

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, November 10, 2022.

- **Call to Order**

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

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

Absent:

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

Resident Commissioner M. Malmstrom informed the commissioners of the social events that have taken place at the Johnson Arms building.

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, September 22, 2022, was made by J. Bear and seconded by R. Stocks. The motion carried.

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

A motion to accept the payment of bills which included checks (#22710-227509) and ACH debit transactions from 9/13/2022-11/05/2022 totaling \$76,173.30 was made by M. Malmstrom and seconded by R. Stocks. The motion carried. September and October 2022 financials were discussed and will be placed on record, subject to audit.

- **Review and possible action on Commissioner Term Dates-Res. #22-02**

T. Kasten presented to the board Resolution #22-02. After a discussion, a motion to accept the commissioner term dates was made by J. Bear and seconded by M. Malmstrom.

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

The motion carried.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten informed the commissioners renting vacant units remains top priority. We continue to complete move-out documentation, background checks for applicants, giving tours and move-in interviews.
- September 30th was our year end. Compiling documentation for accountant so they can submit our un-audited audit to HUD/REAC.
- A RFP was sent to 3 different auditors. Two submitted a quote; Cavanaugh was \$7600, and Schutz came in at \$5500.
- Attorney Allen Larson responded to the tenant that spoke their concerns at our last meeting. We have decided to change the focus of the community room to have a variety of activity areas; card playing table, board games, puzzle area etc.

- Another tenant voiced their concerns to some of the commissioners. This tenant was offered another unit but denied this offer and submitted a notice to vacate effective November 30th.

Occupancy Update

- **Johnson Arms** – T. Kasten reported 3 vacant units were rented since we last met. Currently have 3 vacant units, and 2 more will be vacant on November 30th. Applications are being received and qualified applicants will be offered vacant units.
- Average rent is \$332, and we have 9 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported there is one 2-bedroom unit vacant. This unit will be rented December 1st.
- The average rent for our family units is:
 - 2-bdrm is \$45 with 3 tenants at the flat rent of \$650
 - 3-bdrm is \$590 with 3 at the flat rent of \$916
 - 4-bdrm is \$837 with 1 at the flat rent of \$962
 - 5-bdrm is at the flat rent of \$1108

Maintenance/Systems Overview

- Maintenance is putting away lawn equipment to make ready the winter/snow removal equipment.
 - Unit turnarounds cannot be completed as timely as usual due to the wait time to receive products.
 - T. Kasten reported that maintenance continues to take care of the building/grounds as needed.
 - Work Orders are completed in a timely manner when parts are available. There were approximately 57 non-emergency work orders completed since we last met.
 - After Hour Calls: 12 – 11 were tags. 1 emergency call received. There was a toilet supply line that broke causing major water damage to 2nd floor hallway and units below.
- **Future Possible Agenda Items**
 - ACOP – policy review and amend
 - **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, January 19, 2023 at 4:15 pm.
 - **Adjournment**
 - Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by R. Stocks and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 5:10 pm.

Tammy Kasten

Secretary

Chairperson

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