

**APPLETON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING June 28, 2010**

**Commissioner Attendees:**  
Ed Schmidt; Chairperson  
Val Dreier; Commissioner

Patrick DeWall; Commissioner  
Judy Lange; Commissioner

**Commissioner Excused:** Kathy Groat; Vice-Chairperson

**Staff Present:** Debra Dillenberg; Executive Director, Aaron Hilbert; Executive Finance Coordinator, Richard Knudsen; Finance Manager, John Thode; Horizon Development, Randy Stadtmueller; Eagle Flats Development.

**I. Call to Order-**With a quorum of the board being in attendance, Chairperson Schmidt called the meeting to order at 12:34 pm.

Introductions were made around the table.

**Approval of Minutes:** Chairperson Schmidt called for a motion to defer the minutes of May 17, 2010.

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

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

**II. Financial Report:**

Aaron reviewed the comprehensive agency financial statements for all programs for the period ending May 31, 2010. Review included Cash & Investments, Financial Summaries for Public Housing, Operating Reserve Accounts, Variances, Section 8, Washington Place and other Programs. Discussion followed. Aaron stated that overall cash investment was at its highest level. The AHA received an additional \$51,800 in set-aside funds under the Housing Choice Voucher program. Admin fees were down in the Homebuyer program. Public Housing revenue was up due to 99% occupancy levels. Chairperson Schmidt called for a motion to approve all financial reports as submitted.

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

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

**III. Approval of Bills:**

Expenditures for the month of May 2010 were reviewed by the commissioners with Aaron summarizing various expenses in detail. Check detail #12629 through #12760 was provided and reviewed by the commissioners. Check summary was provided for check # 12727 to the City of Appleton for repayment

of rental rehab loan funds for Washington Place. Aaron provided a description clarification for check #12722, #12723, and #12649. Chairperson Schmidt called for a motion to approve the bills as submitted.

**Motion to Approve \$145,317.21: By Commissioner DeWall.**

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

#### **IV. Unfinished Business:**

Chairperson Schmidt declared there was no unfinished business.

#### **V. New Business:**

Chairperson Schmidt brought up Resolution #2010-10 and asked Ms. Dillenberg to explain. Ms. Dillenberg summarized the proposed economic & operating structure of Riverwalk. John Thode further explained how the structure would work. Randy Stadtmueller explained the environmental process, working with the DNR and structure of Eagle Flats Development. Ms. Dillenberg commented that the proposed budget was considerably reduced under the new structure and that she had concerns over the dollar amount of the reserve required under the section 8 contract as it was more than the budget proposed by Horizon. Ms. Dillenberg also stated that she was not fond of the development fee split but understood that Eagle Flats needed funds to develop the land. Discussion followed.

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

**Motion seconded: By Commissioner Lange.**

**Motion carried: Yes.**

Chairperson Schmidt presented Resolution #2010-11 Capital Fund Program 2010. Ms. Dillenberg requested board approval of the HUD formulated 2010 budget of \$276,129 for the Cap Fund program. Some discussion followed.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Ms. Dillenberg stated that the AHA has received formal approval of the VASH Voucher program and funds in the amount of \$198,372 have been budgeted. The program will be administered in partnership with the Milwaukee Veterans Administration Facility who will refer all families/individuals to the AHA. The VA is pending the hire of a local coordinator to administer the program.

Ms. Dillenberg provided a summary of the school build duplex noting that two handicap individuals were pending occupancy approval for the two units. Considerable attention through media outlets were highly successful. A new brochure was developed by Willems & Company for marketing purposes.

Ms. Dillenberg stated that the ARRA Capital Project at Oneida Heights was wrapping up nicely. All a/c units have been installed and the parking lot at OH and the main office was almost complete. The project is on target.

Ms. Dillenberg requested approval to revise the language under the ACOP to implement a ~~No~~ Pet Policy+in the newly constructed public housing units. Discussion followed. It was noted that the policy would exclude a service animal required for a disabled/handicap individual.

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

**Motion seconded: By Commissioner DeWall.**

**Motion carried: Yes.**

Ms. Dillenberg reviewed the following department reports with the commissioners: Housing Choice Voucher, Public Housing, Washington Place, Oneida Heights, Maintenance Report, Family Self-Sufficiency, Public Health Nurse Report, and TBRA. The Homebuyer Report was deferred due to transition of new staff in that department.

**Any other Business:**

Ms. Dillenberg provided the commissioners with information on the Leo Dower ED/Commissioner training in September. Ms. Dillenberg informed the board that the house purchased by the AHA has sold at auction with a recoup of the funds owed to the AHA pending a closing with the new owners.

**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 Commissioner DeWall.**

**Motion seconded: By Commissioner Dreier.**

**Motion carried: Yes.**

**Certification: I hereby certify that the foregoing minutes were duly adopted by the Board of Commissioners this 19<sup>th</sup> Day of July, 2010.**

\_\_\_\_\_ **Debra Dillenberg, Board Secretary**  
Seal