

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

October 26, 2022

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COMMISSIONERS

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

STAFF

Maria Marthaler

TENANT REPRESENTATIVES

CALL TO ORDER

Chairperson Meech called the regular meeting to order at 5:00 p.m. in the City Council Chambers.

TENANT REPRESENTATIVE REPORTS

No report

CONSENT CALENDAR

Commissioner Lunde motion to approve the consent calendar. Commissioner Kostrzewski second the motion. No further discussion, motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

Snowplow Purchase

Marthaler discussed cost saving measures on recent purchases and budget items has left us with enough budgeted dollars to purchase a snowplow for the 2015 F250 Ford pickup. Presented were several bids for purchase and installation of a snowplow. Commissioners questioned plans for the existing pickup. No plans are made for the existing pickup. Commissioner Lunde commented any plow over 9 foot would be excessive for the size of the pickup. Maintenance Technician Kneisl commented he spoke with several representatives and checked the truck rating. According to the reps the three-quarter ton super duty pickup would handle the 9'2 plow. Commissioner Meech questioned if State or Contract bids were investigated and with the current bid pricing Meech feels the Wadena HRA should investigate State and Contract bids and revisit the purchase of the snowplow. This item is tabled.

Fair Oaks Apartments Rent Increase

Fair Oaks Apartments operating costs are increased resulting from high occupancy. Most of the increase in costs is utility costs. Marthaler is requesting a rent increase of up to \$25 per month for the small size apartment and a \$10 a month for the larger size apartments. This will bring rents for the small apartments to \$700 per month and the larger size at \$725 per month. In any apartment when more than one person lives in the unit, there is an additional \$25 per month charge for the additional person. At Fair Oaks Apartments all utilities are included in the rent. Commissioners discussed national costs of living increase and comparing it to the 3.5% requested increase, the increase amount is not out of line. Commissioner Meech questioned if the increase was due to costs or because everyone else is increasing rents. After reviewing operating costs for this year and comparing to last year utility costs have increased 3.7%. Commissioner Park-Sass motion to approve the rent increase as written. Commissioner Lunde second the motion. Motion carried unanimously.

Directors Report

Wadena Development Authority (WDA) owed Wadena HRA \$40,756 from a loan for the demolition of the Pederson Biddick building. In October 2022, WDA paid Wadena HRA \$20,000 on the loan, with the plans of paying \$10,000 per year until the total of \$40,756 is paid. Commissioner Swenson questioned the dollar amount

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of the loan. According to documents provided in the Wadena HRA board packets there are documents that showing discrepancies in the amount WDA owes. Marthaler explained in reviewing information in the computer software it looks as though WDA's loan was \$40,756, but when accounting put the dollar amount owed on the account balance statement, they used the entire amount of the check which included another transaction in the amount of \$1,500 with the check totaling \$41,318. This amount is the amount that has shown up on accounting statements until October 2022, when it was changed to the corrected \$40,756

Commissioner Issues

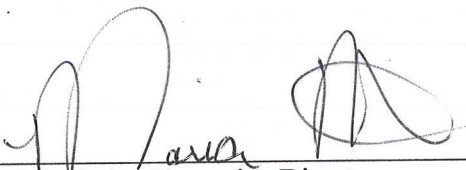
Commissioner Meech asked how the Community House was coming along. Windows and doors are not in yet, waiting for the cement person to come and finish.

Next meeting is November 30, 2022, at 5 p.m.

Commissioner Lunde motion to adjourn the meeting. Commissioner Kostrzewski. Second. Motion carried unanimously.

Meeting adjourned 5:45 p.m.

PREPARED BY:



Maria Marthaler, Executive Director

Date

6/28/23

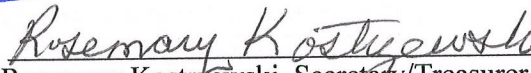
APPROVED BY:



Joshua Meech, Vice Chairperson

Date

6/28/23



Rosemary Kostrzewski, Secretary/Treasurer

Date

6-28-23