

**City of Burlington Housing Authority
Riverview Manor
October 17, 2013**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, October 17th 2013 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the special meeting of September 20th and the regular monthly meeting on September 25th were reviewed and approved with a motion by Stublely, seconded by Stoehr, motion carried unanimously

FINANCIAL REPORT:

**Reserve Account balances as of September 30, 2013
(See statement balance sheet)**

OCCUPANCY REPORT:

Manager Olson reported 26 on the waiting list for 1 bedroom units and 9 for 2 bedroom units, 3 of the 9 waiting for a 2 bedroom unit would consider 1 or 2 bedroom units.

BUILDING AND MAINTENANCE:

A proposal was received from Arbor Images for tree trimming away from the building and was approved on a motion by Stoehr, seconded by Iselin. Complete Tree Service has been approved previously to trim trees closest to the building at a later date.

A three (3) year contract was received from Koch Kuts for lawn service and snow removal and after discussion by board members, motion was made by Heck, seconded by Stoehr to accept the 3 year contract as proposed. Motion carried unanimously.

No further update on the MPR program due to the shut down of government offices.

Additional book shelves will be added in the library at Riverview. Material will be purchased from Menards and a RVM resident's son has generously offered to build and install the shelves.

Burlington Fire Chief did the annual inspection at Riverview Manor and spoke to residents about fire safety.

COMMUNICATION

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

NEW BUSINESS

A motion made by Stublely and seconded by Stoehr to accept the tendered resignation from Office Assistant, Debbie Ratkowski effective October 29th. Motion was approved unanimously by board members.

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Stublely, seconded by Stoehr and carried unanimously. Meeting adjourned at 7:45 P.M. The next monthly meeting has been tentatively scheduled for November 20th, 2013.


Ralph Heck, Secretary