



**Minutes of Meeting  
February 26, 2013**

**A. CALL THE MEETING TO ORDER**

The meeting was called to order at 4:05 p.m. by Chair DeMott in the City Council Chambers of the Municipal Building, 7500 West 29<sup>th</sup> Avenue, Wheat Ridge, Colorado.

**B. ROLL CALL OF MEMBERS**

Authority Members Present: Cheryl Brungardt  
Janice Thompson  
Zachary Urban  
Joe DeMott

Authority Members Absent: Gail Miller

Also Present: Sally Payne, Deputy Director  
Betty Maybin, Cornerstone Realty  
Larry Nelson, Cornerstone Realty  
Harry Wehrdt, JCHA  
Dick Matthews, CPA  
Wendy Swanhorst, Swanhorst & Company, LLC  
Kim Waggoner, Recording Secretary

**C. APPROVAL OF MINUTES January 22, 2013**

**It was moved by Zachary Urban and seconded by Janice Thompson to approve the minutes of January 22, 2013 with the following correction. Strike the dollar amount for the bid proposal on page 3. Motion passed 4-0.**

**D. OFFICERS REPORTS**

There were no officers reports.

**E. PUBLIC FORUM**

Housing Authority Minutes  
February 26, 2013

No members of the public wished to address the Commission at this time.

**It was moved by Zachary Urban and seconded by Cheryl Brungardt to amend the agenda to add presentation of the audit exemption by Wendy Swanhorst and removal of the tour at 3450 Upham St. Motion passed 4-0.**

## **F. NEW BUSINESS**

### **1. 2013 Budget**

- a) A Resolution Amending the 2012 Budget by Restatement and Enacting A Budget and Appropriation for the Year 2013.

Dick Matthews stated the Yarrow St. property closed in early February. There are three houses remaining on the project balance sheet. The 2013 budget is as planned with the 2011 CDGB Block Grant. It agrees with the upcoming audit exemption. Ms. Brungardt asked if a premium is paid for insurance on Housing Authority properties. Mr. Matthews stated that some time ago the Housing Authority paid their own insurance premium but for some time now the city has paid the premium and has not charged the Housing Authority for insurance premiums. The properties are on a City insurance policy.

Mr. Urban asked about the city reimbursement. Mr. Matthews stated this was for staff time. Ms. Payne stated there was previously 3 staff members included in the reimbursement. Now only Sally Payne and Kim Waggoner apply to the city reimbursement.

**It was moved by Janice Thompson and seconded by Zachary Urban to amend the 2012 budget by restatement and enacting a budget and appropriation for the year 2013. Motion approved 4-0.**

- b) Audit Exemption Presentation

Mr. Matthews reminded the board of the obligation of filing personal taxes and that the Housing Authority is required to submit an audit and sometimes an audit exemption. The Housing Authority is required to submit the audit to the state.

Wendy Swanhorst stated the State Auditor sets the rules for audits for local governments. You can apply for the exemption if you have less than \$500,000 in revenues or expenses. The property sold on 02/06/13 could affect the numbers of the budget and the audit. A majority of the Board will need to sign the audit application. It's due to the state March 31.

Ms. Swanhorst and Mr. Matthews will review the audit application and 2013 budget and make any required revisions for the board to review and sign at the next meeting scheduled on March 26.

## **2. Update on single family home rehab and sales**

Larry Nelson provided the update for the home sales. Mr. Nelson stated there were multiple offers for 3450 Upham Street. It will close on March 8th.

7910 W. 46<sup>th</sup> will be ready in 6 to 8 weeks. It is ADA compliant. It's a large house on a large lot. There is plenty of assistance available through the Housing Authority, Colorado Housing Assistance Corporation (CHAC) and Colorado Housing and Finance Authority (CHFA). Mr. Urban asked if someone without a disability could purchase the home. Mr. Nelson stated yes but we will market it through Hero Alliance, Chaffa and Home Access providers.

4330 Upham is the last regular house.

Mr. Henry Wehrdt reported on the rehab of the homes. He stated that he reviewed the inspection report for 3450 Upham and there were a few minor items to be addressed.

At 7910 W. 46<sup>th</sup> Ave., the flooring will be installed in a couple of weeks. The rough plumbing, electrical, and carpentry have been approved by the city. Filming for Channel 8 - Top of the Hour will continue when the cabinets are installed.

The contractor signed the bid for 4330 Upham St. There was a wide disparity in the price of the proposed permit cost. The permit cost was reassessed. The contractor chosen was Jo-D Enterprises.

Mr. Urban asked there was a way to identify disabled people who are currently living in Wheat Ridge and interested in purchasing a home. Mr. Nelson stated a sign won't be put on the property since it will be marketed specifically to the disabled population.

## **3. Fruitdale School Update**

Ms. Payne indicated that the Germinal Theatre has an interest in the Fruitdale School. They are a small non-profit organization that has been in existence since 1944 and they consider themselves an educational organization. They are currently located in Denver. They are interested in leasing the west addition. They would use the gym as theatre space and the kitchen for storage. They toured the building with Ken Johnstone on 02/21. They would need to do some remodeling but they don't propose any structural or mechanical improvements, which would need to be addressed since the building is currently without mechanical systems. They are not concerned that the rest of the building is vacant. They need to be out of their current building in October.

Ms. Thompson asked if the Housing Authority can legally lease the building. Access could be an issue since they would have to go through the original building or through the kitchen. In addition, there may not be enough space for parking on site to meet their needs.

In regards to the State Historic Fund Grant, Ms. Payne said we have received the signed contract from the state and we can begin working on the construction documents with SlatterPaull. The documents are scheduled to be completed in November.

The next application cycle is 04/01. We could apply for construction funds up to \$200,000. The construction grant is a 25% cash match. Other grant funds or donations can be utilized for the 25%. Generally the construction documents are completed before applying for the grant but the state staff was open to us applying on the upcoming cycle.

The construction documents to be developed under the current grant will focus on the most critical items to preserve the building. The grant we currently have is a matching grant. The Housing Authority will need to match \$11,000.

Does the board want to move forward with the new construction funding grant application? We could review the preservation plan of the structure assessment document and pick out some of the critical items to focus on. The next chance for application is 10/01.

Mr. DeMott stated our legal obligation is to purchase property for housing projects. We bought the building to save it from destruction. As a board, our discussion should be whether it is a viable housing project. Grant money should be used for infrastructure. The building will need power, plumbing, sewer and water.

Ms. Thompson stated we previously ruled out apartments or condos due to the costs. We need to decide how much money we can afford to put into it and get a return on the investment.

Ms. Payne stated we have spent a total of about \$250,000 to date on the building.

Mr. Urban stated if you have an opportunity to apply for additional grant funds we should. We could decline the award if we were selected as the recipient.

Ms. Payne stated she will be in contact with the State Historic Fund staff this month regarding possibly submitting an application. A decision can be made at the March meeting.

The board made the consensus to move forward with the construction grant application process if feasible.

**G. UNFINISHED BUSINESS**

Ms. Payne indicated this was Ms. Brungardt's last Housing Authority meeting. Her term will be up the first of March. The Mayor appointed Jennifer Walters to the Board. Ms. Brungardt can't be thanked her enough for the last 12 years she has been with the Board with her tireless energy, time and effort.

Ms. Brungardt thanked everyone for letting her be a part of the Board. She asked the Board to please honor the confidentiality of the buyers and renters of the Jefferson County Housing Authority properties.

**H. OTHER**


There was no other business to come before the Authority.

**I. ADJOURNMENT**

It was moved by Zack Urban and seconded by Janice Thompson to adjourn the meeting at 5:26 p.m. Motion carried 4-0.

Next meeting will be March 26, 2013.

  
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Joseph DeMott, Chair

  
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Kim Waggoner, Recording Secretary  
(Minutes Preparation)