

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor**

**June 21, 2018**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, June 21, 2018 at 6:00 p.m. at Riverview Manor. The meeting was called to order by Chairman Petersen.

**COMMISSIONERS PRESENT:** Chairman Petersen, Vice Chairman Heck, Secretary Smith, Commissioner Merten, Commissioner Lapp and Manager Arlene Odeja.

Minutes from the regular monthly meeting held May 16, 2018 were reviewed. A motion to approve the minutes as written was made by Lapp, seconded by Heck and carried unanimously.

A motion to approve minutes of the special meeting of June 6, 2018 as written was made by Heck, seconded by Merten and carried unanimously.

**FINANCIAL REPORT:** Reserve account balance as of May 31, 2018. (See statement balance sheet). Accounts have been moved from BMO and Chase and signature card have been updated for the new accounts at Town Bank.

**OCCUPANCY REPORT:** Manager Odeja reported 52 on the waiting list for one bedroom units and 5 for two bedroom units.

**BUILDING AND MAINTENANCE:** The dryer vents have been cleared and elbows have been replaced. Door buzzer entry systems – Three house phones have been replaced by Century Security.

(Moved this here) A motion to purchase two AED units for a cost of \$1,699 each with cabinets at \$199.00 each was made by Lapp, seconded by Heck and carried unanimously. Total cost not to exceed \$4,000.00

Manager Odeja updated the Board regarding the new air conditioning units for the Community Room. The work is in progress.

Vacant units 103 and 109 are ready to be occupied and are rented for August 1, 2018.

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

**NEW BUSINESS:** The Board received the bid from Sitzberger in the amount of \$10,700 for our annual audit. A motion to accept the bid was made by Lapp, seconded by Merten and carried unanimously.

**OTHER BUSINESS:** The Board received the bid by D.M. Ketterhagen for the extension of sidewalks to join east wing with north wing and to connect the riverside patio area with the shuffleboard court at a cost of \$12,000.00. The Board decided to table the portion of the project to connect east and north wings until 2019 to see if a better price can be obtained by working it in

with the City of Burlington's sidewalk project. We will proceed with the \$2,000.00 patio connection. A motion to accept the bid for the patio portion only was made by Heck, seconded by Merten and carried unanimously.

Manager Odeja reported on the incident with Koch Kuts; our lawn maintenance service. A letter will be sent to Koch Kuts.

Manager Odeja presented the bids from Tyco and Century Security for security camera updates. A motion to proceed with Century Security bids was made by Heck, seconded by Merten and carried unanimously:

|            |          |          |          |                             |
|------------|----------|----------|----------|-----------------------------|
| Proposal 1 | Option 1 | Option 2 | Option 3 | Option 4                    |
| \$5,950    | \$245.00 | \$995.00 | \$795.00 | Needs further clarification |
| Option 5   | Option 6 | Option 7 |          |                             |
| \$460.00   | \$340.00 | \$95.00  |          |                             |

**ADJOURNMENT:** There being no further business, a motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 7:10 P.M. The next monthly meeting is tentatively scheduled for July 12, 2018 at 6:00 p.m.



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John Smith, Secretary