

## 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:

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 carpet in Riverview Manor, Oakpark, and Windmill Place. A contract was approved for Lawn Doctor to apply weed control and fertilizer to our lawns. 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. 607 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 and 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 tenants and implement a plan to ensure that tenants are safe, have regular visitors, receive services and provide access to laundry facilities for tenants who live upstairs and can't manage stairs.

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