



**CITY OF BURLINGTON**  
**300 N. Pine St.**  
**Burlington, Wisconsin 53105-1460**  
**Phone: (262)342-1161 Fax: (262) 763-3474**  
[www.burlington-wi.gov](http://www.burlington-wi.gov)

**AGENDA**  
**HOUSING AUTHORITY OF THE CITY OF BURLINGTON, WISCONSIN**  
**REGULAR MEETING Dec 6, 2018 AT 6:00 p.m.**  
**RIVERVIEW MANOR, 580 MADISON STREET, BURLINGTON, WISCONSIN 53105**

Michelle Petersen, Chairman  
Kathy Merten, Commissioner

Ralph Heck, Vice-Chairman  
Pat Lapp, Commissioner

John Smith, Secretary  
Arlene Odeja, Manager

- I. **Call to Order**-roll call
- II. **Approval of minutes from previous meeting**
- III. **Financial Reports**
  - I. Project Reserve Account – will remain at Associated Bank due to deposit agreement restrictions.
- IV. **Occupancy Report by Manager**
  - I. Current waiting list - 2 bedroom – 5 1 bedroom – 63
  - II. Vacancies/move-ins/move-outs  
136 vacating Nov 30, 129 downsized to 136, 216 moving to 129 due to household member change, 103 vacating Dec 31 and rented for Jan 1, 216 vacant a/o Jan 1 tentatively rented for Jan 1, 242 vacating Dec 31 – tentatively rented for Feb 1st
- V. **Building and Maintenance**
  - I. Carpet at north door – removed and replaced with tile completed Nov. 26
- VI. **New Business** –
- VII. **Other Business** – audit near completion with Sitzsberger
- VIII. **Other matters as authorized by Law (as of meeting time)**
- IX. **Adjournment**

NOTE: If you are disabled and have accessibility needs or need information interpreted for you, please call the City Clerk's Office at 262-763-7996 at least 24 hours prior to the meeting.