

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, January 15, 2026.

- **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 (via phone) & 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.

- **Election of Vice-Chairman**

The Chairman, J. Braughler open the floor to receive nominations for Vice-Chairman. A motion to nominate M. Kujawski as Vice-Chairman was made 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, November 20, 2025, was made by E. Fritz and seconded by D. Morstad. The motion carried.

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

A motion to accept the payment of bills which included checks (#23641-23680) and ACH debit transactions from 11/15/2025-1/9/2026 totaling \$131,227.84 was made by D. Morstad and seconded by M. Malmstrom. The motion carried. November and December 2025 financials were discussed and will be placed on record, subject to audit.

- **Executive Director's Report**

Public Housing Overview

- US Inspection Group was on site to perform the scheduled "mock" inspection. The inspector was impressed with the condition of the property. Minor deficiencies were fixed. We were informed that HUD's regulation regarding smoke/carbon oxide detectors has changed. Previously the requirement was to have a detector on all levels. We are now required to add a combination smoke/carbon oxide detector to all bedrooms.
- T. Kasten informed the commissioners that the real HUD inspection is scheduled for February 26, 2026.
- T. Kasten has contracted with Shred-It to purge documents prior to 2015 per WHA's records retention policy.
- The copier, MFP, and phone system have met their life expectancy. A meeting has been scheduled with Rhyme to discuss upgrades for an office our size.

- Annual recertifications are currently being done for all tenants in the Johnson Arms building.
- Delinquent water utility – there are 9 tenants have an outstanding balance that totals \$2,528.88
- Delinquent dwelling rent – 2 tenants have an outstanding balance that totals \$1,325

Occupancy Update

- **Johnson Arms** – T. Kasten reported 2 units are currently vacant with 1 more effective 2/28/2026. Multiple applicants have declined for numerous reasons.
- Average rent is \$419, and there are 6 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 30 non-emergency work orders completed since we last met.
- Outsourced Work Items
 - 11/26/25 - #114 reported water in kitchen, busted pipe in wall/Brisco serviced.
 - 12/3/25 – tenant trapped in elevator. Elevator opened within 5 minutes however Express Elevator was called to investigate.
 - 12/12/2025 – #1117 tub drain leaking to basement/Brisco serviced.
- After Hour Calls: 2 –
 - 12/21/25-tenants cooking in community room kitchen which activated fire alarm.
 - 1/3/2026-tenant reported water dripping from ceiling. Unit above had a leak in the heat register. Richter Heating repaired pipe and Restoration 1 extracted water.
- **Future Possible Agenda Items**
 - Tour of properties
- **Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Thursday, March 19, 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 4:34 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.)