



HOUSING AUTHORITY MEETING AGENDA

THURSDAY, NOVEMBER 20, 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 September 24, 2025
- 5. FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
- 6. BUSINESS**
- 7. EXECUTIVE DIRECTOR'S REPORT**
 - A. Public Housing Overview
 - i. 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 Wednesday, September 24, 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 & E. Fritz. Also, present was Secretary T. Kasten and Property Manager D. Kasten
Absent: D. Morstad
- Agenda Review**
The Commissioners approved the agenda as presented.
- Tenant/Citizen Comments**
A tenant from the Johnson Arms building, expressed concerns regarding the men’s bathroom and the tenant commissioner regulation.
M. Malmstrom updated the commissioner on the monthly activities that are scheduled for the tenants at the Johnson Arms building.
- Annual Meeting/Election of Officers**
The Chairman, J. Braughler opened the floor to receive nominations for Chairman. A motion to nominate J. Braughler as Chairman was made by E. Fritz and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Braughler	X		
Fritz	X		
Malmstrom	X		
Morstad			X
Walter	X		

The motion carried.

The Chairman, J. Braughler opened the floor to receive nominations for Vice-Chairman. A motion to nominate J. Walter as Vice-Chairmen was made by E. Fritz and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Braughler	X		
Fritz	X		
Malmstrom	X		
Morstad			X
Walter	X		

The motion carried.

- Approval of Minutes**
A motion to accept the minutes of the regular meeting held on Thursday, July 17, 2025, was made by J. Walter 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 (#23548-23599) and ACH debit transactions from 7/12/2025-9/19/2025 totaling \$112,158.26 was made by E. Fritz and seconded by J. Walter. The motion carried. July and August 2025 financials were discussed and will be placed on record, subject to audit.

- **Resolution #25-05-Approval of National Standards for the Physical Inspection of Real Estate (NSPIRE Standards)**

Effective October 1, 2025 Public Housing Authorities (PHA) and HUD will perform inspections using the NSPIRE protocol. T. Kasten provided the Commissioners with the NSPIRE Standards verbiage. After a discussion, a motion to approve the NSPIRE Standards was made by M. Malmstrom and seconded by J. Walter and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Braugher	X		
Fritz	X		
Malmstrom	X		
Morstad			X
Walter	X		

The motion carried.

- **Executive Director's Report**

Public Housing Overview

- D. Morstad will replace commissioner J. Bear.
- On May 22nd, T. Kasten met with Scott Koegler of Koegler Consulting regarding HUD's Rental Assistance Demonstration Program (RAD) conversion process. Previously, Scott was employed at HUD's Milwaukee Field Office as a Program Manager Specialist. Being familiar with WHA program requirements, it was concluded that at this time, it is in the best interest for WHA to continue operating as a public housing authority.
- All staff attended Wisconsin Association of Housing Authorities (WAHA) annual conference. Property Manager and Maintenance attended the NSPIRE training where they became a certified NSPIRE inspector.
- Capital Fund (CF) projects – Active contracts are converting housing authority software to a cloud-based system. This transition has had its challenges but adaptations are being made to meet the needs of our public housing program.

Occupancy Update

- **Johnson Arms** – T. Kasten reported currently there are no vacant units.
- Average rent is \$422, and 5 tenants are 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 \$747 with 4 tenants paying the flat rent of \$781
 - 3-bdrm is \$549 with 2 paying the flat rent of \$1,059
 - 5-houses are \$870 with 4 at the flat rent of \$1,048 and \$1206
- All family site annual recertifications have been completed.

Maintenance/Systems Overview

- Work Orders are completed in a timely manner. There were approximately 26 non-emergency work orders completed since we last met.
- After Hour Calls: 5 –
 - June 22nd 3:30 pm & 7:00 pm water in basement – same issue in 2 separate units
 - July 16th 7:30 pm another unit had water in their basement
 - August 3rd 4:00 pm plugged toilet
 - Sept. 14th 2:00 pm toilet leaking

- **Future Possible Agenda Items**

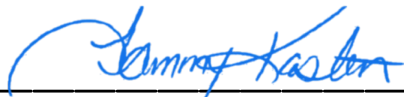
- Tenant concerns

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, November 20, 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. Walter and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 4:45 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.)