

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
August 22, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, August 22, 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 July 18, 2019 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 July 31, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 64 on the waiting list for one bedroom units and 4 for two bedroom units. There is one vacancy at this time and two more vacating on August 31, 2019 but will be filled in 30 days.

BUILDING AND MAINTENANCE: See attached report.
There was a discussion on need for window replacement and sidewalk replacement.

Our long term maintenance man is retiring and we are advertising for the position

NEW BUSINESS: Rural Development review was completed and we were given an outstanding rating.

Capital needs assessments were reviewed with the board members.

OTHER BUSINESS:

Discussion was held on the duties and performance of our cleaning person.

A Motion to approve Manager Odeja to attend training at a cost of \$235.00 was made by Heck, seconded by Lapp, and carried unanimously

ADJOURNMENT: There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 p.m. The next monthly meeting is scheduled for September 19, 2019 at 5:30 p.m.



John Smith, Secretary