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 24, 2026.

- **Call to Order**
  The Chairman, J. Braughler called the meeting to order at 4:00 p.m.
  Present: J. Braughler, M. Kujawski, M. Malmstrom, D. Morstad & E. Fritz. Also, present was Secretary T. Kasten, Property Manager D. Kasten, Kaylin Nuss from Baker Tilly and Sherry Cira from Illuminus
  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.

- **Illuminus Presentation**
  After introductions, K. Nuss presented to the Board a repositioning option for the WHA.

- **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 D. Morstad and seconded by M. Kujawski and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Braughler	X		
Fritz	X		
Kujawski	X		
Malmstrom	X		
Morstad	X		

  The motion carried.

  The Chairman, J. Braughler opened the floor to receive nominations for Vice-Chairman. A motion to nominate M. Kujawski was made by J. Braughler and seconded by D. Morstad and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Braughler	X		
Fritz	X		
Kujawski	X		
Malmstrom	X		
Morstad	X		

  The motion carried.

- **Approval of Minutes**
  A motion to accept the minutes of the regular meeting held on Thursday, July 16, 2026, was made by D. Morstad and seconded by E. Fritz. The motion carried.

- **Approval of Special Meeting Minutes**
  A motion to accept the minutes of the special meeting held on Tuesday, August 18, 2026 was made by M. Kujawski 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 (#23788-23828) and ACH debit transactions from 7/11/2026-9/18/2026 totaling $117,965.12 was made by D. Morstad and seconded by M. Malmstrom. The motion carried. July and August 2026 financials were discussed and will be placed on record, subject to audit.

- **Appointment of Executive Director**
  The Board of Commissioners had directed T. Kasten to publish the Executive Director position in multiple venues for 30 days.

- **Executive Director's Report**
  Public Housing Overview
  - Capital Fund (CF) projects –
    - 2024 CF = $212,868 – Currently at 96% is obligated & disbursed. 100% needs to be disbursed by 5/5/2028.
    - 2025 CF = $215,304 – Currently at 17% obligated-100% by 5/12/2027, disbursed by 5-12-2029. We are working on solicitation for website design, replace closet doors and replace entry system at Johnson Arms.
  - Delinquent Water Utility – As of 9/4/2026, 7 tenants have an outstanding balance of $4,000.
  - Delinquent Dwelling Rent – To date, the total of outstanding rent is $728.

  Occupancy Update
  - **Johnson Arms** – T. Kasten reported 2 units are currently vacant.
    - Average rent is $424 with 8 at the flat rent of $650
  - **Family Sites** – T. Kasten reported 1 unit is vacant. This unit will be rented on October 1, 2026.
  - Annual family site recertifications have been completed. Currently waiting on 2 families to submit their income verification.
  - The average rent for our family units is:
    - 2-bdrm is $713 with 4 at the flat rent of $781
    - 3-bdrm is $510 with 1 at 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 21 non-emergency work orders completed since we last met.
  - Outsourced Work Items: 0
  - After Hour Calls: 0

- **Future Possible Agenda Items**

- **Next Meeting Date/Time**
  - The Board of Commissioners next regular session will be on Thursday, November 19, 2026 at 4:00 pm. There is a special board meeting scheduled for Tuesday, October 13, 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 J. Braughler and seconded by E. Fritz. The motion carried and the meeting was adjourned at 5:16 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.**)**