount of \$7795. Commissioner Parks-Sass second. Motion carried unanimously.**

Parking Lot Sealcoating. Wadena HRA received two sealcoating bids for Humphrey Manor parking lot and angle parking. Olson's Sealcoating bid at \$4500 and Performance Paving bid at \$4963. Both contractors use the same person to paint the lines and numbers. That bid is an additional \$800. After minimal discussion **Commissioner Parks-Sass motion to accept Olson's Sealcoating Service bid. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

Community House egress windows. During the last board meeting we discussed the Community House and decided we would install egress windows in the basement. Wadena HRA received two bids for two egress windows. After reviewing the house plans, we are not able to install two egress windows. Pyramid Construction had the lowest bid and separated the cost of each window and labor for each window. Marthaler will contact Pyramid to request an updated bid for one egress window. **Commissioner Kostrzewski motion to move forward with one egress window in the Community House and have Marthaler get an updated bid from Pyramid Construction. Commissioner Parks-Sass second the motion. Motion carried unanimously.**

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Employee Wage Determination. Employee evaluations are complete and Marthaler discussed increasing wages beyond one step to retain quality staff. Commissioner Meech discussed the job steps, grades, and job descriptions and asked if there are changes in the job descriptions that would allow an employee to move to a different grade. Marthaler stated a couple years ago job descriptions and steps were evaluated and created. That scale included a 3.3% wage increase per step not keeping up with economy and workforce. Commissioner Meech commented we must be mindful when we say we are going to do something outside the guidelines that they are extraordinary circumstances. Meech discussed the grade step and examples of methods that could be used instead of creating more steps create a policy where an employee could receive a cost of living and increase for longevity. The steps and grades should be clearly defined, and we should hold ourselves to them. After discussion it is determined the agency needs a better tool to determine wage determinations. Meech and Marthaler will work together to look at job descriptions and the pay scale.

Budget numbers were included in the information presented and the wage recommendation fall within the total budget of wages, and benefits. Marthaler requested a minimum three step increase for several staff members, and one to two steps for others. Meech asked if there are enough budget dollars to do the three-step increase for everyone. Marthaler left the meeting to insert the information in the spreadsheet to determine the dollar amount. Marthaler returned with the requested information in the spreadsheet. Commissioners reviewed the wage information in comparison to the budget and Commissioner Parks-Sass motion to approve a three-step increase (9.9%) for all staff team members except the new hire. Commissioner Kostrzewski second. Motion carried unanimously.

Directors Report

Fair Oaks Apartments refinancing of the bonds closing was on June 22, 2022.

Finance Director Biel is out of the office until August 1, 2022.

The Ross Coordinator grant is coming along, still in need a of about \$2,500 of in-kind services and working with Wadena Library with that letter. When we receive the letter from Wadena Library, Wadena HRA should have the 25% grant match covered. The grant is due July 18, 2021.

Commissioner Issues.

None

Next meeting is July 27, 2022, at 5 p.m.

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

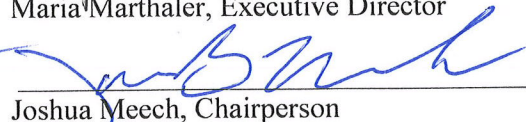
Meeting adjourned 5:56 p.m.

PREPARED BY:

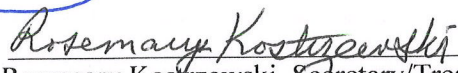
  
\_\_\_\_\_  
Maria Marthaler, Executive Director

9/28/22  
Date

APPROVED BY:

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

9/28/22  
Date

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

9-28-22  
Date