

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
May 18, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, May 18, 2017 at 6:05 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Heck, Secretary Smith, Commissioner Petersen, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held April 27, 2017, were reviewed and approved as written with a motion by Merten, seconded by Heck, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of April 30, 2017. (See statement balance sheet).

OCCUPANCY REPORT: Manager Olson reported 55 on the waiting list for one bedroom units and 10 for two bedroom units.

BUILDING AND MAINTENANCE: The board members toured the property to view the parking lot progress and the grounds.

Manager Olson provided the board with a picture of a cedar pavilion for the patio by the river. The cost was \$1,299.00. A motion was made by Heck and seconded by Merten to pay \$457.00 for the delivery and installation. Motion carried unanimously.

Payne and Dolan began concrete work on the parking lot the week of May 8. Paving work will begin on May 20. Manager Olson updated the board on the additional cost of the fill needed which will be \$20,000+/-.

A new circulating pump motor was installed for \$2,807.40. H. J. Faust took care of air conditioning maintenance and installed a new thermostat in mechanical room #2.

COMMUNICATION: Copies of the monthly operating statements were reviewed by board members.

Discussion followed on placing ads for the cost of \$96.50 for Chocolate Fest and \$185.00 for Senior Living Advertisement.

NEW BUSINESS: It will be the 40th Anniversary of the Riverview Manor in September. Discussion was held regarding holding an Open House and newspaper article highlighting the history of RM.

UNFINISHED BUSINESS: None

OTHER BUSINESS: None

RESIDENT COMMENTS: There was an issue during the tornado warning on May 17 when a tenant refused to vacate his apartment to safety as requested.

ADJOURNMENT: There being no further business, motion to adjourn was made by Petersen, seconded by Merten, and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly meeting is tentatively scheduled for June 21, 2017 at 6:00 p.m.



John Smith, Secretary