

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
September 24, 2015**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, September 24, 2015 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 Iselin Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held August 20, 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 August 31, 2015 (See statement balance sheet)

**OCCUPANCY REPORT:**

Manager Olson reported 52 on the waiting list for 1 bedroom units and 6 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Manager Olson received a quote from Mather's in the amount of \$1,300.00 to reside the shed by the dumpster. A motion was made by Heck and seconded by Iselin to accept the bid from Mather's as quoted carried unanimously.

Manager Olson is researching options for an air conditioning unit for the second floor lounge.

Manager Olson contacted various references provided by Guetzke & Associates regarding fire alarm monitoring. All parties contacted gave good references about the company and service. A motion was made by Heck, seconded by Stublely to accept the proposal from Guetzke & Associates (installation fee of \$450.00 and an annual fee of \$480.00 for monitoring), no phone line needed to be installed, motion carried unanimously.

Arbor Images provided a quote of 840.00 for complete removal of 3 trees with needle cap which includes grinding the stumps. Manager Olson is still waiting for 2 quotes requested from companies she contacted regarding the removal and grinding.

(MPR update)

-The stairwells and walls around fire doors and laundry rooms need to be painted.  
-The speakers and the amplifier have been installed in the community room, but are not working properly. Manager Olson will contact the provider of the equipment.

-RVM received a rebate from Focus on Energy for light bulbs. An application is being submitted for lighting.

## COMMUNICATION

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

## NEW BUSINESS

Manager Olson and Chairman Lapp conducted interviews for the part-time position in housekeeping. After board discussion of the applications, a motion was made by Merten, seconded by Iselin to offer the position to Victoria Whitcomb effective immediately with a proposed increase in wages following a 90 day introductory period. Motion carried unanimously.

The residents will be having a pizza luncheon on October 12<sup>th</sup>. Pat Bayer (former housekeeping employee) will be attending and recognized for her years of employment and congratulated on her retirement.

## UNFINISHED BUSINESS

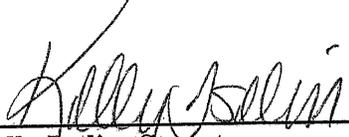
Manager Olson and board members again discussed the need for changes to the Management Plan. Manager Olson will contact Rural Development for their input on what is needed and/or allowed.

## OTHER BUSINESS:

There were no resident comments.

## ADJOURNMENT

There being no further business, motion to adjourn was made by Stubleby, seconded by Heck and carried unanimously. Meeting adjourned at 6:51 P.M. The next monthly meeting has been tentatively scheduled for October 22, 2015 at 6:00 P.M.

  
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Kelly Iselin, Secretary