

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

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

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

Minutes from the regular monthly meeting held May 14, 2015, were reviewed and amended with regard to calling May's meeting to order. Chairman Lapp called the May meeting to order. The minutes were approved as amended with a motion by Stuble and seconded by Merten, carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of May 31, 2015 (See statement balance sheet)

**OCCUPANCY REPORT:**

Manager Olson reported 57 on the waiting list for 1 bedroom units and 5 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

The board members walked the grounds with Manager Olson and made note of items that needed attention. She pointed out the trees that have "needle cap" and discussed the possibility of removing them due to their age but not to do so until fall or winter if removed. She also pointed out the condition of the shed roof and discussed with board members whether to side the shed or paint it to closely match the exterior of Riverview Manor.

Manager Olson received 3 bids for the elevator power unit---Otis Elevator @ \$16,250, Braun ThyssenKrupp @ \$15,000 and Schindler @ \$14,925. After discussion of the bids with board members, a motion was made by Heck and seconded by Iselin to accept the bid from Braun ThyssenKrupp for \$15,000. Motion carried unanimously.

Manager Olson received a Menard's rebate and it will be used to purchase a commercial grade vacuum for the apartment units cleaning.

Manager Olson discussed the need for a phone line hooked up that would automatically call the fire department when fire alarm is pulled. She will contact the phone company regarding the process.

**(MPR Update)**

The inside areas of RVM have been painted and Manager Olson is looking into purchasing furniture for the common areas. The speakers in the community room will be replaced pending cost.

Invitations will be sent for the Open House scheduled on June 24, 2015 from 4-7 P.M. A ribbon cutting will take place at approximately 4:30 P.M with the Chamber of Commerce.

Manager Olson informed board members that there are 4 dehumidifiers in storage that are not being used. Maintenance will check them over to make sure they are in working condition and if so it was suggested that 2 are kept for future use if needed and sell or dispose of the other 2.

Manager Olson reported that residents in one of the units requested a special shower door. After board discussion, it was decided that they could have permission to install the shower door at their expense but will need Manager Olson's approval of the door. They had to also agree the door would remain in their unit if and when they vacated.

#### COMMUNICATION

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

#### NEW BUSINESS

An Open House will be held on July 18, 2015 from 1-4 P.M. at Riverview Manor. This Open House will be open to the residents and their families as well as everyone in the community.

#### UNFINISHED BUSINESS

#### OTHER BUSINESS:

At 7:35, a motion was made by Stublely, seconded by Heck to move into a closed door session for the purpose of discussion of promotion, compensation and performance of employees per Wisconsin Statute 19.85 Item (c).

At 8:30 board members came out of the closed session and reconvened into open session with a motion by Heck, seconded by Merten. Motion carried unanimously.

A motion was made by Stublely, seconded by Heck to approve additional compensation for MPR hours worked in 2014-2015 and wage increases for Year 2015-2016 effective September 1, 2015. Motion carried unanimously.

#### ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Merten and carried unanimously. Meeting adjourned at 8:40 P.M. The next monthly meeting has been tentatively scheduled for July 16, 2015 at 6:00 P.M.

  
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Kelly Iselin, Secretary