

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
October 22, 2014**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, October 22nd, 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 also present.

Minutes from the regular monthly meeting of September 25th were approved with a motion by Stublely and seconded by Stoehr, motion carried unanimously. The special meeting to review bids for refurbishing at RVM previously scheduled for October 1st was cancelled.

FINANCIAL REPORT:

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

OCCUPANCY REPORT:

Manager Olson reported 44 on the waiting list for 1 bedroom units and 9 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Bids received from Bieneman Tree Service for removal of 1 pine tree and 11 ash trees in the amount of \$3,950.00 was approved with a motion by Heck, seconded by Stoehr, motion carried unanimously.

Manager Olson spoke to our Otis elevator technician regarding upgrades to the elevators. The technician recommended installing a phone in the elevator at RVM for trouble calls that go directly to Otis Elevator. He also suggested we inquire about a special fire and smoke alarm that will allow emergency personnel to override using the elevator to carry equipment to the second story, an electric eye on elevator door to sense that someone is still entering or exiting, and a position indicator in the elevator that is currently not functioning. Manager Olson will obtain further information regarding these items.

(MPR Update)

Project bid received was over budget. Some of the item changes suggested to lower the costs included reducing the number of the accessible units, eliminate blinds, a