



Remote Meeting Instructions for the April 12, 2023, Meeting Greeley Urban Renewal Authority:

The City's Department of Economic Health and Housing meetings are operating virtually via Zoom.

Please contact the Greeley Urban Renewal Authority with any questions you might have for joining/participating at paula.turner@greeleygov.com or 970-350-9380. Thank you!



GREELEY URBAN RENEWAL AUTHORITY

Agenda

Wednesday – April 12, 2023

**This meeting will be conducted remotely
(See instructions on the previous page to view.)**

4:30 p.m.

- I. Call to Order - Roll Call**
- II. Approval of Minutes** - from the March 8, 2023 meeting
- III. Items of Business**
 - A. Designation of GURA Executive Director/Board Secretary
- IV. Board Member Comments/Reports**
- V. Staff Report**
- VI. Adjournment**

Next Meeting: May 10, 2023 @ 4:30 p.m.

The City of Greeley does not discriminate on the basis of disability, race, color, national origin, or gender. For more information about these statutes, or to file a complaint, please contact the City of Greeley's designated Disability Rights and Title VI coordinator, Will Jones at (970) 350-9751, 1001 11th Avenue, Greeley, CO, 80631 or at william.jones@greeleygov.com.



**GREELEY URBAN RENEWAL AUTHORITY
Proceedings**

**March 8, 2023
4:30 p.m.**

**1001 11th Avenue
City Council Chambers, Overflow Room, City Center South
& remotely**

I. Call to Order

Chair Cummins called the meeting to order at 4:31 p.m. Commissioners Leffler, Lucero, Silva and Welsh were present. (Commissioner Utrata was absent; One vacancy exists.)

II. Approval of minutes for the meeting held on February 8, 2023

Commissioner Silva made a motion to approve the minutes for the meeting held on February 8, 2023, as written. Commissioner Welsh seconded the motion; the motion carried 5-0. (Commissioner Utrata was absent; One vacancy exists.)

III. Items of Business

Public Hearing to consider priorities for 2024 CDBG and HOME

Ms. Larsen, Grant Specialist, noted the public hearing for the Action Plan to hear public comment prior to the Action Plan being formulated and activities recommended for funding.

Chair Cummins opened the public hearing at 4:36 p.m. and called for public comment.

Public attendees included representatives of current or former subrecipients of CDBG or HOME funding and the Executive Director of the Northern Colorado Continuum of Care. Each highlighted what their community efforts are and recommended that the City prioritize public services for funding, noting what the funds mean for their organizations. The following organizations were presents in person and via Zoom:

Tony Arguello, City of Greeley

Shawn Walcott, Director of Household Stability United Way of Weld County

Ernest Cienfuegos-Baca, Vice President of Community Impact United Way of Weld County

Enita Kearns-Hout, Director of Donor Engagement and Grant Development Catholic Charities

Kelli Pryor, Director Greeley Northern Colorado Continuum of Care

Jodi Hartman, Executive Director High Plains Housing Development Corp.

Randy Stokes, Corps Officer, Salvation Army

Cheri Witt-Brown, Executive Director Greeley Weld Habitat for Humanity

After the comments were heard the Public Hearing closed at 4:52 p.m.

The commissioners discussed the priorities that were put in place by the 5-year Consolidated Plan. The discussion included what activities were considered high priorities such as affordable housing and revitalizing neighborhoods.

It was noted by the commissioners that it is a difficult task setting priorities and to consider reducing public service activities when the needs are so great in the community. Staff provided historic background on how CDBG started becoming the source of funding for public service needs, noting that prior to the recession in about 2008-2009, public services were funded through the City's general fund. The Board concurred that general funds were a better source of funding than CDBG with all its restrictions and reporting requirements.

The Board's decision was to continue to review any 2024 CDBG applications for public services without constraints on length of time receiving funds and without consideration to lowering the public service exposure for the City specifically. This decision is supportive of the comments heard during the meeting. A higher level of discussion for the next five-year Strategic Plan priorities will be included as part of the 2025-2029 Consolidated Planning process.

Public Hearing – Consideration of priorities for 2024 Annual Action Plan

Ms. Larsen noted that the CAPER is required by the U. S. Department of Housing and Urban Development (HUD) because the city receives HUD funding through the Community Development Block Grant and HOME Investment Partnership Program grants (and sometimes others, such as CDBG-CV). It describes for HUD, and the public, how the grant funds were used and what the City does for low-moderate-income persons and neighborhoods. The CAPER being considered is for the 3rd year of the current Strategic Plan (2022). The City's 2022 grants were as follows: CDBG-\$837,611; HOME-\$436,526.

The public was invited to comment during a 15-day comment period, which ended March 3, 2023. No comments were received.

Chair Cummins opened the public hearing at 5:34 p.m. and called for public comment. There being no one from the public present, the hearing closed.

Commissioner Leffler made a motion to approve to recommend the Consolidated Annual Performance and Evaluation Report for approval to Greeley City Council. Commissioner Silva seconded the motion; the motion carried 5-0. (Commissioner Utrata was absent; One vacancy exists.)

IV. Board Member Comments/Reports

Commissioner Leffler noted that mortgage rates will be changing, making housing issues even more important.

V. Staff Report

None

VI. Adjournment

There being no more business, the meeting was adjourned at 5:44 p.m.

Benjamin Snow, Secretary

Jediah Cummins, Chair



GREELEY URBAN RENEWAL AUTHORITY

Memorandum

TO: GURA Board of Commissioners
RE: Designation of GURA Executive Director/Board Secretary
FROM: Benjamin Snow, Director Department of Economic Health & Housing
DATE: April 12, 2023

Article II of the Greeley Urban Renewal Authority bylaws, adopted April 23, 1986 amended October 13, 2022 and attached to this memo, refers Officers, Board Members and Personnel. Section 1 describes the officers of the board, and notes the office of the Secretary shall “also be the Executive Director”. Section 4 of the bylaws describes the appointment of the Executive Director to manage the operation of the Authority and Section 5 describes the duty of the Secretary.

A Cooperation Agreement between the Authority and the City provides guidance in the role of GURA as an agent for the City as it relates to administration of federal entitlement funding (HUD grants) and various functions relating to urban renewal activities. Through this agreement, GURA employees are also considered employees of the City for purposes of administration.

To complete this shift in GURA leadership, and to conform to the Authority’s bylaws, it is necessary for the board to ratify and recognize the appointment of Juliana Kitten as the Executive Director of the Greeley Urban Renewal Authority. This will also allow the staff to proceed with collateral changes to financial and administrative notice and documents.

The suggested action is for the Board to make a motion that:

In accordance with Article II of the Greeley Urban Renewal bylaws, dated October 13, 2022, to ratify and recognize the appointment of Juliana Kitten as the Executive Director/Secretary of the Greeley Urban Renewal Authority, effective April 12, 2023.

GREELEY URBAN RENEWAL AUTHORITY AMENDED AND RESTATED BYLAWS

ARTICLE I – THE AUTHORITY

1. Name of Authority. The name of the Authority shall be the “Greeley Urban Renewal Authority”.
2. Seal. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.
3. Office. The office of the Authority shall be at such place in the city of Greeley as the Authority may designate by resolution from time to time.

ARTICLE II – OFFICERS, AUTHORITY MEMBERS, AND PERSONNEL

1. Officers. The Authority shall have the following officers: Chairperson, Vice Chairperson, and Secretary, who shall also be the Executive Director.
2. Chairperson. The Chairperson shall preside at all meetings of the Authority. The Chairperson may sign contracts, deeds, checks for payment of money, minutes, and other instruments made or duly authorized by the Authority.
3. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of a vacancy in the office of the Chairperson, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until the Authority selects a new Chairperson from among its members.
4. Secretary. The Secretary shall be the official record keeper of the Authority and shall record minutes of the meetings to include all motions and votes taken. The Secretary shall manage the Authority agenda, keep a record of the Authority meetings, and perform all duties incidental to said Authority support role. The Secretary shall maintain custody of the seal of the Authority and shall have the power to affix such seal to all contracts and instruments the Authority authorizes.
5. Executive Director. The Authority shall appoint an Executive Director, who shall also be the Secretary of the Authority, and who shall serve such terms as the Authority may establish. The Executive Director shall administer the affairs and business of the Authority including the management of the Authority’s projects. The Executive Director may sign all orders and checks for payment of money under the direction of the Authority and maintain the financial records and performance of the Authority. With regard to real estate transactions involving the Authority, the Executive Director is authorized and empowered sign contracts and to make minor amendments to contracts,

statements of authority, sign deeds, closing statements and all documents related to closing when the transaction and/or contract for the purchase or sale of property has been authorized by the Authority.

6. Election of Officers. The Officers of the Authority shall be elected by the Authority at its regular meeting in July of each year and shall assume their duties upon election. Officers shall hold the office for one year or until their successors are selected.
7. Vacancies. Should the office of Chairperson or Vice Chairperson become vacant, the Authority shall select a successor from its membership at the next regular meeting to serve for the unexpired term of said office.
8. Vacancy Concerning Elective Office. A vacancy shall exist when an Authority member accepts a nomination, designation, appointment, or otherwise announces that they are seeking any governmental elective office.

SECTION III – MEETINGS

1. Regular Meetings. Regular meetings shall be held without notice at such time and place as may be prescribed by the Authority from time to time. In the event any day of a regular meeting shall be a legal holiday, said meeting shall be held a day to be determined by the Authority. The Authority may also suspend any regular meeting by a majority vote of the Authority.
2. Special Meetings. The Chairperson of the Authority may, when the Chairperson deems it expedient, and shall, upon written request of the majority of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice thereof. The notice for the special meeting must be delivered or mailed by US postal service or electronically to each member of the Authority at least two days prior to the date of such meeting. Such notice shall designate the time and place of the special meeting. Any Authority member may waive notice of any meeting and the Authority member's presence shall constitute waiver of notice of that meeting. At such special meeting, no business shall be considered other than as designated in the notice, but, if all of the Authority members are present, any or all business may be transacted at such special meeting.
3. Quorum. Four Authority members shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. When a quorum is present, action may be taken by the Authority upon an affirmative vote of the majority of the Authority members present. The Chairperson shall vote on all motions. In the event of a tie vote, the motion is defeated.
4. Manner of Vote. The yeas and nays shall be entered upon the minutes of every meeting

except in the case of elections when a vote may be by ballot and except where there is a unanimous vote.

5. Parliamentary Procedure. The Authority shall be governed by parliamentary procedure as set forth in Robert's Rules of Order.

SECTION IV – AMENDMENTS AND SUSPENSIONS OF THE RULES OF PROCEDURE

1. Amendments. The bylaws of the Authority may be amended at any regular monthly meeting by majority vote where advance notice is given on the agenda published at least 4 days in advance of the meeting.
2. Suspension. Any requirements of these rules of procedure may be waived by written consent signed by all Authority Members.

Adopted on 10/13/2022

Adopted:

DocuSigned by:

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(Chairperson)

Attest:

DocuSigned by:

AEC83CAB2BCA43D...

(Secretary)