

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, March 09, 2022 at 6:30 pm

ROLL CALL

MINUTES OF REGULAR MEETING – February 09, 2022

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.

ACTION ITEMS

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

REPORTS

1. Vacancy and Re-rental Report

DISCUSSION ITEMS

1. Discuss Executive Director Appointment.

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 February 09, 2022, Chair Todd Bierstadt called the meeting to order at 6:30.

Present: Todd Bjerstedt, Matt Fitzgerald, Jacqueline Niccum, Jacob Proue, Jason Stroud

Absent: None

Also Present: Peggy Chukel-Interim Director

Tenant Comments: No tenants were present

ACTION ITEMS

1. Review and Approve Minutes of Jan Meeting: M/S/C-MF/JN
2. Review and Approve Payment of Bills: M/S/C-JN/JP
 - a. PC explained to new board members about the multiple entities, multiple Check Registers and “nomenclature” used to identify the various projects/properties by Tenants, Staff, Fee Accountants & the various agencies we report to
 - b. Going forward, check registers for the prior month will be included with the board packet, giving BOC more time to review. Registers for the current month will be presented at the Board meeting with checks & supporting documentation.
3. Review and Approve Budget Report: M/S/C-JP/MF
 - a. PC explained that some projects fall directly under the RFHA “umbrella” while properties with their own Tax ID #s have separate bank accounts & are separate companies in QuickBooks. For ease of bookkeeping, all expenses attributable to multiple projects are paid by RFHA Operating account. At the end of each month the intercompany funds are allocated to the various projects via journal entry & the companies with separate bank accounts are charged for all the expenses paid on their behalf throughout the month, and reimburse the RFHA operating account via EFT.

REPORTS

1. Vacancy and Re-rental Report: PC explained reason for 3 units with excessive turn-around time:
 - a. E211 was not modernized during the remodel as tenant was not able to comply
 - b. R105 was left in VERY poor condition
 - c. R202 Tnt declined on MI day, so PM had to start from scratch with new applicants
 - d. Waiting list section will be updated quarterly

DISCUSSION ITEMS

1. The current Lead Tech/UTA Specialist (Jeff Hoffman) has requested to be considered for the Facilities Manager position when the current FM (Tad Jennings) retires at the end of March. TJ & PC both agree that JH is more than qualified & he would be an excellent fit. Board deferred to PC decision.
2. Jason Stroud presented the City Attorney’s findings regarding the Hybrid CDA Model. As State Statutes prohibit a Housing Authority E.D. from being employed by the city, other options for City & H.A. collaboration were presented and discussed. Board members will consider the various options & call a special meeting when ready to make a decision.

OTHER:

1. The City has access to N95 masks, should any Housing Authority employee or tenant want one. Staff will notified & notices will be posted on all bulletin boards.
2. All BOC signed new Bank signatory forms.
3. PC will unsubscribe from various email notification services, as info has been deemed to be irrelevant or redundant.

ADJOURN: 8:12

Respectfully submitted by P L Chukel, recording secretary

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Interim Director
RE: December Board of Commissioners Meeting
DATE: March 09, 2022

ACTION ITEMS

1. Review and Approve Payment of Bills (Attachment 1) – Matt Fitzgerald will discuss as needed.
2. Review and Approve Budget Report (Attachment 2) – Nothing out of the ordinary. All numbers are pretty close to budget. We did FINALLY get HUD to update their records with our new bank info & I am again able to draw CFP & OFND.
3. Review and Approve Revised Van Policy (Attachment 3) – We have a van driver! She does not wish to an employee, prefers Subcontractor status. Also we have started offering (per tenant request) 1 trip per month to New Richmond & 2 to Woodbury. I confirmed that it is legal & covered by insurance. So we need to amend the Van Policy to address these 2 changes.

REPORTS

1. Vacancy and Re-rental Report (Attachment 4)
 - 427 Kennedy moved out on 02/28
 - 1369 E Division is moving out this weekend
 - 452 Griffey, 415 Kennedy & 111 Windmill are moving out 03/31
 - We have 2 applicants for BW107, so the unit should be occupied as of 04/01

DISCUSSION ITEMS

1. Discuss Executive Director Appointment – Jason Stroud will lead discussion

River Falls Housing Authority
Check Register
As of February 28, 2022

Date	Num	Name	Amount
02/07/22	4121	VanSomeren	113.69
02/08/22	4124	Ace	534.86
02/08/22	4125	Braun	1,321.50
02/08/22	4126	Chris Amdahl	161.00
02/08/22	4127	Davee, John	77.00
02/08/22	4128	Deweys	333.65
02/08/22	4129	Dey	101.29
02/08/22	4130	Drug Test	162.00
02/08/22	4131	Granite	712.57
02/08/22	4132	HD Supply	216.45
02/08/22	4133	JG	4,665.00
02/08/22	4134	Renovation Sys	4,218.06
02/08/22	4135	Roberts	485.00
02/08/22	4136	Sherwin Williams	659.84
02/08/22	4137	Steiner	3,150.58
02/08/22	4138	US Internet	258.70
02/16/22	4139	Glen Hills	2,225.00
02/16/22	4140	HUB 70	160.00
02/16/22	4141	Marko	600.00
02/16/22	4142	Roberts	420.00
02/16/22	4143	Staples	401.53
02/16/22	4144	Steiner	488.30
02/16/22	4145	Swedes	283.15
02/16/22	4146	WAHA	70.00
02/16/22	4147	Carahsoft	303.30
02/16/22	4148	Clog UnBoggler	1,190.00
02/23/22	4149	Vargas	5.22
02/28/22	4150	Evju, Karl O	1,575.00
02/28/22	4151	Vargas, Magaly	1,318.06
02/28/22	4152	Deweys	437.31
02/28/22	4153	EPM	74.00
02/28/22	4154	HARRG 15082	2,070.00
02/28/22	4155	HAI 15095	5,821.00
02/28/22	4156	HD Supply	104.99
02/28/22	4157	Renovation Sys	1,337.92
02/28/22	4158	Roberts	465.00
02/28/22	4159	Sherwin Williams	169.96
02/28/22	4160	Shred Right	77.57
02/28/22	4161	Steiner	183.80
02/28/22	4162	StarTech	1,290.00
02/28/22	4163	State Farm	8,081.00
02/28/22	4164	Glen Hills	480.00
02/28/22	4165	01 LIFE	199.54
02/01/22	220200	FNB	70.01
02/01/22	220201	24 7	44.90
02/01/22	220202	RFSB14	5,107.08
02/01/22	220203	RFSB15	2,077.00
02/01/22	220204	RFSB16	159.55
02/11/22	220205	C A S	100.00
02/11/22	220206	Comcast	181.00
02/23/22	220207	Comcast	616.65

02/11/22	220208	Hawkins	1,561.00
02/11/22	220209	Waste Mgmt	1,592.90
02/20/22	220210	RICOH	151.65
02/10/22	220211	CapitalOne	3,392.89
02/28/22	220212	Annett, Roselyn M	2,088.88
02/28/22	220213	Chukel, Peggy L	3,866.46
02/28/22	220214	Hoffman, Jeffrey A	2,463.45
02/28/22	220215	Jennings, Talbot R	3,839.57
02/28/22	220216	Marson, Shannon J	920.15
02/28/22	220217	OBrien, Brandon C	2,018.74
02/28/22	220218	Schendel, Susan G	1,130.30
02/28/22	220219	VanSomeren, Samantha K	3,280.22
02/28/22	220220	VanSomeren	41.76
02/28/22	220221	02 DOR	1,016.71
02/28/22	220222	03 EFTPS	6,927.60
02/28/22	220223	04 WRS	3,716.51
02/28/22	220224	05 HEALTH	6,395.76
02/28/22	220225	06 HAS	1,225.00
02/26/22	220226	PB Lease	142.53
02/26/22	220227	PB Supplies	242.22
02/26/22	220228	PB Supplies	26.99
02/28/22	220229	FNB	20.00
			<u>101,420.32</u>

**Voucher
Check Register
As of February 28, 2022**

Date	Num	Name	Amount
02/01/22	220201	1300	2,809.00
02/01/22	220202	Anderson	614.00
02/01/22	220203	Aurora	1,759.38
02/01/22	220204	Beadles	2,738.00
02/01/22	220205	Berg	1,698.00
02/01/22	220206	Betzold	1,617.00
02/01/22	220207	Boisclair	1,699.00
02/01/22	220208	Burt	1,350.00
02/01/22	220209	CityRF	972.00
02/01/22	220210	Depot	1,306.00
02/01/22	220211	Dodge	1,501.00
02/01/22	220212	Eau Claire Realty	949.00
02/01/22	220213	Fairfax	1,267.24
02/01/22	220214	Granfors	601.00
02/01/22	220215	Hanson	712.00
02/01/22	220216	Knigge	1,147.00
02/01/22	220217	Kubiak	525.00
02/01/22	220218	Kusilek	900.00
02/01/22	220219	Landmark	2,094.00
02/01/22	220220	Larson	1,070.00
02/01/22	220221	LSI	3,102.00
02/01/22	220222	Morrow	725.00
02/01/22	220223	Olmsted	3,056.06
02/01/22	220224	Penkert	1,826.00
02/01/22	220225	RFHA EB	951.00
02/01/22	220226	RFHA OP	397.00
02/01/22	220227	Ross	873.00
02/01/22	220228	Schuster	1,446.00
02/01/22	220229	Simonet	1,352.00
02/01/22	220230	Traynor	312.00
02/01/22	220231	URP Burke	140.00
02/01/22	220232	Gustafson, Sheila	153.00
02/01/22	220233	URP Hall	18.00
02/01/22	220234	URP Hudson	12.00
02/01/22	220235	URP Zeroth	2.00
02/01/22	220236	Vandervorst	313.00
02/01/22	220237	WMP	1,246.00
02/01/22	220238	Young	1,498.00
02/02/22	220239	RFHA	100.00
02/28/22	220339	RFHA	4,085.33
02/28/22	220340	FNB	20.00
			48,956.01

WINDMILL PLACE, LLC

Check Register

As of February 28, 2022

Date	Num	Name	Amount
02/01/22	220201	FNB-Res Acct	756.29
02/01/22	220202	FNB-NP	6,121.96
02/07/22	220203	Comcast	93.00
02/28/22	220204	RFHA	<u>7,349.73</u>
			<u>14,320.98</u>

HOUSING AUTHORITY BUDGET REPORT FOR March 2022 Board Meeting					
Year Ending June 2022					
February		8		Months at: 67%	
	HUD/RVM	E/B	OAKPK	4PLX	WMP 17%
Income					
Budget	594,497	480,366	155,209	34,622	236,252
To Date	302,240	307,939	99,649	23,902	18,846
Percent	50.84%	64.11%	64.20%	69.04%	7.98%
Admin					
Budget	182,058	161,829	55,010	10,348	41,670
To Date	98,854	107,203	35,811	6,860	3,063
Percent	54.00%	66.00%	65.10%	66.29%	7.35%
Utilities					
Budget	105,600	87,850	20,200	9,425	27,420
To Date	61,912	50,726	10,810	4,921	1,700
Percent	58.63%	57.74%	53.51%	52.21%	6.20%
Maint					
Budget	194,084	108,261	36,300	4,614	64,044
To Date	123,555	64,276	19,973	3,366	2,850
Percent	64.00%	59.37%	55.02%	72.95%	4.45%
Ins/Taxes					
Budget	44,150	47,510	14,575	2,390	17,296
To Date	29,706	28,637	8,199	1,165	724
Percent	67.28%	60.28%	56.26%	48.74%	4.19%
Mortgage & Fees					
Budget		-	2,546	4,868	172,750
To Date		-	1,697	3,245	11,895
Percent			66.67%	66.67%	6.89%
Trx to Reserves					
Budget		61,285	24,924	1,915	9,075
To Date		40,857	16,616	1,276	1,513
Percent		66.67%	66.67%	66.67%	16.67%
Net	(229)	6,537	6,542	3,068	(2,899)
Investments					
Operating	86,098	94,195	11,559	13,493	42,909
Reserve		325,306	80,697	29,156	105,839
Other	7,260	31,095	9,549	1,461	52,741
Sec Dep	25,873	27,005	8,624	2,085	8,100
CFP 2021	122,609				
Mgmt Fund	389,678				

Van Use Policy

- 1) Only Housing Authority ~~employees~~ authorized individuals are authorized to drive the company van. Drivers must have a valid driver's license.
- 2) Trips are limited to a ~~42-25~~ mile radius of River Falls.
- 3) Trips must be available to all residents.
- 4) Only Management will schedule trips and make arrangements with the driver.
- 5) Drivers must follow scheduled routes/stops for weekly van trips.
- 6) Riders must be able to board and dismount safely and must refrain from distracting the driver while in the van.
- 7) Riders are responsible for removing all of their items when they exit the van. Neither the driver nor River Falls Housing Authority is responsible for items lost or left behind.

Reviewed and approved 2008-05
Reviewed and approved 2014-05
Reviewed and Revised 2017-06
Reviewed and approved 2020-07
Reviewed and Revised 2022-02

Vacancy and Re-Rental Activity Report January 2022						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	COMMENTS	COMMENTS
Schmit	E211	E1	11/15/21	03/01/22	3 mo	Full Refurb
VACANT	B107	E1	12/31/21	04/01/22	No Aplcnts	2 Rcnt Apps
Kolve	G452	1E	03/31/22			Term (BF)
Eggen	K415	1E	03/31/22			Bght Trlr
Giardina	W111	F3	03/31/22			Deceased
CURRENT WAITING LISTS						
Proj	1 BR	2 BR	3 BR	4 BR	Total	
RTH	10	30	28	1	69	
RVM	29				29	
EW	51	12			63	
BW	43	6			49	
OP	44	9			53	
WMP	81				81	
VCHR	3	5	3	1	12	
WT	15				15	
SCM	16				16	

Waiting List numbers will be updated quarterly