

Housing Authority of City of Burlington, Wisconsin
Riverview Manor
March 14, 2018

The regular monthly meeting of the Housing Authority of City of Burlington, Wisconsin was held on Wednesday, March 14, 2018 at 6:00pm at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Heck, Commission Merten, Commissioner Petersen, and Manager Arlene Van Ess. Secretary Smith was excused.

Minutes from the regular monthly meeting held February 22, 2018 were reviewed. Motion to approve minutes as written made by Heck, seconded by Merten and carried unanimously.

FINANCIAL REPORT: Reserve account balances as of February 28, 2018. (See statement balance sheet). Signature card updates needed in May.

OCCUPANCY REPORT: Manager Van Ess reported 42 on wait list for 1-bedroom units, and 5 on wait list for 2-bedroom units. Tenant transfer to unit 125 from 230. Unit 230 will be filled on April 1. Unit 126 will be filled on April 1. Unit 129 is still in need of new flooring and drywall repairs and is leased beginning May 1.

BUILDING AND MAINTENANCE:

- Tyco - Proposal by Tyco was reviewed. The Board requested additional information and formal presentation from the sales rep at Tyco and a 2nd competitive bid.
- Community Room A/C - Manager Van Ess has been unable to obtain any further bids thus far for the Community Room A/C. Chairman Lapp will talk to Tom Terry regarding possible options.
- Digitizing the office files - Motion to purchase a new scanner for digitizing office files was made by Merten, seconded by Heck and carried unanimously. The proposal from Martin Business Group was tabled until new multi-function copy machine is needed for office.
- AED - Purchase of AED for the building tabled for now. Manager Van Ess will further research costs and possible grant funding.

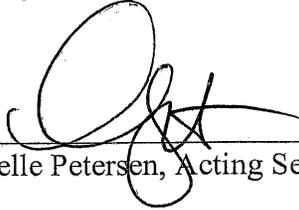
COMMUNICATIONS: Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by Board members.

NEW BUSINESS: None

OTHER BUSINESS: Ideas were discussed for making Riverview Manor look less institutional. Manager Van Ess suggested painting to brighten the common areas. Board discussed the polling of residents to determine what they may like to see.

OTHER MATTERS: Payne and Dolan to address cracks in the parking lot. Koch Kuts to repair/replace (4) parking bumpers damaged during snow removal operations.

ADJOURNMENT: There being no further business, motion to adjourn was made by Heck, seconded by Merten and carried unanimously. Meetings adjourned at 6:43pm. The next monthly meeting was tentatively scheduled for either April 11, 2018 or April 19, 2018, at 6:00pm.



Michelle Petersen, Acting Secretary