

***Town of Mead Urban Renewal Authority***  
**BOARD OF COMMISSIONERS**  
**SPECIAL ANNUAL MEETING AGENDA**  
***441 3<sup>rd</sup> Street, Mead***

Monday, July 13, 2020  
**5:15 p.m.**

***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

1. ***Pledge of Allegiance to the Flag***
2. ***Review and Approve Agenda***
3. ***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.
4. ***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 December 9, 2019
  - b. May 2020 Financial Statements
5. ***Check Register 12/1/2019 – 7/6/2020***
6. ***New Business***
  - a. ***Resolution No. 01-URA-2020*** – A Resolution Regarding Annual Administrative Matters for the Town of Mead Urban Renewal Authority (2020)
  - b. ***Resolution No. 02-URA-2020*** – A Resolution Declaring Emergency Procedures and Authorizing Electronic Meetings and Remote Participation for the Town of Mead Urban Renewal Authority (2020)
7. ***Executive Session***
  - a. Executive Session of the Board of Commissioners for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiations as it relates to the funding of improvements at

the intersection of Welker and Third Avenue pursuant to Section 24-6-402(4)(e), Colorado Revised Statutes.

8. *Executive Session Action Items*

9. *Adjournment*

**Town of Mead Urban Renewal Authority  
Board of Commissioners  
Special Meeting  
December 9, 2019  
5:00 PM**

Chair Colleen Whitlow called the Special Meeting of the Board of Commissioners of the Town of Mead Urban Renewal Authority to order at 5:00 p.m.

**1. Call to Order: Roll Call**

**Present**

Chair Colleen Whitlow  
Commissioner David Adams  
Commissioner Brooke Babcock  
Commissioner Trisha Harris (arrived at 5:01 p.m.)  
Commissioner Terri Hatch  
Representative Commissioner Scott James  
Representative Commissioner Laura McConnell  
Representative Commissioner Paula Peairs

**Absent**

Commissioner Debra Brodhead  
Commissioner Joyce Palaszewski

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

**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 Adams, to approve the agenda. Motion carried 7-0.*

Commissioner Harris arrived at 5:01 p.m.

**4. Public Comment**

There was no public comment.

**5. Consent Agenda**

- a. Approval of Minutes – Special Meeting September 23, 2019
- b. October 2019 Financial Statements

*Motion was made by Commissioner James, seconded by Commissioner Adams, to approve the Consent Agenda. Motion carried 8-0.*

**6. Check Register 09/01/2019 – 11/30/2019**

*Motion was made by Commissioner Babcock, seconded by Commissioner Hatch, to approve the Bills List of 9/1/2019 – 11/30/2019. Motion carried 8-0, on a roll call vote.*

**7. Public Hearing: 2020 Budget**

- a. **Resolution No. 05-URA-2019** – 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 2020 and Ending on the Last Day of December 2020

Chairman Whitlow opened the public hearing at 5:03 p.m.

Lorraine Trotter, Professional Management Solutions, discussed the 2020 proposed budget.

There was no public comment.

*Motion was made by Commissioner Babcock, seconded by Commissioner Adams, to adopt Resolution No. 05-URA-2019 – 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 2020 and Ending on the Last Day of December 2020. Motion carried 8-0.*

Chairman Whitlow closed the public hearing at 5:07 p.m.

**8. New Business**

- a. **Resolution No. 06-URA-2019** – A Resolution Approving Cooperation Agreement Among the Town of Mead, Colorado, Mead Urban Renewal Authority and Mead Place Metropolitan Districts Nos. 1-6

General Counsel Robert Rogers discussed metropolitan districts and the agreement with Mead Place MD.

*Motion was made by Commissioner Adams, seconded by Commissioner James, to adopt Resolution No. 06-URA-2019 – A Resolution Approving Cooperation Agreement Among the Town of Mead, Colorado, Mead Urban Renewal Authority and Mead Place Metropolitan Districts Nos. 1-6. Motion carried 8-0.*

**9. Adjournment**

*Motion was made by Commissioner Hatch, seconded by Commissioner Adams, to adjourn the meeting. Motion carried 8-0.*

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:15 p.m. on Monday, December 9, 2019.

ATTEST:

\_\_\_\_\_  
Colleen G. Whitlow, Chair

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

TOWN OF MEAD  
COMBINED CASH INVESTMENT  
MAY 31, 2020

COMBINED CASH ACCOUNTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	3,383,210.27
TOTAL ALLOCATIONS TO OTHER FUNDS	3,383,210.27
ZERO PROOF IF ALLOCATIONS BALANCE	3,383,210.27

TOWN OF MEAD  
BALANCE SHEET  
MAY 31, 2020

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	CASH IN COMMON -MURA	3,383,210.27	
20-01-1250	PROPERTY TAX RECEIVABLE	2,831,141.00	
20-01-1300	A/R - BILLED ACCOUNTS	3,778.14	
		<u>                    </u>	
	TOTAL ASSETS		<u>6,218,129.41</u>

LIABILITIES AND EQUITY

LIABILITIES

20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	292.08	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	147.79	
20-02-2410	MISC PAYROLL PAYABLE	1,604.63	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	2,831,141.00	
		<u>                    </u>	
	TOTAL LIABILITIES		2,833,185.50

FUND EQUITY

20-02-3001	FUND BALANCE	1,721,905.96	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>1,663,037.95</u>	
	BALANCE - CURRENT DATE	<u>                    </u>	1,663,037.95
	TOTAL FUND EQUITY		<u>3,384,943.91</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,218,129.41</u>

TOWN OF MEAD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT	
<u>TAXES</u>						
20-10-4050	PROPERTY TAX (TIF REVENUE)	1,076,046.00	1,717,561.44	2,979,107.00	1,261,545.56	57.7
	TOTAL TAXES	1,076,046.00	1,717,561.44	2,979,107.00	1,261,545.56	57.7
<u>FEES AND PERMITS</u>						
20-11-4110	ADMINISTRATIVE FEE	.00	.00	15,183.00	15,183.00	.0
	TOTAL FEES AND PERMITS	.00	.00	15,183.00	15,183.00	.0
<u>MISCELLANEOUS</u>						
20-18-4619	INTEREST & DIVIDEND INCOME	1,542.26	8,841.87	25,582.00	16,740.13	34.6
	TOTAL MISCELLANEOUS	1,542.26	8,841.87	25,582.00	16,740.13	34.6
	<b>TOTAL FUND REVENUE</b>	<b>1,077,588.26</b>	<b>1,726,403.31</b>	<b>3,019,872.00</b>	<b>1,293,468.69</b>	<b>57.2</b>
<u>ADMINISTRATION</u>						
20-40-5000	TOWN MANAGER	2,747.43	12,840.38	31,566.00	18,725.62	40.7
20-40-5005	TOWN CLERK	310.44	1,538.12	3,762.00	2,223.88	40.9
20-40-5006	HR/ACCOUNTING CLERK	150.01	975.59	2,450.00	1,474.41	39.8
20-40-5007	TREASURER	.00	.00	16,851.00	16,851.00	.0
20-40-5011	PLANNING	3,060.72	11,136.32	24,906.00	13,769.68	44.7
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	580.74	2,133.93	6,228.00	4,094.07	34.3
20-40-5065	WORKERS COMP	58.46	263.23	526.00	262.77	50.0
20-40-5066	HEALTH INSURANCE	( 144.51)	4,112.32	10,045.00	5,932.68	40.9
20-40-5067	DEFERRED COMP	467.85	1,708.39	4,828.00	3,119.61	35.4
20-40-5068	MEDICAL SAVINGS	14.43	53.88	375.00	321.12	14.4
20-40-5100	TIF REVENUE SHARING	.00	.00	1,678,452.00	1,678,452.00	.0
20-40-5400	LEGAL FEES	1,075.23	2,176.08	50,000.00	47,823.92	4.4
20-40-5410	PLANNING/CONSULTANT	.00	.00	60,000.00	60,000.00	.0
20-40-5415	AUDIT FEES	.00	660.00	2,500.00	1,840.00	26.4
20-40-5425	COUNTY TREASURER'S FEE	16,140.71	25,763.51	44,687.00	18,923.49	57.7
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	24,461.51	63,365.36	3,395,278.00	3,331,912.64	1.9



TOWN OF MEAD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2020

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>TOTAL FUND EXPENDITURES</b>	24,461.51	63,365.36	3,395,278.00	3,331,912.64	1.9
<b>NET REVENUE OVER EXPENDITURES</b>	1,053,126.75	1,663,037.95	( 375,406.00)	( 2,038,443.95)	443.0

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
12/05/2019	31374	5884	WHITE BEAR ANKELE TANAKA & WAL	8054	20-40-5400	2,394.92	MURA Legal	2,394.92
12/19/2019	31461	3640	PINNACOL ASSURANCE	19811703	20-01-1302	58.38	1/2020 Workers Comp	58.38
12/19/2019	31475	5736	THE HARTFORD-GROUP BENEFITS	927366675350	20-40-5066	32.08	STD / LTD Insurance 12/2019	32.08
01/09/2020	31504	5135	COLORADO EMPLOYER BENEFIT TR	INV 0033260	20-40-5066	920.93	Health Insurance 1/2020	920.93
01/09/2020	31544	5736	THE HARTFORD-GROUP BENEFITS	925237531228	20-40-5066	32.08	STD / LTD Insurance	32.08
01/09/2020	31555	5884	WHITE BEAR ANKELE TANAKA & WAL	8054C	20-40-5400	1,427.83	MURA Legal	1,427.83
01/09/2020	31555	5884	WHITE BEAR ANKELE TANAKA & WAL	8552	20-40-5400	2,145.49	MURA Legal	2,145.49
02/05/2020	31623	5135	COLORADO EMPLOYER BENEFIT TR	INV 0033868	20-40-5066	899.52	Health Insurance 2/2020	899.52
02/05/2020	31670	5736	THE HARTFORD-GROUP BENEFITS	921108026369	20-40-5066	32.08	STD / LTD Insurance 2/2020	32.08
03/04/2020	31749	5135	COLORADO EMPLOYER BENEFIT TR	INV0034253	20-40-5066	980.08	Health Insurance 3/2020	980.08
03/04/2020	31761	6447	HINKLE & COMPANY	10465	20-40-5415	660.00	2019 Audit - Interim Billing	660.00
03/04/2020	31782	3640	PINNACOL ASSURANCE	19909870	20-40-5065	58.46	Installment 2 of 9 2020 Work Com	58.46
03/04/2020	31799	5736	THE HARTFORD-GROUP BENEFITS	920644946236	20-40-5066	34.20	STD/ LTD Insurance 3/2020	34.20
03/17/2020	31839	5884	WHITE BEAR ANKELE TANAKA & WAL	9003	20-40-5400	617.05	MURA Legal 1/2020	617.05
03/17/2020	31839	5884	WHITE BEAR ANKELE TANAKA & WAL	9418	20-40-5400	483.80	MURA Legal 2/2020	483.80
03/25/2020	31847	5135	COLORADO EMPLOYER BENEFIT TR	INV 0034786	20-40-5066	980.08	Health Insurance 4/2020	980.08
03/25/2020	31867	3640	PINNACOL ASSURANCE	19948170	20-40-5065	58.46	Installment 3 of 9 - 2020 Work Co	58.46
04/08/2020	31932	5736	THE HARTFORD-GROUP BENEFITS	923568972179	20-40-5066	34.20	STD / LTD Insurance 4/2020	34.20
04/22/2020	31956	5135	COLORADO EMPLOYER BENEFIT TR	0035111	20-40-5066	980.08	Health Insurance 5/2020	980.08
04/22/2020	31980	3640	PINNACOL ASSURANCE	19988862	20-40-5065	87.85	Installment 4 of 9 - 2020 Work Co	87.85
05/06/2020	32046	5736	THE HARTFORD-GROUP BENEFITS	925209011327	20-40-5066	34.20	STD / LTD Insurance 5/2020	34.20
05/20/2020	32063	5135	COLORADO EMPLOYER BENEFIT TR	0035475	20-40-5066	980.08	Health Insurance 6/2020	980.08
05/20/2020	32083	3640	PINNACOL ASSURANCE	20026275	20-40-5065	58.46	W/C Premium installment 5 of 9	58.46
05/20/2020	32100	5884	WHITE BEAR ANKELE TANAKA & WAL	10081	20-40-5400	1,075.23	MURA Legal 4/2020	1,075.23
06/03/2020	32140	5736	THE HARTFORD-GROUP BENEFITS	921790716502	20-40-5066	34.20	STD/ LTD 6/2020	34.20
06/23/2020	32158	5135	COLORADO EMPLOYER BENEFIT TR	INV 0036280	20-40-5066	980.08	Health Insurance 7/2020	980.08
06/23/2020	32162	6349	DOUTHIT METRO DISTRICT	2020 TIF REF	20-40-5100	48,275.53	2020 TIF Refund	48,275.53
06/23/2020	32177	6163	HIGH PLAINS LIBRARY DIST.	2020 TIF REF	20-40-5100	85,234.15	2020 TIF Refund	85,234.15
06/23/2020	32178	6447	HINKLE & COMPANY	10504	20-40-5415	600.00	2019 Audit - Fieldwork billing	600.00
06/23/2020	32189	6164	LIBERTY RANCH METRO DISTRICT	2020 TIF REF	20-40-5100	35,577.27	2020 TIF Refund	35,577.27
06/23/2020	32194	6160	MEAD PLACE METRO DIST 2	2020 TIF REF	20-40-5100	1,330.52	2020 TIF Refund	1,330.52
06/23/2020	32198	6602	Mountain View Fire Protection District	2020 TIF REF	20-40-5100	215,231.48	2020 TIF Refund	215,231.48
06/23/2020	32201	6109	NORTHERN COLO WATER CONSERV	2020 TIF REF	20-40-5100	26,494.92	2020 TIF Refund	26,494.92
06/23/2020	32203	3640	PINNACOL ASSURANCE	20061832	20-40-5065	58.46	Installment 6 of 9 2020 Work Com	58.46
06/23/2020	32211	6161	ST. VRAIN & LEFT HAND WATER CON	2020 TIF REF	20-40-5100	4,133.21	2020 TIF Refund	4,133.21
06/23/2020	32212	4270	ST. VRAIN SANITATION DISTRICT	2020 TIF REF	20-40-5100	3,647.52	2020 TIF Refund	3,647.52
06/23/2020	32213	4440	ST. VRAIN VALLEY SCHOOL DIST	2020 TIF REF	20-40-5100	837,213.22	2020 TIF Refund	837,213.22
06/23/2020	32224	4880	WELD COUNTY TREASURER	2020 TIF REF	20-40-5100	199,215.30	2020 TIF Refund	199,215.30
06/23/2020	32226	6470	WESTRIDGE METROPOLITAN DISTRI	2020 TIF REF	20-40-5100	97,778.28	2019 TIF Revenue Sharing	97,778.28
Grand Totals:								1,568,014.02

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-01-1302	58.38	.00	58.38
20-02-2000	1,427.83	1,569,441.85	1,568,014.02
20-40-5065	321.69	.00	321.69

M = Manual Check, V = Void Check

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GL Account	Debit	Credit	Proof
20-40-5066	6,953.89	.00	6,953.89
20-40-5100	1,554,131.40	.00	1,554,131.40
20-40-5400	6,716.49	1,427.83-	5,288.66
20-40-5415	1,260.00	.00	1,260.00
99-01-1001	.00	.00	.00
Grand Totals:	<u>1,570,869.68</u>	<u>1,570,869.68-</u>	<u>.00</u>

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Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

[Report].Invoice GL Account = "20010100"-"20415700"

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## Agenda Item Summary

MEETING DATE: July 13, 2020

SUBJECT: Resolution No. 01-URA-2020 Annual Administrative Matters

PRESENTED BY: Mary Strutt, Clerk

### SUMMARY

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According to the bylaws of the Mead Urban Renewal Authority, an annual meeting is required to be held between July 1<sup>st</sup> and September 30<sup>th</sup> of each year.  
The attached resolution sets forth general procedures for conduct of business.

### FINANCIAL CONSIDERATIONS

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None

### STAFF RECOMMENDATION/ACTION REQUIRED

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Staff recommends the approval of Resolution No. 01-URA-2020.

Recommended Motion:

I move to adopt resolution number 01-URA-2020 – a resolution regarding annual administrative matters for the Town of Mead Urban Renewal Authority.

### ATTACHMENTS

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Reso No. 01-URA-2020

**TOWN OF MEAD URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 01-URA-2020**

**A RESOLUTION REGARDING  
ANNUAL ADMINISTRATIVE MATTERS  
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY  
(2020)**

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At the special meeting of the Board of Commissioners (“Board”) of the Town of Mead Urban Renewal Authority (“Authority”), held at 5:15 p.m., on July 13, 2020, at 441 Third Street, Mead, Colorado, 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 September 30<sup>th</sup> each year, 441 Third Street, Mead, Colorado. 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 Accountant 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 accountant to submit a proposed budget to the Board by October 15, to prepare the final budget and budget message, including any amendments thereto, if necessary, and directs legal counsel 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, 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 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 District, in accordance with §§ 24-72-202, *et seq.*, C.R.S.

9. Pursuant to § 24-6-402(2)(c), C.R.S., the Board hereby designates the Mead Town Hall located at 441 Third Street, Mead, Colorado, as the District's 24-hour posting place for notices of meetings.

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 13<sup>TH</sup> DAY OF JULY, 2020.**

**TOWN OF MEAD URBAN RENEWAL  
AUTHORITY:**

**ATTEST:**

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Mary E. Strutt, Clerk

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Colleen G. Whitlow, Chairperson



## Agenda Item Summary

MEETING DATE: July 13, 2020

SUBJECT: Resolution No. 02-URA-2020 Emergency Procedures

PRESENTED BY: Mary Strutt, Clerk

### SUMMARY

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On March 10, 2020 Governor Jared Polis declared a state of emergency in Colorado in response to the COVID-19 virus. Further direction from the governor's office and the Weld County Department of Public Health limits public events of over ten (10) attendees, recommends social distancing and recommends wearing of masks in public in order to slow the transmission of this virus. Given the current state of emergency and the need to provide for continuity in the Authority's ability to conduct business, staff is suggesting that emergency meeting rules of procedure be adopted by the Board of Commissioners. The Authority's General Counsel has prepared the attached resolution to facilitate the adoption of those rules.

### FINANCIAL CONSIDERATIONS

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None

### STAFF RECOMMENDATION/ACTION REQUIRED

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Staff recommends the approval of Resolution No. 02-URA-2020.

Recommended Motion:

I move to adopt resolution number 02-URA-2020 – a resolution declaring emergency procedures and authorizing for electronic meetings and remote participation for the Town of Mead Urban Renewal Authority.

### ATTACHMENTS

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Reso No. 02-URA-2020

**TOWN OF MEAD URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 02-URA-2020**

**A RESOLUTION DECLARING EMERGENCY PROCEDURES AND AUTHORIZING  
ELECTRONIC MEETINGS AND REMOTE PARTICIPATION  
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY  
(2020)**

At the special meeting of the Board of Commissioners (“Board”) of the Town of Mead Urban Renewal Authority (“Authority”), held at 5:15 p.m., on July 13, 2020, at 441 Third Street, Mead, Colorado, it was moved to adopt the following Resolution:

**WHEREAS**, the Coronavirus Disease 2019 (“COVID-19”) is highly infectious and can cause upper respiratory infections that may be severe and are potentially fatal; and

**WHEREAS**, on March 21, 2020, the Mead Board of Trustees declared a local disaster emergency related to the imminent threat and widespread effects of the COVID-19 pandemic (“Emergency”) in line with the declarations from the United States Department of Public Health and Human Services, the State of Colorado, and the Weld County Department of Public Health and Environment; and

**WHEREAS**, COVID-19 significantly impairs the ability the Board to conduct in-person meetings with members of the public in attendance; and

**WHEREAS**, the Board desires to establish electronic meeting and remote participation guidelines to ensure the Authority can continue to conduct business during a declared emergency without endangering public health, and while retaining a maximum of transparency, openness, and public participation consistent with the Colorado Open Meetings Law; and

**WHEREAS**, the Board finds this Resolution to be in the best interest of the Authority, the residents within its boundaries, and the general public.

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

1. The Board hereby authorizes Electronic Meetings and Remote Participation, as defined below, if the capacity for such meetings is available, subject to the requirements contained in this Resolution, until such time that the Emergency is lifted, or sooner as otherwise determined by the Board.
2. Electronic Meetings.
  - a. An “Electronic Meeting” shall include meetings that take place via telephone, video, or web-based conferencing means made available by staff.



- b. If the Board hosts an Electronic Meeting for a regular meeting (“Electronic Board Meeting”), the meeting must be consistent with the Colorado Open Meetings Law, and to the extent possible, allow:
  - i. All Board members and staff to see, hear, and communicate with each other;
  - ii. The public to hear and view, if the meeting is visible and the person has adequate technological connection, the meeting, public statements by Board members and staff, voting, and materials presented to the Board; and
  - iii. For oral public comment, and written public comment that can be visible to the public and Board as would be allowed by applicable policies, subject to the limitations of this Resolution and as determined by the Chairperson to preserve the orderly conduct of the meeting – provided written public comment shall be entered into the record but may be relied upon by any Board member.
  - iv. Board members shall not engage in any discussions of business unless such discussions are visible or audible to the public, except for executive sessions.
  - v. Executive sessions and study sessions may be conducted by Electronic Board Meetings if held in accordance with the Colorado Open Meetings Law. Public comment shall not be allowed during study sessions and confidentiality shall be maintained during executive sessions.
- c. Members of the public shall not be entitled, but may be permitted, to be present in the physical location where an Electronic Meeting is broadcast.
- d. The Authority shall continue to post notice of all Electronic Meetings pursuant to applicable laws.

### 3. Remote Participation

- a. All Board members shall be allowed to participate in Electronic Board Meetings by telephonic or video conferencing, or other electronic means as are made available by staff that allow for real-time participation and visibility by the public, as provided herein.
  - b. Staff shall arrange for a dial-in-number or other login information for members of the public to utilize in order to attend the Electronic Meetings. Applicable dial-in numbers or other login information shall be included on the agenda for the meeting or on the Town of Timnath website.
4. A quorum of the Board for attendance and voting purposes at Electronic Board Meetings shall be established by a combination of the attendance of a majority of the members of the

Board at the broadcast location and on the Electronic Meeting platform. Each Board member must be able to clearly hear and participate in any Electronic Board Meetings. If any Board member's ability to participate in an Electronic Board Meeting is disconnected or delayed, the Board may elect to proceed with the meeting provided a quorum remains present.

5. Except as noted below in this Section, the Board shall automatically suspend review and decisions related to quasi-judicial matters until such time that the Emergency is lifted. Applicants may submit a written request to the Authority to host a hearing on a quasi-judicial matter at an Electronic Meeting. Hearings on quasi-judicial matters shall only be held electronically if: (a) the applicant authorizes the Authority to conduct the hearing according to this Resolution and other necessary procedural guidelines; (b) accommodations are made for electronic participation by the public; and (c) the applicant waives all possible procedural and legal objections related to the Electronic Meeting setting.
6. All resolutions, contracts, and other instruments requiring physical signatures by Authority officials or staff may be executed electronically by email consent of the required signers thereof. Electronic consent shall be sufficient for the immediate effectiveness of the document. All parties dealing with the Authority in connection with any such instrument shall be entitled to rely upon the electronic approval in the same manner as if a physical signature had been affixed.
7. The Board hereby permits the use of Electronic Signatures to conduct the official business of the Authority in conformance with the Colorado Uniform Electronic Transactions Act, C.R.S. §§ 24-71.3-101 *et seq.*, and other applicable laws. To the extent that the Authority has utilized or accepted Electronic Signatures prior to the adoption of this Resolution, such as an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign a record, the Electronic Signatures are hereby ratified, approved, and accepted by the Board.
8. The Board hereby determines that this Resolution is necessary for the preservation of the public peace, health or safety. This Resolution shall take effect immediately upon adoption and shall remain in full force and effect until such time as the Board determines that the Emergency conditions necessitating its adoption no longer exist, including when State or local public officials no longer impose or recommend measures to promote social distancing and limitations on public events.

**INTRODUCED, READ, PASSED, AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY ON THIS 13TH DAY OF JULY, 2020.**

**TOWN OF MEAD URBAN RENEWAL  
AUTHORITY**

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Colleen G. Whitlow, Chairperson

**ATTEST**

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Mary E. Strutt, Clerk



## Agenda Item Summary

MEETING DATE: July 13, 2020

SUBJECT: Executive Session

PRESENTED BY:

### SUMMARY

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The Board of Commissioners will convene an executive session. This portion of the meeting is not open to the public.

### STAFF RECOMMENDATION/ACTION REQUIRED

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Recommended Motion:

I move to enter into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiations as it relates to the funding of improvements at the intersection of Welker and Third Avenue pursuant to Section 24-6-402(4)(e), Colorado Revised Statutes.