

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 18, 2024.

- **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 and Administrative Assistance D. Kasten.

Absent:

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

The 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, November 16, 2023, was made by J. Bear and seconded by J. Walter. The motion carried.

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

A motion to accept the payment of bills which included checks (#23018-23072) and ACH debit transactions from 11/11/2023-1/13/2024 totaling \$188,237.70 was made by J. Walter and seconded by M. Malmstrom. The motion carried. November & December 2023 financials were discussed and will be placed on record, subject to audit.

- **Resolution #23-08-Approval of Amended Rent Collection Policy**

T. Kasten explained the reasons for the name change and other additions to the rent collection policy.

After a discussion, a motion to amend the WHA's Rent Collection Policy to the Tenant's Accounts

Receivable Collection 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		
Braughler	X		
Malmstrom	X		
Stocks	X		
Walter	X		

The motion carried.

- **Resolution #23-09-Approval of the Amended Cable TV Agreement**

T. Kasten presented the proposed Cable TV Agreement policy. After a discussion, a motion to approve the Cable TV Agreement policy as presented was made by R. Stocks 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.

- **Resolution #23-10-Approval of the Amended Pet Policy**

T. Kasten explained the reason for the changes to the current pet policy. After a discussion, a motion to approve the Pet Policy with the added changes was made by R. Stocks and seconded by J. Walter 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.

- **Resolution #23-11-Approval of the Amended Emotional Assistance/Service Animal (ESA) Policy**

After a discussion, a motion to approve the ESA Policy with the added changes was made by R. Stocks 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.

- **Resolution #23-12-Review and possible action to approve the proposed Records Retention Procedures Policy**

T. Kasten presented to proposed policy. After a discussion, a motion to approve the Records Retention Procedures Policy was made by J. Walter 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.

- **Executive Director's Report**

- Public Housing Overview

- The office has been going through a purge process to make room for the assistant. IT has set up a work station and training has begun. He has also been working under maintenance to become familiar with the systems, unit turnaround and snow removal.
 - Bedbugs-On 12/4/2023, all units that did not experience a bedbug infestation were given a residual treatment. This was a requirement to be enrolled in Batzner Pest Control's Bed Bug Protect Plus Premium program. During this process, four new units were found positive for bedbugs.
 - T. Kasten reported she is currently completing the annual recertifications for the Johnson Arms tenants. Letters were mailed out to flat rent participants regarding the change in the flat rents rates.
 - Capital Funds projects - T. Kasten informed the commissioners that Bisbee's was awarded the contract to replace window treatment the Johnson Arms building. Window treatments have been ordered and are scheduled to arrive in late January. Fearing's Audio Video Security will be onsite tomorrow to discuss updating our security camera system.

- Occupancy Update

- **Johnson Arms** – T. Kasten reported currently, unit #415 is in unit turnaround mode. This unit has been taken offline due to extensive turnaround timeline.
 - A Christmas open house was held on 12/21 for the tenants.
 - Mr. Schroeder will allow tenants to park in his empty lot next door during snow emergencies.
 - T. Kasten has given zero tours and has hand delivered or emailed 4 applications.
 - Average rent is \$384, and we have 11 tenants paying the flat rent of \$550.
 - **Family Sites** – T. Kasten reported the only vacant unit, a 3-bdrm was rented 12/15/2023.
 - A 5-day breach of lease was given to the tenant of a 3-bdrm unit for adopting 2 cats prior to completing the required documentation per policy.
 - The date for an appeal of the eviction of 1132 Clement St. is still unknown.
 - There were 2 applications given to interested families of the 2-bdrm units.
 - 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 has been completing the unit turnaround on vacant unit(s), completing work orders and snow removal.
 - Work Orders are completed in a timely manner as parts are available. There were approximately 25 non-emergency work orders completed since we last met.
 - After Hour Calls: 15 – All were tags not being put out or taken off.

- **Future Possible Agenda Items**

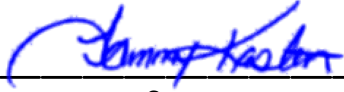
- Wellness Check/Tag Checking Policy
 - Significant Amendment

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, March 21, 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 M. Malmstrom and seconded by R. Stocks. The motion carried and the meeting was adjourned at 5:00 pm.

A handwritten signature in blue ink, appearing to read "Jimmy Kasler", is written over a horizontal line.

Secretary

A horizontal line for a signature, currently empty.

Chairperson

(DISCLAIMER: These minutes are uncorrected, and any corrections made to them will be noted in the proceedings at which these minutes are approved.)