

**City of Burlington Housing Authority  
Riverview Manor  
April 12, 2010**

The regular monthly meeting of the City of Burlington Housing Authority was held on Monday, April 12<sup>th</sup>. 2010 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 Kelly Iselin, Leroy Stoehr, Charles Stublely and Resident Manager, Dorothy Henning.

Minutes from the March 18<sup>th</sup>. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes showing the correction of Stublely present at the March 18<sup>th</sup>. meeting, seconded by Iselin and carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of March 31, 2010

First Banking Center	\$ 24,204.81
M&I Bank	<u>\$ 15,103.80</u>
TOTAL	\$ 39,308.61

**OCCUPANCY REPORT:**

Manager Henning reported 14 on the waiting list for one bedroom units.

**BUILDING AND MAINTENANCE:**

- Motion made by Heck, seconded by Stublely to approve the proposal from Breuer & Fell in the amount of \$929.00 for wiring and installing new carbon monoxide units where required per Wisconsin law (Statutory Installation Requirements in 2007 Wisconsin Act 205), motion carried unanimously.
- The 3 year contract from Goetzke Company to test and clean fire alarms and smoke detectors was approved by the board.

**COMMUNICATIONS:**

- The Tri-annual visit and inspection by Rural Development personnel at Riverview Manor on April 7<sup>th</sup>. and 8<sup>th</sup>. was done and it was reported to Manager Henning and Chairman Lapp that Riverview Manor is among the best of RD's portfolio of Wisconsin, stating that Riverview Manor is to be

commended for the well maintained property that provides excellent housing for tenants. They also commented on the well maintained and clean common area at Riverview Manor. They recommended a rent increase annually to meet the rising costs and expenses.

**NEW BUSINESS:**

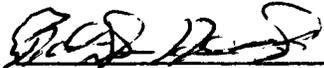
- The proposal received from Shannon Rohner for professional services she has to offer the residents that includes barbering, nail and toe nail clipping, polishing etc; was again discussed. A motion by Heck, seconded by Stublely to allow Shannon Rohner upon receiving proof of insurance and copy of her license to perform the hair and nail care as requested by residents, motion carried unanimously.
- Comments, suggestions and complaints to the board members were heard from residents that included a request to have weekly libation in the community room, additional picnic tables and a grill for patio area outside the community room. One of the residents offered to donate his projection television to be used in the community room. One request included stoves, when replaced to have self cleaning oven. One resident spoke about the excessive heat in her unit on the second floor. Another was a complaint about the careless handling of garbage. All requests and concerns will be addressed by the board members.

**UNFINISHED BUSINESS:**

- The annual meeting will be held after the regular meeting in May and election of officers will take place.

**ADJOURNMENT:**

There being no further business, motion to adjourn was made by Stublely, seconded by Heck and carried unanimously. Meeting adjourned 8:50 P.M. The May meeting will be held on May 13<sup>th</sup>.

  
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Ralph Heck, Secretary