

**NORTHGLENN URBAN RENEWAL AUTHORITY
REGULAR MEETING MINUTES
November 13, 2013**

CALL to ORDER: Chairman Garner called a regular meeting of the Northglenn Urban Renewal Authority to order at 5:45 p.m. on November 13, 2013 in the Council Chambers of Northglenn City Hall, 11701 Community Center Drive, Northglenn, Colorado.

ROLL CALL: Present were: Chairman Garner, Commissioners Coleman, DeMay, Gavette, McCune and Snetzinger.

Absent: Commissioner Lynch. (Excused)

Staff Present: Executive Director Tuttle, Board Attorney Parker and Board Clerk Baca.

**CONSIDERATION and
APPROVAL of
PREVIOUS MEETING
MINUTES:**

October 9, 2013 The meeting minutes of October 9, 2013 were approved as presented.

**PUBLIC
PARTICIPATION:** None.

**BILLS and
COMMUNICATIONS:** Commissioner Snetzinger reported that this would be her last official meeting and thanked the Board for making her time on the Board so productive. She stated a new Commissioner would be appointed at the City Council meeting on November 14, 2013. She reported City Council is working on the 2014 proposed budget and a new Council would be sworn in on November 14, 2014.

**AGENDA ADDITIONS
and DELETIONS:** None.

**UNFINISHED
BUSINESS:** None.

Malley Center Project
Update

Steve Parry and John Park, PAR Acquisitions, LLC came forward and spoke about improvements to the Malley Center. He gave an overview of tenants who are still at the center and stated they are currently 50% occupied. He expressed concerns about the third owner at the center who has not been interested in putting any financial obligations in to improving the center. He stated they are currently working on improving signage, looking in to ownership of the signs and stated they are working closely with the Planning Department to make sure the signs are done correctly. He stated that the center is under three owners and explained the property sections. They stated they would like to come back to the Board with a business plan that would include improvements to the parking lot, lighting, monuments and signage. Mr. Parry stated they are looking for quality tenants and tenants that would fit in the demographics of the area. They answered questions from the Board and stated they would bring back their proposed business plan and their needs for the center.

REPORTS of the
DIRECTOR, STAFF,
CONSULTANTS,
ATTORNEY:

2014 Preliminary
Budget Review
URA 1 & URA 2

Executive Director Tuttle stated she had prepared two separate budgets for URA 1 and URA 2 as requested by the Board. She reviewed the proposed proportional amounts that would be allocated to URA 1 and URA 2 and asked the Board if they had any concerns with the proposed amounts. Executive Director Tuttle reviewed how the split between the two URA's were figured and answered questions from the Board. There was discussion from the Board and the Board approved the recommended allocations to be incorporated in to the 2014 budget. Commissioner Coleman stated that it will be difficult the first two years tracking between the two URA's until a historical trending analysis has been established. Executive Director Tuttle stated that the 2013 budget and actuals will be reallocated as agreed by the Board to follow the 2014 proportions presented.

Financial Report

Executive Director Tuttle reviewed the balance sheet, balance sheet previous year comparison, profit and loss details, profit and loss previous year comparison, profit and loss budget versus actual, monthly comparative data and revenue and expenses for the month of September 2013.

MOTION TO PASS

Chairman Garner **MOVED** and it was **SECONDED** by Commissioner Gavette to approve the September financial report. There was discussion and the **MOTION PASSED** unanimously.

Executive Director
Report
NURA Holiday
Dinner

Executive Director Tuttle asked for suggested dates for the annual holiday dinner. The Board suggested having the dinner on December 18, 2013. Executive Director Tuttle stated she will send out an email asking for desired places and confirming the suggested date.

HD Northglenn Tap
Fee Agreement
Update

Executive Director Tuttle reviewed the Tap Agreement approved by City Council at their meeting on October 14, 2013. She stated that the desire would be to have two at the redevelopment site and answered questions from the Board.

Webster Lake
Promenade Updates

Executive Director Tuttle stated that after discussion with city staff it was decided that they could handle the review process that is currently being handled by Matrix. She stated that Public Works Director Willett had informed Matrix that we would no longer be in need of their services. She reported an executed agreement had never been returned from Matrix.

Waner Pay Orders
& Approvals

Executive Director Tuttle provided an update on the sanitary sewer line and final costs related to that project. She reviewed change orders that have been approved by city staff and stated that staff is reviewing and approving all invoices.

AMPA/Webster
Lake Promenade
Update

Executive Director Tuttle stated she had included the minutes from the last AMPA meeting. She stated the Webster Lake Promenade Plaza concept design plan survey was available online and will be available through the end of November. Chairman Garner encouraged the entire Board to get online and take the survey.

Garland Center
& Webster Lake
Plaza TIF Clocks

Executive Director Tuttle stated a Resolution to put the Garland Center and Webster Lake Promenade properties on the TIF clock would be brought to City Council at the November 25, 2013 meeting. The Board had questions about including the additional undeveloped six acre parcel at Webster Lake. Board Attorney Parker stated that it is more efficient to put adjacent undeveloped parcels in at the same time. There was discussion.

Study Session
December 2, 2013

Executive Director Tuttle stated Kevin Hawkins, HD Northglenn, LLC will be presenting his six month update for the Webster Lake Promenade redevelopment at a study session on December 2, 2013. She encouraged the Board to attend and stated a public meeting notice will be posted.

Garland Center

Executive Director Tuttle stated a groundbreaking at the Garland Center should occur by mid December. She will get a notice out to the Board with details as the information comes in.

NEW BUSINESS:

Resolution N/13-52
HD Northglenn, LLC
Amendment to Grant
of Easements and
Declaration Covenants,
Conditions and
Restrictions

Executive Director Tuttle reviewed the amendment to the Grant of Easements and Board Attorney Parker explained that City Council had adopted an Ordinance because it changed the PUD plan. He stated because this is a tri-agreement with HD Northglenn it was brought to the Board for approval.

MOTION TO PASS

Commissioner Coleman **MOVED** and it was **SECONDED** by Commissioner Snetzinger to approve Resolution N/13-52. There was no discussion and the **MOTION PASSED** unanimously.

EXECUTIVE SESSION:

Chairman Garner **MOVED** and it was **SECONDED** by Commissioner Snetzinger 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). The following

details are provided for informational purposes: Discussions of the Huron Center and Malley Center redevelopment projects. Also an executive session to hold a conference with NURA's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b) regarding the tax increment financing lawsuit involving NURA and Adams County. There was no discussion and the **MOTION PASSED** unanimously.

In attendance during executive session were: Chairman Garner Commissioners Coleman, DeMay, Gavette, McCune, Snetzinger, Executive Director Tuttle, Board Attorney Parker and Board Clerk Baca.

RECESS: The meeting recessed to an executive session at 6:57 p.m.

RECONVENE: The meeting reconvened at 7:30 p.m.

TOD Update Chairman Garner stated that it appears Northglenn will have a future TOD site at 112th & York Street. The Board had questions about the line and how that may impact the surrounding businesses. There were questions on the street line location and Executive Director Tuttle will report back to the Board.

FUTURE AGENDA:

- RTD Update

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

The meeting adjourned at 7:37 p.m. The Board is invited to the next City Council Study Session on December 2, 2013 at 6:00 p.m. in Council Chambers. The next regular meeting scheduled for December 11, 2013 at 5:45 p.m. in Council Chambers unless a special meeting is needed.

Submitted by:

Debbie Tuttle
Executive Director

Rosie Garner
Chair