



BRIGHTON URBAN RENEWAL AUTHORITY
City Hall 500 South 4th Avenue Brighton, CO 80601

BURA Meeting

May 20, 2020

4:30 PM | Virtual Meeting

A G E N D A

Please click on the following link to join the meeting:

<https://us02web.zoom.us/j/83392732334>

Or dial by your location:

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+1 669 900 9128 US (San Jose)
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+1 301 715 8592 US (Germantown)
Meeting ID: 833 9273 2334

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **APPROVAL OF THE URA MEETING AGENDA:**
Recommended motion "...to approve the May 20th, 2020 Meeting Agenda."
5. **APPROVAL OF THE February 19, 2020 BURA REGULAR MEETING MINUTES:**
Recommended motion "...to approve the February 18, 2020 BURA Regular Meeting Minutes."
6. **PUBLIC COMMENT:** *Public Comment is reserved for comments on any issues or items pertaining to BURA business except those for which a formal public hearing is scheduled.*
7. **ACTION ITEMS:**
 - A. Resolution No. 0520-20A A resolution adopting a remote meeting policy and ratifying actions taken to call and hold a remote meeting- Hilary Graham
8. **DISCUSSION ITEMS:**
 - A. **COVID-19 City of Brighton Update**– Michael Martinez
 - B. **BURA Financial Update**– Michael Martinez, Aaron Herrera
- EXECUTIVE DIRECTOR REPORT:** Michael Martinez
9. **COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS:**
10. **NEXT BURA MEETING:** **June 17, 2020 BURA REGUAL MEETING
CITY HALL COUNCIL CHAMBERS AT 4:30 PM
500 SOUTH 4TH AVENUE
BRIGHTON, CO 80601**
11. **ADJOURNMENT:**

Authority Members

Chairman

Candace Werth

Vice-Chairman

Jac Cuney

Treasurer

Janet Hepp-Struck

Commissioners

Barbara Lambert

Wayne Scott

Mark Rawlings

Don Rowe

Rich Gonzales

City Council

Tim Watts



BRIGHTON URBAN RENEWAL AUTHORITY
500 South 4th Avenue Brighton CO 80601

Meeting Minutes from February 19, 2020

1. CALL TO ORDER:

Vice Chair Jac Cuney called the meeting to order at 4:33 p.m.

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

Commissioners Present: Jac Cuney, Janet Hepp-Struck, Barbara Lambert, Wayne Scott, Councilman Tim Watts and Mark Rawlings.

Commissioners Absent: Candace Worth, Rich Gonzales, Don Rowe

Staff Present: Michael Martinez, Gary Montoya, Hilary Graham, and Nicole Samson

Media Present: None

4. APPROVAL OF THE URA MEETING AGENDA:

Treasurer Janet Hepp-Struck moved, seconded by Commissioner Mark Rawlings, to approve the February 19, 2020 regular meeting agenda.

Vote: Approved by all

5. APPROVAL OF THE January 15, 2020 BURA MEETING MINUTES

Commissioner Jac Cuney moved, seconded by Treasurer Janet Hepp-Struck, to approve the January 15, 2020 BURA Meeting Minutes.

Vote: Approved by all

6. ITEMS FOR DISCUSSION:

- A. Nicole Samson gave an update on the S. Main Mobile Home Park. Nicole mentioned that water service to the site had been sporadic and the property owner is working with the City on a new water tap to provide municipal water to the site. Other improvements including landscaping will be completed as well.
- B. Nicole Samson updated the board on the progress of the Brighton Train Depot. Construction is nearly complete on internal improvements and the City is searching for potential tenants.

- C. Gary Montoya reported that staff would like to finish any edits to the Amory Operations Manual. Vice Chair Cuney asked that a copy of the manual with any edits be sent to the board for further discussion at the next meeting.
- D. Gary Montoya gave an overview of the Downtown Partnership Committee. Staff would like to consider pursuing a DDA or BID to create additional mechanisms for Downtown businesses to bolster marketing and shared services once as the URA area winds down.

7. EXECUTIVE DIRECTOR REPORT:

Executive Director Michael Martinez asked that Study Sessions be removed from future agendas and that only the regular meetings are necessary from a scheduling standpoint. After discussion, the board recommended the change and will schedule Study Sessions as special meetings as needed. Michael also gave an update on the discussions between the City and Evergreen Development regarding the S. Main project.

8. PUBLIC COMMENT:

No members of the public were present

9. COMMUNICATIONS FROM THE CHAIRMAN AND/OR COMMISSIONERS

Vice Chair Cuney asked that City Finance staff present on the sales tax increment question that had been asked of by the previous Executive Director at the next regular meeting. Vice Chair Cuney also asked that name tags be purchased for BURA Commissioners to wear at public events. Commissioner Lambert reported that property taxes have gone up significantly and asked the board to consider supporting a letter to the Adams County Commissioners explaining the hardship caused by the significant increase. Commissioner Scott asked staff to prepare a letter for the Chair.

10. NEXT BURA MEETING

MARCH 18, 2020
CITY HALL COUNCIL CHAMBERS AT 4:30 P.M.
500 SOUTH 4TH AVE.
BRIGHTON, CO 80601

11. ADJOURNMENT

Treasurer Hepp-Struck moved to adjourn the meeting at 5:48 pm., seconded by Councilman Tim Watts.

Vote: Approved by all

BRIGHTON URBAN RENEWAL AUTHORITY
POLICY ON REMOTE MEETINGS

1. PURPOSE AND INTENT:

The purpose of this Policy is to specify the circumstances under which meetings of the Board of Commissioners of the Brighton Urban Renewal Authority (the "Authority") may be held without the physical presence of the members, staff, or the public at a designated meeting location (a "Remote Meeting"). The intent of this Policy is to apply narrowly in emergency circumstances, such as the current pandemic.

This Policy supplements the policy on telephonic participation adopted on January 18, 2017, by Resolution 0118-17B. The telephonic participation policy continues to apply in normal circumstances because of the Authority's desire to require in-person participation in all but these limited circumstances.

2. GENERAL PROVISIONS:

A. Applicability. Remote Meetings are appropriate only in emergency situations when meeting in-person is not practical or prudent due to a health pandemic or other emergency.

B. Limitations. Remote Meetings may be held if all the following conditions are met:

1. The State of Colorado or the City of Brighton or both have declared a state of emergency.

2. Commissioners are able to hear one another and are able to hear or read all discussion and testimony in a manner designed to provide maximum notice and participation.

3. The public has the opportunity to participate to the greatest extent possible.

4. All votes shall be conducted by roll call. Each member may vote on all matters at a Remote Meeting in the same manner as other meetings.

5. Minutes of the meeting shall be taken in the same manner as other meetings.

C. Determination. The decision to hold a Remote Meeting shall be made by the Executive Director or the Chair of the Board of Commissioners, and arrangements shall be made, to the extent possible, to ensure full and timely notice is given to the public. Notice shall set forth the time of the meeting as well as the fact it will be a Remote Meeting.

D. Reasonable Accommodation. The Authority shall provide reasonable accommodation and shall waive or modify provisions of this Policy as necessary to provide disabled Commissioners with full access to and the ability to fully participate in Authority meetings.

BRIGHTON URBAN RENEWAL AUTHORITY

**A RESOLUTION ADOPTING A REMOTE MEETING POLICY AND
RATIFYING ACTIONS TAKEN TO CALL AND HOLD A REMOTE
MEETING**

RESOLUTION NO. 0520-20A

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Brighton Urban Renewal Authority as follows:

Section 1. The Remote Meeting Policy attached hereto as Exhibit A is adopted and approved.

Section 2. All actions taken by the Authority and its Executive Director in calling and holding a remote meeting on May 20, 2020, prior to adoption of this Policy, are hereby ratified and approved given the unique circumstances of Governor Polis' Executive Order D 2020 058, dated May 7, 2020, Amending and Extending Executive Orders D 2020 003, D 2020 018, and D 2020 032 Declaring a Disaster Emergency Due to the Presence of Coronavirus Disease 2019 in Colorado.

ADOPTED this 20th day of May, 2020.

**BRIGHTON URBAN RENEWAL
AUTHORITY**

Candace Werth, Chair

ATTEST:

Michael Martinez, Executive Director