

## 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, November 16, 2023.

- **Call to Order**

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

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

**Absent:**

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

None

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, September 14, 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 (#22984-23017) and ACH debit transactions from 9/10/2023-11/10/2023 totaling \$68,235.31 was made by R. Stocks and seconded by J. Bear. The motion carried. September & October 2023 financials were discussed and will be placed on record, subject to audit.

- **Resolution #23-06-Approval of Amended Flat Rent Policy**

Section 523 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires public housing authorities to annually review their Flat Rent Policy. Flat rents are intended as an incentive for tenants to remain in public housing after they have attained a level of self-sufficiency. After a discussion, a motion to amend the WHA's Flat Rent Policy as presented was made by M. Malmstrom and seconded by J. Walter and on a roll call was adopted with the following vote:

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

The motion carried.

- **Resolution #23-07-Review & possible action to approve the Integrated Pest Management Policy (IPM)**

T. Kasten presented the proposed IPM policy. After a discussion, a motion to approve the IPM 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		
Malmstrom	X		
Stocks	X		
Walter	X		

The motion carried.

- **Executive Director's Report**

- Hiring an Administrative Assistant

- A discussion was held in regards to hiring an Administrative Assistant. After a discussion, a motion to hire Dylan Kasten as the full-time Administrative Assistant was made by R. Stocks and seconded by J. Bear and on a roll call was adopted with the following vote:

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

The motion carried.

- Public Housing Overview

- Bedbugs-A K-9 inspection was done at the Johnson Arms building on Sept. 15<sup>th</sup>. Ten more units were discovered positive with bedbugs. These units have been treated and currently there are 2 units that will have a follow-up inspection. Negotiations are being looked in to for a protection bedbug plan with Batzner Pest Control.
    - At WAHA's conference in September, the Milwaukee HUD field office discussed the sea of policy changes that will be taking place in 2024.
      - HOTMA (Housing Opportunity through Modernization Act) has made a myriad of changes to the HCV & PH programs, causing agencies to adjust to new ways of calculating, adjusting and determining income and eligibility.
      - HIP (Housing Information Portal) will replace PIC (Public Information Center) this portal is responsible for maintaining and gathering data about all HAs inventories.
      - NSPIRE (National Standards for the Physical Inspection of Real Estate) will replace HQS (Housing Quality Standards) this is the portal HUD hired inspectors use to complete the inspections.
      - Depending on a housing authorities fiscal year end, in 2024 a new 5-year Agency Plan will need to be submitted to HUD.
    - Capital Funds projects - T. Kasten informed the commissioners that all family site parking lots and driveways have been resealed. Express Elevator has replaced the MOD operator on the elevator door at Johnson Arms. Bids will go out to upgrade security cameras and replace window treatments at the Johnson Arms building.

- Occupancy Update

- **Johnson Arms** – T. Kasten reported currently, all units are rented. Effective December 1<sup>st</sup>, we will have 1 vacant unit.
    - T. Kasten gave 1 tour to applicants & mailed or emailed 7 applications. Follow ups are done if applications are not returned. There continues to be numerous phone calls inquiring about our housing program. I do encourage them to come fill out an application.

- Average rent is \$391, and we have 11 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit, a 3-bdrm will be rented 12/15/2023.
- The date for the appeal of the eviction of 1132 Clement St. is still unknown.
- There were 2 applications given to interested families. There have been numerous phone calls looking for available units. All are encouraged to fill out an application.
- The average rent for our family units is:
  - 2-bdrm is \$559 with 3 tenants paying the flat rent of \$650
  - 3-bdrm is \$541 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 has been completing the unit turnaround on vacant unit(s), completing work orders and lawncare. The service entry door on the maintenance garage was replaced after it was kicked in by someone. Nothing in the garage was stolen.
- The compressor for the boilers needed to be replaced. This compressor was as old as the building, 1971. Now the dryer for the compressor (keeps moisture out of the airlines) needs to be replaced.
- Work Orders are completed in a timely manner as parts are available. There were approximately 27 non-emergency work orders completed since we last met.
- After Hour Calls: 12 – 10 were tags not being put out or taken off. On Sept. 30<sup>th</sup> a water leak in a unit at Johnson Arms and on Oct. 14<sup>th</sup> a showerhead had no pressure.
- **Future Possible Agenda Items**
  - Rent policy-increase late fee
  - Pet policy-limit on puppies
  - Significant Amendment
- **Next Meeting Date/Time**
  - The Board of Commissioners next regular session will be on Thursday, January 18, 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. Walter and seconded by R. Stocks. The motion carried and the meeting was adjourned at 5:05 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.)