

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, July 20, 2023.

- **Call to Order**

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

Present: J. Braughler, R. Stocks, M. Malmstrom, W. Kehl & 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, May 18, 2023, was made by J. Bear 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 (#22887-22931) and ACH debit transactions from 5/13/2023-7/13/2023 totaling \$83,596.55 was made by R. Stocks and seconded by J. Bear. The motion carried. May & June 2023 financials were discussed and will be placed on record, subject to audit.

- **Review and possible action to amend Parking Lot/Vehicle Policy – Resolution #23-02**

T. Kasten discussed the proposed changes to the policy. After a discussion, a motion to amend the Parking Lot/Vehicle policy as presented was made by W. Kehl and seconded by R. Stocks 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 to amend the Lease Agreement – Resolution #23-03**

The proposed statements to Section 12.B., Section 12.R., and House Rules & Regulations were discussed. A motion to amend with the Lease Agreement (Section 12.B, 12.R, & House Rules & Regulations) with the changes as discussed was made by M. Malmstrom and seconded by J. Bear 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 to amend the Community Service Policy – Resolution #23-04**

T. Kasten discussed the proposed changes to the policy. After a discussion, a motion to amend the Community Service policy as presented 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		
Braugher	X		
Kehl			X
Malmstrom	X		
Stocks	X		

The motion carried.

- **Approval of Anticipated Operating Budget FYE 9/2024 – Resolution #23-05**

T. Kasten presented the anticipated budget. After a discussion, a motion to accept the Anticipated Operating Budget FYE 9/2021 with changes as discussed and a 3% pay increase 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		
Braugher	X		
Kehl			X
Malmstrom	X		
Stocks	X		

The motion carried.

- **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, vacancies and bedbugs. Badger Pest Control has been servicing these concerns.
- Wise Guy IT has been hired to service out IT concerns.
- T. Kasten reported that as a result of missed pickups, our contract with Waste Management has been terminated. As of August 1, 2023, GFL will be our new garbage/recycling service provider.
- Our bulk TV service with Spectrum has been upgraded for the tenants of the Johnson Arms building.
- We contracted with Nelrod to perform a salary study for the WHA. We will share the study and cost with Jefferson Housing Authority as we are similar in size.
- Recertifications will be completed for family site tenants in August.
- T. Kasten informed the commissioners the capital fund project to modernize the 5-bedroom unit is almost complete. We are in the process of receiving quotes to replace window treatments at Johnson Arms and seal coating all family site parking lots.
- WAHA conference will be September 20th & 21st.

Occupancy Update

- **Johnson Arms** – T. Kasten reported, effective August 1st, we will have 1 vacant unit.
- T. Kasten reported since we last met there has been 10 new units with bedbugs. We inspected 5 other units that were negative.
- T. Kasten gave 2 tours to applicants & mailed or emailed 5+ applications. I do follow up if applications are not returned.
- Average rent is \$374, 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 which is scheduled to be rented by August 15th.

- The housing authority was again granted the eviction of unit #1132 at the May 30th trial. This second trial was ordered by the judge to revisit evidence that was presented at the first trial. The Legal Action attorney for the tenant has appealed this decision. The date for this appeal is not known at this time.
- A 30-day notice was served on one tenant for nonpayment of rent.
- 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

- M. Kasten is busy with the modernization work at the 5-bedroom and completing work orders.
- Work Orders are completed in a timely manner when parts are available. There were approximately 24 non-emergency work orders completed since we last met.
- After Hour Calls: 7 – All were tags not being put out or taken off.

- **Future Possible Agenda Items**

- Annual Meeting

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, September 14, 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 J. Bear. The motion carried and the meeting was adjourned at 5:57 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.)