

AGENDA

Fort Lupton Urban Renewal Authority
Regular Meeting*
Virtual Meeting via GoToMeeting
Thursday, December 17, 2020 – 6:30 PM

**This meeting will be held virtually only. Please refer to the end of this Agenda for instructions for logging into GoToMeeting.*

1. Call To Order – Roll Call
2. Approval Of The Agenda
3. Consent Agenda
 - a. Approval of the Minutes of the November 19, 2020 Meeting
4. Public Comment
5. Accounts Payable
6. Action Items
 - a. AM2020-007: Approve the Resolution Adopting the 2021 Budget and Setting Appropriations
 - b. Rosa Elda Guerrero Façade Grant Extension Request
7. Discussion Items
 - a. None
8. Staff Reports
9. Board Reports
10. Adjournment

VIRTUAL MEETING LOG-IN INSTRUCTIONS

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/399465085>

You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

Access Code: 399-465-085

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/399465085>

If you have issues getting into the virtual meeting, please email PlanningDept@Fortluptonco.gov
or call (303) 304-4498 for assistance.

AGENDA

Fort Lupton Urban Renewal Authority
Regular Meeting*
Virtual Meeting via GoToMeeting
Thursday, December 17, 2020 – 6:30 PM

**This meeting will be held virtually only. Please refer to the end of this Agenda for instructions for logging into GoToMeeting.*

1. Call To Order – Roll Call
2. Approval Of The Agenda
3. Consent Agenda
 - a. Approval of the Minutes of the November 19, 2020 Meeting
4. Public Comment
5. Accounts Payable
6. Action Items
 - a. AM2020-007: Approve the Resolution Adopting the 2021 Budget and Setting Appropriations
 - b. Rosa Elda Guerrero Façade Grant Extension Request
7. Discussion Items
 - a. None
8. Staff Reports
9. Board Reports
10. Adjournment

VIRTUAL MEETING LOG-IN INSTRUCTIONS

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/399465085>

You can also dial in using your phone.

United States (Toll Free): [1 877 568 4106](tel:18775684106)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

Access Code: 399-465-085

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/399465085>

If you have issues getting into the virtual meeting, please email PlanningDept@Fortluptonco.gov
or call (303) 304-4498 for assistance.

**RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
November 19, 2020**

Call to Order

Chairman Montoya called the meeting to order at 6:33 PM.

Attendees: FLURA Board Members Gary Montoya, Matthew Darnell, Mark Grajeda, Tommy Holton, Kathy Kvasnicka, Eugene Reynolds, FLURA Staff Chris Cross and Alyssa Knutson

Absent: Members Michelle Bettger, Barbara Kirkmeyer

Approval of the Agenda

Tommy Holton makes motion to approve. Kathy Kvasnicka seconded. Passed by majority roll call vote.

Consent Agenda

Approval of minutes of October 15, 2020 meeting. Mark Grajeda makes a motion to approve, Matthew Darnell seconds the motion. Approved by majority roll call vote with no changes.

Accounts Payable

One item for payment Murray Dahl Berry and Renaud LLP payment for \$212.50 for legal review. Approved by Board.

Action Items

Election of Secretary

The Secretary position was left vacant by the resignation of David Hushbeck. Kathy Kvasnicka was nominated to fill position. The motion to appointment Member Kvasnicka as Secretary was made by Tommy Holton and seconded by Matthew Darnell. Approved by majority vote. The position was accepted by Kathy Kvasnicka

Determination on Façade Grant Program Applications

Projects for approval were presented to the FLURA board at the October 15, 2020 meeting. Discussion of this grant approval was opened. Kathy Kvasnicka expressed some concern about the church was not in the Urban renewal district but the area for improvement was next to the district and it would be seen from the Denver Ave. Gary Montoya made the motion to approve both grant project expenditures and to reward to Pamela Miller-Chavez 711 Denver Ave property and the First United Methodist Church as applied for. Approved by roll call majority vote.

Development Agreement Policy Update

The template development agreement has been reviewed by the city attorney and is ready to use. This includes the application for assistance and criteria to award the grants.

Discussion Items

Bylaws Discussion and Refresher

The bylaws were presented by Alyssa Knutson. There were two areas of concern by staff on the updates. One was the Article VII, Section 3, Paragraphs C & D; City Council Quarterly meeting requirements and the Special District meeting requirements. A discussion for changes to the meeting

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
November 19, 2020

frequency for both the council and the special districts. Tommy Holton stated that a yearly presentation with the City Council would be sufficient and Gary Montoya agreed. It was also discussed that we could always reach out at any time to meeting with both the council and the special districts when the need arises. The Section 3.D. special district meeting will be left in and changed to meetings as needed. The Section 3.C.; City Council meeting will be changed to annually with option to meet as needed. Tommy Holton suggested that the minutes of the meetings be submitted to Fort Lupton City Council and to the Special Districts to keep all groups updated. The Board was asked to review the bylaws for any other changes and submit for next meeting.

Executive Director Chris Cross discussed the city purchasing policies versus the FLURA board policies. Budgeted items under \$5000 can be approved by the director and paid. Any expenditures over \$5000 would go to the board for approval. City Council has raised these limits. Upon discussion of the board it was agreed upon to leave the purchasing approval for FLURA at \$5000 and add this to the Bylaws draft.

Development Agreement Policy Update

The Board discussed possible projects for future funding. The façade grant program and the grant program for code updates will be reviewed for next year. The Board agreed that assistance to bring downtown buildings to code will open opportunity for business attraction in our FLURA area. The budgeted for 2021 has funds allocated for the Façade update program, and also and the code update grants and other programs. The application process for the façade improvement grant will be opened in 2021 and a review of the need versus the funds available will be made at that time.

Staff Reports

Alyssa Knutson announced that Barbara Kirkmeyer will not be attending the December meeting and will be going off the Board to attend her new legislative duties. She stated expressed gratitude from all the FLURA Board and the City for her service for many years.

Next meeting will be December 17, 2020 at 6:30 PM.

Meeting adjourned at 7:06 PM.

AM 2020-007

RESOLUTION NO. 2020URA002 ADOPTING A BUDGET AND MAKING APPROPRIATIONS FOR AND DURING THE PERIOD BEGINNING THE FIRST DAY OF JANUARY 2021 AND ENDING THE THIRTY-FIRST DAY OF DECEMBER 2021

I. Agenda Date: *Board Meeting – December 17, 2020*

II. Attachments: *A. Resolution No. 2020URA001
B. Proposed Budget
C. Notice of Budget Retreat*

III. Issue/Request:

Each year, the Fort Lupton Urban Renewal Authority (“Authority”) is required to adopt a budget setting the legal appropriations for the following year. Not only does the budget set the legal appropriations, it also authorizes the procurement of goods, services and equipment to meet the goals and objectives determined by the Authority Board.

The Authority Board has been presented with a complete budget and financial plan of all funds and activities of the Authority, which covers all proposed expenditures of the Authority for fiscal year beginning January 1, 2021 to December 31, 2021.

IV. Alternatives/Options:

The Board may adopt the budget as is or it may continue making revisions.

V. Financial Considerations:

The final proposed budget reflects all of the changes in estimated revenues and expenditures that have been previously discussed with the Authority Board.

VI. Legal / Political Considerations:

Notice of the public hearing for the budget was published in the Fort Lupton Press on December 9, 2020 and December 16, 2020.

Pursuant to Colorado Revised Statutes Title 29, Article 1, “Local Government Budget Law of Colorado,” all statutory towns and cities are required to adopt an annual budget by the end of the year (C.R.S. 29-1-103). If it fails to adopt a budget by the first day of the new fiscal year, then ninety percent of the amount appropriated in the current fiscal year for operation and maintenance expenses shall be deemed re-appropriated for the budget year (C.R.S. 29-1-108(4)).

VII. Staff Recommendation:

Staff recommends approving Resolution No. 2020URA002 adopting the 2021 Fort Lupton Urban Renewal Authority Budget for and during the period beginning the first day of January 2021 and ending the thirty-first day of December 2021.

RESOLUTION NO. 2020URA001

A RESOLUTION OF THE FORT LUPTON URBAN RENEWAL AUTHORITY ADOPTING THE 2021 BUDGET AND SETTING APPROPRIATIONS FOR FLURA IN THE AMOUNTS SPECIFIED, FOR AND DURING THE PERIOD BEGINNING THE FIRST DAY OF JANUARY 2021 AND ENDING THE THIRTY-FIRST DAY OF DECEMBER 2021.

WHEREAS, in accordance with Colorado Revised Statutes Title 29, Article 1, “Local Government Budget Law of Colorado,” the Fort Lupton Urban Renewal Authority (“Authority”) has been presented with a complete budget and activities which covers all proposed expenditures of FLURA for the fiscal year beginning January 1, 2021 and ending December 31, 2021; and

WHEREAS, said budget shows as definitely as possible each of the various projects and programs for which appropriations are made in the budget, and the estimated amount of money carried in the budget for each such project or program; and

WHEREAS, said budget serves a valid public purpose in that it establishes a financial plan for the 2020 fiscal year; and

WHEREAS, said budget has been filed with the Secretary for the Authority and is available for public inspection; and

WHEREAS, a public hearing has been held for the proposed budget after duly published public notice; and

NOW THEREFORE BE IT RESOLVED BY THE FORT LUPTON URBAN RENEWAL AUTHORITY AS FOLLOWS:

Section 1. That the 2021 Budget for the Board, incorporated herein as Exhibit A, is hereby adopted and approved in essentially the form and content accompanying this Resolution.

Section 2. The Budget herein approved and adopted shall be signed by the Chair of the Authority and attested to by the Secretary and made a part of the records of the Authority.

APPROVED AND PASSED BY THE FORT LUPTON URBAN RENEWAL AUTHORITY THIS 17th DAY OF DECEMBER 2020.

Fort Lupton Urban Renewal Authority

Gary Montoya, Chair

Approved as to form:

Attest:

Malcolm Murray, Attorney

Kathy Kvasnicka, Secretary



City of Fort Lupton

Budget Comparison Report

Account Summary

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%	
				2020 PROJECTED	2021 FINANCE DIR	Increase / (Decrease)		2021 APPROVED	Increase / (Decrease)		
Account Number		2019 Total Activity	2020 Total Activity	2020 Total Budget							
Fund: 820 - FLURA											
Revenue											
820-9100-311010	TIF INCREMENT	186,329.57	231,333.29	245,865.00	245,865.00	263,119.00	17,254.00	7.02%	224,854.00	-38,265.00	-14.54%
820-9100-311011	TIF INCREMENT REFUND	-16,815.59	-22,120.83	-18,337.00	-22,180.00	-22,177.00	3.00	-0.01%	-19,232.00	2,945.00	-13.28%
820-9100-361600	INTEREST EARNED	178.08	87.26	250.00	150.00	0.00	-150.00	-100.00%	0.00	0.00	0.00%
820-9100-380000	MISC REVENUE	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
820-9100-390400	UNAPPROPRIATED RESERVES	0.00	0.00	224,520.00	330,779.00	465,979.00	135,200.00	40.87%	465,979.00	0.00	0.00%
	Total Revenue:	219,692.06	209,299.72	452,298.00	554,614.00	706,921.00	152,307.00	27.46%	671,601.00	-35,320.00	-5.00%
Expense											
820-9100-520100	GENERAL SUPPLIES	80.65	0.00	500.00	250.00	500.00	250.00	100.00%	500.00	0.00	0.00%
820-9100-530600	CONTRACTUAL SERVICES	3,435.84	55,794.73	78,375.00	78,375.00	10,000.00	-68,375.00	-87.24%	10,000.00	0.00	0.00%
820-9100-530800	DUES & SUBSCRIPTIONS	500.00	210.00	650.00	210.00	750.00	540.00	257.14%	750.00	0.00	0.00%
820-9100-531200	LEGAL FEES	250.00	1,283.62	10,000.00	4,000.00	10,000.00	6,000.00	150.00%	10,000.00	0.00	0.00%
820-9100-531600	PLANS & STUDIES	6,996.50	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
820-9100-531800	POSTAGE	126.50	316.22	200.00	300.00	500.00	200.00	66.67%	500.00	0.00	0.00%
820-9100-532800	STAFF DEVELOPMENT	326.81	0.00	1,000.00	250.00	1,000.00	750.00	300.00%	1,000.00	0.00	0.00%
820-9100-533000	TRAVEL & MEETINGS	293.26	0.00	1,000.00	250.00	1,000.00	750.00	300.00%	1,000.00	0.00	0.00%
820-9100-551850	GRANTS - TIF	54,127.66	25,000.00	100,000.00	0.00	50,000.00	50,000.00	0.00%	75,000.00	25,000.00	50.00%
Budget Notes											
Budget Code	Subject	Description									
APPROVED	Facade Grant	\$35,000.00									
APPROVED	IBC/IFC Update Grant	\$30,000.00									
APPROVED	Monument Sign Grant	\$10,000.00									
820-9100-553500	MISC EXPENDITURES	0.00	24.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
820-9100-575000	CAPITAL PROJECTS	0.00	0.00	150,000.00	0.00	400,000.00	400,000.00	0.00%	452,000.00	52,000.00	13.00%
Budget Notes											
Budget Code	Subject	Description									
APPROVED	Alley Way Place Making Grannies/Theater	\$20,000.00									
APPROVED	Denver Ave 4th and 3rd St Construction	\$427,000.00									
APPROVED	Wayfinding Signs	\$5,000.00									

Budget Comparison Report

Account Number

[820-9100-580450](#)

				Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget		Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	
	2019 Total Activity	2020 Total Activity	2020 Total Budget	2020 PROJECTED	2021 FINANCE DIR	Increase / (Decrease)	%	2021 APPROVED	Increase / (Decrease)	%
GENERAL FUND (CITY) LOAN	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00%	5,000.00	0.00	0.00%
Total Expense:	71,137.22	87,628.57	346,725.00	88,635.00	478,750.00	390,115.00	440.14%	555,750.00	77,000.00	16.08%
Total Fund: 820 - FLURA:	148,554.84	121,671.15	105,573.00	465,979.00	228,171.00	-237,808.00	-51.03%	115,851.00	-112,320.00	-49.23%
Report Total:	148,554.84	121,671.15	105,573.00	465,979.00	228,171.00	-237,808.00	-51.03%	115,851.00	-112,320.00	-49.23%

Budget Comparison Report

Fund Summary

Fund	2019 Total Activity	2020 Total Activity	2020 Total Budget	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%	Comparison 2 Budget	Comparison 2 to Comparison 1 Budget	%
				2020 PROJECTED	2021 FINANCE DIR	Increase / (Decrease)		2021 APPROVED	Increase / (Decrease)	
820 - FLURA	148,554.84	121,671.15	105,573.00	465,979.00	228,171.00	-237,808.00	-51.03%	115,851.00	-112,320.00	-49.23%
Report Total:	148,554.84	121,671.15	105,573.00	465,979.00	228,171.00	-237,808.00	-51.03%	115,851.00	-112,320.00	-49.23%

NOTICE OF BUDGET

NOTICE is hereby given that a proposed budget has been submitted to the Fort Lupton Urban Renewal Authority for the ensuing year of 2021, a copy of such proposed budget has been filed at the City of Fort Lupton City Hall, 130 S. McKinley Ave., where the same is open for public inspection; such proposed budget will be considered at a regular meeting of the Fort Lupton Urban Renewal Authority to be held at City Hall, 130 S. McKinley Ave., on December 17, 2020 at 6:30 p.m. Any interested elector of the City of Fort Lupton may inspect the proposed budget and file or register any objections thereto at any time prior to the final adoption of the budget.

Published in the Fort Lupton Press
December 9, 2020 and December
16, 2020.

Alyssa Knutson

From: ELDA Guerrero <elda582@msn.com>
Sent: Friday, November 27, 2020 4:23 PM
To: Alyssa Knutson
Subject: Re: Facade Grant Update

Follow Up Flag: Flag for follow up
Flag Status: Completed

Good Evening Alysa

I paid a company half of the money to replace the windows they are saying that the glass company that works with them is very slow because a lot of their employees are infected with Covid therefore I would like to request for an extension because I don't think I will complete it by the deadline.

Get [Outlook for iOS](#)

From: Alyssa Knutson <AKnutson@Fortluptonco.gov>
Sent: Wednesday, November 25, 2020 3:04:51 PM
To: ELDA Guerrero <elda582@msn.com>
Cc: Chris Cross <CCross@Fortluptonco.gov>
Subject: Facade Grant Update

Elda,

I wanted to touch in on the status of your façade grant projects. It appears the stucco has been completed, and looks good! I think there were still windows to complete that were part of the project as well? The agreement ends on December 8, and if you require an extension please let me know. Otherwise, if all work has been completed, please submit your invoices so I can work on your reimbursement.

Thank you,

Alyssa Knutson, AICP
Planner II & FLURA Staff Liaison
130 S. McKinley Ave.
Fort Lupton, CO 80621
Office: 303.857.6694
Direct: 720.466.6128
Mobile: 303.304.4498



This institution is an equal opportunity provider and employer.

The information transmitted is intended only for the person or entity to which it is addressed and may contain CONFIDENTIAL material. If you receive this information in error, please delete or destroy the information.

