

LOW RENT HOUSING AGENCY OF WAVERLY IOWA  
Minutes for the Meeting held Tuesday, May 18<sup>th</sup> 2004 at 4:00 p.m.

Members Present: Ronald Stahlberg, Don Berg, Miriam Dorfman, Marcia Kifer

Members Absent: Barbara McLaughlin

**RESOLUTION 865:**

A motion was made by Don Berg and seconded by Miriam Dorfman to accept the March & April 2004 financials for the Waverly Homes and Waverly Manor as presented. All votes were affirmative, motion carried.

During the financial review it was noted that the workers compensation premium from the City of Waverly reflected an increase of 40% over last year. A notice was received from Mediacom that the bulk cable rate would be increased by 5% in June. At this time there will be no need to increase the cost to the tenants.

Board members were given copies of the December 31, 2003 audited financial statements provided by the office of Keith Oltrogge C.P.A. It was noted that there were no findings and the Waverly Homes and the Waverly Manor were in compliance with GAAP, the State of Iowa and HUD.

The progress of the 2003 Capital Fund project was discussed. The plumbing contractor has been in and moved the water service as necessary to allow for the addition. The footings and foundation had be laid and approved by Hovey Brom of InVision Architecture. They will now backfill and begin actual construction shortly. Because of the need to move the water service the water to the Waverly Homes was interrupted for several hours one day, but the residents were forewarned and all went smoothly.

An addition to the original agenda – On Tuesday, Steve Darrah of Crystal Plumbing approached the Waverly Low Rent Housing Agency regarding the purchase of a portion of the land on the north end of his property. It is landlocked and would be of little use to anyone except the Housing Agency. The Board held a discussion about the offer and agreed they would need more specific information. Board President Ron Stahlberg will pursue the issue further with Crystal Plumbing.

The Director told the Board about the short informational meeting she had with City Administrator Dick Crayne. They appreciate his interest in the projects.

A problem with the elevator in the Manor was handle quickly by Schumacher. It was down about 3 hours one afternoon. The project to replace vinyl in 24 bathrooms in the Manor has been completed and under budget. A change has been made in the resident maintenance person at the Manor. Because of health problem the current person resigned. It was fortunate that the person filling in was willing to take over the job on a permanent basis. It is a great help to the staff to have someone in this position at the Manor.

**RESOLUTION 866:**

A motion was made by Marcia Kifer and seconded by Miriam Dorfman to make a payment of \$500 to Bernard Casebolt for the time he has spent as temporary resident maintenance person. Starting June 1 he will be considered the permanent resident maintenance person. This payment fits into HUD guidelines.

The Housing office will be closed on July 5<sup>th</sup> in recognition of the 4th of July. The housing director will be on vacation for a week in June. The Waverly Homes is fully leased, including all the efficiency apartments. The Waverly Manor has two apartments coming available or now available. Several inquires have been made in the last couple of weeks, so they are not expected to stay open for long.

A motion was made by Miriam Dorfman and seconded by Don Berg to adjourn. All votes were affirmative, motion carried.

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Rebecca Laas, Executive Director