

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
July 17, 2014**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, July 17th, 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 Iselin, Commissioner Stoehr and Manager Eileen Olson present.

Minutes from the regular monthly meeting of June 19th and minutes from the special meeting held on July 10th were approved with a motion by Stublely and seconded by Stoehr, motion carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of June 30, 2014
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 34 on the waiting list for 1 bedroom units and 6 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The chemical treatment by ChemTech for boiler water has been delayed due to a shipping error of housing for one filter. The treatment will be completed when housing is received.

Manager Olson presented the proposal received from WPI Communication System, Inc. for the Elvox System to replace the main panel and 93 handsets utilizing the existing wiring. A motion was made by Heck, seconded by Iselin to accept the proposal in the amount of \$13,312.00 that included utilizing the existing wiring providing that in the event new wiring is required, the cost of replacing the wiring may not exceed \$10,000.00.

Board members approved the removal of the dead shrubs in front of RVM but not to replace them until later due to the upcoming construction at RVM.

(MPR UPDATE)

Manager Olson went through the preliminary drawings with board members discussing items considered for replacement including refrigerators, stoves, exhaust fans, cabinets etc;

Window treatments will also be included and board members indicated their preference for blinds in lieu of drapes. Units will receive replacement of items on a "needs basis".

Manager Olson made inquiries regarding availability and costs for relocating the residents at area motels and hotels and what is included. Some include breakfast and microwaves and/or refrigerators. There will be a resident meeting to explain and discuss the relocation process.

Bids will be let out in the near future.

COMMUNICATION

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

NEW BUSINESS

UNFINISHED BUSINESS

Management plan and pet policy updates are still priority items and being discussed.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoehr, seconded by Heck to adjourn and carried unanimously. Meeting adjourned at 7:55 P.M. The next monthly meeting has been tentatively scheduled for August 21st, 2014


Ralph Heck, Secretary