



**Special Meeting**  
**A G E N D A**  
**February 6, 2018**  
**SECOND FLOOR CONFERENCE ROOM**  
**4:00 P.M.**

- A. Call Meeting to Order**
- B. Roll Call**
- C. Approval of Minutes:**
  - 1. September 12, 2017
- D. Officers Reports**
- E. Public Forum**
- F. New Business**
  - 1. Strategic Planning Discussion Continued
    - a. Guest Speaker: Kat Douglas
  - 2. Resolution 01-2018: Establishing a designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law
  - 3. Budget/Audit Update
- G. Old Business**
- H. Other**
- I. Adjournment**

*Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Sara Spaulding, Public Information Officer at 303-235-2877 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.*



**Minutes of Special Meeting  
September 12, 2017**

**A. CALL THE MEETING TO ORDER**

The meeting was called to order at 4:00 p.m. by Chair Thompson in the Second Floor Conference Room of the Municipal Building, 7500 West 29<sup>th</sup> Avenue, Wheat Ridge, Colorado.

**B. ROLL CALL OF MEMBERS**

Authority Members Present: Thomas Abbott – arrived at 4:30 p.m.  
Tim Fitzgerald  
Chad Harr  
Janice Thompson  
Jennifer Walter

Authority Members Absent: None

Staff Present: Kenneth Johnstone, Executive Director  
Lauren Mikulak, Staff Liaison  
Tammy Odean, Recording Secretary

**C. APPROVAL OF MINUTES:**

**1. June 27, 2017**

**It was moved by Ms. Walter and seconded by Mr. Fitzgerald to approve the minutes of June 27, 2017 as written.**

**Motion approved 3-0-1 with Ms. Walter abstaining and Mr. Abbott did not vote because he was late.**

**D. OFFICERS REPORTS**

Ms. Thompson said she did a few home visits to the homes that the Housing Authority previously owned and rehabbed. She mentioned they all looked well-kept and clean and thought the Authority provided some wonderful housing for people who really needed it.

**E. PUBLIC FORUM**

There was nobody present from the public to speak.

**F. NEW BUSINESS**

Mr. Johnstone gave a brief description of the memos in the agenda packet which include a history of what has happened in the last couple of years and an explanation of the different funding sources. He let the members know that there are a few more milestones to reach to finalize Fruitdale Lofts before planning for the future of the Housing Authority. Mr. Johnstone mentioned that right now our funding sources are low and it is very hard to compete for HUD funds from the County.

Mr. Fitzgerald gave a brief report of a tour that he and Ms. Thompson went on with Britta Fisher in the City of Lakewood of CityScape at Belmar. It was developed by and is owned by Metro West Housing Solutions, which functions as Lakewood's housing authority. He is aware that the WRHA budget is low, but would like to redefine the HA goals and choose a model for the future. Mr. Fitzgerald said that to apply for funding the Authority needs to focus and would like to see the HA partner with other Housing Authorities or developers.

Ms. Thompson agreed, but said it will be hard to partner with another authority or developer if there is no funding. She also mentioned it is hard to move forward at this time because we have to pay staff for their work.

Mr. Harr added that the HA needs to figure out if there is a need for affordable housing in Wheat Ridge and if there is an opportunity in Wheat Ridge to partner with others to provide mixed income projects. He also mentioned it might be good to look at a hotel that is a problem in the City of Wheat Ridge and strategically plan to turn it into low income housing.

Mr. Fitzgerald again suggested the HA needs to partner maybe with other Housing Authorities or maybe even with Urban Renewal.

Mr. Johnstone said the Urban Renewal uses tax increment finance to underwrite projects that otherwise wouldn't work in the market. Ms. Mikulak added that Urban Renewal's visions don't always include affordable housing.

Mr. Johnstone and Mr. Abbott again said we have to bring value to the table to enter into a partnership. Right now there is limited staff time and financial resources to offer a partnership.

Ms. Mikulak added that developers don't always need housing authorities to partner with.

Ms. Thompson does not want to see the HA disbanded, but doesn't know how to make it work right now. She suggested that Executive Director Brenda Lee with Metro West Housing Solutions come speak with WRHA and help us get a vision for the future.

Mr. Fitzgerald wants to see the primary goal of the HA to be to develop partnerships with other Housing Authorities, outside agencies, financial institutions, developers and private investors to provide quality affordable housing.

Mr. Harr said the HA needs to figure out a mission statement first. For example, to create quality affordable housing. Then he would like to see Mr. Fitzgerald's previous suggestion as the primary goal.

Ms. Mikulak stated she would revise the vision and goal statements accordingly and present them at the next meeting. She and Mr. Johnstone said they would identify a guest speaker who may be able to speak to the affordable housing landscape.

There was then a brief discussion of the member's other ideas, including supporting accessory dwelling units (ADU's), programs to help the young and old live together, converting hotels to condos, and loan programs. There was discussion as to whether these are appropriate roles for a housing authority under state statutes and local enabling legislation and what knowledge and capacity the WRHA and staff would have to be successful in these new roles.

## **G. OLD BUSINESS**

### **1. Fruitdale School - Update and Next Steps**

Ms. Mikulak talked about the Grand Opening for Fruitdale on October 19<sup>th</sup> and mentioned there are 19 people on the wait list and rent prices will be in the final proforma. She also mentioned that she and Jim Hartman have and are scheduled to present at several conferences in partnership with History Colorado who is proud of the project partnership. All the members agreed this has been a great development for the City of Wheat Ridge.

Mr. Harr asked is there has been any development interest brought to 44<sup>th</sup> because of Fruitdale Lofts.

Ms. Mikulak said the Wheat Ridge Animal Hospital and Swiss Flower have redeveloped on 44<sup>th</sup> Avenue.

## **H. OTHER**

## **I. ADJOURNMENT**

**It was moved by Mr. Abbott and seconded by Mr. Harr to adjourn the meeting at 5:44 p.m.**

**Motion carried 5-0**

  
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**Janice Thompson, Chair**

  
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**Tammy Odean, Recording Secretary**



**To:** Chair and Members of the Wheat Ridge Housing Authority

**From:** Ken Johnstone, Executive Director  
Lauren Mikulak, Staff Liaison

**Subject:** Continuation of Strategic Planning Discussion

**Date:** February 1 (for February 6 special meeting)

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The purpose of the February 6 meeting is to hear from Kat Douglas, who is the Community Development Director for Jefferson County. Kat has been in this position for many years, and her division administers the County allocation of various federal funds from the department of Housing and Urban Development. These funding programs include the Community Development Block Grant program, the Community Services Block Grant program and the HOME Investment Partnership program. All of these funds go toward the development of affordable housing and/or toward services providers for low-income populations and persons with housing related challenges. As such, Kat interfaces with all of the Jefferson County based housing authorities, private affordable housing developers and numerous service providers such as Family Tree, the Action Center, Brothers Redevelopment, Community Faith in Action, etc.

Her background should provide an interesting perspective on where the Wheat Ridge Housing Authority (WRHA) fits in the spectrum of these affordable housing related builders and service providers. She will be able to communicate what are typical funding sources for these various entities, how they are staffed, etc. This may help inform appropriate roles for the WRHA in the near and longer terms.

This cover memo provides a brief summary of the conversations to date and a follow-up on the request to revise the Authority's vision and goal statements.

### **Background**

The role of the Housing Authority has been discussed several times in the last few years, and those discussions are summarized briefly below. The memos for those meetings have been provided previously and are available upon request.

- 2010 – The Authority undertook a strategic planning session in 2010, but the work program was not substantially modified at that time because the housing rehab/homeownership program was still well underway with ongoing Federal funding provided through Jefferson County Community Development.
- August 2015 – Further discussions on strategic planning took place at a meeting on August 18, 2015, at which time there was interest in partnering with developers and exploring the potential for neighborhood cleanup projects. Strategic planning was suspended after the August meeting because Hartman Ely Investments (HEI) presented a redevelopment proposal to the Authority for the Fruitdale School the following month on September 22, 2015, and this partnership became the Authority’s primary focus in the intervening time.
- March 2017 – At the March 2017 meeting, the Authority expressed a desire to resume strategic planning. Based on limited staff resources and other City priorities, that discussion was deferred until September 12, 2017.
- September 2017 – At the last meeting of the Housing Authority on September 12, there was discussion of the limitations of an authority of this size, including staffing and funding. There is still a clear interest in establishing partnerships to promote affordable housing but also an understanding that the Authority has limited resources to bring to the table. The Authority requested that the vision and goals be updated (see below), and also requested that a guest speaker attend a meeting to provide an outside perspective on potential roles for the WRHA and in comparison to other larger Housing Authorities.

**Vision and Goals**

The current vision and goals of the Housing Authority (since 2010) are as follows:

- Vision: To increase home ownership opportunities and neighborhood/community pride in Wheat Ridge.
- Goals:
  - Encourage and promote homeownership through the acquisition of deteriorated or foreclosed properties to convert to homeownership.
  - Become a community resource for the assistance of and referral of housing funding and other housing needs.
  - Develop partnerships with other Housing Authorities, outside agencies, financial institutions and private investors to provide affordable housing.
  - Remain a self-sustaining agency by reinvesting profits in the rehabilitation of deteriorated housing stock.

Based on discussion at the September 12, 2017, the proposed vision and goals for the Housing Authority have been revised to eliminate references to the prior acquisition and rehabilitation program and to emphasize affordable housing and partnerships:

- Vision: To encourage and promote quality affordable housing and to encourage neighborhood/community pride in Wheat Ridge.
- Goals:
  - Develop partnerships with other Housing Authorities, developers, outside agencies, financial institutions and private investors to provide high-quality affordable housing.
  - Be a resource for residents seeking affordable housing and service providers in the community.



**To:** Chair and Members of the Wheat Ridge Housing Authority

**From:** Lauren Mikulak, Staff Liaison

**Subject:** Annual Designation of Meeting Notice Location

**Date:** February 1, 2018 (for February 6 WRHA meeting)

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In accordance with the Colorado Open Meetings Laws (Section 24-6-401 *et seq.* C.R.S.), all local public bodies, including the Wheat Ridge Housing Authority, are required to annually designate the place for posting public notices for public hearings. The City's lobby and website are the designated locations. This designation is formally made at the board's first meeting of the year through approval of a resolution.

Staff recommends approval of Resolution No. 01-2017 and recommends the following motion:

"I move to recommend approval of Resolution No. 01-2017, a resolution establishing a designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law."

**WHEAT RIDGE HOUSING AUTHORITY  
RESOLUTION NO. 01  
Series of 2018**

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

**WHEREAS**, the Housing Authority of the City of Wheat Ridge, Colorado, deems it in the public interest to provide full and timely notice of all of its meetings; and

**WHEREAS**, the Colorado state legislature amended the Colorado Open Meetings Laws, Section 24-6-401, *et seq.*, C.R.S. to require all “local public bodies” subject to the requirements of the law to annually designate at the local public body’s first regular meeting of each calendar year, the place for posting notices of public hearings no less than twenty-four hours prior to the holding of the meeting; and

**WHEREAS**, “local public body” is defined by Section 24-6-402(1)(a) to include “any board, committee, commission, authority, or other advisory, policy-making, rule-making, or formally constituted body of any political subdivision of the state and any public or private entity to which a political subdivision, or an official thereof, has delegated a governmental decision-making function but does not include persons on the administrative staff of the local public body”.

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

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.

Section 2. The Community Development 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.

Section 3. All meeting notices shall include specific agenda information, where possible.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chair, Housing Authority

ATTEST:

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Secretary to the Housing Authority