

AGENDA

**Fort Lupton Urban Renewal Authority
Regular Meeting
Fort Lupton City Hall – 130 S. McKinley Ave.
Tuesday, September 18, 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 August 21, 2018 Meeting
- 4. Public Comment**
- 5. Accounts Payable**
- 6. Action Items**
- 7. New Business**
 - a. Streetscape RFP Interviews & Selection
 - b. Presentation of Proposed Budget
 - c. Downtown Colorado Inc. Training Opportunities
- 8. Old Business**
 - a. Intergovernmental Agreements
 - b. Discussion on Beautification Contest
- 9. Staff Reports**
 - a. Executive Director
 - b. Staff Liaisons
- 10. Board Reports**
- 11. Adjournment**

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
August 21, 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, August 21, 2018. Chairperson Barbara Kirkmeyer called the meeting to order at 6:30 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, Michelle Bettger and Beth Block. Also in attendance was Executive Director Claud Hanes, Staff Liaison Alyssa Knutson, Justin Christensen and Mayor Zo Stieber. Member Gary Montoya arrived at 6:34 p.m.

APPROVAL OF AGENDA

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

Mr. Holton moved to approve the agenda as presented and it was seconded by Ms. Bettger. Motion passed unanimously.

CONSENT AGENDA

Approval of the Minutes of the June 19, 2018 Meeting and the Minutes of July 17, 2018.

The Chair asked if there were any changes to the minutes. Member Stinnett stated that she would like Page 4 of the June 19, 2018 minutes updated to reflect that the committee mentioned on Page 4 is called Downtown Fort Lupton. Member Stinnett also requested that the mention on Page 4 regarding poles installed in Brighton state that they were recently put up, rather than “just put up.”

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

PUBLIC COMMENT

There was no public present.

ACCOUNTS PAYABLE

City Administrator Claud Hanes stated that there is one expenditure for Vigil Enterprises for the Façade Improvement project of \$2,045.62.

Ms. Ruckel moved to pay the account and a seconded from Ms. Bettger. The motion passed unanimously.

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August 21, 2018

ACTION ITEMS

There were no action items.

NEW BUSINESS

Discussion on Beautification Contest

Mayor Stieber stated that she has had a number of discussions with the public that have asked what FLURA could do for residents that live adjacent to the main commercial corridors, such as the Elbow Court area.

She proposed that FLURA hold a contest that would support a beatification contest, and those who improve their exterior the most would win something, such as exterior paint to continue with their improvements.

Member Block asked if FLURA could coordinate with the Chamber of Commerce.

Member Holton stated that the Chamber of Commerce should be involved.

Member Ruckel stated that the houses on Denver and 1st Street are eligible for the FLURA Façade Improvement Program Grants.

Chair Kirkmeyer stated they should talk with the Chamber of Commerce to see if they would like to participate.

Chair Kirkmeyer added they would include it when they discuss budget and to the agenda for next meeting to have more discussion.

Streetscape RFP

Ms. Knutson stated that she has received the proposals for the Streetscape RFP. She stated that in the breakdown of the proposals there are the costs for Denver Ave versus 1st Street and then both put together. She also mentioned that she received two emails from consultants that did not submit proposals stating that the \$50,000 budget was too low for the proposed scope of work. She then asked what the next steps for the selection of candidates for interviews should be.

Ms. Kirkmeyer asked if the City of Fort Lupton was planning on participating financially in the Streetscape Plan.

Ms. Knutson stated that she was directed to get the estimates for completed the Streetscape Plan first, then to go before City Council for further discussion.

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There was a discussion among the Board on each of the proposals received based upon the timeframe for completion, cost estimates received, methodology and approach proposed, project understanding, as well as team qualifications and experience of each of the groups.

They decided to go to Town Hall on August 29th to discuss options with City Council and then decide on interview possibilities.

Ms. Kirkmeyer asked for volunteers from the Board to attend the interviews so that there is not a need for a discussion after the interviews at the following FLURA meeting.

Ms. Stinnett and Ms. Block agreed to attend the interviews.

Ms. Kirkmeyer stated that Ms. Knutson should schedule interviews before the next FLURA meeting.

Downtown Colorado Inc. Training Opportunities & Registration

Ms. Knutson stated that there is an urban renewal board training this Friday August 24th in Lakewood if anyone is interested. She went on to say that these training opportunities arise very quickly and there isn't always a meeting before they happen to discuss them with the Board. She asked if there was an option to establish schedule staff or Board members to attend events they are interested in without prior Board approval.

Ms. Knutson added that there is a \$1,000 in the budget allocated for training.

Chair Kirkmeyer stated that if it is in the budget, then people should be able to attend these events.

Ms. Knutson asked if there should be a cap, that if the training cost over a certain amount it should be brought before the Board.

Chair Kirkmeyer stated that she thinks that all of the approvals could be done through email.

OLD BUSINESS

There was a brief discussion the status of outstanding intergovernmental agreements. The board has not received any Intergovernmental Agreements back yet. Mr. Hanes stated that drafts were sent to the Library District and School Board, but has not received anything back yet.

STAFF REPORTS

Executive Director

Mr. Hanes stated that City Council has approved an annexation petition for Eagle View. He stated that City Council approved the special use permit for Soul Dog Rescue, which is located

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
August 21, 2018**

where Every Creature Counts was located. He then stated that City Council approved a utility design to serve Tri-State Generation in the near future. They also approved a resolution for the devolution of Denver Avenue. Mr. Hanes then stated that the yearly budget planning is coming up, he asked if there was any directions on the budget planning.

Ms. Kirkmeyer stated to keep it around the same range as last year.

Staff Liaison

Ms. Knutson stated that the Historic Preservation Board and Fort Lupton City Museum will be holding Cemetery Walk October 13, 2018 from 2:00 – 4:00 p.m.

BOARD REPORTS

Ms. Ruckel stated that Aims Community College is back in session and there will be an outdoor movie.

Ms. Kirkmeyer stated that there is a lot of damage to the School House, Donelson House, The Fort, and on the Barn. The South Platte Historical Society's insurance will be able to cover a lot of the repairs.

ADJOURNMENT

Ms. Kirkmeyer asked if there was anything else to discuss. Seeing none the meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Justin Christensen, Planning Technician

Approved by Fort Lupton Urban Renewal Authority

Barbara Kirkmeyer, Chairperson

**FORT LUPTON URBAN
RENEWAL AUTHORITY**
130 S. MCKINLEY AVENUE
FORT LUPTON, CO 80621

10039

Vendor No.: 001237 - CITY OF FORT LUPTON

09/03/2018

DATE	INVOICE #	PO #	DESCRIPTION	AMOUNT
8/23/2018	INV00217		FLURA-FORT LUPTON START-UP LOAN	5,000.00

10039

CHECK TOTAL 5,000.00

**FORT LUPTON URBAN
RENEWAL AUTHORITY**
130 S. MCKINLEY AVENUE
FORT LUPTON, CO 80621

BANK OF COLORADO
FORT LUPTON, COLORADO

82-244/1070

No. 10039

PAY
---Five Thousand Dollars and 00/100 Cents---

CHECK DATE
09/03/2018

PAY EXACTLY
\$5,000.00

TO THE
ORDER OF
CITY OF FORT LUPTON
130 S MCKINLEY AVE
FORT LUPTON, CO 80621-

ADMINISTRATOR

⑈010039⑈ ⑆107002448⑆ 130042553 1⑈

Security features. Details on back.

FLURIA

001237



City of Fort Lupton
130 S. McKinley Ave.
Fort Lupton, CO 80621
Phone: (303) 857-6694

INVOICE

Billed To:
FORT LUPTON URBAN RENEWAL AUTHORITY
CLAUD HANES
130 S MCKINLEY AVE
FORT LUPTON, CO 80621

DATE: 8/23/2018
INVOICE #: INV00217
DUE DATE: 8/23/2018
TOTAL DUE: 5,000.00

CUSTOMER ACCOUNT #: 0011

ITEM DESCRIPTION	UNITS	PRICE	AMOUNT
820-9100-580450: City of Fort Lupton Start Up Loan Payment	1.00	5,000.00	5,000.00
TOTAL THIS INVOICE			5,000.00

820-9100-580450 *OK to Pay*
MH
\$ 5,000

POSTED

For questions, contact Kris Kindle at (303) 857-6694.

REMIT TO:

CITY OF FORT LUPTON
130 S MCKINLEY AVE
FORT LUPTON, CO 80621-1343

A copy of this invoice should accompany your check. Thank you!

Budget Unit Summary

AGENCY/DEPARTMENT NAME: FORT LUPTON URBAN RENEWAL AUTHORITY

BUDGET TITLE & NUMBER: 820-9100

DEPARTMENT DESCRIPTION:

FLURA was created to promote Economic Development in the City to improve the appearance for the general public. Funding comes from a tax increment portion of other taxing authorities property tax collections.

Resources	Actual Last Year	Budgeted Current Year	Projected Current Year	Requested Next Year
Personnel Services	-	-	-	-
Supplies	168	500	500	500
Purchased Services	5,306	22,600	22,600	23,750
Capital Outlay	30,000	100,000	100,000	150,000
Gross City Cost	35,473	123,100	123,100	174,250
Revenue	97,283	146,107	146,107	152,896
Net City Cost	(61,810)	(23,007)	(23,007)	21,354
Budgeted Positions	-	-	-	-

SUMMARY OF CHANGES:

The following accounts changed by more than 10% from the 2018 amended budget: Contractual Services, Postage, Grants-TIF, Capital Projects. Capital Projects includes Streetscape in the amount of \$50,000. The fund balance is expected to decrease 17.6%. This is due to issuing more grants than in the previous years.

OBJECTIVES:

To utilize TIF funding for improvements in the urban renewal area.

PERFORMANCE MEASURES

	2017 Actual	2018 Estimated	2019 Projected
Efficiency Measures			
Number of Grants Awarded	5	3	3
Per Capita Cost (City Support)	(\$7.57)	(\$2.82)	\$2.62

Finance Recommendation:

Approve as requested.

Board Action:

SUMMARY

URBAN RENEWAL AUTHORITY

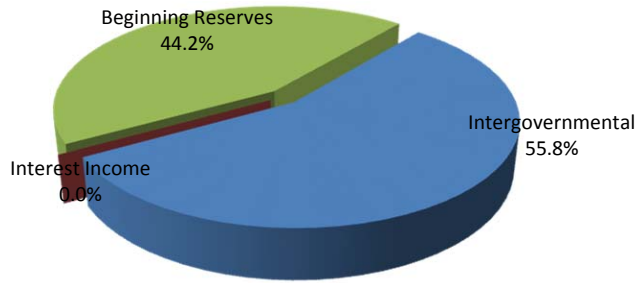
BUDGET SUMMARY

Description	2017 Actual	2018 Amended Budget	YTD 8/31/2018	2018 Projected Year End	2019 Requested Budget
REVENUE SUMMARY					
Intergovernmental	97,267	146,107	-	146,107	152,876
Interest Income	17	-	-	-	20
Beginning Reserves	36,201	39,705	98,011	98,011	121,018
TOTAL REVENUES	133,484	185,812	98,011	244,118	273,914

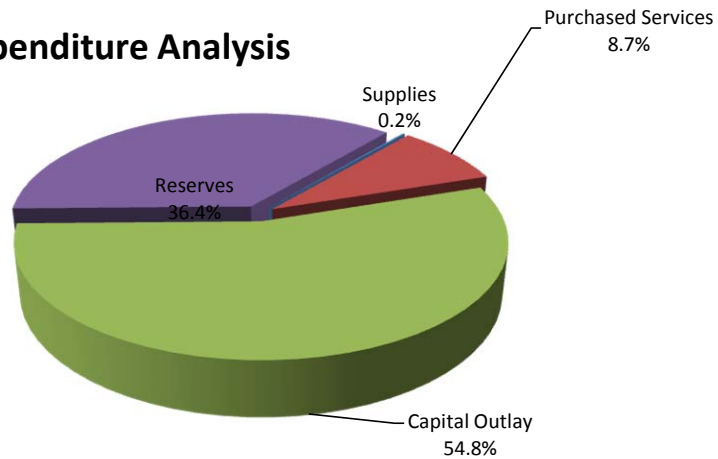
BUDGET SUMMARY

Supplies	168	500	-	500	500
Purchased Services	5,306	22,600	-	22,600	23,750
Capital Outlay	30,000	100,000	-	100,000	150,000
Reserves	98,011	62,712	98,011	121,018	99,664
Gross City Cost	133,484	185,812	98,011	244,118	273,914

Revenue Analysis



Expenditure Analysis



REVENUE**URBAN RENEWAL AUTHORITY****BUDGET DETAIL**

Account	Description	2017 Actual	2018 Amended Budget	YTD 8/31/2018	2018 Projected Year End	2019 Requested Budget
311010	TIF Increment	108,487	163,218	-	163,218	170,341
311011	TIF Refunds	(11,220)	(17,111)	-	(17,111)	(17,465)
361600	Interest Earned	17	-	-	-	20
390400	Unappropriated Reserves	36,201	39,705	98,011	98,011	121,018
	TOTAL	133,484	185,812	98,011	244,118	273,914

REVENUE SUMMARY

Intergovernmental	97,267	146,107	-	146,107	152,876
Interest Income	17	-	-	-	20
Private Contributions	-	-	-	-	-
Beginning Reserves	36,201	39,705	98,011	98,011	121,018
TOTAL REVENUES	133,484	185,812	98,011	244,118	273,914

OPERATIONS

URBAN RENEWAL AUTHORITY

BUDGET DETAIL

Account	Description	2017 Actual	2018 Amended Budget	YTD 8/31/2018	2018 Projected Year End	2019 Requested Budget
520100	General Supplies	168	500	-	500	500
	Total Supplies	168	500	-	500	500
530600	Professional Services	3,146	5,000	-	5,000	6,000
530800	Dues & Subscriptions	550	600	-	600	650
531200	Legal Fees	1,610	10,000	-	10,000	10,000
531800	Postage	-	-	-	-	100
532800	Staff Development	-	1,000	-	1,000	1,000
580450	Reimbursement to City	-	5,000	-	5,000	5,000
533000	Travel and Meetings	-	1,000	-	1,000	1,000
	Total Purchased Services	5,306	22,600	-	22,600	23,750
575000	Capital Projects	-	100,000	-	-	50,000
551850	Grants - TIF	30,000	-	-	100,000	100,000
	Total Capital Outlay	30,000	100,000	-	100,000	150,000
590400	Fund Balance Reserves	98,011	62,712	98,011	121,018	99,664
	Total Reserves	98,011	62,712	98,011	121,018	99,664
	TOTAL	133,484	185,812	98,011	244,118	273,914

BUDGET SUMMARY

Personnel						
Supplies	168	500	-	500	500	
Purchased Services	5,306	22,600	-	22,600	23,750	
Fixed Costs						
Capital Outlay	30,000	100,000	-	100,000	150,000	
Reserves	98,011	62,712	98,011	121,018	99,664	
Gross City Cost	133,484	185,812	98,011	244,118	273,914	