



Barbara Kirkmeyer, Chair
Michelle Bettger
Beth Block
Mark Grajeda, Vice Chair
Tommy Holton
Gary Montoya
Eugene Reynolds
Carol Ruckel
Debra Stinnett, Alternate

AGENDA

**Fort Lupton Urban Renewal Authority
Regular Meeting
Fort Lupton City Hall – 130 S. McKinley Ave.
Tuesday, August 21, 2018
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 June 19, 2018 Meeting
 - b. Approval of the Minutes of the July 17, 2018 Meeting
- 4. Public Comment**
- 5. Accounts Payable**
- 6. Action Items**
- 7. New Business**
 - a. Discussion on Beatification Contest
 - b. Streetscape RFP Proposals Received
 - c. Downtown Colorado Inc. Training Opportunities & Registration
- 8. Old Business**
 - a. Intergovernmental Agreements
- 9. Staff Reports**
 - a. Executive Director
 - b. Staff Liaisons
- 10. Board Reports**
- 11. Adjournment**

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 19, 2018**

The Fort Lupton Urban Renewal Authority met at the City Complex, 130 South McKinley Avenue, the regular meeting place of the Board, on Tuesday, June 19, 2018. Chairperson Barbara Kirkmeyer called the meeting to order at 6:32 p.m.

ROLL CALL

Roll Call was taken and those present were Chairperson Barbara Kirkmeyer, Vice-Chairperson Mark Grajeda, and Board members Tommy Holton, Eugene Reynolds, Carol Ruckel, and Debra Stinnett. Also in attendance was Executive Director Claud Hanes, Staff Liaison Alyssa Knutson, and Justin Christensen. Member Gary Montoya arrived at 6:42 p.m.

APPROVAL OF AGENDA

Ms. Kirkmeyer asked for a motion to approve the agenda as presented.

Mr. Grajeda moved to approve the agenda and Ms. Ruckel seconded the motion. Motion passed unanimously.

CONSENT AGENDA

Approval of the Minutes of the May 15, 2018 Meeting.

It was moved by Ms. Ruckel to approve the consent agenda as amended and seconded by Mr. Grajeda. Motion carried unanimously.

PUBLIC COMMENT

There was no public present.

ACCOUNTS PAYABLE

City Administrator Claud Hanes stated that there was a few items. A P-Card for \$175, audit services for \$3,250, and a payment to Wholly Stromboli for \$10,000 for the façade grant.

Mr. Grajeda asked what the audit was for.

Mr. Hanes stated that that cost was the share of City audit for the FLURA accounts.

Ms. Kirkmeyer stated that it is a requirement in the Statue. She then asked for a motion to pay the accounts payable.

It was moved by Mr. Holton and seconded by Mr. Grajeda. Motion carried unanimously.

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 19, 2018**

ACTION ITEMS

AM 2018-006 Approve the Signature of the Chair to the Façade Improvement Agreement with 333 Denver Avenue LLC (dba A Natural Way)

Ms. Kirkmeyer asked for a motion for approval of the signature of the Chair for the Façade Improvement Agreement with 333 Denver Avenue LLC for awnings and signage in the amount of \$8,150.

It was moved by Mr. Holton to approve the signature, and seconded by Ms. Ruckel. Motion passed unanimously.

AM 2018-007 Approve the Signature of the Chair to the Intergovernmental Agreement with The Fort Lupton Fire Protection District

Ms. Kirkmeyer stated that Mr. Hanes and she went to the Fire Protection District board and presented the changes to the agreement, she stated that the Board understood and accepted the reasons for not making some of the requests and agreed to sign off on the agreement.

Mr. Hanes stated that he agreed that the meeting went well.

Ms. Knutson stated that she noticed a few grammatical errors on the agreement and sent to the Fire District for approval and they have signed it.

There was a discussion on which properties in the agreement were included and what the map, showing agriculture properties, represented.

Ms. Kirkmeyer asked for a motion to approve the signature of the chair.

Ms. Stinnett made a motion to approve the signature, Ms. Ruckel seconded. Motion passed unanimously.

NEW BUSINESS

Intergovernmental Agreements

Ms. Kirkmeyer stated that about a year ago we wanted to get all of the intergovernmental agreements in place. So far FLURA has finalized ones with the City, the County, and as of tonight, the Fire District. She asked which agreement FLURA should focus on next School District, AIMS Community College, or the Library District.

Mr. Holton stated that they should do the School District next.

Mr. Grajeda stated that he thinks that the School District is probably the one to work on next.

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 19, 2018

Mr. Montoya asked where we the conversation with AIMS is.

Ms. Ruckel stated that she is staying out of those conversations because she is on both Boards. She also stated that there is not an agreement yet.

Mr. Grajeda asked if they have made any revisions on the generic agreement that was sent to them.

Ms. Ruckel stated that the last comment she heard from the AIMS President was that the AIMS lawyer was going to contact the FLURA lawyer to discuss the options.

Ms. Knutson stated that she thought that the discussions have not gone like the previous conversations with the Fire District or Weld County and that AIMS just needs a little more information.

Ms. Kirkmeyer stated that maybe the School District would be an easier to start with.

Mr. Holton stated that maybe they just send a draft agreement to all of them and see what they send back.

Ms. Kirkmeyer stated that it takes some time to go and talk to people. She also stated that she met with the Fire District three times. She went on to say that they should send one to the Library District and the School District next and start from there.

Picture Fort Lupton 2018 Comprehensive Plan Presentation.

Ms. Knutson stated that the City Council adopted the update to the Comprehensive Plan, Parks and Trails Plan, and Transportation Plan. She stated that there is a short presentation from consultants that was given to Planning Commission and City Council.

Ms. Knutson gave an approximately ten minute presentation that was a brief overview of the adopted plans.

Mr. Grajeda asked if there is a timeline to start implementing these proposals.

Ms. Knutson stated that they are going to start a Committee that likely include a few member from Planning Commission, City Council, and possibly FLURA to start reviewing the plans at least every year.

Mr. Grajeda asked if the City Council has prioritized a list of projects yet.

Ms. Knutson stated that it will be up to the Committee under the direction of the City Council. She also stated that if FLURA wants to make suggestions to City Council, they will take that into consideration.

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 19, 2018

OLD BUSINESS

Streetscape RFP

Ms. Knutson stated that Planning Commission asked what the consultant's opinion on what the priority should be for the City, they stated that the Downtown should be the focus.

Ms. Knutson went on to discuss the request for proposal (RFP) streetscape and asked to go over the second page of the document. She briefly stated the requirement in the RFP.

Ms. Stinnett asked about the committees and that there is a Downtown Committee through the Chamber of Commerce.

Ms. Knutson stated that she will add them to the list.

Ms. Stinnett stated that in Brighton they just put up poles to have banners run across the street, and that there used to be some here in Fort Lupton.

Ms. Ruckel stated that she thought that they did not want to do that because of the possible wind damage.

Mr. Hanes stated that the wind cracked the poles because someone put up a banner without holes in it.

Ms. Stinnett stated that is a big concern to do it correctly if we chose to.

Ms. Knutson stated that word has gotten out about the RFP and she is hearing from few people who want to get their proposals in.

Ms. Kirkmeyer asked what the proposed budget would be for the plan.

Ms. Knutson stated that they were going to put the RFP out and then decide on a budget. She then stated that she hopes to be right around \$50,000.

Mr. Montoya stated that between \$50-\$75,000 sounds about right.

Ms. Kirkmeyer asked what the timeline to get started would be.

Ms. Knutson stated that around 30-45 days.

Ms. Kirkmeyer then asked what the timeline would be to get the Streetscape and Entryway Master Plan put together. She said that she was thinking that maybe there is a possibility to do this project over two budget cycles.

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 19, 2018

Ms. Knutson stated that she thought that it could be split over two cycles because the Comprehensive Plan took a year and a half. She estimated that the timeline would be at least six months to a year. She also asked if they wanted her to bring back another version next meeting.

The Authority collectively wanted her to get the RFP out.

Mr. Hanes stated that both Denver Avenue and Highway 52 are both owned by CDOT, so they would have to be involved in the discussions. He also stated that the City has asked for a devolution of Denver Avenue and they have not heard anything back yet.

Ms. Knutson stated that in the RFP there is a statement about a planning a devolution of Highway 52.

Mr. Hanes stated that CDOT probably won't agree to devolve Highway 52.

Ms. Knutson asked what portion of Denver Avenue the Streetscape Plan should include.

Mr. Holton stated that from Highway 52 to 11th Street.

Ms. Kirkmeyer stated that it should cover the length of the urban renewal area.

Ms. Knutson stated that the urban renewal area is two blocks south of Highway 52.

Ms. Kirkmeyer stated that we would want that connection across Highway 52.

Ms. Knutson asked what portion of Highway 52 the Streetscape Plan should include.

Ms. Kirkmeyer stated that it should start at Highway 85 and go all the way past Safeway. She then asked if there was any thoughts about going after some of the Federal Transportation grant money or the Congestion Mitigation Air Quality grant money to use for improvements along Highway 52. She stated that Estes Park has used some of that money to improve their downtown, and create parking lots around there Plan. She stated that there are more funds out there to help improve our area.

Mr. Hanes stated that there is money out there we just have to tap into it.

STAFF REPORTS

Executive Director

Mr. Hanes stated that City Council Has approved the Comprehensive Plan, Parks and Trails Plan, and the Transportation plan. Also the City of Fort Lupton was approached to be Fiscal agent for the Colorado Mounted Rangers so there was an action item to pass \$500,000 to invest in their trainings ando programs. There was a well spacing agreement and there was a carnival

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 19, 2018

in town. The Carnival has also stated that they want to come back for Trappers Days and setup in the Recreation Center parking lot. Also Century Homes has been approved for a grading permit.

Mr. Christensen stated that they just received a Grading permit the previous day. Also the house permits should be coming in soon if they are continuing to move this fast.

Mr. Hanes stated that one of the phases on the west side of the Clubhouse will connect up to Northrup Avenue and the one on the east side of the clubhouse will connect to College Avenue. Also they will be widening of College Avenue up to Highway 52. Then he went on to say that the property, that the fireworks display is normally at, is very dry this year. So they are moving it over to Coyote Creek Area. The Fire District has approved the new property for the display. He also stated that he hopes to work with AIMS to use some of their parking for that event.

Staff Liaison

Ms. Knutson stated that she did get a grant for a Residential Historic Survey of 20 historic homes at the Pacific Harrison area. She stated that it is getting wrapped up and it looks good.

Board Reports

Mr. Grajeda stated that the Fire District Board wanted to thank FLURA for getting the Intergovernmental Agreement finalized.

Ms. Ruckel stated that Downtown Colorado Inc. is having an interesting session on July 19th in Monument Colorado.

Ms. Kirkmeyer asked if there was anything else to go over. Seeing none, the meeting was adjourned at 7:22 pm.

Respectfully submitted,

Justin Christensen, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

Barbara Kirkmeyer, Chairperson

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
July 17, 2018

The Fort Lupton Urban Renewal Authority did not meet on Tuesday, July 17, 2018 due to a lack of agenda items to discuss.

Respectfully submitted,

Justin Christensen, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

Barbara Kirkmeyer, Chairperson



City of Fort Lupton

Check Report

By Check Number

Date Range: 05/22/2018 - 07/12/2018

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
001788	VIGIL ENTERPRISES	06/25/2018	Regular	0.00	2,045.62	10038
06/15/18 URBAN	Invoice	06/15/2018	FLURA-815 7TH ST PROJECTS-URBAN REN	0.00	2,045.62	

Bank Code FLURA Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,045.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,045.62

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,045.62
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,045.62

Fund Summary

Fund	Name	Period	Amount
820	FLURA	6/2018	2,045.62
			2,045.62