

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, August 11, 2021 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – July14, 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

Future status of RFHA

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report
2. Review and Approve Revised Pet Policy
3. Review and Approve Payment of PILOT

REPORTS

1. Rock the Block update
2. 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 July 14, 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/Peterson to approve minutes of June 09, 2021.

There were no tenant comments.

Discussion Items:

1. Board members again discussed the feasibility/necessity of the various options presented by RAPP group, the amount/types of new housing currently underway, and how The City & RFHA would mesh their functions. Amy Peterson will send the Final Report from Rapp group to board members. The board members will discuss further, present the Rapp Group findings to the City Council on August 9th, and hope to reach a decision by the August meeting.
2. 2 over budget items were noted on the Budget Report. Chukel will review the over budget items before the year-end financials are finalized.
3. Chukel presented the need for a part time “compliance officer” of sorts. Board member supported the idea. Chukel will discuss details with PMs and present a job description to the board.

ACTION ITEMS

1. M/S/C Carow/Peterson to approve Amenities Policy, Reasonable Accommodations Policy, Auditor Policy Packet, and Van Use Policy
2. M/S/C-Carow/Niccum: Review and Approve Payment of Bills and Budget Report.
3. Walk through Edgewater, Riverview Manor & Briarwood: Tabled for another time when vacant units are available to tour.

REPORTS

1. Rock the Block: Chukel updated board on various donations already received, and list of items The City may be able to contribute.
2. Vacancy and Re-rental Report: Chukel reported that there are only three vacancies at this time.

ADJOURN - MSC: Peterson/Bjerstedt

MEMO

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

DISCUSSION ITEMS

Future status of RFHA: results of meeting with City Council

ACTION ITEMS

1. Review and Approve Payment of Bills and Budget Report (Attachment 1)
2. Review and Approve Revised Pet Policy: A tenant pointed out that she is not *required* to provide documentation of neutering or vaccinations, as it is not specified in the lease or Pet Policy. PM noted that the policy also does not state that animals shall not be unattended outdoors. She has had several complaints about tenants who tie their dog outside for extended periods. (Attachment 2)
3. Review and Approve Payment of PILOT (Attachment 3)

REPORTS

1. Vacancy and Re-rental Report (Attachment 4)
2. Rock the Block update: K Smith put out a press release, and has obtained a significant number of contributions (Attachment 5)

HOUSING AUTHORITY BUDGET REPORT FOR June 2021 Board Meeting					
Year Ending June 2021					
June		11	Months at:		92%
	HUD/RVM	E/B	OAKPK	4PLX	WMP FYE 12/2020 92%
Income					
Budget	516,876	421,351	143,698	31,843	205,388
To Date	448,744	418,278	143,669	31,770	227,062
Percent	86.82%	99.27%	99.98%	99.77%	110.55%
Utilities					
Budget	93,100	85,750	19,950	9,025	21,262
To Date	102,527	80,378	19,800	7,463	20,452
Percent	110.13%	93.74%	99.25%	82.69%	96.19%
Maint					
Budget	232,754	92,026	32,600	29,512	43,900
To Date	236,515	90,828	34,294	28,716	34,862
Percent	101.62%	98.70%	105.20%	97.30%	79.41%
Ins/Taxes					
Budget	45,614	46,850	14,885	2,580	7,924
To Date	43,789	41,992	12,542	1,783	8,971
Percent	96.00%	89.63%	84.26%	69.11%	113.21%
Admin					
Budget	142,581	158,929	52,000	8,195	34,722
To Date	125,202	159,719	51,147	8,522	36,483
Percent	87.81%	100.50%	98.36%	103.99%	105.07%
Mortgage & Fees					
Budget		-	2,546	4,868	103,044
To Date		-	2,334	4,462	100,500
Percent			91.67%	91.67%	97.53%
Trx to Reserves					
Budget		59,500	24,924	1,915	8,683
To Date		54,542	22,847	1,755	8,683
Percent		91.67%	91.67%	91.67%	100.00%
Net	(59,289)	(9,181)	705	(20,931)	17,111
Investments					
Operating	101,742	101,234	9,415	21,610	35,670
Reserve		283,631	65,319	14,283	102,902
Other	7,257	31,084	9,545	1,461	52,741
Sec Dep	25,867	26,997	8,621	2,654	8,100
CFP 2021	122,609				
Mgmt Fund	353,228				



PET POLICY
RiverTown Homes and 4-Plex

Tenants may own and keep common household pets in Housing Authority owned and /or operated units. **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 families living in RiverTown Homes to keep pets including dogs and cats, songbirds, fish in aquariums and common household pets 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. Prior to obtaining any pet Tenant shall apply to the Housing Authority for a pet permit.

1. **Pet must be neutered and have current vaccination records. (Exceptions may be made for birds, hamsters, etc.).**
2. Tenants must identify an alternate custodian for pets in the event of Tenant illness or other absence from the dwelling unit.

The above two criteria must be met before a pet permit will be issue.

B. All Tenants with pets permitted to be kept on premise 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. Exotic or poisonous pets are not permitted.
4. Cages and aquariums may not exceed the standard size of 10 gallons or 20”L x 10”W x 12”H.
5. **All pets must be caged or leashed when out of the dwelling unit.**
6. **Tenant shall not leave pet unattended outdoors.**
7. 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.
 - 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.
8. 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.
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 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. Tenant pet owners 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.
- 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 pet owners in Housing Authority property.
- D. It is a privilege, not a right to maintain a pet in a development owned and/or operated by the Housing Authority. This privilege may be revoked at any time subject to the Housing Authority Hearing Procedures if an animal should 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. Some, but not all, of the provisions of the Pet Policy may be waived for service animals.
- G. Visiting pets are not allowed on RiverTown Homes property.**

Revised 2021/08
Updated 2017/12

PAYMENT IN LIEU OF TAXES

Year	HUD	Edge water	Briar wood	Oak park	4-Plex	House	WMP	Annual Total
1971	558.10							558.10
1972	3,346.06							3,346.06
1973	3,096.17							3,096.17
1974	3,139.87							3,139.87
1975	2,964.35							2,964.35
1976	3,124.30							3,124.30
1977	3,374.38	2,365.08						5,739.46
1978	4,121.63	5,407.98						9,529.61
1979	4,507.48	5,507.98						10,015.46
1980	5,118.92	5,718.41	3,767.67					14,605.00
1981	5,592.31	5,913.81	2,710.75					14,216.87
1982	5,095.05	6,023.20	5,936.84					17,055.09
1983	3,756.53	6,612.61	6,026.94					16,396.08
1984	6,737.99	6,962.03	6,140.59					19,840.61
1985	7,592.94	7,312.19	6,508.39					21,413.52
1986	8,938.20	7,037.74	6,838.50					22,814.44
1987	10,652.82	7,129.40	4,161.42	6,017.80				27,961.44
1988	9,075.29	5,902.51	5,859.52	5,519.03				26,356.35
1989	9,255.51	5,700.00	5,587.00	5,408.00				25,950.51
1990	9,362.89	5,887.32	5,407.66	5,355.15	353.07			26,366.09
1991	10,297.32	6,002.95	6,022.99	5,457.37	650.30			28,430.93
1992	9,895.27	11,749.31	Combined	5,432.03	752.08			27,828.69
1993	933.22	11,097.02	with	5,060.69	418.30			17,509.23
1994	10,584.18	12,364.47	Edgewater	5,942.18	673.42			29,564.25
1995	12,524.23	13,688.00		6,791.00	753.00			33,756.23
1996	13,194.11	13,934.00		6,433.00	768.00			34,329.11
1997	12,610.63	13,860.40		6,208.80	502.50			33,182.33
1998	13,700.29	14,102.80		6,032.90	487.60			34,323.59
1999	14,816.27	14,247.70		5,799.90	208.30			35,072.17
2000	16,110.41	16,303.70		5,925.40	379.90	528.00		39,247.41
2001	13,260.70	16,254.70		5,425.20	592.40	504.00		36,037.00
2002	12,722.25	18,890.60		6,255.30	271.00	504.00		38,643.15
2003	12,298.27	18,447.35		6,037.86	219.40	504.00		37,506.88
2004	13,601.19	17,887.50		6,629.80	15.60	255.00		38,389.09
2005	12,660.46	19,095.27		6,869.78	172.87			38,798.38
2006	11,934.91	18,070.74		6,533.61	218.71			36,757.97
2007	10,970.79	20,880.56		7,040.68	761.82			39,653.85
2008	12,822.15	18,409.60		6,419.20	882.50		8,200.00	46,733.45
2009	14,877.50	23,052.70		7,426.28	840.77		8,200.00	54,397.25
2010	14,549.50	22,655.60		7,253.30	901.20		8,200.00	53,559.60
2011	9,939.99	21,356.74		7,367.87	639.07		8,200.00	47,503.67
2012	12,205.71	23,655.33		8,748.58	641.32	2,995.70	8,200.00	56,446.64
2013	12,409.06	24,815.63		8,721.43	1,169.17	EXEMPT	8,200.00	55,315.29
2014	13,397.34	25,177.37		8,704.51	1,234.67	EXEMPT	8,200.00	56,713.89
2015	15,006.50	25,178.84		8,746.26	1,116.11	EXEMPT	8,200.00	58,247.71
2016	16,610.67	25,482.85		8,574.46	1,090.92	EXEMPT	8,200.00	59,958.90
2017	16,955.28	27,415.00		9,306.06	1,283.87	EXEMPT	8,200.00	63,160.21
2018	15,468.13	28,631.08		8,851.53	1,008.66	EXEMPT	8,200.00	62,159.40
2019	14,182.90	28,830.63		9,187.93	1,527.12	EXEMPT	8,200.00	61,928.58
2020	16,717.19	27,296.86		7,944.94	485.34	EXEMPT	8,200.00	60,644.33
2021	13,886.10	25,155.57		7,003.68	409.10	EXEMPT	8,200.00	54,654.45

Vacancy and Re-Rental Activity Report July 2021						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
Keys In	B208	1E	05/31/21	09/01/21	16	
Keys In	R206	1E	06/15/21	09/01/21	12	
Keys In	E218	1E	06/30/21	08/01/21	5	
Keys In	O203	1E	06/30/21	08/01/21	5	
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	Rqrs More Care
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		3	Moving On
Anderson	O106	1E	09/30/21			Rqrs More Care
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	4/21	5/21	6/21	7/21
15	22	26	1	3	4	4
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2018	FY 2019	FY 2020	4/21	5/21	6/21	7/21
11	9	10	1	0	0	0
VOUCHER LEASING BY MONTH						
FY 2018	FY 2019	FY 2020	4/21	5/21	6/21	7/21
9	7	13	0	0	0	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
9/20	10/20	11/20	4/21	5/21	6/21	7/21
1 (1 offline)	2 (1 offline)	3	1	1	1	0
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	NA	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	28			UNDER CONTRACT		55
ISSUED & SEARCHING	9			NUMBER FUNDED		60

We build strength, stability, self-reliance and shelter.



FOR IMMEDIATE RELEASE

RIVER FALLS NEIGHBORHOOD REVITALIZATION ROCKS THE BLOCK!

Community-led, five-day project brings volunteers and in-kind donations to refresh RiverTown Homes neighborhood

Tuesday, August 3, 2021- (Hudson, WI) St. Croix Valley Habitat for Humanity, River Falls Housing Authority and the City of River Falls are joining efforts in a five-day project called Rock the Block. The joint effort includes new sheds, accessible playground equipment, landscaping, park benches, picnic tables and a disc-golf course to encourage kids and families to enjoy the outdoors in the City of River Falls' RiverTown Homes neighborhood.

The 5-day Rock the Block project takes place Wednesday, September 22 – Sunday, September 26, at the RiverTown Homes community in River Falls. Volunteers from Andersen Windows & Doors, Kraus Anderson, UW-River Falls Alumni Association, River Falls Garden Club will lead the efforts, with support from many in-kind partners including Willow River Company, Haas Excavating, Sailer Sealcoating, the City of River Falls and many more.

"The River Falls Housing Authority has been provident in its management and maintenance of all our properties, but costs have kept us from adding or updating a number of amenities for some time," said River Falls Housing Authority Executive Director Peggy Chukel. "Donations and more volunteers to help with construction and landscaping are still needed on our Rock the Block project." More information is available here: <https://scvhabitat.org/volunteer>

SCVHFH is celebrating its 25th year in St. Croix Valley with its first Rock the Block effort, designed to connect communities with the shared mission of safe affordable housing, according to SCVHFH Executive Director Kristie Smith. "Especially now, stable shelter must be part of the long-term growth of sustainable communities," Smith said. "We are proud to partner with the City of River Falls and River Falls Housing Authority, who share this vision in the work that they do every day."

A ribbon-cutting ceremony and community picnic welcoming neighbors and volunteers is planned for 3:00 pm, Sunday, September 26.

About St. Croix Valley Habitat for Humanity

St. Croix Valley Habitat for Humanity helps families with safe, affordable housing. In 1996, community members in River Falls, WI and surrounding communities recognized the critical need to bring people together to build housing, communities and hope and founded the local, nonprofit Habitat affiliate. In its tenure, SCV Habitat for Humanity has partnered with more than 71 families in Pierce and St. Croix Counties to help achieve the goal of home ownership. Visit scvhabitat.org for homeowner and volunteer information and to support the mission to help families create successful futures.

About River Falls Housing Authority

The River Falls Housing Authority has been serving the River Falls community by providing safe, clean, affordable, housing for seniors, persons with disabilities & working families with children since 1970. Tenants pay roughly 30% of household income for rent, and for most residents, this includes utilities.

Contact: Kristie Smith, Executive Director
715-350-8575 – ExecutiveDirector@scvhabitat.org

From Kristie Smith:

SCVHFH supplying all volunteers

SCVHFH Donations granted so far:

1. Willow River Tree: fabric for landscaping, edging for landscaping, 2 small trees for green space, 1 larger shade tree for playground area, 2 (1) shrubs for each back yard garden (* need to confirm how many gardens and approx. cubic space total)
2. River Falls Garden Club: 9 perennials and hostas per large back yard gardens 5-6 perennials/hostas per garden
3. Black dirt: Haas Excavating is donating 18 yards of pulverized dirt for gardens (1 load)
4. Waiting to hear back on mulch from two sources
5. Uline submitted our request for trash bin donations but I don't think that's something to count on from them
6. Isaac Sailer/Sailer's Seal Coating is going to donate the seal coating and striping & labor – I just need a little more on specs for this from you
7. Frisbee Golf – our contact suggests this (click on link) at a cost of about \$350 plus some bricks to designate putting locations/distances: <https://agelessgame.com/2018/06/29/around-9/>
8. Haven't heard back on concrete
9. Do you have a timbers contact?

I have applied for the River Falls Big Idea grant for \$10,000 – we won't know on that until September. Unfortunately we didn't become one of the Lowes 100 Grant recipients as our project wasn't chosen. I also have request into Spartan Nash for \$10,000 but haven't heard – we submitted June 18th and the board selects quarterly, so I am not sure of their deadline to announce recipients.

From Mike Stifter:

1. Bobcat/driver
2. Pulling clothes poles
3. Move gravel & sheds near final locations
4. Filling holes with black dirt
5. Distributing mulch to playground and behind units
6. 2 Wheel Barrows, 4/5 Shovels, Rakes
7. Contribute 2 Boulevard tree(s)
8. Trim trees