

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Wednesday, January 10, 2024 at 6:30 pm**  
**Riverview Manor Community Room**

ROLL CALL

TENANT REPRESENTATIVES:

MISSION STATEMENT

River Falls Housing Authority manages, maintains, and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

ACTION ITEMS

1. Review and Approve Minutes of December
2. Review and Approve Payment of December & January Bills
3. Review and Approve December Budget Report
4. Review and Approve New Tenant & Accounting Software

REPORTS

1. Vacancy and Re-rental Report
2. Waiting Lists

DISCUSSION ITEMS:

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD:

ADJOURN

Minutes of the Regular Meeting of the River Falls Housing Authority December 13, 2023,

Chair Todd Bjerstedt called the meeting to order at 6:25

Present: Todd Bjerstedt, Jacqueline Niccum, Liz Deninger, Grace Birdseye, Angela Whitaker

Absent:

Also Present: Peggy Chukel-Executive Director

Tenants / Comments: No tenants were present

#### ACTION ITEMS

1. Review and Approve Minutes of November Meeting M/S/C – JN/LB
2. Review and Approve Payment of November & December Bills M/S/C – GB/AW  
No items of note
3. Review and Approve November Budget Report M/S/C – JN/LD

**RFHA:** PC noted that Utilities for E/B are high due to a mysterious water usage issue at Briarwood for almost a year. Inspection of apartments & accessible building pipes has revealed nothing. RFMU suggested we hire a professional to inspect the building. TB asked if we had contacted the city. PC stated that she would look back at who all she had reached out to and apprise TB.

**WMP:** Admin is over due to Audit Cost; Maint is over due to Emergency Elevator repairs. Tax & Ins is under as Annual Property Ins bill does not come in until Nov.

#### REPORTS

1. Vacancy and Re-rental Report

**Items of note:** two tenants at family housing are being terminated for severe lease violations.

**Side Note:** PC explained that due to the small size of our HUD project (70 units) if there are more than three vacancies in any given month, we fall below the “required” 97.5 occupancy rate. However, waiting to terminate in accordance with HUD Policy puts us at risk of losing, should a tenant choose to take the termination to court. Additionally, failure to enforce HUD policies consistently also draws fire from HUD. Therefore, RFHA will take the hit on occupancy vs the other options, due to the risk of greater consequences in the future.

#### DISCUSSION ITEMS:

1. Welcome new board member.
2. New Roofs/Gutters: Roofs at WMP, EW, RVM, BW & the garage have been completed, gutters are going on at EW on 12/06 and at RVM on 12/21. The company that got the bid to do the 607 N Main house has failed to respond since the Ins Company approved their bid. No other companies will do a patch job. As the roof is not leaking or seriously damaged, the money we did get from insurance can sit in the Mgmt Acct, earmarked for “Roof” until such time as we find someone to do the work.
3. 414 Griffey: Tenant moved out according to the court ordered deadline but left a mountain of items behind and the unit was extremely damaged. Costs will exceed \$13-14K, but we can only ask for \$10K in small claims. The tenant has no job, so recouping any of the cost is highly unlikely.

#### CHAIR AND COMMISSIONERS REPORT

#### ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

ADJOURN 7:00 M/S/C – JN/GB

MEMO

TO: River Falls Housing Authority Board of Commissioners  
FROM: Peggy Chukel, Executive Director  
RE: January Board of Commissioners Meeting  
DATE: January 10, 2024

ACTION ITEMS

1. Review and Approve Minutes of December
2. Review and Approve Payment of December & January Bills - **Attachment 1**  
**No Items of Note**
3. Review and Approve December Budget Report - **Attachment 2**  
**No Items of Note**
4. Review and Approve New Tenant & Accounting Software - **Attachment 3**  
We currently use one software provider for Tenant reporting and another for Accounting & Payroll. All paperwork is hard copy and hand sign. Written communications and relevant phone calls are hand typed, printed, and kept in tenant files. **ALL** data is entered by hand, often in multiple systems, or modules of the same system. **ALL** data is stored as paper, in filing cabinets throughout the office & one storage room.

The New system will integrate all functions except payroll. It will digitize everything, provide portals for applicants and tenants to access or submit and sign data electronically, and flow this information to all relevant modules. It tracks a multitude of processes and notifies staff of upcoming events from pending recertifications to Notice of Past Du Balances. It also streamlines the uploading of data to the various gov't agencies.

The time saved using this program will allow at least three staff members to focus more on Property **Management** and Proactive activities.

REPORTS

1. Vacancy and Re-rental Report **Attachment 4**

DISCUSSION ITEMS:

1. Pending Projects / Grants: We have an extensive Wish List and hope to find grant funding to address some of these in the new year:
  - a. **New Tenant Software**
  - b. New windows at WMP-Grant
  - c. New Garage door at RVM
  - d. New Security Camera System-Grant
  - e. New Entry System-Grant
  - f. Outside light behind RVM-In Process
  - g. Outside light at 4-Plex-In Process
  - h. Replace all Front & Back doors at RTH
  - i. Boat House behind BW

**River Falls Housing Authority**  
**Check Register**  
As of December 31, 2023

Date	Num	Name	Amount
00.1111 - CASH - UNRESTRICTED			
01.1111 - 01-0-1111.040 Cash Unrestricted			
12/15/23	5086	07 Dental/Vision	-402.39
12/05/23	5110	ZZ-Golly, Betty	-340.00
12/07/23	5111	Glen Hills	-3,316.00
12/13/23	5112	Ace	-396.48
12/13/23	5113	Clog UnBoggler	-375.00
12/13/23	5114	Dey	-95.28
12/13/23	5115	Drug Test	-177.00
12/13/23	5116	Deweys	-251.45
12/13/23	5117	EPM	-40.00
12/13/23	5118	Granite	-859.04
12/13/23	5119	Renovation Sys	-5,089.75
12/13/23	5120	RCD	-510.00
12/13/23	5121	Rodli Beskar	-137.50
12/13/23	5122	ServPro	-4,840.34
12/13/23	5123	Sherwin Williams	-99.36
12/13/23	5124	Staples	-232.57
12/13/23	5125	StarTech	-1,504.11
12/13/23	5126	Steiner	-1,189.03
12/13/23	5127	Surface Specialists	-625.00
12/13/23	5128	Swedes	-122.19
12/13/23	5129	UAC	-450.00
12/13/23	5130	US Internet	-272.77
12/13/23	5131	Wanless	-5,425.00
12/13/23	5132	VOID	0.00
12/13/23	5133	VOID	0.00
12/13/23	5134	WI CARH	-650.00
12/20/23	5135	BOC Bjerstedt	-120.00
12/20/23	5136	BOC Deninger	-150.00
12/20/23	5137	BOC Niccum	-150.00
12/20/23	5138	BOC Birdseye	-100.00
12/20/23	5139	BOC Whitaker	-50.00
12/26/23	5140	Tschida	-95.76
12/26/23	5141	Vargas	-11.00
12/26/23	5142	Evju, Karl O	-1,857.71
12/29/23	5143	VOID	0.00
12/26/23	5144	Vargas, Magaly	-1,392.66
12/26/23	5145	Tschida, Michael R	-2,647.10
12/29/23	5146	01 LIFE	-225.56
12/28/23	5147	All	-1,656.00
12/28/23	5148	Carahsoft	-229.74
12/28/23	5149	Dey	-32.85
12/28/23	5150	Grainger	-62.75
12/28/23	5151	JG	-205.00
12/28/23	5152	Lindus	-2,805.00
12/28/23	5153	RCD	-360.00
12/28/23	5154	Roberts	-2,175.00
12/28/23	5155	Renovation Sys	-1,618.15
12/28/23	5156	ServPro	-3,246.60
12/28/23	5157	Shred Right	-143.30
12/28/23	5158	Staples	-401.74

**River Falls Housing Authority**

**Check Register**

As of December 31, 2023

Date	Num	Name	Amount
12/28/23	5159	Summit	-418.00
12/28/23	5160	Surface Specialists	-1,250.00
12/28/23	5161	TKE	-1,841.00
12/28/23	5162	Steiner	-4,635.99
12/28/23	5163	Cook	-304.00
12/28/23	5164	Clog UnBoggler	-375.00
12/28/23	5165	Society Ins	-473.00
12/31/23	5166	SCVNG	-4,612.15
12/01/23	231201	24 7	-44.90
12/01/23	231202	RFSB14	-5,418.17
12/01/23	231203	RFSB15	-2,047.75
12/01/23	231204	RFSB16	-159.50
12/01/23	231205	Comcast	-385.90
12/10/23	231206	C A S	-400.00
12/10/23	231207	Comcast	-129.80
12/10/23	231208	Comcast	-379.80
12/10/23	231209	Comcast	-129.80
12/01/23	231210	PB Lease	-142.53
12/01/23	231211	FNB	-70.00
12/01/23	231212	Hawkins	-1,167.00
12/10/23	231213	Waste Mgmt	-1,813.14
12/12/23	231214	CapitalOne	-5,522.36
12/15/23	231215	RICOH	-71.67
12/29/23	231216	07 Dental/Vision	-402.39
12/29/23	231217	Chukel	-102.54
12/29/23	231218	Randen	-66.81
12/29/23	231219	Schendel	-937.51
12/29/23	231220	Schwartz	-38.78
12/29/23	231221	Annett, Rose lyn M	-2,648.32
12/29/23	231222	Avery, Terry L	-920.40
12/29/23	231223	Chukel, Peggy L	-4,633.00
12/29/23	231224	Hoffman, Jeffrey A	-3,297.46
12/29/23	231225	Nickleby, Joan P	-435.68
12/29/23	231226	Peterson, Kristen H	-893.34
12/29/23	231227	Randen, Nancy E	-2,681.57
12/29/23	231228	Schendel, Susan G	-1,005.98
12/29/23	231229	Schwartz, Steven J	-3,021.48
12/29/23	231230	VanSomeren, Samantha K	-3,648.96
12/29/23	231231	02 DOR	-1,406.29
12/29/23	231232	03 EFTPS	-8,513.34
12/29/23	231233	04 WRS	-5,046.46
12/29/23	231234	05 HEALTH	-5,447.16
12/29/23	231235	06 HSA	-1,615.00
12/31/23	231236	Schendel	-174.70
12/31/23	231237	Schwartz	-251.10
12/31/23	231238	FNB	-70.00
12/31/23	231239	03 EFTPS	-12.85
Total 01.1111 - 01-0-1111.040 Cash Unrestricted			-126,198.76

**River Falls Housing Authority**  
**Check Register**  
As of January 31, 2024

Date	Num	Name	Amount
00.1111 - CASH - UNRESTRICTED			
01.1111 - 01-0-1111.040 Cash Unrestricted			
01/01/24	240101	24 7	-44.90
01/10/24	240102	C A S	-100.00
01/10/24	240103	Comcast	-131.03
01/10/24	240104	Comcast	-379.80
01/10/24	240105	Comcast	-131.10
01/10/24	240106	Comcast	-385.90
01/10/24	240107	Hawkins	-4,205.00
Total 01.1111 - 01-0-1111.040 Cash Unrestricted			-5,377.73

**Voucher  
Check Register  
As of December 31, 2023**

Date	Num	Name	Amount
<b>1111040 · 02-1111.040 OPERATING ACCT</b>			
<b>1111900 · 02-1111.900 Covid \$\$</b>			
<b>Total 1111900 · 02-1111.900 Covid \$\$</b>			
<b>1111040 · 02-1111.040 OPERATING ACCT - Other</b>			
12/01/23	231201	1300	-2,821.00
12/01/23	231202	Allegiant	-666.83
12/01/23	231203	Beadles	-2,909.00
12/01/23	231204	Berg	-1,451.00
12/01/23	231205	Betzold	-4,630.00
12/01/23	231206	Boisclair	-3,990.00
12/01/23	231207	Burt	-1,500.00
12/01/23	231208	CityRF	-1,549.00
12/01/23	231209	Depot	-2,761.00
12/01/23	231210	Dodge	-1,581.00
12/01/23	231211	ECR	-1,744.00
12/01/23	231212	Granfors	-1,150.00
12/01/23	231213	Hanson	-950.00
12/01/23	231214	Knigge	-1,061.00
12/01/23	231215	Kubiak	-367.00
12/01/23	231216	Kusilek	-793.00
12/01/23	231217	Larson	-1,063.00
12/01/23	231218	LSI	-2,600.00
12/01/23	231219	Morrow	-800.00
12/01/23	231220	Penkert	-1,595.00
12/01/23	231221	Property Execs	-1,773.00
12/01/23	231222	RFHA EB	-1,161.00
12/01/23	231223	RFHA OP	-361.00
12/01/23	231224	River Glen	-2,278.00
12/01/23	231225	Ross	-997.00
12/01/23	231226	Simonet	-1,265.00
12/01/23	231227	URP Benda	-194.00
12/01/23	231228	URP Cade	-39.00
12/01/23	231229	URP Gustafson	-122.00
12/01/23	231230	URP Hall	-54.00
12/01/23	231231	URP Willson	-32.00
12/01/23	231232	WMP	-974.00
12/02/23	231233	RFHA	-100.00
12/31/23	231234	RFHA	-7,933.84
12/31/23	231235	FNB	-20.00
<b>Total 1111040 · 02-1111.040 OPERATING ACCT - Other</b>			<b>-53,285.67</b>

**There is no January Check Register for Voucher  
HAPs have been transferred to WHEDA.**

**WINDMILL PLACE, LLC**  
 Check Register  
 As of December 31, 2023

Date	Num	Name	Amount
1000.01 - WMP-5013453			
12/01/23	1829	City of River Falls	(8,200.00)
12/01/23	231201	Comcast	(93.00)
12/01/23	231202	FNB-Res Acct	(778.98)
12/01/23	231203	FNB-NP	(6,558.91)
12/01/23	231204	FNB-NP	(162.00)
12/10/23	231205	MG MT ACCT	(1,440.00)
12/31/23	231206	RFHA	(6,262.12)
12/31/23	231207	FNB-fees	(9.99)
12/31/23	231208	SCVNG	(160.90)
Total 1000.01 - WMP-5013453			(23,665.90)

**WINDMILL PLACE, LLC**  
 Check Register  
 As of January 31, 2024

Date	Num	Name	Amount
1000.01 - WMP-5013453			
01/01/24	240101	Comcast	(96.16)
01/01/24	240102	FNB-Res Acct	(778.98)
01/01/24	240103	FNB-NP	(6,720.91)
01/10/24	240104	MG MT ACCT	(1,440.00)
Total 1000.01 - WMP-5013453			(9,036.05)



HOUSING AUTHORITY DECEMBER BUDGET REPORT FOR JANUARY BOARD MEETING					
	6 Months at: 50%				
	HUD/RVM	E/B	OAKPK	4PLX	WMP 100.00%
<b>Income</b>					
Budget	653,801	561,390	177,050	52,265	243,089
To Date	243,429	282,694	88,946	18,095	300,287
Percent	37%	50%	50%	35%	124%
<b>Admin</b>					
Budget	176,300	199,015	61,900	18,030	48,070
To Date	69,723	109,661	32,758	9,354	55,489
Percent	40%	55%	53%	52%	115%
<b>Utilities</b>					
Budget	117,500	103,300	20,900	8,940	24,600
To Date	55,184	45,786	8,998	4,066	20,400
Percent	47%	44%	43%	45%	83%
<b>Maint</b>					
Budget	306,400	255,850	65,509	29,120	62,200
To Date	139,795	102,028	20,007	5,871	72,525
Percent	46%	40%	31%	20%	117%
<b>Ins/Taxes</b>					
Budget	54,000	49,150	15,900	3,033	21,820
To Date	24,967	25,370	7,644	1,419	22,697
Percent	46%	52%	48%	47%	104%
<b>Mortgage &amp; Fees</b>					
Budget		-	2,546	4,868	72,000
To Date		-	1,273	2,434	72,000
Percent			50%	50%	100.0%
<b>Trx to Reserves</b>					
Budget		65,018	24,213	1,914	9,348
To Date		32,509	12,287	957	8,569
Percent		50%	50%	50%	92%
Net	(46,240)	(151)	19,539	(2,614)	48,607
<b>Investments</b>					
Operating	200,500.00	6,000	20,000	1,500	157,397
Reserve		387,854	112,737	31,663	98,892
Other	7,270	31,142	9,564	1,463	55,761
Sec Dep	28,598	24,625	8,338	2,302	8,100
CFP 2023	153,328				
Mgmt Fund	481,823				

Notes WMP Adm: Audit / Legal / CAN

Notes WMP Maint: Elevator / Janitorial / UTA (flooring)

Notes WMP Ins: Prop Ins not in yet (usually in Nov)

**Software Quote  
Sent Separately**

Vacancy and Re-Rental Activity Report Nov-Dec 2023						
ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	Vac	COMMENTS	
B113	ED-2	09/30/23	01/01/24	93	Trx Fr E127	
E124	ED-1	09/30/23	12/01/23	62	Trx Fr R115	
E127	ED-1	12/31/23	02/01/24	32	Trx to B113	
G456	4P-3	11/30/23		46		
G414	Fam-2	11/17/23		59		
K415	Fam-2	11/03/23		73		
R115	ED-1	11/30/23	01/01/24	32		
R206	ED-1	11/30/23	01/01/24	32		
CURRENT WAITING LISTS						
Proj	1	2	3	4	5	Total
RTH	15	10	9	4		38
RVM	33					33
EW	49	13				62
BW	42	10				52
OP	42	12				54
WMP	40	16	7	6	2	71
LAST QUARTER						
Proj	1	2	3	4	5	Total
RTH	13	16	10	4		43
RVM	47					47
EW	72	17				89
BW	70	11				81
OP	60	17				77
WMP	59	19	8	6	2	94
Changes in Lists Above						
Proj	1	2	3	4	5	Total
RTH	2	-6	-1	0		-5
RVM	-14					-14
EW	-23	-4				-27
BW	-28	-1				-29
OP	-18	-5				-23
WMP	-19	-3	-1	0	0	-23

Waiting Lists Sent as Separate Attachment