



HOUSING AUTHORITY MEETING AGENDA

THURSDAY, NOVEMBER 21, 2024 AT 4:00 PM

**JOHNSON ARMS APT., 1ST FLOOR COMMUNITY ROOM, 201 N. WATER ST., WATERTOWN,
WI 53094**

- 1. CALL TO ORDER**
- 2. AGENDA REVIEW**
- 3. TENANTS / CITIZENS COMMENTS (All are limited to 5 minutes)**
- 4. APPROVAL OF MINUTES**
 - [A.](#) Housing minutes from September 12, 2024
- 5. FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
- 6. BUSINESS**
 - A. Review and Possible Action: Amended Parking Lot/Vehicle Policy (Res. #24-17)
- 7. EXECUTIVE DIRECTOR'S REPORT**
 - A. Public Housing Overview – Tenant Concerns
 - B. Occupancy Update
 - C. Maintenance/Systems Overview
- 8. FUTURE POSSIBLE AGENDA OPTIONS - Listing Only / No Discussion**
- 9. NEXT MEETING DATE / TIME**
- 10. ADJOURNMENT**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

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 12, 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 & J. Bear. Also, present was Secretary T. Kasten and Attorney Allen Larson.

Absent: M. Malmstrom

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

Nothing

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, July 25, 2024, was made by J. Bear 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 (#23225-23280) and ACH debit transactions from 7/11/2024-9/6/2024 totaling \$140,307.06 was made by J. Walter and seconded by R. Stocks. The motion carried. July & August 2024 financials were discussed and will be placed on record, subject to audit.

- **Review and Possible Action of Court of Appeals Decision on Housing Issue**

Attorney Allen Larson explained to the commissioners the timeline of how we arrived to the Court of Appeals Case, the decision and how to move forward. After a discussion, a motion to end any further actions against this specific case 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		
Malmstrom			X
Stocks	X		
Walter	X		

The motion carried.

- **Executive Director’s Report**

Public Housing Overview

- The Community Room has been reopened for tenant activities. An open house offered the tenants a time to come view the new banquet tables/chairs along with playing an assortment of games.
- A second treatment for bedbugs was given to a family site unit. Minimal activity was observed during this treatment.
- IT services are scheduled to be in the office as technology issues remain.

- Staff will be out of the office next week attending the Wisconsin Association of Housing Authorities Annual Conference.
- Capital Funds projects - T. Kasten informed the commissioners that the 46 steel storm doors for all family site units were installed by 5-Star Home Exteriors. Richter Heating is completing the boiler replacement project.

Occupancy Update

- **Johnson Arms** – T. Kasten reported unit #206 was rented 8/1/2024. Unit #311 will have carpet installed next week and unit #205 will be rented 10/1/2024.
- T. Kasten has given 2 tours and has hand delivered or emailed multiply applications since we last met.
- Average rent is \$409, and we have 8 tenants paying the flat rent of \$650.
- There are concerns with a tenant whose behavior has changed, showing signs of mental health.
- **Family Sites** – T. Kasten reported 1124 Clement St. is in unit turnaround status.
- The average rent for our family units is:
 - 2-bdrm is \$617 with 3 tenants paying the flat rent of \$781
 - 3-bdrm is \$618 with 4 at the flat rent of \$1,059
 - 4-bdrm is \$1,080 with 4 at the flat rent of \$1,048
 - 5-bdrm is at the flat rent of \$1,206.
- Recertifications were completed for all households in August. There will be an 18% increase in rent starting in October.

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 32 non-emergency work orders completed since we last met.
- After Hour Calls: 1 – Saturday, July 27th 3-bdrm central air not working-capacitor was replaced.

Future Possible Agenda Items

- Parking Lot/Vehicle Policy

Next Meeting Date/Time

- The Board of Commissioners next regular session will be on Thursday, November 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 R. Stocks and seconded by J. Walter. The motion carried and the meeting was adjourned at 5:10 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.)