

**NORTHGLENN URBAN RENEWAL AUTHORITY  
REGULAR MEETING MINUTES  
January 9, 2013**

**CALL to ORDER:** Chairman Garner called a regular meeting of the Northglenn Urban Renewal Authority to order at 5:45 p.m. on January 9, 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.

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

Others Present: Mayor Downing arrived at 6:25 p.m.

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

December 12, 2012

December 24, 2012

The meeting minutes of December 12, 2012 were approved as amended and December 24, 2012 were approved as presented.

**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, balance sheet previous year comparison, profit and loss details, revenue and expenses for the month of November 2012.

**MOTION TO PASS**

Commissioner Coleman **MOVED** and it was **SECONDED** by Commissioner DeMay to approve the November financial report. There was no discussion and the **MOTION PASSED** unanimously.

Colorado Brownfields  
Potential Grant  
Opportunities

Executive Director Tuttle stated she had met with Jesse Silverstein, Executive Director with the Colorado Brownfields Foundation. She updated the Board on the different types of grants that would be available to the Board and reviewed the timelines. There were questions and extensive discussion from the Board.

ICSC Conferences

Chairman Garner would like to clarify who would be attending future ICSC conferences and asked about the benefits of attending the regional conferences. Executive Director Tuttle stated she would not be able to attend the ICSC Utah conference due to scheduling conflicts. Commissioner Snetzinger stated she would be interested in attending the ICSC Las Vegas conference but would like to have a different structure to setting and attending meetings. Chairman Garner stated she is interested in attending future ICSC conferences. There was discussion and the item will be brought back to the Board at a later date.

Economic Development  
Coordinator Position

Executive Director Tuttle stated the position would close on January 11, 2013.

Relocation Package  
Policy

Board Attorney Parker reviewed the Relocation Policy and clarified items that would be covered with relocating businesses within the urban renewal areas. The Board had concerns with relocating businesses outside of the City and Executive Director Tuttle stated that she will be trying to find locations within the city and asked the Board to review the Relocation Policy for future discussions.

Demolition Bid for  
112<sup>th</sup> Avenue &  
Washington St.

Executive Director Tuttle stated she was told it was not recommended to let the Fire Department use the building for

interior demolition training due to environmental issues in the building. The Board had questions regarding the bid and requested that all bids be forwarded to them for review.

NURA Property  
Assessment Annual  
Verification

Executive Director Tuttle updated the Board on the property assessment annual verification and stated that the City GIS department will be working on consolidating past historical information. She stated that the verification was not done in 2010 so there is a gap for that year. The Board had questions on how the assessment is verified and requested more information regarding the assessed verification. There was discussion on doing a CORA request to get the accurate information from the Adams County and after extensive discussion the Board would like to work with the Assessor's Office to see if they can get an accurate accounting detail.

**PUBLIC HEARING:**  
2013 Budget Hearing

Chairman Garner opened the Public Hearing. Executive Director Tuttle reviewed the change to the 2013 NURA Budget. There was discussion. No one came forward to speak for or against the 2013 NURA budget and Chairman Garner closed the public hearing.

**NEW BUSINESS:**  
Resolution N/13-1  
Designating Public  
Posting Places

**MOTION TO PASS**

Commissioner Gavette **MOVED** and it was **SECONDED** by Commissioner DeMay to approve Resolution N/13-1. There was no discussion and the **MOTION PASSED** unanimously.

Resolution N/13-2  
Election of 2013  
Officers

**MOTION TO PASS**

Commissioner Gavette **MOVED** and it was **SECONDED** by Commissioner DeMay to approve Rosie Garner as Chairman. There was discussion and the **MOTION PASSED** unanimously.

**MOTION TO PASS**

Commissioner McCune **MOVED** and it was **SECONDED** by Chairman Garner to approve Raymond "Jim" Lynch as Vice

Chairman. There was discussion and the **MOTION PASSED** unanimously.

Elected Officers  
2013

Chairman: Rosie Garner  
Vice Chairman: Raymond "Jim" Lynch

Resolution N/13-3  
Business Improvement  
Grant – Office Plaza North

**MOTION TO PASS** Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Lynch to approve Resolution N/13-3. There was no discussion and the **MOTION PASSED** unanimously.

Resolution N/13-4  
Business Improvement  
Grant – Office Plaza South

**MOTION TO PASS** Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Snetzinger to approve Resolution N/13-4 as amended. There was discussion and the **MOTION PASSED** unanimously\*.

Note\* Commissioner McCune recused herself from voting on Resolution N/13-4 Business Improvement Grant – Office Plaza South.

Resolution N/13-5  
Business Improvement  
Grant – 2<sup>nd</sup> Time Sports

**MOTION TO PASS** Commissioner Gavette **MOVED** and it was **SECONDED** by Commissioner DeMay to approve Resolution N/13-5. There was no discussion and the **MOTION PASSED** unanimously.

Resolution N/13-6  
2013 Budget Amendment

**MOTION TO PASS** Commissioner Snetzinger **MOVED** and it was **SECONDED** by Commissioner DeMay to approve Resolution N/13-6. There was discussion and the **MOTION PASSED** unanimously.

**FUTURE AGENDA:**

- Business Improvement Grant – Multi-year Grant Request
- Property Assessment Annual Verification

**EXECUTIVE SESSION:** Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Coleman to meet in Executive Session to hold a conference with the Authority's attorney 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 of the Garland Center, 112<sup>th</sup> & Washington, Malley Heights and Huron Center redevelopment 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,  
Board Clerk Baca and Mayor Downing.

**RECESS:** The meeting recessed to an executive session at 6:56 p.m.

**RECONVENE:** The meeting reconvened at 8:35 p.m.

**MOTION TO PASS** Commissioner DeMay **MOVED** and it was **SECONDED** by Commissioner Lynch to authorize the Executive Director to negotiate relocation benefits for Garland tenants pursuant to direction provided during the executive session and to execute a relocation or lease revision agreement with Tugs. There was no discussion and the **MOTION PASSED** unanimously.

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

The meeting adjourned at 8:40 p.m. The next regular meeting scheduled for February 13, 2013 at 5:45 p.m. in Council Chambers.

Submitted by:

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Debbie Tuttle  
Executive Director

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Rosie Garner  
Chairman