

**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

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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.

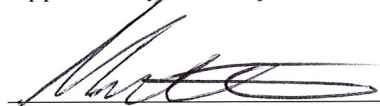
Staff Reports

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.

Approved by Fort Lupton Urban Renewal Authority



Gary Montoya, Chairperson