

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
March 16, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, March 16, 2017 at Riverview Manor. The meeting was called to order by Chairman Lapp at 6:15 pm.

COMMISSIONERS PRESENT: Chairman Lapp, Interim Vice Chairman Heck, Secretary Iselin, Commissioner Smith and Manager Eileen Olson. Commissioner Merten was excused.

Minutes from the regular monthly meeting held February 9, 2017, were reviewed and approved as written with a motion by Smith, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of February 28, 2017. (See statement balance sheet).

Vendor's invoices for soft costs at the end of the 2015 MPR project were paid out of Operating and Maintenance for the final two draws because we were over budget. Manager Olson will ask the State Office to close the MPR without regard to these expenses because our General Fund was sufficient to cover these expenses.

OCCUPANCY REPORT: Manager Olson reported 54 on the waiting list for 1 bedroom units and 9 for 2 bedroom units.

BUILDING AND MAINTENANCE: A motion was made by Heck and Seconded by Iselin to accept the bid of Wholesale Insulation of \$17,600 for the attic insulation. Motion carried unanimously.

Manager Olson signed a contract with DM Ketterhagen to replace the North entry door for \$4,245.63. The door will be installed after it arrives and is painted.

DM Ketterhagen has provided proposals to repair the shed. Vic will look into whether or not he can repair the door.

Commissioner Heck and Vic were able to get most of the outlets in the parking lot working.

Furniture and window treatments for the lounge arrived and are installed.

Manager Olson received bids for reconfiguring and resurfacing the parking lot. She will continue to look into options, but wants to get the work scheduled for early spring.

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