

**Golden Urban Renewal Authority
City of Golden, Colorado
Business Meeting
October 8, 2003**

The Golden Urban Renewal Authority of the City of Golden, County of Jefferson, State of Colorado, met in the Golden City Council Chambers 911 10th Street, Golden, Colorado, at the hour of 6:30 p.m.

Commissioners present were:

Suzie Benz	Ted Bickart	Preston Driggers	Janet Green	Dave Ketchum
Jan Schenck	Roya Stanley	Henry Tiberi		

Behm was absent.

Also present were: John Perry, Tim Pasquarelli, Diane Pasquarelli, Len McBroom, Judy Bolis

Approval of Minutes

Stanley asked for approval of the September 24, 2003, minutes. It was **MOVED** by Schenck and **SECONDED** by Driggers to approve the September 24, 2003, minutes. All Commissioners agreed.

Public Comment

John Perry introduced himself as a Restoration/Rehab Specialist from Littleton who is attending the Golden Urban Renewal Authority Board Meeting as an observer.

Communications

None.

Reports of Committees/Matters for the Authority

Property Development – CLEAR CREEK SQUARE JEWEL BOX -

Lot 1, the Jewel Box was discussed in Executive Session at this meeting.

CLEAR CREEK SQUARE PARKING CONDO ASSOCIATION –

Benz reported that the Clear Creek Square Parking Condo Association members which consist of Benz, Tiberi from the Golden Urban Renewal Authority and EmmaLou from the management company, had their first meeting of the Association. At this meeting, EmmaLou presented copies of documents to Benz and Tiberi for their review. Another Association meeting will be scheduled in 1 -2 weeks to discuss the reviewed documents and maintenance issues. Benz stated to the Board that the Clear Creek Parking Condo Association is on track. Ketchum stated that the Golden Urban Renewal Authority picked up all expenses and insurance until such time the office building was occupied. Benz will further study what invoices have been paid and what portion GURA is liable for now that the office building is occupied.

Parking – None

Transportation / Circulation - None

Business District Management

Wheatley reported on the Downtown Merchants meeting which was held on Tuesday, September 30, 2003. Wheatley informed the Board that the downtown merchants were submitting documentation to City Council relative to input received from the community about what should or should not be displayed on the Washington Avenue Bridge and whether or not vendors should be allowed on the bridge. The subject of possible vendors on the Washington Avenue Bridge is scheduled to be discussed at the City Council Study Session on Thursday, October 16, 2003.

Wheatley reported that the downtown merchants are preparing for the Halloween “trick-or-treat” event that is held downtown and preliminarily preparing for the holiday season as well.

Ketchum attended the Downtown Merchants meeting and presented the Golden Urban Renewal Authority’s adoption of Resolution #43 which states opposition to the initiative to abolish the Golden Urban Renewal Authority. Ketchum informed the Board that the downtown merchants are also adopting a position reinforcing their opinion opposing the initiative as well. Ketchum asked the downtown merchants to ensure that the Transcript is made aware of their statement.

Wheatley informed the Board that the next Downtown Merchants meeting will be on Tuesday, October 14, 2003, at 7:30 a.m. at the Old Capitol Grille.

Livability – None.

Information and Constituencies –

Communications Committee – Stanley asked Green to give an update of the Communications Committee. Green stated the Communications Committee met and identified groups in Golden that the Committee should contact and let them know what the Golden Urban Renewal Authority is about and what the Board is looking to accomplish. The Committee would like to get input from the groups contacted. Stanley asked Green if an e-mail was sent out to these groups. Green reported that she did not receive any responses. Stanley encouraged the Board members that have an interest in any of the groups to contact the groups seeking input. Schenck informed Stanley that he is a member of several veterans groups and has been talking with them about GURA. Stanley informed the Board that the members of the Communications Committee, Stanley, Driggers, and Green, will be visiting various groups as well.

Operations Committee – Driggers presented a summary regarding benefits issues and the Executive Director position of several urban renewal entities. Further discussion ensued regarding Driggers’ findings. Driggers stated that Golden stands unique regarding urban renewal authorities as GURA is independent from the City and cannot provide the City benefits. Driggers stated that providing benefits separately is very expensive. Driggers further explained other liability and the insurance costs related to that liability. Benz asked if Driggers found an insurance policy for the Parking Garage. Driggers stated he has not. Benz stated she and Tiberi will find the specifics written relative to the insurance on the Parking Garage.

Driggers reported that, per the memo from Carl Neu, GURA needs to work cooperatively with the City. Driggers stated that, from a personnel point of view, that has limitations. Driggers did state that assistance is being given from the City Human Resources as well as from the Finance Director. Driggers reported that other entities are City operated units with City employees and now GURA needs to decide who we want to be and where we want to go.

At this time Driggers asked for input from the Board. Discussion ensued regarding what coverage GURA has at this time and the possibilities if a liability issue was raised. Ketchum stated that, based on Driggers' research, having a City employee is not an unusual circumstance and should be considered. Ketchum also brought up the idea of whether to have a full-time employee or split someone with the City. Ketchum stated that the City is considering rearranging staff and possibly adding someone for economic development. Ketchum stated that perhaps GURA could pay into that for the portion of work being done for urban renewal. Ketchum asked the Board to review options other than hiring a full-time Director and to review those options carefully as this is the time to change, if changes are desired. Ketchum stated he has discussed this with the City Manager and the City Manager is not opposed to this idea, however, the City budget has to be considered as well as the timing issue. Ketchum stated that GURA might need to hire a part-time or temporary Staff member in the interim. Discussion ensued regarding this idea.

Schenck stated that he is not opposed to having a City employee. Schenck stated he does not feel GURA needs to be in a hurry to hire an Executive Director, but needs to be careful when hiring a City employee as the City Manager will want to provide a lot of input for this position. Schenck stated that the discussion of the Executive Director position warrants a whole meeting discussion time.

Stanley stated that she had a meeting with the Mayor and discussed the specifics of the working relationship with the City and how that fits with EDCOM. That conversation between Stanley and the Mayor led to the idea of forming a Task Force. This Task Force would focus on a set agenda within a concentrated time to accomplish the task given. Stanley stated she asked both Driggers and Green to be on that Task Force as representatives from GURA. Stanley informed the Board that the Mayor would appoint someone from the City, Mike Bestor being one of those chosen, and perhaps someone from the Chamber of Commerce. The specifics to be worked on as a Task Force would include how the GURA Executive Director position would be handled, City employee or not. This is one area that the Task Force would be responsible for and then present to the Board to move forward. Stanley asked for input from the Board. Discussion ensued. Schenck questioned whether or not a specific Task Force is needed and if it is worthwhile. Schenck asked for more details. Stanley stated that the Task Force appeals to her due to the fact that a concentrated effort is now needed and that working with the City is also needed to get clear direction on hiring an Executive Director for GURA. Stanley also commented on EDCOM and GURA needing to work in partnership and not be redundant but effective. Stanley stated that the Task Force would accomplish this within two months and that it would take approximately ten hours. Ketchum asked if this would begin before the election as the Mayor is busy campaigning and the Board will need to see who is elected and what direction would be decided at that time. Driggers asked what size Task Force is being presented. Stanley stated there would be two representatives from GURA and two representatives from City Council as the primary members. Also, EDCOM would be included and the Chamber of Commerce. Mike Bester, City Manager, would also be involved in this Task Force.

Discussion ensued regarding GURA – City Council communication. Schenck stated that the GURA Board needs to decide what “we want to be when we grow up.” Schenck further explained that City Council will need to decide what GURA will look like and then GURA having to decide if they want to fit that mold and continue working on that. Schenck felt this is perfect material for the upcoming GURA Board Retreat. Along with this, a decision should be made as to whether the Executive Director position should be under the City Manager which Schenck feels is a good idea and would provide checks and balance. Schenck stated that the GURA Board would still remain an independent Board, however, the Director would work for the City. Bickart commented from his experience in academic administration and gave examples of contracting a percentage of someone's time. Bickart questioned whether or not a GURA Director working for the City will be controlled by the City 100% of the time and the GURA Board would hope that a percentage of time would be given to GURA as required. Discussion ensued. Driggers stated that the information he received from other entities is that the role of the urban renewal Executive Director

when employed by the City must be managed very carefully. The Executive Director must understand both the urban renewal Board's direction and the City's direction and attempt to move them both in the same direction. Discussion ensued as to whether or not to take the time for a Task Force or if the Board should make a unified decision with City Council on what should happen with regards to the hiring of an urban renewal Executive Director. Discussion ensued that this would be a Retreat agenda item and should occur some time in November with the inclusion of City Council. Stanley felt there still needs to be a sub-set of the GURA Board and the other organizations to work through issues and bring back to the respective group their ideas after they've done their homework. Ketchum stated he felt the Operations Committee should be working on this and getting information together for the Retreat. Ketchum thought it would be a good idea to have the Mayor and City Council participate in the November Retreat for a few hours and that someone should contact the Mayor and get his input.

At this time, Len McBroom asked if he could make public comment on the issues being discussed. McBroom stated that the EDCom group is a promotional and marketing group for downtown and not economic development from the standpoint of deal making. McBroom stated that someone has to close the deal. McBroom stated that the urban renewal Board needs a person that can close deals and be a strong closer. McBroom commented on bringing the position of the GURA Executive Director under the control of City Staff and that City Staff people, in particular City Planners, are in the business of interpreting and administering code and not in the business of making deals. McBroom further discussed the many opportunities that still exist for urban renewal in Golden. McBroom stated that he feels GURA is on the right track, that GURA might want to leverage these issues, and take a different direction. Stanley thanked McBroom for his comments and summed up the issues being discussed. Stanley asked that the Operations Committee have a formal structure and interface with a subset of the City to identify all of the things the Board has to work through. Ketchum asked that this Committee get an agenda together for the Retreat. Schenck asked Driggers for descriptions of the various positions he investigated with other urban renewals. Stanley summarized that the function of the Operations Committee will be to identify all of the issues that need to be addressed and a potential path to address these issues at the upcoming Retreat. The Operations Committee will work on an agenda for the Retreat.

Culture and History – None

Partnering – Schenck informed the Board that EDCom did not meet the night before and that the next meeting is scheduled for Tuesday, October 14, 2003.

New / Unfinished Business

EXECUTIVE DIRECTOR POSTING - Driggers presented the Board with a revised draft of the job description for the Executive Director and a time-frame for posting this position. Previous discussion at this meeting created other options for a GURA Director. Driggers informed the Board that the materials in their packets can be used at a later date.

TREASURER'S REPORT – Benz distributed copies of the Financial Statements for August and September. Benz would provide transaction detail reports to any Board member that requests same. Ketchum asked that these statements be given in the packets before a meeting so that Board members can review the information before the meeting and not at a meeting. Stanley asked if there was anything of concern in these statements. Benz informed the Board that the only large item was the Washington Ave. bridge payment. Benz asked the Board for permission to hire a bookkeeper for a few hours per week in an effort to keep continuity with financial items. Discussion ensued and for a few thousand dollars the Board felt it would be feasible to hire a bookkeeper at this time. Ketchum **MOVED** and Driggers **SECONDED** the approval for Benz to

hire a bookkeeper on a temporary basis with an amount not to exceed \$3,000.00 for the year. All Commissioners agreed. Ketchum commented that an amount over \$3,000.00 would need further approval by the Board.

BY-LAWS AMENDMENT – “TERM OF OFFICE” – Driggers presented the wording for the proposed By-Laws Amendment – “Term of Office” for the Board’s approval. Discussion ensued and Driggers **MOVED** to accept the by-laws amendment with the changes noted. Ketchum **SECONDED**. All Commissioners agreed. A copy of the By-Laws Amendment is attached.

Commissioners Concerns

Tiberi thanked Preston for all of the work he has done on the issues presented.

Ketchum informed the Board that he has been working on the website, found out who our internet server provider is, made a few editorial changes and posted the Resolution. Ketchum suggested that the Board post meeting materials such as agendas, meeting minutes, and any other information in electronic form. Ketchum asked the Board for permission to spend additional monies to add DSL to the GURA office. Discussion ensued. Ketchum also asked that the service provider, VIAWEST, be changed to a more economical server. Discussion ensued. Ketchum also stated he does not want to be GURA’s web master but is willing to do this in the interim. Ketchum stated there are several website hosts in town and, as part of the 2004 budget process, he will ask for a budget line item for this expense.

Bickart informed the Board that he has been reading past minutes to “catch up.” Bickart expressed concern with the lack of reserve funds being kept. Bickart questioned this. Benz informed Bickart that there is a reserve fund, however, it is not set up on the books. Benz suggested discussing this when reviewing the 2004 budget.

Stanley expressed concern with the availability of the Board members for the upcoming Retreat. Stanley asked the Board members to e-mail Wheatley the Saturdays available in November and December. Discussion ensued regarding dates available, location of the Retreat, and the time allotted for this Retreat. It was decided that a full day be scheduled for the Retreat some time in November or December on a Saturday. Location of the Retreat will be decided between the Fossil Trace Golf Course and the Golden Hotel.

Staff Report

Wheatley followed up with the Board as to their expectations of her position as Communications Coordinator and now doing office management as well. Wheatley asked for direction with regards to meeting attendance and informed the Board that Steve Glueck, City Planning, asked that she keep continuity with these groups as a GURA representative. The Board needs to understand that attending these meetings requires the office not being staffed at certain times. Wheatley will send e-mails to the Board on a regular basis after attending the meetings noted. The Board agreed that e-mails received summarizing meeting information would be sufficient. Stanley agreed that it makes sense for Wheatley to continue attending these meetings until the Board decides what the transition will be and then something may change.

The following motion was made to go into Executive Session to discuss negotiations on the Golden Hotel, the Lot 1 at Clear Creek Square, and the Bent Gate Proposals.

Ketchum **MOVED** to go into Executive Session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under CRS Section 24-6-402 (4) (e); regarding the Golden Hotel, the Lot 1 at Clear Creek Square, and the Bent Gate Proposals. Schenck **SECONDED**. All Commissioners agreed.

Stanley announced that the time is now 8:35 p.m. and the Executive Session has been concluded. The participants in the Executive Session were: Ted Bickart, Suzie Benz, Preston Driggers, Janet Green, Henry Tiberi, Dave Ketchum (present until 8:15 p.m.), Sharon Wheatley, and Roya Stanley. For the record, if any person who participated in the Executive Session believes that any substantial discussion of any matters not included in the motion to go into the Executive Session occurred during the Executive Session, or that any improper action occurred during the Executive Session in violation of the Open Meeting Law, I would ask that you state your concerns for the record. Seeing none, the next agenda item is to adjourn.

Adjourn

There being no further business, Stanley adjourned the meeting.

Sharon Wheatley
Communications Coordinator

Roya Stanley
Chair

