

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 18, 2023.

- **Call to Order**

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

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

Absent: W. Kehl

- **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, March 16, 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 (#22846-22886) and ACH debit transactions from 3/11/2023-5/12/2023 totaling \$82,240.37 was made by R. Stocks and seconded by M. Malmstrom. The motion carried. March & April 2023 financials were discussed and will be placed on record, subject to audit.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten informed the commissioners that for the past 2 months the office has been dealing with tenant litigation and computer/email issues. We have received 2 quotes for IT services.
- There has been a tenant in the Johnson Arms building sleep walking. As a result of this, locks were installed on the doors of the generator, boiler, and maintenance inventory room.
- T. Kasten reported to run this public housing program more efficiently, an assistant is needed. I will be networking with other housing authorities to complete a job description and draft salary ranges for all positions.
- The WAHA/NCRC conference I attended was educational. HUDs Housing Opportunity Through Modernization (HOTMA) will bring changes for the public housing program.

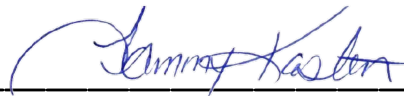
Occupancy Update

- **Johnson Arms** – T. Kasten reported we currently have 2 vacant units with 2 more on the way. One will be effective May 31st and the second on June 30th.
- On May 4th, inspections were conducted. One unit will need to be re-inspected
- T. Kasten reported 1 unit is being treated for bedbugs, 2 others were inspected with nothing found.
- T. Kasten gave 5 tours to applicants, mailed or emailed 10+ applications which only 3 were returned. Messages have been left to those that have not returned their applications.
- Average rent is \$380, and we have 11 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit is the 5-bdrm unit.
- The housing authority was granted the eviction of unit #1132 at the May 11th trial. However, the judge has scheduled a phone conference tomorrow (5/19) with both attorneys.

- T. Kasten reported a tenant claimed zero income but when all was said and done this tenant actually owed the housing authority back rent. This tenant has entered in to a re-payment agreement with the housing authority.
- Another tenant was served a 5-day for adopting a cat without follow policy. This tenant cured within the time frame.
- The 5-bedroom unit was taken offline for modernization work. We will keep this unit a 5-bedroom. There is a qualified family ready to move in when the work is completed.
- The average rent for our family units is:
 - 2-bdrm is \$529 with 3 tenants paying the flat rent of \$650
 - 3-bdrm is \$588 with 3 at the flat rent of \$916
 - 4-bdrm is \$616 with 2 at the flat rent of \$962
 - 5-bdrm is vacant/temporarily taken offline

Maintenance/Systems Overview

- Lawn care and landscape cleanup work has started.
- M. Kasten is busy with unit turnarounds and doing most of the modernization work at the 5-bedroom.
- Work Orders are completed in a timely manner when parts are available. There were approximately 53 non-emergency work orders completed since we last met. Twenty-six of them were from the inspections.
- After Hour Calls: 17 – 16 were tags not being put out or taken off and 1 leaky kitchen sink.
- **Future Possible Agenda Items**
 - Anticipated Operating Budget FYE 9/2024
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, July 20, 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 R. Stocks and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 5:00 pm.



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.)