

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
February 9, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, February 9, 2017 at 6:00 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:

Minutes from the regular monthly meeting held January 26, 2017, were reviewed and approved as written with a motion by Heck, seconded by Smith, and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of January 31, 2017. (See statement balance sheet).

OCCUPANCY REPORT:

Manager Olson reported 51 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Manager Olson obtained two bids for the attic insulation; one from Alpine Insulation for \$22,574, and one from Rainbow Insulators for \$32,500. She is waiting for a bid from Wholesale Insulation. She will do more research into other options.

Manager Olson signed a contract with Cintas. They will change out the rugs twice a month in the winter at a cost of \$60 per month, and once monthly in the summer at a cost of \$41 per month.

The door at the north side of the building has been temporarily fixed because it wasn't closing automatically. Troy Ketterhagen will look into a permanent solution for the recurring 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 due to the poor condition of the curbs and surface.

Commissioner Heck and Vic will continue to look into the problem with the outlets in the parking lot.

Furniture and window treatments for the lounge have been ordered. Furniture includes one sofa and seven chairs plus shipping for \$4,543. Tables and window treatments will cost \$3,571.20 including shipping and installation.

Manager Olson received a new cleaning/maintenance contract from PBBS for a yearly fee of \$964 which services the two Patterson Kelly boilers in the base building for fireside and waterside cleaning and burner/boiler checkout.

COMMUNICATION:

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

Manager Olson will be on vacation from April 4-17.

NEW BUSINESS:

Manager Olson will attend the WI-CARH training in Madison on 4/20/17.

UNFINISHED BUSINESS:

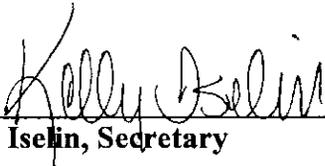
None

OTHER BUSINESS:

There were no resident comments.

ADJOURNMENT:

There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:45 P.M. The next monthly meeting is tentatively scheduled for March 16, 2017 at 6:00 p.m.



Kelly Iselin, Secretary