

**Housing Authority of City of Burlington Wisconsin
Riverview Manor
February 19, 2020**

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, February 19, 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 January 15, 2020 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 January 31, 2020. (See statement balance sheet). A motion to approve the financial report as written was made by Lapp, seconded by Merten, and carried unanimously. Sitzberger Associates presented the annual audited report for the 2019 year for the Housing Authority for the City of Burlington. There were no significant findings.

OCCUPANCY REPORT: Manager Odeja reported 57 on the waiting list for one-bedroom units and 4 for two-bedroom units. There are currently no vacancies.

BUILDING AND MAINTENANCE: See attached report. Unit 106 flood costs were received. It was recommended that the resident pay \$100 per month to cover the \$3,000.00 cost.

NEW BUSINESS: Housekeeping staff 90-day review was discussed. Representatives from the Residents Club requested the Board to consider a garden and bird feeders. Further discussion will be held at the next Board Meeting. Upcoming training seminars for the manager were discussed.

ADJOURNMENT: There being no further business, motion to adjourn was made by Merten, seconded by Heck, and carried unanimously. Meeting adjourned at 6:55 p.m. The next monthly meeting is scheduled for March 18, 2020 at 5:30 p.m.



John Smith, Secretary