

**NORTHGLENN URBAN RENEWAL AUTHORITY  
REGULAR MEETING MINUTES  
January 8, 2020**

**CALL to ORDER:**

Chair Garner called a regular meeting of the Northglenn Urban Renewal Authority to order at 5:45 p.m. on January 8, 2020 in the Council Chambers of Northglenn City Hall, 11701 Community Center Drive, Northglenn, Colorado.

**ROLL CALL:**

Present were: Chair Garner, Vice Chairman Lynch, Commissioners Brown, DeMay, Gavette, McCune and Novak.

Absent:

Advisor Coleman.

Staff Present:

Executive Director Tuttle, Board Attorney Parker, Board Treasurer Loveland, Board Clerk Baca, and Economic Development Specialist Fields

**MEETING MINUTES:**

November 13, 2019

**MOTION TO PASS**

Commissioner Brown **MOVED** and it was **SECONDED** by Commissioner Novak to approve minutes of the regular meeting on December 11, 2019. There was no discussion and the **MOTION PASSED** unanimously.

**PUBLIC PARTICIPATION:**

None.

**BILLS and COMMUNICATIONS:**

Commissioner Brown stated at the January 6, 2020 City Council meeting Randall Peterson was sworn in as the new Ward 1 Council member. She reported she will remain on the NURA Board as the Council representative.

**AGENDA ADDITIONS and DELETIONS:**

None.

**REPORTS of the DIRECTOR, STAFF, CONSULTANTS, ATTORNEY:**

Financial Report

Executive Director Tuttle reviewed the balance sheet, profit and loss details, projected versus actual budget, yearly and monthly comparative data, and revenue and expenses for the month of November 2019 for URA 1 and URA 2.

**MOTION TO PASS**

Vice Chairman Lynch **MOVED** and it was **SECONDED** by Commissioner Brown to approve the November financial reports for URA 1 and URA 2. There were no questions and the **MOTION PASSED** unanimously.

Garland Center  
VCUP Report

Executive Director Tuttle reported on the voluntary cleanup action report for 10755 Washington Street. She stated the letter from the Colorado Department of Hazardous Materials & Waste Management Division gives more details on the steps taken on behalf of NURA regarding the cleanup. There was discussion.

2020 Grant Allocation  
URA 1 Businesses

Executive Director Tuttle provided information to the Board regarding the grants that were not paid in 2019. She stated she is recommending amending the budget to add an additional \$30,000 for Business Improvement Grants (BIG) and an additional \$20,000 for the Business Utility Assistance Grants (BUAG) in URA 1. She explained that not all of the grants approved by the Board had been paid in 2019 and would be paid in 2020 due to the timing of the completion of the projects. There was discussion and the Board came to the consensus to amend the budget to include \$30,000 for URA 1 Business Improvement Grants (BIG) and an additional \$20,000 for URA 1 Business Utility Assistance Grants (BUAG).

2020 Budget Amendment  
Review / Discussion

Board Treasurer Loveland reported to the Board the explanation he received from the Adams County Assessor's Office of the significant change in the final assessed valuation for 2019. He stated it was based mainly of the square footage of the SCL Hospital building. He answered questions from the Board.

**NEW BUSINESS:**

Resolution N/20-1  
Designating Official  
Public Posting Places

Executive Director Tuttle gave a summary for the resolution designating official public posting places and Board Attorney Parker stated this is required annually by State Law.

**MOTION TO PASS**

Commissioner Brown **MOVED** and it was **SECONDED** by Commissioner Novak to approve Resolution N/20-1. There was no discussion and the **MOTION PASSED** unanimously.

Resolution N/20-2  
Election of 2020  
Officers

Executive Director Tuttle gave a summary of the resolution regarding the election of officers for 2020 and Board Attorney Parker stated this is required annually.

**MOTION TO PASS**

Commissioner Novak **MOVED** and it was **SECONDED** by Commissioner Brown to submit the name of “Rosie Garner” as Chair.

Chair Garner **MOVED** and it was **SECONDED** by Commissioner Novak to submit the name of “Jerry Gavette” as Vice Chairman.

The Board unanimously approved Resolution N/20-2. There was discussion and the **MOTION PASSED**.

Elected Officers  
2020

Chair: Rosie Garner  
Vice Chair: Jerry Gavette

Resolution N/20-4  
Scales ‘N Tails Business  
Improvement Grant (BIG)

Executive Director Tuttle provided a summary on the Business Improvement Grant (BIG) with Scales ‘N Tails.

**MOTION TO PASS**

Commissioner Novak **MOVED** and it was **SECONDED** by Commissioner Brown to approve Resolution N/20-4. There was discussion and the **MOTION PASSED** unanimously.

**ADJOURNMENT and  
PLACE and TIME of  
NEXT MEETING:**

The meeting adjourned at 6:16 p.m. The next regular meeting is scheduled for February 12, 2020 at 5:45 p.m. in Council Chambers.

Chair Garner reminded the Board there is a Q/4 Joint session with City Council on January 27, 2020.

Submitted by:

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Debbie Tuttle  
Executive Director

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Rosie Garner  
Chair