

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

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, May 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 April 18, 2019 were reviewed. A motion to approve the minutes as written was made by Merten, 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 April 30, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 60 on the waiting list for one bedroom units and 2 for two bedroom units. There are no vacancies at this time.

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

The Board walked the grounds and reviewed the list of items to be updated. Three bids will be obtained for the major items over \$5,000 to satisfy reserve account requirements.

A motion to approve the following expenditures was made by Heck, seconded by Lapp and carried unanimously

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|--|------------|
| Purchase outdoor seating to replace picnic table in common courtyard | \$ 991.00 |
| Upgrade window treatments in Community room | \$ 800.00 |
| Add a security camera to outdoor courtyard seating area | \$ 390.00 |
| Parking lot resurfacing and striping | \$3,720.00 |

A motion to approve two-year contract with Reesman Company for landscaping & snow removal was made by Merten, seconded by Lapp and carried unanimously.

NEW BUSINESS: Motion was made by Heck, seconded by Merten and carried unanimously to increase the rent by \$10.00 per month per unit.

OTHER BUSINESS: None

ADJOURNMENT: There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 7:15 P.M. The next monthly meeting is scheduled for June 12, 2019 at 5:30 p.m.



John Smith, Secretary