

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, March 19, 2026 after taking a tour of the Johnson Arms building.

- **Call to Order**

The Chairman, J. Braughler called the meeting to order at 4:15 p.m.

Present: J. Braughler, M. Malmstrom, M. Kujawski, D. Morstad & E. Fritz. Also, present was Secretary T. Kasten and Property Manager D. Kasten

Absent:

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

M. Malmstrom updated the commissioner on the monthly activities that are scheduled for the tenants at the Johnson Arms building.

- **Approval of Minutes**

A motion to accept the minutes of the regular meeting held on Thursday, January 15, 2026, was made by D. Morstad and seconded by M. Kujawski. The motion carried.

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

A motion to accept the payment of bills which included checks (#23681 - 23719) and ACH debit transactions from 1/10/2026-3/12/2026 totaling \$177,166.42 was made by E. Fritz and seconded by D. Morstad. The motion carried. January and February 2026 financials were discussed and will be placed on record, subject to audit.

- **Resolution #26-01 Review and Possible Action on Amended Personnel Policy**

D. Kasten presented the partially finished WHA Employee Handbook to be reviewed by commissioners which will come to replace the current Personnel Policy.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten shared with the Commissioners the results of the HUD NSPIRE inspection that was completed on February 26, 2026.
- Communications were had to consolidate the lease agreement/move-in documents to make for a smoother move in process for tenants.
- The WHA advertises in the monthly newsletter of the Watertown Senior & Community Center, Rock Lake Activity Center (Lake Mills), ADRC/Jefferson County newsletter and now in the "Praise Him" for Lutherans monthly publication.
- Capital Fund (CF) projects – 2024 CF = \$39,151.29 of the \$212,868 grant needs to be obligated by 5/6/2026. As operating expenses have increased, I will be doing a budget revision to allocate more dollars to be put in to line item 1406 Operations (soft costs) to help stabilize and support the operating budget. 2025 CF, front and back door handle hardware for all 23 family site units has been delivered. Installation has started.
- Delinquent Water Utility – As of 3/5/2026, 8 tenants have an outstanding balance that totals \$2,264.01.
- Delinquent Dwelling Rent – All rents are paid.

Occupancy Update

- **Johnson Arms** – T. Kasten reported 2 units are currently vacant. April 1st one unit will be rented. Due to the annual recertifications which were completed in January, there will be a 2.24% increase in rental income.
- Average rent is \$428, and there are 7 tenants paying the flat rent of \$650.
- **Family Sites** – There are no vacancies at this time.
- The average rent for our family units is:
 - 2-bdrm is \$749 with 4 tenants paying the flat rent of \$781
 - 3-bdrm is \$577 with 1 paying the flat rent of \$1,059
 - 5-houses are \$841 with 1 at the flat rent of \$1,048 and \$1206

Maintenance/Systems Overview

- Work Orders are completed in a timely manner. There were approximately 26 non-emergency work orders completed since we last met.
- Outsourced Work Items: 0
- After Hour Calls: 0

- **Future Possible Agenda Items**
 - Tour of family site units

- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, May 21, 2026 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 D. Morstad and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 4:52 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.)