

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
December 18, 2019**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, December 18, 2019 at 5:30 p.m. at Riverview Manor. The meeting was called to order by Vice Chairman Heck.

**COMMISSIONERS PRESENT:** Vice Chairman Heck, Secretary Smith, Commissioners Lapp & Merten and Manager Arlene Odeja. Chairman Petersen, had an excused absence.

Minutes from the regular monthly meeting held November 20, 2019 were reviewed. A motion to approve the minutes as written was made by Heck, seconded by Merten, 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 November 30, 2019. (See statement balance sheet). A motion to approve the financial report as written was made by Heck, seconded by Merten, and carried unanimously.

**OCCUPANCY REPORT:** Manager Odeja reported 47 on the waiting list for one bedroom units and 4 for two bedroom units. There are currently 2 vacancies.

**BUILDING AND MAINTENANCE:** See attached report.

Discussion on CNA bids was deferred until the January 2020 meeting. .

**NEW BUSINESS:** Discussion was held on Employee Code of Ethics, Conflict of Interest and Financial Policies. A motion to approve and adopt the Employee Code of Ethics, Conflict of Interest and Financial Policies was made by Heck, seconded by Merten, and carried unanimously. All employees and Board Commissioners will sign these documents each year.

Discussion was held on need for new computer for the office on a cost not to exceed \$1,500.00. Motion. A motion to purchase a computer was made by Heck, seconded by Merten and carried unanimously.

**ADJOURNMENT:** There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:10 p.m. The next monthly meeting is scheduled for January 15, 2020 at 5:30 p.m.



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John Smith, Secretary