

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

September 28, 2022

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COMMISSIONERS

Joshua Meech
Brad Swenson
Rosemary Kostrzewski

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 Meech motion to approve the consent calendar. Commissioner Kostrzewski second the motion.

Marthaler discussed financial information as requested by Commissioner Swenson. No further discussion, motion carried unanimously.

UNFINISHED BUSINESS

Concessions at Humphrey Manor

At the August Wadena HRA board meeting vending machines at Humphrey Manor was discussed and tabled to allow time to find out additional information on vending machines, documentation, insurance, and the vendor, Mr. Hendricks. Mr. Hendricks was invited to the September board meeting but unable to attend. He did state he would be available for phone call questions if needed. Residents are very interested in vending machines at Humphrey Manor.

Presented to the board was a concessions agreement. This agreement was sent to Mr. Hendricks and his concern with the agreement is he does not want to be held responsible for more than any actual damage if there is damage. An example would be if someone moved the machines and damaged flooring, he does not want to be responsible for replacement of the entire floor. I did discuss this with Mr. Hendricks to let him know the Wadena HRA would be fair. We do not want to take the liability out of the agreement, but if something is to happen, we would handle it fairly.

A survey was sent out to residents in the building inquiring the interest of vending machines, costs, and types of products. Twenty-eight (28) surveys returned in favor, eight (8) not in favor. Machines would be placed in the dining room. Commissioner Swenson asked Marthaler if she was ok with the vending machines in the building? Marthaler replied she did have a few concerns, but also if we do have any problems with the machines, we have Mr. Hendricks pull the machines. **Commissioner Swenson motion to move forward with the concessions agreement and try the concessions at Humphrey Manor. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

NEW BUSINESS

Rescind Resolution #593, 2022/2023 Housing Choice Voucher Payment Standards (HCV)

HUD annual 2023 Fair Market Rates (FMR) were published on September 9, 2022. This was after Wadena HRA board passed the increase in payment standards on the 2022 FMR's on August 31, 2022.

Commissioner Meech motion to rescind Resolution #593, Commissioner Swenson second the motion. Motion carried unanimously.

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Resolution #595, 2023 Housing Choice Voucher Payment Standards (HCV)

In our last meeting the Wadena HRA board increased the 2022 HUD published Fair Market Rates (FMR) 110%. On September 9, 2022, HUD published new 2023 Fair Market Rates for the Housing Choice Voucher Program. In discussion with HUD staff HUD is recommending Wadena HRA use the published 2023 FMR's and adjust them 110% for our 2023 Payment Standards. **Commissioner Meech motion to approve resolution #595 approving the 2023 payment standards at 110%. Commissioner Kostrzewski second the motion. Motion carried unanimously.**

Employee Health Insurance Renewal

Employee health insurance renewal is scheduled for December 1, 2022. Marthaler contacted our health insurance agent to request additional health insurance options for Wadena HRA employees. The agent, Uselman, did meet with Marthaler and discuss health insurance plan options. We currently offer the Blue Access Plan 637 and can offer an additional option to employees, but employee can only choose one health plan. An alternate option is Blue Access HSA Plan 645. Costs of the plans if employee choices stay as they are \$5580.13 per month for the 637 plan an increase of 2.7% from last year. Or the HSA 645 plan would cost \$5297.65 per month. Wadena HRA contributes 75% of the cost for health insurance, employees pay 25%. Commissioner Swenson requested additional information containing employee portion of premiums per pay period, and how it compares to insurance costs from last year. Marthaler retrieved the requested documents. **Commissioner Swenson motion to approve the 2.7% increase in premium for the Blue Access Plan 637 and offer the HSA plan as an option. Wadena HRA will continue the contribution of 75% of the cost and the remaining 25% is paid by the employee contribution. Commissioner Meech second the motion. Motion carried unanimously.**

Directors Report

Marthaler is requesting a person be given the authority to sign off on financial information as internal control. She is working on training Troisdahl the day-to-day financial operations of the organization and Troisdahl is familiar with accounts receivable and payable to be aware of what she is signing. After a brief discussion board members agreed it would be efficient to have Troisdahl sign off on the financial information.

Marthaler reported the office is short staffed with our Financial Manager out of the office, and we are expecting our Housing Specialist to be out for three to four weeks for medical leave.

We continue to work with the MRI fee accountant. Marthaler feels since Wadena HRA has been working with the fee accountant for one year we are not as far along with financials as she was hoping, but it is hard to measure the progress when there is nothing to compare the progress too. We are in the middle of the annual audit, and this will give us a better measurement of the progress with the fee accountant. One of the goals with the fee accountant was to utilize the software system and modules to track operations within the system. That goal is proceeding nicely.

Commissioner Issues

Commissioner Meech requested an update on the Community House. Marthaler reported the garage is built, we continue to wait on windows for the garage and basement. The basement is boarded up to keep it closed off. The half wall going to the basement was removed as it was unstable, and the basement stairwell opening was not wide enough. To make the opening wider the contractor had to cut into the spare bedroom closet making that smaller. Once the stairwell was widened the half wall was put back in place and is now stable. We are waiting on the cement contractor to pour the driveway and sidewalk. Counter tops and entry doors are ordered. We need to clean so we can begin installing the flooring.

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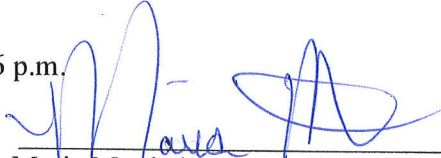
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Next meeting is November 30, 2022, at 5 p.m.

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

Meeting adjourned 6:36 p.m.

PREPARED BY:



Maria Marthaler, Executive Director

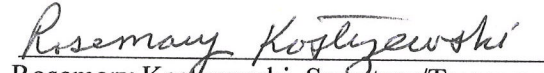
1/25/23
Date

APPROVED BY:



Joshua Meech, Vice Chairperson

1/25/23
Date



Rosemary Kostrzewski, Secretary/Treasurer

1-25-23
Date

