

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
September 25, 2014**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, September 25th 2014 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting of August 21st were approved with a motion by Stubley and seconded by Stoehr, motion carried unanimously.

FINANCIAL REPORT:

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

OCCUPANCY REPORT:

Manager Olson reported 43 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

BUILDING AND MAINTENANCE:

WPI Communication System Inc. has installed the new access system. Manager Olson is looking into a more simplified entrance system for the main entry.

PBBS adjusted the invoice with a credit of approximately \$700.00 on boiler labor and parts due to lack of information when the initial proposal was made.

Manager Olson and board members discussed the Otis elevator and safety items that are not currently installed. No action taken but Manager Olson will obtain information regarding such items including phone and alarms.

(MPR Update)

Bids have been received from two moving companies and after discussion it was suggested that a third company be contacted.

As many residents as possible will be relocated in the vacant units at Riverview Manor when construction begins. The Rainbow Motel confirmed the availability for any remaining residents who must be moved to an outside facility.

Manager Olson stated that there will be some storage available on site and television will be available in common areas. She will also work with tenants who have Life Alert or use similar programs.

The board will meet in a special session on Monday October 1st. to review bids submitted for the refurbishing at RVM.

COMMUNICATION

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

NEW BUSINESS

A motion was made by Heck, seconded by Stoehr to approve Manager Olson and Chairman Lapp attendance at the WI-CARH Conference in Wisconsin Dells on November 18th.

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 8:00 P.M. The next monthly meeting has been tentatively scheduled for October 22nd.


Ralph Heck, Secretary