

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
April 18, 2018**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, April 18, 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.

Minutes from the regular monthly meeting held March 14, 2018 were reviewed and approved as written with a motion by Merten, seconded by Heck, and carried unanimously.

**FINANCIAL REPORT:** Reserve Account balances as of March 31, 2018. (See statement balance sheet).

**OCCUPANCY REPORT:** Manager Van Ess reported 46 on the waiting list for one-bedroom units and 5 on the list for two-bedroom units. Units 216 and 129 will be filled as of May 1, 2018. No other vacancies were reported.

**BUILDING AND MAINTENANCE:**

Proposal by Tyco was reviewed. Cost will be \$5,879.00 and \$201.00 monthly if Tyco owns. Cost will be \$8,166.00 and \$140.00 monthly if we purchase equipment. After further discussion, it was decided that another bid and/or a different WIFI camera system will be needed.

Manager Van Ess has been unable to obtain any further bids thus far for the Community Room A/C. Motion to proceed with Troy Ketterhagen's bid for \$3,675.00 was made by Merten, seconded by Heck, and carried unanimously.

A proposed sidewalk to connect the north wing to the east wing update will be discussed at the May meeting. Ketterhagen will be bidding on this job and will submit a proposal.

The addition of a pergola swing at Sam's Club at a cost of is \$299.00 for the swing and a total cost of \$708. delivered and installed was discussed. There will be further discussion on outdoor seating needs at the May meeting.

Unit 129 damages totaling \$3,118.00 from the previous tenant was discussed. The tenant is unable to pay the full amount so the security deposit was forfeited and another payment of \$500 was made. The tenant was transferred to another unit due to over housing. To avoid this from happening in the future, the tenant will have monthly maintenance checks made on the unit.

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

**NEW BUSINESS:** Probationary period for Manager Van Ess ended on March 31, 2018. Her pay raise has been approved and implemented as of April 1, 2018.

**OTHER BUSINESS:** Ideas were discussed for making Riverview Manor look less institutional. Resident suggestions were reviewed. Painting and flower pots were high on the list. The board will make decisions on these items after the Annual Meeting on May 16, 2018

Manager training on May 23 & 24 in St. Louis on Managing Rural Developments for \$399. Manager Van Ess was asked to get travel costs to Chairman Lapp. Motion to approve training and have Chairman Lapp authorize the training costs, were seconded and carried.

Chairman Lapp announced her intent to step down as Chairman in May 2018.

**ADJOURNMENT:** There being no further business, motion to adjourn was made by Heck, seconded by Merten, and carried unanimously. Meeting adjourned at 7:10 P.M. The next monthly meeting is tentatively scheduled for May 16, 2018 at 6:00 p.m.



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John Smith, Secretary