

**WINTER PARK
URBAN RENEWAL AUTHORITY**

Winter Park Town Hall – 50 Vasquez Road
Tuesday, January 21, 2025 – 3:00 p.m.



AGENDA

1. Meeting Call To Order
 - a. Roll Call of Authority Board Members

2. Action Items
 - a. Resolution 1, A Resolution Approving Urban Renewal Authority Regular Meeting Times for 2025
 - b. Resolution 2, A Resolution Establishing Public Places for the Posting of Meeting Notices as Required by the Colorado Open Meetings Law
 - c. Resolution 3, A Resolution Adopting Bylaws for the Winter Park Urban Renewal Authority

3. Discussion
 - a. Other Policies to Consider for Adoption
 - b. URA Plans and TIF (Tax Increment Financing) Sharing Negotiations
 - c. Budget and Next Steps

4. Adjournment

**WINTER PARK URBAN RENEWAL AUTHORITY
TOWN OF WINTER PARK, COLORADO**

**CERTIFICATE OF APPOINTMENTS
DESIGNATING TERMS OF COMMISSIONERS**

WHEREAS, on September 17, 2024, the Town Council of the Town of Winter Park, Colorado, pursuant to C.R.S. § 31-25-104(1)(b), adopted Resolution No. 2179, Series of 2024, forming the Winter Park Urban Renewal Authority ("WपुरA") and appointing 10 of the 11 members of the WपुरA Board of Commissioners;

WHEREAS, by motion and vote at the Town Council meeting held on October 22, 2024, the final Commissioner was appointed; and

WHEREAS, Section 8 of Resolution No. 2179, Series of 2024, calls for the Mayor to complete a certificate of appointment, designating the term of each Commissioner, ensuring that the terms of the initial members of the Authority are staggered such that the term of at least one Commissioner expires each year, with the subsequent Commissioners serving 5-year terms.

NOW THEREFORE, the Mayor of the Town of Winter Park, Colorado hereby designates the initial term of each Commissioner on the WपुरA Board of Commissioners as follows:

Name	Term Ends
Nick Kutrumbos	3 rd week in April, 2026
Jennifer Hughes	3 rd week in April, 2028
Mike Periolat	3 rd week in April, 2026
Riley McDonough	3 rd week in April, 2026
Art Ferrari	3 rd week in April, 2028
Jeremy Henn	3 rd week in April, 2028
Rebecca Kaufman	3 rd week in April, 2026
Anthony J. DiCola, Mayoral Appointee	3 rd week in April, 2026
Rich Camino, representing Grand County	3 rd week in April, 2027
Scott Ledin, representing special districts	3 rd week in April, 2027
Chris Raines, representing East Grand School District	3 rd week in April, 2027

IN WITNESS WHEREOF, the Mayor has executed this Certificate of Appointments as of this 22nd day of October, 2024.



Nick Kutrumbos, Mayor

ATTEST:



Danielle Jardee, Town Clerk

WINTER PARK URBAN RENEWAL AUTHORITY

RESOLUTION NO. 1
SERIES OF 2025

A RESOLUTION APPROVING URBAN RENEWAL AUTHORITY REGULAR
MEETING TIMES FOR 2025

WHEREAS, the Urban Renewal Authority desires to set the time of its Regular Meetings for the upcoming 2025 calendar year.

NOW, THEREFORE, BE IT RESOLVED BY THE WINTER PARK URBAN RENEWAL AUTHORITY:

Section 1. The Winter Park Urban Renewal Authority hereby approves the Regular Meeting Time for 2025. WPURA Regular Meetings will be held at 3:00 p.m. on the third Tuesday of the month.

PASSED, ADOPTED AND APPROVED this __ day of _____, 2025.

WINTER PARK URBAN RENEWAL
AUTHORITY

Nick Kutrumbos, Chair

ATTEST:

Keith Riesberg, Secretary

WINTER PARK URBAN RENEWAL AUTHORITY

RESOLUTION NO. 2
SERIES OF 2025

A RESOLUTION ESTABLISHING PUBLIC PLACES FOR THE POSTING OF
MEETING NOTICES AS REQUIRED BY THE COLORADO OPEN
MEETINGS LAW

WHEREAS, pursuant to the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, and specifically C.R.S. § 24-6-402(2)(c), the Urban Renewal Authority must, at its first regular meeting of each year, designate a public place in the Town where meeting notices will be posted.

NOW, THEREFORE, BE IT RESOLVED BY THE WINTER PARK URBAN RENEWAL AUTHORITY:

Section 1. The designated public places for the posting of meeting notices of the Urban Renewal Authority, as required by the Colorado Open Meetings Law, C.R.S. § 24-6-402(2)(c), shall be as follows:

- A. Town of Winter Park official website at www.wpgov.com; and
- B. Per C.R.S. § 24-6-402(2)(c)(III), if unable to post a notice online, the designated posting place will be the glass display case near the front door of the Town Hall, located at 50 Vasquez Road, Suite B, Winter Park, Colorado.

Section 2. The Secretary shall be responsible for posting the required notices no later than 24 hours prior to each meeting, and all meeting notices shall include specific agenda information, where possible.

Section 3. The Secretary has provided the official website address to the State Department of Local Affairs and is included in the Department's inventory.

PASSED, ADOPTED AND APPROVED this __ day of _____, 2025.

WINTER PARK URBAN RENEWAL
AUTHORITY

Nick Kutrumbos, Chair

ATTEST:

Keith Riesberg, Secretary

WINTER PARK URBAN RENEWAL AUTHORITY

RESOLUTION NO. 3
SERIES OF 2025

A RESOLUTION ADOPTING BYLAWS FOR THE WINTER PARK URBAN
RENEWAL AUTHORITY

WHEREAS, the Authority desires to adopt a set of Bylaws, attached hereto and incorporated herein (the "Bylaws"), to govern operation of the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE WINTER PARK URBAN
RENEWAL AUTHORITY:

Section 1. The Bylaws are hereby adopted.

PASSED, ADOPTED AND APPROVED this __ day of _____, 2025.

WINTER PARK URBAN RENEWAL
AUTHORITY

Nick Kutrumbos, Chair

ATTEST:

Keith Riesberg, Secretary

**BYLAWS OF THE
WINTER PARK URBAN RENEWAL AUTHORITY**

**ARTICLE I
GENERAL**

SECTION 1. POWERS AND DUTIES. The Winter Park Urban Renewal Authority (the "Authority"), acting by and through its Board of Commissioners (the "Board"), shall have all the powers granted by the Winter Park Town Council (the "Town Council") and the Colorado Revised Statutes and shall perform all duties provided therein.

SECTION 2. OFFICE. The office of the Authority shall be at the Winter Park Town Hall or at such other place as may be prescribed by resolution of the Authority.

**ARTICLE II
COMMISSIONERS**

SECTION 1. APPOINTMENT AND TERMS. The appointment and the terms of office of the Commissioners of the Authority shall be as provided by resolution of the Winter Park Town Council.

SECTION 2. REMOVAL. Commissioners of the Authority may be removed from office by the Winter Park Mayor and Town Council as provided by law.

SECTION 3. CONFLICTS OF INTEREST. No Commissioner nor any immediate member of the family of any Commissioner shall acquire, nor shall any Commissioner retain any interest, direct or indirect, in any project or in any property included or planned to be included in any Authority project, nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any Authority project. If any Commissioner owns or controls an interest, direct or indirect, in any property included or planned to be included in any Authority project, he or she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Upon such disclosure, such Commissioner shall not participate in any action by the Authority affecting the carrying out of the project planning or the undertaking of the project unless the Authority determines that, in light of such personal interest, the participation of such Commissioner would not be contrary to the public interest. Acquisition or retention of any such interest without such determination by the Authority that it is not contrary to the public interest or willful failure to disclose any such interest shall constitute misconduct in office.

**ARTICLE III
OFFICERS AND PERSONNEL**

SECTION 1. OFFICES ESTABLISHED. The Authority shall designate or elect individuals to the positions of Chair, Vice-Chair, Treasurer, and Executive Director, who shall also serve as Secretary, as provided by this Article III. Except for the office of the Executive Director, all officers shall be Commissioners. Officers shall be designated or elected annually by the Authority at the regular meeting in May and shall assume their duties upon designation or election.

SECTION 2. CHAIR. The Mayor of the Town of Winter Park shall serve as the Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair shall sign all contracts, deeds and other instruments made by the Authority. The Chair shall appoint such standing committees as authorized by a vote of the Authority.

SECTION 3. VICE-CHAIR. The Vice-Chair shall be elected annually by the Board at the Authority's first regular meeting in May and assume the duties of the position upon election. The Vice-Chair shall perform the duties of the Chair in the Chair's absence or incapacity; and in case of a vacancy in the office of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time the vacancy is filled.

SECTION 4. TREASURER. The Treasurer shall be elected annually by the Board at the Authority's first regular meeting in May and assume the duties of the position upon election. The Treasurer shall monitor the care and custody of all Authority funds and verify receipts and deposits, and may delegate these duties to the Executive Director. The Treasurer shall perform the duties of the Vice-Chair in the Vice-Chair's absence or incapacity.

SECTION 5. EXECUTIVE DIRECTOR AND SECRETARY. The Winter Park Town Manager or their designee shall serve as the Executive Director, who shall also be the Authority's Secretary. The Executive Director shall have general supervision over the administration of the affairs and business of the Authority and shall be charged with the management of Authority projects. They shall have the care and custody of all funds of the Authority. Except as otherwise authorized by resolution of the Authority, they shall co-sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. They shall keep regular books of accounts of the transactions and financial condition of the Authority. The Executive Director, as Secretary, shall attest to the signature of the Chair on Authority documents, keep the records of the Authority, record all votes, and cause to be kept a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all other duties incident to this office. The Executive Director, as Secretary, shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. The Executive Director shall designate in writing some person to perform their duties in their absence.

SECTION 6. ADDITIONAL DUTIES. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority.

SECTION 7. VACANCIES. Should the office of Vice-Chair or Treasurer become vacant, the Board shall select a successor from its membership at the Authority's next regular meeting to serve for the unexpired term of said office.

SECTION 8. PERSONNEL. The Authority may from time to time authorize the employment of such personnel as it deems necessary to exercise its powers, duties and functions. The Executive Director shall determine the selection, qualifications, duties, and compensation of all personnel.

ARTICLE IV MEETINGS

SECTION 1. REGULAR MEETINGS. A regular meeting shall be held with notice as required by Colorado law at such time and place as may be prescribed by resolution of the Authority. If additional room or facilities are needed, the Chair may change the site of the meeting to another public location within the Town of Winter Park that is open and accessible to the general public, provided notice of such change is made not less than 24 hours prior to the scheduled meeting time. The Authority may, by motion, cancel any regular meeting.

SECTION 2. SPECIAL MEETINGS. The Chair may, when they deem it expedient, or upon the written request of three Commissioners, call a special meeting of the Authority for the purpose of transacting any business designated in the notice thereof. Notice of a special meeting shall be provided to the Board by the Secretary by telephone, electronic mail or personal service at least 24 hours prior to the special meeting. A special meeting shall be held with notice as required by Colorado law

SECTION 3. QUORUM. A majority of the Commissioners shall constitute a quorum for all purposes, but a smaller number may adjourn until a quorum is obtained.

SECTION 4. VOTING. When a quorum is in attendance, action may be taken by the Authority upon an affirmative vote of the majority of the Commissioners present. The yeas and nays shall be entered upon the minutes of every meeting, except where there is a unanimous vote.

SECTION 5. ABSENCES. A Commissioner who is unable to attend a meeting shall notify the Secretary in advance of the meeting, stating the reason for their absence. More than four absences from meetings within any calendar year may constitute the basis for a charge of neglect of duty and may serve as the basis for removal proceedings pursuant to Article II, Section 2 hereof and C.R.S. § 31-25-104(4), as amended. Remote participation pursuant to an Authority policy allowing remote participation in meetings shall not constitute an absence.

SECTION 6. RULES OF PROCEDURE. The meetings of the Authority shall be conducted according to the Authority's adopted rules of procedure.

SECTION 7. OPEN MEETINGS. The Authority shall make all policy decisions, pass resolutions, adopt rules and regulations, and take action on contracts calling for the payment of money only at meetings open to the public. Notices of meetings shall be posted in compliance with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*

SECTION 8. EXECUTIVE SESSIONS. The Authority may enter into executive sessions as permitted by the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.*, by the affirmative vote of two-thirds of the quorum present after a public announcement of the topic to be discussed in the executive session. Attendance at executive sessions shall be limited to the members of the Authority and such persons that the Authority may invite for advice and information.

ARTICLE V
MANAGEMENT

SECTION 1. CONTRACTS. All contracts of the Authority shall be approved by resolution or as otherwise required by the Authority's adopted purchasing policy. A copy of each contract along with its appropriate approving documents shall be kept with the journal of the proceedings of the Authority.

SECTION 2. AUTHORITY POLICIES. The Authority shall by resolution adopt a purchasing policy and may, as it deems appropriate, adopt other policies. All adopted policies shall be available for public inspection at the Authority's office.

SECTION 3. RELATIONSHIP WITH THE TOWN OF WINTER PARK. The Authority, its officers and employees shall always strive to provide regular and comprehensive communications regarding the Authority's activities with the Mayor, Town Council and Town Manager of the Town of Winter Park. Wherever possible, the Authority shall cooperate with the Town of Winter Park to avoid the duplication of offices, staff and services.

SECTION 4. FUNDS. All funds of the Authority shall be deposited in the name of the Authority in such bank or banks as the Authority may, by resolution, select.

SECTION 5. FISCAL YEAR. The fiscal year of the Authority shall commence on January 1 and end of December 31 of each year.

SECTION 6. GIFTS. Any contribution, grant funding, gift, bequest or devise to the Authority must be accepted by the Board on behalf of the Authority. All Commissioners and officers of the Authority shall accept all gifts, if any, in compliance with the Colorado Gift Ban, Article 29, § 3 of the Colorado Constitution.

ARTICLE VI
BOOKS AND RECORDS

SECTION 1. RECORDKEEPING. The Authority shall maintain adequate and correct accounts of its funds, properties and business transactions. Accounts shall be open to inspection by the public at any reasonable time.

SECTION 2. RECORDS TO BE PUBLIC. All resolutions and orders, as soon as practicable after their passage, shall be recorded in a book kept for that purpose and authenticated by the signature of the Chair and attested to by the Secretary. A record shall also be made of all other proceedings of the Board, with minutes of the meetings and reports entered into the record. Said records shall be public records and shall be open to inspection as required by law.

ARTICLE VII
BUDGET

SECTION 1. ADOPTION AND AUDIT. The Authority shall adopt an annual budget and conduct an annual audit in compliance with the Local Government Budget Law, C.R.S. § 29-1-101, *et seq.*

SECTION 2. PROCESS. The Authority shall prepare a preliminary budget and submit it to the Board each year in compliance with the Local Government Budget Law. An initial budget shall be prepared for review and consideration at the regular meeting in October.

SECTION 3. APPROVAL. The annual budget and associated appropriations shall be finally approved no later than December 15. The budget shall be then certified as the budget of the Authority and thereafter sent to the Colorado Department of Local Affairs.

SECTION 4. AMENDMENT. The Authority may from time to time amend its annual budget according to the procedure set forth in the Local Government Budget Law.

ARTICLE VIII
AMENDMENTS TO THE BYLAWS

These Bylaws shall be amended only if the proposed amendment(s) have been adopted on first reading at the previous meeting.

Adopted _____, 2025, by Res. No. _____.