A G E N D A

REGULAR MEETING LA JUNTA URBAN RENEWAL AUTHORITY
La Junta, Colorado
June 22, 2023
4:00 p.m.
Council Chambers

CALL TO ORDER

ROLL CALL (City Clerk)

Board Members P/A	Supervisors	Others
Ayala		
Bennett		
Coffield		
Herasingh		
Horton		
Madrid		
Roberson		
Sweikert		

CITIZEN PARTICIPATION

MINUTES OF PREVIOUS MEETING (Chairperson)
Regular Meeting May 25, 2023
Special Meeting June 6, 2023

FINANCIAL STATEMENTS (Treasurer) (See attachment)
May 2023
Investments – ColoTrust

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

UNFINISHED BUSINESS
A. Strategic & Communications Plan – Sheryl Trent of SBrand (Zoom)

B. Certified Local Government – Opting in for Board Continuation

NEW BUSINESS
A. Urban Renewal Director Comments

B. Governing Body's Comments

ADJOURN

CALL TO ORDER: The La Junta Urban Renewal Authority Board of Commissioners held a Regular Meeting on Thursday, May 25, 2023 at 4:00 p.m. in the Council Chambers. The meeting was called to order by Chairperson Bennett.

Board Members Present	Absent
Joe Ayala – arrived at 4:19 p.m.	Lily Sweikert
Nancy Bennett	
Trevor Herasingh	
Daniel Horton	
Toni Madrid – arrived at 4:21 p.m.	
Randall Roberson	

Subject to approval at the June 22, 2023 Urban Renewal Meeting

Also present: Cynthia Nieb, Economic/Urban Renewal Director
Melanie Scofield, City Clerk/UR Secretary
Aimee Hill, City Building Code Officer
Sheryl Trent, SBrand – via Zoom

CITIZEN PARTICIPATION:
1. There was no citizen participation.

MINUTES: April 13, 2023
Chairperson Bennett asked if there were any corrections or additions to be made to the April 13, 2023 minutes. Hearing none, a motion was made by Trevor Herasingh, seconded by Daniel Horton, that the minutes for April 13, 2023 be approved as published. The motion carried unanimously.

FINANCIAL STATEMENTS: April 2023
Randall Roberson explained that Jake's Gym paid the balance of his note, $1,000.00, so the notes receivable is actually $2,685.50. We have earmarked $250,000 to Sutherlands, $30,000 for the Strategic Plan and $6,500 for Action 22. That leaves us with a little over $200,00 to work with. Since the grant payment of $250,000 to Sutherlands Lumber won't be due until next year, we need to put the money aside into a restricted account.

MOTION TO PUT THE $250,000 SUTHERLANDS LUMBER MONEY ASIDE INTO A RESTRICTED ACCOUNT TO BE DETERMINED BY THE FINANCE DIRECTOR AND THE URBAN RENEWAL AUTHORITY CHAIR, ACRRUED INTEREST WILL COME BACK TO THE AUTHORITY: Roberson
SECOND: Herasingh
DISCUSSION: There was no further discussion
VOTE: The motion carried unanimously

Randall Roberson: Prior to Sutherlands coming in, we've had a couple lumber yards around this community. Ark Valley Lumber and La Junta Trading have served this community well. We wish nothing but the best for them. If they need money from Urban Renewal to redo anything at their places centered around safety and blight, I urge them to come in. Just wanted to say thank you to those two.

The April 2023 financial statements were provided for the Board's review.

BALANCE SHEET

ASSETS

- Total cash at the end of April was $119,707.42.
- Notes receivable was $3,685.50.
- Investments were $364,121.04 (COLOTRUST).
- Total assets are $487,516.08 for the month ending April 2023.

LIABILITIES

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

STATEMENT OF REVENUE/EXPENDITURES

BUDGET TO ACTUAL

Interest in the amount of $1,443.01 was received. Tax increment of $15,948.29 was received from property tax collections. Expenses for the month of April were as follows:

- $3,100.00 – Director Quarterly Salary
- $5,500. – Action 22
- $43.08 – Southeast Colorado Power (Welcome LJ Sing)

The 2023 budget is $182,500.00 less $12,771.34 in expenses leaving a budget remaining of $160,428.66.

Chairperson Bennett asked if there were any questions or corrections regarding the April 2023 financial statements. Hearing none, a motion was made by Trevor Herasingh, seconded by Christine Coffield, that the financial statements for April 2023 be approved as presented. The motion carried unanimously.

LJ URA APPLICATION – Valley Tire: Jerry Martinez with Valley Tire submitted the following information:

Project Name: Stagner Building
Amount Requested: $78,084.99
Timeline: Work to begin June 1, 2023 and completed by August 1, 2023

It is our goal to be fully operational by July 15, 2023. It is important that we are moved into the new location in time for the busy summer months. Our inventory exposure has always increased with the summer traffic and our busiest fuel sales are during the late spring through early fall planting and harvesting seasons. The La Junta community will benefit from the expansion of our auto inventory and competitive pricing.

Work to be done:

1. Repair of Roof – Roof is damaged and an eyesore
2. Exterior – Paint is peeling and unattractive
3. Replacing Garage Doors – Doors are not fully functional and dangerous
4. New Heating and Air Conditioning Units – The safety is needed in our extreme weather conditions
5. Repair of Plumbing – The bathroom sink and stool are leaking and in need of repair
6. Electrical Repair and Replacement of Light Fixtures – There have been some wires that are found to be unsafe and the light fixtures are damaged and in need of replacement

7. New Signage – Need to advertise Valley Tire Auto Sales and La Junta Valley Oil with 3x5 signs to coincide with our business logo and colors
8. Moving the Canopy to East Side of Property to open up the front of the business. The business looks cluttered with the canopy in the front as well as opening the front for customer parking

MOTION TO TABLE DISCUSSION FOR A SPECIAL MEETING SET FOR TUESDAY, MAY 30TH AT 4:00 P.M.: Herasingh
SECOND: Horton
DISCUSSION: There was no discussion
VOTE: The motion carried unanimously

LJ URA APPLICATION – Calico Properties LLC: CaSandra Thomas with Calico Properties submitted the following information:

Project Name: 405 Santa Fe Avenue, 14 & 16 W. 4th Street
Amount Requested: $52,551.50
Timeline: Work to be completed within ninety (90) days

I am submitting this request for financial assistance in some necessary repairs and replacements to my building located at 405 Santa Fe Avenue and 14 and 16 W. 4th Street in La Junta to tackle blight and safety conditions of the City sidewalk in front of all locations and new HVAC systems for all locations because the old systems have aged to a point of safety concerns.

Work to be done:
1. 405 Santa Fe Avenue – Sidewalk replacement, energy efficient HVAC systems (2) and electrical
2. 14 & 16 W. 4th Street – Sidewalk replacement with recessed drainage
3. 14 W. 4th Street – Energy efficient HVAC systems (2) and electrical
4. 16 W. 4th Street – Energy efficient HVAC coil system and electrical

There was some discussion between the board members and questions asked of the applicants.

FINANCIAL STATEMENTS Amendment: Randall Roberson added that we basically have two checking accounts. One of them being the original tax increment district that was started before 2007 and then a new checking account had to be started. Because of the monies that have been expended on different projects, they have used up the money in the original one so they're going to combine them into a single checking account held at Colorado Bank & Trust.

REPORTS:

A. Plaza Building

Chairperson Bennett: The city has started putting in the new water mains for the fire suppression unit and the water to the building. The electrical and plumbing is moving along. They are still waiting on the knives to do the shaping of wood for the storefront. They expect to be starting on that in June. We're working on the apartments upstairs and discussing how that's going to be handled.

UNFINISHED BUSINESS

A. Strategic & Communications Plan. Sheryl Trent with SBrand went over the process for the strategic and communication plan. The board is going to be involved in several conversations over the course of the next six months or so. Those conversations are going to culminate into an actual strategic plan. In a work session, retreat, all of the information and data that has been gathered will be talked about and discussed. Then the framework for the strategic plan will be created, throwing out ideas, talking about them, debating them. It will be strategically critical about how that's going to have the biggest impact and what the return on the investment might be and whether or not that's the role of the URA and all of those questions in that retreat. From that retreat, we craft a strategic plan for you. It also has an implementation component because no good strategic plan sits on the shelf. You have to have a way to say, how are we going to take all these ideas and these decisions that we've made about where we want to be, where we want to go in the future. How are we going to do that? Who is going to do it? When will we be able to accomplish it? You'll end up with two documents related to strategic planning. One of them is what we call the strategic plan itself. Which is a way to tell your story, communicate a bigger picture. The other one is the detailed spreadsheet, strategic implemented piece. That's the who, what, where, when, why and how. During that process, we'll be asking questions about communications. You will also end up with a third document that's a communication plan that talks about the brand of URA, all the way down to fonts and some colors and options for logos. All those things that can start your decision-making. The goal is to have a plan for your adoption, which you will have seen several times up to this point, by the end of October. Then you can start planning the budget process and all of those conversations that you need to have as a URA about what your coming year is going to look like.

B. Bylaws and Ordinance No. 1579. Daniel Horton explained that the bylaws for the La Junta Historic Preservation Advisory Board aka Certified Local Government are complete. However, there is an issue with ordinance no. 1579 which requires at least five historic preservation board members being derived from the City Planning Commission. This is not how things are being done right now nor desired. The ordinance must be amended to reflect the change that the La Junta Historic Preservation Advisory Board members derived from the La Junta Urban Renewal Authority. I spoke with the La Junta City Attorney Dean Malouff who shared that the process for amending that ordinance first starts with a letter dictating so.

MOTION TO AFFIRM THAT THE LA JUNTA HISTORIC PRESERVATION ADVISORY BOARD MEMBERS ARE DERIVED FROM THE LA JUNTA URBAN RENEWAL AUTHORITY RATHER THAN THE CITY PALNNING COMMISSION: Herasingh
SECOND: Madrid
DISCUSSION: Currently, the members of the La Junta Urban Renewal are the members of the Certified Local Government but the two are separate entities. The Certified Local Government program, the Historic Preservation board is a national program with national designation. It is not connected to the Urban Renewal State Statute but it should be independent of the Urban Renewal Authority. Members of the CLG board may be derived from Urban Renewal or other interested people in the community. People on the Urban Renewal board could also opt out of the Historic Preservation board.

Daniel Horton: I recommend to draw back the motion and discuss it during CLG. Seeing how the La Junta Urban Renewal Authority isn't going to have a mandate that any members be a part of it then it may not even fall under this meeting to begin with. I'll just address it at the CLG.

NEW BUSINESS

A. URA Funding Contract. Cynthia Nieb wants to add to the Sutherland contract that we will hold the funds until the completion of the project.That is a requirement that was voted on.

Grant Agreement: Daniel Horton said the main caveats that need to be understood moving forward is Section 2.4 – Grant Repayment. Is this something that we want in here? Basically, it's a schedule mapping out over the next four years what the percentage would be that an owner would have to repay if they were to sell the property after taking the grant. This was under the spirit of preventing flipping. After discussion, it was decided to amend the grant agreement adding a "Due Upon Sale" clause. Section 2.5 – Completion of Work. This speaks to the 18-months of completion that we previously discussed for the projects. I assume there's no objection there. If there are no other additions or modifications, I have nothing further to add.

Loan Agreement: Daniel Horton said the most important terms are in Section 2.4 which talks about the 2.5% interest rate with a 5-year payment period that was discussed. It was discussed that everybody thought it would be a 10-year payment period. Something to remember though is that the Urban Renewal's plan terminates in 2033. It will have to be decided if the Authority will continue as it is or become something different. After discussion, it was decided to add the "Due Upon Sale" clause to both agreements, wait for guidance on the language about the 2008 plan and that these agreements remain as templates so that each contract can be specific to the type of project the grant or loan is awarded to.

CaSandra Thomas returned to the meeting and distributed updated expenses, for the total project, to the board.

B. Notice of Board Posting Opening Advertise in the Gazette. The notice has been posted but nobody's contacted us yet. There has been one person show interest. Cynthia will get them an application.

C. Urban Renewal Director:

1. Asked Bill Jackson to make comments on the expenditures of the CORE building so that it could be clarified. (Cynthia read an email from Bill Jackson, attached)

D. Governing Body Comments:

1. There were no governing body comments.

There being no further business, the meeting was adjourned at 5:30 p.m.

______________________________ ______________________________

Melanie R. Scofield, Secretary Nancy Bennett, Chairperson

CALL TO ORDER: The La Junta Urban Renewal Authority Board of Commissioners held a Special Meeting on Tuesday, June 6, 2023 at 4:00 p.m. in the Council Chambers. The meeting was called to order by Chairperson Bennett. The Chair then appointed Daniel Horton as parliamentarian.

Board Members Present	Absent
Nancy Bennett	Joe Ayala
Christine Coffield	Toni Madrid
Trevor Herasingh	
Daniel Horton	
Randall Roberson	
Lily Sweikert – arrived at 4:05 p.m.	

Subject to approval at the June 22, 2023 Urban Renewal Meeting

Also present: Cynthia Nieb, Economic/Urban Renewal Director
Melanie Scofield, City Clerk/UR Secretary

Due to the nature of this meeting and the lengthy discussion between the board members and the applicants, the minutes to the June 6, 2023 Special Meeting will be "Action" minutes only.

Daniel Horton went over the following areas of the Urban Renewal Bylaws: Conflict of Interest, Duty of Loyalty and the use of Bob's Rules of Order.

Nancy Bennett disclosed that she is a member of SECCP, a non-profit organization and CaSandra Thomas does the books for SECCP.

MOTION TO ACCEPT NANCY'S DISCLOSURE OF CONFLICT OF INTEREST WON'T IMPAIR HER JUDGMENT: Herasingh
SECOND: Sweikert
DISCUSSION: Nancy is a member of SECCP; however, she does not handle the money and does not interact with CaSandra in regards to the books.
VOTE: The motion carried unanimously

Randall Roberson disclosed that CaSandra with Calico Accounting is his accountant, does monthly bookwork and prepares his taxes.

MOTION THAT RANDALL'S PERCEIVED CONFLICT OF INTEREST DOES NOT IMPAIR HIS JUDGMENT IN THIS MATTER: Horton
SECOND: Sweikert
DISCUSSION: CaSandra is Randall's bookkeeper and Randall is her insurance agent. He believes that it is a business matter and won't conflict his judgement.
VOTE: The motion carried unanimously

REVIEW OF GRANT APPLICATION GUIDELINES: Cynthia Nieb went over the following items:

- Application receipt and guidance – accepted practice involves staff interaction ONLY
- Ad Hoc changes to the guidelines and application are not accepted practice
- Deadlines – no changes to applications may be made after the application deadline
- Established eligible items
- Application requirements
- Evaluation

REVIEW OF GRANT APPLICATION – Calico Properties: The Board Members asked several questions of CaSandra Thomas, Calico Properties.

MOTION TO APPROVE MONEYS TOWARDS THE CALICO PROPERTIES FUNDING REQUEST, WHETHER IT BE A GRANT OR A LOAN: Horton
SECOND: Herasingh
DISCUSSION: There was considerable discussion regarding bids from contractors. Wanting to have several bids to compare; however, it's hard sometimes to even get one bid in our area. There will also be an inspection in the end that will offer some protection.
VOTE: The motion carried unanimously

MOTION TO APPROVE IN THE FORM OF A GRANT OR A LOAN "X" AMOUNT OF DOLLARS THAT WILL BE DISCUSSED IN THE DISCUSSION PORTION OF THIS MOTION: Horton
SECOND: Sweikert
DISCUSSION: There was much discussion regarding the HVAC system and if it is in proper working order. Daniel Horton suggested doing 40%, which would be $42,041.20, with $22,000 to be as a grant and the rest as a loan to be applied as the applicant sees fit when it comes to sidewalks, HVAC and electrical. Trevor Herasingh would like to add the stipulation that the sidewalks would need to be completed and moneys not used elsewhere.

MOTION TO APPROVE $42,041.20, THE AGREED UPON AMOUNT, TO PROVIDE TO THE APPLICANT: Horton
SECOND: Herasingh
DISCUSSION: Need to discuss the amount of money we have in our coffers and what percentage of that money we want to spend. Randall Roberson explained that according to the financial report from the last meeting, there are total assets of $487,000, of which, $286,500 is encumbered leaving slightly over $200,000 available to be lent out.
VOTE: The motion carried unanimously

MOTION TO APPROVE THE $42,041.20 IN THE FORM OF A GRANT OR A LOAN, WHICHEVER IS DECIDED UPON THEREAFTER THE DISCUSSION: Horton
SECOND: Trevor
DISCUSSION: Discussion centered towards funding the money as a grant but earmarking the $21,425 for sidewalks and then the rest towards the other eligible items.

Daniel Horton withdrew his motion.

MOTION TO GRANT THE APPLICANT $42,041.20 WITH $21,425 EARMARKED FOR SIDEWALK REPAIR: Sweikert
SECOND: Herasingh
DISCUSSION: There was no further discussion
VOTE: The motion carried unanimously

REVIEW OF GRANT APPLICATION – Valley Tire

MOTION TO WHETHER OR NOT GRANT MONEYS TO VALLEY TIRE AUTO SALES PER THE APPLICATION FOR ELIGIBLE ITEMS: Horton
SECOND: Herasingh
DISCUSSION: There was no discussion
VOTE: The motion carried unanimously

MOTION TO APPROVE 40%, THAT IS $32,780, TOWARDS THE ELIGIBLE ITEMS, LEAVING THE GRANT AND LOAN DISCUSSION FOR ANOTHER MOTION: Horton
SECOND: Herasingh
DISCUSSION: There was no discussion
VOTE: The motion carried unanimously

MOTION TO APPROVE "X" DOLLAR AMOUNT IN THE FORM OF GRANT OR LOAN AS AGREED UPON IN THE DISCUSSION THEREAFTER: Horton
SECOND: Sweikert
DISCUSSION: There was no discussion
VOTE: The motion carried unanimously

MOTION TO APPROVE THE 40%, $32,780, TO BE FULL GRANT APPLIED TO ROOFING, EXTERIOR PAINTING, HVAC AND ELECTRICAL REPAIR AS THE APPLICANT SEES FIT: Horton
SECOND: Herasingh
DISCUSSION: It would be a benefit to the community. There is an urgency because of the short time frame for the contractors to get things done.
VOTE: The motion carried unanimously

There being no further business, the meeting was adjourned at 5:46 p.m.

Melanie R. Scofield, Secretary	Nancy Bennett, Chairperson

Melanie Scofield

From: Cynthia Nieb <cynthia.nieb@lajuntacolorado.org>
Sent: Wednesday, June 14, 2023 5:30 AM
To: melanie.scofield
Subject: Fwd: URA/CLG June 22, 2023 Meeting

---------- Original Message ----------
From: "Madrid,Toni" <Toni.Madrid@edwardjones.com>
To: Cynthia Nieb <cynthia.nieb@lajuntacolorado.org>
Date: June 13, 2023 8:58 AM
Subject: URA/CLG June 22, 2023 Meeting

Dear Cynthia,

I'm writing today to inform you that I will not be able to attend the June 22nd, 2023 URA/CLG meeting. With the change in meeting dates from second Thursday to the present schedule, I have a work event that will conflict with this meeting. This work obligation has been scheduled for a year and I need to attend.

I apologize to the URA/CLG board members for any inconvenience this causes.

In addition, I would like to express my continued interest in being a CLG member, should any action be taken with regard to election of members for CLG board.

Respectfully,

Toni Madrid