

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
January 17, 2018**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, January 17, 2018 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 Arlene Van Ess and Assistant Manager Eileen Olson.

Minutes from the regular monthly meeting held December 20, 2017, were reviewed and approved as written with a motion by Heck, seconded by Merten, and carried unanimously.

**FINANCIAL REPORT:** Reserve Account balances as of December 31, 2017. (See statement balance sheet). The Certificates of Deposit will now be at Associated Bank. Signatures cards still need to be updated for all accounts. The Escrow account deposit is now \$3,150.00 monthly due to an increase in PILOT.

**OCCUPANCY REPORT:** Manager Van Ess reported 40 on the waiting list for one bedroom units and 11 for two bedroom units.

**BUILDING AND MAINTENANCE:**

There was Board discussion on providing supplemental air conditioning to the community room. The bid from Troy Ketterhagen was \$3,675.00 to install a sleeve under the kitchen side of the community room. This bid includes a \$300 allowance towards a new A/C unit. Further discussion on other options is needed.

The Board discussed improving the camera system in our complex. Manager Van Ess will provide further research and a bid on an updated system through Tyco at the next meeting.

A resident safety meeting will to be held February of 2018 for all residents.

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

**NEW BUSINESS:** The 2018 Senior Resource ad for \$575.00 was approved by the Board at this meeting. Our marketing panel cards have been translated and printed are now also available in Spanish.

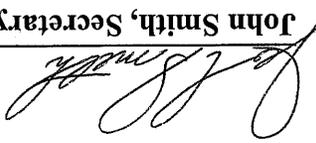
The board discussed digitizing our files for better access. to eliminate old paper files, and free up limited storage space. A request to purchase a new desktop scanner with higher functionality was submitted by the Manager.

**RESIDENT COMMENTS:** None

**UNFINISHED BUSINESS:** None

**OTHER BUSINESS:** None

ADJOURNMENT: There being no further business, motion to adjourn was made by Petersen, seconded by Merten, and carried unanimously. Meeting adjourned at 6:55 P.M. The next monthly meeting is tentatively scheduled for February 22, 2018 at 6:00 p.m.

  
John Smith, Secretary