



HOUSING AUTHORITY MEETING AGENDA

THURSDAY, JULY 17, 2025 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.](#) Housing Authority minutes from May 15, 2025
- 5. FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
- 6. BUSINESS**
 - A. Resolution 25-04 - Approval of Anticipated Operating Budget FY 10/2025-9/2026
- 7. EXECUTIVE DIRECTOR'S REPORT**
 - A. Public Housing Overview - Tenant Concerns
 - B. Occupancy Update
 - C. Maintenance/Systems Overview
- 8. FUTURE POSSIBLE AGENDA OPTIONS - Listing Only / No Discussion**
- 9. NEXT MEETING DATE / TIME**
- 10. 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, May 15, 2025.

- Call to Order**
The Chairman, J. Braughler called the meeting to order at 4:00 p.m.
Present: J. Braughler, M. Malmstrom, J. Walter & J. Bear. Also, present was Secretary T. Kasten.
Absent: R. Stocks
- 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, March 20, 2025, was made by M. Malmstrom and seconded by J. Bear. The motion carried.
- Approval of Monthly Expenditures and Financial Report**
A motion to accept the payment of bills which included checks (#23460-23507) and ACH debit transactions from 3/15/2025-5/8/2025 totaling \$120,368.91 was made by J. Walter and seconded by J. Bear. The motion carried. March and April 2025 financials were discussed and will be placed on record, subject to audit.
- Approval of 5-Year Public Housing Agency Plan and 5-Year Capital Fund Action Plan-Resolution #25-03**
T. Kasten reviewed the 5-year plans with the commissioners. After a discussion, a motion to approve the 5-Year Public Housing Agency Plan and 5-Year Capital Fund Action Plan as presented was made by M. Malmstrom and seconded by J. Walter and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braughler	X		
Malmstrom	X		
Stocks			X
Walter	X		

The motion carried.

- Executive Director’s Report**
Public Housing Overview
 - E. Fritz will be the commissioner to replace R. Stocks.
 - T. Kasten updated the commissioners on the progress of the new staff members; property manager and maintenance.
 - Administrative staff attended Wisconsin Association of Housing Authorities spring training in April.
 - Capital Fund (CF) projects – 2023 CF is 100% obligated and 82% expended. Active contracts are: walk-in shower, carpet install and banquet tables/chairs. 2024 CF has to be totally obligated by 5/5/2026 currently we are at 2%. Totally expended by 5/5/2028 and currently at 1%. Active contracts are converting housing authority software to a cloud-based system and exploring options to replace all entrance door hardware at all family site units.

Occupancy Update

- **Johnson Arms** – T. Kasten reported currently there are 3 vacant units. Two units are ready to be rented and the third will be taken offline temporarily while it gets renovated.
- Average rent is \$407, and there are 5 tenants are paying the flat rent of \$650.
- **Family Sites** – T. Kasten reported that effective 5/4/2025, there is only one vacant unit.
- The average rent for our family units is:
 - 2-bdrm is \$747 with 4 tenants paying the flat rent of \$781
 - 3-bdrm is \$514 with 2 paying the flat rent of \$1,059
 - 5-houses are \$870 with 4 at the flat rent of \$1,048 and \$1206

Maintenance/Systems Overview

- Work Orders are completed in a timely manner. There were approximately 48 non-emergency work orders were completed since we last met.
- After Hour Calls: 1 – May 12th text message alerts to maintenance stating the sump pump at Johnson Arms was not working. This happened at 7pm and again at 1am.

Future Possible Agenda Items

Next Meeting Date/Time

- The Board of Commissioners next regular session will be on Thursday, July 17, 2025 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. Bear and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 4:47 pm.



Secretary

Chairperson