



HOUSING AUTHORITY MEETING AGENDA

THURSDAY, MAY 15, 2025 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 Authority minutes from March 20, 2025
- 5. FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
- 6. BUSINESS**
 - A. Resolution #25-03: Approval of Public Housing Agency/Capital Fund 5-Year Action Plan
- 7. EXECUTIVE DIRECTOR'S REPORT**
 - A. 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 cityclerk@watertownwi.gov phone 920-262-4000

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

Section 4, Item A.

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, March 20, 2025.

- **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**

Nothing

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, January 16, 2025, 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 (#23404-23459) and ACH debit transactions from 1/11/2025-3/14/2025 totaling \$169,418.36 was made by M. Malmstrom and seconded by R. Stocks. The motion carried. January and February 2025 financials were discussed and will be placed on record, subject to audit.

- **Executive Director's Report**

Public Housing Overview

- The current maintenance man will be retiring in April. B. LeTourneau was hired for this full-time position.
- Illuminus, the parent company of The Marquardt reached out to WHA to discuss a housing proposal. This proposal would ultimately diminish the WHA therefore it has been declined.
- Annual recertifications have been completed at the Johnson Arms building.
- Capital Fund (CF) projects – 2023 CF is 100% obligated and 74% expended. Active contracts are: walk-in showers in units #308 & #409 and new washers in laundry room were replaced in February. A meeting is scheduled with a contractor to explore options to replace door locks at the family site units.
- Pest Badger, the new service provider for integrated pest management (IPM) is working well. At this time there are no units with an infestation.

Occupancy Update

- **Johnson Arms** – T. Kasten reported unit #115 was rented 2/1/2025. Currently there are 3 vacant units in unit turnaround mode.
- Average rent is \$409, and we have 6 tenants paying the flat rent of \$650.
- **Family Sites** – T. Kasten reported all units are occupied.
- The average rent for our family units is:
 - 2-bdrm is \$747 with 4 tenants paying the flat rent of \$781
 - 3-bdrm is \$558 with 3 at the flat rent of \$1,059
 - 4-bdrm is \$994 with 3 at the flat rent of \$1,048
 - 5-bdrm is at the flat rent of \$1,206.

Maintenance/Systems Overview

- M. Kasten has been training the new maintenance man, completing unit turn arounds and work orders.

- Work Orders are completed in a timely manner as parts are available. There were approximately 10 emergency work orders completed since we last met.
- After Hour Calls: 2 – Thursday, February 13 at 8 pm, toilet leaking and Saturday, March 15th at 1 pm, another toilet leak.
- **Future Possible Agenda Items**
 - Average length of stay at all units
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, May 15, 2025 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 M. Malmstrom. The motion carried and the meeting was adjourned at 4:38 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.)