

## MEETING OF THE BOARD OF COMMISSIONERS OF THE WATERTOWN HOUSING AUTHORITY

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, May 16, 2024.

- **Call to Order**

The Chairman, J. Braugher called the meeting to order at 4:00 p.m.

**Present:** J. Braugher, R. Stocks, J. Walter, M. Malmstrom & J. Bear. Also, present was Secretary T. Kasten.

**Absent:**

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

Bread Basket continues every-other Thursday with an average attendance of 30.

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, March 21, 2024, was made by M. Malmstrom and seconded by J. Bear. The motion carried.

- **Approval of Monthly Expenditures and Financial Report**

A motion to accept the payment of bills which included checks (#23123-23173) and ACH debit transactions from 3/16/2024-5/9/2024 totaling \$103,559.31 was made by J. Bear and seconded by M. Malmstrom. The motion carried. March and April 2024 financials were discussed and will be placed on record, subject to audit.

- **Resolution #23-15-Approval of Public Housing Agency Plan (PHA Plan)**

The PHA Plan is a comprehensive guide to WHA policies, programs, operations, and strategies for meeting its housing needs and goals. There are two parts to the PHA Plan: the 5-Year Capital Fund Action Plan, which each PHA submits to HUD once every 5th PHA fiscal year, and the Annual Plan, which is submitted to HUD every year by non-qualified agencies. WHA is a qualified HA therefore both parts of the PHA Plan need to be submitted once every 5 years. After a discussion, a motion to approve the WHA PHA Plan (10/2024-9/2029) was made by R. Stocks and seconded by J. Walter and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braugher	X		
Malmstrom	X		
Stocks	X		
Walter	X		

The motion carried.

- **Executive Director's Report**

Public Housing Overview

- The office continues to organize and purge to make the office flow with an assistant. Dylan has moved to the front of the office, taking calls, rents, work orders and answering tenant concerns. Currently, he

is updating the waiting list by sending out letters requesting applicants to report any changes in their housing needs. He continues to work with maintenance.

- Bedbugs-On 3/11/2024 a bi-annual K-9 inspection was completed in all units and common areas. Two units were positive and have been treated. Currently we are bed bug free.
- A notice was received on 2/14/2024 from the Street Department that the garbage/recycle containers for the 2 and 3-bedroom units will no longer be collected from our garbage enclosures, instead tenants would need to be put them on the curb. After consideration, WHA decided to contract with GFL for pick up services at the 3-bedroom units only.
- T. Kasten reported she has completed the annual recertifications for the Johnson Arms tenants. A 7.12% increase in rent amounts started March 1<sup>st</sup>.
- Capital Funds projects - T. Kasten informed the commissioners that the project to replacement of all window treatments in the Johnson Arms building has been completed. Superior Technologies out of Janesville was awarded the bid to update our security camera system. This project has been completed. Tough Tex Metals was awarded the bid to manufacture 43 of their steel security storm doors for all Family Site units. Currently a solicitation for bids has gone out for a contractor to install these doors. Richter Heating was awarded the bid to replace one boiler and two holding tanks in the Johnson Arms building.
- HUD and their affiliates are conducting webinar trainings to public housing authorities for the changes that will be forthcoming as a result of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). Webinar trainings are also available for the implementation of the Housing Information Portal (HIP) which will replace the current Public Housing Information Center (PIC). More trainings are available for the transformation of HUDs Real Estate Assessment Center (REAC) to National Standards for the Physical Inspection of Real Estate (NSPIRE).

#### Occupancy Update

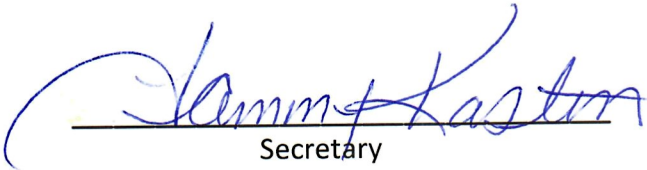
- **Johnson Arms** – T. Kasten reported currently, unit #415 continues to be in the unit turnaround mode. This unit has been taken offline due to extensive turnaround timeline. Unit #206 was vacated on April 30, 2024. Both units should be rented by June 1, 2024. Notices to vacate have been received by 2 units; effective May 31 and June 30, 2024.
- We have 4 tenants that have volunteering their time to weed, plant and decorate the landscape and gazebo.
- T. Kasten has given 3 tours and has hand delivered or emailed 9 applications since we last met.
- Average rent is \$411, and we have 8 tenants paying the flat rent of \$650.
- **Family Sites** – T. Kasten reported the only vacant unit, is a 2-bdrm. WHA served a 5-day for non-registered vehicle in lot and 30-day for non-payment. No vacancy notice was given but unit was found vacated. Summons & Complaint Small Claims is scheduled for May 29, 2024.
- Annual inspections were done on April 23, 2024. Re-inspections for 9 units were completed on May 8, 2024.
- A tenant in a 3-bdrm is under-occupying the unit and will be transferred to the vacant 2-bdrm when the unit is available.
- The average rent for our family units is:
  - 2-bdrm is \$559 with 3 tenants paying the flat rent of \$650
  - 3-bdrm is \$611 with 3 at the flat rent of \$916
  - 4-bdrm is \$886 with 2 at the flat rent of \$962
  - 5-bdrm is at the flat rent of \$1108.

#### Maintenance/Systems Overview

- M. Kasten installed all the new window treatments in the Johnson Arms building. He continues to have vacant units to turn around while keeping up on the work orders.



- Work Orders are completed in a timely manner as parts are available. There were approximately 71 non-emergency work orders completed since we last met, 21 of those are from the family site inspections.
- After Hour Calls: 3 – Sunday, February 18<sup>th</sup> there was a floor drain back-up in a 2-bdrm-shop rags were found after using the drain snake/auger. Sunday, April 28<sup>th</sup> toilet would not stop running and Saturday, May 4<sup>th</sup>, water heater was leaking.
- **Future Possible Agenda Items**
  - 10/2025 Budget
- **Next Meeting Date/Time**
  - The Board of Commissioners next regular session will be on Thursday, July 18, 2024 at 4:00 pm.
  - The September 19, 2024 meeting was re-scheduled for Thursday, September 26, 2024 at 4:00 pm.
- **Adjournment**
  - Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by J. Bear and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 5:05 pm.

  
Secretary

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Chairperson

(**DISCLAIMER:** These minutes are uncorrected, and any corrections made to them will be noted in the proceedings at which these minutes are approved.)