

LA JUNTA URBAN RENEWAL AUTHORITY

**CALL TO ORDER:** The La Junta Urban Renewal Authority Board of Commissioners held a Regular Meeting on Thursday, August 12, 2021 at 4:00 p.m. at the CORE Center. The meeting was called to order by Chairperson Bennett.

Board Members Present

Absent

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Nancy Bennett

Trevor Herasingh

Christine Coffield

Rebecca Goodwin

T.J. Martinez – via zoom

Justin Miller – via zoom

Jeffri Pruyn

Also present:

Cynthia Nieb, Economic/Urban Renewal Director

Melanie Scofield, City Clerk

Bette McFarren, Rocky Ford Gazette

**CITIZEN PARTICIPATION:**

There was no citizen participation.

**MINUTES:** June 10, 2021

Chairperson Bennett asked if there were any corrections or additions to be made to the June 10, 2021 minutes. Hearing none, a motion was made by Jeffri Pruyn, seconded by Rebecca Goodwin, that the minutes for June 10, 2021 be approved as published. The motion carried unanimously.

**MINUTES:** July 8, 2021

Chairperson Bennett asked if there were any corrections or additions to be made to the July 8, 2021 minutes. Hearing none, a motion was made by Jeffri Pruyn, seconded by Rebecca Goodwin, that the minutes for July 8, 2021 be approved as published. The motion carried unanimously.

**FINANCIAL STATEMENTS:** July 2021

The July 2021 financial statements were provided for the Board’s review.

**BALANCE SHEET**

ASSETS

- Total cash at the end of July was \$288,742.17.
- Notes receivable was \$8,385.67
- There is one investment for \$109,980.43.

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- Total assets are \$407,108.27 for the month ending July 2021.

LIABILITIES

- There were no outstanding bills at the end of July.

**STATEMENT OF REVENUE/EXPENDITURES**

**BUDGET TO ACTUAL**

Bank interest in the amount of \$1.68 was received. \$35,804.60 was received for June from Otero County for the Tax Increment. Southeast Colorado Power was paid \$34.23 for the Welcome Sign. The 2021 budget is \$182,400 less \$67,778.32 in expenses and \$28,038.00 in encumbrances leaves a budget remaining of \$86,584.07.

Cynthia Nieb: Looking at budget to actual, we have \$25,000.00 left in our budget that we haven't spent. There is \$5,000.00 in Training and Travel; \$5,000.00 in Rehab Grants; and \$15,000.00 in Grant Match. Also, the financial shows \$417.10 being overspent in Administrative Costs. I've spoken with Aliza and these costs were the stops, signs, etc. for the parking lot. So that'll need to be moved over. The last thing that I have is that it doesn't reflect the \$100,000.00 that we are putting aside for the Main Street Open for Business cash match from checking. This will still leave \$146,082.62. We need to let Aliza know this.

MOTION TO INSTRUCT THE CITY FINANCE DIRECTOR TO MOVE \$417.10, THE SIGNS AND STOPS FOR THE PARKING LOT, FROM ADMINISTRATIVE COSTS TO THE APPROPRIATE LINE ITEM: Goodwin

SECOND: Miller

DISCUSSION: There was no further discussion

VOTE: The motion carried unanimously

MOTION TO SET UP A LINE ITEM FOR THE \$100,000.00 FOR THE MAIN STREET OPEN FOR BUSINESS CASH MATCH: Goodwin

SECOND: Martinez

DISCUSSION: There was no further discussion

VOTE: The motion carried unanimously

Cynthia Nieb: Regarding the 2022 budget, it was decided to keep a flat budget. So it'll be the same as this year without the parking lot line item. Aliza asked about the \$2,978.00 remaining in the Plaza Block budget.

Rebecca Goodwin: That money was earmarked for the roof and the work is done. We came in under budget. So we can close that out.

MOTION TO APPROVE THE 2022 BUDGET AS PRESENTED: Martinez

SECOND: Miller

DISCUSSION: There was no further discussion

VOTE: The motion carried unanimously

**PROJECT UPDATES:**

**A. PLAZA BUILDING**

Rebecca Goodwin: Phase 4, which was the construction documents, has been finished. The windows have been finished out. The final reports have been submitted to the State Historical Fund. The deadline for the next SHF grants was due August 1<sup>st</sup> and it was submitted on July 27<sup>th</sup> or 28<sup>th</sup>. It'll probably December before the status of the grant is known. The next round will be around early February. These are the mini grants. The next phase will include a steel support girder that goes in the front of the building and the doors and windows.

**NEW BUSINESS**

**A. MOTION THAT THE CITY MANAGER, RICK KLEIN, BE REQUESTED TO HAVE MELANIE SCOFIELD, OUR CURRENT SECRETARY, AVAILABLE UNTIL FURTHER NOTICE, TO SERVE AS OUR URBAN RENEWAL SECRETARY. DUTIES TO INCLUDE: ATTENDING ALL MEETINGS, PREPARING MINUTES AND PACKETS, INCLUDING THE FINANCIALS, AND EMAILING THOSE PACKETS AT LEAST ONE WEEK IN ADVANCE OF OUR MONTHLY MEETING:** Goodwin

SECOND: Coffield

DISCUSSION: Minutes need to not have the opinion of any one person. Urban Renewal contributes a great deal to the City as to health and safety. There's no logical person to do that. The minutes have to be fully factual.

After discussion, an amendment to the main motion was made by Rebecca Goodwin, seconded by T.J. Martinez to be adopted as follows: **MOTION THAT THE CITY MANAGER, RICK KLEIN, BE REQUESTED TO HAVE MELANIE SCOFIELD, OUR CURRENT SECRETARY, TO SERVE AS OUR URBAN RENEWAL SECRETARY. DUTIES TO INCLUDE: ATTENDING ALL MEETINGS, PREPARING MINUTES AND PACKETS, INCLUDING THE FINANCIALS, AND EMAILING THOSE PACKETS AT LEAST ONE WEEK IN ADVANCE OF OUR MONTHLY MEETING. URBAN RENEWAL WILL PAY \$3,000.00 TO MELANIE SCOFIELD FOR THE FOUR REMAINING MONTHS OF THIS YEAR AND THE MAYOR WILL CONFER WITH THE CITY MANAGER TO THINK OF OTHER ALTERNATIVES.**

VOTE: The motion carried unanimously

**B. Urban Renewal Director:**

- Main Street Open for Business: Looks like we'll have around 15-20 people. The only challenge might be, and I'm letting people know this, is that you have to give enough detail in order to fit the criteria. We have \$100,000.00 to distribute. We have to have very strong applications. We will be working with Trevor, Justin and Nancy to look through the historic preservation information and go through the first scoring criteria. All of the grant applicants have scoring criteria. If this is successful, the potential for another round is pretty good. (Main Street Open for Business Grant Application Guidelines is attached.)
- CDOT Grant: Hopefully we'll know by next Wednesday. Then we can move forward on Live Well Park.
- Progressive Urban Management: Will be making recommendations in August for September. Some of the survey results show that housing and blight are up on top.
- Fox Theater: Purchased by the City with a lease to buy by Vance Johnson.
- Housing Project: This project is gaining incredible traction.
- Work Study Student: Annyah Miller will be my work study student for at least this semester. She starts on Monday. My main goal is to have her do worthwhile work and help with organization as well.
- T.O.'s: Andy Manzanres is still interested in receiving help from Urban Renewal.

**C. Governing Body Comments:**

1. There were no governing body comments.

There being no further business, the meeting was adjourned at 4:46 p.m.

*Melanie R. Scofield*

Melanie R. Scofield, Secretary

*Nancy Bennett*

Nancy Bennett, Chairperson

*APPROVED AT THE SEPTEMBER 9, 2021 MEETING*