



Beth Block
Mark Grajeda, Vice Chair
Kay Palmer Marsh
Gary Montoya

Barbara Kirkmeyer, Chair
Vincent Ornelas
Eugene Reynolds
Carol Ruckel
Zoe A. Stieber

AGENDA

**Fort Lupton Urban Renewal Authority
Regular Meeting
Fort Lupton Rec Center – 203 S. Harrison Ave.
Tuesday, March 21, 2017
6:30 P.M.**

- 1. Call To Order – Roll Call**
- 2. Approval Of The Agenda**
- 3. Consent Agenda**
 - a. Approval of the Minutes of the January 18, 2017 Meeting
- 4. Public Comment**
- 5. Action Items**
 - a. Review of Accounts Payables
- 6. New Business**
 - a. Attorney Discussion
 - b. Intergovernmental Agreements
 - c. Chamber Luncheon & Nonprofit Spotlight
 - d. Façade Improvement Program – Application Review Discussion
- 7. Old Business**
- 8. Staff Reports**
 - a. Executive Director
 - b. Staff Liaisons
- 9. Board Reports**
- 10. Adjournment**

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
January 18, 2017**

The Fort Lupton Urban Renewal Authority met at the City Complex, 130 South McKinley Avenue, the regular meeting place of the Board, on Tuesday, January 18, 2017. Chairperson Barb Kirkmeyer called the meeting to order at 6:30 p.m.

ROLL CALL

The Board elected to introduce themselves rather than an official roll call. Those present were Mark Grajeda, Zoe Stieber, Carol Ruckel, Eugene Reynolds, Beth Block, and Barb Kirkmeyer. Also in attendance were Executive Director Claud Hanes, Staff Liaison Alyssa Knutson and Planning Technician Jennifer Cupp. Staff Liaison Aaron Herrera arrived at 7:32 pm.

APPROVAL OF AGENDA

It was moved by Carol Ruckel and seconded by Beth Block approving the agenda as presented. Motion carried unanimously.

CONSENT AGENDA

The following was on the Consent Agenda: Approval of the Minutes of the December 20, 2016.

It was moved by Mark Grajeda and seconded by Zoe Steiber, to approve the Consent Agenda as presented. Motion carried unanimously.

PERSON TO ADDRESS THE AUTHORITY

Chair Kirkmeyer opened the Public Comment portion of the meeting at 6:35 p.m.

Don Ramsey owner of 125 S. Denver Ave. addressed the Board with a zoning question. Mr. Ramsey's property qualifies for the Façade Program, but he is concerned about the zoning. The property is currently being used as a residence but it is zoned C-1 General Commercial. His concern is that due to current zoning, lenders will not lend on it due to the fact that if 50 % or more of the property is destroyed, the property cannot be rebuilt as a residence. Mr. Ramsey feels that the property should be allowed to remain a residence until the owner chooses to make it commercial. Chair Kirkmeyer explained to Mr. Ramsey that his question was one for the City of the Fort Lupton. She suggested that Mr. Ramsey contact the City's Planning Department.

There were no other citizens to address the Board and the public comment portion closed at 6:39 p.m.

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ACTION ITEMS

Accounts Payable

One check was issued: Murray Dahl Kuechenmeister (attorney fees), total for the accounts payable was \$125.00.

It was moved by Zoe Stieber to approve payment to the above-mentioned payee and seconded by Carol Ruckel; motion carried unanimously.

AM2017-001: Designating the City Complex as the Public Place for Posting Notices of Public Meetings

Claud Hanes informed the Board of an annual requirement to designate a place to post notices for public meetings. It was designated that the City Complex at 130 S. McKinley Ave. be that place. It was moved by Carol Ruckel and seconded by Beth Block to designate the City Complex as the Public Place for Posting Notices of Public Meetings. Motion carried unanimously.

Election of Officers

Alyssa Knutson explained that bylaws for the Fort Lupton Renewal Authority state that new officers must be elected annually at the first regular meeting of the year. The current officers are; Chairperson Kirkmeyer, Vice Chairman Mark Grajeda, Treasurer Eugene Reynolds and Secretary Beth Block. Chairperson Kirkmeyer called for nominees for Chairperson. Board member Zo Stieber nominated all current officers to remain in their positions. Board member Carol Ruckel seconded the nomination. Nomination carried unanimously.

NEW BUSINESS

Tax Increment Finance (TIF) Breakdown

Claud Hanes explained a spreadsheet showing the total FLURA revenue from tax increment financing increments. The Rec Center is the only IGA that FLURA has currently and the rest of the money goes directly into the FLURA account. Member Zoe Stieber asked if any of the money would need to be repaid. Mr. Hanes explained that \$11,220.00 will be repaid to the City Rec Center. Member Mark Grajeda asked where this money came from. Mr. Hanes explained that this money is the increment that FLURA receives from the mill levies. Chair Kirkmeyer asked if the total amount shown was actual revenue. Mr. Hanes and the attorney, Mr. Malcolm Murray explained that the amount shown would be actual revenue unless an IGA was entered into with another taxing entity. If that should happen, the amount of tax that is uncollected for the year will be divided between the two (2) entities pursuant to the IGA.

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Attorney Discussion

Chair Kirkmeyer asked the FLURA attorney, Mr. Malcolm Murray, what it would entail to expand the FLURA boundaries to include two (2) properties that have annexed, or will eventually annex, into the City. One of these companies is Brannan Sand and Gravel, which is currently operating in the County, but at some point plans to annex into the City. The other is Transwest and they have annexed into the City. Mr. Murray, said that there are two (2) ways to go about it. The first way is to create a new urban renewal area. FLURA would need conduct a blight study, county impact study, present it to City Council, adopt a plan and make a designation. The other option would be to amend the existing plan so that the funds can be comingled between the new funds and the TIF generated funds. Mr. Hanes asked which way would be easier. Mr. Murray stated that both plans will require the same procedural requirements. Changing the boundaries will also require an expansion of the FLURA Board. There would need to be a designated member from each of the following; the School Board, County Commissioners and a special district representative. While the FLURA board currently contains members from each of those boards, they were designated by the Mayor and not the taxing entities that they represent. Those members would have to resign their positions and get reappointed by their respective entities.

Member Stieber asked if the FLURA Board wanted to include the properties into urban renewal area. Chair Kirkmeyer asked for discussion in regards to including the properties into the renewal area, the possibility of creating another urban renewal area, or not to include the properties at all. Member Stieber asked whether the Urban Renewal Authority had spoken to the City Council about the City forgoing the tax revenue generated from these properties to instead be included in the FLURA funds. Mr. Hanes and Chair Kirkmeyer stated that, no, there would need to be a meeting with the City Council. Chair Kirkmeyer asked whether it was the City or FLURA who would be responsible for conducting the blight study. Mr. Murray said that the statute doesn't state who is responsible for conducting the study, only that the blight study and fiscal impact study must be done. Member Carol Ruckel asked what the properties were currently zoned. Ms. Knutson said that it was just changed to I-1 Light Industrial. Chair Kirkmeyer said that the Brannan Sand and Gravel property is zoned Light Industrial in the County. Member Ruckel asked if there was an agreement in place that FLURA would not include properties zoned Agricultural. Mr. Hanes stated that if FLURA were to include agricultural properties into the Urban Renewal Area, new agreements would need to be entered into with all of the taxing authorities. Member Mark Grajeda asked what the studies might cost. Ms. Knutson said that just staff time would be quite a lot. Mr. Murray suggested staff could handle it as it only one property. Ms. Knutson asked how you find blight conditions on vacant land. Chair Kirkmeyer stated that Brighton found blight right across the street. Mr. Murray asked if the owner was approached about being included. Chair Kirkmeyer indicated that she had already informally approached the owner of Brannan Sand and Gravel to see if he were open to the idea of being included in the Urban Renewal Area and he was. Chair Kirkmeyer said that if the Board was interested in pursuing the change to the Urban Renewal Area, the next step would be to have a meeting with City Council. Member Grajeda asked how we would expand

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the existing area. Mr. Murray stated that you do not need a flag pole to include the new areas in the current plan. It could be a noncontiguous area, however, the Board would probably want to create a new Urban Renewal Area. Ms. Knutson added that if the Board chose to create a new area, the tax collected could only be used in that area. Chair Kirkmeyer said that she would like to identify a utility and transportation corridor to that area. That way the funds could be used to make water, sewer and road improvements. Mr. Murray said that you could spend TIF money to extend service to this area. There needs to be a connection between what the Board is spending the money on and the planned purpose. Mr. Hanes suggested that the FLURA Board attend the Town Hall meeting with the City Council to discuss the possibility of changing the Urban Renewal Area. Chair Kirkmeyer said that she would attend the Town Hall meeting with the City Council to discuss including the properties in the Urban Renewal Area and see if there was any interest from the City. The meeting will be held on January 25, 2017 at 6:30 p.m. Chair Kirkmeyer asked if the City didn't want to do it, could FLURA still move forward. Mr. Murray responded that no, City Council would need to approve it. Member Ruckel suggested taking a rough set of numbers to show Council what the potential fiscal impact might be. Member Stieber stated that City Council members are much more relaxed at the Town Hall meetings and that it was just a general meeting to discuss whether the City is interested or not. If Council agrees to move forward, more concrete information will be required at that time.

Facade Improvement Program

Ms. Knutson wanted to finalize a couple of points before posting the Façade Improvement Program application to the website on January 20, 2017. Postcards were sent out to all owners and renters in the Façade Improvement Area and a lot of positive feedback has been received. Member Steiber stated that, she too, has had a lot of people contact her.

Ms. Knutson had a question about the hard copy being due on April 1st, which is a Saturday. There was some discussion about whether the applications should be submitted electronically only or still require the hard copy. The discussion included having the submittals post marked or delivered by April 1st or have the application due the Friday before or the next business day following the deadline. It was decided that if the deadline is to fall on a weekend day, that it must be postmarked by the deadline day of April 1st.

Ms. Kuntson asked whether "historic" should be taken out of the first paragraph. Member Stieber asked that it be removed.

Chair Kirkmeyer reviewed the other highlighted areas of the application including the changes to the replacement of windows. It was deemed that the word "historic" was appropriate there.

Next, power washing of brick was discussed. The application was changed to say, "Power washing of brick is discouraged."

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Lastly, the word “historic” was removed from “Are not found to be complementary to surrounding buildings and neighborhood character or the original historic character of the building.”

Ms. Knutson reviewed the update made to the map for the Façade Improvement Area. There was a question. Member Stieber asked why a certain area wasn’t included in the Façade Improvement Area. Ms. Knutson said that the spot in question was in the County and therefore didn’t fall within the urban renewal area.

The application stayed the same other than adding a line for “total grant amount.”

Chair Kirkmeyer opened the Public Comment portion of the meeting at 7:31 p.m.

Mr. Don Ramsey requested clarification regarding whether the total grant amount was the amount requested or the total amount of the project. Chair Kirkmeyer responded that there were line items for both dollar amount on the application.

Chair Kirkmeyer closed the Public Comment portion of the meeting at 7:33 p.m.

Chair Kirkmeyer asked for a motion to approve the Façade Improvement Application and Instructions with Amendments. It was moved by Zoe Stieber and seconded by Carol Ruckel to approve the Façade Improvement Guidelines and Application. Motion carried unanimously by voice vote.

Intergovernmental Agreements

Chair Kirkmeyer brought up the IGA with the County and the revisions that the FLURA Board had asked the County to make to the revenue sharing agreement. The Board had asked to receive a share back only on the undeveloped parcels. The Board also asked to include language regarding other public projects, specifically the façade program, entry way improvements and streetscape projects. The County attorney worked on this draft of the IGA and included the changes the FLURA Board requested. Chair Kirkmeyer asked that Mr. Murray review the draft and come to the next meeting with a recommendation to the Board. Member Stieber asked about paragraph B, and the language “the remaining 50 % shall be used by the Authority for repayment.” She asked if that meant all of the money needed to be spent yearly. Chair Kirkmeyer stated no, the funds don’t all need to be spent, the word “shall” only refers to what the money can be spent on. Mr. Murray said that the wording can be changed to “may” to remove the ambiguity around the sentence and to let the County know what the Boards intent is. Mr. Murray asked if there would be no TIF money from already developed properties included in the share back to the county and the Board replied, that was correct. Mr. Hanes agreed to email the draft IGA and the contact information for the County Attorney to Mr. Murray.

Chair Kirkmeyer asked about the status of the IGA with the school board. Mr. Hanes said that there was a draft done months ago. Ms. Knutson indicated that negotiation may have stopped

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due to language regarding the share back of bonds. Member Block said that a lot had changed since the previous communication and the IGA should be brought back to the School Board. Ms. Knutson suggested emailing the IGA to get the conversation started again. Member Stieber thought that the Board should finish the IGA with the County first and then move onto the School Board IGA. Members Block and Grajeda disagreed and thought the conversation should be initiated now. Mr. Hanes agreed to send the current IGA to the School Board. Chair Kirkmeyer asked if there was a share back provision included in the proposal. Mr. Hanes stated that there was only a share back provision on bonded indebtedness and mill levy overrides. Chair Kirkmeyer asked which part of the School Board's 21.379 mills is related to the mill levy and which part to the bond. Mr. Hanes stated that he would have to see what the bond levy is for indebtedness. Chair Kirkmeyer asked what the last bond amount was for. Member Ruckel said that it was an amount or a floating mill equivalent to \$48 million dollars. Chair Kirkmeyer determined that the Board will take their time, finalize the County IGA, and then tackle the next IGA.

Member Grejada informed the Board that the Fire Department had been asking about their IGA with FLURA and when it might be completed. Chair Kirkmeyer asked Member Grejada to relay to the Fire Department that as soon as the IGA with the County was completed, FLURA would be contacting them in regards to their IGA.

Board Member Term Renewals

Mr. Hanes explained that two (2) members were reappointed to the FLURA Board last night. Member Beth Block and Member Mark Grejada were each reappointed for a term of five (5) years. Member Block asked if her term on the School Board ended, would her term on the FLURA Board end as well. It was explained that she could retain her position for her entire term regardless of whether or not she was still a member of the School Board.

Chamber Luncheon & Nonprofit Spotlight

Ms. Knutson explained that the Chamber Luncheon was rescheduled to March 8, 2017 and she wanted to know who would be attending. Chair Kirkmeyer said she would attend and use the presentation that Ms. Knutson had previously given. Member Block expressed some interest in attending as well.

OLD BUSINESS

No old business.

STAFF REPORTS

Executive Director

Mr. Hanes had nothing to report at this time.

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City Liaison

City Planner Alyssa Knutson updated the board that the Comprehensive Plan is moving forward. She said they are at the information gathering stage and are doing the key person interviews. Interviewees included a member of the Fire Department, School District representative, and community members.

BOARD REPORTS

Chairperson Kirkmeyer let the Board know that legislation has been introduced in regards to Urban Renewal and removing oil & gas tax from the base. Also, the Highway 85 PEL is close to being done. The PEL is essentially a vision for what the transportation corridor will look like in the future. There will be a traffic signal going in at County Road 18, which will eventually turn into an interchange. There will be interchanges at County Roads 8, 14 ½, 18 and eventually 22.

Member Beth Block reported that plans are in place for a new school building. There will be a two (2) story early education center with administration offices on the second floor.

Member Zoe Stieber asked if Grey Oil had transitioned. Mr. Hanes told the Board that Grey Oil had sold their operations to a business out of Utah and are now operating under a different name.

Member Carol Ruckel let everyone know that AIMS Community College would be celebrating their 50th Anniversary with the opening of a time capsule as well as fireworks. She said that it would be held on January 24, 2017 and invited everyone to participate.

Member Gene Reynolds let the Board know that he may not be able to attend the next three (3) meetings. As he is an accountant, it is his busy season.

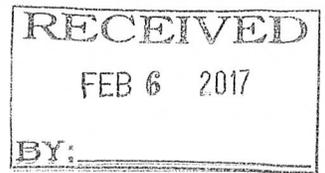
There being no further business, the meeting adjourned at 7:47 p.m. The next FLURA meeting will be held on February 21, 2017.

Respectfully submitted,

Jennifer Cupp, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

Barbara Kirkmeyer, Chairperson



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Fax:

January 31, 2017

Fort Lupton Urban Renewal Authority
130 S. McKinley Ave
Fort Lupton, CO 80621

Attention: Leann Perino

Matter #: 16-242

Inv #: 13550

RE: General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Jan-18-17	Board meeting	MMM	\$250.00	3.00	750.00
	Totals			3.00	\$750.00

DISBURSEMENTS

Jan-31-17	Mileage to/from Fort Lupton 1/18/17 88 @ 0.535			47.08	
	Totals			\$47.08	
	Total Fee & Disbursements				\$797.08
	Previous Balance				125.00
	Previous Payments				125.00
	Balance Now Due				\$797.08

TAX ID Number 20-1943771

TIMEKEEPER LIST

MMM Malcolm M. Murray

Senior Partner