HOUSING AUTHORITY MEETING AGENDA

THURSDAY, NOVEMBER 19, 2026 AT 4:00 PM

JOHNSON ARMS APT., 1ST FLOOR COMMUNITY ROOM, 201 N. WATER ST., WATERTOWN, WI 53094

1. **CALL TO ORDER**
2. **AGENDA REVIEW**
3. **TENANTS / CITIZENS COMMENTS (All are limited to 5 minutes)**
4. **APPROVAL OF MINUTES**
   - A. Minutes from September 24, 2026
   - B. Minutes from October 13, 2026 Special Meeting
5. **FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
6. **DISCUSSION REGARDING EXECUTIVE DIRECTOR REPLACEMENT**
7. **DISCUSSION OF REPOSITIONING OPTIONS**
8. **BUSINESS**
   - A. For discussion: Creation of Community Development Authority (CDA)
9. **EXECUTIVE DIRECTOR'S REPORT**
   - A. Public Housing Overview
   - B. Occupancy Update
   - C. Maintenance/Systems Overview
10. **FUTURE POSSIBLE AGENDA OPTIONS - Listing Only / No Discussion**
11. **NEXT MEETING DATE / TIME**
12. **ADJOURNMENT**

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

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.**)**

MEETING OF THE BOARD OF COMMISSIONERS OF THE WATERTOWN HOUSING AUTHORITY

The Commissioners of the Watertown Housing Authority (WHA) met in **special** session at 201 N. Water St., Watertown WI on Tuesday, October 13, 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 & S. Koegler from S.C. Koegler Consulting
  Absent:

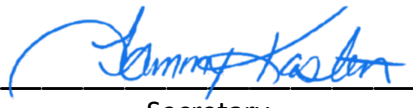
- **Tenant/Citizen Comments**
  None

- **Rental Assistance Demonstration (RAD) Presentation by S. C. Koegler Consulting**
  After introductions, S. Koegler explained the meaning of repositioning for public housing units. He continued to explain the primary repositioning options: Section 18 or Rental Assistance Demonstration (RAD). He talked about the advantages and disadvantages of both options and how the specific characteristics of a housing authority dictates their options.

- **Review Web Design Proposals**
  D. Kasten explained the two out of three web design proposals that where received.

- **Next Meeting Date/Time**
  The Board of Commissioners' next regular session will be on Thursday, November 19, 2026 at 4:00 pm.

- **Adjournment**
  Being no further **special** meeting business to come before the Board, a motion to adjourn the meeting was made by D. Morstad and seconded by M. Kujawski. The motion carried and the meeting was adjourned at 5:38 pm.



Secretary

Chairperson

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MEMO

To: Watertown Housing Authority

From: Mayor Robert Stocks

Date: November 2026

Re: Creation of Community Development Authority (CDA)

Thank you for the opportunity to discuss the potential creation of a Community Development Authority (CDA) and to explain why I believe this transition, with your support, is the right step for our community.

Today the City's Housing Authority and Redevelopment Authority each play vital roles. Yet the challenges we face, such as housing, redevelopment, neighborhood vitality, and equitable growth are increasingly interconnected. Under Wisconsin law (Wis. Stat. § 66.1335), there is another option, a Community Development Authority, which brings housing and economic development functions together under one organizational structure.

By consolidating the Housing Authority and Redevelopment Authority into a CDA, we can create a unified voice and a shared vision for the future. This model allows us to align priorities, streamline workflows, and coordinate expertise across disciplines. The result is greater accountability, smarter use of resources, and the ability to approach complex issues holistically rather than through separate lenses. A single entity can more effectively identify opportunities, address challenges, and strengthen partnerships that benefit the residents we serve.

It is important to underscore that all existing commitments of both the Housing Authority and Redevelopment Authority will be honored under this new structure, as required by Wisconsin law. Nothing will be lost. In fact, more tools and a wider scope of authority will become available to the CDA Board, empowering it to pursue solutions and investments that are currently restricted by organizational boundaries. With a CDA, we will no longer need to determine whether a grant or financing tool fits exclusively under housing or redevelopment. Our approaches can be comprehensive, coordinated, and mutually reinforcing.

As public servants, we all understand how limited time and capacity can be. We are each stretched thin because we care deeply about the communities we serve. A CDA enables us to bring together subject-matter experts, community representatives, and staff under a single entity that is better positioned to tackle the complex issues before us and to learn from one another along the way.

While structural changes would occur, many core elements would remain the same. The Common Council would still set priorities and provide oversight as established in Wisconsin law. Any items requiring Council approval today would continue to require approval in the future. In short, this transition strengthens our capacity without diminishing accountability.

For all these reasons, I respectfully ask for your support in creating a CDA. This transition represents a thoughtful, strategic step forward. It will position us to meet our community's needs more effectively today and well into the future.