

**NORTHGLENN URBAN RENEWAL AUTHORITY
REGULAR MEETING MINUTES
July 10, 2013**

CALL to ORDER: Chairman Garner called a regular meeting of the Northglenn Urban Renewal Authority to order at 5:45 p.m. on July 10, 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, Lynch, McCune and Snetzinger.

Absent: None.

Staff Present: Executive Director Tuttle, Board Attorney Parker, Board Clerk Baca, and Brook Svoboda, Planning and Development Director.

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

June 12, 2013

June 26, 2013

The meeting minutes of June 12, 2013 and June 26, 2013 were approved as presented.

**PUBLIC
PARTICIPATION:** None.

**BILLS and
COMMUNICATIONS:** Commissioner Snetzinger reported that a new medical marijuana license had been approved. She gave a brief background on the new establishment and answered questions from the Board. She reported that sales and use tax is up 4%, work will begin on concrete and trails replacements and new City Manager John Pick will start on July 29, 2013.

**AGENDA ADDITIONS
and DELETIONS:** Chairman Garner requested the following change:

- Move 8. NURA Grants Board Discussion under 10. New Business.

**UNFINISHED
BUSINESS:** None.

Resolution N/13-35
BriLi LLC dba North
Metro Dental Care
Business Improvement
Grant

Executive Director Tuttle gave an overview on the request for a BIG grant at 11401 Washington Street. She stated at the completion of construction the dental office will bring 4 new jobs to the area. Dr. Brian Secrist, 3 Mule Deer Trail came forward and answered questions from the Board on landscaping, his vision for the building and signage for the business.

MOTION TO PASS

Commissioner Snetzinger **MOVED** and it was **SECONDED** by Chairman Garner to approve Resolution N/13-35. There was extensive discussion and the **MOTION PASSED** unanimously.

Resolution N/13-36
BriLi LLC dba North
Metro Dental Care
Business Utility
Assistance Grant

Executive Director Tuttle gave an overview on the request for a BUAG grant. She stated that this would be related to electrical improvements and site utility relocations.

MOTION TO PASS

Commissioner Snetzinger **MOVED** and it was **SECONDED** by Commissioner Lynch to approve Resolution N/13-36. There was discussion and the **MOTION PASSED** unanimously.

REPORTS of the
DIRECTOR, STAFF,
CONSULTANTS,
ATTORNEY:

Financial Report

Executive Director Tuttle reviewed the balance sheet, balance sheet previous year comparison, profit and loss details, revenue and expenses for the month of May 2013.

MOTION TO PASS

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

BIG Update

Executive Director Tuttle reported that year to date the grant program has paid out \$46,944. She stated there is one outstanding payment to Quality Auto Sound and reported she is

waiting to receive receipts from the business to do the reimbursement payment.

Executive Director
Report
Webster Lake
Promenade

Executive Director Tuttle stated that \$85,500 has been spent year to date on the Webster Lake Promenade project which includes expenses from Terracon, SEM Architects and Galloway. She reviewed estimated future project expenses with the Board and answered questions.

Garland Center
Update

Executive Director Tuttle reported that she had turned over the keys to the Garland Center to Wal-Mart and did a final walk through with them on Monday. She stated that pre-bids were being done on Tuesday for demolition of the existing buildings. She also stated a fence will be put up around the perimeter of the construction site, and that the EZ Pawn relocation sign would be relocated on the front of the fence.

Malley Heights
Redevelopment

Executive Director Tuttle updated the Board on the redevelopment at Malley Heights. She stated that she had met with the potential new owners several times, and talked about some of the previous tenants at the center, and the potential for redevelopment opportunities.

TIF Clock

Chairman Garner had questions regarding starting the TIF clock at the dental office location and Board Attorney Parker stated it would be beneficial to wait until mid-August to get the most out of starting or stopping the TIF clock. Board Attorney Parker stated that the final decision on starting or stopping the TIF clocks is up to the City Council. Executive Director Tuttle stated she would schedule this item for the next available study session for City Council.

Resolution N/13-41
Trade Contractor
Agreement – Waner
Construction
Company, Inc.

Brook Svoboda, Director of Planning and Development reviewed the Trade Agreement for \$462,585 with Waner Construction Company, Inc. He answered questions from the Board and

stated Waner Construction Company would be making public improvements at the redevelopment site on 120th Avenue and Grant Street. Commissioner Snetzinger expressed concerns that a formal bid process did not occur for the project. Board Attorney Parker responded, by stating that NURA was not legally obligated to do public bid for the project. Mr. Svoboda added that the contractor bid was within 2%-3% of the original estimate.

MOTION TO PASS

Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Gavette to approve Resolution N/13-41. There was discussion and the **MOTION PASSED** unanimously.

Resolution N/13-42
Matrix Design Group
Professional Services
Agreement

Mr. Svoboda reviewed the Matrix Design Group professional services agreement with the Board and stated Matrix will serve as NURA's owner's representative and will perform field inspection services on the project.

MOTION TO PASS

Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Lynch to approve Resolution N/13-42. There was discussion and the **MOTION PASSED** unanimously.

EXECUTIVE SESSION:

Chairman Garner **MOVED** and it was **SECONDED** by Commissioner Lynch 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: Discussion on legal advice regarding TIF Litigation and 120th and Garland projects. There was no discussion and the **MOTION PASSED** unanimously.

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

RECESS:

The meeting recessed to an executive session at 6:50 p.m.

RECONVENE:

The meeting reconvened at 7:41 p.m.

NEW BUSINESS:

NURA BIG and
BUAG Grants
Discussion

Executive Director Tuttle asked for clarification on using a sign company that is located in Northglenn but doing business with companies outside of Northglenn. Board Attorney Parker stated that the intent for the 10% grant bonus was to keep the money in Northglenn and felt this company would not qualify for the 10% grant bonus. After extensive discussion it was the decision of the board that the business has to be a licensed Northglenn contractor to qualify for the grant bonus. Board Attorney Parker stated we should leave the program as it is now and Chairman Garner asked for clarification of the definition of a Northglenn licensed contractor. Executive Director Tuttle reported that an Acceptance of General Conditions must be signed by the recipient of a BIG grant and that covers some of the concerns of the Board for repayment if a business leaves before the time required for exterior improvements. There was extensive discussion and the Board decided to leave the program as it is.

FUTURE AGENDA:

None.

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

The meeting adjourned at 8:02 p.m. The next regular meeting scheduled for August 14, 2013 at 5:45 p.m. in Council Chambers unless a special meeting is needed.

Submitted by:

Debbie Tuttle
Executive Director

Rosie Garner
Chair