

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

July 11, 2018

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, July 11, 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 June 21, 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 balances as of June 30, 2018. (See statement balance sheet). Signature cards need to be updated at Associated Bank for the Reserve Account.

OCCUPANCY REPORT: Manager Odeja reported 56 on the waiting list for one bedroom units and 7 for two bedroom units.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in June.

An update on the 3 units that have been inspected for bed bugs – a building inspection will be done on July 16 to determine further action.

Discussion was held on landscaping bids for September 2019.

Board received the bid from Paul Schwartz Nursery for \$1,677 for 3 trees. A motion to accept bid was made by Heck, seconded by Merten and carried unanimously.

See attached report for further details.

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

NEW BUSINESS: Discussion on 2018-2019 budget-final approval will be at August meeting.

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, a motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 7:15 P.M. The next monthly meeting is tentatively scheduled for August 9, 2018 at 6:00 p.m.



John Smith, Secretary