

JANUARY 22, 2026

URBAN RENEWAL AUTHORITY BOARD

Regular Meeting – 5:00 PM

A) CALL MEETING TO ORDER

Vice Chair Kristin Stephens called the regular meeting to order at 5:00 p.m. in the C I C room at 300 Laporte Avenue, Fort Collins, Colorado, with hybrid participation available via the City's Zoom platform.

B) ROLL CALL

PRESENT

Chair Emily Francis
Vice Chair Kristin Stephens
Commissioner Julie Pignataro
Commissioner Melanie Potyondy
Commissioner Dan Sapienza
Commissioner Matt Schild
Commissioner Chris Conway
Commissioner Josh Fudge
Commissioner Amy Hoeven
Commissioner Anne Nelsen

ABSENT

Commissioner Jessica Zamora

STAFF

Acting Executive Director Josh Birks
Secretary Amani Chamberlin

C) EXECUTIVE DIRECTORS' AGENDA REVIEW

Acting Executive Director Josh Birks provided an overview of the agenda, including:

- No changes to the published agenda
- Consideration of three Resolutions

D) PUBLIC PARTICIPATION

None.

E) PUBLIC PARTICIPATION FOLLOW-UP

None.

F) ADOPTION OF CONSENT CALENDAR.

None.

G) COMMISSIONER REPORTS

None.

H) DISCUSSION ITEMS

The method of debate for discussion items is as follows:

- Chair introduces the item number and subject; asks if formal presentation will be made by staff
- Staff and/or Applicant presentation (optional)
- Chair requests public comment on the item (three minute limit for each person)
- Board questions of staff on the item
- Board motion on the item
- Board discussion
- Final Board comments
- Board vote on the item

Note: Time limits for individual agenda items may be revised, at the discretion of the Chair, to ensure all have an opportunity to speak. **If attending in person, please sign in at the table in the back of the room.** The timer will buzz when there are 30 seconds left and the light will turn yellow. It will buzz again at the end of the speaker's time.

1. Consideration for Approval of the Minutes of December 1, 2025, Regular Meeting.

The purpose of this item is to consider the approval of minutes of December 1, 2025, Regular Meeting.

Commissioner Pignataro moved, seconded by Commissioner Potyondy, to approve the minutes of the December 1, 2025 Regular Meeting.

The motion carried 6-0.

2. **Oath of Office for New Fort Collins Urban Renewal Authority (“Authority”) Commissioners.**

The purpose of this item is the administration of the Oath of Office for new Authority Commissioners.

Oaths of Office were administered to Commissioners Francis, Conway, Hoeven, Nelsen, and Fudge by Secretary Chamberlin.

3. **Resolution No. 153 Accepting the Appointment of a Commissioner to the Authority.**

The purpose of this item is to accept the appointment of a Commissioner representing the Poudre School District (“PSD”) to the Authority Board. On December 1, 2025, Kristen Draper departed from the PSD Board of Commissioners, which created a vacancy on the Authority Board. Subsequently, the PSD Board of Commissioners appointed Jessica Zamora to replace Kristen Draper as Commissioner representing the Poudre School District (PSD) to the Authority Board.

Commissioner Stephens moved, seconded by Commissioner Potyondy, to adopt Resolution No. 153 Accepting the Appointment of a Commissioner to the Authority.

The motion carried 10-0.

4. **Resolution No. 154 Appointing Vice-Chair of the Authority Board of Commissioners.**

The purpose of this item is to appoint a Vice Chair of the Fort Collins Urban Renewal Authority Board of Commissioners.

Commissioner Stephens stated it is important to have balance on the Board, particularly given the House Bill that brought in members of the taxing entities as Commissioners, and recommended the Vice Chair be one of those members.

Chair Francis expressed support for Commissioner Stephens remaining in the role.

Commissioner Pignataro moved, seconded by Commissioner Potyondy, to adopt Resolution No. 154 Appointing Kristin Stephens as Vice Chair to the Authority Board of Commissioners.

The motion carried 10-0.

5. Resolution No. 155 Appointing the Finance Committee and Appointing a Chair of the Finance Committee.

The purpose of this item is to appoint members of the Authority Finance Committee and appoint a Chair of the Finance Committee.

Commissioner Potyondy asked if Commissioner Zamora is interested in serving on the Finance Committee. Acting Executive Director Birks replied staff is unaware of her interest and noted the next Finance Committee meeting will occur prior to the next regular URA meeting. He stated it would be possible to appoint enough members to have quorum for that Committee meeting and leave some appointments vacant.

Chair Francis asked if the Committee must have five members. Acting Executive Director Birks replied the motion that created the Committee called for five members. He noted the Committee does not take any action and is solely advisory to the entire Board; therefore, not all of the members need to be appointed now.

Commissioner Sapienza stated he would be happy to continue to serve on the Committee.

Commissioner Fudge and Vice Chair Stephens expressed interest in serving.

Chair Francis stated the Chair has traditionally served on the Committee and she will continue to do so.

Vice Chair Stephens moved, seconded by Commissioner Potyondy, to adopt Resolution No. 155 Appointing the Finance Committee and Appointing a Chair of the Finance Committee, as amended to allow the Finance Committee to appoint its own Chair, and appointing Commissioners Sapienza and Fudge, Chair Francis, and Vice Chair Stephens to the Committee with one position to be left open.

Them motion carried 10-0.

I) OTHER BUSINESS

Commissioner Pignataro asked about the makeup of the Board being the full City Council and one member from each of the taxing entities, and whether that was a Fort Collins specific decision. She stated she would like to receive some information as to how other URA Boards are made up.

Acting Executive Director Birks stated staff is intending to share a memo with the Board describing the options for forming a URA Board. He noted the Statute allows for two methods of formation. He stated Fort Collins created the Urban Renewal Authority in 1982, and at that time, there was no requirement for representatives from other taxing entities. He stated there would be a process to shift the Board makeup from a Council plus Board to a fully appointed Board, which will be further detailed in the memo.

Chair Francis requested the memo also include information as to how the bylaws could be amended or updated. Acting Executive Director Birks stated his impression of the bylaws is that they are the minimum necessary in order for the Board to function per State Statute with few local options.

Vice Chair Stephens noted there are occasional issues with the Board having quorum and asked if the State Statute addresses remote voting. Acting Executive Director Birks replied there was an emergency resolution in place during the pandemic that allowed for remote voting, though the Board did not continue that practice; however, the Board could amend its bylaws to make remote voting and participation possible.

Vice Chair Stephens supported looking at options for hybrid meetings.

J) ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 5:34 p.m.

Chair

ATTEST:

Secretary