

**APPLETON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING May 18, 2009**

Commissioner Attendees:

Ed Schmidt; Chairperson

Kathy Groat; Vice-Chairperson

Val Dreier; Commissioner

Commissioner Excused: Patrick DeWall and Judy Lange

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

I. Call to Order-With a quorum of the board being in attendance, Chairperson Schmidt called the meeting to order at 12:30 pm.

Approval of Minutes: Chairperson Schmidt called for a motion to approve the minutes of May 18, 2009 as submitted with no corrections.

Motion to Approve: By Commissioner Dreier.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

II. Financial Report:

Aaron reviewed the comprehensive agency financial statements for all programs for the period January through May 31, 2009. Review included Cash & Investments, Financial Summaries for Public Housing, Section 8, Washington Place and other Programs. Aaron stated that the net income for public housing and Washington place was currently higher than budgeted and there was a \$5,000 gain on the sale of the old tractor. Discussion followed. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

Motion to Approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

III. Approval of Bills:

Expenditures for the month of May 2009 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #10972 through #11074. Clarification was provided for check# 11001 to Superior Chemical, check# 11004 to TriCity Glass & Door, check # 11030 to the City of Appleton and check # 11023 for community resource fair gift bag seeds. Chairperson Schmidt called for a motion to approve the bills.

Motion to Approve \$ 176,316.28 By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

IV. Unfinished Business:

Ms. Dillenberg briefly summarized the latest events in regards to the proposed Tax Credit application. Progress is being made in securing a new site.

V. New Business:

Chairperson Schmidt presented Resolution #2009-10 Approval of Educational Scholarship. Ms. Dillenberg explained that the Wisconsin Association of Housing Authorities (WAHA) invites PHA Districts to submit applications for a \$1,000 Scholarship awarded to a public housing resident. The AHA is in District 3 and submitted one application. The application was not selected to move forward. However, it is the practice of the AHA to award a local \$500.00 Educational Scholarship to an eligible PH tenant in good standing. Discussion followed. Chairperson Schmidt called for a motion to approve awarding a scholarship in the amount of \$500.00.

Motion to Approve Resolution # 2009-10: By Commissioner Lange.

Motion seconded: By Commissioner Dreier.

Motion carried: Yes.

Chairperson Schmidt presented Resolution #2009-11 Selection of Architect. Ms. Dillenberg tallied the scores provided by the evaluation/review committee and summarized the capacity of three companies that submitted A/E Proposals for the 2009 Capital Fund Program. Discussion followed. The proposal scoring the highest was Martenson & Eisele, Inc. Ms. Dillenberg will follow up with price. Chairperson Schmidt called for a motion to approve the firm of M & E.

Motion to Approve: By Commissioner DeWall.

Motion seconded: By Vice-Chairperson Groat.

Motion carried: Yes.

Abstain: Chairperson Schmidt.

Chairperson Schmidt brought forward the AASD Home Partnership occupancy selection and asked Ms. Dillenberg for a summary. Ms. Dillenberg stated that there were two entities under review for board approval. Discussion followed. It was noted that the Housing Authority provides a preference for a working family and in following that policy, a motion to uphold our preference was called for approval in the selection of a tenant for the AASD Partnership Home.

Motion to Approve: By Commissioner Dreier.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Chairperson Schmidt asked Ms. Dillenberg to provide an update on the Neighborhood Stabilization Program. Ms. Dillenberg commented that the State has not released funding contracts but technically approved funding levels. The site earmarked for potential purchase by the AHA has been sited by the city as blighted property which meets the eligibility requirements of the grant.

Ms. Dillenberg informed the board that the federal appropriations grant application to Senator Kohl's office has moved forward to the next approval level.

Ms. Dillenberg informed the board that the Housing Authority was approached to submit an application for Housing Prevention-Rapid Re-Housing funds. The City of Appleton would be the lead applicant with the AHA, Salvation Army, Emergency Shelter and Leaven as sub-recipients of the grant.

Ms. Dillenberg announced that the AHA was deemed "High-Performer" under the SEMAP ranking system of HUD.

Ms. Dillenberg briefly reviewed the department reports with the commissioners. After review and discussion, Chairperson Schmidt called for a motion to approve all department/program reports as submitted.

Motion to approve: By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Any other Business:

It was announced that Habitat for Humanity received a donated postage machine from the Appleton Housing Authority.

Adjournment:

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

Motion to Adjourn: By Vice-Chairperson Groat.

Motion seconded: By Commissioner DeWall.

Motion carried: Yes.

Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 15th Day of June, 2009.

Debra Dillenberg, Board Secretary

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