

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Riverview Manor, 625 N. Main St., River Falls**  
**Wednesday, June 12, 2019 at 6:30 pm**

ROLL CALL

MINUTES OF REGULAR MEETING – May 8, 2019

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.

CONSENT ITEMS

1. Approve year-end write off accounts
2. Review and approve Public Records Request Policy

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report
2. Approve letter to Rural Development

REPORTS

1. Vacancy and Re-rental Report
2. Edgewater & Briarwood Renovation
3. Pamphlet

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD  
ADJOURN

Closed session in accordance with State Statue 19.85(1)c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

## Minutes of the Regular Meeting of the River Falls Housing Authority May 15, 2019

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

Present: Jacqueline Niccum, Matt Fitzgerald, Nick Carow, Amy Peterson, Todd Bjerstedt

Absent: None

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Niccum to approve the Minutes of the Regular Meeting of the River Falls Housing Authority March 13, 2019. It was noted that there was not a Commissioners meeting in April 2019.

### CONSENT ITEMS

1. Fitzgerald pulled the Satellite Dish Policy. McAlpine explained that tenants may install their own satellite if the work is done according to the installation criteria. Add a requirement that tenants remove the satellite dish when they move out. MSC Peterson/Fitzgerald to approve the Satellite Dish Policy with the above change.

### ACTION ITEMS

1. M/S/C Niccum/Fitzgerald to approve the bills and Financial Report
2. M/S/C Peterson/Niccum to object to the FY 2020 budget and rent decrease required by Rural Development for Edgewater/Briarwood. McAlpine will draft a response to Rural Development for Board approval in June.
3. M/S/C Fitzgerald/Niccum to approve the proposed FY 2020 budgets but not the Rural Development established rent for Oakpark and Four-Plex.
4. M/S/C Resolution # 544 Fitzgerald/Niccum to approve the HUD budget as proposed.

### REPORTS

1. Vacancy and Re-rental Report – McAlpine reported that four units in Edgewater and Briarwood are on hold for the renovation work. Applicants have been approved to fill those vacant units when the kitchen and bathroom remodel and carpet replacement is complete.
2. McAlpine reported that a contract was approved for Top-Line to clean the corridor carpets in Riverview Manor, Oakpark, and Windmill Place. A contract was approved for Lawn Doctor to apply weed control and fertilizer to the grounds. A contract was approved for Two Bears Painting to paint the Windmill Place Decks.
3. McAlpine provided a draft of a brochure explaining the differences in funding and requirements for each building. The final product will be available in print and on the website. Discussed working with a marketing intern to finalize the brochure.
4. McAlpine reported that roofs were replaced and gutters installed on 605 and 607 N Main St. Also, 607 N Main was rented to a family effective May 1<sup>st</sup>.
5. McAlpine reported that abatement and replacement of kitchen and bathroom flooring, replacement of cabinets, vanities and bath fans is complete in Briarwood. The second floor of Edgewater will be completed this week. The elevator repair contractor just informed us that the elevator will be out of service for much longer than expected. Staff will meet with second floor tenants and implement a plan to ensure that tenants remain safe, receive necessary services, have access to laundry facilities and visitors and service providers are aware of the situation.
6. McAlpine reported that all tenants moved out of 300 River Street as required. The property produced income for the City of River Falls. Revenue for this property was maintained in an account which has been transferred back to the City. RFHA still manages the two houses the city owns on Union Street.

### CHAIR AND COMMISSIONERS REPORT

Carow will not be able to attend the June and July Board Meetings

Peterson/Carow to adjourn at 8:25

Respectfully submitted, Anne McAlpine, Executive Director

MEMO

TO: Board of Commissioners  
FROM: Anne McAlpine, Executive Director  
RE: June Commissioners Meeting  
DATE: June 5, 2019

CONSENT ITEMS

1. Approve year-end write off accounts – Annually, unpaid accounts receivables balances for tenants who have moved out are written off the current Accounts Receivable ledger. We continue to attempt to collect these amounts due through tax return interception and HUDs bad-debt list. Tenants with balances owing any PHA are prohibited from receiving any HUD assisted housing until the debt is paid. I recommend approval to write-off \$2,174.00 for 2 former tenants.
2. Review and approve Public Records Request Policy. No requests have been received for public records in the past 2 years. I recommend approval of the existing policy. Attachment 1

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report – Attachment 2
2. Approve letter to Rural Development

REPORTS

1. Vacancy and Re-rental Report – Attachment 3
2. Edgewater & Briarwood Renovation – The months of April and May were very busy with renovations to the units. Cabinets, vinyl flooring, and bathroom vanities have been replaced in all of the designated apartments. The handicapped accessible unit in Edgewater is complete and the ADA unit in Briarwood will be complete by mid-June. Tub and shower shutoff valves have been installed and the new shower heads, tub faucets and controls are installed. New bath fans are in and the ceiling finishing is underway. Carpet replacement in the units is scheduled beginning mid-June. The Briarwood entry will be remodeled in June and a push button operator installed in both Briarwood and Edgewater. The elevator work will begin June 24<sup>th</sup>. We've met with tenants to plan for the lack of an elevator.
3. Josie Hayes is finalizing the pamphlet to be placed on our website. She will also recommend other changes and updates to our website.

Closed session in accordance with State Statute 19.85(1)c Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

## HOUSING AUTHORITY OF THE CITY OF RIVER FALLS PUBLIC RECORDS NOTICE

The Housing Authority of River Falls hereby establishes the following guidelines for public access to governmental records of the Housing Authority of River Falls. This notice is posted for public view per Wisconsin Statutes 19.34 (1).

### **Records Request Procedure**

Record Custodian: Housing Authority Executive Director

Local Public Office Positions: Executive Director

Records Request Hours: Monday, Wednesday, Friday, 8:30 a.m. to 5 p.m.  
Tuesday, Thursday 8:30am -12:30pm

Method for Record Request: In person, verbally  
Written request, in person  
Written request by mail, fax or e-mail

Fees for Record Requests: 25¢/copied page, (8 ½ x 11 or 8 ½ x 14) plus postage  
35¢/copied page (11 x 17) plus postage  
50¢/page for faxed records  
Any other appropriate fees as authorized under Wisconsin Statutes

Records Available: Housing Authority minutes  
Housing Authority resolutions  
Housing Authority policies  
Housing Authority audit reports  
All other records as required and necessary for the operation of the Housing Authority

Time Frame and Procedure: Upon receipt of a request for any record, the Housing Authority will comply with the request as soon as practicable or notify the requester that there has been a determination to deny the request in whole or in part, and state the reason(s) for the denial.  
Any request which is denied shall be further governed by WI Statute 19.35(3).  
Any denial is subject to review by a mandamus action under WI Statute 19.37(1) or upon application to the Attorney General or the district attorney.  
Having a request accepted, but having to wait a reasonable time period, depending on the nature of the request, does not constitute a denial.

Reviewed 2015-01

Reviewed 2016-05

G://Master Forms/Policies & Procedures/Records Request Procedure

HOUSING AUTHORITY BUDGET REPORT FOR June 2019					
Year Ending June 2019					
April		10	Months at:		83%
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2019
					33%
<b>Income</b>					
Budget	398,724.00	463,502.00	142,394.00	31,683.00	241,080.00
To Date	384,642.00	394,904.00	148,798.00	27,944.00	85,189.00
Percent	<b>96.47%</b>	<b>85.20%</b>	<b>104.50%</b>	<b>88.20%</b>	<b>35.34%</b>
<b>Utilities</b>					
Budget	101,500.00	90,000.00	19,200.00	8,180.00	23,000.00
To Date	90,016.00	79,178.00	18,463.00	7,233.00	7,003.00
Percent	<b>88.69%</b>	<b>87.98%</b>	<b>96.16%</b>	<b>88.42%</b>	<b>30.45%</b>
<b>Maint</b>					
Budget	208,480.00	120,910.00	30,900.00	9,225.00	44,600.00
To Date	143,588.00	79,178.00	26,554.00	2,503.00	10,920.00
Percent	<b>68.87%</b>	<b>65.49%</b>	<b>85.94%</b>	<b>27.13%</b>	<b>24.48%</b>
<b>Ins/Taxes</b>					
Budget	40,341.00	49,055.00	15,100.00	2,660.00	15,275.00
To Date	33,896.00	41,435.00	12,561.00	1,998.00	3,137.00
Percent	<b>84.02%</b>	<b>84.47%</b>	<b>83.19%</b>	<b>75.11%</b>	<b>20.54%</b>
<b>Admin</b>					
Budget	148,484.00	144,488.00	45,930.00	8,102.00	39,630.00
To Date	114,129.00	116,265.00	41,893.00	7,233.00	18,525.00
Percent	<b>76.86%</b>	<b>80.47%</b>	<b>91.21%</b>	<b>89.27%</b>	<b>46.74%</b>
<b>Mortgage &amp; Fees</b>					
Budget		30,980.00	2,546.00	4,868.00	85,000.00
To Date		25,816.67	2,121.67	4,056.67	28,301.00
Percent		<b>83.33%</b>	<b>83.33%</b>	<b>83.33%</b>	<b>33.30%</b>
<b>Trx to Reserves</b>					
Budget		28,000.00	24,924.00	1,914.60	7,829.00
To Date		23,333.33	20,770.00	1,595.50	2,609.67
Percent		<b>83.33%</b>	<b>83.33%</b>	<b>83.33%</b>	<b>33.33%</b>
<b>Net</b>	3,013.00	29,698.00	26,435.33	3,324.83	14,693.33
<b>Investments</b>					
Reserves		269,781.00	42,067.00	9,606.00	96,149.00
Sec Dep	25,834.00	26,698.00	8,612.00	2,651.00	8,000.00
PILOT	7,249.00	31,049.00	9,535.00	1,459.00	
CFP 2018	66,045.00				
Mgmt Fund	405,390.76				



June 5, 2019

USDA Rural Development

RE: Edgewater/Briarwood FY2020 Rents

Dear Robert Hernandez,

River Falls Housing Authority, the owner of the above project, strenuously objects to the requirements you imposed on our FY2020 budget and rent change. The proposed budget and rent decrease adversely effects our tenants and does not accurately reflect the cost of operations.

We understand that we have an opportunity to request a mid-year rent adjustment if we find that the required budget doesn't work. The stated objective of the rent decrease is to keep rent affordable. The current rents are affordable; there is no need to reduce rent. If a mid-year increase is requested and approved, tenants will feel, as we do, that the rent should never have decreased in the first place. It is ill-advised and frustrating, to tenants and staff, to reduce the rent drastically and then increase it again in six months.

As the owners of Edgewater and Briarwood Apartments we have entered into agreements with USDA Rural Development to ensure that the property is well maintained, operated in accordance with Federal regulations and provides non-discriminatory affordable housing to our community. As Commissioners we are tasked with oversight and must ensure that the property reflects the values of The City of River Falls. We feel that by setting unreasonably low rents you have removed our ability to ensure effective oversight of our property. We, as owners, should have input in the financial decisions for our property.

The FY2020 budget you required, significantly reduces the projected expenses for property maintenance. As owners of the property, we take pride in knowing that the property is safe and well maintained. Staff responds to routine repair requests within 24 hours. Tenant requests to clear clogged drains/toilets, repair or replace broken doors/drawers/screens/blinds/shades/toilet seats/electrical outlets/lightbulbs and everything from pests to water leaks will not go down, but the response time *will*, if staff/on site time is reduced due to the budget reduction.

We have found that even new appliances, HVAC, and other building components malfunction and require repair or replacement. Reducing the budget adversely affects our ability to respond to these needs.

Maintenance staff do many tasks that other property management firms hire contractors to perform, such as lawn mowing, grounds maintenance, snow removal, tree/shrub removal, ensuring excellent curb appeal, as well as repairing appliances, thermostats, boiler pumps, blower motors, fans and other ventilation systems. Maintenance staff prepare units for re-rental by performing preventative maintenance, repairing damages, cleaning and sanitizing the unit.

Full-time, skilled employees in the western Wisconsin area command a higher wage than in other parts of the state. For example, Davis Bacon wage rates are significantly higher for work performed west of Hwy 63. Our employees are paid less than prevailing wage rates but their wages are competitive for our area. Professional

services and contractor costs are higher in western Wisconsin than in other parts of the state, as shown on the attached General Decision Number: WI190037 01/04/2019 WI37.

River Falls, while at one time a rural community is no longer a small town. River Falls is within the Minneapolis/St. Paul metropolitan area. Market rent in the area is significantly higher than the mandated Edgewater/Briarwood rent. If we conduct a rent comparability study of our property compared to private market rents we will find that our properties are in better condition and are significantly underpriced. Private owners charge rents that are equal to or more than the HUD Fair Market Rents, which are:

1 Bed	2 bed	3 bed
\$915	\$1,151	\$1,636

The 2019 basic rents for Edgewater and Briarwood are:

1 Bed	2 bed
\$393	\$525

We request that you and the approving authority reconsider your rent requirements for FY2020 Edgewater and Briarwood Apartments and allow them to remain at the FY2019 level.

Sincerely,

River Falls Housing Authority Board of Commissioners

**Vacancy and Re-Rental Activity Report May 2019**

STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLCNTS OFFRD	COMMENTS
	BW 108	1E	12/09/18			HOLD for Reno
ADA unit	EW 103	2E	12/15/18			Tenant transferring in 6/7/19
ADA Unit	BW 103	2E	12/31/18			HOLD for Reno - 1 approved
on hold	EW 230	1E	03/15/19	06/21/19		1 approved
	BW 214	1E	02/28/19			HOLD for Reno. 1 approved for 7/1
	EW 227	1E	06/07/19			HOLD for Reno
	EW 139	2E	05/31/19			HOLD for Reno
Keys in	RVM 214	1E	05/31/19	Terminated		Take off-Line
Keys in	227 K	2F	05/31/19	Terminated	5	
<b>ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH</b>						
<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>19-Feb</b>	<b>19-Mar</b>	<b>19-Apr</b>	<b>19-May</b>
38	31	15	7 (3 on hold)	6 (4 on hold)	7 (5 on hold)	8 (7 on hold)
<b>FAMILY APARTMENT TURNOVER BY MONTH</b>						
<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>19-Feb</b>	<b>19-Mar</b>	<b>19-Apr</b>	<b>19-May</b>
10	8	11	1	1	1	1
<b>VOUCHER LEASING BY MONTH</b>						
<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>19-Feb</b>	<b>19-Mar</b>	<b>19-Apr</b>	<b>19-May</b>
4	13	9	0	0	1	1
<b>HUD VACANT UNITS BY MONTH (RVM &amp; Family)</b>						
<b>18-Nov</b>	<b>18-Dec</b>	<b>19-Jan</b>	<b>19-Feb</b>	<b>19-Mar</b>	<b>19-Apr</b>	<b>19-May</b>
2	2	3	2	2	2	2
<b>OCCUPANCY REPORT</b>						
<b>FAMILY</b>	<b>RVM</b>	<b>EW</b>	<b>BW</b>	<b>OP</b>	<b>WMP</b>	
97%	97%	93%	91%	100%	100%	
<b>WAITING LIST REPORT</b>						
<b>ELDERLY 1 BR LIST</b>		<b>RVM</b>	<b>EW</b>	<b>BW</b>	<b>OP</b>	<b>WMP</b>
Total on list		110	117	113	105	
Denied		0	0	0	0	
Approved for M/I			0	0	0	
Non-disabled - RVM only		26	3	3		
In Process			0	0	0	
Housed		1	0	0	0	
<b>ELDERLY 2 BR LIST</b>		<b>RVM</b>	<b>EW</b>	<b>BW</b>	<b>OP</b>	<b>WMP</b>
Total on list		NA	18	14	16	121
Approved			0	0	0	0
In Process			0	0	0	0
Housed			1		0	
<b>FAMILY</b>		<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	
Total on list		26	139	55	25	
Denied		0	0	0	0	
Approved		0	0	2	0	
In Process		0	0	5	0	
Housed			0	1	0	
<b>VOUCHER</b>						
<b>WAITING LIST</b>		244		<b>UNDER CONTRACT</b>		55
<b>ISSUED &amp; SEARCHING</b>		7		<b>NUMBER FUNDED</b>		62