

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
January 26, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, January 26, 2017 at 6:10 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

**COMMISSIONERS PRESENT:**

Chairman Lapp, Interim Vice Chairman Heck, Secretary Iselin, Commissioner Merten, Commissioner Smith and Manager Eileen Olson.

Minutes from the regular monthly meeting held December 29, 2016, were reviewed and approved as written with a motion by Merten, seconded by Heck, and carried unanimously.

**FINANCIAL REPORT:**

Reserve Account balances as of December 31, 2016. (See statement balance sheet).

Patrick Romenesko presented the board with the 2015-2016 Audit

**OCCUPANCY REPORT:**

Manager Olson reported 46 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

**BUILDING AND MAINTENANCE:**

Manager Olson obtained one bid for the attic insulation. She received some referrals, and will contact those companies for additional bids.

Cintas provided a sample rug in the entry way. Manager Olson has been pleased with the performance of the sample rug. She will contact Cintas for pricing of various sizes and configurations of our most used entries.

Annual exterior window washing and carpet cleaning are scheduled for the last week of April.

Manager Olson contacted DM Ketterhagen about issues with the door on the north side of the building by the dumpsters. It is not closing properly and Troy Ketterhagen will look into options for a permanent solution for the problem.

Parking lot islands and blacktop are scheduled to be repaired in the 2018 budget. Manager Olson will obtain bids and consider moving it up into this year's budget.

Commissioner Ralph Heck agreed to assist Vic from maintenance look into the problem with the outlets in the parking lot to determine why some of them do not have power.

Manager Olson provided the board with a quote from Light Ideas, USA for furniture and window treatments for the main lounge. Total estimated cost will not exceed \$7,462.20. A motion was made by Iselin, seconded by Smith to go forward with purchasing this furniture and window treatments. Motion carried unanimously.

#### COMMUNICATION

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

#### NEW BUSINESS

Commissioner Heck will fill the vacant Vice Chairman position until elections are held at the annual meeting.

#### UNFINISHED BUSINESS

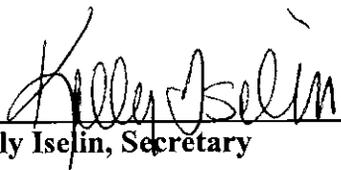
None

#### OTHER BUSINESS:

There were no resident comments.

#### ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Smith, and carried unanimously. Meeting adjourned at 7:25 P.M. The next monthly meeting is tentatively scheduled for February 9, 2017 at 6:00 p.m.

  
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Kelly Iselin, Secretary