# PARKER AUTHORITY FOR REINVESTMENT AGENDA
**May 7, 2018**
**Immediately following the Adjournment of the Town Council Meeting**

1. **CALL TO ORDER AND ROLL CALL**

2. **APPROVAL OF MINUTES**

   A. April 16, 2018

   B. December 4, 2017

3. **PUBLIC COMMENTS - 3 Minute Limit (No action will be taken on these items.)**

4. **RESOLUTIONS**

   A. RESOLUTION NO. 2018-01
   A Resolution Establishing a Designated Public Place for the Posting of Meeting Notices as Required By the Colorado Open Meeting Law

   B. RESOLUTION NO. 2018-02
   A Resolution to Appoint Members, Chair and Vice Chair of the Parker Authority for Reinvestment Advisory Committee

   C. RESOLUTION NO. 2018-03
   A Resolution Approving the Bylaws of the Parker Authority for Reinvestment Advisory Committee as Amended

5. **ADJOURNMENT**

**PARKER AUTHORITY FOR REINVESTMENT MINUTES**
**APRIL 16, 2018**

Chair Mike Waid called the meeting to order at 5:32 P.M. All Authority Members were present.

PAR Attorney Corey Hoffmann announced that the topic for discussion in Executive Session was one (1) item under C.R.S. § 24-6-402(4)(b) to receive legal advice on specific legal questions on South Metro Fire Rescue Authority litigation.

**EXECUTIVE SESSION**

Josh Martin moved to go into Executive Session at 5:33 P.M. to hold a conference with PAR's attorney to receive legal advice on specific legal questions, pursuant to C.R.S. § 24-6-402(4)(b).

John Diak seconded the motion.

The motion was approved unanimously.

Amy Holland moved to come out of Executive Session at 5:42 P.M.

Josh Rivero seconded the motion.

The motion was approved unanimously.

Josh Martin moved to adjourn the meeting at 5:42 P.M.

Josh Rivero seconded the motion.

The motion was approved unanimously.

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Carol Baumgartner, Town Clerk Mike Waid, Chair

**PARKER AUTHORITY FOR REINVESTMENT**
**MINUTES**
**DECEMBER 4, 2017**

Vice Chair Josh Martin called the meeting to order at 7:40 p.m. Chair Mike Waid was absent.

## APPROVAL OF MINUTES

- **November 6, 2017**
- **November 20, 2017**

Joshua Rivero moved and John Diak seconded to approve the November 6 and November 20, 2017 minutes.

The motion was approved unanimously.

**PUBLIC COMMENTS** None.

## RESOLUTION 2017-13

**A Resolution Approving the Amended and Restated Cooperation Agreement Between the Town of Parker and Board of Commissioners of the Parker Authority for Reinvestment.**

**Department: Jason Rogers, Director**

Parker Authority for Reinvestment and the Town of Parker originally entered into a Cooperation Agreement for Administrative Services on August 21, 2006, which has subsequently been amended on three occasions; once on June 4, 2012 (the "First Amendment"); again on March 17, 2014 (the "Second Amendment"); and again on May 15, 2017 (the "Third Amendment").

The Amended and Restated Cooperation Agreement comprehensively memorializes the relationship between the two (2) entities as follows:

Loans from the Town to PAR

1. PAR received a loan from the Town for $154,000 in 2007, loan was subsequently repaid in 2012.
2. PAR currently has an outstanding loan of $950,000 from the Town and each plan area owes:
   a. $900,000 for the purchase of the 19801 E. Mainstreet property (Parker Central Area)
   b. $25,000 for the initial funds for the area (Parker Road Area)
   c. $25,000 for the initial funds for the area (Cottonwood Area)

Staff Costs

PAR will reimburse the Town the cost of salaries and benefits for staff, starting January 1, 2018.

1. PAR Executive Director- 25% of the Town Administrator's salary and benefits

2. PAR Director - 50% of the Deputy Community Development Director's salary and benefits
3. PAR Redevelopment Manager - 100% salary and benefits
4. PAR Redevelopment Coordinator - 100% salary and benefits (anticipated hire 1st quarter 2018)

Administrative Fee
PAR will reimburse the Town for the cost of support functions provided by the following Town Departments; Human Resources, Finance/Accounting, Information Technology, Risk Management and the Clerk.

Office Rent
PAR will reimburse the Town for office space used by PAR staff.

Downtown Development
Allow PAR to oversee the development and redevelopment of Town owned property in Downtown Parker.

The amounts PAR will reimburse the Town for staff costs, administrative fee and office rent will be adjusted annually with budget appropriations.

John Diak moved to approve Resolution No. 2017-13.

Debbie Lewis seconded the motion.

The motion was approved unanimously.

The meeting was adjourned at 7:43 p.m.

Chris Vanderpool, Clerk

Josh Martin, Vice Chair

# Request for Authority Board Action

**Date:** May 7, 2018

**Submitted By:** Weldy Feazell, Redevelopment Manager

**Reviewed By:** Michelle Kivela, Executive Director

**Title:** **RESOLUTION NO. 2018-01**
**A Resolution Establishing a Designated Public Place for the Posting of Meeting Notices as Required By the Colorado Open Meeting Law**

## EXECUTIVE SUMMARY

The Parker Authority for Reinvestment Board must annually set a public location for posting meeting notices.

## STAFF RECOMMENDATION

Approve

## BACKGROUND/DISCUSSION

PAR is required to annually set a public posting location for posting of meeting notices. PAR Board meeting notices will be posted at Town Hall.

## FINANCIAL IMPACT

No financial impact.

## ATTACHMENTS

1. PAR RESOLUTION NO 2018-01

## RECOMMENDED MOTION

I move to approve Resolution No. 2018-01.

**PAR RESOLUTION NO. 2018-01**

**TITLE: A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR THE POSTING OF MEETING NOTICES AS REQUIRED BY THE COLORADO OPEN MEETINGS LAW**

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PARKER AUTHORITY FOR REINVESTMENT, AS FOLLOWS:

Section 1. Town Hall shall constitute the designated public place for the posting of meeting notices, as required by the Colorado Open Meetings Law. The Town Clerk shall be responsible for posting the required notices no later than twenty-four (24) hours prior to the holding of the meeting. All meeting notices shall include specific agenda information, where possible.

RESOLVED AND PASSED this _____ day of _____________, 2018.

______________________________
Mike Waid, Chair

ATTEST:

By: _________________________
Carol Baumgartner, Clerk

## Request for Authority Board Action

**Date:** May 7, 2018

**Submitted By:** Weldy Feazell, Redevelopment Manager

**Reviewed By:** Michelle Kivela, Executive Director

**Title:** **RESOLUTION NO. 2018-02**
**A Resolution to Appoint Members, Chair and Vice Chair of the Parker Authority for Reinvestment Advisory Committee**

### EXECUTIVE SUMMARY

The Parker Authority for Reinvestment Advisory Committee (PARAC) members and Committee Chair are appointed by the Authority Board annually pursuant to the PARAC Bylaws. The Authority Board needs to appoint new members to serve on the PARAC. In addition, the Authority Board appoints a new Chair and Vice Chair for the Committee based on the recommendation of the PARAC members.

### STAFF RECOMMENDATION

Approve

### BACKGROUND/DISCUSSION

At the beginning of 2018, two members resigned their positions and Jennifer Maskrey's term expired on December 31, 2017.

Pursuant to the PARAC bylaws, the Committee must have at least five members and no more than eight. Jennifer Maskrey requested to serve an additional term on the Committee. An interview process was conducted to fill the two vacant positions. After the interviews, it was determined that Mandy Minnard and Serena Hendon are qualified candidates for appointment to the open PARAC positions. Jennifer, Serena and Mandy's terms on the Committee will expire on December 31, 2021.

Additionally, in accordance with the PARAC Bylaws, the PAR Board appoints a Chair and Vice Chair for the Committee.

The duties and powers of the Chair are as follows:
1. Preside at all meetings of the Committee.
2. Call special meetings of the Committee in accordance with the Bylaws.
3. Ensure that all actions of the Committee are properly taken.

The duties of the Vice Chairperson are as follows:
During the absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall perform all the duties and is subject to all of the responsibilities of the Chair.

In the event that the Chairperson and Vice Chairperson are absent, those members present will nominate and vote on a Committee Member to serve as a temporary Chair for that meeting.

The Committee members have selected Jennifer Maskrey to serve as Chair and Serena Hendon to serve as Vice Chair in 2018.

## FINANCIAL IMPACT

None.

## ATTACHMENTS

1. 2018-02 Appointment of New Members and appointment of Chair PARAC Resolution

## RECOMMENDED MOTION

I move to approve Resolution No. 2018-02.

**PAR RESOLUTION 2018-02**

**TITLE: A RESOLUTION TO APPOINT MEMBERS, CHAIR AND VICE CHAIR OF THE PARKER AUTHORITY FOR REINVESTMENT ADVISORY COMMITTEE**

WHEREAS, the Town of Parker (the "Town") established the Parker Authority for Reinvestment (the "Authority") as an urban renewal authority, pursuant to the Town's Home Rule Charter and the Colorado Urban Renewal Law;

WHEREAS, the Authority created the Parker Authority for Reinvestment Advisory Committee ("Advisory Committee") for the purpose of facilitating public input on projects and activities of the Authority and providing recommendations to the Authority in an advisory capacity;

WHEREAS, the Authority adopted Bylaws for the Advisory Committee (the "Bylaws") establishing a membership of not more than eight (8) regular members and not fewer than five (5) regular members;

WHEREAS, based on the applications received, the Authority desires to currently set the number of regular members at seven (7);

WHEREAS, pursuant to the Bylaws, the members of the Advisory Committee shall serve staggered terms so that one-third of the membership is appointed in any calendar year; and

WHEREAS, the Advisory Committee also recommends to the Authority that Jennifer Maskrey be appointed as the Chair of the Advisory Committee; and

WHEREAS, the Authority must appoint a Chair to the Committee:

WHEREAS, the Advisory Committee also recommends to the Authority that Serena Hendon be appointed as the Vice Chair of the Advisory Committee; and

WHEREAS, the Authority must appoint a Vice Chair to the Committee; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PARKER AUTHORITY FOR REINVESTMENT. THAT:

Section 1. The Board of Commissioners of the Parker Authority for Reinvestment hereby appoints the following individuals as regular members of the Parker Authority for Reinvestment Advisory Committee for the terms specified in **Exhibit A**, which is attached hereto and incorporated by this reference.

The Board of Commissioners of the Parker Authority for Reinvestment hereby appoints Jennifer Maskrey as the Chair of the Parker Authority for Reinvestment Advisory Committee for a term through December 31, 2018.

The Board of Commissioners of the Parker Authority for Reinvestment hereby appoints Serena Hendon as the Vice Chair of the Parker Authority for Reinvestment Advisory Committee for a term through December 31, 2018.

RESOLVED AND PASSED this _____th day of ______, 2018

__________________________________________
Mike Waid, Chair

ATTEST:

By:_________________________________
Carol Baumgartner, Clerk

## EXHIBIT A

Appointment of one (3) regular members to the Parker Authority for Reinvestment Advisory Committee, for a term up to and including December 31, 2021.

Jennifer Maskrey
Mandy Minnard
Serena Hendon

## Request for Authority Board Action

**Date:** May 7, 2018

**Submitted By:** Weldy Feazell, Redevelopment Manager

**Reviewed By:** Michelle Kivela, Executive Director

**Title:** **RESOLUTION NO. 2018-03**
**A Resolution Approving the Bylaws of the Parker Authority for Reinvestment Advisory Committee as Amended**

### EXECUTIVE SUMMARY

The PAR Advisory Committee (PARAC) Bylaws need to be amended to correct the office location address.

### STAFF RECOMMENDATION

### BACKGROUND/DISCUSSION

When the Parker Authority for Reinvestment staff relocated their offices to Town Hall, it required an amendment to the Bylaws to reflect the change in office location.

The office address for PARAC will be amended to 20120 E. Mainstreet, Parker, CO 80138. All other aspects of the PARAC Bylaws remain the same.

### FINANCIAL IMPACT

None.

### ATTACHMENTS

1. 2018-03 PARAC ByLaws Amendment

### RECOMMENDED MOTION

I move to approve Resolution No. 2018-03.

**PAR RESOLUTION 2018-03**

**TITLE: A RESOLUTION APPROVING THE BYLAWS OF THE PARKER AUTHORITY FOR REINVESTMENT ADVISORY COMMITTEE AS AMENDED**

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PARKER AUTHORITY FOR REINVESTMENT, THAT:

Section 1. The Bylaws of the Parker Authority for Reinvestment, as amended, in the form attached hereto as **Exhibit A**, are hereby approved.

RESOLVED AND PASSED this _____th day of ______, 2018

________________________________________
Mike Waid, Chair

ATTEST:

By:________________________________
Carol Baumgartner, Clerk

**EXHIBIT A**

**PARKER AUTHORITY FOR REINVESTMENT**
**THE PARKER AUTHORITY FOR REINVESTMENT ADVISORY COMMITTEE BY-LAWS**

Section 1. Authority

The Parker Authority for Reinvestment Advisory Committee for the Town of Parker, hereinafter referred to as "Committee", was established to provide recommendations to the Parker Authority for Reinvestment (Authority) regarding Authority activities.

Section 2. Office

The business office of the Committee shall be at Parker Authority for Reinvestment's office, 20120 East Mainstreet, Parker, Colorado 80138.

Section 3. Powers and Duties

The Parker Authority for Reinvestment Advisory Committee has been established to make recommendations to the Authority Board regarding Authority activities and shall not have any decision making authority.

Section 4. Meetings

A. Regular Meetings

Regular meetings of the Committee shall be held on the fourth Wednesday of each month at 7:00 P.M. at the Douglas County Libraries, Parker Branch, 20105 East Mainstreet, Parker, Colorado, 80138. If such meeting dates fall on a legal holiday, the change of date shall be determined by the Committee and all members will be notified.

B. Special Meetings

Special meetings of the Committee shall be held when:

1. approved by majority vote of the Committee, or
2. requested by the Parker Authority for Reinvestment, or
3. deemed appropriate by the Chairperson or Vice Chairperson.

The Chairperson or Vice Chairperson shall provide all members notice of the time, place, and agenda for the special meeting at least forty-eight hours prior to the meeting.

C. Meetings Public

All meetings of the Committee shall be open to the public.

Section 5. Members

A. Regular Members

The Committee shall consist of between five (5) and eight (8) regular members as the Authority may determine by resolution from time to time. It is desired that the makeup of the Committee be as follows:

1. One (1) member with a real estate or development experience

2. One (1) member with a finance experience

3. One (1) member with a business experience

4. One (1) member with an planning or urban design experience

5. One (1) to three (3) members as an at large background

Members of the Committee shall either be residents of the Town of Parker or have a significant local business interest in the community.

B. All members of the Committee are appointed by the Authority.

C. Term Duration – Membership terms shall be Three (3) years and staggered.

D. Attendance – A Committee member may be removed by the Authority if they are absent from three (3) consecutive Committee meetings without providing the Chair and Authority staff 48 hours' notice that such member is unable to attend such meetings. The Committee shall approve by a majority vote of the entire Committee recommendation to remove the Committee member for non-attendance, and the recommendation shall thereafter be forwarded to the Authority for action.

Section 6. Officers of the Parker Authority for Reinvestment Committee

A. Appointment and Election of Officers

Any regular member of the Committee is eligible to hold office. The Committee, at their first regularly scheduled meeting after the Authority has appointed or reappointed a Chairperson, shall elect a Vice Chairperson, subject to Authority approval, to serve until the next appointment or reappointment of the Chairperson by the Town Council, or until there is a vacancy, whichever occurs first.

B. Chairperson

The duties and powers of the Chairperson shall be as follows:

1. Preside at all meetings of the Committee.

2. Call special meetings of the Committee in accordance with the by-laws.

3. Ensure that all actions of the Committee are properly taken.

C. Vice Chairperson

During the absence, disability, or disqualification of the Chairperson, the Vice Chairperson shall exercise or perform all the duties and be subject to all of the responsibilities of the Chairperson. In the event that the Chairperson and Vice Chairperson are absent, those members present will nominate and vote on a Committee Member to serve as a temporary Chairperson for that meeting.

D. Vacancy of Office

If the Chairperson vacates the office before his/her term is completed, the Vice Chairperson shall serve the unexpired term of the vacated office until the Authority appoints a new Chairperson.

E. Recording Secretary

A Recording Secretary shall be assigned from the Town staff to perform the following duties:

1. Keep the minutes of all meetings of the Committee.

2. Give or serve all notices required by law or by the by-laws.

3. Prepare the agenda for all meetings of the Committee.

4. Be custodian of Committee records until delivered to the Town Clerk.

5. Inform the Committee of correspondence relating to business of the Commission and attend to such correspondence.

Section 7. Conduct of Business

A. Quorum

No business of the Committee shall be transacted except at a regular or special meeting at which a quorum of the Committee shall be present.

A majority based on the entire regular membership shall constitute a quorum for the transaction of business. In determining if a quorum exists, alternate members shall be included as appropriate.

B. Consensus Opinion

All recommendations of the Committee forwarded to the Authority shall be through consensus opinion.

C. Disqualification

Any member of the Committee who shall feel that they have a conflict of interest on any matter that is on the agenda shall disqualify themselves; by stating the conflict, vacating their seat, and refrain from discussing and voting on said matter.

D. Misuse of Confidential Information

A member of the Committee shall not knowingly disclose confidential or privileged information to any third party. Members who review confidential financial information will be required to sign Confidentiality Agreements. This Section is not intended to impair or limit public access to information that is otherwise publicly available.

E. Deadline for Agenda

The deadline for placing any item on the agenda will be six calendar days prior to the scheduled meeting. Agendas for special meetings shall be set at least forty-eight hours prior to the meeting.

F. Consideration of Agenda Items

The following procedures will normally be observed:

1. Staff presents report.

2. The Committee may ask questions regarding the staff presentation and report.

3. Presentation by applicant (if applicable).

4. The Committee may ask questions regarding the applicant presentation and report.

Section 8. Modification of By-Laws

These by-laws may be altered, amended or repealed at any regular meeting by the Authority.

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Chairman Mike Waid