

Minutes of the Regular Meeting of the River Falls Housing Authority January 14, 2026

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 has 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: 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 2<sup>nd</sup> 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 an ADA unit policy to expand who may be qualified for an 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.