

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

March 22, 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 5:00 p.m. in Wadena Council Chambers.

TENANT REPRESENTATIVE REPORTS

Commissioner Parks-Sass commented several residents approached her requesting a couple residents in the building have master keys to apartments in the event of emergencies. Park-Sass referred to an incident over the weekend where the police were called but did not enter the apartment as the resident did not allow the police to enter. Marthaler was called and entered the apartment in concern for the resident's safety. Marthaler reminded commissioners Humphrey Manor Apartments is independent living and in the event of emergency residents should call 911. The Sheriff department and Police department have master keys but if they are informed by a resident to not enter police cannot enter without a warrant. Wadena HRA staff will conduct welfare checks during office hours when there is a concern. Residents have cell phones, lifelines, and other means of self-checks. Wadena HRA does not give out apartment keys without a resident's permission. Some residents request additional keys to give to family, friends, home health, and neighbors to check on them. Staff reviews emergency discussion during move in orientation. Commissioner Parks-Sass commented residents are not aware they can get additional keys or call for welfare checks. Parks-Sass asked if we could do a resident safety discussion. Marthaler suggested doing a refresher move in orientation with residents as a reminder.

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 the increase of electric usage for Humphrey Manor West. Marthaler will investigate further with the City of Wadena. Roll call vote. **Motion carried unanimously.**

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution #583 Humphrey Manor West Budget, Resolution #584, Resolution #585 Tax Levy, and Resolution #586 Section 8 Housing Choice Voucher and Mainstream Vouchers Budgets. Marthaler discussed funding from Housing and Urban Development (HUD). Humphrey Manor West receives an annual operation funding and we draw money down monthly for operations. We also receive capital fund dollars for capital improvements. One difference between HMW and HME is HMW receives operations and capital funds. HME does not. HME receives a monthly rental amount of \$640 per month per apartment. When a resident pays their portion of 30% of their income HUD pays the difference. HMW receives the rent a resident pay. Therefore, if a resident pays \$25 that is the only rent on the apartment. HUD tries to offset that amount with operating funds and capital funds.

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Marthaler continued to discuss budgets. The tax levy budget includes the Community School house and includes receiving \$10,000 from the Wadena Development Authority for payment of the Peterson Biddick building. Wadena HRA will receive \$10,000 a year until \$40,000 is paid.

Commissioner Parks-Sass motion to approve Resolutions #583, #584, #585 and #586. Motion second by Kostrzewski. Motion carried unanimously.

DIRECTORS REPORT

Marthaler discussed the Fair Oaks Apartment Bonds and refinancing. She has been working with George Eilerston, Director of Public Financing with Northland Securities, the company the City of Wadena works with for bond and Jeff Brown from Wadena State Bank. Mr. Eilerston provided Wadena HRA with a couple refinancing options to review. Commissioners discussed the financing options and questions. Commissioner Meech and Marthaler are scheduled to have a phone conference with Mr. Eilerston and the bond attorney for additional information and to ask questions. **Commissioner Parks-Sass motion to table this issue until more information is available and call a special meeting if necessary. Commissioner Kostrzewski second. Motion carried unanimously.**

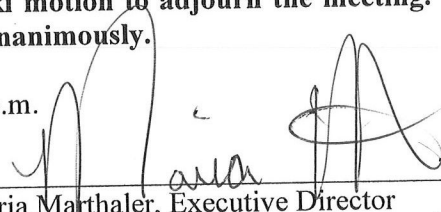
COMMISSIONER ISSUES

Next meeting is April 19, 2022, at 5 p.m.

Commissioner Kostrzewski motion to adjourn the meeting. Second by Commissioner Parks-Sass. Roll call vote, motion carried unanimously.

Meeting adjourned at 6:37 p.m.

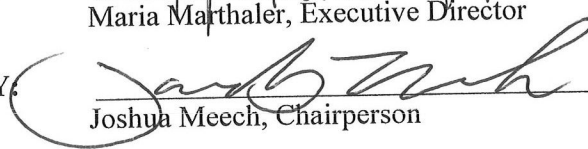
PREPARED BY:



Maria Marthaler, Executive Director

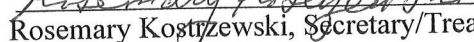
5/25/22
Date

APPROVED BY:



Joshua Meech, Chairperson

5/25/22
Date



Rosemary Kostrzewski, Secretary/Treasurer

5/25/22
Date