

WADENA HOUSING AND REDEVELOPMENT AUTHORITY

SPECIAL MEETING

May 12, 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 Wadena HRA Special Meeting to order at 5:00 p.m. in the Wadena City Council Chambers.

Marthaler gave a background of the Community House partnerships and focus. The partnership is with the Wadena Development Authority, Wadena Deer Creek School, and the Wadena HRA. Profit or loss of the project is split equally all ways.

Bids were sent out for excavation, cement work, building movers, and construction of the garage. Because of the time sensitivity the Commissioners are presented with bids for excavation, cement work, and building mover. Commissioner Swenson asked for clarification of how bids were sent and if requests for proposals were advertised in the newspaper. Commissioner Swenson commented when the dollar amount is over a specified amount it is required to publish the request for proposals. Marthaler will check into the dollar amount and process. Reviewing the bids Marthaler mentioned constructing a new basement building state codes have recently changed and basements must be insulated. Commissioner Swenson pointed out in reviewing the bids there is a significant price difference and one bid did not include the sidewalk, driveway, or back door slab. Marthaler will contact Eric Peters to clarify the bid to include the sidewalk, driveway, and back door slab and have him submit a bid to include those items. After discussion Commissioner Swenson motion to approve the lowest bid, for the cement work, and to have the bid updated to include the sidewalk, driveway, and slab. Commissioner Meech second the motion. Motion carried.

Excavation bids were reviewed and discussed. After minimal discussion Commissioner Swenson motion to accept the low bid from Plautz Excavating in the amount of \$7,400. Commissioner Kostrzewski second the motion. Motion carried.

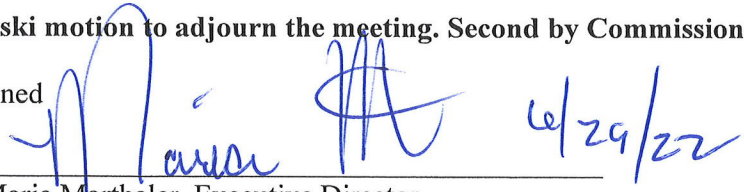
House mover bids were reviewed and discussed. Anderson's Building Movers are available to move the Community House around August 8, 2022. Commissioner Swenson motion to accept the low bid from Anderson Building Movers. Commissioner Meech second the motion. Motion carried.

Volunteer for Community House Sub-Committee. Commissioner Parks-Sass was not at the meeting but did show interest in being on the sub-committee. Commissioner Swenson asked what the sub-committee is expectations were. Marthaler clarified the sub-committee was allowed to make decisions on small incidentals that come up during the process. Some of the decisions require financial decision with little notice for decisions. After discussion Commissioner Meech pre-approved the committee up to \$5,000 for incidentals and keep the board up to date on the community House. Commissioner Kostrzewski second. Motion carried.

Commissioner Kostrzewski motion to adjourn the meeting. Second by Commissioner Swenson.

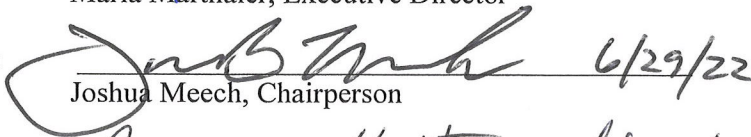
6:47 p.m. Meeting Adjourned

PREPARED BY:

 6/29/22

Maria Marthaler, Executive Director

APPROVED BY:

 6/29/22

Joshua Meech, Chairperson

 6-29-22

Rosemary Kostrzewski, Secretary/Treasurer