

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
October 19, 2017**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, October 19, 2017 at 6:00 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

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

Minutes from the regular monthly meeting held September 21, 2017, were reviewed and approved as written with a motion by Heck, seconded by Petersen, and carried unanimously.

FINANCIAL REPORT: Reserve Account balances as of September 30, 2017. (See statement balance sheet). Patrick Romenski will start our annual audit in November.

OCCUPANCY REPORT: Manager Olson reported 44 on the waiting list for one bedroom units and 10 for two bedroom units.

BUILDING AND MAINTENANCE:
Blinds were installed in 23 apartments on the south and east side Oct. 18th.

Troy Ketterhagen hopes to complete the new sidewalk from the parking lot to the property line by year end if weather permits.

Attic fans have been received and will be installed this month by Mathers, with Kuchenbecker Electric doing the power connections.

A fire drill was held October 17th for the tenants.

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

NEW BUSINESS: The Board reviewed several resumes for the manager position and discussed steps to move forward. Resumes will be accepted through 11/15/17.

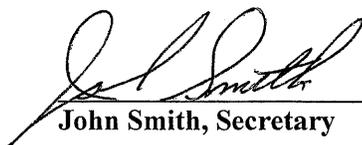
Motion made and approved to increase wage for part-time housekeeping employee by 50 cents an hour effective 11/1/17.

RESIDENT COMMENTS: Discussion on moving tenant from a two bedroom to a one bedroom apartment.

UNFINISHED BUSINESS: None

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:30 P.M. The next monthly meeting is tentatively scheduled for November 15, 2017 at 6:00 p.m.



John Smith, Secretary