

**City of Burlington Housing Authority
Riverview Manor
June 20, 2013**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, June 20th, 2013 at 6:00 p.m. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager Eileen Olson also present.

Minutes from the regular monthly meeting on May 16th and special meetings of May 28th, May 29th, and June 11th, 2013 were dispersed and reviewed by board members. Vice Chairman Stubley made a motion to approve the minutes for the May 16th meeting, and special meetings of May 28th, 29th, and June 11th as presented with corrections to delete the word Resident from the title for Mrs. Olson changing the title to Manager Olson. The motion was seconded by Stoehr and approved.

FINANCIAL REPORT:

Reserve Account balances as of May 31, 2013
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 18 on the waiting list for 1 bedroom units and 4 for 2 bedroom units.

BUILDING AND MAINTENANCE:

A bid in the amount of \$2,275.00 from Bieneman Tree Service was received for removal and clean-up of 13 trees including ash, maple and pine trees on the grounds at Riverview Manor. After board discussion, a motion was made by Heck to accept the bid, seconded by Iselin and carried unanimously. A second proposal was tendered to trim 63 trees and remove an additional 5, this will require 2 additional bids and will be included in the budget for 2014.

The board approved the window cleaning by Chuck's Window Cleaning and Artistic Carpet Cleaning Service for cleaning hallways, community room, lobby and stairways at RVM.

DM Ketterhagen Builders were contacted to inspect exterior doors and related cement work on the north side patio.

The Board discussed needed parking lot repairs and decided to table the issue until bids were secured.

COMMUNICATION

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS

The board discussed the request from the assistant manager for additional hours and decided that no additional hours are necessary at this time.

UNFINISHED BUSINESS

Waiting further information regarding the MPR Program.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stublely, seconded by Heck and carried unanimously. Meeting adjourned at 7:40 P.M. The next monthly meeting has been tentatively scheduled for July 11th, 2013.



Ralph Heck, Secretary