

**AGENDA**  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
RIVER FALLS HOUSING AUTHORITY  
**Wednesday, February 11, 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 January Minutes
2. Review and Approve January & February Bills
3. Review and Approve January Budget Report
4. Review and Approve Procurement Policy
5. Review and Approve Medical Expense Policy
6. Review and Approve change of authorized signers at RFSB
7. Review and Approve A change to the lease regarding Resident Assistants

**REPORTS**

Vacancy Report & Waiting List

**DISCUSSION ITEMS:**

**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 January 14, 2025

The meeting was called to order at 4:33pm.

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

Absent: Jacqueline Niccum

Also Present: Peggy Chukel-Executive Director, Sam VanSomeren-Assistant Executive Director

Observer: Lisa Aurandt, Property Manager

**ACTION ITEMS**

1. Review and Approve December Minutes M/S/C: LL/AW
2. Review and Approve December & January Bills M/S/C: AW/HJ  
Items of note for Dec were listed in the MEMO  
Items of note for Jan: None
3. Review and Approve December Budget Report M/S/C: HJ/LL  
PC explained the WMP Ins being over budget due to next year's coverage now due in Oct of the current year caused this year to get hit twice. However, as insurance had been escrowed, we received a refund of \$16k.
4. Review and Approve CFP (Capital Improvement Fund Program) Policies M/S/C: AW/LL  
See explanation in MEMO. The reason for the corrective action plan is because in 2020 we were told we were a small enough agency that we could draw all CFP into operations and use it as/when needed. In 2025 we were told that information was false, and we could only draw down CFP once we had a specific bill in hand for a specific project and we are required to obligate and expend the funds within 3 days. They also required us to have the policy and procedure in writing.
5. Review and Approve RVM Storage Room bids M/S/C: LL/HJ

**REPORTS**

Vacancy: See MEMO

**DISCUSSION ITEMS:**

See MEMO. Regarding the ADA policy, SV received communication from Rural Development just before the board meeting that their regulations already allow persons with a need for certain ADA compliant accessories to qualify for such a unit, regardless of whether they are mobility challenged or not. Therefore we do not need to add or modify any policies or procedures.

**ADJOURN**

Motion to adjourn: 4:55

M/S/C: LL/AW

MEMO

TO: River Falls Housing Authority Board of Commissioners  
FROM: Peggy Chukel, Executive Director  
RE: February Board of Commissioners Meeting  
DATE: February 11, 2026

ACTION ITEMS

1. Review and Approve January Minutes
2. Review and Approve January and February Bills Attachment 1  
**Items of Note: Jan**  
**6177** \$4,103.97 Plaza: 3 dryers for EW & OP  
**6178** \$5,500.00 Roberts: UTA painting in 3 units at 431 2<sup>nd</sup> St.  
**6199** \$9,187.63 Steiner: Boiler & thermostat repairs at multiple locations.  
**6200** \$6,849.55 Fitzgerald: Lawn treatment for the year  
**Items of Note: Feb**  
Nothing to note
3. Review and Approve January Budget Report Attachment 2  
Nothing new to report. Over-budget items have been addressed in prior meetings
4. Review and Approve Procurement Policy Attachment 3  
Procurement Policy has been updated to include language on Section 3 & BABA per HUD regulations.
5. Review and Approve Medical Expense Policy Attachment 4  
Medical expense deduction maximum limits have been adjusted for inflation.
6. Review and Approve change of authorized signers at RFSB  
For RFSB accounts, we will remove Peggy Chukel and add Sam VanSomeren as the designated signer. The bank requires a resolution to make this change. We will also remove a former board member who was not removed when they resigned.
7. Review and Approve A change to the lease regarding Resident Assistants  
The resident assistant job description states that they check the boilers every night & report malfunctions, make sure common area windows and doors are secured for the night, and hold a master apt key in the event a tenant locks themselves out of their apt. Over the years, the RAs have taken on, and tenants have come to expect, much more than these basic duties. A few recent incidents have prompted us to reevaluate the job and determine that this service is no longer needed. As this service is listed in the lease, we need board approval to remove it.

REPORTS

Vacancy:

2BR vacancies E/B: We now have one 2-BR unit vacant. We have 1 application that we are working to approve with a tentative MI date of 2/18/26. We will continue to market for 2 bedrooms to grow a healthy waiting list.

ADA Units: We have 1 ADA unit that has been difficult to fill and will have another one in February. We now have a better understanding of who is eligible for the unit and are going back through applications to fill these units.

DISCUSSION ITEMS:

Cash Disbursements				
Date	Num	Name	Memo	Amount
01/13/26	6172	RFMU	Utilities	16,934.43
01/13/26	6173	SCVNG	See Attached	7,838.96
01/13/26	6174	Ace	Maint Supplies Acct: 45328	437.42
01/13/26	6175	Midwest	10751142,52528-Repair John Deere	100.60
01/13/26	6176	Pierce Cty Waste	FEMA Disposal / 56499	45.00
01/13/26	6177	Plaza	Dryers EW OP/276554/55	4,103.97
01/13/26	6178	Roberts	CRF 431.1,431.2, 431.3/ 738595/597	5,500.00
01/13/26	6179	Swedes	Fuel / 6859	67.10
01/13/26	6180	TS Projects	Snow Rem / 251275-78, 80	2,145.00
01/13/26	6181	WAHA	ANNUAL DUES	250.00
01/13/26	6182	StarTech	IT Svc 228187,255	1,322.09
01/14/26	6183	ZZ-Fleek, R218	Sec Dep Rfnd	300.00
01/15/26	6184	ZZ-Van, Ken	Sec Dep Rfnd	300.00
01/27/26	6185	Vargas	Mileage	13.92
01/28/26	6186	Cook	Van Driver (19.75 x \$17)	335.75
01/28/26	6187	Carahsoft	Tnt Empl Verify - IN2177475	74.94
01/28/26	6188	EPM	Bldg Pest Control / 81003,004	298.00
01/28/26	6189	Joe Do It	K403 Cln	495.00
01/28/26	6190	Matzek	K403 Fr Dr	1,200.00
01/28/26	6191	Orvs	K403 Wiring elc dyr	760.00
01/28/26	6192	RCD	K403 UTA/102223	575.00
01/28/26	6193	Roberts	RVM 104, 218, 403K, B105, S108/053001-4	1,920.00
01/28/26	6194	ServPro	Crpt R218/260024	1,145.00
01/28/26	6195	Sherwin Williams	Paint -Acct: 3304-4581-8	157.23
01/28/26	6196	Shred Right	Shred 14971/ Inv 63998	109.66
01/28/26	6197	Solink	RVM WMP Camera Install 297626578,80	1,169.47
01/28/26	6198	Staples	Ofc Supply / 7008322912	57.32
01/28/26	6199	Steiner	R218Thmst, R103 Boiler, B Boiler, E 215 Bc	9,187.63
01/29/26	6200	Fitzgerald Lawn	Lawn Treatment / Cst#155308, 309, 311, 3	6,849.55
01/29/26	6201	HD Supply	Toilet Seats/9245219704	89.94
01/30/26	6202	03 LIFE	Life P#2832L-G	223.56
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
01/14/26	260108	RICOH	Copier / Acct #:365898-3696100	110.01
01/14/26	260109	CapitalOne	Supplies, Admin, Office	10,416.33
01/15/26	260110	06 HEALTH	Emp Ben/Tax	8.83
01/15/26	260111	Hawkins	Fee Accountants	1,760.00
01/26/26	260112	PB Postage	Postage	700.00
01/27/26	260113	GFL	Bldg Dumpsters UV0000415941, 42, 43	1,509.81
01/27/26	260114	Checkwriters	PR Svc Fee	168.14
01/30/26	260115	Aurandt	Mileage	79.75
01/30/26	260116	Chukel	Mileage & Exps	265.91
01/30/26	260117	VanSomeren	Mileage & Exps	204.40
01/30/26	260118	RFSB14	EB RESERVES	5,748.17
01/30/26	260119	RFSB15	OP RESERVES	2,047.75
01/30/26	260120	RFSB16	4P RESERVES	159.50
01/30/26	260121	01 DOR	Emp Ben/Tax	2,275.22
01/30/26	260122	02 EFTPS	Emp Ben/Tax	11,883.16
01/30/26	260124	05 HSA HRA FSA	Emp Ben/Tax	2,258.00
01/30/26	260125	06 HEALTH	Emp Ben/Tax	4,080.56
01/30/26	260126	RFHA	Alloc PR	35,875.90
01/30/26	260127	07 Dental/Vision	Emp Ben/Tax	536.70
01/30/26	260128	04 WRS	Emp Ben/Tax	6,843.78
01/30/26	260129	ORourke	Adv	1,649.00
01/30/26	260130	08 ST UI	ST UI	1,514.55
01/30/26	260131	05 HSA HRA FSA	Emp Ben/Tax	115.69
				<u>165,965.76</u>

**Cash Disbursements**

Date	Num	Name	Memo	Amount
2/2/2026	260201	05 HSA HRA FSA	Emp Ben/Tax	195.33
2/1/2026	260202	FNB	ACH Fee - Mth End Batch	60.00
2/1/2026	260203	FNB	ACH Fee-Tnt rents	70.00
2/2/2026	260204	247	Domain Host	24.95
2/2/2026	260205	RICOH	Copier / Acct #:365898-3696100	110.01
2/3/2026	260206	05 HSA HRA FSA	Emp Ben/Tax	721.27
				<u>1,181.56</u>

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

Date	Num	Name	Memo	Amount
01/20/26	1850	WHEDA	Gunderson HAP rtn	(701.00)
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)
01/21/26	260104	Rural Develop...	Guaranty Fee	(2,753.88)
01/30/26	260105	City of River Fa...	Window Loan	(2,185.00)
01/30/26	260197	RFHA	For Exps Pd by RFHA	(6,579.67)
Total 1000.01 · WMP-5013453 - Other				(20,261.77)

**WINDMILL PLACE, LLC  
Check Register  
As of February 28, 2026**

Date	Num	Name	Memo	Amount
02/02/26	260201	FNB-NP	Mtg Pmt	(5,535.00)
Total 1000.01 · WMP-5013453 - Other				(5,535.00)

**WINDMILL PLACE, LLC**  
**Due to RFHA Detail**  
**As of January 31, 2026**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>1234.00 · DueTo RFHA</b>					<b>0.00</b>
01/30/26	6174	Ace	Main Sup	22.92	22.92
01/30/26	6175	Midwest	Trctr Rpr	10.00	32.92
01/30/26	260113	GFL	Bldg Dump	223.57	256.49
01/30/26	6179	Swede's	Fuel	6.85	263.34
01/30/26	6180	TS Projects	Snow Rem	390.00	653.34
01/30/26	6182	StarTech	IT Svc	118.92	772.26
01/30/26	260109	Cap 1	Main Supp	931.78	1,704.04
01/30/26	182	WAHA 6	WAHA Reimb	(21.24)	1,682.80
01/30/26	260112	PB Postage	Postage	48.00	1,730.80
01/30/26	4000.15	VARGAS	Mileage	6.96	1,737.76
01/30/26	260114	Checkwriters	PR Svc	13.00	1,750.76
01/30/26	6188	EPM	Pest Ctl	38.00	1,788.76
01/30/26	6197	Solink	Sec Cam	273.24	2,062.00
01/30/26	6186	Cook, LA	Van Drv	50.00	2,112.00
01/30/26	6200	Fitzgerald Lawn	Lawn	973.63	3,085.63
01/30/26	260116	Chukel, Peggy	Mileage	5.04	3,090.67
01/30/26	260198	RFHA	PR	3,489.00	6,579.67
01/30/26	260197	RFHA	For Exps Pd by R...	(6,579.67)	0.00
<b>Total 1234.00 · Due To RFHA</b>				<b>0.00</b>	<b>0.00</b>

HOUSING AUTHORITY JANUARY BUDGET REPORT FOR FEBRUARY BOARD MEE TING					
7 Months at: 58%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP 8.33%
<b>Income</b>					
Budget	702,665	642,856	195,736	43,366	275,750
To Date	394,331	368,604	113,929	23,353	29,974
Percent	56%	57%	58%	54%	11%
<b>Admin</b>					
Budget	303,598	243,692	69,804	13,366	43,016
To Date	198,573	149,599	40,131	7,429	4,066
Percent	65%	61%	57%	56%	9%
<b>Maint</b>					
Budget	322,163	246,200	103,800	22,038	61,000
To Date	157,358	129,301	51,601	6,534	3,763
Percent	49%	53%	50%	30%	6%
<b>Utilities</b>					
Budget	113,500	85,500	19,000	9,450	25,500
To Date	70,377	58,800	15,766	9,101	2,034
Percent	62%	69%	83%	96%	8%
<b>Ins/Taxes</b>					
Budget	66,089	66,150	20,725	3,540	15,150
To Date	29,027	34,723	9,851	588	683
Percent	44%	52%	48%	17%	5%
<b>Mortgage &amp; Fees</b>					
Budget		-	2,546	4,868	79,200
To Date		-	1,485	2,840	6,600
Percent			58%	58%	8%
<b>Trx to Reserves</b>					
Budget		68,978	24,573	1,914	10,215
To Date		40,237	14,334	1,117	851
Percent		58%	58%	58%	8%
Net	(61,004)	(3,818)	(3,420)	(299)	11,977
<b>Investments</b>					
Operating	168,197.00	(30,000)	41,460	(20,000)	19,928
Reserve		436,295	135,532	19,238	89,655
Tax/Ins	7,287	42,217	9,584	2,451	
Sec Dep	30,030	26,051	8,347	2,405	8,100
CFP 2025	161,376				
Mgmt Fund	390,601				

**Procurement Policy sent separately**



625 North Main Street, River Falls, Wisconsin 54022  
 Phone: 715-425-7640/Fax: 715-425-8530

### Medical Expense Allowance Policy

When calculating adjusted household income, River Falls Housing Authority will deduct from a family's gross annual income the unreimbursed medical expenses, which exceed 3% of the gross annual income of a family when the head of the household is elderly or disabled.

Medical Expenses are the costs associated with routine, ongoing medical care for the 12 months following the effective date of the certification/recertification, which are not covered by insurance. Medical expenses are determined by verifying prior year expenses for routine care, and payments on care received in the past 12 months. Expenses for medical premiums are calculated using current premium amounts.

Medical expenses that will be used as a deduction from gross annual income include:

- Medical Expenses up to a maximum of \$2,000
- Dental Expenses up to a maximum of \$1,500
- Vision Expenses up to a maximum of \$1,000
- Medical, prescription, vision and dental insurance premiums
- Prescription medicines and over the counter medications with a doctor's prescription
- Medical care of an institutionalized family member IF his/her income is included in annual income
- Cost of care of a service animal to the extent the service animal is trained and certified to assist a visual, hearing or physically impaired tenant
- Cost for care that enables the tenant to live independently in the apartment

All medical expenses must be verified by a third party such as a physician, dentist, pharmacist, insurance company, etc.

Expenses which will not be deducted include:

- Payments made for hospitalization, rehabilitation or emergency costs
- AFLAC, life insurance, or other reimbursement premiums
- Over the counter medications without a prescription
- Supplements
- Lifeline
- Food or food supplements
- Medical supplies or equipment
- Housekeepers
- Transportation expenses for medical appointments (Medical Mileage)
- One-time purchases of apparatus such as shower chairs and scooters
- Application fees

Adopted 2011-04  
 Reviewed 2015-04  
 Rev. 2017-06  
 Rev. 2019-07  
 Rev. 2021-04  
 Rev. 2022-01  
 Rev. 2022-05  
 Rev. 2022-10



625 North Main Street, River Falls, Wisconsin 54022  
Phone: 715-425-7640/Fax: 715-425-8530

### Medical Expense Allowance Policy

When calculating adjusted household income, River Falls Housing Authority will deduct from a family's gross annual income the unreimbursed medical expenses, which exceed 3% (HUD & HUD-MF) or 5%, 7.5%, or 10% (RD with phased in relief) of the gross annual income of a family when the head of the household is elderly or disabled.

Medical Expenses are the costs associated with routine, ongoing medical care for the 12 months following the effective date of the certification/recertification, which are not covered by insurance. Medical expenses are determined by verifying prior year expenses for routine care, and payments on care received in the past 12 months. Expenses for medical premiums are calculated using current premium amounts.

Medical expenses that will be used as a deduction from gross annual income include:

- Medical Expenses up to a maximum of \$2,500
- Dental Expenses up to a maximum of \$1,750
- Vision Expenses up to a maximum of \$1,000
- Medical, prescription, vision and dental insurance premiums
- Prescription medicines and over the counter medications with a doctor's prescription
- Medical care of an institutionalized family member IF his/her income is included in annual income
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Adopted 2011-04  
Reviewed 2015-04  
Rev. 2017-06  
Rev. 2019-07  
Rev. 2021-04  
Rev. 2022-01  
Rev. 2022-05  
Rev. 2022-10  
Rev. 2026-02

**Vacancy and Re-Rental Activity Report Jan-Feb 2026**

ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	Vac	COMMENTS
R102	ED-1	02/28/26	03/31/26	31	Term/ New MI
R218	ED-1	12/31/25	02/04/26	35	Trx to B203 / New MI
G434	Fam-3	11/30/25			Offline for Rehab
B103	ED-1 HC	01/31/26	02/28/26	28	Decsd/New MI
B105	ED-1 HC	11/30/25	02/28/26	90	Decsd/New MI
B114	ED-1	02/28/26	03/31/26	31	Mvng/New MI
B205	ED-2	12/31/25	02/18/26	49	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