

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Wednesday, September 08, 2021 at 6:30 pm**

ROLL CALL

MINUTES OF REGULAR MEETING – August 11, 2021

TENANT COMMENTS

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.

DISCUSSION ITEMS

1. Progressive Raise Options

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report
2. Review and Approve Job Description for Sr. Property Manager
3. Review and Approve Job Description for Property Mgmt Asst
4. Address Tenant's request for Therapy Otter

REPORTS

1. Vacancy and Re-rental Report

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 August 11, 2021, Chair Todd Bierstadt called the meeting to order at 6:30.

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

Absent: None

Also Present: Peggy Chukel-Interim Director

Minutes: M/S/C Fitzgerald/Niccum to Approve Minutes of July 14, 2021.

Tenant Comments:

Hai Nguyen addressed The Board with a request for a Therapy “Otter”. The Board agreed to review the issue and respond at or before the next board meeting.

#### **DISCUSSION ITEMS**

1. Chukel will review & revise the pet policy to remove any possible misinterpretations of the policy or its intent.

#### **ACTION ITEMS**

1. M/S/C Carow/Peterson to Approve Payment of Bills and Budget Report
2. M/S/C Carow/Niccum to Approve Revised Pet Policies
3. M/S/C Peterson/Carow to Approve Payment of PILOT
4. M/S/C Peterson/Carow to Approve Moving forward on conversion to Hybrid CDA

#### **REPORTS**

1. Rock the Block: Chukel stated that contributors continue to sign on. RFHA & Habitat Staff will meet Friday morning to compare notes & hammer out further details. Peterson stated that (many) City employees have also volunteered.
2. Vacancy and Re-rental Report: Chukel reported that there are 5 move ins & 5 move outs between August & Sept.

**ADJOURN** - MSC: Peterson/Carow

## MEMO

TO: River Falls Housing Authority Board of Commissioners  
FROM: Peggy Chukel, Interim Director  
RE: May Commissioners Meeting  
DATE: August 11, 2021

### DISCUSSION ITEMS

1. Progressive Raise Options:

### ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report (Attachment 1)
2. Review and Approve Job Description for Sr. Property Manager (Attachment 2)
3. Review and Approve Job Description for Property Mgmt Asst (Attachment 3)
4. Address Tenant's request for Therapy Otter (Attachment 4)
5. Review & Approve Updated Pet Policy (Attachment 5). We now have ONE comprehensive pet policy for ALL properties. No more differences between Elderly/Disabled vs Family & Prescott.

### REPORTS

1. Vacancy and Re-rental Report (Attachment 6): We had 6 Move outs in August. RVM 107 was a 5-Day for Meth. RVM 105 is going off-line due to excessive "wear & tear" (kitchen lower-cabinets, bathroom ceiling, & all flooring)
2. Other Updates:
  - a. Chukel & Annett will attend WAHA conference from 09/12 – 09/16
  - b. RFHA & Prescott Auditors will be onsite 09/20 – 09/21
  - c. Rock the Block will take place from 09/22 – 09/26. All are invited to stop by and see the progress, and are invited to attend the ceremony & Picnic at 3:00pm on Sunday

HOUSING AUTHORITY BUDGET REPORT FOR Sept 2021 Board Meeting					
Year Ending July 2021					
June 1 Months at: 8%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP FYE 12/2020 8%
<b>Income</b>					
Budget	594,497	480,366	155,209	34,622	205,388
To Date	42,078	4,369	12,295	3,379	140,382
Percent	<b>7.08%</b>	<b>0.91%</b>	<b>7.92%</b>	<b>9.76%</b>	<b>68.35%</b>
<b>Utilities</b>					
Budget	105,600	87,850	20,200	9,425	21,262
To Date	8,074	7,047	1,119	685	13,741
Percent	<b>7.65%</b>	<b>8.02%</b>	<b>5.54%</b>	<b>7.27%</b>	<b>64.63%</b>
<b>Maint</b>					
Budget	194,084	108,261	36,300	4,614	43,900
To Date	18,916	5,693	3,734	491	20,319
Percent	<b>9.75%</b>	<b>5.26%</b>	<b>10.29%</b>	<b>10.64%</b>	<b>46.28%</b>
<b>Ins/Taxes</b>					
Budget	44,150	47,510	14,575	2,390	7,924
To Date	4,279	4,748	1,144	193	5,208
Percent	<b>9.69%</b>	<b>9.99%</b>	<b>7.85%</b>	<b>8.08%</b>	<b>65.72%</b>
<b>Admin</b>					
Budget	182,058	161,829	55,010	10,348	34,722
To Date	5,735	13,994	4,544	656	25,729
Percent	<b>3.15%</b>	<b>8.65%</b>	<b>8.26%</b>	<b>6.34%</b>	<b>74.10%</b>
<b>Mortgage &amp; Fees</b>					
Budget		-	2,546	4,868	103,044
To Date		-	212	406	100,500
Percent			<b>8.33%</b>	<b>8.33%</b>	<b>97.53%</b>
<b>Trx to Reserves</b>					
Budget		61,285	24,924	1,915	8,683
To Date		5,107	2,077	160	8,683
Percent		<b>8.33%</b>	<b>8.33%</b>	<b>8.33%</b>	<b>100.00%</b>
<b>Net</b>	5,074	(32,220)	(535)	789	(33,798)
<b>Investments</b>					
Operating	140,034	87,133	2,253	19,535	35,670
Reserve		288,837	67,419	14,444	102,902
Other	7,257	31,085	9,546	1,461	52,741
SecDep	25,867	26,998	9,622	2,654	8,100
CFP2021	122,609				
MgmtFund	355,000				



**Senior Property Manager**

**Manage:**

1. 4-Plex: 4 Units Rural Development.
2. Windmill Place: 24 Units LIHTC
3. RiverTown Homes: 33 Units HUD Low Income Family Housing
4. Riverview Manor: 37 Units HUD Low Income Housing
5. Section 8 Vouchers: 65-70 offsite scattered

**Property Management Duties:**

1. Applicant screening
2. Intake process
3. Move-Ins
4. Move-outs
5. Annual recertifications
6. Interim recertifications
7. Lease enforcement
8. Annual HQS inspections
9. Bi-annual landlord surveys
10. Maintain Voucher waiting list
11. Back-Up Other Property Manager(s) & Front Desk

**Other Duties:**

1. Assist with Website Maintenance
2. Maintain Face Book Page
3. Maintain brochures
4. Prepare Quarterly Newsletters for Prescott, Family, and Elderly
5. Monitor RVM security cameras
6. Work with software & I.T. providers to maintain software functionality
7. Assist with posting jobs, Advertisements, etc.
8. Collaborate with community partners (RFPD, county and local human service agencies)
9. Assist Office Manager & Exec Director as needed



Property Manager Assistant - 20 hrs/wk Mon-Fri / 8:30 & 5:00, semi-flexible

Assist Property Manager(s) with:

12. Move-In Packets
13. Move-out Inspections
14. Lease compliance
15. Bi-annual landlord surveys
16. Tenant communications (written & verbal)
17. Filing / File review
18. Back-Up Front Desk
19. Maintaining Brochures
20. Quarterly Newsletters
21. Assist Office Manager & Exec Director as needed



625 North Main Street, River Falls, Wisconsin 54022  
Phone: 715-425-7640/Fax: 715-425-8530

September 11, 2021

Hai Nguyen  
555 N. Main St. #106  
River Falls, WI 54022

Mr. Nguyen,

When you presented your request to be allowed an Asian Small Clawed Otter as a therapy pet to The Board, you stated that you had done your research, and you felt that an otter would be an ideal pet, as it eats the same food as you. You stated that you would allow it to swim in rivers and lakes during the summer, presumably on a leash or tether. You did not have a clear plan for how to exercise the animal in winter but suggested you would find an animal friendly pool.

The board has its own research on Asian Small Clawed Otters and deliberated your request to over-rule the Housing Authority's decision to deny you an otter as a therapy pet.

Our decision is in favor of The Housing Authority. As explained in the comments below, neither you nor the Housing Authority are equipped to deal with all the care and costs involved in properly maintaining such an animal.

Our research shows that Asian small-clawed otters:

1. Are social animals and need to live in groups.
2. Are very vocal and noisy.
3. Emit a very strong musky scent that would permeate the unit (and beyond) permanently.
4. Defecate, spray their scent and smear their feces to mark territory everywhere.
5. Are difficult to maintain, even by skilled exotic animal specialists.

Experts state that Asian small-clawed otters:

1. Are a wild, undomesticated animal. They cannot be leash trained.
2. Are VERY active. They need to swim, climb, dig, scratch, bite, chew and eat constantly – 16 to 18 hours a day.
3. Must be kept in temperatures well above 50 degrees at all times. The animal could not go outside most of the year.
4. Must be kept in a very large enclosure:
  - a. The enclosure must be at least 12' wide x 20' long and 8 to 10' high.
  - b. The enclosure must contain at least 30% water, deep enough to dive and forage for food.
  - c. The enclosure must contain hollow logs to borrow in and chew on, as well as branches to climb and forage for food.
5. Must be fed a wide range of foods, including some expensive and very hard to find items such as mussels, clams, shrimp, and live insects/grubs.
6. Must consume over 20% of its body weight every day, so it must be provided access to food multiple times a day.
7. Must be allowed to satisfy their natural instinct to forage and hunt. They cannot just "be fed".

Failure to provide the proper diet would not only harm the animal, but increase its need to "hunt" which in turn increases its destructive tendencies.

Additionally:

1. The cost of an Asian Otter ranges from \$1,800 to \$2,000.
2. The cost of a permit to keep an exotic pet in The City of River Falls is \$300 per year.
3. Being an exotic animal, veterinarians skilled in their health and care are rare, and expensive.  
*You do not have access to such financial resources.*
4. Upon further discussion, your doctor stated that an otter was not your “Only” option and the accommodations needed in your apartment for such an animal would be “Extensive”.
5. We are aware that after repeated, failed, attempts to get approval from the Housing Authority, you directed your request to various other agencies including Rural Development and The City of River Falls.

In Conclusion,

Our ruling is final. Any further attempts to pursue this matter, or present a new request for a therapy animal not in accordance with the Housing Authority Pet Policy will be deemed harassment of staff, which is a lease violation and may result in termination of your lease.

Thank you,

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

River Falls Housing Authority  
Board Of Commissioners





625 North Main Street, River Falls, Wisconsin 54022  
Phone: 715-425-7640/Fax: 715-425-8530

### PET POLICY

Tenants may own and keep common household pets. Common household pets include fish, songbirds, turtles, hamsters, cats and small dogs. Animals considered livestock, exotic, undomesticated, poisonous, or venomous are not permitted.

All Tenants who are eligible to keep a pet in housing owned and/or operated by the Prescott Housing Authority shall demonstrate that they have the physical capability to care for the pet. **FAILURE TO ABIDE BY THE PROVISIONS OF THE PET POLICY IS A SERIOUS LEASE VIOLATION AND MAY RESULT IN TERMINATION.**

River Falls Housing Authority allows pet ownership with the written pre-approval of the Housing Authority. In exchange for this right, the Tenant assumes full responsibility and liability of the pet and agrees to hold the River Falls Housing Authority harmless from any claims caused by an action or inaction of the pet. Tenants are responsible for any damage or injury caused by their pets, including the cost of fumigating or cleaning their units.

**A. Application for Pet Permit. Prior to housing any pet on premises the resident shall apply to the Housing Authority for a pet permit which shall be accompanied by the following:**

1. A current license issued by the appropriate authority, if applicable.
2. Documentation from a Veterinarian that the pet has been spayed or neutered, if applicable.
3. Documentation from a Veterinarian that the pet has received all necessary/required vaccinations including, but not limited to current DHLPP and rabies inoculations or boosters, as applicable.

**B. Tenants shall comply with the following rules:**

1. Only one (1) pet per household will be permitted.
2. More than one (1) pet may be permitted if the pets are of a type which is usually and customarily confined together in a cage or an aquarium (such as fish, songbirds and hamsters)
3. Cages and aquariums may not exceed the standard size of 10 gallons or 20”L x 10”W x 12”H.
4. All pets must be caged or leashed when out of the dwelling unit.
5. Tenant shall not leave pet unattended outdoors.
6. Tenants shall not permit their pet to disturb, interfere with, or diminish the peaceful enjoyment of other Tenants. The term “disturb, interfere, and diminish” shall include, but not be limited to, chirping, chewing, biting, scratching, and other like activities. Pet waste including litter, gravel, or cage bedding shall be disposed of in the trash. No pet shall be permitted on any common area furniture in any Housing Authority-development.
  - i) Complaints of disturbances of this nature shall constitute a violation of lease and may result in the revocation of the pet permit, termination of the lease agreement, or both.
  - ii) Failure to properly dispose of pet waste shall constitute a lease violation.
7. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.
8. Pet waste must be picked up immediately and disposed of in the dumpster or nearest Pet Waste Station. Failure to properly dispose of pet waste shall constitute a lease violation.
9. If pets are left unattended for a period of 24 hours or more, Housing Authority staff may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of State

law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.

10. Tenants shall not alter their units, patio or unit area in order to create an enclosure for any pet.
  11. Tenants are responsible for all damages caused by their pets including the cost of cleaning carpets and draperies and/or fumigation of units.
  12. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the Housing Authority. Feeding **ONLY** wild birds is allowed.
  13. Should any un-neuterable pet (such is birds, hamsters, etc.) housed in a Housing Authority facility development give birth, the Tenant shall remove from the premises all animals except one.
  14. Tenants are responsible for the safety and health of their pet during those scheduled occasions when the dwelling units in the facility development are being treated for infestations. The Housing Authority shall not be liable for the ill health or death of a pet as a result of the periodic de-infestation treatment.
  15. In the event of the death of a pet, the Tenant shall properly remove and dispose of the remains. Non-cremated remains shall not be kept, in any fashion, in any Housing Authority facility development or on any Housing Authority grounds.
  16. No animals shall be permitted in social rooms, community rooms, or any common area associated with cooking or eating, in any Housing Authority development
- C. The Housing Authority reserves the right to require cheek swabs for DNA identification of pets. DNA identification of pets shall be conducted when/if excessive pet waste is not removed by pet owners in Housing Authority property.
- D. It is a privilege, not a right, to maintain a pet. This privilege may be revoked at any time subject to the Housing Authority Hearing Procedures should an animal become destructive, create a nuisance, represent a threat to the safety and security of Tenants, or create a problem in the area of cleanliness and sanitation.
- E. Should a breach of any of the rules above occur, the Housing Authority may exercise any remedy granted it in accordance with applicable State statutes.
- F. Requests for service animals will be considered as a Reasonable Accommodation for Persons with Disabilities. Verification of the need for a service animal will be obtained by the Housing Authority. While, some, but not all, of the provisions of the Pet Policy may be waived for service animals, **animals considered livestock, exotic, undomesticated, poisonous, or venomous are not permitted.**
- G. Visiting pets must be preapproved by River Falls Housing Authority. Tenant(s) are responsible for ensuring that visiting pets are in compliance with the rules set forth herein.

Revised 2021/08  
Revised 2021/04  
Updated 2017/12

Vacancy and Re-Rental Activity Report August 2021						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Keys In	E218	1E	06/30/21	08/01/21	5	
Keys In	O203	1E	06/30/21	08/01/21	5	
Keys In	B208	1E	05/31/21	09/01/21	16	
Keys In	R206	1E	06/15/21	09/01/21	12	
Keys In	B116	1E	07/31/21	09/01/21	2	
Keys In	B210	1E	07/31/21	09/01/21	2	
Keys In	W109	1E	07/31/21	09/15/21	4	
Keys In	W112	1E	07/31/21	09/15/21	4	
Larson	B206	1E	08/31/21		3	N Home
Vipperman	E103	1E	08/31/21		3	Deceased
Patterson	G412	2F	08/31/21		3	Moving On
Lay	K429	3F	08/31/21		3	Lse Term
Shedore	R105	1E	08/31/21	Off-Line 3 Mo		Moving On
Holerud	R107	1E	08/31/21		3	Term-Drugs
Anderson	O106	1E	09/30/21			N Home
Whitaker	O214	1E	09/30/21			N Home
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	5/21	6/21	7/21	8/21
15	22	26	3	4	4	2
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	5/21	6/21	7/21	8/21
11	9	10	0	0	1	1
VOUCHER LEASING BY MONTH						
FY 2018	FY 2019	FY 2020	5/21	6/21	7/21	8/21
9	7	13	0	2	1	2
HUD VACANT UNITS BY MONTH (RVM & Family)						
9/20	10/20	11/20	5/21	6/21	7/21	8/21
1 (1 offline)	2 (1 offline)	3	1	1	0	2
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
100%	97%	98%	100%	96%	96%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST	RVM	EW	BW	OP	WMP	
Total on list	66	54	51	50	83	
Denied	0	0	0	0	0	
Approved for move in	0	1	1	0	2	
Non-disabled - RVM only	28	0	0	0	0	
In Process	0	0	4	0	0	
Housed	0	3	1	0	0	
ELDERLY 2 BR LIST	RVM	EW	BW	OP	WMP	
Total on list		5	1	3		
Approved		1	1	0		
In Process		0	5	0		
Housed		0	1	0		
FAMILY	1 BR	2 BR	3 BR	4 BR		
Total on list	15	15	22	1		
Denied	0	0	0	0		
Approved	0	4	1	0		
In Process	0	3	0	0		
Housed	0	1	0	0		
VOUCHER						
WAITING LIST	20			UNDER CONTRACT		60
ISSUED & SEARCHING	3			NUMBER FUNDED		63

