

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

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, December 17<sup>th</sup>, 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.

Patrick Romenesko, CPA presented the board members with the annual audit to review for year ending August 31, 2014.

Minutes from the regular monthly meeting of November 12<sup>nd</sup> were approved with a motion by Stublely and seconded by Stoehr, motion carried unanimously.

**FINANCIAL REPORT:**

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

**OCCUPANCY REPORT:**

Manager Olson reported 48 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Board members discussed the bids received for the elevator direct phone lines and photo eye on the elevator doors. The first bid was from Otis Elevator in the amount of \$8,800. Due to the bid over \$5,000. three bids were required. The Braun bid was \$6,800 and Kone \$9,370. Manager Olson will contact Otis Elevator regarding questions on their bid.

Maintenance employee, Keith Tyree gave Manager Olson his notice of resignation effective December 10<sup>th</sup>.

A new copy machine in the amount of \$795.00 was purchased on approval by a motion by Heck, seconded by Iselin. Motion carried unanimously.