



**WHEAT RIDGE HOUSING AUTHORITY  
A G E N D A  
January 25, 2011**

**CITY COUNCIL CHAMBERS  
4:00 P.M.**

*Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Heather Geyer, Public Information Officer at 303-235-2826 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.*

- A. Call Meeting to Order**
- B. Roll Call**
- C. Approval of the Minutes: September 28 & October 12, 2010**
- D. Officers Reports**
- E. Public Forum**
- F. New Business**
  - 1. Resolution 01-2011, Presentation & Approval of 2011 Budget**
  - 2. Resolution 02-2011, Establishing a designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law**
  - 3. Update on JCHA single family home purchase**
  - 4. Parfet Street Notice of Claim**
- G. Unfinished Business**
- J. Other**
- K. Adjournment**

# WRHA

## WHEAT RIDGE HOUSING AUTHORITY MINUTES

September 28, 2010

### 1. CALL MEETING TO ORDER

The meeting was called to order by Chair Brungardt at 4:00 p.m. in the City Council Chambers of the Wheat Ridge Municipal Building, 7500 West 29<sup>th</sup> Avenue, Wheat Ridge, Colorado.

### 2. ROLL CALL

Authority members present: Cheryl Brungardt  
Joseph DeMott  
Kathy Nuanes  
Janice Thompson (arrived @ 4:07 p.m.)  
Katie Vanderveen (arrived @ 4:05 p.m.)

Others present: Sally Payne, Deputy Director  
Betty Maybin, Cornerstone Realty  
(left meeting @ 4:55 p.m.)  
Larry Nelson, Cornerstone Realty  
(left meeting @ 4:55 p.m.)  
Kathy Field, Recording Secretary

### 3. APPROVAL OF MINUTES – August 24, 2010

It was moved by Joseph DeMott and seconded by Kathy Nuanes to approve the minutes of August 24, 2010 as presented. The motion carried 3-0.

### 4. OFFICER REPORTS

There were no officer reports.

### 5. PUBLIC FORUM

There were no members of the public present to address the Authority.

## 6. NEW BUSINESS

### A. Status of CDBG funds for WRHA - Status of Potential Projects

Sally Payne reported that the city is awaiting a final determination from HUD regarding CDBG funds for the 44<sup>th</sup> and Wadsworth project. The direction now is to use the \$350,000 on a project. The funds must be spent by the end of the year.

Larry Nelson reported that the market analysis report for the Fruitdale School building will be finalized on October 18, 2010. Sally Payne commented that it would be difficult to spend \$350,000 on rehab by the end of the year.

Regarding 38<sup>th</sup> and High Court, Sally Payne explained that CDBG requires property to be purchased very close to the appraisal amount. The County has indicated that CDBG funds could be used to purchase the property for the appraised amount with Housing Authority funds used to cover the difference between the agreed-upon sales price and the appraisal amount. There was consensus that no further consideration be given to this property if the seller stays at his stated price.

Larry Nelson reported on the Jefferson County single family homes. He has toured the properties and found them to be good candidates for rehab. They would also meet affordability requirements. He reviewed two scenarios that included possible purchase and sales prices. He mentioned that consideration may be given for a bulk purchase and thought it would be worthwhile to approach JCHA about a lower purchase price based on intergovernmental cooperation that would preserve the CDBG Funds. Rehab estimates have been received from Eric. CHAC would serve as the pass-through for closing costs. Two properties are in the Zone X floodplain and insurance costs would be about \$300/year.

The possibility of adding square footage to some homes and/or adapting some for handicapped accessibility was discussed. One important consideration is to keep the houses affordable.

Sally Payne mentioned that because the units are occupied, the Uniform Relocation Act will apply. However, she didn't think this requirement would be enough to stop the project. She will check with the County to see if Davis Bacon wage requirements apply to this project.

**It was moved by Janice Thompson and seconded by Katie Vanderveen that the Housing Authority direct Cornerstone Realty to start the process with Jefferson County Housing Authority regarding purchase of the homes located at 3450 Upham, 4330 Yarrow, 4435 Zephyr, 4035 Nelson, 3891 Moore and 7910 West 46<sup>th</sup> Avenue, Wheat Ridge, Colorado. The motion carried 5-0.**

There was consensus to grant Larry Nelson's request for permission to send a letter of intent outlining terms of what the Housing Authority's offer would likely be.

**B. Follow-up from Strategic Planning session**

Sally Payne asked Authority members to read through the updated goals to ensure they reflect the Authority's wishes. There were no additional comments. The goals will continue as an ongoing item for discussion at future meetings.

The tours of Florence Square in Aurora and the Lakewood project were discussed. Authority members were most impressed with the Lakewood project.

There was discussion about a possible name change for the Housing Authority. This matter will be discussed further at the October meeting.

Sally Payne suggested having a representative from the Division of Housing speak to the Authority. It would be good to know how the Division of Housing can assist the Wheat Ridge Housing Authority. Ms. Payne will schedule a speaker for the October meeting.

**7. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

**8. OTHER**

There was no other business to discuss.

**9. ADJOURNMENT**

**It was moved by Katie Vanderveen and seconded by Joseph Demott to adjourn the meeting at 5:10 p.m. The motion carried 5-0.**

The next meeting is scheduled for October 26, 2010.

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Cheryl Brungardt, Chair

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Ann Lazzeri, Secretary



**WHEAT RIDGE HOUSING AUTHORITY  
SPECIAL MEETING  
MINUTES  
October 12, 2010**

**1. CALL MEETING TO ORDER**

The special meeting was called to order by Chair Brungardt at 5:00 p.m. in the Lobby Conference Room of the Wheat Ridge Municipal Building, 7500 West 29<sup>th</sup> Avenue, Wheat Ridge, Colorado.

**2. ROLL CALL**

Authority members present: Cheryl Brungardt  
Joseph DeMott  
Kathy Nuanes  
Katie Vanderveen

Authority members absent: Janice Thompson

Others present: Sally Payne, Deputy Director  
Larry Nelson, Cornerstone Realty  
Britta Fisher, Executive Director  
Wheat Ridge 2020  
Ann Lazzeri, Recording Secretary

**3. OFFICERS REPORTS**

There were no officer reports.

**4. PUBLIC FORUM**

There were no members of the public present to address the Authority.

**5. NEW BUSINESS**

At the last meeting there was discussion regarding \$350,000 Housing and Urban Development (HUD) funds that could be spent on projects before the end of the year. Sally Payne informed the Authority of a recent Housing and Urban Development (HUD) decision that Community Development Block Grant (CDBG) funds in the amount of \$1,000,000 cannot be spent on the 44<sup>th</sup> and

Wadsworth urban renewal project. This means there is now \$1,000,000 available to the Housing Authority. However, the funds must be spent by the end of the year. She also explained that there is a very remote possibility that the HUD decision may not be absolutely final.

Larry Nelson prepared two pro formas for the Authority's consideration. One addresses the use of \$1,000,000 and the other addresses the situation as discussed at the last meeting. The pro formas will be discussed in executive session.

**6. EXECUTIVE SESSION**

**It was moved by Katie Vanderveen and seconded by Joe DeMott to enter into executive session on October 12, 2010 to consider the purchase, acquisition, lease, transfer or sale of real, personal or other property pursuant to Colorado Revised Statute 24-6-402(4)(a). The motion carried 4-0.**

Those attending the executive session were:

Cheryl Brungardt, Housing Authority  
Joseph DeMott, Housing Authority  
Kathy Nuanes, Housing Authority  
Katie Vanderveen, Housing Authority  
Larry Nelson, Cornerstone Realty  
Sally Payne, Deputy Director WRHA  
Britta Fisher, Executive Director, Wheat Ridge 2020  
Ann Lazzeri, Secretary

The regular meeting adjourned to executive session at 5:08 p.m.

The executive session was convened at 5:10 p.m.

The executive session was adjourned at 6:07 p.m.

**7. NEW BUSINESS (continued)**

The regular meeting was reconvened at 6:09 p.m.

**It was moved by Joe DeMott and seconded by Katie Vanderveen that the Authority direct Larry Nelson to proceed with purchase of seven properties from Jefferson County Housing Authority for the amount discussed in the pro forma. The motion carried 4-0.**

**8. OTHER**

There was no other business to discuss.

9. **ADJOURNMENT**

**It was moved by Kathy Nuanes and seconded by Katie Vanderveen to adjourn the meeting at 6:12 p.m.**

Cheryl Brungardt, Chair

Ann Lazzeri, Secretary

DRAFT

**WHEAT RIDGE HOUSING AUTHORITY  
RESOLUTION NO. 01  
Series of 2011**

**TITLE: A RESOLUTION ENACTING A BUDGET AND  
APPROPRIATION FOR THE YEAR 2011**

**WHEREAS**, C.R.S. 29-1-103 (1) of the Local Government Budget Law of Colorado requires certain local governmental entities to prepare and adopt an annual budget; and

**WHEREAS**, the City Attorney has opined that the provisions of the Budget Law apply to the Authority; and

**WHEREAS**, notice of adoption of this 2011 budget and appropriation was given by the Housing Authority in compliance with C.R.S. 29-1-106; and

**WHEREAS**, in compliance with the provisions of the Budget Law regarding notice, objections, and hearing, a public hearing was held on this Budget and Appropriation for 2011 by the Authority on January 25, 2011.

**THEREFORE, BE IT RESOLVED by the Wheat Ridge Housing Authority as follows:**

Section 1. The year 2011 budget as shown on **Exhibit 1** attached hereto is hereby approved.

Section 2. Sources of revenue for the Authority are sales of units rehabilitated by the Authority, Community Development Block Grant funds, and interest earned.

Section 3. Total expenditures of the Authority do not exceed available revenues and beginning fund balance.

Section 4. A certified copy of this resolution shall be filed with the Division of Local Government.

**ADOPTED** the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

WHEAT RIDGE HOUSING AUTHORITY

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary to the Authority



**Wheat Ridge Housing Authority  
Proposed Budget**

	2009 Actual	Unaudited Projected 2010	2010 Budget	Proposed 2011 Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
500 · Sale of Units	520,500	254,635	330,000	160,714
530 · Rent	0	0	0	0
535 · Interest Income	8,142	5,783	8,000	6,000
540 · NGO Grants	0	5,000		0
549 · Miscellaneous Income	0	0	500	0
<b>Total Income</b>	<u>528,642</u>	<u>265,418</u>	<u>338,500</u>	<u>166,714</u>
<b>Cost of Goods Sold</b>				
551 · Beginning Cost of Units	745,500	258,900	311,556	0
555 · Purchase of Units	0	0	0	900,000
Summary Rehabilitation Costs	101,556	35,731	0	64,286
599 · Ending Cost of Units	-258,900	0	0	-803,571
<b>Total COGS</b>	<u>588,156</u>	<u>294,631</u>	<u>311,556</u>	<u>160,714</u>
<b>Gross Profit</b>	-59,514	-29,213	26,944	6,000
<b>Expense</b>				
700 · Selling Costs	950	916	602	578
704 · Buyer Incentives	7,092	6,095	4,496	3,847
705 · Closing Costs	3,502	1,508	2,220	952
710 · Commissions	24,984	12,222	15,840	7,714
720 · Homeowners Association Capital	200	0	500	
750 · Accounting & Legal	8,200	7,700	8,000	8,000
762 · Bank Charges	1,251	1,251	1,200	1,200
771 · City Reimbursement	2,525	4,999	4,000	5,000
775 · Conference & Meeting Expense	209	1,559	1,500	1,500
787 · Dues, Books & Subscriptions	0	60	100	100
802 · Gardening & Maintenance	0	0	1,500	0
804 · Homeowners Association Dues	250	0	0	0
807 · Insurance	1,988	0	2,000	0
820 · Miscellaneous	0	0	500	500
825 · Office Supplies	10	0	250	250
832 · Postage	0	0	100	100
843 · Repairs	6,191	84	5,000	5,000
853 · Supplies	0	0	250	250
865 · Trash Removal	0	0	500	0
872 · Utilities	3,470	1,370	3,500	0
<b>Total Expense</b>	<u>60,822</u>	<u>37,764</u>	<u>52,059</u>	<u>34,991</u>
<b>Net Ordinary Income</b>	-120,336	-66,977	-25,115	-28,991
<b>Other Income/Expense</b>				
<b>Other Income</b>				
564 · CDBG Grant	0	0	0	900,000
<b>Other (Expense)</b>				
910 · Interest Expense	0	0	0	0
<b>Total Other Expense</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Net Other Income/Expense</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>900,000</u>
<b>Net Income</b>	-120,336	-66,977	-25,115	871,009
<b>Beginning Fund Balance</b>	1,215,059	1,094,723	1,094,723	1,027,746
<b>Ending Fund Balance</b>	<u>1,094,723</u>	<u>1,027,746</u>	<u>1,069,608</u>	<u>1,898,755</u>



## Memorandum

**TO:** Wheat Ridge Housing Authority

**THROUGH:** Sally Payne, Deputy Director, Wheat Ridge Housing Authority

**FROM:** Kathy Field, Administrative Assistant

**DATE:** January 21, 2011

**SUBJECT:** Resolution Designating a Public Place for the Posting of Notices of Public Meetings

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Pursuant to legislative amendments to the Colorado Open Meeting Law at Section 24-6-402(2)(c), Housing Authority is to annually designate at its first meeting for each calendar year a public place for the posting of notices for meeting. By properly designating a place for posting meeting notices, a public entity will be deemed to have given full and timely notice of any meeting so long as notice thereof was posted as the designated place at least twenty-four hours in advance thereof.

Attached is Resolution 02, Series of 2011, which identifies the lobby of the Municipal Building and the City's website as the designated place for posting of meeting notices.

Attachment

1. Resolution 02, 2011

**WHEAT RIDGE HOUSING AUTHORITY  
RESOLUTION NO. 02  
Series of 2011**

**TITLE: A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR THE POSTING OF MEETING NOTICES AS REQUIRED BY THE COLORADO OPEN MEETINGS LAW**

BE IT RESOLVED BY THE WHEAT RIDGE HOUSING AUTHORITY THAT:

Section 1. The lobby of the Municipal Building and the City's website shall constitute the designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law. The Executive Director or his designee shall be responsible for posting the required notices no later than twenty-four (24) hours prior to the holding of the meeting. All meeting notices shall include specific agenda information, where possible.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

WHEAT RIDGE HOUSING AUTHORITY

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary to the Authority