

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING June 2006**

I. Call to Order-Chairperson Dreier called the meeting to order at 12:31 PM at the offices of the Appleton Housing Authority 925 W. Northland Ave.

Members' Present: Commissioners: Valerie Dreier, Edward Schmidt, and Raymond Barlow.

Members' Excused: Vice-Chair Sgt. DeWall.

Others present: Debra Dillenberg; AHA Executive Director, Richard Knudsen; Finance Manager, Jeff Gill; Homebuyer Manager, Mike Garrigan; Maintenance Supervisor, Donna Eggert; Senior Property Coordinator, and Betty Neau; Property Manager Washington Place.

Ms. Dillenberg asked Mike, Donna and Betty to introduce themselves to the board. Ms. Dillenberg provided information as to the employee's position and length of time with the AHA. Donna Eggert offered a tour of the properties. Chairperson Dreier commented that the AHA could hold a future board meeting at each facility in the near future to accommodate a tour.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of May 15, 2006 with no correction required.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

Chairperson Dreier called for a motion to amend the agenda to include a proposed revision to the Interest Charge on a Repayment Agreement under the Homebuyer Program. At that point, Jeff Gill, program manager explained that two homebuyer clients selling their homes for different reasons were presented with an unusual situation in that both homebuyers refinanced their home using an appraisal that is now substantially lower than the actual selling price. The clients are under obligation to repay the rehab loan upon selling the property. Due to insufficient funds from these sales, a repayment agreement would be implemented. A recommended lowering of the interest charge was requested.

Commissioner Schmidt made a motion to utilize an interest charge that would be consistent with 2% below prime. Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

II. Financial Report:

Rick Knudsen reviewed the program financial summary statements, combined balance sheet and combined operating statements for the period ending 2006. There was no unusual activity or questions.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

III. Approval of Bills:

Commissioners reviewed the expense summary that includes check sequence, vendors paid and expense justification. Rick Knudsen commented that check number 6504 represented a money transfer to First National Bank in the amount of \$200,000. Ms. Dillenberg inquired about check 6554 to Triumph Electric on behalf of Harmony Café'. Rick stated that Harmony Café' directly paid Triumph Electric, who in return paid us. Rick further commented that of the \$501,042.04 there were several large checks passed through the AHA under the HODAP Program in addition to the transfer of funds. Chairperson Dreier called for a motion to approve the bills in the amount of \$ 301,042.04 and the transfer of funds in the amount of \$200,000.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg stated that the boiler room ventilation at Washington Place required an adjustment to the controls as too much heat was being lost which caused problems for the residents. Ms. Dillenberg reiterated that the Maintenance Supervisor is responsible for the periodic review of the boiler room ventilation. Ms. Dillenberg commented that the salary comparability study is in process and should be available within 90 days for review.

V. New Business:

Chairperson Dreier presented Resolution 2006-12. Ms. Dillenberg reviewed the proposed Capital Fund Budget for 2006. The amount of \$253,814 represented 85% of the actual funding by HUD. Additional funding may be released by HUD at a later date. Ms. Dillenberg summarized the general description of work proposed and further requested approval to submit the proposed budget to HUD.

Motion to Approve Resolution # 2006-12: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

Chairperson Dreier moved on to Resolution 2006-13. Ms. Dillenberg provided an explanation of the request to amend the Section 8 Admin Plan to allow for an income preference over a zero income family or individual. This preference would not apply to those waiting for SS Benefits. Discussion followed. It was noted that although he was not in attendance, Vice-Chairperson DeWall provided

Ms. Dillenberg with his support of the preference to help alleviate the burden on the rental assistance program and promote a contribution by the tenant.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

V. Other Business:

Ms. Dillenberg commented that the content of the safety deposit box was inserted into the agenda packet. Ms. Dillenberg felt that the contents may be better suited in a fire-rated safe located in the administrative office. This would allow for easy access when necessary. Chairperson Dreier called for a motion to approve the purchase of a safe.

Motion to approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Ms. Dillenberg commented that the Annual Dinner is earmarked for September/October. The Annual Report will be incorporated into a calendar for use in 2007. Commissioner Barlow stated his support of a calendar report. Chairperson Dreier stated that she was looking forward to attending the NAHRO Convention and the educational opportunity to learn more about a commissioner's role and responsibilities.

With there being no further business before the board, Chairperson Dreier called for a motion to adjourn.

Motion to Adjourn: By Commissioner Schmidt.

Motion seconded: By Commissioner Barlow.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 24th Day of July 2006.

Debra Dillenberg, Board Secretary

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