

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
July 12, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Tuesday, July 12, 2016 at 6:10 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stublely, Secretary Iselin, Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held June 21, 2016, were reviewed and approved as written with a motion by Stublely, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of June 30, 2016. (See statement balance sheet).

OCCUPANCY REPORT: Manager Olson reported 61 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

BUILDING AND MAINTENANCE: A motion was made by Heck and seconded by Iselin to accept the bid of Otis Elevator in the amount of \$5,600 (\$2,800 per elevator) to install soft starts in both elevators. Motion carried unanimously.

Manager Olson received a quote from Mays Insurance to add Coverage C (increased cost of construction) to our policy for \$101 per \$100,000 of coverage annually. A motion was made by Stublely, seconded by Heck, to add this coverage in the amount of \$200,000. Motion carried unanimously.

Kuchenbecker Electric will install the exterior lighting this week.

Manager Olson provided a spreadsheet documenting the different bids she received for trimming the buckthorn and brush at the edge of the river and removing several trees on the property. A motion was made by Stublely, seconded by Merten to accept the bid from Arbor Images in the amount of \$6,225. Motion carried unanimously.

The carpet shampooer needed some minor repairs and is expected to be returned on July 13th.

A motion was made by Stublely and seconded by Iselin to allow Manager Olson to spend up to \$6,000 to have blinds installed in most units after September 1st. Motion carried unanimously.

Manager Olson received a price from Tyco to upgrade our security system and install more cameras. She will obtain more bids.

There were requests from residents to allow a vending machine in the building. After discussion, the board decided this will not be allowed.

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

Manager Olson recently ran a half page ad in Our Town Magazine. Additionally, a motion was made by Heck and seconded by Merten to purchase one hundred 2017 planners at a cost of \$246.47 with Riverview Manor's contact information imprinted on the covers. Motion carried unanimously.

NEW BUSINESS: None

UNFINISHED BUSINESS: None

OTHER BUSINESS: There were no resident comments.

ADJOURNMENT: There being no further business, motion to adjourn was made by Iselin, seconded by Heck, and carried unanimously. Meeting adjourned at 7:30 P.M. The next monthly meeting has been tentatively scheduled for August 18, 2016 at 6:00 P.M.



Kelly Iselin, Secretary