

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, July 16, 2026.

- **Call to Order**

The Vice-Chairman, M. Kujawski called the meeting to order at 4:00 p.m.

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

Absent: J. Braughler

- **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, May 21, 2026, was made by D. Morstad and seconded by E. Fritz. The motion carried.

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

A motion to accept the payment of bills which included checks (#23759-23787) and ACH debit transactions from 5/15/2026-7/10/2026 totaling \$112,872.37 was made by D. Morstad and seconded by E. Fritz. The motion carried. May and June 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 completed WHA Employee Handbook which included suggested changes received from Commissioners. After a discussion, a motion to approve the presented WHA Employee Handbook was made by D. Morstad and seconded by E. Fritz 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.

- **Resolution #26-02 Approval of Anticipated Operating Budget 10/1/2026-9/30/2027**

T. Kasten reviewed the anticipated budget with the Commissioners. After a discussion, and approval of the proposed 4% wage increase for the Property Manager and Maintenance Tech, a motion was made by E. Fritz 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.

- **Professional Development Assistance Program**

D. Kasten introduced a policy that establishes the formal framework for supporting employee education and professional development. After a discussion, the Commissioners accepted the Professional Development Assistance Program.

- **Succession Planning**

T. Kasten provided data from other housing authorities on how they handle employee vacancies. From an organizational standpoint, the best or common practice is to seek internally for filling vacancies. T. Kasten made a recommendation to appoint the current Property Manager to the Executive Director position upon her retirement. A motion to go into a closed session to discuss succession planning was made by D. Morstad and seconded by E. Fritz. The motion passed and close session started at 4:45pm. The meeting reconvened at 5:00 pm. The Commissioners requested the current Property Manager to provide a formal resume for further consideration of appointment.

- **Executive Director's Report**

Public Housing Overview

- Capital Fund (CF) projects –
 - 2024 CF = \$212,868 – Currently at 96% 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 7/6/2026, 11 tenants have an outstanding balance of \$3,188.77.
- Delinquent Dwelling Rent – To date, there is 1 tenant with outstanding rent of \$503.

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** – There are no vacancies at this time.
- The average rent for our family units is:
 - 2-bdrm is \$749 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 17 non-emergency work orders completed since we last met.
- Outsourced Work Items: 0
- After Hour Calls: 3 – All were at the Johnson Arms building, deadbolt lock was not working, a/c unit in Community Room was not working and tenant did not have their key to enter the unit.

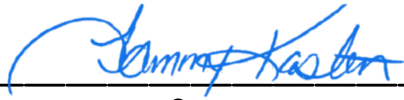
- **Future Possible Agenda Items**

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, September 10, 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. Kujawski and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 5:10 pm.

A handwritten signature in blue ink, appearing to read "Jimmy Kasler", is written over a horizontal line.

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.)