

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

**Commissioner Attendees:**

Valerie Dreier, Chairperson  
Patrick DeWall, Vice-Chairperson  
Edward Schmidt, Commissioner  
Raymond Barlow, Commissioner

**Commissioners Excused:**

None

**Staff Present:**

Debra Dillenberg, Executive Director  
Richard Knudsen, Finance Manager

**Other:**

None

**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.

**Approval of Minutes:** Chairperson Dreier called for a motion to defer the minutes of September 2006 upon the request of Ms. Dillenberg.

**Motion to Defer: 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 board members. Rick requested that two members of the board participate on the finance budget committee for review of the draft budget for 2007. Ms. Dillenberg stated that a commissioner need not have a finance background and that this was a great opportunity to learn about how the budget is developed. Chairperson Dreier and Commissioner Schmidt volunteered with Vice-Chairperson DeWall for back-up. Chairperson Dreier called for a motion to approve the financial report.

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

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

**Motion carried: Yes.**

**III. Approval of Bills:**

With there being no questions, Chairperson Dreier called for a motion to approve. Motion to approve the September bills in the amount of 164,727.97 was made by Vice-Chairperson DeWall.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

**IV. Unfinished Business:**

Ms. Dillenberg finalized the agenda of the annual dinner and reviewed the final draft of the annual report to the community. Quotes for the calendar were reviewed with the board members for final print approval.

## **V. New Business:**

Chairperson Dreier brought forward the election of officers and requested nominations from the floor. Commissioner Barlow made a motion to retain the current officers as follows: Chairperson Valerie Dreier, Vice-Chairperson Patrick DeWall, and Secretary/Treasurer Debra Dillenberg. All nominees agreed to accept the term of office for another year.

**Motion to Approve the Election of Officers: By Commissioner Barlow.**

**Motion seconded: By Commissioner Schmidt.**

**Ayes:** DeWall, Barlow, Schmidt, Dreier.

**Nays:** None

Chairperson Dreier presented Resolution # 2006-17. Ms. Dillenberg presented the 2007 PHA Plan for review and discussion. Ms. Dillenberg provided a summary of the comments that were submitted by staff or residents. Discussion followed. Chairperson Dreier called for a motion to approve.

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

**Motion seconded: By Commissioner Schmidt.**

**Motion carried: Yes.**

Chairperson Dreier presented Resolution # 2006-18 Ms. Dillenberg reviewed the proposed 2007 Fair Market Rents also referred to as the Payment Standards under the Voucher Program. Ms. Dillenberg stated that the Housing Voucher Manager was requesting to use the full FMR levels for 2007. Ms. Dillenberg was concerned that the increasing HAP & Utility payment amounts may make a negative impact on the budget and further requested that a review of rents take place after six months into the process. Discussion followed. Vice-Chairperson DeWall recommended a three month review. Chairperson Dreier called for a motion to approve Resolution # 2006-18 with amendment to review HAP totals after a three month period. (April Review)

**Motion to Approve w/Amendment: By Vice-Chairperson DeWall.**

**Motion seconded: By Commissioner Barlow.**

**Motion carried: Yes.**

## **VI. Other Business:**

Chairperson Dreier called for motion to amend the agenda to include approval of the Crime Free Housing Initiative.

**Motion to Amend Agenda: By Vice-Chairperson DeWall.**

**Motion seconded: By Commissioner Barlow.**

**Motion carried: Yes.**

Discussion of the Crime Free Housing Initiative offered by the Appleton Police Department ensued. The initiative partnership was being sought for Oneida Heights and Washington Place, although Washington Place has not met the

guidelines to be considered. Chairperson Dreier called for a motion to approve the Crime Free Housing Initiative with the AHA.

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

**Motion seconded: By Commissioner Barlow.**

**Motion carried: yes.**

**Abstain: Vice-Chairperson DeWall.**

Ms. Dillenberg was pleased to announce that the Appleton Housing Authority was the recipient of an Award from Celebrating Abilities for the Summit Street Partnership. Ms. Dillenberg attended the award dinner with members of the collaboration and provided a short speech of thanks.

Ms. Dillenberg informed the board members that she has obtained \$8,000 of "in-kind" donations from our PR Consultant, Willems & Company on marketing programs for the AHA.

Ms. Dillenberg commented that she has met with Don Hietpas, Dale Hanson and Gary Vanness on a possible partnership with the Appleton School District's Home Construction class. Ms. Dillenberg will be working with HUD and the School District in formulating a plan of action. Commissioner Schmidt stated that he would provide his expertise in this area if needed.

Ms. Dillenberg stated that she has submitted a request to Mayor Hanna asking for the re-appointment of Commissioner Barlow and the new appointment of Kathy Groat.

It was mentioned that work orders were not being handled in a timely manner and that the Fire Alarms at the OH Annex were too loud. On the other hand Fire Alarms at OH were not loud enough. Ms. Dillenberg said she would speak to Mike about work orders and that the loudness of the fire alarms was to alert residents. Ms. Dillenberg would have staff follow up with these concerns.

**Adjournment:**

With there being no further business before the board, Chairperson Dreier called for a motion to adjourn the regular session of the commissioners meeting.

**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 20<sup>th</sup> Day of November, 2006**

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**Debra Dillenberg, Board Secretary**

**Seal**