

**TOWN OF MEAD URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 02-URA-2023**

**A RESOLUTION REGARDING  
ANNUAL ADMINISTRATIVE MATTERS  
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY  
(2023)**

---

At the special meeting of the Board of Commissioners (“Board”) of the Town of Mead Urban Renewal Authority (“Authority”), held at 5:30 p.m., on September 11, 2023, at 441 Third Street, Mead, Colorado and via teleconference, it was moved to adopt the following Resolution:

**WHEREAS**, the Board has a duty to perform certain obligations on a recurring basis in order to assure the efficient operation of the Authority; and

**WHEREAS**, the Board desires to confirm certain general procedures for the conduct of its business and to authorize its elected officials and consultants to perform certain administrative activities; and

**WHEREAS**, the matters set forth in this Resolution are statements of intention, and may be modified by action of the Board, from time to time, without prior notice except where required by law and without waiving on a continuing basis these or other policies established by the Town of Mead, the Mead Urban Renewal Plan, or the Authority’s by-laws;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**

1. The Board determines to hold an annual meeting between July 1<sup>st</sup> and December 15<sup>th</sup> each year, 441 Third Street, Mead, Colorado, and via teleconference. Notice of the time and place for regular and special meetings shall be provided in accordance with § 31-25-101 to 31-25-116, C.R.S., as applicable, based on the action to be taken by the Authority.

2. Should an individual Commissioner of the Chair choose to abstain from any particular matter on the agenda for reasons of potential conflict of interest, he or she shall be considered in attendance at the meeting for purposes of meeting quorum requirements.

3. The Board directs the Secretary for the Authority, in consultation with the Authority’s legal counsel, to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

4. The Board directs that the Authority’s Treasurer shall be responsible for preparation of the budget in consultation with the Authority’s Executive Director, shall manage the accounting and auditing services for the Authority to be performed by such persons as are authorized by the Board, shall manage the public funds in accordance with §§ 29-1-603, 29-1-604, and 29-1-606, C.R.S., and all other applicable Colorado laws and only by direction of the Board, and shall report

to the Board on a regular basis in written form the status of the Town's financial accounts and records.

5. The Board directs the Authority's treasurer to submit a proposed budget to the Board by October 15<sup>th</sup>, to prepare the final budget and budget message, including any amendments thereto, if necessary, and directs staff to schedule a public hearing on the proposed budget and/or amendments, and to post or publish notices thereof, to prepare all budget resolutions and to file the budget, budget resolution and budget message with the Division on or before January 30<sup>th</sup>, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

6. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1<sup>st</sup> if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

7. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

8. The Board hereby reappoints the Authority's Clerk as the official custodian for the maintenance, care and keeping of all public records of the Authority, in accordance with §§ 24-72-202, *et seq.*, C.R.S.

9. All regular and special meetings will be posted in accordance with § 24-6-402(2)(c), C.R.S. The Board hereby designates [www.townofmead.org](http://www.townofmead.org) as the Authority's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, the Mead Town Hall located at 441 Third Street, Mead, Colorado, as the location the Authority will post notices of meetings in the event of exigent or emergency circumstances which prevent the Authority from posting notice of the meeting on the website.

10. The Board hereby designates the *Longmont Times-Call* as the newspaper of general circulation within the boundaries of the Authority, and wherein all legal notices and publications for the Authority shall be published, unless otherwise required by state law or deemed appropriated by the Board.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY ON THIS 11<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

**TOWN OF MEAD URBAN RENEWAL AUTHORITY:**

**ATTEST:**

  
\_\_\_\_\_  
Mary E. Strutt, Clerk



  
\_\_\_\_\_  
Colleen G. Whitlow, Chairperson