

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
June 21, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Tuesday, June 21, 2016 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 Iselin, Commissioner Heck, Commissioner Merten and Manager Eileen Olson. Officer Barrows from the BPD was also present.

Minutes from the regular monthly meeting held May 19, 2016, were reviewed and approved as written with a motion by Stubley, seconded by Merten, and carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of May 31, 2016. (See statement balance sheet).

**OCCUPANCY REPORT:**

Manager Olson reported 58 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Manager Olson has received two bids for soft starts for the elevators. She is waiting for additional bids to arrive.

H.J. Faust will be performing routine maintenance on all air conditioning units in the common areas on June 28<sup>th</sup>.

All of the exterior lighting has been ordered and is expected to arrive on July 11<sup>th</sup>. Kuchenbecker Electric will install the new fixtures.

Chuck's Window Service is scheduled to wash the exterior of all windows on July 18<sup>th</sup> and 19<sup>th</sup>.

Manager Olson will contact Pieter's Home Improvement to survey whether we need to strip and re-wax the VCT tiles in the Community Room. This work is typically done annually during the summer.

Vic is cleaning the carpets in the common areas, with the exception of the stairwells.

A motion was made by Merten and seconded by Iselin to accept the bid of D.M. Ketterhagen in the amount of \$3,958.50 to replace the exterior door on the east end of the building.

Manager Olson is asking for quotes for removal of the Maple Tree at the Southeast wing and several other dead trees and brush along the property lines.

**COMMUNICATION**

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

Manager Olson presented information to the board regarding rent assistance allocations and a change in Federal and State procedures.

**NEW BUSINESS**

Manager Olson presented the board with several resumes that were received in response to the ad for our part-time position. Manager Olson will be scheduling interviews with those applicants the board determined best matched the skills and experience essential for the position and the flexibility required for the on-site role.

**UNFINISHED BUSINESS**

None

**OTHER BUSINESS:**

Manager Olson and Officer Barrows informed the board about an incident involving the minor guest of one of the residents. Board members requested that this minor is to be supervised when he is visiting Riverview Manor. Any minors should not be unattended per the Occupancy Rules and Regulations.

There were no resident comments.

**ADJOURNMENT**

There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 8:20 P.M. The next monthly meeting has been tentatively scheduled for July 12, 2016 at 6:00 P.M.

  
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Kelly Iselin, Secretary