

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
November 12, 2014**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, November 12th, 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 also present.

Minutes from the regular monthly meeting of October 22nd and the special meeting of October 28th were approved with a motion by Iselin and seconded by Stubley, motion carried unanimously.

FINANCIAL REPORT:

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

OCCUPANCY REPORT:

Manager Olson reported 45 on the waiting list for 1 bedroom units and 9 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Board member discussed the bid from Otis Elevator in the amount of \$8,800.00 for direct phone lines in each elevator and a photo eye on each elevator door. Approved on a motion by Iselin, seconded by Stoehr.

A motion was made by Heck, seconded by Stoehr to purchase kick-plates in the amount of \$1,472.92 for resident unit doors to alleviate damage from wheel chairs and walkers.

(MPR Update)

Manager Olson informed the board members that a pre-construction meeting is scheduled for November 17th with actual work scheduled to begin December 8th. The counter tops, tile and carpet have been selected and to be ordered shortly.

Scheduling of draws from project manager will be done on a per unit basis.

Breakfast will be provided for the residents on the day they are moved out of their unit.

Refrigerator and stoves from the units can be purchased at \$50.00 per appliance.

Riverview Manor part-time employees that are requested to work on a Saturday and/or Sunday will be paid time and a half per board approval.

COMMUNICATION

A letter of resignation was received from Commissioner Stoehr effective 12/31/2014.

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

NEW BUSINESS

Patrick Romenesko, CPA is scheduled to begin the annual audit at RVM on November 13th.

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 7:35 P.M. The next monthly meeting has been tentatively scheduled for December 17th.


Ralph Heck, Secretary