

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Riverview Manor, 625 N. Main St., River Falls**  
**Wednesday, April 10, 2019 at 6:30 pm**

ROLL CALL

MINUTES OF REGULAR MEETING – March 13, 2019

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.

CONSENT ITEMS

1. Approve Satellite Dish Policy

ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report
2. Review and Approve FY 2020 Budgets and Rent Changes for Edgewater/Briarwood, Oakpark and 4-Plex

REPORTS

1. Vacancy and Re-rental Report
2. Contracts awarded in March
3. Portfolio Brochure
4. 607 & 605 N Main

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 March 13, 2019

Vice Chair Nick Carow called the meeting to order at 6:30

Present: Jacqueline Niccum, Matt Fitzgerald, Nick Carow

Absent: Todd Bjerstedt, Amy Peterson

Also Present: Anne McAlpine, Executive Director

MINUTES M/S/C Fitzgerald/Niccum to approve the minutes of Minutes of the Regular Meeting of the River Falls Housing Authority February 13, 2019

M/S/C Fitzgerald/Niccum to approve the minutes of Minutes of the Closed Session of the River Falls Housing Authority February 13, 2019

Chris Gagne, City Council was present to observe the meeting.

### CONSENT ITEMS

1. MSC Niccum/Fitzgerald to approve the following consent items:
  - FY 2018 Windmill Place Audit Report
  - Resolution # 543 Edgewater/Briarwood Revitalization Loan
  - Resolution # 542 Edgewater/Briarwood Revitalization Grant

### ACTION ITEMS

M/S/C Niccum/Carow to approve payment of bills and financial report.

### REPORTS

1. Vacancy and Re-rental Report – McAlpine reported that three units in Edgewater and Briarwood are on hold for the renovation work. Applicants are in process for other vacant units.

### CHAIR AND COMMISSIONERS REPORT

Fitzgerald/Niccum to adjourn at 7:10

Respectfully submitted, Anne McAlpine, Executive Director

## MEMO

TO: Board of Commissioners  
FROM: Anne McAlpine, Executive Director  
RE: April Commissioners Meeting  
DATE: 4/4/2019

### CONSENT ITEMS

1. Approve Satellite Dish Policy – The Schedule of Board Activities shows that this policy is due for review. No changes are needed. I recommend approval of the current policy. Attachment 1

### ACTION ITEMS

1. Review and Approve Payment of Bills and Financial Report - The budget report is attached. Attachment 2
2. Review and Approve FY 2020 Budgets and Rent Changes for Edgewater/Briarwood, Oakpark and 4-Plex – The three budgets are shown on one spreadsheet printed on legal size paper and are provided in a separate document.

Proposed budgets will become effective July 1, 2019. Budgets are calculated using projected costs. The minimum rent for each project is intended to cover operating costs. A Resolution is needed to approve the budgets.

The Edgewater/Briarwood budget has been provided by Rural Development to conform to the requirements for the Preservations loan/grant. Rents are slightly reduced, as are staffing and maintenance costs. Rural Development expects that maintenance costs will be reduced because “everything is new”. I have been assured that if these budgets are inadequate to cover our actual expenses a mid-term budget revision will be considered.

Renovations are expected to be completed in November 2019 so most of the fiscal year should show reduced expenses as projected in the budget.

The proposed budget for Oakpark results in a 2% rent increase. Capital improvements include replacing the power boards in the elevator because they are acting up and have never been replaced. Andersen Foundation awarded a grant for replacing six windows. I propose to replace an additional six windows from our Reserve account.

The four-plex budget does not result in a rent increase. Capital improvements planned for 2020 include replacing all four toilets and flooring in the bathrooms.

### REPORTS

1. Vacancy and Re-rental Report -Attachment 3
2. Contracts awarded in March – A contract was awarded to Top Line Carpet Cleaning, the only bidder, for cleaning the corridor carpet. We have worked with this company in the past. Workmanship and responsiveness is very good.
3. Housing Authority Portfolio Brochure – Document printed with color photos is provided in a separate document.
4. 607 & 605 N Main – 607 is rented for May 1<sup>st</sup>. As both houses will be continually occupied, roofs were replaced on April 1, 2019. Gutters will be installed later this month because both houses have wet basements. The cost to prepare 607 N Main for rent was \$7,972. The basement carpet was removed, main level floors were sanded and refinished, wallpaper was stripped, walls were patched and painted, the chimney liner was installed, the fireplace blocked off and the house was thoroughly cleaned. The cost to prepare this unit for rent was \$7,972.

### CHAIR AND COMMISSIONERS REPORT

### ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD

### ADJOURN



**SATELLITE DISH POLICY**

Tenants may install a small satellite dish after receiving permission from River Falls Housing Authority (RFHA). To ensure that the dish is properly installed and grounded, a licensed installer should install the satellite dish. The installer must contact RFHA to review the required installation specifications. RFHA employees will inspect the completed installation.

RFHA is not responsible for damage or injury resulting from the installation of a satellite dish. It is recommended that tenants carry insurance to cover their dish as well as possible injury to others.

All materials and equipment used with a satellite dish must be removed when the tenant moves out.

**SATELLITE DISH INSTALLATION INSTRUCTIONS**

A satellite dish may be securely mounted on a balcony, patio or leased space having exclusive use by the tenant requesting the dish. Dish must not be attached to the house nor may the installer or tenant make any penetrations to the property i.e., roof, walls, door/window frames, foundations etc. Dish must be securely mounted and grounded without making penetrations through the property. Cables entering the building must be properly sized so as not to allow bugs, weather (rain/snow) or excess air leakage into the building. Wires must not be loose; any wires on the outside of the building must be clipped to the siding. Cable/wiring may not cross over any walkway or sidewalk. RFHA will inspect installation upon completion. An improperly installed satellite dish must be corrected. Damage charges will be assessed for any installation that damaged the property by penetrating any part of the building.

**SATELLITE DISH REQUEST AND PERMISSION FORM**

**To be completed by tenant:**

I would like to install a satellite dish at \_\_\_\_\_. I understand that the dish must be placed on the patio/deck or yard that I maintain. I have read the satellite dish policy and understand that my dish installer must not cause any damage to the property. I understand I am responsible for damages or injury resulting from the installation and use of a satellite dish.

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

**To be completed by Landlord:**

You have permission to install a satellite dish at the above named apartment. Housing Authority staff will inspect and require correction of an improperly installed satellite dish.

\_\_\_\_\_  
Signature River Falls Housing Authority

\_\_\_\_\_  
Date

Adopted 2011  
Reviewed 2016

G://Master Forms/Policies & Procedures/Satellite Dish Policy



**Providing Affordable Housing for Senior Citizens, Persons with Disabilities and Families.**  
Managers for Family Homes, Edgewater, Riverview Manor, Briarwood, Oakpark,  
Windmill Place, Watertower, & St. Croix Manor Apts.  
This institution is an equal opportunity provider and employer



HOUSING AUTHORITY BUDGET REPORT FOR February					
Year Ending June 2019					
Feb		7		Months at: 58%	
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					FYE 12/2019
					17%
<b>Income</b>					
Budget	398,724.00	463,502.00	142,394.00	31,683.00	241,080.00
To Date	259,757.00	317,430.00	120,344.00	22,385.00	48,865.00
Percent	<b>65.15%</b>	<b>68.49%</b>	<b>84.51%</b>	<b>70.65%</b>	<b>20.27%</b>
<b>Utilities</b>					
Budget	101,500.00	90,000.00	19,200.00	8,180.00	23,000.00
To Date	46,877.00	60,902.00	13,804.00	5,408.00	3,551.00
Percent	<b>46.18%</b>	<b>67.67%</b>	<b>71.90%</b>	<b>66.11%</b>	<b>15.44%</b>
<b>Maint</b>					
Budget	208,480.00	120,910.00	30,900.00	9,225.00	44,600.00
To Date	124,148.00	76,427.00	15,473.00	2,237.00	4,555.00
Percent	<b>59.55%</b>	<b>63.21%</b>	<b>50.07%</b>	<b>24.25%</b>	<b>10.21%</b>
<b>Ins/Taxes</b>					
Budget	40,341.00	49,055.00	15,100.00	2,660.00	15,275.00
To Date	27,431.00	32,353.00	9,816.00	1,587.00	1,728.00
Percent	<b>68.00%</b>	<b>65.95%</b>	<b>65.01%</b>	<b>59.66%</b>	<b>11.31%</b>
<b>Admin</b>					
Budget	148,484.00	144,488.00	45,930.00	8,102.00	39,630.00
To Date	87,392.00	83,340.00	26,442.00	3,935.00	8,572.00
Percent	<b>58.86%</b>	<b>57.68%</b>	<b>57.57%</b>	<b>48.57%</b>	<b>21.63%</b>
<b>Mortgage &amp; Fees</b>					
Budget		30,980.00	2,546.00	4,868.00	85,000.00
To Date		18,071.67	1,485.17	2,839.67	14,166.67
Percent		<b>58.33%</b>	<b>58.33%</b>	<b>58.33%</b>	<b>16.67%</b>
<b>Trx to Reserves</b>					
Budget		28,000.00	24,924.00	1,914.60	7,829.00
To Date		16,333.33	14,539.00	1,116.85	1,304.83
Percent		<b>58.33%</b>	<b>58.33%</b>	<b>58.33%</b>	<b>16.67%</b>
<b>Net</b>	(26,091.00)	30,003.00	38,784.83	5,261.48	14,987.50
<b>Investments</b>					
Reserves		53,140.00	33,625.00	8,866.00	94,685.00
Sec Dep	25,834.00	26,961.00	8,610.00	2,651.00	8,000.00
PILOT	7,249.00	31,044.00	9,533.00	1,459.00	
CFP 2018	84,100.00				
Mgmt Fund	357,056.00				

Vacancy and Re-Rental Activity Report March 2019						
STATUS	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	APPLICANTS OFFERED	COMMENTS
	BW 108	1E	12/09/18			HOLD for renovation
	EW 103	2E	12/15/18			HOLD for renovation
	BW 103	2E	12/31/18			HOLD for renovation
	EW 230	1E	03/15/19			HOLD for renovation
Keys in	RVM 219	1E	03/31/19	1	3	Move in 4/30/19
Keys in	437 G	3F	04/05/19	1	5	Move in 4/30/19
Keys in	BW 214	1E	02/28/19	HOLD for ren	1 approved	for 5/1
ELDERLY/DISABLED APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	18-Dec	19-Jan	19-Feb	19-Mar
38	31	15	2 (3 on hold)	2 (3 on hold)	7 (3 on hold)	6 (4 on hold)
FAMILY APARTMENT TURNOVER BY MONTH						
FY 2016	FY 2017	FY 2018	18-Dec	19-Jan	19-Feb	19-Mar
10	8	11	1	1	1	1
VOUCHER LEASING BY MONTH						
FY 2016	FY 2017	FY 2018	18-Dec	19-Jan	19-Feb	19-Mar
4	13	9	1	0	0	0
HUD VACANT UNITS BY MONTH (RVM & Family)						
18-Sep	18-Oct	18-Nov	18-Dec	19-Jan	19-Feb	19-Mar
1	1	2	2	3	2	2
OCCUPANCY REPORT						
FAMILY	RVM	EW	BW	OP	WMP	
97%	97%	96%	91%	100%	100%	
WAITING LIST REPORT						
ELDERLY 1 BR LIST		RVM	EW	BW	OP	WMP
Total on list		89	108	91	97	
Denied		0	0	0	0	
Approved for move in		1	0	0	0	
Non-disabled - RVM only		21				
In Process		3	0	2	3	
Housed		1	0	0	0	
ELDERLY 2 BR LIST		RVM	EW	BW	OP	WMP
Total on list		NA	12	9	10	111
Approved			0	0	0	0
In Process			0	0	0	0
Housed			1		0	
FAMILY		1 BR	2 BR	3 BR	4 BR	
Total on list		27	153	98	22	
Denied		0	0	0	0	
Approved		0	0	1	0	
In Process		0	0	5	0	
Housed			0	0	0	
VOUCHER						
WAITING LIST		197		UNDER CONTRACT		54
ISSUED & SEARCHING		5		NUMBER FUNDED		62