

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, January 19, 2023.

- **Call to Order**

The Chairman, J. Braughler called the meeting to order at 4:15 p.m.

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

Absent:

- **Agenda Review**

T. Kasten requested to switch agenda items 6 and 7.

- **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, November 10, 2022, was made by R. Stocks and seconded by M. Malmstrom. The motion carried.

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

A motion to accept the payment of bills which included checks (#22751-22799) and ACH debit transactions from 11/06/2022-1/13/2023 totaling \$84,131.70 was made by J. Bear and seconded by M. Malmstrom. The motion carried. November and December 2022 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 Policy. After a discussion, it was decided to have the attorney look over the policy before acceptance.

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

T. Kasten reported our current ACOP needs to be updated. Moving forward, at each meeting we will discuss a different section(s) until the whole policy is approved. At this meeting, the board approved Section I, sub-chapters 1-6.

- **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.
- January is recertification month for the tenants in the Johnson Arms building and annual reconciliation for payroll, retirement and worker compensation.
- T. Kasten requested recommendations for IT services as our current agency has dropped this service.

Occupancy Update

- **Johnson Arms** – T. Kasten reported 1 vacant unit has been rented since we last met. Currently have 3 vacant units; 1 is ready to be rented and the other 2 are in unit turnaround time. Applications are being received and qualified applicants will be offered vacant units.
- The average rent is \$348, and we have 11 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit was rented on December 1st.
- The average rent for our family units is:
 - 2-bdrm is \$529 with 3 tenants at 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 and with HUD approval will be taken offline until the modernization is complete
- T. Kasten reported a tenant is behind in rent and water utility. The attorney is working with Legal Action to get this tenant current.

Maintenance/Systems Overview

- With the strong cold winds, we have had, many mailbox locks at the family units needed repair.
 - Work Orders are completed in a timely manner when parts are available. There have been approximately 36 non-emergency work orders completed since we last met.
 - After Hour Calls: 9 – 7 were tags. December 23rd a tenant had no heat and January 18th a water heater was not working.
- **Future Possible Agenda Items**
 - ACOP – policy review and approve
 - Service/Assistance/Emotional Support Animal Policy
 - **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, March 16, 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 M. Malmstrom and seconded by R. Stocks. The motion carried and the meeting was adjourned at 5:35 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.)