

**Housing Authority of City of Burlington, Wisconsin
Riverview Manor
November 16, 2016**

The regular monthly meeting of the Housing Authority of City of Burlington, Wisconsin was held on Wednesday, November 16, 2016 at 6:05 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting held October 13, 2016, were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.

FINANCIAL REPORT:

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

OCCUPANCY REPORT:

Manager Olson reported 60 on the waiting list for 1 bedroom units and 11 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Manager Olson received a quote from Mather's to re-roof the shed for \$800. She will look into getting other quotes and grant the contract to the lowest bidder. A motion was made by Merten and seconded by Iselin to accept the lowest bid for the shed roof; motion carried unanimously.

Manager Olson signed a 3-year contract with Koch Kuts through Summer 2019.

Mail boxes for fully accessible units are on the end, against the wall, making it difficult to access them from a wheelchair. There has been damage to the drywall from the chairs, but moving the mailboxes does not seem to be an option. Manager Olson will look into what can be done to avoid wall damage.

Manager Olson will contact Light Ideas USA for quotes on new furniture for the main lounge. This is the vendor who supplies furnishings for hospitals, nursing homes, and group living (special coated fabrics).

The outlets in the parking lot are not working. Manager Olson is looking into possible solutions to the problem.

There is a leak in a boiler in mechanical room #2. A motion was made by Merten and seconded by Heck to order a replacement heat exchanger under warranty; motion carried unanimously.

COMMUNICATION

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

The annual audit for budget year 2015-2016 is in process.

NEW BUSINESS

None

UNFINISHED BUSINESS

None

OTHER BUSINESS:

City of Burlington Fire Inspector Wes Minor gave a fire and safety presentation 11/16/16 which was well received by the residents.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:25 P.M. The next monthly meeting has been tentatively scheduled for December 8, 2016 at 6:00 P.M.



Kelly Iselin, Secretary