

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, January 14, 2026 at 4:30 pm
Riverview Manor Community Room

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.

ROLL CALL

TENANT REPRESENTATIVES:

ACTION ITEMS

1. Review and Approve December Minutes
2. Review and Approve December & January Bills
3. Review and Approve December Budget Report
4. Review and Approve CFP Policies
5. Review and Approve Riverview Manor Storage Room bids

REPORTS

Vacancy Report & Waiting List

DISCUSSION ITEMS:

Windmill Place Decks

Mobility Limitation definition as is relates to ADA unit qualifications

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 December 10, 2025

The meeting was held via TEAMS and called to order at 4:27pm as all board members were present and no outside participants had requested an invitation.

Present: Todd Bjerstedt, Holly Jones, Laurie Larsen, Jacqueline Niccum, Angela Whitaker

Also Present: Peggy Chukel-Executive Director, Sam VanSomeren-Office Manager

Absent: None

ACTION ITEMS

1. Review and Approve November Minutes M/S/C: LL/JN
2. Review and Approve November & December Bills M/S/C: AW/JN
Items of note for Nov were listed in the MEMO
Items of note for Dec were listed in the MEMO
3. Review and Approve November Budget Report M/S/C: LL/JN
Items of note were listed in the MEMO. PC stated that Utilities bills will be estimated and accrued monthly from now on and adjusted to actual before the year is closed.
4. Review and Approve Audit for YE 06/3025 M/S/C: JN/LL
The only item of note was the usual “lack of segregation of duties” due to insufficient staff.

REPORTS

Vacancy: PC updated board on vacant units as noted in the MEMO. SV noted that three out of four 2 BR units had accepted offers as of this date.

DISCUSSION ITEMS:

Windmill Place windows have been replaced. The process went VERY smoothly.
Due to the new insurance policies now being paid in full by the Housing Authority every October, Windmill Place will no longer need to escrow the balance with FNB. FNB will issue a refund for the balance accrued since last year’s payment.

ADJOURN

Motion to adjourn: 4:45

M/S/C: JN/LL

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Executive Director
RE: January Board of Commissioners Meeting
DATE: January 14, 2026

ACTION ITEMS

1. Review and Approve December Minutes
2. Review and Approve December and January Bills Attachment 1
Items of Note: Dec
6126 \$5,800 MRI: Annual tenant software invoice
6138 \$4,095.22 Solink: Riverview Manor security camera installation payment
6143 \$12,799.63 AF Flooring: Replace flooring in 4 units. 2 at EW & 2 at 431 2nd St. City RF will reimburse RFHA for their 2 units.
251205 \$18,500 CAVCO: RFHA Audit
Items of Note: Jan
Nothing to note
3. Review and Approve December Budget Report Attachment 2
Nothing new to report. Over-budget items have been addressed in prior meetings
4. Review and Approve CFP Policies Attachment 3
HUD required us to create 2 CFP Policies as part of a Corrective Action Plan. One policy is for Obligation & Expenditures and the other for Reporting. Both items lay out the process of using and reporting CFP dollars.
5. Review and Approve RVM Storage Room bids. Attachment 4
RVM has 3 apartments that are used as tenant storage rooms. They are outdated & NSPIRE cited us for the plumbing not being adequately capped off. We would like to remodel them to remove plumbing, improve layout, and increase space. We have 2 bids to review. The bids include removing all plumbing and walls to make each apt one large room, we will then be able to rebuild the storage cages to offer more space to tenants.

REPORTS

Vacancy:

2BR vacancies @E/B: We now have two 2-BR units vacant. 1 should be filled by the end of January. We have 1 application that we are working to approve. We will continue to market for 2 bedrooms to grow a healthy waiting list. We have permission from Rural Development to offer the 2BRs to persons on the 1BR waiting lists. However, those persons will have to sign an acknowledgement that if a new applicant is eligible for a 2 BR, they will move to the next available 1 BR unit.

ADA Units: We have 1 ADA unit that has been difficult to fill and will have another one in February. We are working on establishing a ADA unit policy to expand who may be qualified for a ADA unit.

DISCUSSION ITEMS:

Windmill Place decks need to be replaced. PC & SV will get new bids.

Definition of mobility limitations as it applies to ADA unit eligibility. Currently our policy “implies” a person must be in a wheelchair to be eligible. We would like to expand the definition to include a mobility device of any kind, including walkers and possibly canes, with the assumption that the individual will need a walker or wheelchair within a certain amount of time, and make it clear in the policy.

Cash Disbursements
As of December 31, 2025

Date	Num	Name	Memo	Amount
00.1111 · CASH - UNRESTRICTED				
01.1111 · 01-0-1111.040 Cash Unrestricted				
12/31/25		03 LIFE	Life P#2832L-G	-227.43
12/01/25		Ze ien	PHA Snow Removal	-1,125.00
12/30/25		Ze ien	PHA Snow Removal	-1,125.00
12/05/25	6118	Smith, Doris	Rfnd Ovrpymt	-234.00
12/05/25	6119	Gorton, P/R	Rfnd Overpmt	-30.00
12/08/25	6120	SCVNG	Gas Bill / See below	-4,226.00
12/08/25	6121	ZZ-Moores, N	Rfnd Sec & Key Dep	-340.00
12/09/25	6122	Clog UnBoggler	O215 Plmbg/18711	-400.00
12/09/25	6123	Drug Test	Tnt Bkgmd Ck / 31884	-177.00
12/09/25	6124	EPM	Bldg Pest Control BW203, W204/ ...	-74.00
12/09/25	6125	Moseng	RVM 104 Deadbolt/ 25243/25031	-230.55
12/09/25	6126	MRI	Software / MRIUS2538625	-5,800.00
12/09/25	6127	Roberts	UTA BW203/ 738588	-450.00
12/09/25	6128	Soaps n Squeegees	Window Cleaning /16620	-269.00
12/09/25	6129	Staples	Ofc Supply / 7007827200	-26.97
12/09/25	6130	State Chemical Solutions	Maint Supplies / 903915136	-334.48
12/09/25	6131	Steiner	R223,G414, G456/ 786050-607	-989.53
12/09/25	6132	Surface Specialists	O211 Conv / 22395	-650.00
12/09/25	6133	TS Projects	Lawn/ Snow Rem / 251061-64,81...	-5,755.00
12/09/25	6134	WI CARH	2026 Dues	-650.00
12/09/25	6135	DWD	Unemp / Acct 697030-000-7 Avery	-663.76
12/09/25	6136	ZZ-Tromberg, Ernie	Rfnd Sec Dep + Rent-\$3	-303.00
12/10/25	6137	RFMU	See attached	-14,695.09
12/12/25	6138	Solink	RVM Camera Install 297619158	-4,095.22
12/12/25	6139	ZZ-Terrell, Jim	Rfnd Sec-Key Dep	-293.00
12/22/25	6140	Cook	Van Driver (27 x \$17)	-459.00
12/23/25	6141	Vargas	Mileage	-10.08
12/29/25	6142	Ace	Maint Supplies Acct: 45328	-190.18
12/29/25	6143	AF Flooring	UTA E132, E140, CRF 431.1 431.3...	-12,799.63
12/29/25	6144	BB Electric	RVM Office	-565.12
12/29/25	6145	Carahsoft	Tnt Empl Verify - IN2154927	-74.94
12/29/25	6146	Clog UnBoggler	415K Plmbg/18723	-325.00
12/29/25	6147	Moseng	E113 Deadbolt/ 25242	-248.10
12/29/25	6148	RCD	UTA/102108, 121	-1,140.00
12/29/25	6149	Roberts	UTA E132, E140/ 738593	-795.00
12/29/25	6150	Rodli Beskar	Cl Email/Invest 10296.170	-110.00
12/29/25	6151	Sherwin Williams	Paint -Acct: 4581-8/ 7877314917...	-1,254.62
12/29/25	6152	Society Ins	Acct# 854-529-294 / WP555217	-209.00
12/29/25	6153	StarTech	IT Svc 227531, 604	-1,321.28
12/29/25	6154	Steiner	OP Boiler CRF Htr/ 78747, 873	-3,022.72
12/29/25	6155	Swedes	Fuel / 6859	-38.00
12/29/25	6156	TS Projects	Snow Rem / 251239-42	-3,225.00
12/29/25	6157	Viles	2026 Master Policy Renewal	-350.00
12/29/25	6158	Joe Do It	G434 Cln	-1,147.50
12/29/25	6159	Amplify	Elec Pnl	-120.00
12/30/25	6160	BOC Bjerstedt	BOC Mtg	-180.00
12/30/25	6161	BOC Jones	BOC Mtg	-100.00
12/30/25	6162	BOC Larsen	BOC Mtg	-100.00
12/30/25	6163	BOC Niccum	BOC Mtg	-100.00
12/30/25	6164	BOC Whitaker	BOC Mtg	-150.00
12/30/25	6165	ServPro	Crpt R 104, B105 25918,919	-200.00
12/30/25	6166	John Deere	Acct# 28116-77648	-51.00

Cash Disbursements
As of December 31, 2025

Date	Num	Name	Memo	Amount
12/01/25	251201	24 7	Domain Host	-24.95
12/01/25	251202	05 HSA HRA FSA	Emp Ben/Tax	-522.43
12/02/25	251203	PB Lease	Postage Lease / Acct#: 0015290262	-176.52
12/03/25	251204	Holodnack, R104	Rfnd Sec Dep	-300.00
12/04/25	251205	CAVCO	RFHA Audit 7819-25	-18,500.00
12/09/25	251206	Hawkins	Fee Accountants	-1,760.00
12/05/25	251207	Assured Security	New Power Dr/ P248036D Dep	-2,222.84
12/05/25	251208	Granite	Phn-I/N Equip / Acct: 04333054	-5,384.23
12/01/25	251209	FNB	ACH Fee - Mth End Batch	-60.00
12/01/25	251210	FNB	ACH Fee-Tnt rents	-70.00
12/10/25	251211	05 HSA HRA FSA	FSA	-77.89
12/12/25	251212	RICOH	Copier / Acct #:365898-3696100	-110.01
12/12/25	251213	CapitalOne	Supplies, Mrkting, admin, contrac...	-6,981.76
12/19/25	251214	05 HSA HRA FSA	FSA	-220.99
12/22/25	251215	06 HEALTH	Emp Ben/Tax	-4,868.53
12/23/25	251216	Annett	Mileage	-6.72
12/23/25	251217	Aurandt	Mileage	-67.20
12/23/25	251218	VanSomeren	Mileage & Exps	-144.80
12/23/25	251219	RFSB14	EB RESERVES	-5,748.17
12/23/25	251220	RFSB15	OP RESERVES	-2,047.75
12/23/25	251221	RFSB16	4P RESERVES	-159.50
12/23/25	251222	Checkwriters	PR Svc Fee	-176.25
12/29/25	251223	05 HSA HRA FSA	FSA	-1,375.00
12/29/25	251224	CapitalOne	UTA G434	-187.52
12/30/25	251225	ORourke	Adv	-2,049.00
12/31/25	251226	RFHA	Dec PR	-38,676.01
12/31/25	251227	01 DOR	Emp Ben/Tax	-2,457.86
12/31/25	251228	02 EFTPS	Emp Ben/Tax	-13,267.21
12/31/25	251229	04 WRS	Emp Ben/Tax	-7,248.04
12/31/25	251230	05 HSA HRA FSA	Emp Ben/Tax	-2,258.00
12/31/25	251231	07 Dental/Vision	Emp Ben/Tax	-524.18
12/31/25	251232	GFL	Bldg Dumpsters UV0000478065,6...	-1,527.28
Total 01.1111 · 01-0-1111.040 Cash Unrestricted				-190,650.84

Cash Disbursements
As of January 8, 2026

Date	Num	Name	Memo	Amount
00.1111 · CASH - UNRESTRICTED				
01.1111 · 01-0-1111.040 Cash Unrestricted				
01/02/26	260101	05 HSA HRA FSA	HRA	-495.73
01/02/26	260102	24 7	Domain Host	-24.95
01/02/26	260103	FNB	ACH Fee - Mth End Batch	-90.00
01/02/26	260104	FNB	ACH Fee-Tnt rents	-70.00
01/07/26	260105	TKE	Maint/ Cstr# 8017828	-1,027.73
01/07/26	260106	Granite	Phn-I/N Equip / Acct: 04333054	-7,816.81
01/07/26	260107	Assured Security	New Power Dr/ P248036D Final Pmt	-2,222.84
Total 01.1111 · 01-0-1111.040 Cash Unrestricted				-11,748.06

WINDMILL PLACE, LLC
Check Register
As of December 31, 2025

Date	Num	Name	Memo	Amount
12/01/25	1847	Bear	2nd pmt	(50,000.00)
12/09/25	1848	City of River Fa...	P I L O T	(8,200.00)
12/17/25	1849	Bear	Final pmt/ 27219	(146,750.00)
12/01/25	251201	FNB-Res Acct		(826.42)
12/01/25	251202	FNB-NP	Mtg Pmt	(6,617.42)
12/17/25	251202		Funds Transfer for W...	8,750.00
12/01/25	251203	MGMT ACCT	Mgmt Fee	(1,680.00)
12/05/25	251204	VOID	Error	0.00
12/28/25	251205	City of River Fa...	Window Loan	(2,185.00)
12/31/25	251206	RFHA	For Exps Pd by RFHA	(3,489.80)
12/31/25	251207	SCVNG	22865	(240.52)
Total 1000.01 · WMP-5013453 - Other				(211,239.16)

WINDMILL PLACE, LLC
Check Register
As of January 31, 2026

Date	Num	Name	Memo	Amount
01/02/26	260101	FNB-NP	Mtg Pmt	(5,535.00)
01/02/26	260102	FNB-Res Acct	Trx to Reserves	(851.22)
01/02/26	260103	MGMT ACCT	Mgmt Fee	(1,656.00)
Total 1000.01 · WMP-5013453 - Other				(8,042.22)

WINDMILL PLACE, LLC
Due to RFHA Detail
As of December 31, 2025

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
1234.00 - Due To RFHA					0.00
12/31/25	6124	EPM	W204	37.00	37.00
12/31/25	6133	TS Projects	Lawn/Snow	405.00	442.00
12/31/25	6134	WI CARH	2026 Dues	100.00	542.00
12/31/25	6140	Cook, LA	Van Driver	75.00	617.00
12/31/25	6141	VARGAS	Mileage	5.04	622.04
12/31/25	6142	Ace	Main Supplies	10.41	632.45
12/31/25	6151	Sherwin Williams	Paint for UTA	117.57	750.02
12/31/25	6152	Society Ins.	WC Ins Addtl prem	14.63	764.65
12/31/25	6153	StarTech	IT Svc	118.92	883.57
12/31/25	6155	Swede's	Fuel	3.80	887.37
12/31/25	6156	TS Projects	Lawn/Snow	310.00	1,197.37
12/31/25	6160	BOC	BOC Pmts	60.00	1,257.37
12/31/25	6166	John Deere	Maint Supp	5.10	1,262.47
12/31/25	251205	CAVCO	Audit	1,850.00	3,112.47
12/31/25	251213	Cap 1	Main Supp, Train, Admin	132.82	3,245.29
12/31/25	251216	Annett, Rose	Mileage	3.36	3,248.65
12/31/25	251218	VanSomeren, Sam	Mileage	2.00	3,250.65
12/31/25	251222	Checkwriters	PR Svc	13.00	3,263.65
12/31/25	251232	GFL	Bldg Dumpsters	226.15	3,489.80
12/31/25	251206	RFHA	For Exps Pd by RFHA	(3,489.80)	0.00
12/31/25	251298	RFHA	Dec PR Alloc	3,489.00	3,489.00
12/31/25	YE ADJ		Adj PR JE Error	(3,700.00)	(211.00)
Total 1234.00 - Due To RFHA				(211.00)	(211.00)

HOUSING AUTHORITY DECEMBER BUDGET REPORT FOR JANUARY BOARD MEETING					
<u>6</u> Months at: 50%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					100.00%
Income					
Budget	702,665	642,856	195,736	43,366	258,184
To Date	346,125	316,341	97,511	19,773	257,497
Percent	49%	49%	50%	46%	100%
Admin					
Budget	303,598	243,692	69,804	13,366	50,156
To Date	206,407	126,590	33,369	7,589	46,150
Percent	68%	52%	48%	57%	92%
Maint					
Budget	322,163	246,200	103,800	22,038	81,120
To Date	92,668	89,100	37,518	5,777	83,443
Percent	29%	36%	36%	26%	103%
Utilities					
Budget	113,500	85,500	19,000	9,450	23,122
To Date	60,627	50,645	13,158	7,204	26,543
Percent	53%	59%	69%	76%	115%
Ins/Taxes					
Budget	66,089	66,150	20,725	3,540	9,580
To Date	26,399	28,788	7,947	622	19,767
Percent	40%	44%	38%	18%	206%
Mortgage & Fees					
Budget		-	2,546	4,868	32,000
To Date		-	1,273	2,434	32,000
Percent			50%	50%	100%
Trx to Reserves					
Budget		68,978	24,573	1,914	9,917
To Date		34,489	12,287	957	9,917
Percent		50%	50%	50%	100%
Net	(39,976)	21,218	5,519	(1,419)	39,677
Investments					
Operating	139,227.60	(107,545)	19,196	(25,251)	20,916
Reserve		430,619	133,616	19,069	88,803
Tax/Ins	7,286	42,213	9,583	2,451	
Sec Dep	30,030	26,051	8,347	2,405	8,100
CFP 2025	161,376				
Mgmt Fund	385,733				

CFP Policies Sent Separately

Riverview Storage Rooms:

Sam contacted **Croix Valley Construction (Roberts), Matzek-Miller Construction (River Falls), & Leading-Edge Contracting (Hudson).**

- **Croix Valley** came out and looked at the project. They do new building finishing work, and this project was something they would not be familiar with. They never turned in their bid.
- Nathan from **Matzek-Miller** checked out the project. Nathan gave some great ideas to make the space more usable. We received their bid @ \$25K per room.
- **Leading Edge** never responded.

Sam contacted **Lindus Construction**. Luke Panek came to review the project. We communicated exactly what we wanted (based off Matzek-Miller’s advice). Their bid came in just shy of \$60K per room.



Nathan Matzek
 PO Box 644
 River Falls, WI 54022
 (715) 821-6175
matzek.miller@gmail.com

Scope of Work River Falls Housing Authority storage

- Matzek-Miller Construction will remove cabinets, shower, toilet and interior walls in storage room and dispose of into on site dumpster.
- We will patch in sheetrock and mud and tape and texture as needed.
- A new laminated plank floor will be installed (material allowance of \$1500)
- ~~We will build as many 3'x3' storage lockers as possible and still leave a 3' hallway around all of them.~~
- We will build 13 storage cages as evenly large as possible & still leave a 3' hallway around all of them.
- All lockers will have hinges and a lock on them but no paddle lock. (homeowner to provide)
- Lockers will look similar to the existing ones
- There will be thorough clean up at the end of the job.

Labor & Materials.....\$25,000



Wisconsin License No. 1419156
 879 U.S. Hwy 63 Baldwin, WI 54002
 1-800-873-1451 Ph. 651-967-0366
 Fax: 715-684-3859

PROPOSAL SUBMITTED TO (BUYER) River Falls Housing Authority Sam Vansomeren	PROJECT NAME	DATE OF PROPOSAL 2025-12-08
BILLING STREET 625 North Main Street	PROJECT STREET 625 North Main Street	
BILLING CITY, STATE AND ZIP CODE River Falls, WI 54022	PROJECT CITY, STATE AND ZIP CODE River Falls, Wisconsin 54022	
PHONE # (715) 629-1213	EMAIL ADDRESS svansomeren@rfhousing.org	

We Propose hereby to furnish all material and labor, skill and equipment ("Work") to complete the Scope of Work identified below in exchange for the sum ("Contract Price") of:	Total:	\$179997.00
Payment shall be made as follows: 1/3 Down, 1/3 at Project Start, Balance Upon Substantial Completion (unless fully financed by a Lindus Construction Financial Partner)	1/3 Down:	\$60000.00
Upon substantial completion Buyer may withhold 150% of the cost of any incomplete Work until the Work is finally completed.	Balance:	\$119997.00
This proposal will expire if not accepted within 15 days. Make all checks payable to Lindus Construction.	LINDUS CONSTRUCTION REP: Authorized Signature	
Approximate Start Date: 4 Months	Approximate End Date: 5 Months	

The following Scope of Work, written warranties and disclosures are included: 1) See attached Scope of Work, Product List and Document No.x 2) Lindus Lifetime Workmanship Warranty *Cost of Permit to be added to final invoice to ensure accuracy

Acceptance of Proposal – By signing this Proposal you are: a) making a written contract with Lindus Construction; b) authorizing Lindus to commence work immediately; c) acknowledging oral notice of 3-day right to cancel; d) acknowledging receipt of Lindus Lifetime Workmanship Warranty;	Buyer may cancel this Contract at any time prior to midnight of the third business day after signing. See attached Notice of Cancellation.
Date of Acceptance (transaction date): _____	Buyer's Signature: _____

Buyer Acknowledges and Accepts the Work as Satisfactory and Complete: Signature: _____ Date: _____

Vacancy and Re-Rental Activity Report Dec-Jan 2026

ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	Vac	COMMENTS
R102	ED-1	01/10/26	01/31/26	21	Term/ New MI
R104	ED-1	11/30/25	12/31/25	31	Trx to R213/ New MI
R218	ED-2	12/31/25	01/27/26	27	Trx to B203/ New MI
K403	Fam-2	12/31/25	01/21/26	21	Term/ New MI
G434	Fam-3	11/30/25			Offline for Rehab
E113	ED-2	09/30/25	01/01/26	93	Mvng/New MI
B105	ED-1 HC	11/30/25	01/31/26	62	Decsd/New MI
B205	ED-2	12/31/25	01/31/26	31	Decsd/New MI
W101	TC-2	01/31/26	02/28/26	28	Mvng/New MI

CURRENT WAITING LISTS

BR/Tier	1	2	3	4	5	Total
RTH	12	9	15	3		39
RVM	36					36
EW	54	5				59
BW	50	3				53
OP	44	5				49
WMP	31	12	3	4	0	50

LAST QUARTER

BR/Tier	1	2	3	4	5	Total
RTH	15	5	17	3		40
RVM	48					48
EW	70	3				73
BW	66	1				67
OP	59	4				63
WMP	46	13	3	4	1	67

Changes in Lists Above

BR/Tier	1	2	3	4	5	Total
RTH	-3	4	-2	0	0	-1
RVM	-12	0	0	0	0	-12
EW	-16	2	0	0	0	-14
BW	-16	2	0	0	0	-14
OP	-15	1	0	0	0	-14
WMP	-15	-1	0	0	-1	-16