

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING February 20, 2006**

**I. Call to Order-**Chairperson Dreier called the meeting to order at 12:32 PM at the offices of the Appleton Housing Authority 925 W. Northland Ave.

**Members' Present:** Commissioners: Valerie Dreier, Patrick DeWall, Lisa Schneider, Edward Schmidt and Raymond Barlow.

**Members' Excused: None.**

**Others present:** Debra Dillenberg; AHA Executive Director, Richard Knudsen; Finance Manager, and Tim Maertz; Architect, Omni & Associates.

**Approval of Minutes:** With no changes requested, Chairperson Dreier called for a motion to approve the minutes of January 16, 2006.

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

**Motion seconded: By Commissioner Schneider.**

**Motion carried: Yes.**

**II. Financial Report:**

Rick explained that the report is not a true financial statement since the fiscal year end is currently under an independent financial audit. Rick summarized the CDARS Deposit investment under Resolution # 2006-05. CDARS represents an investment opportunity that will allow up to \$200,000 deposited into a Certificate of Deposit through the First National Bank. Discussion followed.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Commissioners reviewed the expense summary that includes check sequence, vendors paid and expense justification. With no questions of the accounts payable, Chairperson Dreier called for a motion to approve the December Billing in the amount of \$ 157,195.17.

**Motion to Approve: By Vice-Chairperson DeWall.**

**Motion seconded: By Commissioner Barlow.**

**Motion carried: Yes.**

**IV. Unfinished Business:**

Chairperson Dreier asked Ms. Dillenberg to provide an update on the Boiler Ventilation. Ms. Dillenberg stated that she received three bids and has selected Kramer Peterson whose bid was approximately \$4-5,000 less than the other two

bids. Kramer Peterson was recommended by Commissioner Schmidt for cost savings. Ms. Dillenberg emphasized that Commissioner Schmidt assisted in the bid review and questioned the warranty of the roof work. Ms. Dillenberg spoke to Kramer Peterson who assured her there would be a similar warranty.

**V. New Business:**

Chairperson Dreier moved forward under new business. Ms. Dillenberg introduced Tim Maertz, Architect with Omni & Associates. Tim will be the Architect assigned to our 2004-05 Capital Fund Project. Tim reviewed the drawings and specifications with the commissioners. The back-up generator has substantially increased in price, but required as protection for the 153 residents of Oneida Heights. The current generator is located inside OH and is obsolete. An RFP for bids has been posted. Commissioner Schneider inquired if the project will include Davis Bacon Wages. Ms. Dillenberg and Tim responded yes. **No action was necessary.**

Chairperson Dreier referred to the energy audit survey. Ms. Dillenberg commented that HUD is gathering information from all Housing Authorities. It will be required to have an energy audit performed during 2006 since five years has elapsed from the last audit. Ms. Dillenberg had all the common areas of Washington Place and Oneida Heights replaced with energy efficient lighting and upgraded the unit heating controls at OH with wall-mounted thermostats. **No action was necessary.**

Ms. Dillenberg explained that the Appleton Housing Authority presents a Community Partnership Award on an annual basis. This year, Ms. Dillenberg would like the board members to also consider other entities that help develop, sustain or support affordable housing. Ms. Dillenberg will have the nominations available for review at the next meeting. **No action was necessary.**

**V. Other Business:**

Ms. Dillenberg informed the board that a Legal Action attorney contacted her in reference to one of the housing discrimination complainants. The attorney will meet with Ms. Dillenberg and review the clients file. Apparently, the client did not inform the attorney that his previous discrimination complaint was dismissed by HUD. Commissioner Schneider inquired as to which Legal Action office contacted her. Ms. Dillenberg responded it was the Oshkosh office.

Ms. Dillenberg commented that she has submitted an application to the National Association of Housing & Redevelopment Officials (NAHRO) Award of Merit for the Summit Street and Rodgers Street project and should know relatively soon of the outcome.

Ms. Dillenberg stated that the Executive Director of the Winnebago County Housing Authority disagreed with the local preference used by the AHA in administering the voucher program. Ms. Dillenberg furthered explained that our

preference is given to people that either live, work or go to school in Outagamie County. Ms. Dillenberg commented that she informed him, that he could write a proposal and submit it to the board for review, but he declined.

Ms. Dillenberg discussed the resident concerns of security issues at Washington Place. Vice-Chairperson DeWall commented that his review of the facility under the Crime Free Housing Initiative and the recommendations that came forth from his inspection will help to secure the building and provide additional protection. Ms. Dillenberg agreed and commented that she was taking action to install the new security doors leading to the basement area.

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

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

**Motion seconded: By Vice-Chairperson DeWall.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 24<sup>th</sup> day of April 2006.**

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

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