

Minutes of the Regular Meeting of the River Falls Housing Authority March 14, 2018
The meeting was held at Riverview Manor, 625 N. Main St., River Falls WI

Chair Todd Bjerstedt called the meeting to order at 6:30

Present: Todd Bjerstedt, Amy Peterson, Nick Carow

Absent:

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Carow/Fitzgerald to approve the minutes of January 10, 2018

ACTION ITEMS

1. M/S/C Carow/Fitzgerald to approve payment of bills.
2. M/S/C Fitzgerald/Carow to approve the Windmill Place Audit
3. M/S/C Fitzgerald/Peterson to table action on Resolution Authorizing the Executive Director to Sign Documents

REPORTS

1. Vacancy and Re-rental Report – McAlpine presented the Vacancy Reports for January and February.
2. McAlpine reported that tenants appear to be smoking outside in both Edgewater and Riverview Manor.
3. McAlpine reported that Riverview Manor Social Room remodeling was awarded to VanderVorst Construction. Pest Control contract was awarded to Bug Busters. The Fire Alarm Testing contract was awarded to Summit Company.
4. McAlpine requested offering a 6 month lease for 607 N Main St. to the family who had been displaced because of a house fire. Consensus of Commissioners is that a six month lease could be offered provided the cost to bring the unit to code is not excessive. Commissioners will walk through the house next month.

EXECUTIVE DIRECTOR REPORT

1. McAlpine reported that the cabinet replacement is progressing well. Tenants are prepared and have made arrangements to be out of their homes while the work is underway. Carow suggested placing a picture in the Journal when the work is done.
2. McAlpine explained that our HSA third party administrator (TPA) has made changes to the accounts and that fees are being charges to employees accounts. Carow suggested that the TPA provide a meeting or webinar to help employees with these changes.
3. McAlpine reported that the Housing Needs Assessment is nearing completion. Peterson said that the study will be presented at the April 24, 2018 City Council meeting. It can be viewed on UTube after the council meeting.

CHAIR AND COMMISSIONER REPORT

1. Mayor Toland is still looking for a volunteer for the vacant Commissioner seat. Carow suggested that the City's website should show that there's a vacant position because that's how he found out about volunteering for the Housing Authority.
2. McAlpine asked Commissioners about meeting with Sean Duffy to discuss housing funding. The contact person for Sean Duffy's office is Jesse Garza.

AP/NC moved to adjourn at 8:00.

Respectfully submitted, Anne McAlpine, Executive Director