

LOW RENT HOUSING AGENCY OF WAVERLY
Minutes – September 9, 2003

Members Present: Ronald Stahlberg, Don Berg, Shaheen Munir

Members Absent: Miriam Dorfman, Barbara McLaughlin

Financial Statements for July and August, 2003 were reviewed. It was noted that the billing for gas service with MidAmerican Energy was put on budget billing to help spread the expenses throughout the year. There was extra maintenance done over the summer months, including tree trimming, mulching, and other landscaping to improve the appearance of the projects and prevent damage to the buildings.

RESOLUTION 849:

A motion was made by Don Berg and seconded by Shaheen Munir to approve the financial statements as presented for July and August 2003. All votes were affirmative; motion carried.

The 2004 Agency Plan was discussed. Because Waverly Low Rent Housing is a high performing agency and has less than 250 units, it was allowed to complete the Streamlined Annual PHA Plan for 2004. There were no policy or procedural changes made since the 2003 plan was filed. It was noted that in 2005 Waverly Low Rent Housing will need to do a Five Year Plan and at that time there will be some changes to policies and procedures. Work on the Five Year Plan will start in the Spring of 2004.

RESOLUTION 850:

A motion was made by Don Berg and seconded by Shaheen Munir to accept the 2004 Annual Plan as presented. The PHA Certification of Compliance was signed by Ronald Stahlberg, Chairman, to be included when the plan is submitted to HUD. All votes were affirmative, motion carried.

The 2002 Capital Fund Program Grant was reviewed. All work is completed except for some sodding and cleanup needed by the new driveway entrance and the handicap access ramps by Building E. Final payment will be withheld until this is completed.

The 2003 Capital Fund Program Grant was discussed. Plans call for new siding and other work on the Community Building to be completed in 2004. The board directed the executive director to contact the architects about getting plans underway for this phase of the project.

Several bids were reviewed by the Board for projects affecting the Waverly Homes and the Waverly Manor.

RESOLUTION 851:

A motion was made by Shaheen Munir and seconded by Don Berg to accept the bid from 2 Guys Home Interiors to replace the carpeting in the first floor hallways and the vinyl in the restrooms and laundry room of the Waverly Manor. All votes were affirmative, motion carried.

RESOLUTION 852:

A motion was made by Don Berg and seconded by Shaheen Munir to accept the bid from Dean's Heating, Plumbing and Refrigeration to replace the third floor gas forced air furnace and air conditioner in the Waverly Manor. All votes were affirmative, motion carried.

RESOLUTION 853:

A motion was made by Shaheen Munir and seconded by Don Berg to accept the bid from Dean's Light Box to replace the existing breezeway lighting in the Waverly Homes buildings. All votes were affirmative, motion carried.

RESOLUTION 854:

A motion was made by Don Berg and seconded by Shaheen Munir to trade-in the current 9 year old Snapper mower and purchase a new Country Clipper mower from Stokes Welding of Janesville. All votes were affirmative, motion carried.

Various administrative issues were discussed. The fire and extended coverage insurance and the liability insurance for the Waverly Manor were renewed for the current year at an increase of 7%. The Waverly Homes has received subsidy funds from HUD to help offset the rising utility costs. One of the part-time maintenance men will be on extended leave starting next week. His work will be covered by additional hours worked by the other part-time maintenance person. As of Tuesday, September 9th, the Waverly Low Rent Housing Agency has no open units and there is a waiting list for apartments.

The Housing Commission Board and the Executive Director of Waverly Low Rent Housing would like to note their appreciation to Mayor Ackerman for his interest in our housing projects and for his presence at the meeting Tuesday afternoon.

A motion was made by Don Berg and seconded by Ron Stahlberg to adjourn the meeting. All votes were affirmative, motion carried.

Rebecca Laas, Executive Director