

**City of Burlington Housing Authority
Riverview Manor
August 12, 2009**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, August 12, 2009 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoehr, Charles Stubley, Kelly Iselin and Resident Manager, Dorothy Henning.

Minutes from the July 9th. meeting was dispersed to board members and a motion was made by Stubley to approve the minutes as read, seconded by Stoehr and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of July 31, 2009

First Banking Center	\$ 94,585.21
M&I Bank	<u>\$ 26,671.52</u>
TOTAL	\$ 121,256.73

OCCUPANCY REPORT:

Manager Henning reported 13 on the waiting list for one bedroom units and 1 for a 2 bedroom unit. Currently 3 vacancies are being filled by the first 3 on the waiting list.

BUILDING AND MAINTENANCE:

- A motion was made by Stoehr, seconded by Iselin and carried unanimously to accept the lowest bid received that was from H.J. Faust, Inc. for the heating and air-conditioning maintenance for 2009-2010.**
- Motion made by Heck, seconded by Stoehr and carried unanimously to accept the lowest proposal received that was from Mather Specialty, Inc. for roof replacement as specified in proposals for Phase I.**
- Motion was made by Stubley, seconded by Stoehr and carried to accept the proposal by Koch Kuts for lawn maintenance and snow removal for 2009-2010.**

- **Two tech reps from PC Tec Services gave a detailed presentation of the surveillance system proposal for Riverview Manor. The system includes 9 inside and 3 outside cameras as well as a monitor in the manager's office.**

COMMUNICATIONS:

- **Copies of general ledger sheets for monthly bills and payments were dispersed to board members for review.**

NEW BUSINESS:

- **Chairman Lapp will contact The Shopper of Walworth County for pricing of display ads.**

UNFINISHED BUSINESS:

- **Upon the Board receiving approval for the amendments of the by-laws, the annual meeting can be held to include election of officers.**

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stublely, seconded by Heck and carried unanimously. Meeting adjourned 8:30 P.M.

The next monthly meeting is scheduled for September 3, 2009.



Ralph Heck, Secretary