

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
November 18, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, November 18, 2015 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp at 6:13 p.m.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stublely, Secretary Iselin Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

MINUTES: Minutes from the regular monthly meeting held October 22, 2015, were reviewed and approved as written with a motion by Merten, seconded by Stublely, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of October 31, 2015 (See statement balance sheet)

OCCUPANCY REPORT: Manager Olson reported 48 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

BUILDING AND MAINTENANCE: Manager Olson received a proposed design from Nobius Press for the new outdoor sign at the entrance to the parking lot at Riverview Manor. The board approved the sign design but requested that Manager Olson research the color options with Sandy Wagner at Nobius Press.

Manager Olson submitted the application to Focus on Energy and is waiting for a response.

Manager Olson informed board members that the jelly jar lights at the building exits at RVM are original to the building and are in dire need of replacement. She will contact an electrician to discuss options for new lights and obtain costs.

The carpet at the Southeast entrance to the building at RVM gets wet with excessive moisture from the wind driving from that direction during heavy rainfalls. The board members previously approved a bid from D.M. Ketterhagen to replace the door and cement at that entrance, which should alleviate the problem. Manager Olson will contact D.M. Ketterhagen again to inquire the possibility of the project being done now or at a later date.

A resident recently reported she had water dripping from the exhaust fan in her bathroom. Manager Olson contacted Tom Fitzpatrick at Mather's and he informed her that the water was coming in from the bath exhaust vent on the roof due to the recent hard rain and winds. There was no damage done in the unit and nothing that can be done for the rare occasions that the wind is in the precise direction that it blows snow into the roof vent.

Manager Olson reported that the gutters have been cleaned and fall maintenance was done on the boilers and furnace.

MPR UPDATE: There is an issue with some of the cabinets/drawers installed during the revitalization project. Manager Olson contacted Chris Hand from WMC and he is expected to be conducting a unit-by-unit walk-through concerning the problem with her on December 4th for discussion and inspection of all units.

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

NEW BUSINESS: Manager Olson discussed with board members an application she recently received. She discovered the individual had extensive past due/charge off from WE Energies bills. Board members agreed, as is past and current practice to reject any applicant based on his or her history regarding unpaid utilities.

Manager Olson presented the new letterhead, envelopes and business cards designed by Nobius Press to board members.

Residents at RVM recently attended an in-house safety meeting presented by Burlington Fire Dept. that covered a variety of safety issues. Manager Olson commented that she felt the program was very worthwhile and well received by residents.

UNFINISHED BUSINESS: Manager Olson and board members again discussed the need for changes to the Management Plan. Manager Olson stated it needs to start with our proposed changes being forwarded to Rural Development for their approval.

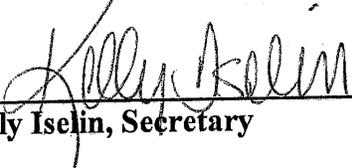
OTHER BUSINESS: Board members discussed the work performance of maintenance employee (Vic Rubach) and based on his performance, a motion was made by Iselin, seconded by Heck to increase his hourly rate with a \$2.00 raise, effective January 1, 2016.

Burlington Rehab and Care Center contacted Manager Olson regarding a program offered consisting of blood pressure screening and other healthy tools they can offer at no cost to residents or RVM.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stubleby, seconded by Merten and carried unanimously. Meeting adjourned at 8:00 P.M. The next monthly meeting has been tentatively scheduled for December 9, 2015 at 6:00 P.M.



Kelly Iselin, Secretary