I. Call to Order
Chair Cummins called the meeting to order at 4:30 p.m. Commissioners Costigan, Haas, Roberts, and Welsh were present. (Commissioner Paz was absent; one vacancy exists.)

II. Approval of minutes for the meeting held on September 11, 2019
Commissioner Roberts made a motion to approve the minutes for the meeting held on September 11, 2019 as written. Commissioner Costigan seconded the motion; the motion carried 5-0. (Commissioner Paz was absent; one vacancy exists.)

III. Items of Business

Consideration of Habitat for Humanity HOME application
Carol Larsen, Grant Specialist, summarized the Greeley-Weld Habitat for Humanity (Habitat) application for funding from the HOME Investment Partnership Program. The application is for development of 12 houses, eight of which are expected to start during their current fiscal year, at the Northview Estates.

Cheri Witt-Brown, Executive Director, Greeley-Weld Habitat for Humanity was introduced and answered general questions about the project.

Commissioner Roberts made a motion to approve the reservation of funds for eight houses at $33,000 each ($264,000) and formal commitment of the funds as buyers are identified and houses are completed for sale. Commissioner Welsh seconded the motion; the motion carried 5-0. (Commissioner Paz was absent; one vacancy exists.)

Public Hearing to Consider the 2020 State Budget
Ms. Larsen presented information on Greeley Urban Renewal Authority's (GURA) operational accounts for funds received outside of the federal grant programs.

Chair Cummins opened the public hearing at 4:44 p.m. and called for public comment. There being no comment, Chair Cummins closed the public hearing at 4:44 p.m.

Commissioner Costigan made motion to approve Resolutions 2 & 3 appropriating sums of money to various funds for the State Budget as submitted. Commissioner
Consideration of Update to Policies and Procedures for using CDBG Outside of Greeley

Ms. Larsen summarized an Amendment to Policies and Procedures adopted by the GURA Board in January 2018 that allows the City to use CDBG funds outside the city limits of Greeley.

CDBG allows for using funds outside of the recipient jurisdiction if policies and procedures are in place and justification for such can be made.

Commissioner Costigan made a motion to approve the amendment to the original Policies and Procedures – Use of CDBG Funds Outside Jurisdiction – Amendment 1. Commissioner Welsh seconded the motion; the motion carried 5-0. (Commissioner Paz was absent; one vacancy exists.)

Consideration of process for Policies and Procedures to Apply for CDBG Affordable Housing Funds

Ms. Larsen described a staff recommended policies and procedures setting forth how entities will apply for the affordable housing funds.

Staff recommends application policies and procedures based on the following for use of CDBG funds for housing activities/projects:

- **“Open door” policy.** Because of other funding (that would in most cases provide the primary funding), owners/developers will need CDBG funds availability to be flexible.
- Secondarily, when funds are available and there has not been interest expressed in the funds, owners/developers would be approached by GURA staff for Letters of Interest.
- If there are multiple owners/developers who have inquired about funding, staff will request Letters of Interest from all in order to narrow the field prior to requesting full applications (which then federalizes the project).
- The Board will review any Letter(s) of Intent and determine which submitters they want to submit a full application. Letters of Intent would be requested immediately and be available for Board review December 11, 2019.

Commissioner Roberts expressed concerns that smaller Greeley businesses may not have the familiarity to meet the criteria proposed by staff. Ms. Larsen stated that the criteria is set by HUD and pointed out that the funds also must be spent down in a timely fashion. After a short discussion it was the consensus of the board to move forward with the recommended policies and procedures noting that staff would be available to guide all interested parties through the process.

Commissioner Roberts made a motion to approve the Policies and Procedures to Apply for CDBG Affordable Housing Funds as described by staff. Commissioner Costigan seconded the motion; the motion carried 5-0. (Commissioner Paz was absent; one vacancy exists.)
Consideration of appointment Greeley Urban Renewal Authority Secretary

Becky Safarik, Assistant City Manager/Community Building described Article II of the Greeley Urban Renewal Authority bylaws, adopted April 23, 1986 and attached to this memo, which reference 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.

In the last year, the City Manager reorganized operational functions at the City, moving the administration of the Urban Renewal Authority to a blended "Economic Health and Housing" office. Benjamin Snow directs this department and, by inference, is now the Executive Director of the Urban Renewal Authority. Staff has been transitioning functions during this time with the goal of a complete transfer of operational functions by year’s end.

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 Benjamin Snow 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.

Commissioner Roberts made a motion to approve and to ratify and recognize the appointment of Benjamin Snow as the Executive Director of the Greeley Urban Renewal Authority, effective January 1, 2020 in accordance with Section 4 of the Greeley Urban Renewal bylaws, dated April 23, 1986. Commissioner Costigan seconded the motion; the motion carried 5-0. (Commissioner Paz was absent; one vacancy exists.)

Consideration of E. 8th Street Gravel Pit Lease – Lease Amendment/Settlement

Ms. Safarik advised the Commissioners that earlier this year, GURA staff advised the Board of a lease dispute with GURA’s lessee, Laser Oil, which had been actively mining sand and gravel from the Authority’s property located on E. 8th Street. Specifically, the 20-year lease terminated on June 9, 2019 unless Laser provided written notice to GURA requesting a 5-year extension prior to the end of the lease. GURA staff contended that no written notice was provided by the deadline; Laser insisted it did provide written notice timely, but without evidence of successful delivery.

With direction from the Board, GURA staff worked with legal counsel to attempt to remedy the dispute, ultimately filing its case in court. As filing deadlines advanced and documentation was submitted to the court, efforts also continued to attempt to find a way to settle the matter.
Last week, both sides arrived at the attached agreement, which is drafted as an amendment to the lease between GURA and Laser. To summarize, both parties agree that the lease ended on June 9, 2019. Provisional time is provided to Laser to successfully complete site reclamation, remove its construction equipment and also remove a supply of asphalt stored on the property.

Commissioner Welsh made a motion to approve the 4th Amendment as presented in the attached resolution. Commissioner Haas seconded the motion; the motion carried 5-0. (Commissioner Paz was absent; one vacancy exists.)

IV. Board Member Comments/Reports
Ms. Safarik answered questions regarding various City projects.

V. Staff Report
Ms. Safarik noted the vacancies on the GURA board and emphasized the seriousness of attendance by the Commissioners. It was the consensus of the GURA board to draft a letter to any member of the board whose absences have been of concern, noting the importance of attendance and participation.

Benjamin Snow, Executive Director Economic Health & Housing, reported that development of a residential property, is intended to provide a new opportunity for Greeley citizens who wish to maintain an urban lifestyle, has been proposed for a property located at 1100 & 1108 8th Avenue. This site serves as a connection between North and South along the 8th Avenue Corridor in Downtown Greeley. The massing, site layout and overall design concept was completed with care for the existing Gamsey & Wheeler brick façade, but would demolish other parts of the site.

The owner has indicated they are not interested in pursuing historic designation at this time. For designation on the Greeley Historic Register without the owner's consent, the process for non-owner nominations established in Section 18.36.070(4) is used.

Historic Preservation staff determined the property has potential historic significance, and must make that information available to groups named in Paragraph 18.36.070(4)(a), which include the Planning Commission, the Greeley Urban Renewal Authority, the Downtown Development Authority and any preservation organization, including nonprofit historic preservation groups.

It was the consensus of the GURA Board that they understand the process and chose to remain silent on the matter.

VI. Adjournment
There being no more business, the meeting was adjourned at 5:47 p.m.

Rebecca L. Safarik, Secretary

Jediah Cummins, Chair