



# Urban Renewal Authority Meeting

441 3rd Street, Mead

September 29, 2025

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## Agenda

### 5:15 p.m. Special Meeting

In accordance with the Authority's Remote Participation and Remote Meeting Policy adopted on June 12, 2023 by Resolution No. 01-URA-2023, remote participation will be allowed. The meeting link will be provided on the Town's website/designated posting place at least 24 hours prior to the meeting.

[https://us02web.zoom.us/webinar/register/WN\\_irDH4x\\_ER1yZSo6clo\\_2Zg](https://us02web.zoom.us/webinar/register/WN_irDH4x_ER1yZSo6clo_2Zg)

#### 1. Call to Order – Roll Call

Chair Colleen Whitlow  
Commissioner David Adams  
Commissioner Chris Cartwright  
Commissioner Jeremiah R. Crane  
Commissioner Brad Hagen  
Commissioner Trisha Harris  
Commissioner Herman Schranz  
Representative Commissioner Sarah Hurianek  
Representative Commissioner Scott James  
Representative Commissioner Todd Venrick

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

#### 3. Review and Approve Agenda

#### 4. Informational Items

- a. 2026 Draft Budget Presentation

#### 5. Public Comment:

3 minute time limit. Comment is for any item on the agenda unless it is set for public hearing.

#### 6. 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 items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the Town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:

- a. Approval of Minutes - Regular Meeting January 27, 2025
- b. August 2025 Financials

- c. Check Register January 28, 2025 - September 8, 2025
- d. Resolution No. 03-URA-2025 - A Resolution Regarding Annual Administrative Matters for the Town of Mead Urban Renewal Authority (2025)

## **7. Adjournment**

The Town of Mead is committed to providing accessible documents and resources for all individuals. However, some complex documents may not be fully accessible in their original format. If you need assistance or reasonable accommodation to access these materials, please contact us by phone 970-535-4477 or email [info@townofmead.org](mailto:info@townofmead.org).

# Mead Urban Renewal Authority

## 2026 Proposed Budget

September 29, 2025





September 29, 2025

Dear Chair Whitlow and Commissioners:

I hereby present for your consideration the 2026 Proposed Budget for the Mead Urban Renewal Authority. It was developed through a collaborative effort with the Town's leadership team based on the goals of the Mead Urban Renewal Authority. This Proposed Budget provides a complete financial plan for 2026, including projected revenues, expenditures/expenses, and fund balance/funds available. Prior year actual amounts and current year estimates are included for comparison purposes for the years 2023-2025.

This 2026 Proposed Budget continues to focus on public improvements in the plan area, which will diversify commercial uses and property and sales tax base within the Town. Key features of the 2026 Proposed Budget forecasts are these:

- Property tax (TIF Revenue) is expected to increase by 5% based on the preliminary certification of assessed values received from Weld County. The increase is due to new construction and increased commercial assessed values.
- TIF Revenue Sharing (the amount refunded to participating and nonparticipating districts) is relative to the amount of property tax collected.
- TIF Advance is funds appropriated for potential public improvements relating to a development project. Individual projects would be brought to the MURA authority for approval.
- Capital Outlay Wayfinding will continue the wayfinding signage project. For 2026, additional signage in the downtown area is being considered.
- The appropriation for "Other Projects" is for other projects or opportunities that may present themselves to the Authority in 2026.

I look forward to discussing this 2026 Proposed Budget with you in the coming days and weeks and to considering comments from residents and business owners during the Public Hearing which will be scheduled later this month.

Respectfully submitted,

Helen Migchelbrink  
Executive Director

Mead Urban Renewal Authority  
 2026 Proposed Budget  
 Budget Summary

FY24 Ending Fund Balance	FY25 Projected Revenues	FY25 Projected Expenses	FY25 Projected Fund Balance	FY26 Revenues	FY26 Expenses	FY26 Projected Fund Balance
\$ 4,810,345	\$ 4,148,167	\$ 2,653,337	\$ 6,305,175	\$ 4,651,293	\$ 4,951,024	\$ 6,005,444

# Town of Mead Urban Renewal Authority

The Town of Mead Urban Renewal Authority was created in 2016 with its main purpose to revitalize blighted or underdeveloped areas to restore economic vitality.

The Authority is projecting revenues of \$4.65M in 2026, which represents a 12% increase over the prior year. This increase is due to construction in the plan area and increases in commercial assessed valuations. The TIF Revenue Sharing expense reflects an associated increase. Funds are appropriated for continued branding and signage efforts along with TIF Advance and Other Projects which may be presented in 2026.

## Revenues by Fund

### MURA Revenues

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 Proposed
<b>Mead Urban Renewal Authority</b>	\$3,192,574	\$4,063,931	\$4,104,317	\$4,148,167	\$4,651,293
<b>Non-Departmental</b>					
TAX INCREMENT REVENUE (TIF)	\$3,032,291	\$3,835,743	\$3,885,512	\$3,885,512	\$4,393,543
ADMINISTRATIVE FEE	-	\$20,237	\$20,805	\$20,805	\$22,000
<b>Total Non-Departmental</b>	\$3,032,291	\$3,855,980	\$3,906,317	\$3,906,317	\$4,415,543
<b>Miscellaneous Revenue</b>					
INTEREST & DIVIDEND INCOME	\$160,283	\$207,951	\$198,000	\$241,850	\$235,750
<b>Total Miscellaneous Revenue</b>	\$160,283	\$207,951	\$198,000	\$241,850	\$235,750
<b>Total Revenues</b>	<b>\$3,192,574</b>	<b>\$4,063,931</b>	<b>\$4,104,317</b>	<b>\$4,148,167</b>	<b>\$4,651,293</b>

## Expenditures by Fund

### MURA Expenditures

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 20250925a
<b>Mead Urban Renewal Authority</b>	\$2,950,419	\$2,587,217	\$4,810,705	\$2,653,337	\$4,951,024
<b>Administration</b>					
SALARIES & WAGES	\$212,469	\$235,284	\$247,405	\$236,220	\$290,388
OVERTIME	-	-	-	\$1,000	\$1,000
OVERTIME	\$277	\$192	-	-	-
PAYROLL TAXES	\$15,203	\$16,107	\$21,948	\$18,034	\$25,824
WORKERS COMP	\$2,235	\$2,793	\$2,775	\$2,306	\$2,600
HEALTH INSURANCE	\$23,121	\$25,952	\$30,181	\$23,787	\$36,709
DEFERRED COMP/RETIREMENT	\$13,618	\$14,028	\$713	\$4,773	\$800
MEDICAL SAVINGS	\$699	\$681	-	-	-
DEFERRED COMPENSATION	-	-	\$14,783	-	\$16,796
TIF REVENUE SHARING	\$1,707,258	\$2,194,974	-	-	-

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 20250925a
TELEPHONE	\$561	\$606	-	-	-
GENERAL LIABILITY INSURANCE	\$3,022	\$3,940	-	-	-
PUBLISHED NOTICES	-	\$28	-	-	-
LEGAL FEES	\$22,452	\$9,920	-	-	-
CONSULTING FEES	\$15,124	\$14,388	-	-	-
AUDIT FEES	\$2,655	\$2,100	-	-	-
COUNTY TREASURER'S FEE	\$45,484	\$57,536	-	-	-
TIF ADVANCE	\$382,987	\$5,686	-	-	-
MISC. EXPENSE	\$121	-	-	-	-
MILEAGE	\$3,134	\$3,000	-	-	-
TRANSFER TO TRANSPORTATION FD	\$500,000	-	-	-	-
LEGAL FEES	-	-	\$40,000	\$15,000	\$40,000
AUDIT FEES	-	-	\$2,900	\$2,505	\$2,731
CONSULTING FEES	-	-	\$15,000	\$10,000	\$15,000
TELEPHONE	-	-	\$678	\$550	\$870
PROPERTY & LIABILITY INSURANCE	-	-	\$6,660	\$5,000	\$5,800
PUBLISHED NOTICES	-	-	\$100	\$100	\$500
COUNTY TREASURER'S FEES	-	-	\$59,000	\$59,000	\$65,000
TIF ADVANCE	-	-	\$1,100,000	\$6,500	\$1,100,000
MILEAGE	-	-	\$3,000	\$3,000	\$3,000
Public Relations/Econ Devel	-	-	-	-	\$20,000
ADMINISTRATIVE OVERHEAD	-	-	\$10,053	\$10,053	\$12,353
OTHER CONTRACTUAL SERVICES	-	-	\$1,000	\$1,000	-
OTHER PROJECTS	-	-	\$1,000,000	-	\$1,000,000
OTHER CAPITAL OUTLAY	-	-	\$100,000	\$100,000	\$60,000
TIF REVENUE SHARING	-	-	\$2,154,509	\$2,154,509	\$2,251,653
<b>Total Administration</b>	<b>\$2,950,419</b>	<b>\$2,587,217</b>	<b>\$4,810,705</b>	<b>\$2,653,337</b>	<b>\$4,951,024</b>
<b>Total Expenditures</b>	<b>\$2,950,419</b>	<b>\$2,587,217</b>	<b>\$4,810,705</b>	<b>\$2,653,337</b>	<b>\$4,951,024</b>



# MEAD URBAN RENEWAL AUTHORITY

441 3rd Street, Mead  
Monday, January 27, 2025

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## MINUTES

5:30 PM

### SPECIAL MEETING

*In accordance with the Authority's Remote Participation and Remote Meeting Policy adopted on June 12, 2023 by Resolution No. 01-URA-2023, remote participation was enabled for the meeting.*

Chair Colleen Whitlow called to order the Special Meeting of the Mead Urban Renewal Authority at 5:30 p.m.

#### 1. Call to Order - Roll Call

##### Present

Chair Colleen Whitlow  
Commissioner David Adams  
Commissioner Brooke Babcock  
Commissioner Jeremiah R. Crane  
Commissioner Brad Hagen  
Commissioner Trisha Harris  
Commissioner Herman Schranz  
Representative Commissioner Sarah Hurianek  
Representative Commissioner Scott James (via remote access)

##### Absent

Representative Commissioner Mountain View Fire Protection District (VACANT)

Also present: Executive Director Helen Migchelbrink, Clerk Mary Strutt, and Contract Authority Attorney Audrey Johnson (via remote access)

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

The assembly pledged allegiance to the flag.

#### 3. Commissioner Appointment

- a. **Resolution No. 01-URA-2025** – A Resolution of the Town of Mead Urban Renewal Authority Replacing the Mountain View Fire Protection District Representative on the Board of Commissioners of the Town of Mead Urban Renewal Authority

*Motion was made by Commissioner Babcock, seconded by Commissioner Adams, to adopt Resolution No. 01-URA-2025 – A Resolution of the Town of Mead Urban Renewal Authority Replacing the Mountain View Fire Protection District Representative on the Board of Commissioners of the Town of Mead Urban Renewal Authority. Motion carried 9-0, on a roll call vote.*

The Authority welcomed Commissioner Todd Venrick.

#### 4. Review and Approve Agenda

*Motion was made by Commissioner Adams, seconded by Commissioner Schranz, to approve the agenda. Motion carried 10-0, on a roll call vote.*

5. **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.

There was no public comment at this time.

6. **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 items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda. Because the Consent Agenda includes Town payables (bills list/check register) and routinely includes contracts and other items involving the expenditure of Town funds, the town Clerk shall require a roll call vote on the Consent Agenda, as required by MMC Sec 2-2-190(a). Consent Agenda includes:*

- a. Approval of Minutes Special Meeting December 9, 2024
- b. December 2024 Preliminary Financial Statements
- c. Check Register December 10, 2024 - January 27, 2025
- d. **Resolution No. 09-R-2025**  
**Resolution No. 02-URA-2025**  
**Resolution No. 01-H66-2025** – A Joint Resolution of the Town of Mead, Colorado, the Town of Mead Urban Renewal Authority, and the Town of Mead Highway 66 and I-25 General Improvement District Approving a Cooperation Agreement Regarding Tax Increment Revenue Sharing

*Motion was made by Commissioner Hagen, seconded by Commissioner Adams, to approve the Consent Agenda. Motion carried 10-0, on a roll call vote.*

7. **Adjournment**

*Motion was made by Commissioner Schranz, seconded by Commissioner Babcock, to adjourn the meeting. Motion carried 10-0.*

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:35 p.m. on Monday, January 27, 2025.

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Colleen G. Whitlow, Chair

ATTEST:

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Mary E. Strutt, Clerk

TOWN OF MEAD  
COMBINED CASH INVESTMENT  
AUGUST 31, 2025

COMBINED CASH ACCOUNTS

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

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	6,467,073.03
TOTAL ALLOCATIONS TO OTHER FUNDS	6,467,073.03
ZERO PROOF IF ALLOCATIONS BALANCE	6,467,073.03

TOWN OF MEAD  
 BALANCE SHEET  
 AUGUST 31, 2025

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	COMBINED CASH	6,467,073.03	
20-01-1250	PROPERTY TAX RECEIVABLE	157,358.91	
20-01-1301	A/R - MURA	438.81	
	TOTAL ASSETS		<u>6,624,870.75</u>

LIABILITIES AND EQUITY

LIABILITIES

20-02-2000	ACCOUNTS PAYABLE	2,221.30	
20-02-2300	EMPLOYEE PENSION PAYABLE	1,012.45	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	289.61	
20-02-2312	WORKERS COMP INSURANCE PAYABLE	( 828.66)	
20-02-2314	401(A) CONTRIBUTIONS PAYABLE	302.03	
20-02-2400	FED. WITHHOLDING TAX PAYABLE	1,576.41	
20-02-2401	SOCIAL SECURITY TAX PAYABLE	1,095.92	
20-02-2402	MEDICARE TAX PAYABLE	329.33	
20-02-2403	STATE WITHHOLDING TAX PAYABLE	1,262.14	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	101.42	
20-02-2410	ACCRUED PAYROLL & BENEFITS	1,360.34	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	157,358.91	
	TOTAL LIABILITIES		166,081.20

FUND EQUITY

20-02-3001	FUND BALANCE	4,810,344.57	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	1,648,444.98	
	BALANCE - CURRENT DATE	1,648,444.98	
	TOTAL FUND EQUITY		<u>6,458,789.55</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,624,870.75</u>

TOWN OF MEAD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
20-10-4050 TAX INCREMENT REVENUE (TIF)	82,735.23	3,889,213.25	3,885,512.00	( 3,701.25)	100.1
TOTAL TAXES	82,735.23	3,889,213.25	3,885,512.00	( 3,701.25)	100.1
<u>FEEES</u>					
20-11-4110 ADMINSTRATIVE FEE	.00	.00	20,805.00	20,805.00	.0
TOTAL FEES	.00	.00	20,805.00	20,805.00	.0
<u>MISCELLANEOUS REVENUE</u>					
20-18-4619 INTEREST & DIVIDEND INCOME	23,474.94	165,320.78	198,000.00	32,679.22	83.5
TOTAL MISCELLANEOUS REVENUE	23,474.94	165,320.78	198,000.00	32,679.22	83.5
TOTAL FUND REVENUE	106,210.17	4,054,534.03	4,104,317.00	49,782.97	98.8
<u>ADMINISTRATION</u>					
20-40-5001 SALARIES & WAGES	21,241.24	163,537.20	247,405.00	83,867.80	66.1
20-40-5002 OVERTIME	134.31	356.99	.00	( 356.99)	.0
20-40-5060 PAYROLL TAXES	1,468.74	12,485.75	21,948.00	9,462.25	56.9
20-40-5065 WORKERS COMP	197.60	1,597.87	2,775.00	1,177.13	57.6
20-40-5066 HEALTH INSURANCE	883.67	16,468.15	30,181.00	13,712.85	54.6
20-40-5067 MEDICAL SAVINGS	630.20	4,296.51	713.00	( 3,583.51)	602.6
20-40-5070 DEFERRED COMPENSATION	600.65	5,790.76	14,783.00	8,992.24	39.2
20-40-6101 LEGAL FEES	1,693.30	9,668.86	40,000.00	30,331.14	24.2
20-40-6105 AUDIT FEES	.00	2,505.00	2,900.00	395.00	86.4
20-40-6109 CONSULTING FEES	177.25	5,348.25	15,000.00	9,651.75	35.7
20-40-6110 TELEPHONE	.00	369.50	678.00	308.50	54.5
20-40-6301 PROPERTY & LIABILITY INSURANCE	.00	3,164.85	6,660.00	3,495.15	47.5
20-40-6312 PUBLISHED NOTICES	.00	.00	100.00	100.00	.0
20-40-6314 COUNTY TREASURER'S FEES	1,241.00	58,337.93	59,000.00	662.07	98.9
20-40-6404 TIF ADVANCE	.00	6,011.93	1,100,000.00	1,093,988.07	.6
20-40-6512 MILEAGE	.00	1,750.00	3,000.00	1,250.00	58.3
20-40-6891 ADMINISTRATIVE OVERHEAD	10,053.00	10,053.00	10,053.00	.00	100.0
20-40-6999 OTHER CONTRACTUAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-40-8499 OTHER PROJECTS	.00	.00	1,000,000.00	1,000,000.00	.0
20-40-8599 OTHER CAPITAL OUTLAY	.00	.00	100,000.00	100,000.00	.0
20-40-9810 TIF REVENUE SHARING	45,088.40	2,104,346.50	2,154,509.00	50,162.50	97.7
TOTAL ADMINISTRATION	83,409.36	2,406,089.05	4,810,705.00	2,404,615.95	50.0

TOWN OF MEAD  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	83,409.36	2,406,089.05	4,810,705.00	2,404,615.95	50.0
NET REVENUE OVER EXPENDITURES	22,800.81	1,648,444.98	( 706,388.00)	( 2,354,832.98)	233.4

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
02/10/2025	39428	6592	CPS HR Consulting	0015601	20-40-5401	106.08	HR Consultation-Dec	106.08
02/10/2025	39460	5558	MJT Communications	14243	20-40-6109	145.00	Computer - MURA	145.00
02/10/2025	39460	5558	MJT Communications	14245	20-40-6109	64.50	Computer - MURA	64.50
02/10/2025	39460	5558	MJT Communications	14261	20-40-6109	177.25	Computer - MURA	177.25
02/10/2025	39468	6798	Professional Management Solutions	85018	20-40-5401	1,105.37	Finance - MURA	1,105.37
02/10/2025	39475	5736	THE HARTFORD-GROUP BENEFITS	924703029457	20-40-5066	101.90	STD / LTD Insurance	101.90
02/24/2025	39495	1050	CIRSA	INV1000861 &	20-40-6301	147.16	2025 Excess Cyber & 2025 Exces	147.16
03/10/2025	39552	6592	CPS HR Consulting	0015321	20-40-5401	178.73	HR Consultation	178.73
03/10/2025	39552	6592	CPS HR Consulting	001579	20-40-6109	43.13	HR Consultation	43.13
03/10/2025	39567	5558	MJT Communications	14283	20-40-6109	177.25	Computer - MURA	177.25
03/10/2025	39574	6798	Professional Management Solutions	85035	20-40-6109	686.87	Financial Consulting	686.87
03/10/2025	39578	5736	THE HARTFORD-GROUP BENEFITS	924706403272	20-40-5066	102.03	STD / LTD Insurance	102.03
03/31/2025	39608	5135	CEBT	INV0074498	20-02-2310	2,501.92	Health Insurance	2,501.92
03/31/2025	39609	1050	CIRSA	INV1001401	20-40-6301	996.39	GL Ins- mura	996.39
03/31/2025	39617	1720	Employers Council	0000538109	20-40-6109	299.76	Membership Dues	299.76
03/31/2025	39677	5884	WHITE BEAR ANKELE TANAKA & WAL	39047	20-40-6101	1,462.68	MURA Legal	1,462.68
03/31/2025	39677	5884	WHITE BEAR ANKELE TANAKA & WAL	39633	20-40-6101	547.35	MURA Legal	547.35
04/14/2025	39721	5558	MJT Communications	14301	20-40-6109	177.25	IT- MURA	177.25
04/14/2025	39732	6798	Professional Management Solutions	85049	20-40-6109	671.37	Finance - MURA	671.37
04/14/2025	39740	5736	THE HARTFORD-GROUP BENEFITS	924705804643	20-40-5066	99.54	STD / LTD Insurance	99.54
05/12/2025	39815	1050	CIRSA	INV1000754	20-40-6301	28.52	equipment breakdown	28.52
05/12/2025	39842	6433	NCO Holdings Mead LLC	5/12/2025	20-40-6404	5,899.42	Noco/Anytime fitness bus incentiv	5,899.42
05/27/2025	39892	5558	MJT Communications	14309	20-40-6109	177.25	Computer - MURA	177.25
06/09/2025	39935	6349	DOUTHIT METRO DISTRICT	2024 REFUND	20-40-9810	2,847.43	2024 TIF REFUND	2,847.43
06/09/2025	39945	6163	HIGH PLAINS LIBRARY DIST.	2024 REFUND	20-40-9810	20,489.20	2024 TIF Refund	20,489.20
06/09/2025	39946	7143	Highway 66 & I-25 General Improvement	2024 REFUND	20-40-9810	2,562.98	2024 TIF REFUND	2,562.98
06/09/2025	39957	6160	MEAD PLACE METRO DIST 2	2023 REFUND	20-40-9810	336.73	2023 TIF REFUND	336.73
06/09/2025	39960	5576	MVFPD	2024 REFUND	20-40-9810	104,714.68	2024 TIF REFUND	104,714.68
06/09/2025	39961	6109	NORTHERN COLO WATER CONSERV	2024 REFUND	20-40-9810	6,445.17	2024 TIF REFUND	6,445.17
06/09/2025	39965	6798	Professional Management Solutions	85072	20-40-6109	1,523.87	Finance - MURA	1,523.87
06/09/2025	39967	6161	ST. VRAIN & LEFT HAND WATER CON	2024 REFUND	20-40-9810	9,061.91	2024 TIF REFUND	9,061.91
06/09/2025	39968	4270	ST. VRAIN SANITATION DISTRICT	2024 REFUND	20-40-9810	1,006.28	2024 TIF REFUND	1,006.28
06/09/2025	39969	4440	ST. VRAIN VALLEY SCHOOL DIST	2024 REFUND	20-40-9810	192,493.52	2024 TIF REFUND	192,493.52
06/09/2025	39972	5736	THE HARTFORD-GROUP BENEFITS	924702396099	20-40-5066	99.54	STD / LTD Insurance	99.54
06/09/2025	39972	5736	THE HARTFORD-GROUP BENEFITS	92470723211	20-40-5066	108.59	STD / LTD Insurance	108.59
06/09/2025	39974	4530	TOWN OF MEAD	2024 REFUND	20-40-9810	74,261.25	2024 TIF REFUND	74,261.25
06/09/2025	39977	4880	WELD COUNTY TREASURER	2024 REFUND	20-40-9810	51,419.57	2024 TIF REFUND	51,419.57
06/09/2025	39978	6470	WESTRIDGE METROPOLITAN DISTRI	2024 REFUND	20-40-9810	299.18	2024 TIF REFUND - DIST. 2	299.18
06/09/2025	39978	6470	WESTRIDGE METROPOLITAN DISTRI	2024 REFUND	20-40-9810	263.45	2024 TIF REFUND DISTRICT 3	263.45
06/23/2025	39986	3640	PINNACOL ASSURANCE	22065142	20-02-2312	414.33	Workers comp	414.33
06/30/2025	39987	6840	34 9.5 Metropolitan District	2024 TIF REF	20-40-9810	2,556.90	2024 TIF Refund- may	2,556.90
06/30/2025	39988	7154	Access 25 Metropolitan District No. 2	2024REFUND	20-40-9810	2,164.58	2024 TIF REFUND MAY	2,164.58
06/30/2025	40001	5135	CEBT	0075774	20-02-2310	2,529.16	Health Insurance	2,529.16
06/30/2025	40011	6349	DOUTHIT METRO DISTRICT	2024REFUND	20-40-9810	30,148.27	2024 TIF REFUND MAY	30,148.27
06/30/2025	40018	7068	Grand Meadow Metropolitan District	2024REFUND	20-40-9810	1,331.80	2024 TIF REFUND MAY	1,331.80
06/30/2025	40020	6163	HIGH PLAINS LIBRARY DIST.	2024REFUND	20-40-9810	74,331.74	2024 TIF REFUND MAY	74,331.74
06/30/2025	40021	7143	Highway 66 & I-25 General Improvement	2024REFUND	20-40-9810	3,183.15	2024 TIF REFUND MAY	3,183.15
06/30/2025	40031	6164	LIBERTY RANCH METRO DISTRICT	2024REFUND	20-40-9810	43,420.27	2024 TIF REFUND MAY	43,420.27
06/30/2025	40040	6160	MEAD PLACE METRO DIST 2	2024REFUND	20-40-9810	179.39	2024 TIF REFUND MAY	179.39
06/30/2025	40043	5558	MJT Communications	14332	20-40-6109	177.25	IT Services	177.25
06/30/2025	40044	5576	MVFPD	2024REFUND	20-40-9810	137,587.25	2024 TIF REFUND MAY	137,587.25
06/30/2025	40049	6109	NORTHERN COLO WATER CONSERV	2024REFUND	20-40-9810	23,382.11	2024 TIF REFUND MAY	23,382.11

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Description	Check Amount
06/30/2025	40054	3640	PINNACOL ASSURANCE	22090191	20-02-2312	414.33	Workers comp	414.33
06/30/2025	40062	6161	ST. VRAIN & LEFT HAND WATER CON	2024REFUND	20-40-9810	32,875.25	2024 TIF REFUND MAY	32,875.25
06/30/2025	40063	4270	ST. VRAIN SANITATION DISTRICT	2024REFUND	20-40-9810	3,646.91	2024 TIF REFUND MAY	3,646.91
06/30/2025	40064	4440	ST. VRAIN VALLEY SCHOOL DIST	2024REFUND	20-40-9810	698,337.68	2024 TIF REFUND MAY	698,337.68
06/30/2025	40071	4530	TOWN OF MEAD	2024REFUND	20-40-9810	97,573.73	2024 TIF REFUND MAY	97,573.73
06/30/2025	40078	4880	WELD COUNTY TREASURER	2024REFUND	20-40-9810	186,542.50	2024 TIF REFUND MAY	186,542.50
06/30/2025	40079	6470	WESTRIDGE METROPOLITAN DISTRI	2024REFUND	20-40-9810	.00	2024 TIF REFUND MAY	.00
06/30/2025	40079	6470	WESTRIDGE METROPOLITAN DISTRI	2024REFUND	20-40-9810	.00	2024 TIF REFUND MAY	.00
07/14/2025	40105	1050	CIRSA	INV1002035	20-40-6301	996.39	GL Ins - MURA	996.39
07/14/2025	40114	7083	Dmitriy Chernyak	TOWNOFMEA	20-40-6105	2,505.00	2024 Audit	2,505.00
07/14/2025	40145	5558	MJT Communications	14343	20-40-6109	177.25	Computer - MURA	177.25
07/14/2025	40162	5736	THE HARTFORD-GROUP BENEFITS	924708440056	20-40-5066	113.22	STD / LTD Insurance	113.22
07/28/2025	40213	7068	Grand Meadow Metropolitan District	2024 REFUND	20-40-9810	18.33	2024 TIF Refund	18.33
07/28/2025	40215	6163	HIGH PLAINS LIBRARY DIST.	2024 REFUND	20-40-9810	12,561.98	2024 TIF Refund	12,561.98
07/28/2025	40232	5576	MVFPD	2024 REFUND	20-40-9810	32,100.43	2024 TIF Refund	32,100.43
07/28/2025	40234	6109	NORTHERN COLO WATER CONSERV	2024 REFUND	20-40-9810	3,951.55	2024 TIF Refund	3,951.55
07/28/2025	40243	6161	ST. VRAIN & LEFT HAND WATER CON	2024 REFUND	20-40-9810	5,555.88	2024 TIF Refund	5,555.88
07/28/2025	40244	4270	ST. VRAIN SANITATION DISTRICT	2024 REFUND	20-40-9810	675.91	2024 TIF REFUND	675.91
07/28/2025	40245	4440	ST. VRAIN VALLEY SCHOOL DIST	2024 REFUND	20-40-9810	118,018.29	2024 TIF REFUND	118,018.29
07/28/2025	40251	4530	TOWN OF MEAD	2024 REFUND	20-40-9810	22,764.89	2024 TIF REFUND	22,764.89
07/28/2025	40256	4880	WELD COUNTY TREASURER	2024 REFUND	20-40-9810	31,525.48	2024 TIF REFUND	31,525.48
07/28/2025	40257	5884	WHITE BEAR ANKELE TANAKA & WAL	40144	20-40-6101	1,599.00	MURA Legal	1,599.00
07/28/2025	40257	5884	WHITE BEAR ANKELE TANAKA & WAL	40640	20-40-6101	2,378.00	MURA Legal	2,378.00
07/28/2025	40257	5884	WHITE BEAR ANKELE TANAKA & WAL	41374	20-40-6101	1,312.00	MURA Legal	1,312.00
07/28/2025	40257	5884	WHITE BEAR ANKELE TANAKA & WAL	41612	20-40-6101	593.48	MURA Legal	593.48
06/30/2025	40260	6470	Westridge Metropolitan District #2	2024 REFUND	20-40-9810	27,718.05	2024 TIF Refund	27,718.05
06/30/2025	40261	7167	Westridge Metropolitan District #3	2024 REFUND	20-40-9810	904.43	2024 TIF Refund	904.43
08/11/2025	40303	5558	MJT Communications	14354	20-40-6109	177.25	Computer - MURA	177.25
08/11/2025	40321	5736	THE HARTFORD-GROUP BENEFITS	924708058692	20-40-5066	113.22	STD / LTD Insurance	113.22
08/11/2025	40335	5884	WHITE BEAR ANKELE TANAKA & WAL	42131	20-40-6101	83.05	MURA Legal - Finance Charges	83.05
08/25/2025	40369	6163	HIGH PLAINS LIBRARY DIST.	2024 REFUND	20-40-9810	2,492.58	2024 TIF Refund	2,492.58
08/25/2025	40370	7143	Highway 66 & I-25 General Improvement	2024 REFUND	20-40-9810	132.26	2024 TIF Refund	132.26
08/25/2025	40384	5576	MVFPD	2024 REFUND	20-40-9810	6,369.44	2024 TIF Refund	6,369.44
08/25/2025	40387	6109	NORTHERN COLO WATER CONSERV	2024 REFUND	20-40-9810	784.08	2024 TIF Refund	784.08
08/25/2025	40400	6161	ST. VRAIN & LEFT HAND WATER CON	2024 REFUND	20-40-9810	1,102.41	2024 TIF Refund	1,102.41
08/25/2025	40401	4270	ST. VRAIN SANITATION DISTRICT	2024 REFUND	20-40-9810	17.75	2024 TIF REFUND	17.75
08/25/2025	40402	4440	ST. VRAIN VALLEY SCHOOL DIST	2024 REFUND	20-40-9810	23,417.46	2024 TIF REFUND	23,417.46
08/25/2025	40408	4530	TOWN OF MEAD	2024 REFUND	20-40-9810	.00	2024 TIF REFUND	.00
08/25/2025	40416	4880	WELD COUNTY TREASURER	2024 REFUND	20-40-9810	6,255.36	2024 TIF REFUND	6,255.36
08/25/2025	40419	4530	TOWN OF MEAD	2024 REFUND	20-40-9810	4,517.06	2024 TIF REFUND	4,517.06
09/08/2025	40464	6798	Professional Management Solutions	85112	20-40-6109	528.00	Finance - MURA	528.00
09/08/2025	40469	5736	THE HARTFORD-GROUP BENEFITS	924709569813	20-40-5066	87.76	STD / LTD Insurance	87.76
02/06/2025	206251	5135	CEBT	INV 0072141	20-02-2310	2,737.11	Health Insurance	2,737.11
03/05/2025	305251	5135	CEBT	INV0073796	20-02-2310	2,394.36	Health Insurance	2,394.36
04/29/2025	429251	5135	CEBT	INV0075133	20-02-2310	2,523.09	HEALTH INSURANCE	2,523.09
05/12/2025	512251	1050	CIRSA	INV1000754	20-40-6301	.00	equipment breakdown	.00
05/06/2025	512251	6433	NCO Holdings Mead LLC	5/12/2025	20-40-6404	.00	Noco/Anytime fitness bus incentv	.00
07/29/2025	729251	5135	CEBT	INV 0076624	20-02-2310	2,375.78	Health Insurance	2,375.78
08/14/2025	814251	5135	CEBT	INV 0077412	20-02-2310	2,375.78	Health Insurance	2,375.78
Grand Totals:								2,148,580.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-02-2000	39,067.48	2,187,647.51-	2,148,580.03-
20-02-2310	17,437.20	.00	17,437.20
20-02-2312	828.66	.00	828.66
20-40-5066	825.80	.00	825.80
20-40-5401	1,390.18	.00	1,390.18
20-40-6101	7,975.56	.00	7,975.56
20-40-6105	2,505.00	.00	2,505.00
20-40-6109	5,203.25	.00	5,203.25
20-40-6301	2,196.98	28.52-	2,168.46
20-40-6404	11,798.84	5,899.42-	5,899.42
20-40-9810	2,137,486.04	33,139.54-	2,104,346.50
99-01-1001	.00	.00	.00
Grand Totals:	<u>2,226,714.99</u>	<u>2,226,714.99-</u>	<u>.00</u>

Report Criteria:

Report type: Invoice detail

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

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



## Agenda Item Summary

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**Agenda Date:** 9/29/2025

**Subject:** Resolution No. 03-URA-2025 - A Resolution Regarding Annual Administrative Matters for the Town of Mead Urban Renewal Authority (2025)

**Presented by:** Mary Strutt, Administrative Services Director

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### Summary:

According to the bylaws of the Mead Urban Renewal Authority, an annual meeting is required to adopt general administrative procedures. The attached resolution sets forth general procedures for conduct of business.

### Financial Considerations:

None.

### Staff Recommendation / Actions Required:

Staff recommends approval of Resolution No. 03-URA-2025. A motion to approve the consent agenda will approve this item. If this item is removed from the consent agenda for discussion, a recommended motion is:

I move to adopt resolution number 03-URA-2025 – A Resolution regarding annual administrative matters for the Town of Mead Urban Renewal Authority (2025).

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### Attachments:

1. Resolution No. 03-URA-2025 Annual Administrative

**TOWN OF MEAD URBAN RENEWAL AUTHORITY  
RESOLUTION NO. 03-URA-2025**

**A RESOLUTION REGARDING  
ANNUAL ADMINISTRATIVE MATTERS  
FOR THE TOWN OF MEAD URBAN RENEWAL AUTHORITY  
(2025)**

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 September 29, 2025, 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 or 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 29<sup>TH</sup> DAY OF SEPTEMBER, 2025.**

**TOWN OF MEAD URBAN RENEWAL  
AUTHORITY:**

**ATTEST:**

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

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