



February 21, 2025

Notice of the WHRA Commissioners Regular Board Meeting.

The WHRA Board of Commissioners Regular Monthly Meeting will be *Wednesday, February 26, 2025 @ 5:00 P.M. in the Wadena City Council Chambers.*

If you have items that you would like placed on the agenda, or if you have any questions, please contact Maria Marthaler, WHRA Director at 631-7723 prior to the meeting. All questions and comments should be submitted by 4 p.m. on February 26, 2025.

Address: Wadena HRA
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AGENDA HOUSING & REDEVELOPMENT AUTHORITY
BOARD OF COMMISSIONERS
MEETING AGENDA

Wednesday, February 26, 2025, Wadena HRA Board Meeting
Wadena City Council Chambers 5 p.m.

- 1) Call to Order
- 2) Tenant Representative Report
- 3) Consent Calendar
 - A) Agenda Approval
 - B) Minutes of the January annual and regular Meetings
 - C) Program Account Balances
 - D) Expenditures
 - E) Program Loan Report
 - F) Financial Statements
 - G) Property Work Orders
 - H) Housing Program Reports
Humphrey Manor *Commercial Apartments * Fair Oaks Apartments* Section 8/MS Vouchers
- 4) Unfinished Business
None
- 5) New Business
 - A) Boiler at Fair Oaks Apartments
 - B) Handicap door opener at Fair Oaks Apartments
 - C) Exercise Equipment
- 6) Directors Report
 - A) Fee Accountant Feedback
 - B) Annual Audit and HUD Financial Audit
 - C) Apply for Grants
 - D) Assisted with housing displaced people from fire
- 7) Commissioner Issues
- 8) For your Information
- 9) Next Meeting Date & Adjournment

ADDITIONAL ITEMS OR INFORMATION MAY BE AVAILABLE AT THE MEETING

WADENA HRA MISSION STATEMENT

**“Evaluate the Housing & Redevelop needs of Greater Wadena area
And
Enable Appropriate Public or Private Solutions”**

1) Call Meeting to Order

2) Tenant Representative Report

3) Consent Calendar

4) **Unfinished Business**

None

5) **New Business**

A) Boilers at Fair Oaks Apartments

Maintenance Kneisl will discuss the boiler comparisons.

Bids from Daren's Plumbing and Heating \$55,500

Set of 6 Burnham 8HE Series

Bids from Essers Plumbing and Heating, 2 Options

Option 1 = Set of 3 Burnham 8HE Series \$68,825

Option 2 = Set of 3 Lochinvar FTX \$79,388, this does have a \$4,500 Rebate

Essers in addition included a bid to replace pumps and VFS's \$14,876.

Electrical is not included in Essers proposal.

B) Handicap Door Opener at Fair Oaks Apartments

Alex Glass and Glazing, Inc \$3,800 to provide material and labor to stall.

Electrical not included.

C) Exercise Equipment

Johnson Commercial Fitness

T4r Recumbent Cross Trainer \$4,695.

Vision Fitness T600 Treadmill \$3,779.30 Contract Bid Pricing

Vision Fitness T600 Treadmill \$ 3,995 no Contract Bid Price, but will include

The 5-year extended warranty a \$399 value.

6) **Directors Report**

A) Our Fee Accountant is pleased with our use of the accounting software and would like to use Wadena HRA data sets when conducting demos.

B) The annual fiscal year end 2024 and HUD Financial audits from 2019 through 2024 are happening now. Our annual audit is with the new auditor, Cavanaugh, and seems to be going fine. Audit must be completed and reported to HUD by March 31, 2025.

C) Marthaler is interested in applying for 2 grants. The "Bring it Home" is a state voucher program. The other is to apply for funding for a Housing Navigator position. These grants are available through Minnesota Housing Finance Agency.

D) Staff worked with clients, landlords, and community agencies to help house people displaced from the fire. Donations of \$400 in gift cards were donated from Wadena HRA staff, City Staff and Humphrey Manor residents, and we continue to collect.

7) **Commissioner Issues**

8) **For your information**

Staff Meeting Reports

9) **Next Meeting Date and Adjournment**

March 26, 2025, 5 p.m. City Council Chambers