

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

September 13, 2018

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, September 13, 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 August 9, 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 August 31, 2018. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 62 on the waiting list for one-bedroom units and 5 for two-bedroom units.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in August. See attached report for details.

There have been no new findings for bed bugs in apartment inspections. Inspection will take place again in December of 2018 and June of 2019. A motion to proceed with Wil Kil agreement for \$1,800.00 for two future canine inspections was made by Lapp, seconded by Heck and carried unanimously.

Manager Odeja explored storage shed options for our facility and will further discuss at future meetings.

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

NEW BUSINESS:

A motion was made to approve salaries for 2018-2019 year with Manager hours to be from 8:00 am to 4:00 pm by Merten, seconded by Heck and carried unanimously. per closed door meeting for board members to discuss (State Statute 19.85) Item C. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:35 P.M. The next monthly meeting is scheduled for October 10, 2018 at 6:00 p.m.



John Smith, Secretary