

LOW RENT HOUSING AGENCY of Waverly Iowa

Minutes from the Board Meeting held on Tuesday July 10th 2020 at 4:00 p.m.

Members Present Via Zoom Meeting - Ronald Stahlberg, Kathy McClung, Clark Wilharm, Doug Bowman, Peggy Rathe. Also Present Via Zoom: William Werger, Economic Development and Rodney Drenkow, Council Liaison

Members Absent: none

The minutes from the March 10th 2020 meeting were approved as written. No meeting was held in May because of the COVID-19 outbreak.

RESOLUTION 2020-8

A motion was made by Clark Wilharm and seconded by Peggy Rathe to accept the March, April, May and June 2020 Financial Statements for the Waverly Homes and the Waverly Manor as presented. All votes were affirmative, motion carried.

The Red Cedar Place cash flow was reviewed by the Board. Construction costs for the building stand at \$2,110,136.76 as July 10th 2020. Appliances still need to be paid for along with the water softener. We will need to look into signage, furniture for the public areas and blinds for the windows. Apartments have been shown but no one has signed a lease as yet. Because of the COVID-19 outbreak we are not willing at this time to have an open house. We will do some social media and hopefully get an article in the Waverly Newspaper.

A Rent Comparability Study was completed for the Waverly Manor as required every 5 years by HUD. It was determined that the rents currently charged are in line with other similar apartments in Waverly and no rental increase will be approved for this year.

Much of the meeting was spent discussing wage ranges for the different types of employees based on their level of experience and length of service. This would be similar to Classification and Pay Plan used by the City of Waverly. It was determined that additional information will be needed to help the process along. A comparison of wages from housing authorities in towns of similar size and makeup was suggested. More specific job descriptions for the part-time maintenance positions that reflect the skills needed for each position. Incentives like bonuses were discussed.

There are apartments available at the Waverly Homes and the Waverly Manor. Other housing communities are also experiencing longer down times with the current outbreak of COVID-19 as people are remaining cautious. Major cleaning is taking place with some vinyl and carpet replacement being done. We are working the waiting list to fill these apartments.

Meeting was adjourned.

Rebecca Laas, Executive Director