



A G E N D A
April 24, 2012

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: March 27, 2012**
- D. Officers Reports**
- E. Public Forum**
- F. New Business**
 - 1. Update on Homes**
 - 2. Fruitdale School Historic Designation**
 - 3. Training Video: *Preventing Public Officials' Liability***
- G. Unfinished Business**
- J. Other**
- K. Adjournment**



**Minutes of Meeting
March 27, 2012**

1. CALL THE MEETING TO ORDER

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

2. ROLL CALL OF MEMBERS

Authority Members Present: Cheryl Brungardt
Joe DeMott
Gayle Miller
Janice Thompson
Katie Vanderveen

Also Present: Sally Payne, Deputy Director
Henry Wehrdt, JCHA
Larry Nelson, Cornerstone Realty
Ann Lazzeri, Recording Secretary

Chair Brungardt introduced Gayle Miller who has been appointed to serve on the Housing Authority beginning with the March meeting.

3. APPROVAL OF MINUTES – February 28, 2012

It was moved by Joe DeMott and seconded by Katie Vanderveen to approve the minutes of February 28, 2012. Motion carried 3-0 with Gayle Miller and Janice Thompson abstaining.

4. PUBLIC FORUM

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

5. **NEW BUSINESS**

A. Yarrow Street Bids

Henry Wehrdt reviewed bid results for rehab of the property at 4530 Yarrow Street. **It was moved by Joe DeMott and seconded by Katie Vanderveen to award the bid for 4530 Yarrow Street to Jo-D Enterprises for \$53,010.00 with a 10% contingency. Motion carried 5-0.**

B. Update on Homes (Moore and Nelson)

Henry Wehrdt reported that he gave a Certificate of Occupancy to Larry Nelson for 3891 Moore Street. He estimated the property would require approximately 4,000 square feet of sod at a probable cost of \$2,420.00. He has requested three bids for installation of river rock around the foundation in order to get positive drainage around the house. It did have a sprinkler system in place. He is looking into whether it could be repaired and what the cost would be. He doesn't want to install sod until it is known if the sprinkler system will work. Mr. Wehrdt will send bid results to the Authority as soon as they are received. Mr. Nelson suggested waiting a few weeks after it is on the market to see how showings go then make a decision about the yard.

Larry Nelson would like to start off with a selling price of \$174,500 for 4035 Nelson Street. Authority members were agreeable to this price.

C. New Construction Management Partner

Sally Payne informed the Authority that Jefferson County Housing Authority (JCHA) has decided not to continue construction and financial management agreements with WRHA. This is due to JCHA's workload. Henry Wehrdt explained that the original contract for financial accounting will expire on March 31st, at which time the City will take over collecting rents.

Ms. Payne contacted Consilium Partners who did the work on Fruitdale to get a proposal for construction management. They have also worked with Wheat Ridge 2020 on neighborhood stabilization homes. She gave copies of their proposal to Authority members.

In the meantime, Henry Wehrdt indicated he would continue to work with WRHA. With Alan Feinstein's permission, he will continue to assist the Authority with Yarrow Street and the three remaining CDBG Houses. A revised construction management agreement will be drafted.

It was moved by Joe DeMott and seconded by Janice Thompson to keep Jefferson County Housing Authority as construction manager for the remaining three CDBG homes. Motion carried 5-0.

6. UNFINISHED BUSINESS

A. Fruitdale Building

Sally Payne reported that the State Historic Fund grant has been approved. When the agreement with Historic Denver to administer the grant is finalized, the assessment can begin.

There is a continual issue with 5280 Gymnastics parking on the Fruitdale property. The fencing has been damaged and it costs the Authority a \$175 trip charge plus labor every time the fence has to be repaired. 5280 would like to use the property on weekends but Ms. Payne told them that she had a concern with liability issues. However, they are still using the space. Following discussion, it was decided the best avenue is to direct Sally Payne to inform 5280 that they cannot use the parking spaces and put "no parking" signs around the property. In addition to liability issues, the parking spaces will be needed by WRHA when work progresses on the building. It would not be advisable to enter into a lease agreement with 5280 when the date for work to begin is not known.

7. OTHER

Chair Brungardt reminded everyone about the NAHRO Conference, May 14-18. Any members interested in attending the conference should contact Kathy Field.

8. ADJOURNMENT

It was moved by Joe DeMott and seconded by Katie Vanderveen to adjourn the meeting at 5:10 p.m. Motion carried 5-0.

Cheryl Brungardt, Chair

Ann Lazzeri, Recording Secretary



Memorandum

TO: Wheat Ridge Housing Authority

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

FROM: Kathy Field, Administrative Assistant

DATE: April 19, 2012

SUBJECT: Preventing Public Officials' Liability

The Colorado Intergovernmental Risk Sharing Agency (CIRSA), the City's property/liability and workers' compensation insurance broker, has produced a video entitled "*In the Scope of Your Authority: Preventing Public Officials' Liability*." This video was designed to be viewed by the City's elected and appointed officials, and the management team. It discusses how elected and appointed officials can avoid mistakes that can lead to liability claims and identifies best practices that will allow officials to be successful.

In addition to the video, CIRSA in collaboration with the Colorado Municipal League (CML) have prepared a "*Public Officials Liability Handbook*". This handbook is intended to provide an overview of some of the liability issues facing public entities, as well as some suggestion for avoiding and reducing liability. (In addition to our newest member, please let me know if you can't find your handbook so I can make more to hand out at the meeting on Tuesday.)

The video, which is 17 minutes long, will be played for the Housing Authority at the April 24th meeting.