

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
September 19, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Thursday, September 19, 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 August 22, 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 August 31, 2019. (See statement balance sheet).

OCCUPANCY REPORT: Manager Odeja reported 62 on the waiting list for one bedroom units and 5 for two bedroom units. There are 3 vacancies at this time but they will be filled in 45 days.

BUILDING AND MAINTENANCE: See attached report.
There was a discussion on need for review of water heaters and boiler systems.

Our long term maintenance man is retiring and we have received 5 resume`s for this position.

NEW BUSINESS: No new business to report.

OTHER BUSINESS: None to report.

ADJOURNMENT: There being no further business, motion to adjourn was made by Lapp, seconded by Heck, and carried unanimously. Meeting adjourned at 6:00 p.m. The next monthly meeting is scheduled for October 24, 2019 at 5:30 p.m.



John Smith, Secretary