

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, September 14, 2023.

- **Call to Order**

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

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

Absent: M. Malmstrom

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

None

- **Annual Meeting/Election of Officers**

The Chairman, J. Braughler opened the floor to receive nominations for Chairman. A motion to nominate J. Braughler 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		
Braughler	X		
Kehl	X		
Malmstrom			X
Stocks	X		

The motion carried.

The Chairman, J. Braughler opened the floor to receive nominations for Vice-Chairman. A motion to nominate R. Stocks was made by J. Bear and seconded by W. Kehl 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.

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, July 20, 2023, was made by R. Stocks and seconded by W. Kehl. The motion carried.

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

A motion to accept the payment of bills which included checks (#22932-22983) and ACH debit transactions from 7/14/2023-9/9/2023 totaling \$119,119.30 was made by W. Kehl and seconded by R. Stocks. The motion carried. July & August 2023 financials were discussed and will be placed on record, subject to audit.

- **Executive Director's Report**

- Public Housing Overview

- T. Kasten informed the commissioners that the office continues to deal with tenant litigation, vacancies and bedbugs.
 - Units positive with bedbugs continue. Since we last met, 8 units were inspected by Badger Pest Control, 5 were positive. A canine inspection by Batzner Pest Control has been scheduled for Friday, September 15, 2023.
 - T. Kasten reported that Waste Management picked up their dumpsters August 2nd and GFL had delivered their dumpsters (1 garbage and 1 recycle) on August 4th.
 - Recertifications were completed for family site tenants the 3rd week in August. There were 4 families that were noncompliant to get this requirement completed.
 - T. Kasten informed the commissioners the capital fund project to modernize the 5-bedroom unit is complete. Seal coating all family site parking lots will begin within 2 weeks. The elevator door operator has worn out and needs to be replaced. A budget revision will be done to allow this work item to be completed. Also with this revision, we will dedicate funds to replenish the operating fund of attorney fees and bed bug services that have accumulated above budgeted amounts.
 - WAHA conference will be September 20th & 21st.
 - T. Kasten informed the commissioners that we are now advertising our program in the ADRC monthly newsletter.

- Occupancy Update

- **Johnson Arms** – T. Kasten reported, effective October 1st, we will have 0 vacant unit.
 - T. Kasten gave 4 tours to applicants & mailed or emailed 7 applications. I do follow up if applications are not returned. There have been numerous phone calls inquiring about our housing program. I do encourage them to come fill out an application.
 - Average rent is \$379, and we have 11 tenants paying the flat rent of \$550.
 - **Family Sites** – T. Kasten reported the only vacant unit will be a 3-bdrm unit effective 9/30/2023.
 - The date for the appeal of the eviction of 1132 Clement St. is still unknown.
 - A 30-day notice was served to a tenant in a 4-bdrm unit. This tenant did not cure this breach. The WHA offered a stipulated dismissal agreement which stated rent and utilities need to be paid by the due dates and proof given to the office. If this is not followed an automatic eviction will be granted.
 - There were 7 applications given to interested families.
 - 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 \$836 with 2 at the flat rent of \$962
 - 5-bdrm will be at the flat rent of \$1108 November 1st.

- 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 17 non-emergency work orders completed since we last met.
 - After Hour Calls: 20 – 13 were tags not being put out or taken off. On July 29th, a tenant was locked out of their unit, in a 3-bdrm unit a toy was stuck in the toilet, at refrigerator was making unusual noise, an unknown person was passed out in the vestibule and a carbon dioxide detector was beeping.

- **Future Possible Agenda Items**

-

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, November 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 J. Bear and seconded by W. Kehl. The motion carried and the meeting was adjourned at 4:35 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.)