



HOUSING AUTHORITY MEETING AGENDA

WEDNESDAY, SEPTEMBER 24, 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.](#) Minutes from July 17, 2025
- 5. FINANCIAL REPORT AND APPROVAL OF MONTHLY EXPENDITURES**
- 6. BUSINESS**
 - A. Resolution 25-05 - Approval of National Standards for the Physical Inspection of Real Estate (NSPIRE) Standards
- 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, July 17, 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 & J. Bear. Also, present was Secretary T. 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.
- Approval of Minutes**
A motion to accept the minutes of the regular meeting held on Thursday, May 15, 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 (#23508-23547) and ACH debit transactions from 5/9/2025-7/11/2025 totaling \$123,167.62 was made by E. Fritz and seconded by M. Malmstrom. The motion carried. May and June 2025 financials were discussed and will be placed on record, subject to audit.
- Resolution #25-04-Approval of Anticipated Operating Budget 10/1/2025-9/30/2026**
T. Kasten reviewed the anticipated operating budget with the commissioners. After a discussion, to ensure the new employees are paid in line with the WHA’s pay scale and the regional average, a motion to approve the proposed budget as amended and a 3% pay increase for the Executive Director was made by J. Bear and seconded by J. Walter and on a roll call was adopted with the following vote:

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

The motion carried.

Due to Commissioners prior commitments and time restraints, the remaining agenda items will be discussed at the next regular scheduled meeting.

- Future Possible Agenda Items**
 - Annual meeting
- Next Meeting Date/Time**
 - The Board of Commissioners next regular session will be on Wednesday, September 24, 2025 at 4:00 pm.
- Adjournment**

- Being no further regular meeting business to come before the Board, a motion to adjourn was made by J. Walter and seconded by M. Malmstrom. The motion carried and the meeting was adjourned at 4:52 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.)