

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
December 29, 2016**

**The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, December 29, 2016 at 6:05 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.**

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

**Minutes from the regular monthly meeting held November 16, 2016, were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.**

**FINANCIAL REPORT:**

**Reserve Account balances as of November 30, 2016. (See statement balance sheet).**

**OCCUPANCY REPORT:**

**Manager Olson reported 52 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.**

**BUILDING AND MAINTENANCE:**

**Manager Olson noticed damage to the wall in the laundry room from the table and chairs in the room. Vic will install a chair rail to protect the wall.**

**The heat exchanger in mechanical room #2 was replaced at a cost of \$892.50, which was a charge for labor only, as the part was under warranty.**

**Manager Olson will be purchasing a commercial vacuum from San-A-Care, Inc for \$306.45.**

**Manager Olson has noticed icicles on the roof, and is having a company come out to look at the attic insulation, and see if more insulation is needed to resolve the problem.**

**Manager Olson noticed damage to the lawn and parking blocks after the last snowfall. She will contact Koch Kuts to discuss repairing the damage.**

**COMMUNICATION**

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

**The Chamber of Commerce is running an advertising special for Discover the Treasures. A one month ad is \$95. Manager Olson will contact the Chamber to get our ad in Discover the Treasures.**

**NEW BUSINESS**

**None**

**UNFINISHED BUSINESS**

**None**

**OTHER BUSINESS:**

**There were no resident comments.**

**ADJOURNMENT**

**There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 6:50 P.M. The next monthly meeting will be scheduled once the new board member has been approved by the Common Council.**

  
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**Kelly Isefin, Secretary**