

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING October 29, 2007**

Commissioner Attendees:

**Valerie Dreier, Chairperson
Patrick DeWall, Vice-Chairperson
Kathy Groat, Commissioner
Ed Schmidt, Commissioner**

Commissioners Excused:

Other: None

Staff Present: Debra Dillenberg; Executive Director, Richard Knudsen; Finance Manager and Aaron Hilbert; Executive Coordinator.

I. Call to Order-Chairperson Dreier called the meeting to order at 12:31 pm at the main office of the Housing Authority.

Approval of Minutes: Chairperson Dreier called for a motion to approve the minutes of September 17, 2007 as submitted by Ms. Dillenberg.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

II. Financial Report:

Aaron reviewed the comprehensive agency financial statements with the commissioners. Aaron commented that rent revenue under public housing has decreased while resident charges have increased. The operating subsidy increased from 79% to 83%. With no further questions, Chairperson Dreier called for a motion to approve.

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 September 2007 Billing Statement. Aaron reviewed checks written for the month of September with the commissioners and some discussion followed.

Motion to Approve in the amount of \$126,657.95: By Vice-Chair DeWall.

Motion seconded: By Commissioner Groat

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg provided an update of the AASD Home partnership stating that everything was going well. The Interior Design class and Graphic Art students were involved in contributing to the project. Commissioner Schmidt commented

on Ms. Dillenberg checking with Gary Vanness in regards to a 50% discount on exterior siding from a local vendor. It was also discussed that now would be an appropriate time for Ms. Dillenberg to inquire about a second potential project with the school district. Ms. Dillenberg will follow up.

Ms. Dillenberg informed the commissioners that it was difficult to keep the original date of November 13th for the annual lunch. It was proposed and agreed upon to set the annual meeting on the regular meeting date of December 17th.

New Business:

Chairperson Dreier presented Resolution # 2007-25 2008 Capital Funding Ms. Dillenberg briefly reviewed the proposed projects with the commissioners. Ms. Dillenberg stated that the proposed projects were estimations and would be revised when HUD approves the funding in 2008. Commissioner Schmidt commented that the proposed funding for the three stall garage seemed high. Ms. Dillenberg stated that the earlier estimations came from a previous architect and will be re-bid in 2008 if we move forward with the project.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution # 2007-26 Payment Standards for 2008. Chairperson Dreier called for a motion to approve the proposed payment standards for 2008 under the voucher program. Discussion followed. It was decided that the payment standards were in order and approved.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented Resolution 2007-27 Re-opening of the Voucher waiting list. Ms. Dillenberg commented that the section 8 staff had been processing several applications resulting in a decrease of applicant numbers. It was recommended to re-open the waiting list effective January of 2008.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented Resolution 2007-28 Utility Allowance. Ms. Dillenberg reviewed the revised utility charts with the commissioners and stated that Kim Esselman completed the utility analysis as mandated by HUD. The results produced a slightly higher utility allowance for participants. Chairperson Dreier called for a motion to approve as submitted.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Chairperson Dreier presented Resolution 2007-29 Board Policy. Ms. Dillenberg pointed out revisions and recommended additions to the board policy section 2. Commissioner Groat inquired about an electronic communication policy. Ms. Dillenberg stated that she has not completed all sections of the board policies and will take Commissioner Groats comments into consideration.

Motion to Approve: By Commissioner Groat.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Chairperson Dreier presented Resolution 2007-31 WP Revised Lease. Ms. Dillenberg explained that the lease revisions were minor in language detail and recommended by WHEDA through their review. With no questions, Chairperson Dreier called for a motion to approve.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented Resolution 2007-32 Inventory Consultant. Ms. Dillenberg stated that she was requesting approval for the services of an asset inventory consultant. The services engaged would be comprehensive in creating inventory software, tagging items with serial numbers and obtaining photos of all assets of the Authority at all three facilities.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Groat.

Motion carried: Yes.

Chairperson Dreier presented Resolution 2007-33 Vehicle/Driver Policy. Ms. Dillenberg reviewed the proposed Policy with the board members. Discussion followed. Vice-Chairperson DeWall commented that employee liability insurance should have a dollar amount minimum set to it. Ms. Dillenberg agreed.

Motion to Approve: By Commissioner Schmidt.

Motion seconded: By Vice-Chairperson DeWall.

Motion carried: Yes.

Ms. Dillenberg highlighted areas of the various Department Reports. With no questions asked, Chairperson Dreier called for a motion to approve.

Motion to Approve: By Vice-Chairperson DeWall.

Motion seconded: By Commissioner Schmidt.

Motion carried: Yes.

Any other Business:

Ms. Dillenberg informed the board members of her visit to WHEDA to further discuss the plans for the future of Washington Place. After discussion followed, it was noted that the Tax Credit application would be submitted in 2009.

Ms. Dillenberg commented that she was in receipt of a housing discrimination complaint filed against the AHA by a former Washington Place resident. Discussion followed. Ms. Dillenberg will respond to the complaint after she completes an investigation into the matter.

Ms. Dillenberg informed the board about conducting an applicant survey to assist in determining who our clients are and their needs. Commissioner Groat indicated that UWGB may be able to help in a survey since they performed one in Green Bay and will look into obtaining information for Ms. Dillenberg.

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.

Motion to Adjourn: By Vice-Chairperson DeWall.

Motion seconded: Commissioner Schmidt.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 19th day of November 2007

_____ **Debra Dillenberg, Board Secretary**

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