

**City of Burlington Housing Authority
Riverview Manor
January 16, 2014**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, January 16th, 2014 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 Stoehr, Manager Eileen Olson, and guest Chris Hand of Wisconsin Management Company. Commissioner Iselin was excused.

Minutes from the regular monthly meeting held on December 19th were approved with a motion by Stublely, seconded by Stoehr, motion carried unanimously

FINANCIAL REPORT:

Reserve Account balances as of December 31, 2013
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 24 on the waiting list for 1 bedroom units and 7 for 2 bedroom units. Manager Olson recommended additional advertising reaching out to markets beyond the local community, Delavan and Elkhorn were a few of the areas suggested. She will research a suitable mailing brochure.

BUILDING AND MAINTENANCE:

The 4 Tyco Security cameras will be installed February 6th and 7th.

A resident at Riverview Manor requested a platform be installed under a washer in laundry area in Phase II on second floor due to a medical problem. Manager Olson will discuss with Coin Laundry.

After board discussion, a motion was made by Heck, seconded by Stoehr and carried unanimously to replace the water heater in Phase I with a Rheem unit purchased from Solofra P&H. The AO Smith heater was no longer functioning and AO Smith declined any compensation on it due to it was 3 month out of warranty.

Manager Olson informed the board that all tree trimming has been completed.

Three of the suite phones in resident units are not working properly. The Elvox system is considered obsolete. Manager Olson is working with WPI Communications to resolve the problem.

Manager Olson spoke to board members regarding the lack of a 911 notice to the fire department when a fire alarm is activated at RVM.

COMMUNICATION

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

A letter was sent to Koch Kuts regarding response time in bad weather conditions after 2 separate incidents when 3 residents fell and rescue squad was called due to the icy conditions at Riverview Manor.

NEW BUSINESS

Chris Hand of Wisconsin Management Company spoke to board members regarding information to assist RVM in the upcoming MPR program and rehab. He spoke about items of concern and consideration such as hiring an architect general contractor or construction manager, the opportunity to use energy rebates, tax exempt materials, whether to bid all components of construction separately etc.

Manager Olson spoke to board members regarding contact from an individual interested in applying for part time work in maintenance at RVM. He forwarded a resume that included strong recommendations by references. After discussion with board members, they authorized Manager Olson and Chairman Lapp to interview him and hire him if they felt he met the required qualifications.

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Stublely and carried unanimously. Meeting adjourned at 8:50 P.M. The next monthly meeting has been tentatively scheduled for February 13th, 2014.


Ralph Heck, Secretary