

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
August 18, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 18, 2016 at 6:15 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.

Minutes from the regular monthly meeting held July 12, 2016, were reviewed and approved as written with a motion by Stubley, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of July 31, 2016. (See statement balance sheet).

OCCUPANCY REPORT: Manager Olson reported 61 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The buckthorn and brush at the edge of the river were removed, greatly improving the view of the river.

The exterior lighting has been installed.

Manager Olson accepted the proposal of Otis Elevator for the soft starts. No date has been scheduled for the installation.

Blinds will be installed on the units with west and south exposure after September 1st, no definite date has been set for installation.

Kathy Zurawski from Rural Development will be visiting Riverview Manor on August 30th to discuss removing excess funds from Reserve tied to the MPR Project.

The landscaping work on the Northwest side of the building will begin after September 1st.

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

Manager Olson received bids from D.M. Ketterhagen for concrete work on various sections of the building. Not all bids were items for 2016-2017 budget year.

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

NEW BUSINESS: A motion was made by Heck and seconded by Iselin to send Manager Olson and Chairman Lapp to the WI-CARH Conference in Baraboo on 11/3/16. They may choose to send another employee as well. Motion carried unanimously.

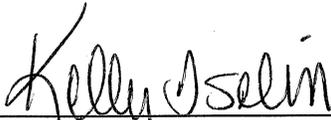
OTHER BUSINESS: Manager Olson received approval from Rural Development of the Proposed 2016-2017 budget, including increases in compensation ranging from 2-5% for Riverview Manor employees.

Manager Olson will continue to search for someone with qualifications to fill the Manager Assistant position.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stublely, seconded by Merten, and carried unanimously. Meeting adjourned at 7:35 P.M. The next monthly meeting has been tentatively scheduled for September 15, 2016 at 6:00 P.M.



Kelly Iselin, Secretary