

MINUTES
West Lafayette Housing Appeals Board
Morton Community Center
222 N. Chauncey Ave.
West Lafayette, IN 47906
May 7, 2014

The meeting was called to order at 6:04 p.m.

Present: Zachary Baiel, Loren Randall, John Grutzner, Stephen Burton, Nicholas DeBoer, Michael Maule and Cathy Lockwood (arrived at 6:07 p.m.), Housing Program Coordinator Dale Dixon, NRT Supervisor Rick Walker and Board Attorney Tom Brooks, Jr.

Nicholas DeBoer moved to approve the minutes of the April 1, 2014 meeting. John Grutzner seconded. The minutes were approved as written by unanimous vote.

Review of Bylaws

The Bylaws had been modified and corrected as agreed at the April 1, 2014 meeting and distributed to all Board members prior to the meeting. Attorney Tom Brooks, Jr. reviewed the specific changes. The number of Board members necessary for a quorum (4) and also the number of affirmative votes (4) required to approve any action by the Board was explained by Attorney Brooks. He stated that the Bylaws won't go into effect until they have been ratified by the City Council at their June meeting. Nicholas DeBoer moved to approve the Bylaws of the West Lafayette Appeals Board. Stephen Burton seconded. Additional questions and discussion regarding the Bylaws followed. The process for filing an appeal was clarified. An appeal will be date stamped upon receipt and forwarded to the Board members. After confirming the appeal is within the Board's jurisdiction at an open meeting, a future meeting will be set to hear the appeal. A minimum 48 hour media notice is required for all public meetings.

Michael Maule moved to amend the Bylaws as follows: page 1, Article III Membership and Organization, Removal and Vacancies, delete "With the exception of the single at large member". Amended as: ***"A Board member who fails to reside within their representative district, or moves outside the city limits shall be deemed to have resigned from the Board."*** John Grutzner seconded. The motion passed by unanimous vote.

Loren Randall moved to also amend page 1, Article III, Membership and Organization, Membership, the original phrase "and an additional representative from the City at-large." as: ***"and additional representative(s) from the City at-large."*** John Grutzner seconded. The motion passed by unanimous vote.

John Grutzner moved to amend page 3, Article V, Powers and Duties, Method of Filing as follows: delete "in person" and amend the sentence to ***"To be effective, the Notice of Appeal***

must be delivered to the West Lafayette Department of Development.” and in the following sentence, delete “after directed by the Chair” and amend the sentence to ***“The Department shall, within three (3) business days, transmit the Notice of Appeal to the Board.”*** Michael Maule seconded. The motion passed by unanimous vote.

Nicholas DeBoer moved to approve the Bylaws of the West Lafayette Housing Appeals Board as amended. John Grutzner seconded. The motion passed by unanimous vote.

Rick Walker, Dale Dixon and Tom Brooks, Jr. will create the Appeals forms. There being no other business, Nicholas DeBoer moved to adjourn. John Grutzner seconded. The meeting adjourned at 6:42 p.m.

Stephen E. Burton
Secretary

Approved:

Zachary Baiel
Chair