



April 24, 2025

Notice of the WHRA Commissioners Annual and Regular Board Meeting.

The Regular WHRA Board of Commissioners meeting will be *Wednesday, April 30th, 2025 @ 5:00P.M. in Wadena City Council Chambers. The WHRA regular meeting is immediately following.*

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 2 p.m. on April 30th, 2025.

Address: Wadena HRA
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Wadena, MN 56482

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AGENDA HOUSING & REDEVELOPMENT AUTHORITY
BOARD OF COMMISSIONERS
MEETING AGENDA

Wednesday, April 30, 2025
5 p.m. In the City Council Chambers
Wadena HRA Regular Board Meeting

1) Call to Order

- 2) Tenant Representative Report
 - A) Request for Fire Pit at Humphrey Manor

3) Consent Calendar

- A) Agenda Approval
 - B) Minutes of the March Public hearing and regular Meeting
 - 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

- A) Fair Oaks Apartments Building Washing

5) New Business

- A) Audit July 1,2023- June 30, 2024
- B) Resolution #622 Approve/Disapprove Commercial and Fair Oaks Budget
- C) Vacation Donation
- D) Update 2 Job Descriptions to include verbage

E) Directors Report

F) Commissioner Issues

G) For your Information

H) 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

A) Several Residents are requesting a propane fire pit at Humphrey Manor.

3) Consent Calendar

4) Unfinished Business

A) Fair Oaks Apartments Apartment Building Cleaning

Kossan Exterior Services LLC	\$2,650.	Windows	\$2,100	Discount	-\$150
Perham Pressure Washing	\$3,250.	Windows	\$1,050	Discount	-\$315
JSM Sandblasting	\$7,000.	Windows	\$1,800		
NorthStar Mobil Washing	\$2,596.	Windows/No			

5) **New Business**

A) Audit July 1,2023- June 30, 2024

Cavanaugh Company completed the Wadena HRA annual audit. There were a couple findings in the audit. See page 55 of your audit financial information booklet.

B) Resolution #622 Approve/Disapprove Commercial and Fair Oaks Apartments Budgets.

C) Vacation Donation

We recently had a staff member that ended up with medical time off and close to running out of vacation and sick time. This person is a part time staff member that was on medical leave for a month. When looking at the policy for donating vacation hours to another employee, the policy read....

“Full-time employees can donate vacation hours to another full-time employee who need extended time off from work because of a serious illness or injury of the employee, spouse, or child. To be eligible for donated hours, the employee must first exhaust all forms of paid leave available to them (Sick Leave, Vacation and Comp Time) and are not receiving worker’s compensation benefits for same. Hours donated must be in an eight-hour unit. Vacation donation form must be completed and once complete hours are not revocable. Participation is voluntary and confidential.”

Question, should we limit this benefit to full time employees?

D) Update two job descriptions to include ;

The above duties are normal for this position but should not be construed as all inclusive. Other duties and responsibilities may be required and assigned as needed.

B) Directors Report

Shingle replacement on Humphrey Manor West is an upcoming budget item we are preparing for. While investigating the shingle replacement it was noticed that we had shingle damage on the HMW roof. Now after contacting the insurance agent most likely half the cost will be covered by the insurance.

7) Commissioner Issues

8) For your information

Staff Meeting Reports

9) Next Meeting Date and Adjournment

May 28, 2025, 5 p.m. City Council Chambers