

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

March 29, 2023

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COMMISSIONERS

Joshua Meech
Rosemary Kostrzewski
Birch Pettow

STAFF

Maria Marthaler
Hope Sapp

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Meech called the regular meeting to order at 5:22 p.m. in the City Council Chambers.

TENANT REPRESENTATIVE REPORTS

Resident Commissioner Pettow had nothing to report.

CONSENT CALENDAR

Commissioner Meech asked Marthaler if there were any highlights to point out on the consent calendar. Marthaler reported that during the February meeting Commissioner Swenson requested Marthaler to contact the Wadena HRA attorney to find out if there are any options to file an attachment to a property for the Fix up Fund loan participants. Marthaler reported she did discuss it with attorney, Pederson, and it does not look promising for filing an attachment to the current participants property. Going forward we would need a document to include the correct verbiage for the attachment. Commissioner Meech asked how long outstanding accounts are kept on the books before written off. Marthaler explained the current policy is one year. Commissioner Lunde asked if the HRA used a third party for collections, Marthaler replied no, we do not. **Commissioner Meech motion to approve the consent calendar. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

UNFINISHED BUSINESS

Resolution #599 Budgets for HME, HMW, CA and FOA

Marthaler pointed out there is not many changes in any of the budgets. The noticeable change was capital fund improvements. Marthaler also discussed the cable tv cost and lack of participation to cover the cost. This is an item Wadena HRA Commissioners should review in August to decide the value of continuing the cable tv service. Financial Manager, Sapp, commented Fair Oaks Apartments no longer pays property tax and instead pays Payment in Lieu of Taxes (PILOT), which means they pay five percent of rent collected annually towards property taxes. This was another benefit of refinancing the bonds. **Commissioner Meech motion to approve Resolution #599 Budgets for HME, HMW, CA, and FOA. Commissioner Lunde second the motion. Motion carried unanimously.**

NEW BUSINESS

Building Monitor Rate Increase

Building monitors are tenants that live in the building, check doors and windows in the building to ensure the building is locked up for the night. They handle minor building issues when staff are off duty and if they are unsure or unable to handle the situation, they call maintenance. These tenants receive a stipend of ten dollars a day for their services. Because this is a stipend the income does not count as part of their rent. If the stipend amount increases to over two hundred dollars a month it will count as income towards their rent. Marthaler is requesting a dollar a day increase for building monitors. **Commissioner Lunde motion to approve the increase of one dollar per day for the building monitors. Commissioner Meech second the motion. Motion carried unanimously.**

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Copy Machine Proposals

The Wadena HRA copy machine is a leased machine. The lease is expired, and we are looking to changing the machine. There are two proposals for leased machines. The machine we have now is a Cannon imageRunner C55401 and we are considering a Toshiba 4525AC at a 63 month lease. Price includes service calls, parts, toner, and preventive maintenance. The average monthly billing is approximately four hundred seven dollars a month. A new lease with MCSI leasing the Toshiba machine would save about two hundred dollars a month.

Commissioners asked questions about recycling, supplies, opt out grace period in the lease. Commissioner Lunde suggested contacting MCSI to see if they will let us try the Toshiba machine for a couple weeks to make sure we like it. **Commissioner Lunde motion to move forward with Marthaler's recommendation with MCSI assuming it passes the trial period, if a trial is an option. Commissioner Pettow second the motion. Motion carried unanimously.**

Elevator Modernization Proposals

Presented were elevator modernization proposals from Otis Elevator and Minnesota Elevator Inc. (MEI). There are considerable price differences in the proposals. Marthaler and Kneisl compared the scope of work with our elevator service mechanic. The service mechanic pointed out the only noticeable difference was Otis Elevator did not include the escutcheon locks on the hoistway doors. Marthaler contacted Otis Elevator and they have included the escutcheon locks in their proposal. MEI was contacted to ensure their bid used state contract amounts, and Marthaler discussed the cost difference. According to MEI one difference in cost could be if Otis was using proprietary parts, which is not the case. Commissioners questioned the price difference and suggested additional information before deciding. This item is tabled for another meeting.

Hire Part Time Custodian

Applications and interviews took place for the custodian position. Marthaler is recommending hiring Roger Porter for the part time custodian position. Commissioner Meech motion to approve the hiring of Roger Porter. Commissioner Kostrzewski second the motion. Motion carried unanimously.

Directors Report

None

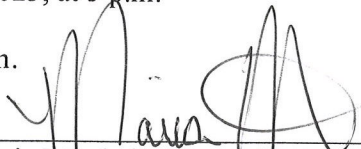
Commissioner Issues

None

Next meeting is April 26, 2023, at 5 p.m.

Meeting adjourned 6:05 p.m.

PREPARED BY:



Maria Marthaler, Executive Director

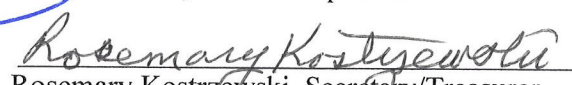
6/28/23
Date

APPROVED BY:



Joshua Meech, Vice Chairperson

6/28/23
Date



Rosemary Kostrzewski, Secretary/Treasurer

6-28-23
Date

