



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 City Hall – 130 S. McKinley Ave.  
Tuesday, April 18, 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 March 21, 2017 Meeting
- 4. Public Comment**
- 5. Action Items**
  - a. Review of Accounts Payables
- 6. New Business**
  - a. Façade Improvement Program – Application Review
  - b. Discussion with Jac Cuney
  - c. Intergovernmental Agreements
- 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  
March 21, 2017**

The Fort Lupton Urban Renewal Authority met at the Fort Lupton Recreation Center, 203 S. Harrison Ave., an alternate meeting place of the Board, on Tuesday, March 21, 2017. Chairperson Barbara Kirkmeyer called the meeting to order at 6:34 p.m.

**ROLL CALL**

The Board elected to introduce themselves rather than an official roll call. Those present were Members Zoe Stieber, Carol Ruckel, Kay Palmer Marsh, Beth Block, and Barb Kirkmeyer. Also in attendance were Executive Director Claud Hanes, Staff Liaison Aaron Herrera, Staff Liaison Alyssa Knutson and Planning Technician Jennifer Cupp. Board Member Gary Montoya arrived at 6:40 pm.

**APPROVAL OF AGENDA**

It was moved by Zoe Stieber and seconded by Beth Block approving the agenda as amended. Motion carried unanimously.

**CONSENT AGENDA**

The following was on the Consent Agenda: Approval of the Minutes of the January 18, 2017.

It was moved by Carol Ruckel and seconded by Beth Block, 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 6:45 p.m.

There were no citizens to address the Board and the public comment portion closed at 6:45 p.m.

**ACTION ITEMS**

**Accounts Payable**

One check was issued: Murray Dahl Kuechenmeister (attorney fees), total for the accounts payable was \$797.08.

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

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**NEW BUSINESS**

**Intergovernmental Agreements**

Mr. Hanes informed the Board that the IGA with Weld County has been reviewed by Mr. Murray and had then been sent to Weld County's attorney, Bruce Barker. Mr. Hanes stated that he had asked Mr. Barker if the minor changes were acceptable and was waiting to hear back. Chair Kirkmeyer asked if the language had been changed to reflect previous wording. She stated that the County Commissioners would not accept the current phrasing. Ms. Knutson indicated that Mr. Murray had changed the language to include "anything within the Urban Renewal plan" being acceptable projects. Chair Kirkmeyer stated that this language needs to be changed so that it reflects that the money being spent is used for a public purpose. Mr. Hanes stated the Mr. Murray had changed paragraph one (1) to include the undeveloped parcels and the 50% share back. He also said that the "may" had been changed to "shall." Ms. Knutson said that the request the Board had made of "shall" being changed to "may" wasn't changed and she wasn't sure why. It was decided that there wasn't a lot of ambiguity between "may" and "shall" and so the wording could remain as it was. Ms. Knutson passed out two (2) versions of the IGA, the Weld County version and the FLURA version, so that the Board could see the differences. Chair Kirkmeyer said that the FLURA Board had wanted the "Streetscapes Projects, Façade Program and Entry Way Improvements" to be in the IGA. The Weld County version of the IGA does include it, but the FLURA version does not. Chair Kirkmeyer also stated that there is some language that needs to be added back into the Weld County version regarding the projects being for the "greater public purpose or public infrastructure." Chair Kirkmeyer stated that once the changes had been made, this IGA can be used as a template for other taxing entities as well as other municipalities. Chair Kirkmeyer asked Member Beth Block if the School District was ready to go forward with their IGA. Member Block responded that they were and that they were just waiting for a finalization of numbers. Ms. Knutson introduced a map that showed where the properties are that qualify for the 50% share back with the County. Chair Kirkmeyer asked Member Carol Ruckel if Aims Community College was ready to enter into an IGA. Member Ruckel stated that because she sits on both boards, that she doesn't participate in those discussions with Aims and was uncertain of the status.

**Chamber Luncheon & Nonprofit Spotlight**

Chair Kirkmeyer thanked Ms. Knutson for putting together a PowerPoint presentation for the Chamber Luncheon and thought that it was successful. Member Block asked if anyone followed up with the FLURA Board about anything. Member Zoe Stieber said yes, they had, and she was going to address one of the concerns later in the meeting.

**Façade Improvement Program- Application Review Discussion**

Ms. Knutson asked how the Board would like to review the façade improvement grant applications as they came in. Mr. Hanes stated that he thought they should arrange for the applicants to give small presentations to explain their projects. Chair Kirkmeyer stated that she

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thought that a spreadsheet should be made to show which company the application came from, date, description, and a recommended funding level. She thought that the presentations were a good idea as well, stating that she thought it was fun and good way to keep people engaged with FLURA. She thought they could give a five (5) minute presentation as well as a five (5) minute questions/answer period. Member Stieber asked is there should be an extra meeting to try to get projects funded more quickly, so projects may be completed before winter. It was decided that the April 18th meeting would be used to determine which projects would be funded and at what level. Chair Kirkmeyer offered to come to the City building and help put together the overview spreadsheet or perhaps to ask Don Sandoval to come in and assist, as he has over 30 years in grant experience. Member Stieber asked how many applications were expected. Ms. Knutson responded that she thought three (3) or four (4).

**Small Project Discussion**

Member Stieber explained that after the Chamber Luncheon she was approached by a couple of people asking if FLURA or the City would be interested in doing anything about the trash that blows down Fulton Ave. and in various other places around the City. Member Stieber thought that since it was FLURA's focus to make the City look nicer that this might be something that the FLURA Board would want to contribute to. Member Gary Montoya asked if the trash was mostly in a concentrated area. Member Stieber said that the main focus is around the Wendy's and Burger King, as well as around the school. Member Montoya asked if FLURA did purchase a few cans, would the City service them. Mr. Hanes stated that the City does have some cans, but they are all concrete cans and they are mostly along McKinley Ave. and Denver Ave. Chair Kirkmeyer asked what the trash receptacles would look like. Member Stieber stated that the cans would need to be heavy duty and something that would keep people from putting their household trash in. Chair Kirkmeyer thought that the project could be phased in and be more of a beautification project and commit \$5,000.00 a year for three (3) years. She thought FLURA could develop a bench, trash can, and planter unit that matched the City's street lamps. Chair Kirkmeyer asked who would maintain the planters and trash receptacles. Member Block suggested that each business could sponsor a pot and be responsible for its upkeep. Ms. Knutson explained that while that was a great idea, the City has a hard time getting the businesses to keep up with the potted plants that they do have. It was suggested that the pots be xeriscaped, or perhaps have metal flowers in them to be made to look like more of an art piece. Chair Kirkmeyer also stated that she doesn't want "FLURA" labeled on things, as FLURA acts on behalf of the City and instead it should say, "City of Fort Lupton." She asked if everyone was in agreement with the concept of the benches, the three (3) year program and having Member Stieber look into the prices and the feasibility of the project. Member Ruckel asked if it would make sense to have the streetlights extend farther north. She stated that they stop prior to the end of the commercial district. Member Stieber and Mr. Hanes stated that the City did look into it at one point in time, but it was deemed too costly. Ms. Knutson asked if there were more locations that Member Ruckel thought needed lights. Member Ruckel said she wasn't sure if they needed more lights. She stated that she just wanted the intent to match between the lights and the trash

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cans. Member Kay Palmer-Marsh likes the idea of combining the trash can and planter, as well as finding a way to take care of the trash.

**OLD BUSINESS**

Chair Kirkmeyer explained that at the last FLURA Board meeting it was discussed that FLURA would attend a Town Hall meeting to see if the City would be open to incorporating two newer properties into the Fort Lupton Urban Renewal Area. One of these properties has come into the County and will be doing mining. They have also spoken to the City about annexation once they have finished mining the property. The other property has already annexed into the City as an undeveloped industrial zone. Chair Kirkmeyer stated that while the City Council was receptive to the idea, it was explained that the FLURA Board would be responsible for hiring someone to conduct the required Conditions Study rather than having City staff do it, as that is what had been done before. Chair Kirkmeyer explained that if FLURA goes forward with trying to incorporate the new areas into the Urban Renewal Area that there would need to be some changes to the Board and the IGA's would need to be in place. Member Montoya said that it was a hard choice to decide whether FLURA should try to land a big fish and cross the HB 15-1348 line or to focus on what FLURA is working on now and see if it will work in a core area. Being that FLURA operates on TIF dollars, a large source of income could pave the way for big projects, but with more people in on the process, it could slow things down. Chair Kirkmeyer stated that FLURA basically followed the requirements of HB 15-1348 when it was established, particularly with its appointments where they already have special district representatives on the Board. The Mayor made the appointments, but in Chair Kirkmeyer's case, the County Commissioners said that she was the one they wanted on the Fort Lupton Urban Renewal Authority. Mr. Hanes thought that the Board would need to be expanded. Ms. Knutson said that she was confused on what needed to happen, but she explained that all of the representatives from the special districts would need to resign and then be reappointed by the district that they represent. Member Block asked what that did to her five (5) year term. Chair Kirkmeyer explained that the representative from the Library, Aims Community College and the Fire District would need to come together to elect a representative from their combined districts. Chair Kirkmeyer stated that the Board can have as many people on the Board if they choose to, however there are certain statutory requirements that must be met. Chair Kirkmeyer asked Ms. Knutson when she thought the annexed piece would break ground. Ms. Knutson thought possibly within the next year. Chair Kirkmeyer thinks it would be wise to pursue the expansion of the area and have access to the funds generated from those two (2) annexations and asked the Board what their thoughts were. The group decided to go forward with looking into the expansion of the area. She also stated that she thought that the work for the expansion would need to be spread over two (2) budget cycles. Member Hanes asked Ms. Knutson what the cost of the new conditions study might cost. Mr. Aaron Herrera suggested asking Mr. Jack Kune to help with the plan and see what he might charge. Member Montoya stated that he would be happy to reach out to Mr. Jack Kune, as he has known him for close to ten (10) years, to see what he would charge and if he had any tips or advice. Member Montoya asked if the updates should go to Ms. Knutson or the whole Board. It was decided that the information should go to the entire Board.

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**STAFF REPORTS**

**Executive Director**

Mr. Hanes let everyone know that the first phase of the Fulton Village Subdivision was approved by City Council. Member Block asked if there would be a light at Fulton Ave. and Highway 52. Mr. Hanes stated that there were no plans for it at this time, but that the Colorado Department of Transportation had authority over the addition of a light at that location.

Mr. Hanes also mentioned that one of City Council member, Mr. Chris Cross, has left the City Council.

Mr. Hanes also let everyone know that a \$15,000 budget for fireworks for the 4<sup>th</sup> of July had been approved.

Member Ruckel asked Mr. Hanes if it were true that Century Homes would be building out 175 lots in Coyote Creek. Mr. Hanes said that he was not aware of that.

**City Liaison**

Chair Kirkmeyer asked if someone was going to speak about the Volunteer Form attached to the agenda. Ms. Knutson stated that the volunteer forms Board members had previously submitted was incorrect. The Board needs to fill out the correct forms in order to volunteer for the Board.

Ms. Knutson informed everyone that the Visioning Workshop for the Comprehensive Plan update will be taking place on March 28, 2017. She invited everyone to come and have their voice be heard and added that food would be served at the Workshop.

**BOARD REPORTS**

Member Block wanted to let everyone know that school will be letting out a week early this year due to the construction of the new facility.

Member Ruckel said that the anniversary for Aims was going well and today was National Agriculture Day. They had chicks that were hatched today and it was a lot of fun.

There was no further business and the meeting was adjourned at 7:40 p.m. The next meeting of the Fort Lupton Urban Renewal Authority will be held on April 18, 2017 at 6:30 p.m.

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Respectfully submitted,

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Jennifer Cupp, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

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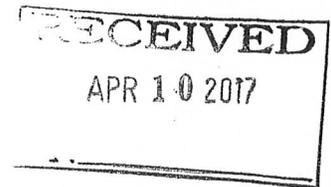
Barbara Kirkmeyer, Chairperson

**Murray Dahl Kuechenmeister & Renaud LLP**

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March 31, 2017

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

**Attention:** Leann Perino

Matter #: 16-242  
Inv #: 13655

**RE:** General Counsel

DATE	DESCRIPTION	ATTY	RATE	HOURS	AMOUNT
Mar-09-17	Revise County IGA's	MMM	\$250.00	0.50	125.00
	Totals			0.50	<u>125.00</u>
	<b>Total Fee &amp; Disbursements</b>				<u>\$125.00</u>
	Previous Balance				125.00
	Previous Payments				125.00
	<b>Balance Now Due</b>				<u>\$125.00</u>

TAX ID Number 20-1943771

**TIMEKEEPER LIST**

MMM Malcolm M. Murray Senior Partner