

LA JUNTA HISTORIC PRESERVATION ADVISORY BOARD (CLG)

**CALL TO ORDER:** The Historic Preservation Advisory Board (CLG) held a regular meeting on Monday, October 6, 2025 at 4:00 p.m. in the Council Chambers. The meeting was called to order by Chairperson Ben Mason.

Board Members Present	Absent
Nancy Bennett - arrived 4:03 p.m. Erika Lively Toni Madrid Ben Mason	Erin Monroy

Also present: Cristian Estrada, Deputy City Clerk/HPAB Secretary  
Melanie Scofield, City Clerk/HPAB Director  
Aimee Hill, La Junta Rotary

**CITIZEN PARTICIPATION:** There was no citizen participation.

**MINUTES:** July 14, 2025

Chairperson Mason asked if there were any corrections or additions to be made to the July 14, 2025 minutes. Hearing no corrections or additions, a motion was made.

MOTION THAT THE JULY 14, 2025 CLG REGULAR MINUTES BE ACCEPTED AS PUBLISHED: MADRID

SECOND: LIVELY

DISCUSSION: There was no discussion

VOTE: The motion carried unanimously

**FINANCIAL STATEMENTS:** Cristian Estrada, CLG Secretary/Treasurer gave the financial statement.

The financial statement for CLG is as follows:

3<sup>RD</sup> QUARTER 2025

Balance Forward	+\$7,000.00
2025 New Balance	+\$7,000.00
Saving Places	-\$ 600.00
Survey Cash Match	-\$ 5019.00
<u>La Junta Rotary</u>	<u>-\$1,210.00</u>
Balance	\$ 7,771.00

Reimburse La Junta Rotary
10/28/2025 \$348.00 ck#163
12/31/2025 \$588.00 pending
Balance \$274.00

4<sup>TH</sup> QUARTER 2025

Balance Forward	+\$8,981.00
<u>La Junta Rotary</u>	<u>-\$1,210.00</u>
Balance	\$ 7,771.00

Preservation Board
Balance \$8,981.00

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MOTION THAT THE THIRD AND FOURTH QUARTER CLG FINANCIAL STATEMENTS BE ACCEPTED AS PRESENTED: MADRID

SECOND: LIVELY

DISCUSSION: There was no discussion

VOTE: The motion carried unanimously

### **SURVEY PROJECTS:**

#### **A. 2022 Downtown La Junta Historic Survey**

1. A draft property owner letter was presented to the board regarding the Downtown Historic Resource Survey. It would be used for the first round of contact.
  - Mason – this was the result of the work session we had in the previous months; the board agreed to draft up a letter to present at this meeting.
  - Lively – Including a section naming the parameters/street thresholds of the surveyed area in downtown. Also including the date of when the survey was conducted, just to clarify the letter more.
  - Mason – The idea was to have a community engagement event, possibly at the Plaza Block Building, which was also discussed at the work session.
  - Lively – Erin Monroy did an incredible job with the poster boards that we had discussed and came up with at the work session. The boards are informative; have went over it with Melanie. They are ready for the public and states everything that the public would need to know about HPAB and the historic survey. Might be interesting and beneficial to have the board translated in Spanish.
  - Mason – Reached out to Lindsey Flewelling and asked if there were any outreach/communication grants that we could benefit from using with our current outreach. Have not heard from Lindsey regarding that yet. Maybe set her up to meet with us at the next work session, that way we are well informed for the next community involvement. Had 10 t-shirts made so that way the HPAB can be distinguishable from the public at our community involvement. All that's left is to pick a date of when to hold our outreach.
  - Lively – Now that the HPAB is getting up to speed, we will need to think of deadlines. Perhaps having informative sessions during the fall and springtime. The fall meeting we had discussed having at the Plaza Building, if possible. The other location would need to be a central location, that may be the library, the senior center, we had talked about the Fox Theater, because the theater at one point went through the channels of historic preservation.
  - Madrid – The next work session that the HPAB has will need to discuss this topic – finalization of the letter and dates/locations of where to have the public outreach meeting.

### **REPORTS:**

#### **A. Historic Walking Tour**

- Aimee Hill presented a poster that was shown at the Tarantula Fest parade. The rotary club is using some of the funds provided by the HPAB toward these banners. The public has already made comments regarding when and where the historic walking tour will be – to which the response was “it is coming soon!”.

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- Do not have the walking tour published just yet. Trinidad has a built virtual walking tour (that can be done from just your home computer/cell phone). The rotary club is also compiling a similar system for the walking tour, which is why the rotary club would like to request some more funds for the subscription of the walking tour website. The option the club is pursuing costs \$588 per year, and is limited to 5 total tours, each with up to 200 stopping points. It includes unlimited viewings/visits, a QR code to post and print, custom branding and domain name. The rotary is looking into ideas for when to launch the website. Would also like some guidance regarding what information should be included in the walking tour. The starting spot for the tour is on 1<sup>st</sup> Street and Santa Fe (the old information center).

The board continued discussion regarding the particulars of what should be included in the information, community outreach, and execution of the rotary's walking tour website program. The board also discussed the features and amenities that the walking tour website program offers.

MOTION FOR THE HPAB TO CONTRIBUTE \$588 FOR THE COST OF ANNUAL SUBSCRIPTION FOR THE WEBSITE THAT THE LA JUNTA ROTARY CLUB WILL USE FOR THE HISTORIC WALKING TOUR: BENNET

SECOND: LIVELY

DISCUSSION: There was no discussion

VOTE: The motion carried unanimously

MOTION TO PAY FOR THE APPROVED BANNERS THAT THE LA JUNTA ROTARY CLUB BUILT IN THE AMOUNT OF \$348: BENNET

SECOND: LIVELY

DISCUSSION: There was no discussion

VOTE: The motion carried unanimously

### NEW BUSINESS:

**A. Director Comments** – Melanie Scofield, City Clerk/HPAB Director, gave the director comments.

1. Erin Monroy has turned in her resignation from the board. She turned in her resignation letter on Friday, September 19, 2025. Thanked the board for all of the opportunities presented to her.
2. Will be compiling the list of board vacancies soon; will be published on the website, Facebook, and the La Junta Tribune Democrat for about one month.
3. Rebecca Goodwin from Otero County – Haven't heard from her yet, but will be in touch if the HPAB is needed.
4. North East La Junta Survey – the HPAB had a question regarding an address from the North East La Junta Survey; the address, located at 211 Lewis, was not originally on the list of intensive surveys. However, an intensive survey was still done on 211 Lewis despite not being eligible for nomination. From Erika Worzel: The original committee have the 15 pools of residents to look from that could have potential. The committee narrowed it down to 8 properties, and 211 Lewis is included in those 8. Won't know if this property is within the eligible district until the survey project is complete.

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- Should have the rest of the 100% completed draft survey forms by November; once received, will share with the board the results/print it off for the board as well. Final survey forms target date is April 1, 2026 which is also the target date for their next public forum/outreach. The grant contract expires June 1, 2026. Everything has to be completed and done by then.
  - Lively – on that early November date, the board is expecting 7 complete intensive surveys (not including 211 Lewis). On another note, perhaps the board could combine that spring presentation/outreach with the state’s presentation on April 1, 2026.
5. Annual Report – per Lindsey Flewelling, annual report is due November 3, 2025. Have gone back and have copies of 2024 and the 2023 annual report. Would like compare the previous reports to this year’s report. Are encouraged to send the draft answers to Lindsey to ensure that the board is not missing any information.
  6. Will be going on vacation from October 8<sup>th</sup> until October 20<sup>th</sup>. Will be going to the mountains, so service will be intermittent. In the meantime, Cristian Estrada will fill in for the City Clerk’s office for the time being – with a designation of authority sent out to all chairpersons and supervisors. You are in capable hands.
    - Lively – Is there a way to get a copy of the annual report to the board?
    - Normally the director is in charge of the annual report; will be willing to share with the board once it is compiled. In the report, it asks if there are changes in the bylaws, changes in designations, new historic designations, etc.
    - Lively – Is there a way to get the new, updated bylaws?
    - Yes, will get that to the board asap.
  7. Quadrennial Evaluation – interview with staff will occur; was interviewed by Lindsey Flewelling on Sep. 11<sup>th</sup>. By law, she needs her completed report turned in by December 31 of this year and she will share that with us. It will contain her recommendations for this board such as strong points, weaker points, what needs to be changed by the next 4-year review.

### **B. Governing Body Comments**

- a. Madrid – may have brought this up at another previous meeting, but what are/is the mission statement for the HPAB?
  - i. Lively – The idea of the mission is somewhat represented in the ordinance, or the current ordinance that was done at a work session – when the name of the board was changed.
  - ii. Scofield – Lindsey Flewelling did mention that there were grants and funds, not necessary, but the board can acquire a consultant that lays out a Historic Preservation Plan which gives direction and a mission for the board. Can reach out to Lindsey to gain more information. Professionals will steer us in the right direction.
- b. Mason – a few more things – regarding any future surveys – we chose 8 properties that the board agreed to pursuing, but all of those ideas were shot down. It is essentially the committees making ultimate decisions for us. It is a good idea to accept ideas from other committees, but the HPAB should be the ultimate deciding party when reviewing any more surveys on properties.

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- i. Was taken aback by the Otero County section 106 meeting that was had; maybe took it the wrong way, but when “stopping projects” came up, kind of got the feeling that we are “stopping progress” when that is far from the truth. Balance is needed.

**C. Next Scheduled Meetings are November (work session) none in December, and January (regular meeting).**

There being no further business, the meeting was adjourned at 4:52 p.m.

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Cristian Estrada, Deputy City Clerk

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Ben Mason, Chairperson