

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Wednesday, November 08, 2023 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 October
2. Review and Approve Payment of October & November Bills
3. Review and Approve October Budget Report

REPORTS

1. Vacancy and Re-rental Report

DISCUSSION ITEMS:

1. Welcome new board member(s).
2. Discuss updating signatory documents at FNB
3. Result of court hearing

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 October 11, 2023,

Chair Todd Bjerstedt called the meeting to order at 6:28

Present: Jacqueline Niccum, Liz Deninger, Jacob Proue

Absent: Todd Bjerstedt

Also Present: Peggy Chukel-Executive Director

Tenants / Comments: No tenants were present

**ACTION ITEMS**

1. Review and Approve Minutes of September Meeting M/S/C – JN/JP
2. Review and Approve Payment of September & October Bills M/S/C – LD/JN

**Items of Note from September:**

- Cap One bill is and will continue to be higher than in the past as more purchasing is being done off the internet, The offset is a reduction in charges to other Maintenance and Admin Vendors
- Medica issued another premium refund (this happens when the Insurance carrier experiences a period of time with low claims and is able to “share the wealth). This refund was allocated (at the 85%/15% split) back to the employees who were covered during the noted time period

**No Items of Note from October:**

3. Review and Approve September Budget Report M/S/C – JP/LD  
No significant issues or concerns – Insurance is under budget every year until the bills come in.

**REPORTS**

1. Vacancy and Re-rental Report
  - a. We had 5 Move outs at the end of Sept (1 was a Trx) and all are scheduled for 11/01 move-ins.
  - b. We have 1 termination for 11/03/23 due to excessive NSF rent payments but mostly failing inspections. The tenant’s father has requested an appeal, which I will grant assuming the family hires a housekeeper, and ensures rents are covered from now on.
2. 3rd Quarter Waiting Lists:  
RiverTown Homes (family) is down significantly because:
  - a. We have had quite a few turnovers this year, and removed anyone who did not respond to their top pf the List Letters.
  - b. Several months ago we started doing Landlord verifications at the beginning of the application process instead of the middle of the in-take process to eliminate (A) people waiting hopefully for over a year and (B) a lot of unnecessary work on the part of the property managers, because the applicant has such poor rental history as to be ineligible. As we have been working through current applicants, quite a few have been denied and removed from the waiting lists for this reason. They may appeal and be reinstated by providing 12 months of good rental history.
    - i. Bad rental history for which we will remove applicants includes: having unauthorized people living in their unit, very poor house-keeping, destruction to property, or frequent police calls.
2. The voucher waiting list is being closed out. We currently have only 5 vouchers issued but unused, as those applicants are still searching for a place to live. Three have been approved to search outside the River Falls area. Of those, two are looking in WestCap’s region and one is looking in the Twin Cities. There will be no one on the voucher waiting list when WestCap takes over. Either the vouchers will be used (leased up) or the applicant will have to surrender the voucher for lack of finding a suitable place in the allotted timeframe. WestCap will simply roll those vouchers into theirs – no one will lose their place on the waiting list.

**DISCUSSION ITEMS:**

1. LD’s former co-worker and another community member have contacted TB about the open board positions.
2. PC stated that she and the RFHA Atty will be going to court on 10/13/23 to seek an eviction for non-payment of rent on the tenant mentioned during the previous board meeting (with regards to a no trespass on her significant other)

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

ADJOURN 6:52      M/S/C –LD/JN

MEMO

TO: River Falls Housing Authority Board of Commissioners  
FROM: Peggy Chukel, Executive Director  
RE: November Board of Commissioners Meeting  
DATE: Nov 08, 2023

ACTION ITEMS

1. Review and Approve Minutes of October
2. Review and Approve Payment of October & November Bills- **Attachment 1**  
**Items of Note for October:**  
Roberts Decorating (painting) includes 4 Units turns & \$4+K to repaint all of WT in Prescott;  
Renovation Systems (flooring) includes 4 Units turns (1 @ \$1600 WT in Prescott); ServPro (Apt clean out/clean-up) \$2812 @ WT in Prescott; TKE (Elevator R&M) includes \$1K for lift @ WT in Prescott;  
RCD (Dumpsters) semi-annual clean up @ RiverTown Homes  
**Items of Note for October:**  
Midwest (John Deere Dealer) New fully equipped tractor for lawn & snow maintenance.
3. Review and Approve October Budget Report- **Attachment 2**  
**RFHA:** We have had a mysterious water usage issue at Briarwood for almost a year. Inspection of apartments & accessible building pipes has revealed nothing. In my opinion the next/last resort is to hire a plumber to inspect every pipe behind every wall, but that would be extremely cost prohibitive. Suggestions are welcome.  
**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 doesn't come in until Nov.

REPORTS

1. Vacancy and Re-rental Report- **Attachment 3**  
No items of note, other than that we are in the process of terminating 2-3 tenants at family housing for various lease violations.  
Side Note: Due to our small size (70 units) if we have more than 3 vacancies in the HUD properties in any given month, we fall below their "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. I prefer to take the hit on occupancy vs the other options, which would lead to greater consequences in the future.

DISCUSSION ITEMS:

1. Welcome new board member(s)
2. Discuss updating signatory documents at FNB: Do we need every Board member on the list? PC recommends just E.D., Board Chair & Treasurer
3. Result of court hearing: Atty offered final deal to tenant to avoid an eviction on her record if she is out by 11/17/23. She accepted.

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD:

ADJOURN

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

Date	Num	Name	Amount
00.1111 - CASH - UNRESTRICTED			
01.1111 - 01-0-1111.040 Cash Unrestricted			
10/03/23	5015	Drug Test	-230.75
10/03/23	5016	ZZ-Woodman, Ethan	-260.00
10/04/23	5017	Summit	-662.00
10/06/23	5018	WI CARH	-98.00
10/10/23	5019	Ace	-534.23
10/10/23	5020	Clog UnBoggl er	-375.00
10/10/23	5021	County Wide	-222.75
10/10/23	5022	Dey	-352.23
10/10/23	5023	Granite	-875.14
10/10/23	5024	NAHRO	-387.10
10/10/23	5025	Natl Elevator	-65.00
10/10/23	5026	RCD	-2,640.00
10/10/23	5027	RF Chamber	-299.00
10/10/23	5028	Rodli Beskar	-288.00
10/10/23	5029	Steiner	-2,036.11
10/10/23	5030	US Internet	-268.73
10/10/23	5031	ServPro	-150.00
10/26/23	5032	Tschida	-188.00
10/26/23	5033	Vargas	-9.43
10/31/23	5034	Evju, Karl O	-1,857.71
10/31/23	5035	Tschida, Michael R	-3,100.68
10/31/23	5036	Vargas, Magaly	-1,392.66
10/26/23	5037	Cook	-304.00
10/31/23	5038	All	-857.00
10/31/23	5039	Carahsoft	-100.89
10/31/23	5040	Clog UnBoggl er	-400.00
10/31/23	5041	Dey	-259.61
10/31/23	5042	EPM	-362.00
10/31/23	5043	HD Supply	-981.18
10/31/23	5044	HF	-625.00
10/31/23	5045	JCE	-750.00
10/31/23	5046	JG	-270.00
10/31/23	5047	JH	-372.52
10/31/23	5048	Moseng	-137.40
10/31/23	5049	Nan McKay	-329.00
10/31/23	5050	NCRC	-75.00
10/31/23	5051	Pierce Cty Waste	-600.00
10/31/23	5052	Renovation Sys	-5,042.43
10/31/23	5053	Roberts	-5,965.00
10/31/23	5054	ServPro	-2,961.98
10/31/23	5055	Sherwin Williams	-669.47
10/31/23	5056	Staples	-390.26
10/31/23	5057	State Farm	-1,839.00
10/31/23	5058	StarTech	-1,423.96
10/31/23	5059	Swedes	-19.41
10/31/23	5060	TKE	-2,682.90
10/31/23	5061	VOID	0.00

River Falls Housing Authority

Check Register

As of October 31, 2023

Type	Num	Date	Name	Amount
Liabi...	5062	10/31/23	01 LIFE	-225.55
Check	231001	10/01/23	24 7	-44.90
Check	231002	10/01/23	RFSB14	-5,418.17
Check	231003	10/01/23	RFSB15	-2,047.75
Check	231004	10/01/23	RFSB16	-159.50
Check	231005	10/10/23	C A S	-100.00
Check	231006	10/10/23	Comcast	-129.80
Check	231007	10/10/23	Comcast	-379.80
Check	231008	10/10/23	Comcast	-129.80
Check	231009	10/10/23	Comcast	-385.90
Check	231010	10/10/23	Hawkins	-2,205.00
Check	231011	10/10/23	Waste Mgmt	-1,779.19
Check	231012	10/10/23	PB Postage	-700.00
Check	231013	10/13/23	CapitalOne	-7,841.27
Check	231014	10/20/23	RICOH	-186.55
Check	231015	10/24/23	VanSomeren, Samantha K	-1,376.06
Check	231016	10/30/23	Schendel	-164.90
Check	231017	10/31/23	Schwartz	-251.10
Payc...	231018	10/31/23	Annett, Roselyn M	-2,632.60
Payc...	231019	10/31/23	Avery, Terry L	-1,072.17
Payc...	231020	10/31/23	Chukel, Peggy L	-4,674.00
Payc...	231021	10/31/23	Hoffman, Jeffrey A	-3,286.66
Payc...	231022	10/31/23	Nickleby, Joan P	-724.71
Payc...	231023	10/31/23	Peterson, Kristen H	-1,152.59
Payc...	231024	10/31/23	Randen, Nancy E	-2,694.65
Payc...	231025	10/31/23	Schendel, Susan G	-928.32
Payc...	231026	10/31/23	Schwartz, Steven J	-3,276.48
Payc...	231027	10/31/23	VanSomeren, Samantha K	-3,373.42
Check	231028	10/31/23	Chukel	-193.15
Check	231029	10/31/23	Randen	-145.28
Check	231030	10/31/23	Peterson	-80.00
Liabi...	231031	10/31/23	02 DOR	-1,506.12
Liabi...	231032	10/31/23	03 EFTPS	-8,925.66
Liabi...	231033	10/31/23	04 WRS	-5,201.06
Liabi...	231034	10/31/23	05 HEALTH	-5,161.54
Liabi...	231035	10/31/23	06 HSA	-1,485.00
Liabi...	231036	10/31/23	07 Dental/Vision	-350.24
Total 01.1111 - 01-0-1111.040 Cash Unrestricted				-114,099.42

**River Falls Housing Authority**  
**Check Register**  
As of November 30, 2023

Date	Num	Name	Amount
00.1111 - CASH - UNRESTRICTED			
01.1111 - 01-0-1111.040 Cash Unrestricted			
11/10/23		Hawkins	-2,866.00
11/01/23	5065	Midwest	-30,660.00
11/01/23	231101	247	-44.90
11/01/23	231102	RFSB14	-5,418.17
11/01/23	231103	RFSB15	-2,047.75
11/01/23	231104	RFSB16	-159.50
11/10/23	231105	C A S	-100.00
11/10/23	231106	Comcast	-129.80
11/10/23	231107	Comcast	-379.80
11/10/23	231108	Comcast	-129.80
11/10/23	231109	Comcast	-385.90
Total 01.1111 - 01-0-1111.040 Cash Unrestricted			-42,321.62

Voucher  
Check Register  
As of October 31, 2023

Date	Num	Name	Amount
1111040 · 02-1111.040 OPERATING ACCT			
1111900 · 02-1111.900 Covid \$\$			
Total 1111900 · 02-1111.900 Covid \$\$			
1111040 · 02-1111.040 OPERATING ACCT - Other			
10/01/23	231001	1300	-2,594.00
10/01/23	231002	Allegiant	-666.83
10/01/23	231003	Beadles	-2,909.00
10/01/23	231004	Berg	-1,451.00
10/01/23	231005	Betzold	-4,298.00
10/01/23	231006	Boisclair	-3,990.00
10/01/23	231007	Burt	-1,500.00
10/01/23	231008	CityRF	-1,549.00
10/01/23	231009	Depot	-3,426.00
10/01/23	231010	Dodge	-1,503.00
10/01/23	231011	ECR	-1,744.00
10/01/23	231012	Granfors	-1,150.00
10/01/23	231013	Hanson	-950.00
10/01/23	231014	Knigge	-1,061.00
10/01/23	231015	Kubiak	-367.00
10/01/23	231016	Kusilek	-793.00
10/01/23	231017	Larson	-1,063.00
10/01/23	231018	LSI	-2,125.00
10/01/23	231019	Morrow	-800.00
10/01/23	231020	Penkert	-1,595.00
10/01/23	231021	Property Exec's	-1,773.00
10/01/23	231022	RFHA EB	-1,188.00
10/01/23	231023	RFHA OP	-361.00
10/01/23	231024	River Glen	-2,278.00
10/01/23	231025	Ross	-997.00
10/01/23	231026	Simonet	-1,265.00
10/01/23	231027	URP Benda	-194.00
10/01/23	231028	URP Cade	-39.00
10/01/23	231029	URP Gustafson	-122.00
10/01/23	231030	URP Hall	-54.00
10/01/23	231031	URP Willson	-32.00
10/01/23	231032	WMP	-974.00
10/02/23	231033	RFHA	-100.00
Total 1111040 · 02-1111.040 OPERATING ACCT - Other			-44,911.83



Voucher  
Check Register  
As of November 30, 2023

Date	Num	Name	Amount
11040 · 02-1111.040 OPERATING ACCT			
1111900 · 02-1111.900 Covid \$\$			
Total 1111900 · 02-1111.900 Covid \$\$			
1111040 · 02-1111.040 OPERATING ACCT - Other			
11/01/23	231101	1300	-2,620.00
11/01/23	231102	Allegiant	-666.83
11/01/23	231103	Beadles	-2,909.00
11/01/23	231104	Berg	-1,451.00
11/01/23	231105	Betzold	-4,298.00
11/01/23	231106	Boisclair	-3,990.00
11/01/23	231107	Burt	-1,500.00
11/01/23	231108	CityRF	-1,549.00
11/01/23	231109	Depot	-2,142.00
11/01/23	231110	Dodge	-1,503.00
11/01/23	231111	Granfors	-1,150.00
11/01/23	231112	Hanson	-950.00
11/01/23	231113	Knigge	-1,061.00
11/01/23	231114	Kubiak	-367.00
11/01/23	231115	Kusilek	-793.00
11/01/23	231116	Larson	-1,063.00
11/01/23	231117	LSI	-2,308.00
11/01/23	231118	Morrow	-800.00
11/01/23	231119	Penkert	-1,595.00
11/01/23	231120	Property Execs	-1,773.00
11/01/23	231121	RFHA EB	-1,161.00
11/01/23	231122	RFHA OP	-361.00
11/01/23	231123	River Glen	-2,278.00
11/01/23	231124	Ross	-997.00
11/01/23	231125	Simonet	-1,265.00
11/01/23	231126	URP Benda	-194.00
11/01/23	231127	URP Cade	-39.00
11/01/23	231128	URP Gustafson	-122.00
11/01/23	231129	URP Hall	-54.00
11/01/23	231130	URP Willson	-32.00
11/01/23	231131	WMP	-974.00
11/01/23	231132	ECR	-1,744.00
11/02/23	231133	RFHA	-100.00
Total 1111040 · 02-1111.040 OPERATING ACCT - Other			-43,809.83

**WINDMILL PLACE, LLC**

Check Register

As of October 31, 2023

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1000.01 - WMP-5013453			
10/01/23	231001	Comcast	(93.00)
10/01/23	231002	FNB-Res Acct	(778.98)
10/01/23	231003	FNB-NP	(6,558.91)
10/10/23	231004	MGMT ACCT	(1,440.00)
10/31/23	231005	RFHA	(3,125.67)
10/31/23	231006	FNB-fees	(9.91)
10/31/23	231007	FNB-NP	(4,655.00)
Total 1000.01 - WMP-5013453			<u>(16,661.47)</u>

**WINDMILL PLACE, LLC**

Check Register

As of November 30, 2023

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1000.01 - WMP-5013453			
11/01/23	231101	Comcast	(93.00)
11/01/23	231102	FNB-Res Acct	(778.98)
11/01/23	231103	FNB-NP	(6,720.91)
Total 1000.01 - WMP-5013453			<u>(7,592.89)</u>

HOUSING AUTHORITY OCTOBER BUDGET REPORT FOR NOVEMBER BOARD MEE TING					
4 Months at: 33%					
	HUD/RVM	E/B	OAK PK	4PLX	WMP 83%
<b>Income</b>					
Budget	653,801	561,390	177,050	52,265	243,089
To Date	184,918	188,411	59,290	11,157	193,784
Percent	28%	34%	33%	21%	80%
<b>Admin</b>					
Budget	176,300	199,015	61,900	18,030	48,070
To Date	48,774	73,201	22,243	6,184	48,111
Percent	28%	37%	36%	34%	100%
<b>Utilities</b>					
Budget	117,500	103,300	20,900	8,940	24,600
To Date	26,723	24,547	4,106	2,037	15,047
Percent	23%	24%	20%	23%	61%
<b>Maint</b>					
Budget	306,400	255,850	65,509	29,120	62,200
To Date	82,352	68,008	12,944	2,854	67,352
Percent	27%	27%	20%	10%	108%
<b>Ins/Taxes</b>					
Budget	54,000	49,150	15,900	3,033	21,820
To Date	18,867	19,432	5,778	1,081	8,077
Percent	35%	40%	36%	36%	37%
<b>Mortgage &amp; Fees</b>					
Budget		-	2,546	4,868	72,000
To Date		-	849	1,623	60,000
Percent			33%	33%	83.3%
<b>Trx to Reserves</b>					
Budget		65,018	24,213	1,914	9,348
To Date		21,673	8,191	638	7,790
Percent		33%	33%	33%	83%
Net	8,202	3,223	14,219	(999)	(12,593)
<b>Investments</b>					
Operating	243,296.00	13,150	19,779	7,508	131,448
Reserve		376,054	108,408	31,291	97,334
Other	7,270	31,137	9,562	1,462	55,298
Sec Dep	28,598	24,622	8,337	2,302	8,100
CFP 2023	153,328				
Mgmt Fund	609,726				

Notes:WMP

Adm: Audit \$4K over Bud

Notes: WMP

Maint: Elevator R&amp;M 15K over Vud

Notes: WMP

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

Vacancy and Re-Rental Activity Report Oct-Nov 2023				
ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	COMMENTS
B113	ED-1	09/30/23	11/01/23	
E124	ED-1	09/30/23	11/01/23	
G432	Fam-2	09/30/23	11/01/23	
R104	ED-1	09/30/23	11/01/23	
R203	ED-1	09/30/23	11/01/23	
K415	Fam-2	10/31/23		Term-Lse violations
R206	ED-1	11/30/23		To WellHaven
Several other possible terminations pending due to lease violations				

CURRENT WAITING LISTS						
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
VCHR	0	0	0	0	0	0
WMP	59	19	8	6	2	92
LAST QUARTER						
Proj	1	2	3	4	5	Total
RTH	12	38	13	3		66
RVM	41					41
EW	73	20				93
BW	69	16				85
OP	60	17				77
VCHR	16	4	7	4	2	33
WMP	57	18	10	6	4	95
Changes in Lists Above						
Proj	1	2	3	4	5	Total
RTH	1	-22	-3	1	0	-23
RVM	6	0	0	0	0	6
EW	-1	-3	0	0	0	-4
BW	1	-5	0	0	0	-4
OP	0	0	0	0	0	0
VCHR	-16	-4	-7	-4	-2	-31
WMP	2	1	-2	0	-2	-1