

MINUTES
West Lafayette Housing Appeals Board
West Lafayette Public Library – Elm Room
208 W. Columbia St.
West Lafayette, IN 47906
April 1, 2014

The meeting was called to order at 6:00 p.m.

Present: Zachary Baiel, Cathy Lockwood, Loren Randall, John Grutzner, Stephen Burton, Nicholas DeBoer, Michael Maule (arrived at 6:12 p.m.), Housing Program Coordinator Dale Dixon, and City Attorney Eric Burns

City Attorney Eric Burns stated he would like to add the “Approval of Robert’s Rules of Order” to the agenda. The election of officers for the 2014 Housing Appeals Board was held.

- **Chair – Zachary Baiel**
Nominated by Nicholas DeBoer, seconded by Loren Randall with a vote of 6-0.
- **Vice-Chair – Nicholas DeBoer**
Nominated by Loren Randall, seconded by John Grutzner with a vote of 6-0.
- **Secretary – Stephen Burton**
Nominated by Cathy Lockwood, seconded by Nicholas DeBoer with a vote 6-0.

Loren Randall moved to approve the use of Roberts Rules of Order procedures for all Housing Appeals Board meetings. John Grutzner seconded. The motion passed 6-0.

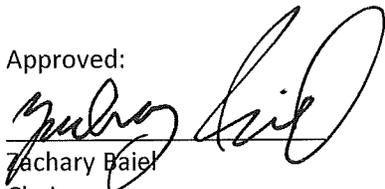
Eric Burns summarized to the role of the Housing Appeals Board which is to enforce the West Lafayette Housing Property Maintenance code, and hear evidence and render decisions regarding the inspection and certification of rental housing within the City limits. Each role requires the Board to schedule a formal hearing and consider evidence. Legal counsel will be available to assist with the Board’s vote and decision consistent with what is allowed under City Code. Eric Burns will act on behalf of the City of West Lafayette.

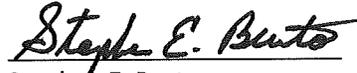
Eric Burns stated the Bylaws will serve as a framework which will allow the Board to pass procedural regulations. The draft of the Bylaws of the Housing Appeals Board was reviewed and discussed in detail. Eric Burns commented the completed Housing Appeals Board Bylaws must be brought before the Common Council for approval. Meetings of the Board of Appeals will be

scheduled for the first Wednesday of each month at 6:00 p.m. unless there is no Board business needing consideration. The process of notifying Board members when complaints are received was discussed. A 48 hour public notice must be posted, and the Indiana Open Door rules observed whenever four or more members of the Board meet. The method for hearing appeals and scheduling hearings was discussed.

It was agreed that Eric Burns will review and amend the Bylaws as discussed at the meeting and presented to the Board at the next meeting for approval. The next meeting was confirmed on May 7, 2014 at 6:00 p.m. By motion of Nicholas DeBoer and seconded by Loren Randall, the meeting adjourned at 7:20 p.m.

Approved:


Zachary Baiel
Chair


Stephen E. Burton
Secretary