

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

January 17, 2019

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, January 17, 2019 at 5:30 P.M. at Riverview Manor. The meeting was called to order by Chairman Petersen.

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

Minutes from the regular monthly meeting held December 6, 2018 were reviewed. A motion to approve the minutes as written was made by Lapp, seconded by Heck and carried unanimously.

FINANCIAL REPORT: Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members including Reserve Account balances as of December 31, 2018. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 52 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 December. Discussion was held on updating the décor in the building by painting the common sitting areas and four public restrooms for \$1,725.00 by RJL-Rick Labadie. A motion was made to accept the bid by Merton and seconded by Heck and carried unanimously.

Manager Odeja will start soliciting bids for outdoor maintenance.

NEW BUSINESS: Manager Odeja to attend training in Madison on April 30 and May 1 sponsored by Wisconsin Council for Affordable & Rural Housing. Manager Odeja reported on incident with tenant Nancy Hozeska, who is no longer a tenant.

OTHER BUSINESS: Audit has been completed by CPA firm Sitzberger.

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:25 P.M. The next monthly meeting is scheduled for February 13, 2019 at 5:30 p.m.



John Smith, Secretary