

**Housing Authority of City of Burlington Wisconsin  
Riverview Manor  
January 15, 2020**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, January 15, 2020 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 & Merten and Manager Arlene Odeja.

Minutes from the regular monthly meeting held December 18, 2019 were reviewed. A motion to approve the minutes as written was made by Heck, 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 December 31, 2019. (See statement balance sheet). A motion to approve the financial report as written was made by Lapp, seconded by Merten, and carried unanimously.

**OCCUPANCY REPORT:** Manager Odeja reported 51 on the waiting list for one bedroom units and 4 for two bedroom units. There are currently no vacancies.

**BUILDING AND MAINTENANCE:** Nothing major to be reported.

Discussion was held on CNA bids that were submitted. Motion to approve the engagement of SchultzWerk Architecture, Inc. for \$1,640.00 for the CNA for Riverview Manor was made by Merten, seconded by Lapp and carried unanimously.

**NEW BUSINESS:** Employee 90-day review for maintenance position was reviewed.

**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 February 19, 2020 at 5:30 p.m.



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**John Smith, Secretary**