

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, March 16, 2023.

- **Call to Order**

The Vice-Chairman, R. Stocks called the meeting to order at 4:00 p.m.

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

Absent: J. Braughler

- **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, January 19, 2023, 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 (#22800-22845) and ACH debit transactions from 1/14/2023-3/10/2023 totaling \$138,583.88 was made by J. Bear and seconded by M. Malmstrom. The motion carried. January and February 2023 financials were discussed and will be placed on record, subject to audit.

- **Review and possible action on Emotion Support Animal Policy**

T. Kasten presented to the board a draft copy of the Service/Assistance/Emotional Support Animal Policy. This policy has gotten the approval from our attorney. After a discussion, a motion to accept the Service/Assistance/Emotional Support Animal Policy was made by J. Bear and seconded by M. Malmstrom and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braughler			X
Kehl	X		
Malmstrom	X		
Stocks	X		

The motion carried.

- **Review and possible action on the Admissions & Continued Occupancy Policy (ACOP)**

T. Kasten presented Section II, sub-chapters 1-3 of the proposed ACOP. After a discussion, a motion to accept Section II, Eligibility Determination and Denial of Assistance, sub-chapters 1-3 was made by M. Malmstrom and seconded by W. Kehl.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten informed the commissioners that all recertifications have been completed for the Johnson Arms building tenants. March rental income will see a 9% increase due to the recertifications.

- HUD has developed a web portal for directors and accountants to submit their housing authority documentation that is needed to complete the operating subsidy application. For the 2023 calendar year we are applying for \$38,366.
- T. Kasten has completed the request form to take our 5-bdrm unit offline while modernization work is being done. This is allowable per HUD and doing this will help our monthly vacancy score.
- For reasons beyond our control, 3 applicants have denied renting our vacant units.
- The Milwaukee HUD field office has reorganized their staff. As a result of this we were assigned a new project manager specialist, Rich.
- Wisconsin Association of Housing Authorities (WAHA) is in charge of hosting the annual NAHRO/NCRC conference. As a member of that board, I have been involved with the planning process. The conference takes place April 18-20th in LaCrosse.

Occupancy Update

- **Johnson Arms** – T. Kasten reported we have 3 vacant units; 2 are ready to be rented and the other one is in unit turnaround time.
- There are 2 cases of bedbugs currently being treated.
- Average rent is \$347, and we have 10 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit is the 5-bdrm unit.
- The average rent for our family units is:
 - 2-bdrm is \$529 with 3 tenants paying the flat rent of \$650
 - 3-bdrm is \$601 with 3 at the flat rent of \$916
 - 4-bdrm is \$616 with 2 at the flat rent of \$962
 - 5-bdrm is vacant
- T. Kasten reported a tenant is behind in rent, water utility and has not moved their abandoned vehicle. A 30-day was served and expires tonight.
- Another tenant was served a 5-day for outstanding rent and water utility.

Maintenance/Systems Overview

- Work Orders are completed in a timely manner when parts are available. There have been approximately 19 non-emergency work orders completed since we last met.
- After Hour Calls: 6 – all were tags not being put out or taken off.
- **Future Possible Agenda Items**
 - ACOP – review and approve Section 3-Waiting List & Tenant Selection, sub-chapters 1-4
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, May 18, 2023 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 5:40 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.)