

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING March 19, 2007**

Commissioner Attendees:

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

Commissioners Excused:

Kathy Groat, Commissioner

Staff Present:

**Debra Dillenberg, Executive Director
Richard Knudsen, Finance Manager**

Other:

Phil Gravelle, Oneida Heights Resident

I. Call to Order-Chairperson Dreier called the meeting to order at 12:30 pm at the offices of the Appleton Housing Authority 925 W. Northland Ave.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of February 19, 2007 as submitted with the following correction: Vice-Chairperson DeWall was excused from the meeting.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier welcomed Phil Gravelle, an Oneida Heights resident who requested to speak before the board. Mr. Gravelle commented that he was frustrated about receiving two fines for not removing his vehicle during the snow-plowing of the OH parking lot. Mr. Gravelle stated that he was not aware that he could have handled his concerns through Ms. Dillenberg. Ms. Dillenberg spoke on behalf of the commissioners and stated that she appreciated Mr. Gravelle taking the time to appear before the board, but since she just learned of the situation she would require a few days to review policy and get back to Mr. Gravelle. Mr. Gravelle commented he was agreeable to Ms. Dillenberg's request. The board members thanked Mr. Gravelle for sharing his concerns.

II. Financial Report:

Rick Knudsen reviewed the program financial summary statements, combined balance sheet and combined operating statements for the board members. The board members were informed that the annual independent financial audit was still in review.

Motion to approve: By Commissioner Barlow.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Rick presented and summarized the 2007 Public Housing Budget. Discussion followed. Commissioner Schmidt inquired about various expense items and energy saving methods. The board would like Rick to prepare an analysis of program income for the next meeting. It was acknowledged that the financial committee met in advance and reviewed the 2007 budgets to help streamline the process. Chairperson Dreier called for a motion to approve Resolution # 2007-006 Public Housing Budget.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Rick presented and summarized Washington Place (WP) Budget. Discussion followed. Comment was made that WP could be facing a deficient at the end of the year due to the high cost of maintenance and age of the building. Ms. Dillenberg stated that she will be meeting with M & I Bank and Landgraf Consulting on April 3rd to discuss potential solutions for the future of WP. Chairperson Dreier called for a motion to approve Resolution # 2007-007 Washington Place Budget.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

III. Approval of Bills:

Chairperson Dreier called for a motion to approve the February 2007 Billing Statement. Commissioner Schmidt commented that UBC Lumber and D & M Interiors had good reputations for conducting business, but made it clear he was not recommending anyone. Higher than normal water consumption at the scattered site units was discussed with it being noted that we will obtain and monitor average water usage for comparable homes. With no further questions or comments, motion to approve the Billing Statement in the amount of \$145,900.40 was made by Commissioner Barlow.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg attended the Municipal Services Committee meeting on March 13th. The committee approved the AHA to place a sign in front of the Washington Place circular driveway and recommend that this proposal is forwarded to council for final approval.

New Business:

Chairperson Dreier presented Resolution # 2007-005 approval of the 2006 PHAS/MASS Certification. Ms. Dillenberg provided a summary of the HUD Template that is used in grading a housing authority's performance under the public housing program.

Ms. Dillenberg was optimistic that the AHA would continue to receive a high-score.

Chairperson Dreier called for a motion to approve Resolution # 2007-005.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-008 Strategic Plan. Ms. Dillenberg stated that she drafted the strategic plan based upon the priority of the goals that were set by the board members. Ms. Dillenberg added the definition of objectives to follow each goal. Commissioner Barlow requested to defer the strategic plan until the next meeting. Chairperson Dreier called for a motion to defer Resolution # 2007-008.

Motion to Defer: By Commissioner Barlow.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-009 Disposition of Property. Ms. Dillenberg commented that she desires to sell "older" housing stock under the public housing program and replace with newer and less maintenance draining properties. Ms. Dillenberg further stated that board approval would allow her to further seek a property disposition plan approved by HUD. Discussion followed. It was noted that the housing unit at 514 Clark Street was the only housing unit being requested under a disposition plan.

Motion to Approve: By Commissioner Barlow.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier presented the monthly department reports. No questions followed and no action was taken.

Any other Business:

Ms. Dillenberg stated that she would hopefully be attending the PHADA Conference and ED Training in June. The WAHA/NAHRO Conference will be in April. Ms. Dillenberg and three staff members will be attending. Ms. Dillenberg will forward upcoming trainings for commissioners via email.

Adjournment:

With there being no further business before the board, Chairperson Dreier called for a motion to adjourn the regular meeting of the board of commissioners at 1:52pm.

Motion to Adjourn: By Vice-Chairperson DeWall.

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 30th day of April, 2007

_____ Debra Dillenberg, Board Secretary

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