

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, May 21, 2026.

- **Call to Order**

The Chairman, J. Braughler called the meeting to order at 3:50 p.m.

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

Absent: M. Kujawski

- **Agenda Review**

The Commissioners approved the agenda as presented.

- **Tenant/Citizen Comments**

M. Malmstrom updated the commissioners 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, March 19, 2026, was made by E. Fritz 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 (#23720 - 23758) and ACH debit transactions from 3/12/2026-5/14/2026 totaling \$91,987.89 was made by E. Fritz and seconded by M. Malmstrom. The motion carried. March and April 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 hard copies of the finished WHA Employee Handbook. Commissioners were asked to review the policy and submit comments and suggested changes to D. Kasten prior to July's board meeting.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten continues to receive error messages when logging in to HUD's NSPIRE portal to submit proof of mitigated 24-hour violations that were received during the February 26, 2026, inspection.
- J. Braughler, M. Kujawski and T. Kasten met at BMO to update check signer document.
- Capital Fund (CF) projects:
 - 2024 CF will be fully expended after 2 more walk-in showers are installed and flooring replaced.
 - 2025 CF, solicitation is being done for the replacing of closet doors and replacing the entry system at the Johnson Arms building.
- Delinquent Water Utility – As of 5/5/2026, 13 tenants have an outstanding balance that totals \$3,230.98.
- Delinquent Dwelling Rent – As of today, rent has not been received from 1 tenant totaling \$503.
- T. Kasten has tentatively set December 31, 2026, as her retirement date. Board requested T. Kasten to look in to best practices for succession planning.
- T. Kasten attended WAHA's spring conference in April which had a consistent emphasis on the RAD transitions.
- Furthering education in the work place was discussed with increased talks about RAD transitions and current HA directors retiring.

Occupancy Update

- **Johnson Arms**
 - Unit 307 vacated 10/31/2025 reoccupied 4/1/2025
 - Unit 406 vacated 4/30/2026 – will be taken offline for walk-in shower project
 - Unit 206 vacated 5/31/2026 – at this time, 6 applicants have declined
 - Unit 309 vacated 5/31/2026 – will be receiving a walk-in shower.
- Average rent is \$431, with 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**

- None

- **Next Meeting Date/Time**

- The Board of Commissioners' next regular session will be on Thursday, July 16, 2026 at 4:00 pm.

- **Brief Recess to Reconvene at Clement St. for a Tour of the Family Site**

D. Kasten explained the family site property, during the tour of a 3-bedroom and a 4-bedroom unit.

- **Adjournment**

- Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by E. Fritz and seconded by D. Morstad. The motion carried and the meeting was adjourned at 5:00 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.)