

**APPLETON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING January 16, 2006**

**I. Call to Order-**Chairperson Dreier called the meeting to order at 12:35 PM at the offices of the Appleton Housing Authority 925 W. Northland Ave.

**Members' Present:** Commissioners: Valerie Dreier, Lisa Schneider and Edward Schmidt.

**Members' Excused:** Commissioner Barlow and Vice-Chairperson DeWall.

**Others present:** Debra Dillenberg; AHA Executive Director, Richard Knudsen; Finance Manager, Nancy Heykes; Executive Director, Multi-Cultural Center, David Rothman; Board Member, Multi-Cultural Center.

It was mentioned that Commissioner Barlow was currently in the hospital and Vice-Chairperson DeWall had a conflicting schedule with today's meeting. Chairperson Dreier requested Ms. Dillenberg to send an acknowledgement to Commissioner Barlow on behalf of the board.

**Approval of Minutes:** With no changes requested, Chairperson Dreier called for a motion to approve the minutes of December 19, 2005.

**Motion to Approve: By Commissioner Schneider.**

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

**II. Financial Report:**

Rick summarized the various program financial statements for the fiscal year ending December 31, 2005. Rick explained that these financial statements and balance sheets represent the un-audited accounts. Rick commented that the Financial Auditors started their preliminary work last week and would return in March to complete the financial audit. With there being no questions, Chairperson Dreier called for a motion to approve the financial report.

**Motion to Approve: By Commissioner Schneider.**

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

**III. Approval of Bills:**

After a review of the bills presented and no questions on the accounts payable, Chairperson Dreier called for a motion to approve the December Billing in the amount of \$ 141,979.99.

**Motion to Approve: By Commissioner Schmidt.**

**Motion seconded: By Commissioner Schneider.**

**Motion carried: Yes.**

#### **IV. Unfinished Business:**

Chairperson Drier asked Nancy Heykes to provide a summary to the board regarding their request of a rent credit for the Multi-Cultural Center. Nancy Heykes introduced herself and her board member; David Rothman. Nancy informed the board that the Multi-Cultural Center had requested an increase in the rent credit due to the increased value of leasehold improvements. Commissioner Schneider questioned the cost over-run of the project.

Nancy explained that the value of the improvements is much greater than originally planned. The bulk of the improvements and cost over-run are related to basic infrastructure adding restrooms, accessible entrance, HVAC, and new wiring that will benefit current and future tenants of the Housing Authority. No action was necessary as Ms. Dillenberg only invited Nancy to help further explain the reasoning behind the increase in rent credit that the board approved.

#### **V. New Business:**

Chairperson Dreier moved forward under new business. Ms. Dillenberg asked to defer the Capital Fund Program update by Tim Maertz of Omni & Associates.

**Motion to Defer: By Commissioner Schmidt.**

**Motion seconded: By Commissioner Schneider.**

**Motion carried: Yes.**

Ms. Dillenberg brought forward Resolution # 2006-02 and explained that the fiscal year end "write offs" represent unpaid tenant rent and/or damages. It should be noted that write-offs have substantially decreased over the past several years. While these uncollectible accounts receivable will be taken off the books, the AHA will still try to collect monies owed by obtaining court judgments or through other collection methods.

**Motion to Approve: By Commissioner Schneider.**

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

Chairperson Drier asked Ms. Dillenberg to proceed to the next agenda item Resolution # 2006-03. Ms. Dillenberg stated that Family Housing Coordinator Rebecca Salzman is requesting a modification in the language of our public housing family leases from a 30-day notice to a 60-day notice when a family vacates a unit. By providing the additional time, the Authority should significantly reduce vacant unit turnaround and the time it takes to re-rent the unit.

**Motion to Approve: By Commissioner Schmidt.**

**Motion seconded: By Commissioner Schneider.**

**Motion carried: Yes.**

Chairperson Drier referred to Resolution # 2006-04. Ms. Dillenberg provided a summary of the utility allowance payments (UAP) currently used under the Section 8 rental assistance program. Under the federal regulations, the Housing

Authority is required to analyze utility consumption costs every five years and make adjustments when necessary. A comprehensive analysis was performed by staff and recommendations to increase UAP's (by unit size) have been included in the board packet. Chairperson Drier called for a motion to approve.

**Motion to Approve: By Commissioner Schneider.**

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

Ms. Dillenberg informed the board that while she was diligent in having the first housing discrimination complaint dropped by HUD, she was entering into a conciliation agreement for the second complaint. Ms. Dillenberg stated that she felt strongly that this case lacked merit as the first, but a HUD rep wanted to end the process through conciliation. Ms. Dillenberg was willing to oblige HUD's request to end any speculation of a violation of the fair housing act. No action was necessary.

#### **V. Other Business:**

Ms. Dillenberg informed the board that Washington Place had been approved by WHEDA for a rent increase starting with the March 2006 contract renewal. Ms. Dillenberg commented that she has made considerable improvements to the property since our acquisition in 2002. Those updates include the replacement of 24 refrigerators, two major roof replacements, the rehab of 5 uninhabitable units, new plumbing for 7 units, and various other projects.

Ms. Dillenberg is currently working on a security door system for the basement, laundry room ventilation, and the carpet replacement for 6 floors. Ms. Dillenberg has received a bid proposal from Kramer Peterson (as recommended by Commissioner Schmidt for potential cost savings) and is waiting for two additional bids for the ventilation of the boiler room.

Ms. Dillenberg stated that the Maintenance Supervisor has resigned and the Oneida Heights Property Manager has given notice. Commissioner Schmidt volunteered his assistance with Resume' and candidate reviews for the maintenance position.

Ms. Dillenberg reported that the 2006 PHA Annual Plan was approved by HUD and that she also spoke to George Hendrickson from HUD Headquarters regarding the Mainstream Voucher Application. Our area would receive so few points that it was certain an application would not be considered given our low disabled population within city limits.

Ms. Dillenberg commented that she would like to see commissioners attend training in 2006. Chairperson Drier stated that she could attend during the summer months. Commissioner Schneider commented that she was impressed with the Commissioner/ED training held out east.

With no other business to come before the board, Chairperson Dreier called for a motion to adjourn.

**Motion to Adjourn: By Commissioner Schneider.**

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 20<sup>th</sup> day of February 2005.**

\_\_\_\_\_ **Debra Dillenberg, Board Secretary**

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