

AGENDA

**Fort Lupton Urban Renewal Authority
Regular Meeting
City Hall – 130 S. McKinley Avenue
Thursday, August 19, 2021 – 6:30 PM**

- 1. Call To Order – Roll Call**
- 2. Approval Of The Agenda**
- 3. Consent Agenda**
 - a. Approval of the Minutes of the June 17, 2021 Meeting
 - b. Approval of the Minutes of the July 15, 2021 Meeting
- 4. Public Comment**
- 5. Accounts Payable**
- 6. Action Items**
 - a. AM2021-005: Appointing Deputy Executive Director to the Fort Lupton Urban Renewal Authority
- 7. Discussion Items**
 - a. 2022 Goals Workshop & Budget Discussion
 - b. CDOT Revitalizing Main Streets Grant
 - c. Downtown Colorado Inc. Membership
 - d. R&L Tires Façade Grant Discussion on Paint Color
 - e. Intergovernmental Agreements
- 8. Staff Reports**
- 9. Board Reports**
- 10. Adjournment**

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 17, 2021

Call to Order

Chairman Montoya called the meeting to order at 6:32 PM.

Roll Call

Present Gary Montoya, Kathy Kvasnicka, Perry Buck, Tommy Holton, Eugene Reynolds, FLURA Staff member Alyssa Knutson, Executive Director Chris Cross.

Absent: Members Mark Grajeda and Michelle Bettger.

Approval of Agenda

Perry Buck makes motion to approve. Kathy Kvasnicka seconds. Passed by majority roll call vote.

Consent Agenda

Approval of minutes of May 20, 2021 meeting. Perry Buck makes a motion to approve, Kathy Kvasnicka seconds the motion. Approved by majority roll call vote with no changes.

Public Comment

None.

Accounts Payable

Payables listed for a total of \$12,650.00.

Action items

Determination on the 2021 Façade Grant Program Applications

R&L Tires submitted a request discussed in the May meeting for assistance with paint and signage. Final costs as well as final design were submitted. An award of \$5,397.58 was determined by the Board. A motion to award \$5,397.58 was made by Gene Reynolds. Perry Buck seconded. Approved by unanimous roll call vote.

Wholly Stromboli submitted a request that was discussed in the May meeting for assistance in the façade improvements of the St. John Building at 4th and Denver Ave. The requested amount is \$65,257.50. Concern was expressed by Gene Reynolds on exceeding the budget for the award. He agreed to an award as long as it was not over budget. FLURA staff liaison Alyssa Knutson listed budget items that FLURA could consider reallocating from the Grants – TIF line item, including the original \$35,000 façade grant, IBC grant funds \$30,000, and monument sign grant funds \$10,000. The IBC grant was budgeted to assist with code updates for both building and fire codes. This was a new program and has not been actively advertised in 2021. The monument sign grant is also a new program to remove pole signs along Hwy 52 and replace with monument signs. There have been no requests for this program. The Board agreed to use the IBC grant funds along with the remainder of the façade grant funds to award the grant to Wholly Stromboli. Gary Montoya made the suggestion that we look at next year's grant program and change the percent of the match to help businesses take advantage of the program. Executive Director Chris Cross suggested a program change that may include if you have already received a grant in the past the split would be the traditional 50/50 and a first-time recipient could be a 75/25% split. This may give those without the means to be able to apply and fund the project.

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 17, 2021

Alyssa Knutson agreed with the idea that when these properties upgrade this is a boost for the City and FLURA. The Wholly Stromboli project will bring attention to the FLURA program and FLURA funding signs will be posted at all the project sites.

The final award amount is \$59,602.32. The monument sign grant is remaining in the budget. Tommy Holton made a motion to approve the grant award to Wholly Stromboli for \$59,602.32. It was seconded by Kathy Kvasnicka. Approved by unanimous roll call vote.

AM2021-003 Consider Sponsorship of the Wholly Stromboli SHF Grant Application.

This is a grant that Wholly Stromboli is applying for with History Colorado and will be a 50/50 cash match grant. A business must have a sponsor from a non-profit or governmental entity, and therefore staff would like to know if FLURA would be willing to sponsor the grant request. Alyssa Knutson stated that an agreement will need to be executed to ensure FLURA does not take liability for the project, but that would be the only expense to FLURA to sponsor this. Gary Montoya liked this as he felt it would send the right message to the business community and offer more opportunities. Kathy Kvasnicka wants to see this advertised to not only promote funding but to also promote opportunities to those with a historical designation. A motion was made to approve AM2021-003 by Kathy Kvasnicka. Tommy Holton seconded. Approved by unanimous roll call vote.

AM2021-004 Amending the Bylaws of the Fort Lupton Urban Renewal Authority

A copy with redlined changes was provided in the packet to all board members. Changes to meeting requirements for City Council and Special District Meetings were made. Council meeting changed to annual with additional meetings as needed and Special District meetings on an as needed basis from annually.

Section 3 changes were to change to Personnel from Executive Director. The Authority shall be staffed by a non-voting Executive Director who shall be the City Administrator, unless the City Administrator recommends and the Authority concurs with another person serving as the Executive Director. With the Authority's authorization, the Executive Director may create positions and appoint personnel as determined to be necessary to perform the duties and obligation of the Authority. Positions and appointments shall continue at the pleasure of the Authority or until resignation. Compensation may be established by the Authority, if applicable. The Authority may contract with the City of Fort Lupton for services of City personnel. Gary Montoya and Tommy Holton suggested that the wording should be added that all appointments shall be approved by the FLURA board before going into effect. This was agreed upon. Staff Liaison Alyssa Knutson explained that this bylaw document would go to City Council for approval. Alyssa Knutson also discussed her title as Deputy Executive Director from Staff Liaison that would be coming to the Board. Tommy Holton made a motion to pass 2021-004. Kathy Kvasnicka seconded the motion. Approved by unanimous roll call vote.

Discussion Items

CDOT Revitalizing Main Streets Grant:

The grant documents were submitted by the June 1st. We are hopeful that we can get some assistance with the 3rd and 4th Street bump outs planned on Denver Ave.

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
June 17, 2021

Intergovernmental Agreements:

No updates

Staff Report

No reports.

Board Reports

Gary Montoya spoke about the opening after the shutdown for COVID. Brighton's concert series has started and the transition has been seamless.

Perry Buck is pleased to be working with the FLURA group and looks forward to the future with this committee.

Kathy Kvasnicka was pleased to see opportunities to work with the Historic Preservation Committee to promote and assist our historic properties.

Gary Montoya suggested that we consider a meeting in the near future to be as a retreat to discuss future projects, and coordination of budget and projects.

Adjournment

Gary Montoya adjourned the meeting.

Next meeting will be July 15, 2021 at 6:30 PM.

Meeting adjourned at 7:25 PM.

Submitted by:

Kathy Kvasnicka, Secretary

Approved by Fort Lupton Urban Renewal Authority

Gary Montoya, Chairperson

RECORD OF PROCEEDINGS
FORT LUPTON URBAN RENEWAL AUTHORITY
July 15, 2021

The Fort Lupton Urban Renewal Authority did not meet on Thursday, July 15, 2021 due to a lack of agenda items.

Submitted by:

Kathy Kvasnicka, Secretary

Approved by Fort Lupton Urban Renewal Authority

Gary Montoya, Chairperson

AM 2021-005

APPOINTING DEPUTY EXECUTIVE DIRECTOR TO THE FORT LUPTON URBAN RENEWAL
AUTHORITY

- I. **Agenda Date:** Board Meeting – August 19, 2021
- II. **Attachments:** A. Amended Bylaws of the Fort Lupton Urban Renewal Authority
- III. **Issue/Request:**

Alyssa Knutson has served as the Staff Liaison to the Fort Lupton Urban Renewal Authority since its inception on August 18, 2014. Knutson has served as a designee to the Executive Director to provide support and assistance to the Authority by performing the duties identified in the Amended Bylaws, and also assists with the administration, programs and strategic plans of the Authority. Therefore, the Executive Director recommends that Ms. Knutson be appointed to Deputy Executive Director.

IV. **Alternatives/Options:**

The Authority may either:

- (1) Appoint Alyssa Knutson as Deputy Executive Director; or
(2) No appoint Alyssa Knutson as Deputy Executive Director.*

V. **Financial Considerations:**

Not applicable.

VI. **Legal / Political Considerations:**

The Amended Bylaws, approved by City Council and effective July 6, 2021 states under Section VI. Legal / Political Considerations that the Executive Director may create positions and appoint personnel as determined to be necessary to perform the duties and obligations of the Authority. All positions and appointments shall be approved by the Authority before going into effect.

VII. **Staff Recommendation:**

Staff has no recommendation on this action memorandum.



City of Fort Lupton

FLURA Budget Comparison Report for State Account Summary

					Comparison 1 Budget	Comparison 1 to Parent Budget		
					Parent Budget		%	
					2021 APPROVED	Increase / (Decrease)		
Account Number	2019 Total Activity	2020 Total Activity	2021 YTD Activity Through Mar					
Fund: 820 - FLURA								
Revenue								
820-9100-311010	TIF INCREMENT	186,329.57	231,333.29	61,559.05	224,854.00	0.00	-224,854.00	-100.00%
820-9100-311011	TIF INCREMENT REFUND	-16,815.59	-22,120.83	0.00	-19,232.00	0.00	19,232.00	-100.00%
820-9100-361600	INTEREST EARNED	178.08	91.10	7.07	0.00	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%
820-9100-390400	UNAPPROPRIATED RESERVES	0.00	0.00	0.00	465,979.00	0.00	-465,979.00	-100.00%
	Total Revenue:	219,692.06	209,303.56	61,566.12	671,601.00	0.00	-671,601.00	-100.00%
Expense								
820-9100-520100	GENERAL SUPPLIES	80.65	0.00	0.00	500.00	0.00	-500.00	-100.00%
820-9100-530600	CONTRACTUAL SERVICES	3,435.84	55,794.73	0.00	10,000.00	0.00	-10,000.00	-100.00%
820-9100-530800	DUES & SUBSCRIPTIONS	500.00	210.00	500.00	750.00	0.00	-750.00	-100.00%
820-9100-531200	LEGAL FEES	250.00	1,283.62	0.00	10,000.00	0.00	-10,000.00	-100.00%
820-9100-531600	PLANS & STUDIES	6,996.50	0.00	0.00	0.00	0.00	0.00	0.00%
820-9100-531800	POSTAGE	126.50	316.72	0.00	500.00	0.00	-500.00	-100.00%
820-9100-532800	STAFF DEVELOPMENT	326.81	0.00	0.00	1,000.00	0.00	-1,000.00	-100.00%
820-9100-533000	TRAVEL & MEETINGS	293.26	0.00	0.00	1,000.00	0.00	-1,000.00	-100.00%
820-9100-551850	GRANTS - TIF	54,127.66	33,500.00	0.00	75,000.00	0.00	-75,000.00	-100.00%
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	85.12	61.00	0.00	0.00	0.00	0.00%
820-9100-575000	CAPITAL PROJECTS	0.00	0.00	0.00	452,000.00	0.00	-452,000.00	-100.00%
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						

FLURA Budget Comparison Report for State

Account Number		2019 Total Activity	2020 Total Activity	2021 YTD Activity Through Mar	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
					2021 APPROVED		Increase / (Decrease)	
820-9100-580450	GENERAL FUND (CITY) LOAN	5,000.00	5,000.00	0.00	5,000.00	0.00	-5,000.00	-100.00%
	Total Expense:	71,137.22	96,190.19	561.00	555,750.00	0.00	-555,750.00	-100.00%
	Total Fund: 820 - FLURA:	148,554.84	113,113.37	61,005.12	115,851.00	0.00	-115,851.00	-100.00%
	Report Total:	148,554.84	113,113.37	61,005.12	115,851.00	0.00	-115,851.00	-100.00%

Account Typ...	2019 Total Activity	2020 Total Activity	2021 YTD Activity Through Mar	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2021 APPROVED		Increase / (Decrease)	
Fund: 820 - FLURA							
Revenue	219,692.06	209,303.56	61,566.12	671,601.00	0.00	-671,601.00	-100.00%
Expense	71,137.22	96,190.19	561.00	555,750.00	0.00	-555,750.00	-100.00%
Total Fund: 820 - FLURA:	148,554.84	113,113.37	61,005.12	115,851.00	0.00	-115,851.00	-100.00%
Report Total:	148,554.84	113,113.37	61,005.12	115,851.00	0.00	-115,851.00	-100.00%

Fund	2019 Total Activity	2020 Total Activity	2021 YTD Activity Through Mar	Parent Budget	Comparison 1 Budget	Comparison 1 to Parent Budget	%
				2021 APPROVED		Increase / (Decrease)	
820 - FLURA	148,554.84	113,113.37	61,005.12	115,851.00	0.00	-115,851.00	-100.00%
Report Total:	148,554.84	113,113.37	61,005.12	115,851.00	0.00	-115,851.00	-100.00%



City of Fort Lupton

Income Statement

Account Summary

For Fiscal: 2021 Period Ending: 07/31/2021

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 820 - FLURA						
Revenue						
820-9100-311010	TIF INCREMENT	224,854.00	224,854.00	52,712.28	216,508.08	8,345.92
820-9100-311011	TIF INCREMENT REFUND	-19,232.00	-19,232.00	0.00	0.00	-19,232.00
820-9100-361600	INTEREST EARNED	0.00	0.00	10.32	52.33	-52.33
820-9100-380000	MISC REVENUE	0.00	0.00	0.00	0.00	0.00
820-9100-390100	FLURA DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00
820-9100-390400	UNAPPROPRIATED RESERVES	465,979.00	465,979.00	0.00	0.00	465,979.00
	Revenue Total:	671,601.00	671,601.00	52,722.60	216,560.41	455,040.59
Expense						
820-9100-520100	GENERAL SUPPLIES	500.00	500.00	0.00	0.00	500.00
820-9100-530600	CONTRACTUAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00
820-9100-530800	DUES & SUBSCRIPTIONS	750.00	750.00	0.00	500.00	250.00
820-9100-531200	LEGAL FEES	10,000.00	10,000.00	0.00	62.50	9,937.50
820-9100-531600	PLANS & STUDIES	0.00	0.00	0.00	0.00	0.00
820-9100-531800	POSTAGE	500.00	500.00	0.00	0.00	500.00
820-9100-532800	STAFF DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00
820-9100-533000	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	0.00	1,000.00
820-9100-551850	GRANTS - TIF	75,000.00	75,000.00	0.00	12,567.50	62,432.50
820-9100-553500	MISC EXPENDITURES	0.00	0.00	810.63	2,114.73	-2,114.73
820-9100-575000	CAPITAL PROJECTS	452,000.00	452,000.00	0.00	0.00	452,000.00
820-9100-580450	GENERAL FUND (CITY) LOAN	5,000.00	5,000.00	0.00	5,000.00	0.00
820-9100-590400	FUND BALANCE RESERVES	0.00	0.00	0.00	0.00	0.00
	Expense Total:	555,750.00	555,750.00	810.63	20,244.73	535,505.27
	Fund: 820 - FLURA Surplus (Deficit):	115,851.00	115,851.00	51,911.97	196,315.68	
	Total Surplus (Deficit):	115,851.00	115,851.00	51,911.97	196,315.68	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
820 - FLURA	115,851.00	115,851.00	51,911.97	196,315.68	-80,464.68
Total Surplus (Deficit):	115,851.00	115,851.00	51,911.97	196,315.68	



Gray Jacket
SWVS 434



Foster
SWVS 415