

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

May 25, 2022

Page 1 of 2

COMMISSIONERS

Joshua Meech
Rosemary Kostrzewski
Brad Swenson
Shawna Parks-Sass
Mark Lunde

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Meech called the regular meeting to order at 5:03 p.m. in the City Council Chambers.

TENANT REPRESENTATIVE REPORTS

Resident Commissioner Parks-Sass reported resident council meeting was simplistic. One thing that was brought to the attention some tenants were a bit shook up from the severe weather and worried about safety. Parks-Sass spoke to Tammy and every that can be done is being addressed.

CONSENT CALENDAR

Commissioner Meech entertained a motion to approve the consent calendar. Commissioner Swenson questioned the account balances worksheet. Marthaler explained for April we did not have the numbers to reflect on the worksheet. Our fee accountant does not close the prior month early enough for the Wadena HRA to include the prior month account balance on the worksheet. Therefore, the worksheet will be two months behind unless we are provided with closing reports earlier. Swenson also questions the minimal amount of loan payment on one fix up fund loan program. Marthaler explained the Wadena HRA has had many issues with this loan participant and we are lucky to be receiving any payments. This participant was not happy with the original work from the loan and has cancel the payment several times. Marthaler worked with social services to complete the bathroom as needed for handicap accessibility. The bathroom was remodeled for handicap accessibility including larger space, tile thought the bathroom, pocket door for accessibility with the cost of approximately \$80,000. Once this was completed Marthaler discussed the outcome with the participant and requested affordable payments of \$30 because of the limited income the household receives. Commissioner Lunde motion to approve the consent calendar. Parks-Sass second. **Motion carried unanimously.**

UNFINISHED BUSINESS

None

NEW BUSINESS

Increase air conditioning charges for Humphrey Manor West and Fair Oaks Apartments. Humphrey Manor West and Fair Oaks Apartments do not pay any utility costs and have not had an increase in air conditioning charges since 2009. Because Wadena HRA increase costs Marthaler is requesting a \$5 increase in air conditioning cost. This is a seasonal charge payable in July, but tenants can use the air conditioning when weather permits. Commissioner Meech questioned how the increase was determined. Marthaler stated she felt we need the increase to help cover cost but keeping the increase affordable to residents. Commissioner Swenson said this is something that should be reviewed more frequently. Marthaler commented increases must be HUD approved and must be posted for a minimum of 30 days for resident comment. Commissioner Parks-Sass feels residents are receiving a good deal on air conditioning charges. **Commissioner Swenson motion to approve the \$5 increase in air conditioning charge. Commissioner Kostrzewski second. Motion carried unanimously.**

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

May 25, 2022

Page 2 of 2

Community House 2022 Garage Construction Bids. Wadena HRA received 2 bids for Community House 2022 garage construction. While reviewing the bids Commissioner Swenson questioned if the bids are for the same work as Seelhammer Constructions bid is much more detailed than the bid from Pyramid Construction. Marthaler believes the bids are for the same construction items according to the plans sent to contractors. **Commissioner Lunde motion to hire Pyramid Construction providing all things are equal and would like it confirmed. Commissioner Swenson second the motion. Motion carried unanimously.**

Marthaler discuss the Resident Opportunity and Self-Sufficiency Service Coordinator Program (Ross Coordinator). In the May 2022 meeting we discussed the possibility of creating a new staff position. Since that meeting the Ross Coordinator Notice of Funding Opportunity (NOFO) was posted by the Department of Urban Development. The grant only applies to Humphrey Manor West Public Housing. Marthaler is requesting approval to apply for the grant. This grant will help provide resources and support services to help alleviate obstacles for residents to achieve goals and maintain independent living. The maximum grant is \$255,750 over a 36-month period and Wadena HRA is responsible for a 25% match. The match can be in form of a cash and/or in-kind services that include a letter of support with the dollar value. Commissioner Lunde commented to apply for the grant and if awarded look at the costs and consider whether to move forward. Commissioner Swenson asked the deadline of the grant and commented at some point the Wadena HRA board will decide to have to decide to accept or deny the grand based on firm numbers. Swenson reiterated that Marthaler is requesting authorization to apply for the grant and have staff member Sapp assist. **Commissioner Swenson motion to give Marthaler the authority to apply for the grant using Sapp to help as much as necessary and provide the board with numbers prior to sending the grant. Commissioner Parks-Sass second the motion. Motion carried unanimously.**

Marthaler reported the HUD NSPIRE inspection was rescheduled to May 20, 2022, and that inspection was canceled by NSPIRE.

Leaking pipe in the wall by the north entrance bathrooms. We are not aware of the extent of the damage until the wall is opened.

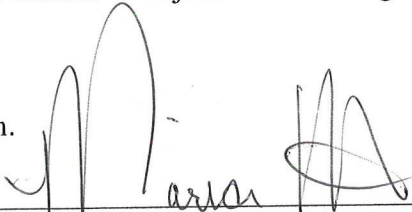
East elevator has a part that is obsolete. The mechanic worked on the part, and it is working for now. Minnesota Elevator is recommending we update the elevator.

Commissioner Swenson asks if Marthaler investigated having Fair Oaks Apartment building cleaned. One bid did come in at over \$15,000. Still waiting on another bid to come in.

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

Meeting adjourned 5:56 p.m.

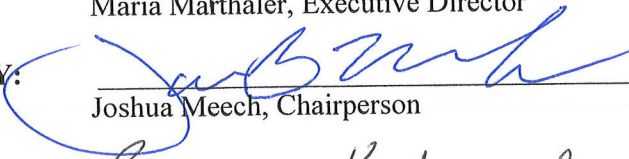
PREPARED BY:



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