

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
August 21, 2014**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 21st, 2014 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stuble, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Manager Eileen Olson present.

Minutes from the regular monthly meeting of July 17th were approved with a motion by Stoehr and seconded by Iselin, motion carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of July 31, 2014
(See statement balance sheet)

OCCUPANCY REPORT:

Manager Olson reported 39 on the waiting list for 1 bedroom units and 6 for 2 bedroom units.

BUILDING AND MAINTENANCE:

WPI Communication System Inc. will be installing the handsets along with the keypad for the access system the week of September 2nd.

The office door locks has been recently changed.

A new P K Boiler relay switch has been installed and the boiler is up and running.

Board members approved the purchase of a digital camera before the renovation begins.

(MPR Update)

Bid notices are scheduled to be run in issues of Racine Journal and the local Standard Press under "Legal Notices". Sealed Bids for refurbishing the units at RVM to include 12 units for "Accessible Units". Bids will be received by HACBW at RVM until 2:00 P.M. September 16, 2014.

Manager Olson informed board members the manner in which residents will be moved, how their personal items and furniture will be handled, and what their responsibilities will be. The plan is to use vacant units whenever possible and renovation is scheduled to be done in 13 phases.

COMMUNICATION

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

NEW BUSINESS

Motion was made by Stublely, seconded by Iselin to approve ads for 2 publications @ \$50.00 each for Breast Cancer Awareness which is the month of September and Fire Prevention which is October 5th. – 11th. in Firefighters Magazine.

A motion was made by Stoehr and seconded by Iselin to add Charles Stublely and Ralph Heck as signers to the Housing Authority of the City of Burlington, Wisconsin - Riverview Manor Operation & Maintenance Deposit Acct. at Chase Bank on account number ending with #0898. Patricia Lapp and Eileen Olson to remain as signers on this account as previously listed.

Signers on the Housing Authority of the City of Burlington, Wisconsin - Riverview Manor Residents Security Deposit Acct. at Chase Bank ending with #5720 to remain the same.

Signers on the Housing Authority of the City of Burlington, Wisconsin – Riverview Manor Escrow Account at Chase Bank ending with #0901 to remain the same.

At 7:30 Manager Olson was excused and the board went into a closed session for the purpose of discussion of promotion, compensation and performance of employees.

At 7:55 the board came out of the closed session and continued with the regular meeting approving raises as follows: Manager Eileen Olson salary will increase to \$36,000.00 annually, Office employees, Jackie Bouton wage will increase .50 per hour and Margaret Schaefer's wage increase .25 per hour. Maintenance employee Victor Rubach wage will increase .50 per hour.

UNFINISHED BUSINESS

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoehr, seconded by Iselin to adjourn and carried unanimously. Meeting adjourned at 8:15 P.M. The next monthly meeting has been tentatively scheduled for September 18th, 2014.


Ralph Heck, Secretary


Patricia Lapp, Chairman