

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 25, 2024.

- **Call to Order**

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

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

Absent: J. Walter

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

Bread Basket continues to set up at the Johnson Arms building every-other Thursday.

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, May 16, 2024, was made by M. Malmstrom 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 (#23174-23224) and ACH debit transactions from 5/10/2024-7/10/2024 totaling \$90,495.24 was made by J. Bear and seconded by R. Stocks. The motion carried. May & June 2024 financials were discussed and will be placed on record, subject to audit.

- **Resolution #24-16-Approval of Anticipated Operating Budget 10/1/2024-9/30/2025**

T. Kasten presented the WHA's anticipated operating income and expenses for fiscal year end 9/2025.

After a discussion, a motion to accept the Anticipated Operating Budget for FYE 9/2025 with employee wage changes as discussed was made by R. Stocks and seconded by J. Bear and on a role call was adopted with the following vote:

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

The motion carried.

- **Executive Director's Report**

Public Housing Overview

- The office has been plagued with computer issues since we last met; computer crashed and Microsoft update did not transition smoothly with other programs.
- Bedbugs-On 6/28/2024 a bi-annual inspection and a proactive spray was done in all units of the Johnson Arms building. No bed bugs were found in any units. An inspection was done and treatment will be scheduled for a unit at the family sites.
- Capital Funds projects - T. Kasten informed the commissioners that the 46 steel storm doors for all family site units were delivered this week. 5-Star Home Exteriors won the bid to install these doors.

Richter Heating completed the replacement of one boiler and two holding tanks in the Johnson Arms building. Work is being done to remodel the bathroom of one unit at the Johnson Arms building. Contact has been made with different companies to solicit bids for new banquet table and chairs and lobby furniture at the Johnson Arms building.

Occupancy Update

- **Johnson Arms** – T. Kasten reported unit #415 was rented June 15th and #206 will be rented 8/1. Unit #311 has been taken offline due to extensive turnaround timeline and unit #205 was vacated on June 30th.
- T. Kasten has given 3 tours and has hand delivered or emailed multiply applications since we last met.
- Average rent is \$395, and we have 8 tenants paying the flat rent of \$650.
- Breach of lease papers have been served to one tenant that needs to be constantly reminded that smoking is prohibited next to the building.
- **Family Sites** – T. Kasten reported effective July 1st, a family in a 3-bdrm unit was transferred to the vacant 2-bdrm.
- The average rent for our family units is:
 - 2-bdrm is \$559 with 3 tenants paying the flat rent of \$650
 - 3-bdrm is \$611 with 3 at the flat rent of \$916
 - 4-bdrm is \$886 with 2 at the flat rent of \$962
 - 5-bdrm is at the flat rent of \$1108.

Maintenance/Systems Overview

- M. Kasten continues to work on the landscaping cleanup at both sites, in between completing work orders and doing turn around work to vacant units.
- Work Orders are completed in a timely manner as parts are available. There were approximately 21 non-emergency work orders completed since we last met.
- After Hour Calls: 5 – Saturday, May 25th replace GFI at a 2-bdrm unit, Sunday, May 26th water in basement a 4-bdrm unit and a sink plugged at Johnson Arms unit, Monday, June 17th 3-bdrm central air not working and Sunday, June 30th washer was leaking in laundry room at Johnson Arms.
- **Future Possible Agenda Items**
 - Action plan to hire maintenance
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, September 12, 2024 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 5:30 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.)