



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

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. Public Comment:

3 minute time limit. Comment is for any item on the agenda 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 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 September 29, 2025
- b. September 2025 Financials
- c. Check Register September 9, 2025 - October 17, 2025
- d. White Bear Ankele, PC Engagement Letter

6. Public Hearing

a. Public Hearing: 2026 Budget

- i. **Resolution No. 04-URA-2025** - 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 2026 and Ending on the Last Day of December 2026

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.



Minutes

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

1. Call to Order – Roll Call

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.

A special meeting of the Urban Renewal Authority of the Town of Mead, CO was called to order at 05:15 p.m., there being present the following members to wit:

Chair Colleen Whitlow
Commissioner David Adams
Commissioner Chris Cartwright
Commissioner Jeremiah R Crane
Commissioner Brad Hagen
Commissioner Herman Schranz
Commissioner Sarah Hurianek
Commissioner Scott James (via remote access)
Commissioner Todd Venrick

Those absent:
Commissioner Trisha Harris

Also present: Executive Director Helen Migchelbrink; Clerk Mary Strutt; Police Chief Brent Newbanks; Communications Director Lorelei Nelson; and Town Engineer / Public Works Director Erika Rasmussen.

Attending via remote access: Commissioner James and Contract Authority Attorney Audrey Johnson.

2. Pledge of Allegiance to the Flag

The assembly pledged allegiance to the flag.

3. Review and Approve Agenda

Commissioner Schranz motioned to Approve the Agenda. Commissioner Hurianek seconded the motion.

Ayes: Chair Whitlow, Commissioner Adams, Commissioner Cartwright, Commissioner Crane, Commissioner Hagen, Commissioner Hurianek, Commissioner James, Commissioner Schranz, Commissioner Venrick.

Nays: None

Abstaining: None

Passed

4. Informational Items

- a. 2026 Draft Budget Presentation

Administrative Services Director / Town Treasurer Mary Strutt and Lorraine Trotter, Professional Business Solutions, presented the draft budget for 2026.

The Authority discussed TIF Revenue Sharing.

5. Public Comment:

3 minute time limit. Comment is for any item on the agenda 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 - 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)

Commissioner Adams motioned to Approve the Consent Agenda. Commissioner Hagen seconded the motion.

Ayes: Chair Whitlow, Commissioner Adams, Commissioner Cartwright, Commissioner Crane, Commissioner Hagen, Commissioner Hurianek, Commissioner James, Commissioner Schranz, Commissioner Venrick.

Nays: None

Abstaining: None

Passed

7. Adjournment

The Commissioners had no further comments at this time.

Commissioner Schranz motioned to adjourn the meeting. Commissioner Adams seconded the motion.

Ayes: Chair Whitlow, Commissioner Adams, Commissioner Cartwright, Commissioner Crane, Commissioner Hagen, Commissioner Hurianek, Commissioner James, Commissioner Schranz, Commissioner Venrick.

Nays: None

Abstaining: None

Passed

The Special Meeting of the Town of Mead Urban Renewal Authority was adjourned at 05:32 p.m. on Monday, September 29, 2025.

Colleen G. Whitlow, Chair

ATTEST:

Mary E. Strutt, MMC, Town Clerk

TOWN OF MEAD
COMBINED CASH INVESTMENT
SEPTEMBER 30, 2025

COMBINED CASH ACCOUNTS

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	6,463,748.51
TOTAL ALLOCATIONS TO OTHER FUNDS	6,463,748.51
ZERO PROOF IF ALLOCATIONS BALANCE	6,463,748.51

TOWN OF MEAD
BALANCE SHEET
SEPTEMBER 30, 2025

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	COMBINED CASH	6,463,748.51	
20-01-1250	PROPERTY TAX RECEIVABLE	157,358.91	
20-01-1301	A/R - MURA	438.81	
	TOTAL ASSETS		6,621,546.23

LIABILITIES AND EQUITY

LIABILITIES

20-02-2000	ACCOUNTS PAYABLE	(2,642.87)	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	445.71	
20-02-2312	WORKERS COMP INSURANCE PAYABLE	(828.66)	
20-02-2403	STATE WITHHOLDING TAX PAYABLE	700.62	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	134.17	
20-02-2410	ACCRUED PAYROLL & BENEFITS	1,360.34	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	157,358.91	
	TOTAL LIABILITIES		156,528.22

FUND EQUITY

20-02-3001	FUND BALANCE	4,810,344.57	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	1,654,673.44	
	BALANCE - CURRENT DATE	1,654,673.44	
	TOTAL FUND EQUITY		6,465,018.01
	TOTAL LIABILITIES AND EQUITY		6,621,546.23

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
20-10-4050 TAX INCREMENT REVENUE (TIF)	74,546.09	3,963,759.34	3,885,512.00	(78,247.34)	102.0
TOTAL TAXES	74,546.09	3,963,759.34	3,885,512.00	(78,247.34)	102.0
<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	22,561.16	187,881.94	198,000.00	10,118.06	94.9
TOTAL MISCELLANEOUS REVENUE	22,561.16	187,881.94	198,000.00	10,118.06	94.9
TOTAL FUND REVENUE	97,107.25	4,151,641.28	4,104,317.00	(47,324.28)	101.2
<u>ADMINISTRATION</u>					
20-40-5001 SALARIES & WAGES	16,282.97	179,820.17	247,405.00	67,584.83	72.7
20-40-5002 OVERTIME	199.52	556.51	.00	(556.51)	.0
20-40-5060 PAYROLL TAXES	1,021.54	13,507.29	21,948.00	8,440.71	61.5
20-40-5065 WORKERS COMP	189.42	1,787.29	2,775.00	987.71	64.4
20-40-5066 HEALTH INSURANCE	1,713.65	18,181.80	30,181.00	11,999.20	60.2
20-40-5067 MEDICAL SAVINGS	648.03	4,944.54	713.00	(4,231.54)	693.5
20-40-5070 DEFERRED COMPENSATION	476.62	6,267.38	14,783.00	8,515.62	42.4
20-40-6101 LEGAL FEES	.00	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	5,525.50	15,000.00	9,474.50	36.8
20-40-6110 TELEPHONE	56.50	426.00	678.00	252.00	62.8
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	1,118.24	59,456.17	59,000.00	(456.17)	100.8
20-40-6404 TIF ADVANCE	.00	6,011.93	1,100,000.00	1,093,988.07	.6
20-40-6512 MILEAGE	250.00	2,000.00	3,000.00	1,000.00	66.7
20-40-6891 ADMINISTRATIVE OVERHEAD	.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	68,745.05	2,173,091.55	2,154,509.00	(18,582.55)	100.9
TOTAL ADMINISTRATION	90,878.79	2,496,967.84	4,810,705.00	2,313,737.16	51.9

TOWN OF MEAD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	90,878.79	2,496,967.84	4,810,705.00	2,313,737.16	51.9
NET REVENUE OVER EXPENDITURES	6,228.46	1,654,673.44	(706,388.00)	(2,361,061.44)	234.2

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
09/29/2025	40494	1050	CIRSA	INV1002540	20-40-6301	996.39	GL Ins - MURA	996.39
09/29/2025	40515	6163	HIGH PLAINS LIBRARY DIST.	2024 REFUND	20-40-9810	2,186.11	2024 TIF Refund	2,186.11
09/29/2025	40533	5558	MJT Communications	14375	20-40-6109	177.25	Computer - MURA	177.25
09/29/2025	40534	5576	MVFPD	2024 REFUND	20-40-9810	5,586.32	2024 TIF Refund	5,586.32
09/29/2025	40537	6109	NORTHERN COLO WATER CONSERV	2024 REFUND	20-40-9810	687.67	2024 TIF Refund	687.67
09/29/2025	40547	6161	ST. VRain & LEFT HAND WATER CON	2024 REFUND	20-40-9810	966.87	2024 TIF Refund	966.87
09/29/2025	40548	4270	ST. VRain SANITATION DISTRICT	2024 REFUND	20-40-9810	146.73	2024 TIF REFUND	146.73
09/29/2025	40549	4440	ST. VRain VALLEY SCHOOL DIST	2024 REFUND	20-40-9810	20,538.28	2024 TIF REFUND	20,538.28
09/29/2025	40554	4530	TOWN OF MEAD	2024 REFUND	20-40-9810	3,961.69	2024 TIF REFUND	3,961.69
09/29/2025	40562	4880	WELD COUNTY TREASURER	2024 REFUND	20-40-9810	5,486.26	2024 TIF REFUND	5,486.26
09/29/2025	40563	6470	Westridge Metropolitan District #2	2024 REFUND	20-40-9810	28,017.24	2024 TIF Refund	28,017.24
09/29/2025	40564	7167	WESTRIDGE METROPOLITAN DISTRI	2024 REFUND	20-40-9810	1,167.88	2024 TIF Refund	1,167.88
09/29/2025	40565	5884	WHITE BEAR ANKELE TANAKA & WAL	43200	20-40-6101	1,693.30	MURA Legal	1,693.30
10/13/2025	40603	6798	Professional Management Solutions	85123	20-40-6109	570.62	Finance - MURA	570.62
10/13/2025	40608	5736	THE HARTFORD-GROUP BENEFITS	924704200264	20-40-5066	90.08	STD / LTD Insurance	90.08
09/09/2025	909251	5135	CEBT	INV 0077814	20-02-2310	1,646.48	Health Insurance	1,646.48
09/30/2025	930251	5135	CEBT	INV 0078199	20-02-2310	1,646.48	Health Insurance	1,646.48
Grand Totals:								75,565.65

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-02-2000	.00	75,565.65-	75,565.65-
20-02-2310	3,292.96	.00	3,292.96
20-40-5066	90.08	.00	90.08
20-40-6101	1,693.30	.00	1,693.30
20-40-6109	747.87	.00	747.87
20-40-6301	996.39	.00	996.39
20-40-9810	68,745.05	.00	68,745.05
99-01-1001	.00	.00	.00
Grand Totals:	75,565.65	75,565.65-	.00



Agenda Item Summary

Agenda Date: 10/27/2025
Subject: White Bear Ankele, PC Engagement Letter
Presented by: Mary Strutt, Administrative Services Director

Summary:

Attached is an Engagement Letter for the law firm of White Beak Ankele, PC ("WBA") dated October 27, 2025. WBA has provided general counsel services for the Town of Mead Urban Renewal Authority ("Authority") since its inception in 2016. The engagement letter provides updated terms for the services provided by WBA and formalizes their continued engagement as general counsel.

Financial Considerations:

This new engagement letter does include a rate increase which has been factored into the 2026 Budget.

Staff Recommendation / Actions Required:

Approval of the October 27, 2025 Consent Agenda will approve this item and authorize Chair Whitlow to sign the letter on behalf of the Authority.
If this items is pulled from the Consent Agenda for questions or discussion, Staff recommends the following motion for approval.

"I move to approve the White Beak Ankele, PC, Engagement Letter dated October 27, 2025 and authorize Chair Whitlow to sign the letter on behalf of the Mead Urban Renewal Authority."

Attachments:

1. Town of Mead URA - WBA Engagement Letter, 2025-10-27



October 27, 2025

Board of Commissioners
Town of Mead Urban Renewal Authority
c/o Mike Segrest
PO Box 636
Mead, CO 80542

RE: Engagement of WBA, PC

Dear Directors:

We are pleased to confirm our continued engagement as general counsel to the Town of Mead Urban Renewal Authority (the “Authority”), which we have successfully organized pursuant to a previous engagement letter with the Town of Mead (the “Town”). This engagement letter provides the terms upon which WBA, PC (“WBA”) will provide legal services to the Authority and is intended to formalize our continued engagement as general counsel, as required by the applicable Rules of Professional Conduct. This letter sets forth details of the engagement, including how we propose to staff the matter, billing arrangements and certain conflict of interest understandings, with the terms of this engagement letter superseding the terms of all prior letters. Additional information about WBA can be found at www.wbapc.com.

The total price for legal services to be provided under this engagement letter cannot be precisely determined at this time due to the variable nature of legal work. Time spent by our lawyers, paralegals, and (where applicable) other staff and reimbursement of expenses incurred in your representation will be the basis for the total price. The hourly rates for our lawyers, paralegals, and (where applicable) other staff are set forth below in this engagement letter. The time spent and expenses incurred will be set forth on invoices that will be sent to you on a monthly basis. The total price of our legal services and the amount of our expenses incurred on your behalf will vary and may increase or decrease on a month-to-month basis depending on the needs and progress of your matter.

1. Personnel. Legal services provided under this engagement may be performed by any lawyer at WBA. We will also use paralegals and/or other support staff as we believe to be necessary and effective in providing you with legal services.

2. Fees, Expenses and Retainer. The total cost of WBA’s services on the Authority’s behalf will vary. Our fees will be based upon time charged using the hourly rates charged by each attorney or paralegal working on the matter. WBA’s legal services are billed on an hourly basis, in increments of one-tenth of an hour, and are not contingent. Some of WBA’s services are allocated on an equitable basis to clients who benefit from general legal work by our personnel. Hourly rates for professionals in WBA currently range from \$250.00 to \$600.00 (attorneys), from

\$135.00 to \$240.00 (paralegals), and are \$200.00 to \$240.00 for other professionals. Hourly rates are revised periodically to reflect the current cost for delivery of legal services and the fees charged for services under this engagement may change without notice. From time-to-time WBA prepares memoranda, agreements or other documents based upon current legislative, State, and Federal law concerns that are the subject of common interest and benefit to our clients. WBA allocates the fees for this work on an equitable basis to clients who benefit from this legal work by WBA's personnel. If you do not wish to receive this information, please advise us accordingly. WBA contracts with other law firms for the performance of specialized services. If these services are rendered on behalf of the Client, the fees and costs associated with those services will be reflected on WBA's bill.

In addition to legal fees, WBA also charges for certain out-of-pocket costs incurred by us in representing you. Charges for long-distance telephone calls (domestic only), conference calling services (domestic only), facsimiles (domestic only), in-office copying, ordinary postage (under \$10.00), and deliveries made by in-house staff, are covered by an administrative fee, currently equal to 2.5% of the legal fees charged. This administrative fee is in lieu of itemizing those expenses and may be adjusted over time. If there are other expenses, such as filing and recording fees, computer-assisted research fees, mileage, delivery service fees, travel, meals or hotel accommodation charges, those will be billed separately. These costs are subject to the same payment terms as legal fees and are your responsibility. WBA's policy is to advance or incur expenses on a discretionary basis up to \$1,000.00, subject to your reimbursement of them in the next bill. If an expense exceeds that amount, we will ask you to pay it directly to us in advance or have you contract directly with the vendor.

WBA will not require the payment of a retainer at this time, but we reserve the right to require a retainer if deemed necessary by WBA or if you fail to timely pay invoices.

3. Billing. Generally, invoices for fees and expenses will be submitted to you monthly and are due upon receipt. If an invoice remains unpaid after thirty (30) days, we will consider it in default and you agree that we may charge a late fee on all amounts due and owing at the rate of one percent (1%) compounded monthly. By signature below, you agree to pay all fees, costs, and expenses billed by WBA for the legal services. If payments as described above are not paid on a timely basis, WBA may withdraw from the representation in accordance with the Rules of Professional Conduct. In the event that WBA is compelled to resort to collection of your account, which may or may not include litigation, you agree that your obligations to WBA shall include payment of all costs and expenses of such collection efforts, including court fees and costs, attorneys' fees, and out-of-pocket expenses.

4. Attorney-Client Relationship. In performing our services as general counsel to the Authority, the Authority will be our client. We will represent the interests of the Authority, acting through its duly authorized management, rather than the Board of Commissioners, the Board's individual members or the Authority's employees. Nothing in this engagement agreement and nothing in our statements to you will be construed as a guarantee or promise about the outcome of any matter which WBA may handle on your behalf. Our comments about the outcome of your

matters or any phase thereof are expressions of opinion only. Further, neither WBA nor any of its attorneys or employees shall be employed, retained, or otherwise categorized as a “municipal advisor” to the Authority as such term is defined in the 15 U.S.C. 78o-4(e)(4)(c), as amended by the Dodd/Frank Act (the “Act”), or any rules promulgated by the Securities and Exchange Commission under the Act. Any comments or advice provided by WBA or its attorneys regarding the issuance of securities by the Authority shall be solely of a “traditional legal nature,” as permitted under the Act. Throughout the attorney-client relationship, the Authority consents to the use of the Authority’s name and public information relating to the Authority’s transactions on WBA’s website or in other marketing materials.

5. Conflicts of Interest. We have performed an internal review for potential conflicts of interest based upon information you have provided to us and we find none at this time. Although we are not aware of a conflict of interest based on our prior representation of the Town in the formation of the Authority, we feel that it is important to disclose that prior engagement with you.

WBA represents many other local governments and municipal clients that may be viewed as competing with the Authority. Simultaneous representation in unrelated matters of clients whose interests are only economically adverse, such as representation of competing economic enterprises in unrelated transactions, does not ordinarily constitute a conflict of interest that requires consent of the respective clients.

6. Document Retention. WBA maintains its client files electronically and ordinarily does not keep separate paper files. We will scan documents you or others send to us related to your work to our electronic file and will ordinarily maintain the electronic version throughout the term of our engagement or, in some instances, while a particular matter or project is pending. Unless you instruct us otherwise, with limited exceptions for certain documents such as original real property deeds and promissory notes, once such documents have been scanned to our electronic file, we will destroy all paper documents provided to us. Following the conclusion of our services, we will return the Authority’s files to the Authority upon request, unless WBA has not received payment of all outstanding fees and costs, in which case WBA reserves the right to withhold them until payment is made. Otherwise, no sooner than thirty (30) days after the conclusion of our services, we may destroy the files. Please note that if WBA is designated as the public records custodian for the Authority pursuant to §§24-72-202, *et seq.*, C.R.S., WBA will maintain all public records in accordance with any duly approved and adopted retention and destruction policy of the Authority and the Colorado State Archives or similar regulatory body.

7. Termination. You will have the right to terminate our representation at any time. Whether you terminate the representation, or we terminate the representation for reasons set forth in the Rules of Professional Conduct, including nonpayment of legal fees and expenses, all fees incurred for services rendered through the date of termination, as well as all costs and expenses incurred by us on your behalf, must be paid within ten (10) days of receipt of our final statement. We reserve the right to charge for any extraordinary work required in connection with the orderly transition of pending matters to new counsel. Upon conclusion of our services, whether due to

termination or completion of the work, we will not thereafter be responsible for legal matters for which our services have not been specifically requested and we have agreed to perform in writing.

8. Arbitration of Disputes. If a dispute arises regarding our services or fees set forth in this engagement letter or any prior engagement letter between you and WBA, any fee dispute will be decided by the Colorado Bar Association Legal Fee Arbitration Committee (the “Committee”) in Denver, Colorado, in accordance with the rules and procedures used by the Committee. There is no charge for the dispute resolution services provided by the Committee and each party will pay its own costs and expenses. If, either in addition to a pending fee dispute or in the absence of one, any other dispute or claim of any type or nature arises with respect to services rendered pursuant to this engagement agreement or any prior engagement letter between you and WBA, including, without limitation, a claim for legal malpractice, it will be decided by the Judicial Arbitrator Group (“JAG”) in Denver, Colorado, by a single arbitrator to be mutually agreed to by the parties. Each party will be responsible for paying one half of all fees and expenses charged by the arbitrator. The parties recognize that by agreeing to arbitration as the method for dispute resolution, they: relinquish the right to bring an action in court and seek remedies available in court proceedings, including the extensive discovery rights typically permitted in judicial proceedings; waive the right to a jury trial; acknowledge the arbitrator’s award is not required to include factual findings or legal reasoning; and acknowledge that any party’s right to appeal or seek modification of the award is strictly limited and the award is final and binding on the parties.


9. Representative Client Lists. WBA currently maintains a website, firm résumé, and other materials for use with current and potential clients, and for marketing purposes. Execution of this engagement letter provides your consent to WBA’s use of the Authority’s name as a representative client of WBA on our website, firm résumé, and other materials.

If you are in agreement with the foregoing terms of this engagement and it meets your understanding of the professional relationship we have established, please have an authorized representative of the Authority sign and return a copy of this letter to our office at your earliest convenience. By signing below, you acknowledge that you have been given the opportunity to discuss this engagement letter with another attorney or any other person of your choosing.

We look forward to working with you and will commit the necessary resources of WBA to meet your needs. Our efforts will always be to ensure that our relationship is based on open and honest communication regarding these matters. If at any time you have questions concerning our representation, please feel free to contact us immediately.

Sincerely,

WBA, PC
Attorneys at Law



Board of Directors
Town of Mead Urban Renewal Authority
October 27, 2025
Page 5 of 5

BMD:are

APPROVED, ACCEPTED AND AGREED TO BY:

TOWN OF MEAD URBAN RENEWAL AUTHORITY

Signature

Printed Name: _____

Position: _____

Date: _____



Agenda Item Summary

Agenda Date: 10/27/2025

Subject: Resolution No. 04-URA-2025 - 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 2026 and Ending on the Last Day of December 2026

Presented by: Mary Strutt, Administrative Services Director

Summary:

The proposed budget for 2026 was presented to the Commissioners of the Mead Urban Renewal Authority on September 29, 2025. This public hearing is for final review of the budget, receipt of public input and adoption, if appropriate. The notice of public hearing has been properly posted and published. A copy of the draft budget is available at the Mead Town Hall and on the Town's website in the public records' portal.

There have been no revisions to the draft budget since its presentation in September.

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

Financial Considerations:

The 2026 Draft Budget includes FY2026 Revenues of \$4,651,293 and expenditures of \$4,951,024,

Staff Recommendation / Actions Required:

Staff recommends approval of the 2026 budget as presented. Suggested Motion:

"I move to adopt Resolution No. 04-URA-2025 – 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 2026 and ending on the last day of December 2026."

Attachments:

1. Reso 04-URA-2025 Adopting 2026 MURA Budget
2. 20251027 MURA 2026 Draft Budget

TOWN OF MEAD URBAN RENEWAL AUTHORITY

RESOLUTION NO. 04-URA-2025

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 2026 AND ENDING ON THE LAST DAY OF DECEMBER 2026

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 2025 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, 2026, 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 \$ 4,951,024 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, 2025, are hereby designated as reserve increases available to be expended in future years and may be counted as 2026 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 Clerk 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 27th DAY OF OCTOBER, 2025.

ATTEST:

**TOWN OF MEAD URBAN RENEWAL
AUTHORITY**

Mary E. Strutt, Clerk

Colleen G. Whitlow, Chairperson

EXHIBIT A

TOWN OF MEAD URBAN RENEWAL AUTHORITY 2025 BUDGET

Mead Urban Renewal Authority

2026 Draft Budget

October 27, 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,

A handwritten signature in black ink, appearing to read "Helen Migchelbrink", is written over a white background.

Helen Migchelbrink
Executive Director

**Mead Urban Renewal Authority
2026 Proposed Budget
Budget Summary**

FY26 Beginning Fund Balance	FY26 Revenues	FY26 Expenses	FY26 Projected Fund Balance
\$ 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 20251027
Mead Urban Renewal Authority	\$3,192,574	\$4,063,931	\$4,104,317	\$4,148,167	\$4,651,293
Non-Departmental					
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
Total Non-Departmental	\$3,032,291	\$3,855,980	\$3,906,317	\$3,906,317	\$4,415,543
Miscellaneous Revenue					
INTEREST & DIVIDEND INCOME	\$160,283	\$207,951	\$198,000	\$241,850	\$235,750
Total Miscellaneous Revenue	\$160,283	\$207,951	\$198,000	\$241,850	\$235,750
Total Revenues	\$3,192,574	\$4,063,931	\$4,104,317	\$4,148,167	\$4,651,293

Expenditures by Fund

MURA Expenditures

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 20251027
Mead Urban Renewal Authority	\$2,950,419	\$2,587,217	\$4,810,705	\$2,653,337	\$4,951,024
Administration					
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
MEDICAL SAVINGS	\$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	-	-	-
TELEPHONE	\$561	\$606	-	-	-

Category	FY 2023 Actual	FY 2024 Actual	FY 2025 Budget	FY 2025 Projected	FY 2026 20251027
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
Branding and Signage	-	-	-	\$100,000	\$60,000
TIF REVENUE SHARING	-	-	\$2,154,509	\$2,154,509	\$2,251,653
Total Administration	\$2,950,419	\$2,587,217	\$4,810,705	\$2,653,337	\$4,951,024
Total Expenditures	\$2,950,419	\$2,587,217	\$4,810,705	\$2,653,337	\$4,951,024