

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
April 27, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, April 27, 2017 at 6:05 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 Smith, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held March 16, 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 March 31, 2017. (See statement balance sheet).

OCCUPANCY REPORT: Manager Olson reported 56 on the waiting list for 1 bedroom units and 10 for 2 bedroom units.

BUILDING AND MAINTENANCE:

The attic insulation, window washing and carpet cleaning have all been completed.

Mather's Specialty will replace the shingles on the shed roof the week of May 1.

Manager Olson provided the board with a picture of a cedar pavilion for the patio by the river. The cost is \$1,299. A motion was made by Heck and seconded by Iselin to purchase the patio shelter from Sam's Club. Motion carried unanimously.

Payne and Dolan will begin concrete work on the parking lot the week of May 8. Paving work will begin on May 15th. Manager Olson has discussed the parking situation with the Police Department, and access to the lot with Fire and Rescue departments, the SPARC bus, and waste management for garbage pickup. Residents have been notified of the project.

Complete Tree Service will remove 2 dead pine trees on the east side of the property at Riverview Manor for the amount of \$400.

Zarek Insurance currently holds our liability insurance and Mays Insurance currently holds our property insurance. We will renew our policy with both companies. The annual premium for the property insurance is \$15,257. To date, Manager Olson has not received the premium amount for the liability insurance from Zarek.

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

NEW BUSINESS:

Commissioner Iselin's 5 year term expires on May 1, 2017 and she informed board members she will be resigning at that time due to other commitments. Mayor Hefty has appointed Michelle Peterson to replace her as Commissioner effective May 1st. Her appointment has been approved by the City Council.

Suzanne Dewey is resigning from her assistant manager position effective May 31, 2017.

UNFINISHED BUSINESS:

None

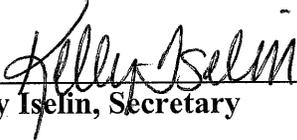
OTHER BUSINESS:

Manager Olson attended the WI-CARH spring training on April 20 in Madison and found it very useful information. A couple of the workshops covered Tenant Selection Plans and Marketing Plans.

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Iselin, seconded by Merten, and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly is tentatively scheduled for May 18, 2017 at 6:00 p.m.



Kelly Iselin, Secretary