

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Wednesday, September 14, 2022 at 6:30 pm
Riverview Manor 625 N Main St - Community Room

ROLL CALL

MINUTES OF REGULAR MEETING – August 11, 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 Minutes of August Meeting
2. Review and Approve Payment of August Bills
3. Review and Approve August Budget Report
4. Review and Approve Records Retention Policy
5. Review and Approve Affirmative Fair Housing Marketing Plan

REPORTS

1. Vacancy and Re-rental Report

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 August 11, 2022,

Chair Todd Bierstadt called the meeting to order at 6:30.

Present: Todd Bjerstedt, Matt Fitzgerald, Jacqueline Niccum

Absent: Jacob Proue, Jason Stroud

Also Present: Peggy Chukel-Executive Director

Tenant Comments: No tenants were present

ACTION ITEMS

1. Review and Approve Minutes of June Meeting (No meeting in July): M/S/C-JN/MF
2. Review and Approve Payment of July & August Bills: M/S/C-JN/MF
3. Review and Approve July & August Budget Reports: M/S/C-MF/JN
4. Review and Approve PILOT payments JN/MF

REPORTS

Vacancy & Re-Rental: PC noted that of the 9 vacancies, 6 were for 07/31/22. 5 have accepted applicants. Only one may be hard to fill as it is an ADA unit.

DISCUSSION ITEMS

TB gave an update on replacement of Windmill Place windows and noted that there may be some warranty coverage remaining. PC noted that aside from the faulty seals, many windows are very difficult/impossible to open & close. This may involve reaching out to the installer as well as the manufacturer. TB will continue to look into repair/replacement options.

MF addressed his leaving the board in October & that he has found a very suitable candidate

ADJOURN: 7:15 M/S/C-MF/JN

Respectfully submitted by P L Chukel, recording secretary

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Executive Director
RE: September Board of Commissioners Meeting
DATE: September 14, 2022

ACTION ITEMS

1. Review and Approve Minutes of last meeting. There were only the standard action items, no new items to report or discuss
2. Review and Approve Payment of August Bills (Attachment 1): September Check Registers will be presented at the meeting.
3. Review and Approve August Budget Report (Attachment 2): Nothing out of the ordinary to report
4. Review and Approve Records Retention Policy (Attachment 3). The criteria are set by audit firms or federal (IRS) requirements. Since we have not changed or added any services or processes, no changes are recommended.
5. Review and Approve Affirmative Fair Housing Marketing Plans (Attachment 4a, b, c): Even though we don't advertise each project separately, Rural Development now requires a separate Marketing Plan for each project. The plans simply lay out how/through what medium(s) we advertise, who our target audience, & how we reach the smallest demographic in our region. The only new thing since this was last reviewed is that we have added, digital & social media

REPORTS

1. Vacancy and Re-rental Report:

We currently have only 4 Vacant Units and no one has given notice for September. We may have an applicant eligible for EW103, the ADA unit

DISCUSSION ITEMS:

WMP Window replacement
MF Term up in Oct

River Falls Housing Authority			
Check Register			
As of August 31, 2022			
Date	Num	Name	Amount
08/09/22	4384	Ace	551.70
08/09/22	4385	Clog UnBogglers	600.00
08/09/22	4386	Deweys	200.00
08/09/22	4387	Dey	134.08
08/09/22	4388	Drug Test	560.50
08/09/22	4389	EPM	40.00
08/09/22	4390	Granite	1,351.50
08/09/22	4391	HD Supply	159.08
08/09/22	4392	HARRG 15082	2,070.00
08/09/22	4393	HAI 15095	5,821.00
08/09/22	4394	VOID	
08/09/22	4395	VOID	
08/09/22	4396	JH	66.52
08/09/22	4397	Rodli Beskar	55.00
08/09/22	4398	ServPro	4,149.79
08/09/22	4399	Shred Right	50.95
08/09/22	4400	Staples	428.71
08/09/22	4401	State Farm	926.00
08/09/22	4402	Carahsoft	251.92
08/09/22	4403	US Internet	260.92
08/09/22	4404	Swedes	379.79
08/10/22	4405	City of River Falls	58,792.27
08/22/22	4406	OBrien	2,780.24
08/12/22	4407	UWRF	77.02
08/26/22	4408	Cook	315.00
08/26/22	4409	Vargas	9.38
08/26/22	4410	Evju	16.25
08/26/22	4411	Evju	1,636.72
08/26/22	4412	Vargas	1,357.47
08/31/22	4413	4Bussert	300.00
08/31/22	4414	ABC	413.00
08/31/22	4415	All	764.00
08/31/22	4416	Carahsoft	386.89
08/31/22	4417	Chris Amdahl	152.80
08/31/22	4418	Clog UnBogglers	715.00
08/31/22	4419	Deweys	166.49
08/31/22	4420	Dey	99.28
08/31/22	4421	Glen Hills	1,658.00
08/31/22	4422	HD Supply	228.03
08/31/22	4423	JCE	4,350.00
08/31/22	4424	JH	166.43
08/31/22	4425	Lindus	1,400.00
08/31/22	4426	Renovation Sys	3,509.75
08/31/22	4427	Roberts	1,370.00
08/31/22	4428	ServPro	2,589.00
08/31/22	4429	Society Ins	5,958.00
08/31/22	4430	Staples	94.24
08/31/22	4431	StarTech	1,280.00

08/31/22	4432	Steiner	565.06
08/31/22	4433	Summit	275.00
08/31/22	4434	Swedes	270.59
08/31/22	4435	TKE	312.26
08/01/22	220801	24 7	44.90
08/01/22	220802	RFSB14	5,260.34
08/01/22	220803	RFSB15	2,047.75
08/01/22	220804	RFSB16	159.50
08/01/22	220805	FNB	70.00
08/10/22	220806	Waste Mgmt	1,615.78
08/04/22	220807	VanSomeren	4,635.00
08/10/22	220808	C A S	100.00
08/10/22	220809	Hawkins	426.00
08/10/22	220810	Comcast	129.80
08/10/22	220811	Comcast	399.75
08/10/22	220812	Comcast	129.80
08/10/22	220813	Comcast	593.52
08/15/22	220814	Lenzen	440.00
08/15/22	220815	PB Postage	700.00
08/15/22	220816	CapitalOne	5,797.28
08/31/22	220817	Annett	2,568.94
08/31/22	220818	Chukel	4,270.48
08/31/22	220819	Hoffman	3,259.19
08/31/22	220820	Marson	2,408.32
08/31/22	220821	Sachen	1,300.00
08/31/22	220822	Schendel	1,201.69
08/31/22	220823	VanSomeren	3,497.83
08/31/22	220824	Sachen	116.62
08/31/22	220825	LIFE	141.25
08/31/22	220826	DOR	1,161.62
08/31/22	220827	EFTPS	7,161.88
08/31/22	220828	WRS	4,156.43
08/31/22	220829	HEALTH	6,548.62
08/31/22	220830	HSA	1,575.00
08/20/22	220831	RICOH	197.06
08/31/22	220832	FNB	20.00
			172,199.98

WINDMILL PLACE, LLC

Check Register
As of August 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
08/01/22	1818	Naebers, Donovan	175.00
08/01/22	220801	FNB-NP	6,261.93
08/01/22	220802	Comcast	93.00
08/01/22	220803	FNB-Res Acct	756.29
08/12/22	220804	RFMU	4.63
08/31/22	220805	FNB-fees	9.58
08/31/22	220806	SCVNG	<u>178.50</u>
			7,478.93

**Voucher
Check Register
As of August 31, 2022**

Date	Num	Name	Amount
08/01/22	220801	1300	1,694.00
08/01/22	220802	Anderson	597.00
08/01/22	220803	Beadles	2,295.00
08/01/22	220804	Berg	1,735.00
08/01/22	220805	Betzold	1,526.00
08/01/22	220806	Boisclair	1,780.00
08/01/22	220807	Burt	1,450.00
08/01/22	220808	CityRF	1,920.00
08/01/22	220809	Depot	1,339.00
08/01/22	220810	Dodge	1,501.00
08/01/22	220811	ECR	1,000.00
08/01/22	220812	Granfors	925.00
08/01/22	220813	Hanson	863.00
08/01/22	220814	Knigge	1,089.00
08/01/22	220815	Kubiak	547.00
08/01/22	220816	Kusilek	900.00
08/01/22	220817	Landmark	2,139.00
08/01/22	220818	Larson	1,093.00
08/01/22	220819	LSI	4,060.00
08/01/22	220820	Morrow	750.00
08/01/22	220821	Olmsted	2,727.60
08/01/22	220822	Penkert	1,306.00
08/01/22	220823	RFHA EB	810.00
08/01/22	220824	RFHA OP	487.00
08/01/22	220825	Ross	975.00
08/01/22	220826	Schuster	1,261.00
08/01/22	220827	Simonet	1,352.00
08/01/22	220828	URP Burke	140.00
08/01/22	220829	URP Gustafson	115.00
08/01/22	220830	URP Hall	27.00
08/01/22	220831	URP Zeroth	30.00
08/01/22	220832	Vandervorst	655.00
08/01/22	220833	WMP	1,013.00
08/01/22	220834	Young	1,498.00
08/02/22	220835	RFHA	100.00
08/31/22	220836	FNB	20.00
			<u>41,719.60</u>

HOUSING AUTHORITY AUGUST BUDGET REPORT SEPTEMBER BOARD MEETING					
Year Ending June 2023					
2 Months at: 17%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					0.75%
Income					
Budget	566,933	471,717	153,389	35,616	236,252
To Date	56,622	81,724	22,388	6,259	143,299
Percent	9.99%	17.32%	14.60%	17.57%	60.66%
Admin					
Budget	173,575	179,020	54,154	18,812	41,670
To Date	24,276	29,430	9,584	3,616	27,075
Percent	13.99%	16.44%	17.70%	19.22%	64.97%
Utilities					
Budget	109,600	83,400	23,200	8,875	27,420
To Date	18,500	15,000	3,975	1,550	11,114
Percent	16.88%	17.99%	17.13%	17.46%	40.53%
Maint					
Budget	214,450	114,060	34,066	10,137	64,044
To Date	36,266	24,946	6,315	1,943	23,653
Percent	16.91%	21.87%	18.54%	19.17%	36.93%
Ins/Taxes					
Budget	50,500	43,700	14,180	2,340	17,296
To Date	-	-	-	-	5,186
Percent	0.00%	0.00%	0.00%	0.00%	29.98%
Mortgage & Fees					
Budget		-	2,546	4,868	172,750
To Date		-	424	811	90,827
Percent			16.67%	16.67%	52.58%
Trx to Reserves					
Budget		63,124	24,573	1,914	9,075
To Date		10,521	4,096	319	5,294
Percent		16.67%	16.67%	16.67%	58.34%
Net	(22,420)	1,827	(2,006)	(1,980)	(19,850)
Investments					
Operating	112,000	113,000	31,000	12,000	75,354
Reserve		362,241	95,334	30,305	99,697
Other	7,262	31,102	9,552	1,462	52,749
Sec Dep	27,380	23,657	8,332	2,300	8,100
CFP 2021	149,300				
Mgmt Fund	393,748				

ARCHIVES/RECORDS RETENTION**DESCRIPTION OF ITEM** **LENGTH** **OF**
RETENTION:

➤ ACC Contract	Permanently
Administration Contracts.....	Permanently
Analysis Of Debt Amortization.....	Permanently
Applications For Reservations Of Low Rent Housing & Pre-Loan.....	Permanently
Applications (Withdrawn or Ineligible).....	3 Yrs After W/D or Deemed I/E
Audits, Auditor Adjustments and Related Documentation.....	Permanently
Bank Statements, Reconciliations, Cancelled Checks.....	7 Yrs After Audit
Checks For Taxes, Property, Or Special Contracts.....	Permanently
Budgets:	3 Yrs After Audit
Operating, Revisions, Section 8 Budgets, Requisition	
Cash Disbursements And Receipt Register.....	7 Yrs After Audit
Cash Receipts: Rent And Security Deposit.....	3 Yrs After Audit
Check Copies.....	3 Yrs
Construction Contracts:.....	7 Yrs After Completion
Bid Forms, Notice To Proceed, Progress Reports, Unsuccessful Bids	
Contract Forms, Specs, Plans, Changes.....	Permanently
Contractor Payrolls.....	3 Yrs After Completion
Architect & Engineer Contracts.....	7 Yrs After Completion
Change Orders, Special Warranties.....	7 Yrs After Completion
Contracts For Financial Assistance.....	Permanently
Cooperative Agreements & Amendments.....	Permanently
Correspondence:	
Electronic; will retained in accordance with appropriate item designation	1 Yr
General.....	3 Yrs
Routine Maintenance, Personnel Matters.....	3 Yrs
Relating To Accruing Annual Contributions	Permanently
Relating To Fiscal Agent.....	Permanently
Relating To Policy & Procedure.....	Permanently
Deeds, Mortgages, And Bills Of Sale.....	Permanently
Depreciation Schedules.....	Permanently
Development Program.....	Permanently
Development Costs & Documents.....	Permanently
Deposit Slips.....	1 Yrs
Financial Reports:.....	7 Yrs
Acc- Balance Sheet 52595, Income And Expense, Operating Receipts	
Financing Records.....	Permanently
Preliminary Loan Notes, Advance/Temporary Notes, Records Relating To Permanent Financing	
➤ Rural Development Reports.....	7 Yrs
Fiscal Agent's Agreement.....	Permanently
Garnishments.....	7 Yrs

General Depositing Agreement.....	Permanently
General Ledger (Year End & Year To Date).....	Permanently
HUD 52397 & 52427.....	Permanently
Insurance Claims (Accident Claims).....	Permanently
Insurance And Fidelity Bonds.....	7 Yrs After Audit
Inventory.....	1 Yrs After Audit
Investments.....	3 Yrs After Audit
Journal Vouchers.....	3 Yrs After Audit
Minutes Of Ha Meetings, Resolutions, Motions,	Permanently
Notice Of Meeting, Certificate Of Secretary, Index	
Maintenance Work Orders.....	3 Yrs After Review
Rural Development: Tenant Inspections, Files, Etc.....	3 Yrs After Review
Management Reports.....	3 Yrs After Audit
Regional Office, Mgmt Review, Occupancy Audit.....	3 Yrs After Review
Non Expendable Equipment Records.....	1 Yrs After Disposal
Personal Property Disposition:	
\$5,000 To \$25,000.....	7 Yrs After Disposal
\$25,000 Or Over.....	7 Yrs After Disposal
Personnel Records:	
Employee Records.....	3 Yrs After Termination
Earnings, Leaves.....	3 Yrs After Termination
Position Description.....	1 Year After Revision
Payrolls.....	3 Yrs After Audit
Unsuccessful Applications.....	6 Months After Date
Purchase Contracts:	
\$1,000 Or Less.....	3 Yrs
\$1,000 To \$25,000.....	7 Yrs
\$25,000 Or Over.....	7 Yrs
Purchase Orders.....	3 Yrs
Real Property Disposition Records.....	Permanently
Rent Roll.....	3 Yrs
Site Certificate Records, Maps, Appraisal Reports.....	Permanently
Retirement & Pension Records.....	Permanently
Tenant Files (Unless Claim Pending).....	3 Yrs After Vacate
Tenant Files (Windmill Place Original 25 Tenants Files)	Permanently
Tenant Files Involving A Claim.....	3 Yrs After Settled
Travel Expense Records.....	3 Yrs

Affirmative Fair Housing Marketing Plans attached separately

Vacancy and Re-Rental Activity Report August to September 2022					
Name	ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	COMMENTS
Bussert	R215	ED-1	08/31/22		Married
Huddleson	E139	ED-1	07/31/22	09/01/22	
Huseman	K441	Fam-2	06/10/22	09/01/22	
2 Possibles	R104	ED-1	07/31/22	09/01/22	
Parnell	R215	ED-1	08/31/22	10/01/22	
	E103	ED-1	07/31/22		ADA
Lenzen	E137	ED-1	07/31/22	08/01/22	
	O211	ED-1	07/31/22		
	W107	ED-1	07/31/22		
CURRENT WAITING LISTS					
Proj	1 BR	2 BR	3 BR	4 BR	Total
RTH	11	30	26	1	68
RVM	41				41
EW	68	14			82
BW	61	10			71
OP	60	9			69
WMP	96				96
VCHR	10	3	4	1	18
LAST QUARTER					
Proj	1 BR	2 BR	3 BR	4 BR	Total
RTH	9	30	28	1	68
RVM	33				33
EW	60	12			72
BW	53	8			61
OP	53	9			62
WMP	82				82
VCHR	2	4	1	1	8