



**HOUSING AUTHORITY MEETING AGENDA**

**THURSDAY, MARCH 20, 2025 AT 4:00 PM**

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

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- 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 January 16, 2025
- 5. FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
- 6. EXECUTIVE DIRECTOR'S REPORT**
  - A. Public Housing Overview – Tenant Concerns
  - B. Occupancy Update
  - C. Maintenance/Systems Overview
- 7. FUTURE POSSIBLE AGENDA OPTIONS - Listing Only / No Discussion**
- 8. NEXT MEETING DATE / TIME**
- 9. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto: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

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, January 16, 2025.

- **Call to Order**

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

**Present:** J. Braugler, 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, September 12, 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 (#23281-23403) and ACH debit transactions from 9/7/2024-1/10/2025 totaling \$269,806.80 was made by M. Malmstrom and seconded by Bear. The motion carried. September – December 2024 financials were discussed and will be placed on record, subject to audit.

- **Review and Possible Action to Amend Parking Lot/Vehicle Policy-Resolution #25-01**

T. Kasten presented the current parking lot/vehicle policy that included suggested changes made by Attorney Zachary Hetfield. After a discussion, a motion to amend the parking lot/vehicle 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		
Braugler	X		
Malmstrom	X		
Stocks	X		
Walter			X

The motion carried.

- **Review and Possible Action to Amend Excess Utility Policy-Resolution #25-02**

T. Kasten reviewed with the commissioners three current policies of the WHA, their directive and the charge associated with them; Air Conditioning Policy, Cable TV Policy and the Excess Utility Policy. The amended Excess Utility Policy which consolidated all three of these policies was then presented. After a discussion, a motion to amend the Excess Utility 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		
Braugler	X		
Malmstrom	X		
Stocks	X		
Walter			X

The motion carried.

• **Executive Director’s Report**

Public Housing Overview

- The tenants in the Johnson Arms building have been engaging in various social activities in the community room.
- Annual recertifications are being done with all tenants at the Johnson Arms building.
- Capital Fund projects – Active contracts for the 2023 Capital Fund monies are: lobby & community room furniture, walk-in showers and new washers in laundry room. A meeting is scheduled with a contractor to explore options to replace door locks at the family site units.
- The Johnson Arms building has a new service provider for its integrated pest management (IPM), rodent and proactive bedbug services.

Occupancy Update

- **Johnson Arms** – T. Kasten reported unit #205 was rented 10/1/2024 and unit #311 on 10/15/2024. Unit #115 will be rented 2/1/2025.
- Average rent is \$410, and we have 8 tenants paying the flat rent of \$650.
- **Family Sites** – T. Kasten reported the vacant 3-bdr unit was rented on 11/1/2024. A 2-bdr tenant will transfer to a vacant 3-bdr on 2/1/2025. This 2-bdr unit will have a short make-ready time allowing it to be rented by 2/15/2025.
- The average rent for our family units is:
  - 2-bdr is \$617 with 3 tenants paying the flat rent of \$781
  - 3-bdr is \$544 with 3 at the flat rent of \$1,059
  - 4-bdr is \$994 with 3 at the flat rent of \$1,048
  - 5-bdr is at the flat rent of \$1,206.

Maintenance/Systems Overview

- M. Kasten has been busy with unit turn arounds and work orders.
- Work Orders are completed in a timely manner as parts are available. There were approximately 61 non-emergency work orders completed since we last met.
- After Hour Calls: 1 – Saturday, November 23<sup>rd</sup> at midnight, tenant doing laundry, overfilled washer and flooded the laundry room.

• **Future Possible Agenda Items**

- Hiring of new maintenance person

• **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, March 20, 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 4:57 pm.

Secretary

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Chairperson

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