

Town of Mead Urban Renewal Authority
BOARD OF COMMISSIONERS
SPECIAL MEETING AGENDA
441 3rd Street, Mead

Monday, December 14, 2020

5:30 p.m.

Due to the COVID-19 virus, the Town of Mead Urban Renewal Authority will hold this meeting as an electronic meeting with remote participation in accordance with the Authority's emergency procedures adopted by Resolution No. 02-URA-2020. Virtual access information including the Zoom meeting link will be provided on the Town of Mead website and at designated posting places at least 24 hours prior to the meeting.

1. ***Call to Order – Roll Call***

Chair Colleen Whitlow
Commissioner David Adams
Commissioner Brooke Babcock
Commissioner Debra Brodhead
Commissioner Chris Cartwright
Commissioner Steve Fox
Commissioner Trisha Harris
Representative Commissioner Scott James
Representative Commissioner Paula Peairs
Representative Commissioner Laura McConnell

2. ***Pledge of Allegiance to the Flag***

3. ***Review and Approve Agenda***

4. ***Public Comment:*** 3 minute time limit. Comment is for any item whether it is on the agenda or not, unless it is set for public hearing.

5. ***Consent Agenda:*** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda unless a Commissioner so requests, in which case, the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. ***Consent Agenda includes:***

- a. Approval of Minutes – Special Meeting October 12, 2020
- b. October 2020 Financial Statements
- c. Check Register October 8, 2020 – December 07, 2020

6. ***Public Hearing***

- a. **Resolution No. 06-URA-2020** – A Resolution of the Town of Mead Urban Renewal Authority Summarizing Expenditures and Revenues and Adopting a Budget for the Town of Mead Urban Renewal Authority for the Fiscal Year Commencing on the First Day of January 2021 and Ending on the Last Day of December 2021

7. ***Adjournment***

**Town of Mead Urban Renewal Authority
Board of Commissioners
Special Meeting
October 12, 2020
5:15 PM**

Chair Colleen Whitlow called the Special Meeting of the Board of Commissioners of the Town of Mead Urban Renewal Authority to order at 5:15 p.m. Due to the COVID-19 virus, the meeting was held with electronic remote participation in accordance with the Authority's emergency procedures adopted by Resolution No. 02-URA-2020.

1. Call to Order: Roll Call

Present

Chair Colleen Whitlow
Commissioner Debra Brodhead
Commissioner Chris Cartwright
Commissioner Steve Fox
Commissioner Trisha Harris
Representative Commissioner Scott James
Representative Commissioner Paula Peairs

Absent

Commissioner David Adams
Commissioner Brooke Babcock
Representative Commissioner Laura McConnell

Also present: Executive Director Helen Migchelbrink, Clerk Mary Strutt, and URA General Counsel Robert Rogers.

Attending via electronic access: none.

2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

3. Review and Approve Agenda

Motion was made by Commissioner James, seconded by Commissioner Harris, to approve the agenda. Motion carried 7-0.

4. Public Comment

There was no public comment.

5. Consent Agenda

- a. Approval of Minutes – Special Annual Meeting July 13, 2020
- b. August 2020 Financial Statements
- c. **Resolution No. 03-URA-2020** – A Resolution Approving a Cooperation Agreement Among the Town of Mead, Colorado, Mead Urban Renewal Authority, and 34 9.5 Metropolitan District
- d. Check Register July 7, 2020 through October 7, 2020

Motion was made by Commissioner Harris, seconded by Commissioner James, to approve the Consent Agenda. Motion carried 7-0, on a roll call vote.

6. New Business

- a. **Resolution No. 04-URA-2020** – A Resolution Supporting Passage of the “Strictly Streets” Ballot Measure by Voters (Ballot Issue 2D) at the November 3, 2020 Election

Town of Mead Public Information Officer Lorelei Nelson introduced the resolutions supporting ballot issue 2D Strictly Streets and 2E Purely Police.

Motion was made by Commissioner Cartwright, seconded by Commissioner Harris, to adopt Resolution No. 04-URA-2020 – A Resolution Supporting Passage of the “Strictly Streets” Ballot Measure by Voters (Ballot Issue 2D) at the November 3, 2020 Election. Motion carried 6-0, on a roll call vote. Chair Whitlow and Commissioners Brodhead, Cartwright, Fox, Harris and Peairs voted yes. Commissioner James abstained.

- b. **Resolution No. 05-URA-2020** – A Resolution Supporting Passage of the “Purely Police” Ballot Measure by Voters (Ballot Issue 2E) at the November 3, 2020 Election

Motion was made by Commissioner Cartwright, seconded by Commissioner Fox, to adopt Resolution No. 05-URA-2020 – A Resolution Supporting Passage of the “Purely Police” Ballot Measure by Voters (Ballot Issue 2E) at the November 3, 2020 Election. Motion carried 6-0, on a roll call vote. Chair Whitlow and Commissioners Brodhead, Cartwright, Fox, Harris and Peairs voted yes. Commissioner James abstained.

- c. 2021 Proposed Budget Presentation

Clerk Mary Strutt and financial services consultant Lorraine Trotter, Professional Management Systems, LLC, presented the proposed 2021 budget. The authority discussed public private partnerships.

7. Adjournment

Motion was made by Commissioner James, seconded by Commissioner Cartwright, to adjourn the meeting. Motion carried 7-0.

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:39 p.m. on Monday, October 12, 2020.

ATTEST:

Colleen G. Whitlow, Chair

Mary E. Strutt, Clerk

TOWN OF MEAD
COMBINED CASH INVESTMENT
OCTOBER 31, 2020

COMBINED CASH ACCOUNTS

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	2,840,028.55
TOTAL ALLOCATIONS TO OTHER FUNDS	2,840,028.55
ZERO PROOF IF ALLOCATIONS BALANCE	2,840,028.55

TOWN OF MEAD
BALANCE SHEET
OCTOBER 31, 2020

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	CASH IN COMMON -MURA	2,840,028.55	
20-01-1250	PROPERTY TAX RECEIVABLE	2,831,141.00	
20-01-1300	A/R - BILLED ACCOUNTS	3,778.14	
	TOTAL ASSETS		5,674,947.69

LIABILITIES AND EQUITY

LIABILITIES

20-02-2000	ACCOUNTS PAYABLE	300.00	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	3,196.96	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	22.10	
20-02-2410	MISC PAYROLL PAYABLE	1,604.63	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	2,831,141.00	
	TOTAL LIABILITIES		2,836,264.69

FUND EQUITY

20-02-3001	FUND BALANCE	1,721,905.96	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	1,116,777.04	
	BALANCE - CURRENT DATE	1,116,777.04	
	TOTAL FUND EQUITY		2,838,683.00
	TOTAL LIABILITIES AND EQUITY		5,674,947.69

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
20-10-4050 TAX INCREMENT REVENUE (TIF)	828,391.49	2,941,221.13	2,979,107.00	37,885.87	98.7
TOTAL TAXES	828,391.49	2,941,221.13	2,979,107.00	37,885.87	98.7
<u>FEES AND PERMITS</u>					
20-11-4110 ADMINSTRATIVE FEE	.00	15,482.45	15,183.00	(299.45)	102.0
TOTAL FEES AND PERMITS	.00	15,482.45	15,183.00	(299.45)	102.0
<u>MISCELLANEOUS</u>					
20-18-4619 INTEREST & DIVIDEND INCOME	223.56	10,630.35	25,582.00	14,951.65	41.6
TOTAL MISCELLANEOUS	223.56	10,630.35	25,582.00	14,951.65	41.6
TOTAL FUND REVENUE	828,615.05	2,967,333.93	3,019,872.00	52,538.07	98.3
<u>ADMINISTRATION</u>					
20-40-5000 TOWN MANAGER	3,747.43	28,626.15	31,566.00	2,939.85	90.7
20-40-5005 TOWN CLERK	490.38	3,506.14	3,762.00	255.86	93.2
20-40-5006 HR/ACCOUNTING CLERK	300.00	2,075.59	2,450.00	374.41	84.7
20-40-5007 TREASURER	.00	.00	16,851.00	16,851.00	.0
20-40-5011 PLANNING	3,088.72	22,386.96	24,906.00	2,519.04	89.9
20-40-5016 MERIT	.00	.00	2,400.00	2,400.00	.0
20-40-5055 OVERTIME	.00	3.61	25.00	21.39	14.4
20-40-5060 PAYROLL TAXES	544.59	4,318.41	6,228.00	1,909.59	69.3
20-40-5065 WORKERS COMP	.00	497.07	526.00	28.93	94.5
20-40-5066 HEALTH INSURANCE	1,605.53	10,371.56	10,045.00	(326.56)	103.3
20-40-5067 DEFERRED COMP	470.75	3,504.66	4,828.00	1,323.34	72.6
20-40-5068 MEDICAL SAVINGS	14.43	106.79	375.00	268.21	28.5
20-40-5100 TIF REVENUE SHARING	.00	1,722,251.08	1,678,452.00	(43,799.08)	102.6
20-40-5400 LEGAL FEES	2,803.38	7,230.36	50,000.00	42,769.64	14.5
20-40-5410 PLANNING/CONSULTANT	.00	.00	60,000.00	60,000.00	.0
20-40-5415 AUDIT FEES	.00	1,560.00	2,500.00	940.00	62.4
20-40-5425 COUNTY TREASURER'S FEE	12,425.89	44,118.51	44,687.00	568.49	98.7
20-40-5426 PROPERTY/SALES TAX REBATE	.00	.00	5,177.00	5,177.00	.0
20-40-5427 TIF ADVANCE	.00	.00	100,000.00	100,000.00	.0
20-40-5500 CAPITAL OUTLAY	.00	.00	1,350,000.00	1,350,000.00	.0
20-40-5700 MISC. EXPENSE	.00	.00	500.00	500.00	.0
TOTAL ADMINISTRATION	25,491.10	1,850,556.89	3,395,278.00	1,544,721.11	54.5

TOWN OF MEAD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	25,491.10	1,850,556.89	3,395,278.00	1,544,721.11	54.5
NET REVENUE OVER EXPENDITURES	803,123.95	1,116,777.04	(375,406.00)	(1,492,183.04)	297.5

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 [Report].Invoice GL Account = "20010100"."20415700"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Description	Check Amount
10/21/2020	32616	5135	COLORADO EMPLOYER BENEFIT TR	INV0038174	20-40-5066	980.08	Health Insurance	980.08
10/21/2020	32637	5736	THE HARTFORD-GROUP BENEFITS	925773530985	20-40-5066	34.24	STD / LTD Insurance	34.24
10/21/2020	32643	5884	WHITE BEAR ANKELE TANAKA & WAL	12583	20-40-5400	2,803.38	MURA Legal 9/2020	2,803.38
11/04/2020	32665	6447	HINKLE & COMPANY	10552	20-40-5415	300.00	Audit work	300.00
11/04/2020	32665	6447	HINKLE & COMPANY	10601	20-40-5415	200.00	2019 financial audit	200.00
11/04/2020	32701	5736	THE HARTFORD-GROUP BENEFITS	921608217847	20-40-5066	34.24	STD / LTD Insurance 11.2020	34.24
11/05/2020	32717	5135	COLORADO EMPLOYER BENEFIT TR	INV 0038886	20-40-5066	980.08	Health Insurance 11/2020	980.08
11/25/2020	32761	5294	Prairie Mountian Media	252792	20-41-5340	26.97	Published Notices	26.97
11/25/2020	32775	5884	WHITE BEAR ANKELE TANAKA & WAL	13046	20-40-5400	2,490.75	MURA Legal 10/2020	2,490.75
Grand Totals:								7,849.74

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-02-2000	.00	7,849.74-	7,849.74-
20-40-5066	2,028.64	.00	2,028.64
20-40-5400	5,294.13	.00	5,294.13
20-40-5415	500.00	.00	500.00
20-41-5340	26.97	.00	26.97
Grand Totals:	7,849.74	7,849.74-	.00



Mead Urban Renewal Authority Agenda Item Summary

MEETING DATE: December 14, 2020

SUBJECT: Public Hearing on 2021 Proposed Budget and Adoption of Budget

PRESENTED BY: Helen Migchelbrink, Executive Director

SUMMARY

The proposed budget for 2021 was presented to the Commissioners of the Mead Urban Renewal Authority on October 12, 2020. This public hearing is for final review of the budget, public input and adoption, if appropriate.

There has only been one change to the document since its presentation in October. Under 2020 estimated actuals for 20-40-5401 Consulting Fees, a proportionate share of administrative consultant fees has been allocated to the URA. This causes a decrease in the beginning fund balance of \$9,705. There have been no changes to the proposed revenues and expenditures for the 2021 budgeting year.

Staff will review the budget, followed by any public input and questions from the Commissioners.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the 2021 budget as presented. Suggested motion:

“I move to adopt Resolution No. 06-URA-2020 – A resolution of the Town of Mead Urban Renewal Authority summarizing expenditures and revenues and adopting a budget for the Town of Mead Urban Renewal Authority for the fiscal year commencing on the first day of January 2021 and ending on the last day of December 2021.”

ATTACHMENTS

Resolution No. 06-URA-2020
Proposed 2021 Budget

TOWN OF MEAD URBAN RENEWAL AUTHORITY

RESOLUTION NO. 06-URA-2020

**A RESOLUTION OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY
SUMMARIZING EXPENDITURES AND REVENUES AND ADOPTING A BUDGET
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY FOR THE FISCAL
YEAR COMMENCING ON THE FIRST DAY OF JANUARY 2021 AND ENDING ON
THE LAST DAY OF DECEMBER 2021**

WHEREAS, the Town of Mead Urban Renewal Authority's executive director has been designated to prepare the annual budget for the Town of Mead Urban Renewal Authority, and has prepared said budget and submitted it to the Board of Commissioners; and

WHEREAS, the Board of Commissioners has considered all relevant factors concerning the budget and made all adjustments to the budget deemed appropriate and proper; and

WHEREAS, the budget serves a valid public purpose in that it establishes a financial plan for the 2021 fiscal year.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Mead Urban Renewal Authority, Weld County, Colorado, that:

Section 1. Budget Attachment. The budget for the Town of Mead Urban Renewal Authority, Weld County, Colorado for the fiscal year ending December 31, 2021, attached hereto as **Exhibit A**, is hereby adopted and approved as the budget for the Town of Mead Urban Renewal Authority for said fiscal year.

Section 2. Public Record. The budget herein approved shall be signed by the Chairperson and Clerk and made a part of the public records of the Town of Mead Urban Renewal Authority.

Section 3. Appropriation. \$2,976,997 is hereby appropriated from the revenues and beginning fund balance of the Town of Mead Urban Renewal Authority General Fund.

Section 4. Reserves. All increases in fund balances at December 31, 2021, are hereby designated as reserve increases available to be expended in future years and may be counted as 2021 fiscal year spending per definitions and exceptions contained in Article X, Section 20 of the Constitution of the State of Colorado.

Section 5. Effective Date. This resolution shall become effective immediately upon adoption.

Section 6. Repealer. All resolutions, or parts thereof, in conflict with this resolution are hereby repealed, provided that such repealer shall not repeal the repealer clauses of such resolution nor revive any resolution thereby.

Section 7. Certification. The Secretary shall certify to the passage of this resolution and make not less than one copy of the adopted resolution available for inspection by the public during regular business hours.

INTRODUCED, READ, PASSED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY, THIS 14th DAY OF DECEMBER, 2020.

ATTEST:

**TOWN OF MEAD URBAN RENEWAL
AUTHORITY**

Mary E. Strutt, Clerk

Colleen G. Whitlow, Chair

EXHIBIT A

TOWN OF MEAD URBAN RENEWAL AUTHORITY 2021 BUDGET

2021 Proposed Budget

December 14, 2020



Town of MEAD, Colorado 2021 Proposed Budget

Mead Urban Renewal Authority

	Actual <u>2018</u>	Actual <u>2019</u>	Budget <u>2020</u>	Estimated <u>2020</u>	Proposed <u>2021</u>
<u>Beginning Fund Balance</u>	451,031	975,180	2,075,429	1,784,953	2,942,925
<u>Revenues</u>					
20-10-4050 Property Tax (TIF Revenue)	1,693,796	2,813,616	2,979,107	2,979,107	2,144,957
20-11-4103 Convenience Fee	-	-	-	-	-
20-11-4110 Adminstrative Fee	7,653	13,174	15,183	15,482	11,147
20-13-4300 Attorney Billbacks	8,363	1,851	-	-	-
20-18-4619 Interest & Dividend Income	12,335	32,051	25,582	11,500	12,000
20-18-4620 Misc. Income	-	608	-	-	-
20-18-4622 Donations/Fundraising	-	-	-	-	-
Total Revenues	1,722,147	2,861,301	3,019,872	3,006,089	2,168,104
<u>Other Sources</u>					
20-18-4623 Sale of Assets	-	-	-	-	-
Total Other Sources	-	-	-	-	-
<u>Total Revenues and Other Sources</u>	1,722,147	2,861,301	3,019,872	3,006,089	2,168,104
<u>Expenditures</u>					
20-40-5000 Town Manager	29,662	33,320	31,566	31,566	-
20-40-5001 Salaries & Wages	-	-	-	-	57,757
20-40-5005 Town Clerk	3,405	3,620	3,762	3,762	-
20-40-5006 HR/Accounting Clerk	-	2,552	2,450	2,450	-
20-40-5007 Treasurer	15,311	18,060	16,851	-	-
20-40-5011 Planner	21,941	24,897	24,906	24,906	-
20-40-5016 Merit	-	-	2,400	2,400	2,310
20-40-5055 Overtime	-	27	25	25	-
20-40-5060 Payroll Taxes	5,012	5,942	6,228	4,981	4,595
20-40-5065 Workers Comp	114	84	526	526	542
20-40-5066 Health Insurance	8,602	10,189	10,045	10,045	10,597
20-40-5067 Deferred Comp	4,052	4,957	4,828	4,828	5,069
20-40-5068 Medical Savings	325	370	375	375	375
20-40-5100 TIF Revenue Sharing	1,088,925	1,798,982	1,678,452	1,722,251	1,280,076
20-40-5400 Legal Fees	15,143	7,726	50,000	10,000	40,000
20-40-5401 Consulting Fees	-	2,491	-	9,705	40,000
20-40-5405 Engineering Fees	-	-	-	-	-
20-40-5410 Planning/consultant	-	25,375	60,000	-	-
20-40-5415 Audit Fees	1,200	2,000	2,500	1,500	2,000
20-40-5420 Grant Writer	-	-	-	-	-
20-40-5425 County Treasurer's Fee	25,407	42,204	44,687	44,687	32,174
20-40-5426 Property/Sales Tax Rebate	-	-	5,177	5,177	1,000
20-40-5427 TIF Advance	-	100,000	100,000	-	1,500,000
20-40-5435 Developer Bb - Attorney	8,363	1,851	-	-	-
20-40-5440 Developer Bb - Engineer	-	-	-	-	-
20-40-5445 Developer Bb - Planner	-	-	-	-	-

**Town of MEAD, Colorado
2021 Proposed Budget**

Mead Urban Renewal Authority

	Actual <u>2018</u>	Actual <u>2019</u>	Budget <u>2020</u>	Estimated Actual <u>2020</u>	Proposed <u>2021</u>
20-40-5450 Developer Bb - Misc	-	-	-	-	-
20-40-5500 Capital Outlay	-	-	1,350,000	-	-
20-40-5700 Misc. Expense	197	145	500	-	-
20-40-5720 Contingencies	-	-	-	-	-
20-41-5340 Published Notices	-	-	-	-	-
20-41-5430 Recording Fees	-	-	-	-	-
20-41-5700 Misc. Expense	-	58	-	500	500
Total Expenditures	<u>1,197,997</u>	<u>2,051,528</u>	<u>3,363,712</u>	<u>1,848,117</u>	<u>2,976,997</u>
<u>Ending Fund Balance</u>	<u>975,180</u>	<u>1,784,953</u>	<u>1,731,589</u>	<u>2,942,925</u>	<u>2,134,033</u>

Summary of Significant Changes

In 2021, property tax revenues reflect a 30% decrease due to fluctuations in assessed valuations in the oil and gas industry. The TIF Revenue Sharing expense reflects an associated decrease. Legal Fees of \$40,000 are budgeted for development of future public/private partnership expenses. Consulting Fees of \$40,000 are budgeted for Economic Development and other consultants. A TIF Advance is budgeted for future public/private partnerships.