

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 Wednesday, November 20, 2025.

- **Call to Order**

The Chairman, J. Braughler called the meeting to order at 4:00 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, September 24, 2025, was made by M. Malmstrom and seconded by M. Krujawski. The motion carried.

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

A motion to accept the payment of bills which included checks (#23600-23640) and ACH debit transactions from 9/20/2025-11/14/2025 totaling \$111,488.98 was made by E. Fritz and seconded by M. Malmstrom. The motion carried. September and October 2025 financials were discussed and will be placed on record, subject to audit.

- **Executive Director's Report**

Public Housing Overview

- T. Kasten and D. Kasten attended the Tenant Council meeting on October 21, 2025 to address the tenant concerns that were presented to the Board at the last meeting.
- WHA is due for a HUD inspection this year. This inspection will be done according to the new NSPIRE standards that were passed at the last Board meeting. To prepare for this inspection and as a training opportunity for the 2 new employees, WHA has contracted with US Inspection Group to perform a "mock HUD" inspection of all units. The inspection will be on December 3-4, 2025.
- Wisconsin Association of Housing Authorities (WAHA) has contracted with S.C. Koegler Consulting to provide communication of HUD regulation changes to Wisconsin housing authorities. In the past Wisconsin housing authorities had regular communication with the Milwaukee HUD office to stay abreast with regulation changes. S.C. Koegler Consulting will provide quarterly conference calls, a designated day of the week to call/email questions and provide training sessions at WAHA's two conferences per year.
- Capital Fund (CF) projects – Housing authority software conversion is almost complete. Tenant accounting, inspections and work order portals are running well. General ledger and check writing are all that is left to finalize. Door hardware for all family site units have been ordered.

Occupancy Update

- **Johnson Arms** – T. Kasten reported currently there is one vacant unit.
- Average rent is \$424, and there are 6 tenants paying the flat rent of \$650.
- **Family Sites** – Currently, there are 2 vacant units.
- 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 \$605 with 1 at the flat rent of \$1,048 and \$1206
- There are two tours scheduled this week.

Maintenance/Systems Overview

- Work Orders are completed in a timely manner. There were approximately 22 non-emergency work orders completed since we last met.
- After Hour Calls: 2 –
 - October 7th @ 7:30 pm tenant cooking in community room kitchen burnt food in oven activated the fire alarm.
 - November 4th @ 5:30 and again @ 10:30 – hygiene wipes were the cause of sewer backup in 2 units at Johnson Arms
- **Future Possible Agenda Items**
 - Nominations for Vice-Chairman
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, January 15, 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 M. Malmstrom and seconded by M. Krujawski. The motion carried and the meeting was adjourned at 4:50 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.)