



MEAD URBAN RENEWAL AUTHORITY

441 3rd Street, Mead
Monday, June 12, 2023

AGENDA

5:15 p.m.

SPECIAL MEETING

This meeting is being held as a remote meeting in accordance with the Town's Remote Participation and Remote Meeting Policy adopted by the Board of Trustees on March 13, 2023 by Resolution No. 22-R-2023. MURA is considering a similar proposal at this meeting. The remote meeting is necessary due to construction in the Town of Mead Boardroom.

1. Call to Order - Roll Call

Chair Collen Whitlow
Commissioner David Adams
Commissioner Debra Brodhead
Commissioner Chris Cartwright
Commissioner Trisha Harris
Commissioner Chris Parr
Commissioner Herman Schranz
Representative Commissioner Sarah Hurianek
Representative Commissioner Scott James
Representative Commissioner Laura McConnell

2. Pledge of Allegiance to the Flag

3. Review and Approve Agenda

4. Mead Urban Renewal Authority Update

a. MURA Update

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.

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 12, 2022

b. Check Register December 1, 2022 - June 12, 2023

c. April 2023 Financial Statements

d. **Resolution No. 01-URA-2023** – A Resolution of the Town of Mead Urban Renewal Authority Adopting a Remote Participation and Remote Meeting Policy

7. Adjournment

In accordance with the Americans with Disabilities Act, persons who need accommodation in order to attend or participate in this meeting should contact the Town Clerk's Office at 970-805-4182 within 48 hours prior to the meeting in order to request such assistance.



Agenda Item Summary

MEETING DATE: June 12, 2023
SUBJECT: MURA Update
PRESENTED BY: Helen Migchelbrink, Executive Director

SUMMARY

The Town of Mead Urban Renewal Authority last met on December 12, 2022 to adopt a budget for 2023. The following are updates since the previous meeting:

NCO Holdings/Anytime Fitness

MURA signed a public/private partnership agreement with NCO Holdings Mead, LLC and Fit For You Mead, LLC, regarding Anytime Fitness Mead on October 29, 2018. The Anytime Fitness development project was completed on schedule and the facility opened in May 2019. Section 2.2 of the agreement provides a Developer’s Business Incentive based on incremental property taxes paid until either December 31, 2027 or the total aggregate reaches one hundred thousand dollars (\$100,000.00). NCO Holdings submitted a reimbursement request for incremental property taxes paid to date (2019-2022). The amount was verified and a check was issued for \$25,707.10.

Agfinity, Inc.

Resolution No. 02-URA-2022 adopted on June 27, 2022, ratified the Authority’s approval of the funding requests for direct reimbursement of public improvement costs relating to the redevelopment of the Agfinity site at the intersection of Welker and 3rd. The reimbursement of three hundred fifty-seven thousand three hundred eighty dollars (\$357,380.00) was paid on May 30, 2023 after Agfinity received a certificate of occupancy dated May 9, 2023.

Intersection of 3rd and Welker

Resolution No. 01-URA-2021, adopted on May 10, 2021, approved the funding request from the Town of Mead for construction of intersection improvements at the 3rd and Welker Avenue intersection in the amount of \$1.25 million. Funds were transferred from MURA to the Town’s transportation fund in 2022 for this project. CDOT’s final environmental and right of way clearances have been obtained. The property acquisition team has been formed and is working on various easements and rights-of-way acquisitions.

Audited Financial Statements

CliftonLarsonAllen, LLP is conducting the audit of Mead and MURA’s 2022 financial statements. The onsite work has been completed and a draft report is expected by the end of June. Final audited financial statements will be available by July 31, 2023.



MEAD URBAN RENEWAL AUTHORITY

441 3rd Street, Mead
Monday, December 12, 2022

AGENDA

5:15 PM SPECIAL MEETING

Chair Colleen Whitlow called the Special Meeting of the Board of Commissioners of the Town of Mead Urban Renewal Authority to order at 5:17 p.m. Due to the COVID-19 virus, the meeting was held with electronic remote participation in accordance with the Authority’s emergency procedures adopted by Resolution No. 02-URA-2020.

1. Call to Order - Roll Call

Present

- Chair Colleen Whitlow
- Commissioner Debra Brodhead (arrived at 5:19 p.m.)
- Commissioner Chris Cartwright (via virtual access)
- Commissioner Trisha Harris
- Commissioner Chris Parr
- Commissioner Herman Schranz
- Representative Commissioner Sarah Hurianek
- Representative Commissioner Laura McConnell

Absent

- Commissioner David Adams
- Representative Commissioner Scott James

Also present: Executive Director Helen Migchelbrink, Clerk Mary Strutt, and Contract Authority Attorney 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 Schranz, seconded by Commissioner McConnell, to approve the agenda. Motion carried 8-0, on a roll call vote.

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

There was no public comment at this time.

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 - Special Meeting October 10, 2022
- b. October 2022 Financial Statements
- c. Check Register October 1, 2022 - December 6, 2022
- d. **Resolution No. 04-URA-2022** – A Resolution of the Town of Mead Urban Renewal Authority Approving First Amendment to Cooperation Among the Town of Mead, Colorado, Mead Urban Renewal Authority and Mead Place Metropolitan District Nos. 1-6

Motion was made by Commissioner Parr, seconded by Commissioner Schranz, to approve the Agenda. Motion carried 8-0, on a roll call vote.

6. Public Hearing 2023 Budget

Chairman Whitlow opened the public hearing at 5:21 p.m.

Mary Strutt, Town Clerk/Treasurer, and Lorraine Trotter, Professional Management Solutions, presented the proposed budget. There have been no changes since the October 10th presentation.

- a. **Resolution No. 05-URA-2022** – 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 2023 and Ending on the Last Day of December 2023

Motion was made by Commissioner Schranz, seconded by Commissioner Brodhead, to adopt Resolution No. 05-URA-2022 – 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 2023 and Ending on the Last Day of December 2023. Motion carried 8-0, on a roll call vote.

Chairman Whitlow closed the public hearing at 5:28 p.m.

7. Adjournment

Motion was made by Commissioner Harris, seconded by Commissioner Schranz, to adjourn the meeting. Motion carried 8-0.

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:28 p.m. on Monday, December 12, 2022.

Colleen G. Whitlow, Chair

ATTEST:

Mary E. Strutt, Clerk

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
02/13/2023	35805	5884	WHITE BEAR ANKELE TANAKA & WAL	24641	20-40-5400	2,886.92-	MURA Legal	2,886.92-
12/12/2022	35862	5736	THE HARTFORD-GROUP BENEFITS	924709966658	20-40-5066	69.91	STD / LTD Insurance - Dec 2022	69.91
12/26/2022	35916	6567	Precision Employment Consulting	113022	20-40-5401	279.68	Consulting - November	279.68
12/26/2022	35917	6798	Professional Management Systems, S C	84722	20-40-5401	546.00	Financial Consulting - November	546.00
12/26/2022	35934	5884	WHITE BEAR ANKELE TANAKA & WAL	25326	20-40-5400	779.00	MURA Legal	779.00
01/09/2023	35944	1050	CIRSA	230396	20-40-5320	43.96	General Liability Insurance	43.96
01/09/2023	35944	1050	CIRSA	230484	20-40-5320	114.44	General Liability Insurance - Exce	114.44
01/09/2023	35980	5884	WHITE BEAR ANKELE TANAKA & WAL	25831	20-40-5400	4,817.50	MURA Legal - Dec	4,817.50
01/30/2023	36038	1050	CIRSA	222201	20-40-5320	14.62	General Liability Insurance - Add/	14.62
01/30/2023	36070	5558	MJT Communications	13729	20-40-5401	137.50	Computer Consulting - Feb 2023	137.50
01/30/2023	36081	6567	Precision Employment Consulting	123122	20-40-5401	212.49	Consulting - Dec 22	212.49
01/30/2023	36082	6798	Professional Management Systems, S C	84733	20-40-5401	546.00	Consultant - Dec 2022	546.00
02/13/2023	36151	6567	Precision Employment Consulting	01312023	20-40-5401	404.68	Consulting - Jan	404.68
02/13/2023	36152	6798	Professional Management Systems, S C	84745	20-40-5401	928.75	Consultant - Jan 2023	928.75
02/13/2023	36158	5736	THE HARTFORD-GROUP BENEFITS	924709140005	20-40-5066	85.01	STD / LTD Insurance	85.01
02/13/2023	36173	5884	WHITE BEAR ANKELE TANAKA & WAL	24641	20-40-5400	2,886.92	MURA Legal	2,886.92
02/27/2023	36182	1050	CIRSA	230580	20-40-5320	1.70	General Liability Insurance - Shed	1.70
02/27/2023	36201	5558	MJT Communications	13751	20-40-5401	137.50	Computer Consulting - March 202	137.50
02/27/2023	36209	3640	PINNACOL ASSURANCE	21187128	20-02-2312	132.10	WC - Feb	132.10
02/27/2023	36225	5884	WHITE BEAR ANKELE TANAKA & WAL	26310	20-40-5400	150.16	MURA Legal	150.16
03/13/2023	36272	6721	Minuteman Press	6577	20-40-5700	36.00	Name Plate Holders	36.00
03/13/2023	36272	6721	Minuteman Press	6632	20-40-5700	85.10	Name Plates	85.10
03/13/2023	36280	6567	Precision Employment Consulting	022823	20-40-5401	272.88	Consulting - Feb	272.88
03/13/2023	36288	5736	THE HARTFORD-GROUP BENEFITS	924706250594	20-40-5066	85.01	STD / LTD Insurance - March	85.01
03/27/2023	36335	5558	MJT Communications	13769	20-40-5401	137.50	Computer Consulting- Apr	137.50
03/27/2023	36335	5558	MJT Communications	13781	20-40-5401	238.30	Annual Software	238.30
03/27/2023	36340	3640	PINNACOL ASSURANCE	21220809	20-02-2312	135.93	Installment	135.93
03/27/2023	36343	6798	Professional Management Systems, S C	84755	20-40-5401	624.00	Feb 2023 Consulting	624.00
03/27/2023	36360	5884	WHITE BEAR ANKELE TANAKA & WAL	26809	20-40-5400	671.38	MURA Legal	671.38
04/10/2023	36373	1050	CIRSA	230970	20-40-5320	704.79	General Liability Insurance	704.79
04/10/2023	36381	6567	Elaine Alberding	033123	20-40-5401	437.80	Consulting - March	437.80
04/10/2023	36404	5736	THE HARTFORD-GROUP BENEFITS	924703713297	20-40-5066	89.66	STD / LTD Insurance - April 2023	89.66
04/10/2023	36413	3640	PINNACOL ASSURANCE	21220809-AU	20-02-2312	107.82	2022 Audit Adj.	107.82
04/24/2023	36425	1050	CIRSA	231066	20-40-5320	10.00	Member 12236 - Add/Delete Veh	10.00
04/24/2023	36432	1720	EMPLOYERS COUNCIL	460151	20-40-5401	276.43	Membership Dues - 5/1/23 - 4/30/	276.43
04/24/2023	36454	5558	MJT Communications	13794	20-40-5401	137.50	Computer Consulting - May	137.50
04/24/2023	36461	3640	PINNACOL ASSURANCE	21258455	20-02-2312	135.93	WC - April	135.93
04/24/2023	36463	6798	Professional Management Systems, S C	84766	20-40-5401	624.00	Financial Consulting - March	624.00
04/24/2023	36480	5884	WHITE BEAR ANKELE TANAKA & WAL	27303	20-40-5400	520.19	MURA Legal	520.19
05/08/2023	36526	6567	Precision Employment Consulting	043023	20-40-5401	258.88	Consulting	258.88
05/08/2023	36527	6798	Professional Management Systems, S C	84777	20-40-5401	999.88	Audit	999.88
05/08/2023	36541	5736	THE HARTFORD-GROUP BENEFITS	924701771196	20-40-5066	113.98	STD / LTD Insurance	113.98
05/30/2023	36560	5440	AGFINITY	22MEA-00089	20-40-5427	357,280.00	Agfinity Public Improvement Cost	357,280.00
05/30/2023	36570	1050	CIRSA	231253	20-40-5320	5.95	General Liability Insurance - 2023	5.95
05/30/2023	36611	5558	MJT Communications	13820	20-40-5401	137.50	Computer Consulting - June	137.50
05/30/2023	36621	3640	PINNACOL ASSURANCE	21291342	20-02-2312	135.93	WC - May	135.93
05/30/2023	36648	5884	WHITE BEAR ANKELE TANAKA & WAL	27790	20-40-5400	5,258.25	MURA Legal	5,258.25
05/31/2023	36651	6433	NCO HOLDINGS MEAD LLC	2018-2023	20-40-5427	25,707.10	NCO/Anytime Fitness Bus Incenti	25,707.10
06/12/2023	36666	6699	CliftonLarsonAllen LLP	3742941	20-40-5415	1,575.00	Audit - MURA	1,575.00
06/12/2023	36702	6567	Precision Employment Consulting	053123	20-40-5401	331.44	HR - MURA	331.44
06/12/2023	36709	5736	THE HARTFORD-GROUP BENEFITS	924702276906	20-40-5066	100.65	STD / LTD Insurance	100.65
01/03/2023	103231	5135	CEBT	INV 0052461	20-02-2310	2,145.04	Health Insurance December	2,145.04

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Description	Check Amount
01/09/2023	109231	3640	PINNACOL ASSURANCE	21124462	20-02-2312	137.20	WC - Jan	137.20
01/30/2023	130231	5135	CEBT	INV 0053124	20-02-2310	2,079.39	Health Insurance	2,079.39
01/30/2023	130231	5736	THE HARTFORD-GROUP BENEFITS	924703525986	20-40-5066	85.01	STD / LTD Insurance	85.01
02/13/2023	213231	5135	CEBT	INV 0053522	20-02-2310	2,079.39	Health Insurance	2,079.39
03/13/2023	313231	5135	CEBT	INV 0054180	20-02-2310	2,079.39	Health Insurance - March	2,079.39
04/10/2023	410231	5135	CEBT	INV 0055083	20-02-2310	2,167.49	Health Insurance	2,167.49
05/08/2023	508231	5135	CEBT	0055598	20-02-2310	2,605.84	Health Insurance	2,605.84
06/08/2023	608231	5135	CEBT	INV 0056047	20-02-2310	2,364.64	Health Insurance - June 2023	2,364.64
Grand Totals:								422,379.17

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-02-2000	2,886.92	425,266.09-	422,379.17-
20-02-2310	15,521.18	.00	15,521.18
20-02-2312	784.91	.00	784.91
20-40-5066	629.23	.00	629.23
20-40-5320	895.46	.00	895.46
20-40-5400	15,083.40	2,886.92-	12,196.48
20-40-5401	7,668.71	.00	7,668.71
20-40-5415	1,575.00	.00	1,575.00
20-40-5427	382,987.10	.00	382,987.10
20-40-5700	121.10	.00	121.10
99-01-1001	.00	.00	.00
Grand Totals:	428,153.01	428,153.01-	.00

Report Criteria:

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

TOWN OF MEAD
COMBINED CASH INVESTMENT
APRIL 30, 2023

Section 6, Item c.

COMBINED CASH ACCOUNTS

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	3,330,962.14
TOTAL ALLOCATIONS TO OTHER FUNDS	3,330,962.14
ZERO PROOF IF ALLOCATIONS BALANCE	3,330,962.14

TOWN OF MEAD
 BALANCE SHEET
 APRIL 30, 2023

Section 6, Item c.

MEAD URBAN RENEWAL AUTHORITY

ASSETS

20-01-0100	COMBINED CASH	3,330,962.14	
20-01-1250	PROPERTY TAX RECEIVABLE	2,904,204.00	
20-01-1301	A/R - MURA	218.76	
20-01-1302	PREPAID EXPENSE	842.29	
	TOTAL ASSETS		6,236,227.19

LIABILITIES AND EQUITY

LIABILITIES

20-02-2300	EMPLOYEE PENSION PAYABLE	896.69	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	1,147.40	
20-02-2312	WORKERS COMP INSURANCE PAYABLE	184.24	
20-02-2314	401(A) CONTRIBUTIONS PAYABLE	271.16	
20-02-2400	FED. WITHHOLDING TAX PAYABLE	1,006.71	
20-02-2401	SOCIAL SECURITY TAX PAYABLE	967.77	
20-02-2402	MEDICARE TAX PAYABLE	226.31	
20-02-2403	STATE WITHHOLDING TAX PAYABLE	646.08	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	31.66	
20-02-2410	MISC PAYROLL PAYABLE	6,219.45	
20-02-2700	DEFERRED INFLOWS- PROPERTY TAX	2,904,204.00	
	TOTAL LIABILITIES		2,915,801.47

FUND EQUITY

20-02-3001	FUND BALANCE	3,091,476.14	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	228,949.58	
	BALANCE - CURRENT DATE	228,949.58	
	TOTAL FUND EQUITY		3,320,425.72
	TOTAL LIABILITIES AND EQUITY		6,236,227.19

TOWN OF MEAD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

Section 6, Item c.

MEAD URBAN RENEWAL AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
20-10-4050	TAX INCREMENT REVENUE (TIF)	.00	406,847.02	2,904,204.00	2,497,356.98	14.0
	TOTAL TAXES	.00	406,847.02	2,904,204.00	2,497,356.98	14.0
<u>FEES</u>						
20-11-4110	ADMINISTRATIVE FEE	.00	.00	15,240.00	15,240.00	.0
	TOTAL FEES	.00	.00	15,240.00	15,240.00	.0
<u>MISCELLANEOUS REVENUE</u>						
20-18-4619	INTEREST & DIVIDEND INCOME	13,831.17	49,557.74	29,295.00	(20,262.74)	169.2
	TOTAL MISCELLANEOUS REVENUE	13,831.17	49,557.74	29,295.00	(20,262.74)	169.2
	TOTAL FUND REVENUE	13,831.17	456,404.76	2,948,739.00	2,492,334.24	15.5
<u>ADMINISTRATION</u>						
20-40-5001	SALARIES & WAGES	16,237.66	70,257.89	207,756.00	137,498.11	33.8
20-40-5060	PAYROLL TAXES	1,243.25	5,394.34	15,893.00	10,498.66	33.9
20-40-5065	WORKERS COMP	238.77	696.02	1,226.00	529.98	56.8
20-40-5066	HEALTH INSURANCE	1,978.82	7,077.35	23,307.00	16,229.65	30.4
20-40-5067	DEFERRED COMP/RETIREMENT	1,019.01	4,399.60	12,515.00	8,115.40	35.2
20-40-5068	MEDICAL SAVINGS	57.68	184.10	617.00	432.90	29.8
20-40-5100	TIF REVENUE SHARING	.00	.00	1,655,481.00	1,655,481.00	.0
20-40-5300	TELEPHONE	48.50	158.00	523.00	365.00	30.2
20-40-5320	GENERAL LIABILITY INSURANCE	10.00	874.89	3,343.00	2,468.11	26.2
20-40-5400	LEGAL FEES	520.19	1,341.73	40,000.00	38,658.27	3.4
20-40-5401	CONSULTING FEES	1,475.73	4,356.84	13,187.00	8,830.16	33.0
20-40-5415	AUDIT FEES	.00	.00	2,659.00	2,659.00	.0
20-40-5425	COUNTY TREASURER'S FEE	.00	6,593.32	43,563.00	36,969.68	15.1
20-40-5427	TIF ADVANCE	.00	.00	1,100,000.00	1,100,000.00	.0
20-40-5500	CAPITAL OUTLAY	.00	.00	50,000.00	50,000.00	.0
20-40-5700	MISC. EXPENSE	.00	121.10	1,000.00	878.90	12.1
20-40-5705	MILEAGE	250.00	1,000.00	2,000.00	1,000.00	50.0
20-40-5914	TRANSFER TO TRANSPORTATION FD	.00	125,000.00	500,000.00	375,000.00	25.0
20-40-5999	OTHER PROJECTS	.00	.00	1,000,000.00	1,000,000.00	.0
	TOTAL ADMINISTRATION	23,079.61	227,455.18	4,673,070.00	4,445,614.82	4.9
	TOTAL FUND EXPENDITURES	23,079.61	227,455.18	4,673,070.00	4,445,614.82	4.9

TOWN OF MEAD
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

Section 6, Item c.

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(9,248.44)	228,949.58	(1,724,331.00)	(1,953,280.58)	13.3



Agenda Item Summary

MEETING DATE: June 12, 2023

SUBJECT: **Resolution No. 01-URA-2023** – A Resolution of the Town of Mead Urban Renewal Authority Adopting a Remote Participation and Remote Meeting Policy

PRESENTED BY: Robert Rogers, Contract Authority Counsel by Audrey Johnson

SUMMARY

The Town of Mead Urban Renewal Authority (the “Authority”) had previously adopted Resolution No. 02-URA-2020 Declaring Emergency Procedures and Authorizing Electronic Meetings and Remote Participation for the Town of Mead Urban Renewal Authority (the “Emergency Meeting Policy”) due to the COVID-19 pandemic and health orders resulting therefrom. The Authority finds that remote and electronic meetings have generated broader public participation and attendance than only in-person meetings and that remote meetings or remote participation in certain circumstances should be allowed to continue. The Remote Participation and Remote Meeting Policy (attached) allows the Authority to continue to hold remote meetings or meetings with remote participation.

FINANCIAL CONSIDERATIONS

None.

STAFF RECOMMENDATION/ACTION REQUIRED

Staff recommends approval of the Resolution (approving the Remote Participation and Remote Meeting Policy). **A motion to approve the June 12, 2023 special meeting consent agenda will approve the Resolution.** If this item is pulled off of consent for questions or further discussion, Staff recommends the motion set forth below:

Suggested Motion –

“I move to adopt Resolution No. 01-R-2023 – A Resolution of the Town of Mead Urban Renewal Authority Adopting a Remote Participation and Remote Meeting Policy.”

ATTACHMENTS

Resolution No. 01-URA-2023

**TOWN OF MEAD URBAN RENEWAL AUTHORITY
RESOLUTION NO. 01-URA-2023**

**A RESOLUTION OF THE TOWN OF MEAD URBAN RENEWAL AUTHORITY
ADOPTING A REMOTE PARTICIPATION AND REMOTE MEETING POLICY**

WHEREAS, the Board of Commissioners (the “Board of Commissioners”) of the Town of Mead Urban Renewal Authority (the “Authority”), pursuant to the provisions of the Colorado Revised Statutes, has the power to pass resolutions and enter into contracts and agreements; and

WHEREAS, due to the COVID-19 pandemic and the health orders resulting therefrom, the Authority adopted Resolution No. 02-URA-2020 Declaring Emergency Procedures and Authorizing Electronic Meetings and Remote Participation for the Town of Mead Urban Renewal Authority (the “Emergency Meeting Policy”); and

WHEREAS, the Emergency Meeting Policy has allowed the Authority to conduct public business and hold meetings remotely through electronic means; and

WHEREAS, the Authority finds that remote and electronic meetings have generated broader public participation and attendance than only in-person meetings and that remote meetings or remote participation in certain circumstances should be allowed to continue; and

WHEREAS, the Town of Mead (the “Town”) adopted a Remote Participation and Remote Meeting Policy (the “Remote Meeting Policy”) on March 13, 2023, with Resolution No. 21-R-2023; and

WHEREAS, the Board of Commissioners is familiar with the Remote Meeting Policy and finds it to be in the best interest of the Authority, its residents, and the general public to adopt a substantially similar remote meeting policy, as modified to apply to the Authority.

WHEREAS, the Board of Commissioners further desires to terminate the Emergency Meeting Policy effective immediately upon the effective date of this resolution.

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

Section 1. Adoption. The Authority hereby adopts the MURA Remote Meeting Policy in the form attached to this resolution as **Exhibit 1**. The Emergency Meeting Policy (as defined above) shall be terminated upon the effective date of this resolution.

Section 2. Effective Date. This resolution shall become effective immediately upon adoption.

Section 3. 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 4. Certification. The Clerk shall certify 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 12TH DAY OF JUNE, 2023.

ATTEST:

TOWN OF MEAD URBAN RENEWAL AUTHORITY

Mary E. Strutt, Clerk

Colleen G. Whitlow, Chairperson

EXHIBIT A

MURA Remote Participation and Remote Meeting Policy

AUTHORITY REMOTE PARTICIPATION AND REMOTE MEETING POLICY

I. Purpose.

The purpose of this Policy is to specify the circumstances under which members of the Board of Commissioners ("Board") of the Town of Mead Urban Renewal Authority ("Authority") may participate in regular or special meetings by telephone or other electronic means of participation, such as video-conferencing ("Remote Participation"), as well as situations where the meeting itself is held without the physical presence of any members of the Board, Authority staff, or the public at a designated meeting location (a "Remote Meeting"). This Policy replaces and supersedes the Authority's Emergency Procedures and Authorization for Electronic Meetings and Remote Participation adopted by Resolution No. 02-URA-2020 on July 13, 2020. This Policy also specifies the circumstances under which Authority staff and members of the public may participate via Remote Participation.

II. Procedure.

A. Remote Participation and Remote Meetings - Authorization. Remote Participation and Remote Meetings are authorized if all of the following conditions are met:

1. The Board can hear one another and can hear or read all discussion, written documents, and testimony in a manner designed to provide for meaningful, substantive participation.
2. Members of the public have a reasonable opportunity to participate and observe the meeting proceedings to the extent practicable given the inherent limitations associated with Remote Participation.
3. Authority staff present at the meeting may hear or read all discussion, written documents, and testimony in a manner designed to provide for meaningful, substantive participation.
4. All votes on all agenda items are taken by roll call vote.
5. Minutes of the meeting are taken in the same manner as other meetings.

B. Remote Meetings. Remote Meetings may be conducted where the Chairperson determines that meeting in person is not practical or prudent, because of a declared emergency or disaster, public health order, or when a physical meeting is otherwise not possible or practicable. Details regarding Remote Meetings shall be coordinated among the

participating members of the Board and Authority Staff. The Clerk (or designee) shall make arrangements to ensure full and timely notice to the public. Notice of any Remote Meeting shall set forth the time of the meeting, the fact it will be conducted as a Remote Meeting, as well as access information for the public.

C. Remote Participation. Remote Participation shall be allowed at all regular and special meetings, subject to the following:

1. The Board member shall make best efforts to provide at least 24 hours advance notice to the Clerk to determine if such Remote Participation is feasible.
2. If a member of the Board is participating remotely and is disconnected, the Clerk or recording secretary shall make at least one attempt to reinitiate the remote connection.
3. Members of the Board participating remotely shall conduct themselves professionally, devoting their attention to the business at hand without substantial interruptions, distractions, or nuisance behavior.
4. Video conferencing shall be the preferred method for Remote Participation, with camera turned on, especially during Board comments and votes.
5. Remote Participation and voting on quasi-judicial matters pending before the Board shall be subject to the provisions of Section III of this Policy.
6. Remote Participation by the public may be allowed at all meetings of the Board, subject to available technology and staffing by the Authority. The Clerk has the authority to adopt best practices to ensure orderly participation by the public, including ensuring that only one (1) member of the public may speak at one time and that any inappropriate or profane public comment may be shut down in order to eliminate or substantially reduce any distractions or nuisance behavior.
7. Remote Participation is allowed for Board executive sessions. Any member of the Board participating in an executive session via Remote Participation shall take all steps necessary to ensure that the privacy and confidentiality of the executive session are maintained at the highest level.

D. Adjournment. The presiding chair may adjourn a Remote Meeting if conditions result in substantial interference in the meeting process; e.g., where the telephone or electronic connection is repeatedly lost, the quality of the connection is unduly noisy, or a

participating Board or Commission member is unable to hear other speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.

E. Discontinuation of Remote Participation. The presiding chair may discontinue the use of Remote Participation by one or more Board members or members of the public where the Remote Participation results in delays or interference in the meeting process; e.g., where the telephone, electronic, or other connection is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance. The meeting may proceed after the use of Remote Participation has been discontinued only if there is a quorum of the Board or physically present at the meeting location.

F. Quorum. Remote Participation by a Board member shall constitute actual attendance for purposes of establishing a quorum and conducting business if the procedures in this Policy are followed.

III. Applicability; Quasi-judicial hearings.

This Policy applies to regular and special meetings and work sessions of the Board, including Remote Meetings, provided that the conduct of remote quasi-judicial hearings, including Remote Participation by a Board, shall be allowed only if all of the following conditions are met:

A. Authority staff shall advise the applicant(s) seeking approval or conditional approval of a quasi-judicial matter of Remote Participation by a Board member or a Remote Meeting, whichever is applicable, and present the applicant(s) with the applicable options for proceeding.

B. For Remote Meetings, the applicant(s) shall authorize the Authority to proceed with one of the following options:

- a. Conduct the public hearing under this Policy with accommodations made for Remote Participation; or
- b. Suspend the conduct or scheduling of the applicant's public hearing until such time as the Board conducts a regular or special meeting at which a quorum will be physically present at the meeting location.

C. For Remote Participation by individual Board member(s) in an in-person hearing, applicant(s) may consent to Remote Participation and waive any legal challenge to the

hearing being conducted by Remote Participation. If the applicant does not provide such consent in writing, the Board member(s) attending through Remote Participation shall not vote in the matter but may listen and participate in discussion. If a quorum of the Board is not physically present at the meeting location, and the applicant has not provided the consent, the hearing shall be continued to a date, time and place certain.

IV. Reasonable Accommodation.

The Authority shall provide reasonable accommodations and shall waive or modify provisions of this Policy as necessary to provide disabled individuals or individuals who qualify for accommodations under federal or state laws full and equal access to Board meetings.

V. Abuse of Policy.

Remote Participation is intended to be an infrequent or occasional substitution for physical attendance. The Board may, by majority vote of a quorum present, declare a Board member's use of this Policy excessive and deny the Board member's Remote Participation privileges for a specific meeting or meetings.

VI. Substantial Compliance.

The standard for public participation is substantial compliance. Technological errors preventing a particular member of the public from participating via remote access shall not invalidate any proceedings.

MADE EFFECTIVE THIS 12TH DAY OF JUNE, 2023.