

**NORTHGLENN URBAN RENEWAL AUTHORITY
REGULAR MEETING MINUTES
March 8, 2017**

CALL to ORDER: Chair Garner called a regular meeting of the Northglenn Urban Renewal Authority to order at 5:45 p.m. on March 8, 2017 in the Council Chambers of Northglenn City Hall, 11701 Community Center Drive, Northglenn, Colorado.

ROLL CALL: Present were: Chair Garner, Vice Chairman Lynch, Commissioners Coleman, DeMay, Gavette, and McCune.

Absent: Commissioner Brown (excused).

Others Present: Bill Parkhill, Parkhill Development, LLC.

Staff Present: Executive Director Tuttle, Board Attorney Parker, Board Clerk Baca, Economic Development Specialist Mendoza, City Manager Hayes, Planning Manager Smith and Senior Planner Ensey.

MEETING MINUTES:
February 8, 2017

MOTION TO PASS Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Gavette to approve minutes of the regular meeting on February 8, 2017. There was no discussion and the **MOTION PASSED** unanimously.

PUBLIC PARTICIPATION: None.

BILLS and COMMUNICATIONS: None.

AGENDA ADDITIONS and DELETIONS: None.

UNFINISHED BUSINESS: 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 January 2017 for URA 1 and URA 2.

- MOTION TO PASS** Vice Chairman Lynch **MOVED** and it was **SECONDED** by Commissioner Coleman to approve the January financial report for URA 1 and URA 2. There was discussion and the **MOTION PASSED** unanimously.
- Retreat Follow-up Executive Director Tuttle reported the draft retreat summary was received and is currently being reviewed. She asked the Board to review and send her any suggested changes or deletions.
- Invitation to Bid Executive Director Tuttle stated the Invitation to Bid had been posted with all bids due by April 4, 2017. She stated Matt Whipple will be overseeing the project for the signage at 104th and I-25. There were questions from the Board regarding the plants going in at the site and Executive Director Tuttle stated those recommended plants have been included in the Invitation to Bid.
- Economic Development Report Executive Director Tuttle stated the Economic Development report will be presented to City Council on March 13, 2017. She pointed a few items of interest and answered questions from the Board. Chair Garner asked when staff would begin compiling the 2016 NURA Annual Report and Executive Director Tuttle stated the annual report will be ready for Board review soon.
- Marketplace – Parkhill Development, LLC Eric Ensey, Senior Planner came forward and provided a brief summary on the direction he understands NURA/City Council want for the vision of the Marketplace. He stated staff is recommending using Parkhill Development, LLC as the third party consultant to accomplish the goals stated by the City. He answered questions from the Board and invited Bill Parkhill forward to address the Board.
- Y-Mart Fencing BIG Executive Director Tuttle stated she has given an extension of 30 days for Y-Mart to get the fencing completed by a vendor that is in good standing with the City. The Board had questions.
- Webster Lake Sculpture Selection Committee Executive Director Tuttle stated she is looking for two people from the Board to be on the Webster Lake Sculpture Selection Committee. Commissioner DeMay stated he would be interested on serving on the Selection Committee with Chair Garner as the secondary committee member. There was discussion on the four pad sites at the Webster Lake Promenade, and the selection and types of artwork.

NEW BUSINESS:

Resolution N/17-10
Marketplace PSA
with Parkhill
Development, LLC

Executive Director Tuttle provided a summary for the Personal Services Agreement with Parkhill Development, LLC.

MOTION TO PASS

Vice Chairman Lynch **MOVED** and it was **SECONDED** by Commissioner DeMay to approve Resolution N/17-10 as amended adding Exhibit A – Scope of Services. There was extensive discussion and the **MOTION PASSED** unanimously.

Resolution N/17-11
NURA Advisor
Appointment – Novak

Executive Director Tuttle provided a summary for the NURA Advisor Appointment for Kathleen M. Novak.

MOTION TO PASS

Commissioner DeMay **MOVED** and it was **SECONDED** by Vice Chairman Lynch to approve Resolution N/17-11 as amended taking out the term expiration date. There was discussion and the **MOTION PASSED** unanimously.

Resolution N/17-12
NURA Advisor
Appointment – Kister

Executive Director Tuttle provided a summary for the NURA Advisor Appointment for Grail Kister.

MOTION TO PASS

Commissioner DeMay **MOVED** and it was **SECONDED** by Vice Chairman Lynch to approve Resolution N/17-12 as amended taking out the term expiration date. There was discussion and the **MOTION PASSED** unanimously.

Resolution N/17-13
Amendment to
Business Improvement
Grant (BIG) – Injury
Rehabilitation Specialists

Executive Director Tuttle provided a summary for the Amendment to the Business Improvement Grant (BIG) with Injury Rehabilitation Specialists.

MOTION TO PASS

Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Gavette to approve Resolution N/17-13 as amended adding Exhibit A – Amended Agreement. There was discussion and the **MOTION PASSED** unanimously.

112th & Washington
Drainage Update

Planning Manager Smith came forward and stated the owners of the Malley Center will be replacing the curb between the two properties that has allowed water to flow onto the NURA property. She explained grading of the properties will need to be completed and stated this will allow the water to flow onto Washington Street. She will report back on the progress of the work.

EXECUTIVE SESSION: Chair Garner **MOVED** and it was **SECONDED** by Commissioner DeMay to meet in Executive Session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to C.R.S. § 24-6-402(4)(e) relative to three (3) items; 1) 108th & Melody; 2)Huron Center; and 3) 11295 Washington Street. There was no discussion and the **MOTION PASSED** unanimously.

In attendance during executive session were: Chair Garner, Vice Chairman Lynch, Commissioners Coleman, DeMay, Gavette, McCune, Advisors Kister, Novak, Executive Director Tuttle, Board Attorney Parker, Board Clerk Baca, City Manager Hayes and Economic Development Specialist Mendoza.

RECESS: The meeting recessed at 6:56 p.m.

RECONVENE: The meeting reconvened at 7:39 p.m.

FUTURE AGENDA: None.

ADJOURNMENT and PLACE and TIME of NEXT MEETING: The meeting adjourned at 7:43 p.m. The next regular meeting is scheduled for April 12, 2017 at 5:45 p.m. in Council Chambers.

Submitted by:

Debbie Tuttle
Executive Director

Rosie Garner
Chair