



City of Valley Falls

Established 1854

AMENDED AND RESTATED BYLAWS OF THE CITY OF VALLEY FALLS HOUSING AUTHORITY

Article I – Name and Purpose

Section 1.1: Name

The name of the organization shall be the "City of Valley Falls Housing Authority" (hereinafter referred to as the "Authority").

Section 1.2: Purpose

The purpose of the Authority shall be to oversee and manage housing programs, development, and related activities within the city of Valley Falls, with a focus on the provision of affordable housing and the enhancement of living conditions for residents in the community, including Sunset Haven Facility residents.

Article II – Membership

Section 2.1: Composition of the Board

The Authority shall be composed of five (5) members, each serving a three-year term, appointed by the City Council of Valley Falls.

Section 2.2: Qualifications

- (a) All members must reside within the city limits of Valley Falls or the USD 338 school district. City Council may waive the residency requirement.
- (b) One member must be a current resident of the Sunset Haven Facility.
- (c) No more than one member of the Board shall be related to any other member by blood or marriage.

Section 2.3: Appointment and Terms

- (a) Members of the Board shall be appointed by the City Council of Valley Falls for a term of three (3) years.
- (b) No member shall serve more than two (2) consecutive terms unless reappointed by the City Council.
- (c) Vacancies occurring during a term shall be filled by the City Council for the remainder of the unexpired term.

Section 2.4: Removal of Members

Any member of the Authority may be removed by the City Council for neglect of duty, malfeasance, or failure to attend regular meetings. A member may also be removed upon request of the Authority, subject to City Council approval.

Article III – Meetings

Section 3.1: Regular Meetings

The Authority shall hold regular meetings once a month on the second Tuesday of each month at 6:00 PM. The meeting shall be held at a location within the City of Valley Falls designated by the Board.

Section 3.2: Special Meetings

Special meetings may be called by the Chair or by a majority of the members of the Authority with at least 48 hours' notice to all members and the public.

Section 3.3: Quorum

A quorum shall consist of a majority of the members of the Authority, which is three (3) members. No business shall be conducted without a quorum present.

Section 3.4: Meeting Procedures

The Authority shall adhere to Robert's Rules of Order, unless otherwise specified in these Bylaws, to conduct its meetings in an orderly and efficient manner.

Section 3.5: Notice of Meetings

Notice of regular and special meetings shall be provided in advance to members and to the public as required by state law and the City of Valley Falls' policies. Notice of meetings shall be posted on the City website.

Article IV – Officers

Section 4.1: Officer Roles

The officers of the Authority shall be a Chair, Vice-Chair, and Secretary. These officers shall be elected by the members of the Authority at the first meeting of each calendar year.

Section 4.2: Duties of Officers

(a) **Chair:** The Chair shall preside over all meetings of the Authority, act as the spokesperson for the Authority, and perform other duties as required by law or the Board.

(b) **Vice-Chair:** The Vice-Chair shall assume the duties of the Chair in the absence or incapacity of the Chair and shall perform such other duties as assigned by the Chair or the Board.

(c) **Secretary:** The Secretary shall keep the minutes of the meetings, maintain all official records of the Authority, and ensure that required notices are provided to members and the public.

Section 4.3: Election of Officers

Officers shall be elected by a majority vote of the Authority members during the first meeting of the month of each fiscal year. Each officer shall serve a term of one (1) year.

Article V – Committees

Section 5.1: Creation of Committees

The Authority may create committees as needed to carry out specific functions, such as budgeting, project development, or public outreach. These committees shall report to the full Board.

Section 5.2: Committee Membership

Committee members shall be appointed by the Chair, with the approval of the Board, and may include members of the Board as well as non-board members, as appropriate.

Article VI – Duties and Powers of the Authority

Section 6.1: General Powers

The Authority shall have the power to:

- (a) Acquire, own, operate, and manage properties for affordable housing development.
- (b) Develop, approve, and administer housing programs and services for the benefit of Valley Falls residents.
- (c) Apply for and administer funds related to housing projects.
- (d) Make and enforce policies related to the operation of its housing programs.

Section 6.2: Fiscal Responsibility

The Authority shall approve its annual budget and financial reports, and work within the guidelines established by the City of Valley Falls' financial policies. All financial reports shall be presented to the City Council annually.

Article VII – Conflict of Interest

Section 7.1: Disclosure of Conflict

All members of the Authority shall disclose any potential conflict of interest in any matter brought before the Board. Any member with a conflict of interest shall abstain from voting or participating in discussions related to the issue.

Article VIII – Amendment of Bylaws

Section 8.1: Amendment Procedure

These Bylaws may be amended by a majority vote of the members of the Authority at any regular or special meeting, provided that the proposed amendments have been presented in writing to all members at least 10 days prior to the meeting at which the amendment is to be considered.

Article IX – Monthly Reporting to City Council

Section 9.1: Presentation of Minutes

The Authority shall prepare and submit the minutes of each regular meeting to the Valley Falls City Council at the next scheduled City Council meeting following the Authority's meeting. These minutes shall include a summary of discussions, actions taken, and any relevant decisions or recommendations made during the Authority's meeting.

Section 9.2: Submission Deadline

The minutes must be submitted to the City Council no later than the 3rd Monday of the month by 12:00 PM. If the minutes are not available by this time, a written report summarizing the meeting will be provided in place of the minutes.

Section 9.3: Record Keeping

Copies of the minutes shall be maintained in the Authority's records and shall be available for public inspection in accordance with applicable public records laws.

Article X – Annual Presentation to City Council

Section 10.1: Purpose of the Presentation

The Authority shall make an annual presentation to the Valley Falls City Council regarding its activities, goals, and progress over the past year. This presentation will provide a comprehensive overview of the Housing Authority's work, including any housing projects, funding updates, challenges faced, and strategic plans for the upcoming year.

Section 10.2: Timing of the Presentation

The annual presentation shall take place at a City Council meeting, typically scheduled in the first quarter of each calendar fiscal year. The exact timing will be coordinated with the City Council to ensure the Authority has sufficient time to prepare and present the report.

Section 10.3: Content of the Presentation

The presentation shall include, but is not limited to, the following:

- (a) A summary of the Housing Authority's goals and objectives for the previous year.
- (b) An update on ongoing and completed housing projects, including financials, outcomes, and key achievements.
- (c) An outline of the Authority's strategic priorities and plans for the upcoming year.
- (d) Any challenges or obstacles faced by the Authority and proposed solutions.
- (e) A financial report, including a summary of funding and expenditures.
- (f) Recommendations for future housing-related initiatives or improvements in the Valley Falls community.

Section 10.4: Communication with City Council

The Authority shall ensure that the presentation is made in a clear, concise, and professional manner. Board members may be available to answer questions from the City Council during or after the presentation.

Article XI – Executive Director

Section 11.1: Appointment of Executive Director

The Housing Authority shall hire an Executive Director to oversee the daily operations of the Sunset Haven Housing Facility and implement the policies and directives of the Authority. The Executive Director shall be appointed by the Board and shall report directly to the Housing Authority Board.

Section 11.2: Qualifications

The Executive Director shall possess the qualifications, skills, and experience necessary to manage the operations of the Sunset Haven Housing Facility. This may include experience in housing management, finance, healthcare or senior services, and knowledge of applicable laws and regulations.

Section 11.3: Responsibilities

The Executive Director's responsibilities shall include, but are not limited to:

- (a) Managing the daily operations of the Sunset Haven Housing Facility, including staffing, budgets, and resident services.
- (b) Ensuring that the facility operates in compliance with all local, state, and federal regulations.
- (c) Developing and implementing policies for the operation of Sunset Haven.
- (d) Managing and overseeing the facility's budget, including financial planning, expenditures, and reporting to the Authority.
- (e) Coordinating with the Housing Authority Board to implement strategies and decisions related to Sunset Haven.
- (f) Hiring, supervising, and evaluating staff at Sunset Haven.
- (g) Reporting monthly to the Housing Authority regarding the operations of the facility, including performance, challenges, and financial status.
- (h) Communicating with residents, their families, and the public to ensure the facility is meeting the needs of its residents.

Section 11.4: Compensation and Terms of Employment

The compensation, benefits, and terms of employment for the Executive Director shall be determined by the Housing Authority Board in accordance with budgetary constraints and City Council approval.

Section 11.5: Evaluation and Accountability

The Executive Director shall be subject to an annual performance review by the Housing Authority Board. The review will assess the Executive Director's performance, effectiveness in managing the facility, and adherence to the goals and objectives set by the Authority.

Section 11.6: Removal of the Executive Director

The Executive Director may be removed by the Housing Authority Board for cause, including failure to meet the performance expectations, misconduct, or violation of policies. The removal process shall be in accordance with the terms of the Executive Director's employment contract.

Article XII – Adoption

Section 12.1: Effective Date

These Bylaws shall be adopted by the Authority upon a majority vote of the members and shall be effective immediately thereafter.

CERTIFICATION

We, the undersigned, being the members of the City of Valley Falls Housing Authority, do hereby adopt and enact these Bylaws on this 13 day of May, 2025, and do affirm our commitment to the responsibilities set forth herein.

John Sherotta
Chair

John Q Bowers
Vice-Chair

Vacant
Secretary

Philip Huffman
Board Member

K. J. J.
Board Member