

File Housing Authority of City of Burlington Wisconsin
Riverview Manor
May 16, 2018

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, May 16, 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 Odeja.

Minutes from the regular monthly meeting held April 18, 2018 were reviewed a motion to approve the minutes as written was made by Heck, seconded by Merten, and carried unanimously.

FINANCIAL REPORT: Reserve account balance as of April 30, 2018. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 57 on the waiting list for one-bedroom units and 5 on the list for two-bedroom units.

BUILDING AND MAINTENANCE: The Commissioners along with Manager Odeja toured the grounds to discuss ideas for sidewalks and another gazebo.

Century Security will be providing a bid for our camera system for security. We can then compare it to the Tyco bid.

Manager Odeja was able to obtain another bid for the Community Room A/C units from Auer Steel. They submitted a bid for \$1,744 for two air conditioning units, sleeves, and cords. *Installation is not included in this bid.* Vic Rubach will cut the hole for the units. A motion to proceed with installation with a maximum cost of \$3,500.00 was made by Merten, seconded by Smith and carried unanimously.

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

NEW BUSINESS: 2019 budget is being developed for the coming year.

OTHER BUSINESS: Manager Odeja attended training today in Madison and will be attending training in St. Louis on May 23-24 both of which have been approved by the Board.

A motion to purchase a printer/copier from James Imaging Systems for \$1,598.00 with a \$76.00 monthly maintenance fee was made by Smith, seconded by Heck and carried unanimously.

ADJOURNMENT: There being no further business, a 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 June 21, 2018 at 6:00 p.m.



John Smith, Secretary