# AGENDA

REGULAR MEETING LA JUNTA URBAN RENEWAL AUTHORITY
La Junta, Colorado
January 12, 2023
4:30 p.m.
Council Chambers

**CALL TO ORDER**

**ROLL CALL** (City Clerk)

| Board Members P/A | Supervisors | Others |
|---|---|---|
| Ayala | | |
| Bennett | | |
| Coffield | | |
| Herasingh | | |
| Horton | | |
| Miller | | |
| Roberson | | |
| Sweikert | | |

**INTERVIEWS**
1. Duke Mitchell
2. Jeris Danielson
3. Toni Madrid

**CITIZEN PARTICIPATION**

**MINUTES OF PREVIOUS MEETING** (Chairperson)
Regular Meeting December 8, 2022

**FINANCIAL STATEMENTS** (Treasurer)
Month of December 2022
Investments – ColoTrust

**REPORTS** – Project Updates
A. Plaza Building (Nancy Bennett)

**NEW BUSINESS**
A. Election of Officers for 2023 (Chairperson) (Action)
   1. Chairman
   2. Vice-Chairman
   3. Treasurer

B. Urban Renewal Director Comments
   1. February Urban Renewal meeting will be scheduled as a Work Session
   2. Completed By-Laws

C. Governing Body's Comments

ADJOURN

Duke Mitchell

814 Raton Ave

La Junta, Colorado 81050

719-225-0779

Duke783@icloud.com

Attn: City Manager

I would like to express my interest in filling the upcoming vacancies on the Urban Renewal Board.

I have never served on a board, so I have no experience, but would like to be involved in community affairs.

I grew up in Rocky Ford, and my wife grew up here in La Junta, so we are very familiar with the Arkansas Valley and surrounding communities.

Sincerely

Duke Mitchell

Duke Mitchell

Jeris A. Danielson, P.E., Ph.D.
Consulting Engineer
517 Belleview Avenue
La Junta, CO 81050
(719) 980-0075
jeris_danielson@hotmail.com

December 6, 2022

Mr. Rick Klein
City Manager
City of La Junta
601 Colorado Avenue
La Junta, CO 81050

Subject: Appointment to the La Junta Urban Renewal Board

Dear Mr. Klein,

Please consider this as an application to be considered for appointment to the La Junta Urban Renewal Board to fill one of the vacancies as advertised in the La Junta Tribune Democrat. I moved to La Junta from Denver approximately 20 years ago because, among other things, of the attractiveness of the City. As we see the increasing trend of people moving from the Front Range to our city, I feel it is imperative that we make every effort to present a thriving vigorous and growing place where people are proud to live. This new growth is very important to our economic well-being and must be encouraged.

As I drive around town, I see many well-kept homes and properties, but I also note a number of run-down structures that either need to be repaired and upgraded or torn down. I would like to be a part of the process that seeks to find funds that can be used to help property owners do the work necessary to beautify our city and therefore I would be honored to be appointed to the Urban Renewal Board. Together we can all make La Junta a more wonderful place to live and raise our families. I had the honor to serve on the Airport Advisory Board some time ago and found the experience extremely rewarding. It would be an honor to once again serve the city in this new capacity.

Thank you for your consideration, I have attached a brief biography for your use.

Respectfully,

Jeris A. Danielson

December 5, 2022

La Junta Urban Renewal

To whom it may concern:

My name is Toni Madrid. I am interested in serving on the City of La Junta Urban Renewal Board.

I have worked in the financial services industry with Edward Jones Investments for close to 30 years. I have built my business by treating my clients as I would want to be treated, a simple idea that still makes sense in today's complex marketplace. I would bring this same mindset to the Urban Renewal board.

I have a willingness to work together for the common good of La Junta and its residents. However, I feel there is an important balance that must be struck between the cost of any given project and the benefits it provides to the citizens and/or the city.

Thank you for your consideration.

Respectfully,

Toni Madrid

**CALL TO ORDER:** The La Junta Urban Renewal Authority Board of Commissioners held a Regular Meeting on Thursday, December 8, 2022 at 4:30 p.m. in the Council Chambers. The meeting was called to order by Chairperson Bennett.

| Board Members Present | Absent |
|---|---|
| Joe Ayala | Christine Coffield |
| Nancy Bennett | Randall Roberson |
| Trevor Herasingh | |
| Daniel Horton | |
| Justin Miller – arrived at 4:40 p.m. | |
| Lily Sweikert – via Zoom | |

**Subject to approval at the January 12, 2023 Urban Renewal Meeting**

Also present: Cynthia Nieb, Economic/Urban Renewal Director
Melanie Scofield, City Clerk/UR Secretary
Bette McFarren, Rocky Ford Gazette

**CITIZEN PARTICIPATION:**

1. There was no citizen participation.

**MINUTES:** November 10, 2022

Chairperson Bennett asked if there were any corrections or additions to be made to the November 10, 2022 minutes. Hearing none, a motion was made by Daniel Horton, seconded by Trevor Herasingh, that the minutes for November 10, 2022 be approved as published. The motion carried unanimously.

**FINANCIAL STATEMENTS:** November2022

The November 2022 financial statements were provided for the Board's review.

**BALANCE SHEET**

*ASSETS*

- Total cash at the end of November was $40,831.60.
- Notes receivable was $4,100.00. (Avante has paid off their loan)
- Investments were $372,527.15 (COLOTRUST).
- Total assets are $417,458.75 for the month ending November 2022.

LIABILITIES

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

**STATEMENT OF REVENUE/EXPENDITURES**

*BUDGET TO ACTUAL*

Interest in the amount of $1,042.78 was received. Tax increment of $4.06 was received from property tax collections. The following bills were paid:

SE Colorado Power – Welcome LJ Sign $ 43.08

The 2022 budget is $135,800.00 less $93,538.77 in expenses and $3,100.00 in encumbrances leaving a budget remaining of $39,161.33.

Chairperson Bennett asked if there were any questions or corrections regarding the November 2022 financial statements. Hearing none, a motion was made by Trevor Herasingh, seconded by Daniel Horton, that the financial statements for November 2022 be approved as presented. The motion carried unanimously.

**REPORTS:**

**A. Plaza Building**

Chairperson Bennett: One of the apartments upstairs should be ready for occupancy for Summit Sealants to use as an office to make the building occupied. That way, SECCP will not lose the tax credits from the Health Department and the asbestos abatement. The glass is not in yet for the front of the building. The structure for the front is being working on now. This year we received another grant from the State Historic Fund that will pay for the rehabilitation of the windows across the south side of the building.

**NEW BUSINESS**

**A. Urban Renewal Director:**

1. Work Session: A work session has been scheduled for Monday, December 19th at noon.

2. Board Vacancies/Renewals: Chairperson Bennett read a letter received from Toni Madrid. It was decided to wait until the next meeting when all board members are present and the ad for position openings has closed.

3. Saving Places: This year the scholarships are limited to one in the amount of $800. It will be held in Boulder. Trevor, nancy, Daniel, Justin and Cynthia are interested in attending. Joe and Lily will not be able to attend. Cynthia will reach out to Christine and Randall.

4. Building Code Official: Aimee Hill plans on attending the meetings.

5. Awning Replacement: Cynthia received a call from someone who is wanting their awning replaced after the last windstorm. They were informed that the application would be put together soon.

**B. Governing Body Comments:**

1. There were no governing body comments.

There being no further business, the meeting was adjourned at 4:44 p.m.

| | |
|---|---|
| Melanie R. Scofield, Secretary | Nancy Bennett, Chairperson |

# +BYLAWS OF THE LA JUNTA URBAN RENEWAL AUTHORITY OF THE CITY OF LA JUNTA, COLORADO
**(Revised and Updated as of November 10, 2022)**

## ARTICLE I.
## INTRODUCTION

The La Junta Urban Renewal Authority was established by the City of La Junta on August 1, 1966, and certified by the State of Colorado on February 17, 1967. The original Bylaws of the La Junta Urban Renewal Authority were adopted on March 27, 1967. The original Bylaws of the La Junta Urban Renewal Authority were revised on November 11, 2011.

## ARTICLE II.
## NAME, ADOPTION, & BYLAW PURPOSE

**Section 1. Name and Term.**

The name of this urban renewal authority shall be the "La Junta Urban Renewal Authority," hereinafter referred to as "LJURA." Its duration shall be perpetual unless dissolved by resolution of the LJURA members and LJURA Officers (the "Officers") and the City of La Junta under Article VI herein.

**Section 2. Adoption.**

The within Bylaws have been adopted by the LJURA, and all previously adopted bylaws are hereby repealed.

**Section 3. Purpose of Bylaws.**

The purpose of these Bylaws is to establish rules and procedures necessary to carry out the purpose and duties of LJURA, as set forth in the Colorado Revised Statutes (C.R.S.) Title 31, Article 25, Part 1, and hereinafter referred to as "Urban Renewal Law."

## ARTICLE III.
## LJURA PURPOSE

**Section 1. Purpose.**

The purpose of LJURA is to eliminate blighted areas through creative redevelopment. Before LJURA may get involved in a project, the area must first be found to be blighted. LJURA adopts the definition of blighted from Urban Renewal Law. Under Urban Renewal Law, a blighted area means an area which, in its present condition and use, has substantially and adversely affected or slowed the reasonable growth of the community, hindered the provision of decent housing, or constitutes a social liability to the community, and therefore is detrimental to the well-being of the citizens. § 31-25-103(2).


601 Colorado Avenue, La Junta, Colorado 303-518-8261 cynthia.nieb@lajuntacolorado.org
www.chooselj.com

## ARTICLE IV.
## POWERS & DUTIES

**Section 1. Powers and Duties.**

LJURA shall have all the general powers granted under the Urban Renewal Law and shall perform all duties required by law. LJURA shall exist as an independent division of the City of La Junta and receive its funding from Tax Increment Financing ("T.I.F.") District (see Attachment 1 e.g. map) funding provided by Otero County.

## ARTICLE V.
## CONFLICT OF INTEREST

**Section 1. Conflict of Interest.**

A conflict of interest occurs when an LJURA member's interests—family, friendships, financial matters, current and past employment, or volunteer or social relationships—could compromise an LJURA member's judgment, decisions, or actions while serving on the LJURA. Real and perceived conflicts require transparency; thus, disclosure of potential conflicts of interest is required by relevant members before discussing the potential conflict of interest item. At the time of that disclosure, the LJURA member will recuse himself/herself from all interaction with the LJURA pertaining to the conflict of interest item. Failure to disclose a potential conflict of interest may result in removal from the LJURA.

Furthermore, no commissioner, member, officer, or employee of LJURA nor any immediate member of the family of any such commissioner, member, officer, or employee shall acquire any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall they 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 project.

If any commissioner, member, officer, or employee of LJURA owns or controls an interest, direct or indirect, in any property included or planned to be included in any project, they shall immediately disclose the same in writing to LJURA, and such disclosure shall be entered upon the minutes of LJURA.

Upon such disclosure, such commissioner, member, officer, or other employee shall not participate in any action by LJURA affecting the carrying out of the project planning or the undertaking of the project unless the LJURA determines that, in the light of such personal interest, the participation of such member in any such act would not be contrary to the public interest. Acquisition or retention of any such interest without such determination by LJURA that participation is not contrary to the public interest or willful failure to disclose any such interest constitutes misconduct in office.

## ARTICLE VI.
## DISSOLUTION

**Section 1. Dissolution.**

LJURA may only be dissolved by the action of its members and Officers and the City of La Junta.

## ARTICLE VII.
## MEMBERSHIP

**Section 1. Membership.**

Membership in the LJURA will be in accordance with Urban Renewal Law. Urban Renewal Law shall govern if and when conflicts exist between these Bylaws and Urban Renewal Law.

A. The LJURA shall be comprised of nine (9) members, and those members shall be appointed by the Mayor of La Junta, subject to approval by the City Council of the City of La Junta. Not more than one of the members appointed by the Mayor may be an official of the municipality.

B. The initial terms or tenure of office for each LJURA member shall be as follows; four (4) members are appointed for two (2) year terms, and five (5) members are appointed for a five-year term. Upon expiration of initial terms, all subsequent terms shall consist of two (2) years with a total term limit of twelve (12) years. One member shall be selected directly from the La Junta City Council by the La Junta City Council.

C. A new candidate seeking an appointment to the LJURA shall complete an application for the position. Existing members seeking reappointment shall submit a letter of intent to the Officers. Upon receipt, the LJURA shall review the application or letter of intent, interview applicants, and submit a recommendation for appointment to the Mayor. All mayoral appointments are subject to approval by the La Junta City Council. All chair designations are subject to approval by the La Junta City Council.

D. All new LJURA members shall participate in an orientation program familiarizing them with the rules and programmatic goals and objectives of Colorado Urban Renewal Authorities and the LJURA Plan.

E. The Mayor shall file with the City Clerk a certificate of the appointment or reappointment of any member, and such certificate is conclusive evidence of the due and proper appointment of such member.

F. An LJURA member holds office until his or her successor has been appointed and has qualified.

G. Vacancies other than by reason of expiration of terms must be filled by appointment of the Mayor for the unexpired term. All vacancy appointment candidates to the LJURA shall complete and submit to LJURA an application for the position. Upon receipt, the LJURA shall review the application, interview applicants, and submit a recommendation for appointment to the Mayor. All mayoral appointments are subject to approval by the La Junta City Council. Any vacancy within LJURA shall be filled no later than 90 days after the vacancy. Three (3) months prior to a member's term expiration, the position shall be made open to the public. A member appointed to fill a vacancy shall fulfill the unexpired term of his/her predecessor in office.

H. Nepotism is a barred activity under LJURA Bylaws. Nepotism is defined as the appointment of LJURA members with a blood or marital relationship—parents, children, first cousins, spouses—to the LJURA.

I. LJURA members shall receive no compensation for their services, except that they may be entitled to necessary expenses, including traveling expenses, incurred in discharging their duties. A majority vote for expense reimbursement is required prior to disbursement.

**Section 2. Prohibition of Private Inurement.**

No earnings or budget item of LJURA shall be distributed to its members for services or personal gain.

**Section 3. Resignation.**

The resignation of a member of the LJURA shall be made in writing to the Executive Director and the LJURA Chair, and the resignation shall be forwarded to the member's appointing authority. The resignation of a member of the LJURA shall be effective immediately upon receipt and verification by the Executive Director and Chair.

**Section 4. Attendance and Dismissal Requirements.**

A. Members missing three consecutive regular LJURA meetings in a six-month period—in the absence of a reason acceptable to the LJURA Chair—shall receive written notification from the Chair advising the member of their absences. The LJURA members shall choose to either recommend or not recommend the removal of the absentee member to the La Junta City Council. The La Junta City Council shall approve or deny the proposed removal. Remote or Virtual attendance of meetings by members is not included as an absence or missing a regular meeting.

B. The Mayor, with the consent of the La Junta City Council, may remove an LJURA member for inefficiency or neglect of duty or misconduct in office, but only after the member has been given a copy of the charges made by the Mayor against them and has had an opportunity to be heard in person or by counsel before the governing body. In the event of the removal of any member, the Mayor shall file in the office of the City Clerk a record of the proceedings, together with the charges made against the member and findings thereon.

**Section 5. Duty of Loyalty.**

All LJURA members must give undivided allegiance when making decisions affecting the organization. This means that a member must never use information gained as a member of the LJURA for personal gain as it relates to executing the LJURA Plan under Urban Renewal Law. Thus, LJURA members must act in the best interests of LJURA. The LJURA member further acknowledges and agrees he or she owes a fiduciary duty of loyalty, fidelity, and allegiance to act in the best interests of the LJURA and to do no act that would materially injure the interests of the LJURA.

## ARTICLE VIII.
## OFFICERS

**Section 1. Officers.**

The Officers of the LJURA shall be a Chair, Vice-Chair, and Treasurer, each of whom must be an LJURA member and shall be elected by a majority vote of the LJURA. Not more than one office may be held by the same person.

A. The Chair shall be the principal executive officer and shall preside at all LJURA meetings. The Chair shall preside over all regular and special meetings of the LJURA, and shall, subject to these Bylaws and rules of procedure, decide all points of procedure unless otherwise directed by a majority of the members present at a particular meeting. Except as otherwise authorized by resolution of the LJURA, the Chair shall sign all contracts, deeds, and other instruments made by the LJURA. The Chair shall serve as the primary contact between the LJURA and the Director of Urban Renewal for the City of La Junta.

B. The Vice-Chair shall be the assistant to the Chair and shall preside in the absence of the Chair.

C. The Treasurer shall keep an account of all monies received and expended on behalf of the LJURA with the assistance of the City of La Junta Finance Director. The Treasurer will present financial reports each month or when called upon to do so by the Chair.

D. In lieu of a formal Secretary, the LJURA has appointed a "Scribe," provided by the La Junta City Manager, to perform the usual duties of a board secretary. The Scribe shall keep all documents, minutes, and communications and maintain an accurate record of LJURA proceedings.

E. When both the Chair and Vice-Chair are absent, the members present shall select a member to preside over the meeting by a majority vote.

F. Duties: The duties of the Officers include setting the vision of LJURA, reviewing, approving, and supporting programming, administration and finances, and providing guidance on priorities. Unless supported by an approved vote of the members, no Officer should take independent action in the spending of LJURA funds or representation of the LJURA.

**Section 2. Officer Term and Elections.**

Officers shall serve a term of one year unless otherwise specified in the Officer's appointment or until the Officer's successor shall have been duly elected and qualified, or until the officer's earlier death, resignation, or removal by a majority vote of the LJURA at a meeting duly called. The election of Officers shall take place at the first meeting of each calendar year unless otherwise determined by a simple majority vote by the La Junta City Council confirmed LJURA members. Nominations for an officer position do not require a second. Nominees may have an opportunity to speak to their nomination before the vote is taken. A voice vote may be taken to elect all Officers or, upon a motion approved according to these Bylaws, voting elections may be made by ballot. Officers shall be elected by a majority of members present. In the case of vacancies of Officers, an election shall be held at the meeting following the vacancy of any Officer.

## ARTICLE IX.
## MEETINGS, VOTING, & CONDUCT

**Section 1. Meetings.**

A. Formal Meetings and Work Sessions: Formal meetings of the LJURA shall be those meetings where formal action may occur. Meetings and work sessions may be held at such time and place as may from time to time be determined by the Chair, except as otherwise directed by a majority of the members of the LJURA. No formal action shall be taken at work sessions of the LJURA. At least one LJURA member shall report LJURA activities at a La Junta City Council meeting per fiscal quarter.

B. Regular Meetings: LJURA members shall hold regular meetings at least once a quarter. The LJURA may also provide a time and a place for holding additional regular meetings with twenty-four (24) hour public notice in a designated location in compliance with the Colorado Open Meetings Law.

C. Special Meetings: Special meetings of the LJURA may be called by any member with twenty-four (24) hours of written notice to each member and public notice in compliance with the Colorado Open Meetings Law. Special meetings may also be called during any duly convened meeting for a future date by a majority vote of LJURA members. Formal action taken at a special meeting called in accordance herewith shall be considered as though it were taken in a regular meeting for those, and only those, matters referred to in the agenda contained in the notice of the meeting.

D. Executive Sessions: LJURA members may meet in an Executive Session if permitted by conditions outlined in the Colorado Open Meetings Law.

E. Rules: The most current revision of Robert's Rules of Order or Bob's Rules of Order shall guide the parliamentary procedures of the LJURA when not in conflict with these Bylaws. The order or subject of business may be altered or suspended at any meeting by the Chair unless a majority vote of the active LJURA members present deems otherwise.

F. Meeting Notes and Records: Meeting notes and records shall be recorded and kept as required by the Colorado Open Meetings Law by the Scribe. Meeting notes and records will be posted for public review on chooselj.com.

G. Meeting Agendas: The form of agendas shall be determined by the LJURA members. Agendas shall be posted in accordance with Colorado Open Meetings Law.

H. Meeting Minutes: Minutes shall be kept of all formal meetings of the LJURA and all meetings of committees of the LJURA at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur. Minutes need not be kept of work sessions of the LJURA.

I. Notice: For each meeting of the Officers, the meeting agenda shall be posted for the public in a designated place no less than twenty-four (24) hours before the commencement of the said meeting per the Colorado Open Meetings Law. The LJURA members shall, at the first meeting of the calendar year, determine the method and place of public notice postings.

J. Public Participation: Meeting agendas shall include a designated time for public comments, not including comments on those items scheduled for a public hearing. All public comments must be made during the public comment segment of the agenda. Public attendees shall sit in the audience unless asked to sit with the LJURA members during their comments. The LJURA members may identify time limits for public comments at their discretion.

K. Remote or Virtual Participation in Meetings: Remote or virtual participation by LJURA members via telephone, internet, or other remote contemporaneous communication technology is permitted for an LJURA meeting. Any member of LJURA who wishes to participate in a meeting by remote communication shall give as much advanced notice as possible.

L. Removal: The presiding Officer shall have the power to cause persons to be removed from a regular meeting, special meeting, working meeting, or a committee meeting, in order to maintain order and public safety during the meeting.

**Section 2. Quorum, Voting, and Decision-Making.**

A. Quorum: A majority of the LJURA members shall constitute a quorum.

B. Voting: A simple majority vote of the members present where a quorum is established shall be the action of the LJURA.

C. Decision-Making: Decisions of LJURA shall be approved by a majority of the members present at the meeting based on the Quorum standards defined within these bylaws. Any member may make a motion, which must be seconded for further consideration. All voting on motions shall be by roll-call or voice vote.

**Section 3. Conduct.**

The authority of the LJURA comes from the entire group of members, not a single member alone. Thus, decisions are in the nature of a consensus formalized by a simple majority vote.

## ARTICLE X.
## FINANCES

**Section 1. Finances.**

The City of La Junta will administer and provide oversight of LJURA finances.

## ARTICLE XI.
## ADMINISTRATION

**Section 1. Administration.**

LJURA will be administered by the non-voting Director of La Junta Urban Renewal. The director's duties are the daily supervision of LJURA, legal counsel contact, provision of training and support materials, advice and direction, and programming. This position is supervised and reports directly to the Chair of the LJURA and La Junta City Manager annually and as needed. The director is permitted to spend LJURA monies when such conduct is related to LJURA business, such as insurance, supplies, conferences, education, etc., so long as the business is a budget line item. Programmatic funding must be pre-approved by a vote of the members.

## ARTICLE XII.
## COMMITTEES

**Section 1. Committees.**

From time to time, the Chair may create either standing or ad hoc committees as deemed appropriate for special study or review unless otherwise directed by a majority of the LJURA members; and the Chair shall appoint all standing or ad hoc committee members. Upon completion of the duties of any ad hoc committee, the committee shall be deemed to be automatically disbanded. The Chair may also disband any standing or ad hoc committees unless otherwise directed by a majority LJURA members. At its first meeting, each committee shall elect its chair which shall be from among LJURA members.

## ARTICLE XIII.
## COMMITMENT TO THE PUBLIC

**Section 1. Commitment to the Public.**

LJURA members' commitment to the public shall be demonstrated by adherence to all Colorado laws, rules, and regulations regarding the conduct of public officials.

**Section 2. Communications Among Members.**

LJURA members shall adhere to all Colorado laws, rules, and regulations governing government communications.

**Section 3. Communications Outside the LJURA.**

LJURA may adopt separate policies regarding communications outside LJURA consistent with these Bylaws. City Council approval not required according to § 31-25-105(1)(a).

## ARTICLE XIV.
## AMENDMENTS TO BYLAWS

**Section 1. Amendments.**

These Bylaws may be amended from time to time by an affirmative vote of a simple majority of LJURA members at any formal LJURA meeting.

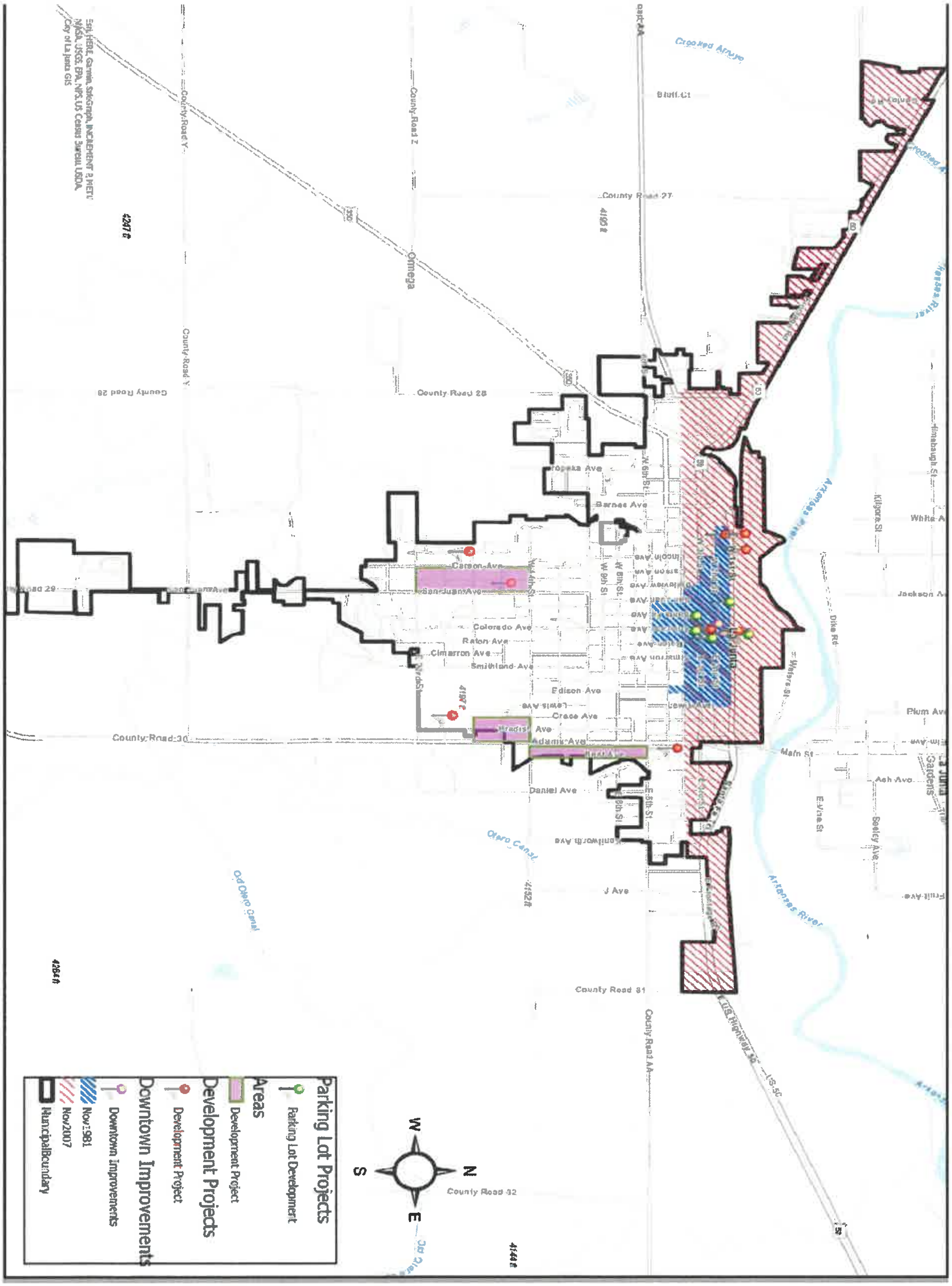
Approved on:

Date: ____________________________

| | |
|---|---|
| By: ____________________________ | By: ____________________________ |
| Chair | Mayor |
| Nancy Bennett | Joseph Ayala |


601 Colorado Avenue, La Junta, Colorado 303-518-8261 cynthia.nieb@lajuntacolorado.org
www.chooselj.com

**Attachment 1**





601 Colorado Avenue, La Junta, Colorado 303-518-8261 cynthia.nieb@lajuntacolorado.org
www.chooselj.com