**Final Meeting Minutes of the Regular CSURA Board Meeting**

**Held on Wednesday, December 12, 2018**

**City Hall – Pikes Peak Conference Room – 11:00 A.M.**

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| In attendance were: |  |  |
| Commissioners: |  | Merv Bennett |
|  |  | Randy Case |
|  |  | Tiffany Colvert |
|  |  | Gary Feffer |
|  |  | Toby Gannett |
|  |  | Valerie Hunter |
|  |  | Maureen Juran |
|  |  | Jim Mason |
|  |  | Wynne Palermo |
|  |  | Anthony Perez |
|  |  | Brian Olson |
|  |  | John Olson |
|  |  | Peter Scoville |
|  |  |  |
| Absent: |  | None |
| Also in Attendance: |  |  |
| David Neville |  | KKRDN General Counsel |
| Carrie Bartow |  | CPA, CliftonLarsonAllen |
| Jariah Walker |  | Executive Director |
| Dean Beukema |  | CSURA Staff |
| Bob Cope |  | City Economic Development Officer |
| Ryan Tefertiller |  | Urban Planning Manager |

Citizens in Attendance: See sign in sheet.

**Item 1 – Call to Order**

Chair Wynne Palermo called the meeting to order at 11:10 a.m.

**Item 2 – Approval of the November 14, 2018 CSURA Meeting Minutes**.

A motion was made by Commissioner Brian Olson, seconded by Commissioner Anthony Perez to approve the CSURA meeting minutes of November 14, 2018. The motion passed 12 –0.

**Item 3 – Approval of the Financial Report as of November 30, 2018**

Carrie Bartow reviewed the monthly revenue and expenditures report as of November 30, 2018 including the property tax received from each Urban Renewal Area as well as the check register as provided in the agenda packet.

Commissioner Jim Mason entered the meeting.

A motion was made by Commissioner Toby Gannet, seconded by Commissioner Randy Case to approve the Financial Report and check register as of November 30, 2018. The motion passed 13 -0.

**Item 4 – Citizen Comment**

None

**Item 5 – Air Force Academy Visitor Center – Condition Study, Impact Report and Draft Plan**

Dan Schnepf, President and Managing Member and Eric Smith, Director of Development from Blue & Silver Development Partners, LLC presented the draft of the True North Commons Urban Renewal Plan area boundaries and concept development plan. Bill Cunningham from Ricker/Cunningham presented a PowerPoint presentation on the condition study and impact report. Discussion followed with the board.

A motion was made by Commissioner Toby Gannett, seconded by Commissioner Jim Mason to approve the condition study, the impact study and to give approval for the Executive Director to continue negotiations with the other taxing entities prior to approval of the project subject to finalization of changes to come during the process. The motion passed 9 - 4.

Ayes:

Merv Bennett

Randy Case

Tiffany Colvert

Toby Gannett

Maureen Juran

Jim Mason

Brian Olson

Wynne Palermo

Anthony Perez

Nayes:

Gary Feffer

Peter Scoville

Valerie Hunter

John Olson

**Item 6 – Executive Session – Legal Advice/Personnel Matters\*\***

Chair Wynne Palermo read the legal explanation as per CRS 24-6-402(4)(e) (I) Determining positions relative to matters that may be subject to negotiations: developing strategy for negotiations; and instructing negotiators.

A motion was made by Chair Wynne Palermo, seconded by Commissioner Maureen Juran to enter into executive session. The motion passed 13 - 0.

The board came out of executive session at 12:50 p.m.

A separate executive session will be held on Personnel Matters after Item 7.

**Item 7 – SNA New Schedule of Performance Resolution**

David Neville presented the SNA Development LLC Schedule of Performance and reviewed the SNA First Amendment to the Redevelopment Agreement.

A motion was made by Commissioner Maureen Juran, seconded by Commissioner Gary Feffer to approve **Resolution No. 14-18:**

A RESOLUTION OF THE COLORADO SPRINGS URBAN RENEWAL AUTHORITY APPROVING THE FIRST AMENDMENT TO URBAN RENEWAL AGREEMENT FOR DEVELOPMENT OF THE SOUTH NEVADA AVENUE AREA URBAN RENEWAL PLAN AREA.

The motion passed 13 - 0.

**Item 6.1 - Executive Session – Personnel Matters\***

Chair Wynne Palermo read the legal explanation as per CRS 24-6-402(4)(f) Personnel matters.

A motion was made by Commissioner Valerie Hunter, seconded by Commissioner Jim Mason to enter into executive session. The motion passed 13 - 0.

Commissioner Merv Bennett left the meeting at 1:10 p.m.

The Board came out of executive session at 1:17 p.m.

Commissioners Anthony Perez and John Olson left the meeting at 1:18 p.m.

**Item 8 – Approval of the 2019 CSURA Budget/Resolution**

Carrie Bartow, CliftonLarsonAllen CPA reviewed the draft of the CSURA 2019 Budget as presented in the agenda packet. It is anticipated that CSURA will end the current year with approximately $438,305 in the general fund. General fund revenues for 2019 are projected to be $487,375 and expenditures are projected to be $475,000.

A motion was made by Commissioner Maureen Juran, seconded by Commissioner Valerie Hunter to approve **Resolution No: 15-18:**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE COLORADO SPRINGS URBAN RENEWAL AUTHORITY, EL PASO COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2019, AND ENDING ON THE LAST DAY OF DECEMBER, 2019.

The motion passed 10 - 0.

**Item 9 – Fee Analysis**

Gary Feffer did a brief overview of the administrative fee analysis that the Fee Task Force Committee has been working on. No consensus has been reached on the final fee. Currently there is a flat annual fee of $60,000 per project regardless of the size of the project.

Recommendations for administration fees for new projects:

* Fixed fee at startup will range from $15,000 -30,000/year, depending on the project
* Retainer amount held to cover actual costs as incurred (legal, accounting, project management, etc.)
* 15% over such costs for administrative overhead
* Fixed fee will continue until project is complete and transition into 3% of TIF revenues
* Negotiations pertaining to the project - so no small projects are left out

Commissioner Peter Scoville left the meeting at 1:31 p.m.

**Item 10 – Executive Director’s Report**

Jariah Walker stated that the Executive Director’s Report was attached in the agenda. Due to time constraints he did not read the report. A 2019 Legislative Session Preview from Dan Jablan was distributed to the board and has been uploaded to the website.

**Item 11– Non-Agenda Items**

None.

**Item 12 – Adjournment**

There being no further business the meeting adjourned at 1:33 p.m.

The next regular CS Urban Renewal Authority Board Meeting is scheduled for January 23, 2019. It will be held at City Hall, in the Pikes Peak Conference Room, Suite 200, located at 107 North Nevada Avenue at 11:00 – 1:00 P.M.

**Copies of the Board agendas, minutes and audio recordings are posted on the**

**Colorado Springs Urban Renewal Authority website.**

[**www.csura.org**](http://www.csura.org)