

Housing Authority of City of Burlington Wisconsin
Riverview Manor

March 21, 2019

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, March 21, 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 February 13, 2019 were reviewed. A motion to approve the minutes as written was made by Merten, seconded by Lapp, 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 February 28, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 57 on the waiting list for one bedroom units and 3 for two bedroom units.

BUILDING AND MAINTENANCE: Manager Odeja gave a report on the maintenance items that were taken care of in February. There was a water pipe break in a unit that caused water damage to two units which has now been repaired with most of the cost covered by our insurance.

An insurance claim was submitted for light pole damage in our parking lot caused by one of our tenants. Estimates have been submitted. The tenant's insurance will cover the cost of all repairs.

NEW BUSINESS: There was a discussion requiring renter's insurance for all of our tenants. A motion to require renter's insurance for all new tenants was made by Lapp, seconded by Merten, and carried unanimously. This insurance requirement will take effect beginning May 1, 2019 for all new leases and subject to review by the Burlington City Attorney for renewed leases.

OTHER BUSINESS: A motion to engage the CPA firm Sitzberger & Company, S.C. for our annual 2019 audit, was made by Lapp, seconded by Heck and carried unanimously.

Request for proposal is out for landscaping and snow removal.

Discussion was held on upcoming training for Manager Odeja. She will provide us with cost estimate.

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:15 P.M. The next monthly meeting is scheduled for April 18, 2019 at 5:30 p.m.



John Smith, Secretary