



# MEAD URBAN RENEWAL AUTHORITY

441 3rd Street, Mead  
Monday, December 09, 2024

## AGENDA

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 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.*

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

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  
Representative Commissioner Laura McConnell

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

#### 3. Review and Approve Agenda

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

5. **Consent Agenda:** Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda 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 14, 2024

b. October 2024 Financial Statements

c. Check Register October 15, 2024 - December 9, 2024

#### 6. Public Hearing

a. **Resolution No. 02-URA-2024** – 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 2025 and Ending on the Last Day of December 2025

#### 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.*



# MEAD URBAN RENEWAL AUTHORITY

441 3rd Street, Mead  
Monday, October 14, 2024

## 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 5:15 p.m.

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

##### Present

Chair Colleen Whitlow  
Commissioner David Adams  
Commissioner Chris Cartwright  
Commissioner Trisha Harris  
Commissioner Chris Parr  
Commissioner Herman Schranz  
Representative Commissioner Sarah Hurianek  
Representative Commissioner Scott James (via remote access)  
Representative Commissioner Laura McConnell

##### Absent

Commissioner Debra Brodhead

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

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

The assembly pledged allegiance to the flag.

#### 3. Review and Approve Agenda

*Motion was made by Commissioner Parr, seconded by Commissioner Cartwright, to approve the agenda. Motion carried 9-0, on a roll call vote.*

#### 4. Information Items

- a. 2023 Audited Financial Statements

Administrative Services Director Mary Strutt provided the 2023 Audited Financial Statements.

- b. 2025 Proposed Budget Presentation

Administrative Services Director Mary Strutt and Lorraine Trotter, Professional Management Solutions, LLC, presented the 2025 Proposed Budget.

#### 5. Public Comment:

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. 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 11, 2023
- b. August 2024 Financial Statements
- c. Check Register December 12, 2023 - October 14, 2024
- d. **Resolution No. 01-URA-2024** – A Resolution Regarding Annual Administrative Matters for the Town of Mead Urban Renewal Authority (2024)

*Motion was made by Commissioner Parr, seconded by Commissioner Schranz, to approve the Consent Agenda. Motion carried 9-0, on a roll call vote.*

**7. Adjournment**

*Motion was made by Commissioner Schranz, seconded by Commissioner Cartwright, to adjourn the meeting. Motion carried 9-0.*

The Special Meeting of the Mead Urban Renewal Authority adjourned at approximately 5:45 p.m. on Monday, October 14, 2024.

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

ATTEST:

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

TOWN OF MEAD  
COMBINED CASH INVESTMENT  
OCTOBER 31, 2024

Section 5, Item b.

COMBINED CASH ACCOUNTS

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

CASH ALLOCATION RECONCILIATION

20 ALLOCATION TO MEAD URBAN RENEWAL AUTHORITY	4,828,722.58
TOTAL ALLOCATIONS TO OTHER FUNDS	4,828,722.58
ZERO PROOF IF ALLOCATIONS BALANCE	4,828,722.58

TOWN OF MEAD  
 BALANCE SHEET  
 OCTOBER 31, 2024

Section 5, Item b.

MEAD URBAN RENEWAL AUTHORITY

<u>ASSETS</u>			
20-01-0100	COMBINED CASH	4,828,722.58	
20-01-1301	A/R - MURA	210.53	
	TOTAL ASSETS		<u>4,828,933.11</u>
 <u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-02-2000	ACCOUNTS PAYABLE	286.21	
20-02-2310	EMPLOYEE HEALTH INS. PAYABLE	181.34	
20-02-2403	STATE WITHHOLDING TAX PAYABLE	730.59	
20-02-2404	STATE UNEMPLOYMENT TAX PAYABLE	35.66	
	TOTAL LIABILITIES		1,233.80
 <u>FUND EQUITY</u>			
20-02-3001	FUND BALANCE	3,333,630.48	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>1,494,068.83</u>	
	BALANCE - CURRENT DATE	<u>1,494,068.83</u>	
	TOTAL FUND EQUITY		<u>4,827,699.31</u>
	TOTAL LIABILITIES AND EQUITY		<u>4,828,933.11</u>

TOWN OF MEAD  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

Section 5, Item b.

MEAD URBAN RENEWAL AUTHORITY

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
20-10-4050	TAX INCREMENT REVENUE (TIF)	63,936.45	3,792,562.06	3,980,644.00	188,081.94	95.3
	TOTAL TAXES	63,936.45	3,792,562.06	3,980,644.00	188,081.94	95.3
<u>FEES</u>						
20-11-4110	ADMINISTRATIVE FEE	.00	15,177.75	20,237.00	5,059.25	75.0
	TOTAL FEES	.00	15,177.75	20,237.00	5,059.25	75.0
<u>MISCELLANEOUS REVENUE</u>						
20-18-4619	INTEREST & DIVIDEND INCOME	17,220.18	174,757.67	229,413.00	54,655.33	76.2
	TOTAL MISCELLANEOUS REVENUE	17,220.18	174,757.67	229,413.00	54,655.33	76.2
	TOTAL FUND REVENUE	81,156.63	3,982,497.48	4,230,294.00	247,796.52	94.1
<u>ADMINISTRATION</u>						
20-40-5001	SALARIES & WAGES	18,318.53	189,183.85	241,344.00	52,160.15	78.4
20-40-5055	OVERTIME	.00	166.44	.00	( 166.44)	.0
20-40-5060	PAYROLL TAXES	1,088.90	13,336.86	18,463.00	5,126.14	72.2
20-40-5065	WORKERS COMP	184.31	2,341.03	1,857.00	( 484.03)	126.1
20-40-5066	HEALTH INSURANCE	2,370.67	20,783.65	23,248.00	2,464.35	89.4
20-40-5067	DEFERRED COMP/RETIREMENT	1,120.06	11,259.57	14,574.00	3,314.43	77.3
20-40-5068	MEDICAL SAVINGS	69.82	548.68	672.00	123.32	81.7
20-40-5100	TIF REVENUE SHARING	33,837.60	2,167,872.54	2,284,837.00	116,964.46	94.9
20-40-5300	TELEPHONE	56.50	444.50	600.00	155.50	74.1
20-40-5320	GENERAL LIABILITY INSURANCE	.00	3,940.19	4,303.00	362.81	91.6
20-40-5340	PUBLISHED NOTICES	.00	.00	100.00	100.00	.0
20-40-5400	LEGAL FEES	1,517.00	6,945.41	40,000.00	33,054.59	17.4
20-40-5401	CONSULTING FEES	542.37	10,403.52	15,229.00	4,825.48	68.3
20-40-5415	AUDIT FEES	.00	2,100.00	2,659.00	559.00	79.0
20-40-5425	COUNTY TREASURER'S FEE	959.06	51,166.02	59,710.00	8,543.98	85.7
20-40-5427	TIF ADVANCE	.00	5,686.39	1,100,000.00	1,094,313.61	.5
20-40-5460	ADMINISTRATIVE OVERHEAD	.00	.00	8,912.00	8,912.00	.0
20-40-5500	CAPITAL OUTLAY	.00	.00	100,000.00	100,000.00	.0
20-40-5700	MISC. EXPENSE	.00	.00	1,000.00	1,000.00	.0
20-40-5705	MILEAGE	250.00	2,250.00	3,000.00	750.00	75.0
20-40-5999	OTHER PROJECTS	.00	.00	1,000,000.00	1,000,000.00	.0
	TOTAL ADMINISTRATION	60,314.82	2,488,428.65	4,920,508.00	2,432,079.35	50.6

TOWN OF MEAD  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2024

Section 5, Item b.

MEAD URBAN RENEWAL AUTHORITY

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	60,314.82	2,488,428.65	4,920,508.00	2,432,079.35	50.6
NET REVENUE OVER EXPENDITURES	20,841.81	1,494,068.83	( 690,214.00)	( 2,184,282.83)	216.5

Report Criteria:

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

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Invoice Amount	Description	Check Amount
10/28/2024	38983	6163	HIGH PLAINS LIBRARY DIST.	2023 REFUND	20-40-5100	1,960.42	2023 TIF Refund	1,960.42
10/28/2024	38996	5576	MVFPD	2023 REFUND	20-40-5100	4,982.95	2023 TIF Refund	4,982.95
10/28/2024	39006	6161	ST. VRain & LEFT HAND WATER CON	2023 REFUND	20-40-5100	862.44	2023 TIF Refund	862.44
10/28/2024	39007	4440	ST. VRain VALLEY SCHOOL DIST	2023 REFUND	20-40-5100	18,196.85	2023 TIF Refund	18,196.85
10/28/2024	39010	4530	TOWN OF MEAD	2023 REFUND	20-40-5100	3,533.79	2023 TIF Refund	3,533.79
10/28/2024	39014	4880	WELD COUNTY TREASURER	2023 REFUND	20-40-5100	3,687.75	2023 TIF Refund	3,687.75
10/28/2024	39017	6109	NORTHERN COLO WATER CONSERV	2023 REFUND	20-40-5100	613.40	2023 TIF Refund	613.40
11/12/2024	39032	6592	CPS HR Consulting	0014657	20-40-5401	286.21	HR Consulting - Sept	286.21
11/12/2024	39057	5558	MJT Communications	14194	20-40-5401	145.00	Computer - MURA	145.00
11/12/2024	39063	6798	Professional Management Solutions	84988	20-40-5401	725.62	Finance - MURA	725.62
11/12/2024	39070	5736	THE HARTFORD-GROUP BENEFITS	924709650058	20-40-5066	113.03	STD / LTD Insurance	113.03
11/25/2024	39143	5294	Prairie Mountian Media	0000402028	20-40-5340	28.13	Published Notices	28.13
11/25/2024	39154	5884	WHITE BEAR ANKELE TANAKA & WAL	37627	20-40-5400	1,159.28	MURA Legal	1,159.28
12/09/2024	39192	6798	Professional Management Solutions	85000	20-40-5401	776.00	Finance - MURA	776.00
12/09/2024	39199	5736	THE HARTFORD-GROUP BENEFITS	924701966861	20-40-5066	101.42	STD / LTD Insurance	101.42
11/07/2024	110724	5135	CEBT	INV 0070737	20-02-2310	2,550.24	Health Insurance	2,550.24
12/05/2024	120524	5135	CEBT	INV 0071277	20-02-2310	2,362.55	Health Insurance	2,362.55
Grand Totals:								42,085.08

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
20-02-2000	.00	42,085.08-	42,085.08-
20-02-2310	4,912.79	.00	4,912.79
20-40-5066	214.45	.00	214.45
20-40-5100	33,837.60	.00	33,837.60
20-40-5340	28.13	.00	28.13
20-40-5400	1,159.28	.00	1,159.28
20-40-5401	1,932.83	.00	1,932.83
99-01-1001	.00	.00	.00
Grand Totals:	42,085.08	42,085.08-	.00



# Agenda Item Summary

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MEETING DATE: December 9, 2024

SUBJECT: **Resolution No. 02-URA-2024** – 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 2025 and Ending on the Last Day of December 2025

PRESENTED BY: Mary Strutt, Administrative Services Director  
Lorraine Trotter, Professional Management Solutions

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## SUMMARY

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The proposed budget for 2025 was presented to the Commissioners of the Mead Urban Renewal Authority on October 14, 2024. This public hearing is for final review of the budget, receipt of public input and adoption, if appropriate.

There have been no changes to the document since its presentation in October.

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

## STAFF RECOMMENDATION/ACTION REQUIRED

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Staff recommends approval of the 2025 budget as presented.

Suggested Motion:

“I move to adopt Resolution No. 02-URA-2024 – 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 2025 and ending on the last day of December 2025.”

## ATTACHMENTS

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Resolution No. 02-URA-2024  
Proposed 2025 Budget

**TOWN OF MEAD URBAN RENEWAL AUTHORITY**

**RESOLUTION NO. 02-URA-2024**

**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 2025 AND ENDING ON  
THE LAST DAY OF DECEMBER 2025**

**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, 2025, 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** \$ 4,810,705 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, 2024, are hereby designated as reserve increases available to be expended in future years and may be counted as 2025 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 9th DAY OF DECEMBER, 2024.**

**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

# 2025 Proposed Budget

December 9, 2024



## MURA 2025 Draft Budget

Name	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budgeted
Beginning Fund Balance:	\$3,518,578	\$3,091,475	\$3,333,631	\$3,333,631	\$4,840,597
<b>Revenues</b>					
Charges for Services					
ADMINISTRATIVE FEE	\$12,396	\$0	\$20,237	\$20,237	\$20,805
Total Charges for Services:	\$12,396	\$0	\$20,237	\$20,237	\$20,805
Miscellaneous Revenue					
INTEREST & DIVIDEND INCOME	\$58,551	\$160,283	\$229,413	\$208,281	\$198,000
Total Miscellaneous Revenue:	\$58,551	\$160,283	\$229,413	\$208,281	\$198,000
Other Sources					
TAX INCREMENT REVENUE (TIF)	\$2,416,249	\$3,032,291	\$3,980,644	\$3,980,644	\$3,885,512
Total Other Sources:	\$2,416,249	\$3,032,291	\$3,980,644	\$3,980,644	\$3,885,512
<b>Total Revenues:</b>	<b>\$2,487,197</b>	<b>\$3,192,574</b>	<b>\$4,230,294</b>	<b>\$4,209,162</b>	<b>\$4,104,317</b>
<b>Expenditures</b>					
Personal Services					
SALARIES & WAGES	\$173,235	\$212,469	\$241,344	\$238,472	\$247,405
OVERTIME	\$1	\$277	\$0	\$0	\$0
PAYROLL TAXES	\$12,059	\$15,203	\$18,463	\$18,296	\$21,948
WORKERS COMP	\$1,405	\$2,235	\$1,857	\$2,582	\$2,775
HEALTH INSURANCE	\$20,163	\$23,121	\$23,248	\$25,890	\$30,181
DEFERRED COMP/RETIREMENT	\$11,386	\$13,618	\$14,574	\$13,940	\$14,783
MEDICAL SAVINGS	\$522	\$699	\$672	\$688	\$713
Total Personal Services:	\$218,771	\$267,622	\$300,158	\$299,868	\$317,805
Contractual Services					
TELEPHONE	\$441	\$561	\$600	\$600	\$678
GENERAL LIABILITY INSURANCE	\$2,583	\$3,022	\$4,303	\$6,054	\$6,660
PUBLISHED NOTICES	\$27	\$0	\$100	\$100	\$100
LEGAL FEES	\$13,168	\$22,452	\$40,000	\$15,000	\$40,000
CONSULTING FEES	\$9,930	\$15,124	\$15,229	\$11,456	\$15,000
AUDIT FEES	\$2,199	\$2,655	\$2,659	\$2,659	\$2,900
COUNTY TREASURER'S FEE	\$36,743	\$45,484	\$59,710	\$59,710	\$59,000
TIF ADVANCE	\$0	\$382,987	\$1,100,000	\$10,000	\$1,100,000
ADMINISTRATIVE OVERHEAD	\$0	\$0	\$8,912	\$8,912	\$10,053
MISC. EXPENSE	\$839	\$121	\$1,000	\$0	\$1,000
MILEAGE	\$1,509	\$3,134	\$3,000	\$3,000	\$3,000
Total Contractual Services:	\$67,438	\$475,540	\$1,235,513	\$117,491	\$1,238,391
Capital Outlay					
CAPITAL OUTLAY - Wayfinding	\$27,233	\$0	\$100,000	\$0	\$100,000
OTHER PROJECTS	\$0	\$0	\$1,000,000	\$0	\$1,000,000

Name	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Budgeted
Total Capital Outlay:	\$27,233	\$0	\$1,100,000	\$0	\$1,100,000
Debt Svc, Trfs, & Other					
TIF REVENUE SHARING	\$1,350,856	\$1,707,258	\$2,284,837	\$2,284,837	\$2,154,509
TRANSFER TO TRANSPORTATION FD	\$1,250,000	\$500,000	\$0	\$0	\$0
Total Debt Svc, Trfs, & Other:	\$2,600,856	\$2,207,258	\$2,284,837	\$2,284,837	\$2,154,509
Total Expenditures:	\$2,914,298	\$2,950,419	\$4,920,508	\$2,702,196	\$4,810,705
Total Revenues Less Expenditures:	-\$427,102	\$242,154	-\$690,214	\$1,506,966	-\$706,388
Ending Fund Balance:	\$3,091,476	\$3,333,629	\$2,643,417	\$4,840,597	\$4,134,209

# MURA 2025 Draft Budget

## Summary

The Town of Mead Urban Renewal Authority is projecting \$4.1M of revenue in FY 2025, which represents a 3.0% decrease over the prior year. This is due to a slight decrease in the TIF increment from property taxes which fluctuates based on assessed valuations. The TIF Revenue Sharing expense reflects an associated decrease. Capital Outlay - wayfinding signage was not spent in 2024 and moved forward to 2025. Funds are appropriated for TIF Advance and Other Projects which may be presented in 2025.