

LA JUNTA URBAN RENEWAL AUTHORITY

CALL TO ORDER: The La Junta Urban Renewal Authority Board of Commissioners held a regular meeting on Thursday, January 9, 2020 at 4:00 p.m. at the CORE Building (upstairs). The meeting was called to order by Chairperson Bennett.

Board Members Present

Absent

Nancy Bennett
Christine Coffield
Rebecca Goodwin
Trevor Herasingh
Justin Miller
T.J. Martinez (arrived at 4:08)
Chad Penner
Cisco Perez
Jeffri Pruy

Subject to approval at the
February 13, 2020
Urban Renewal Meeting

Also present: Cynthia Nieb, Economic/Urban Renewal Director
Melanie Scofield, City Clerk/UR Secretary
Aliza Libby-Tucker, Director of Finance
Bette McFarren, Tribune Democrat

CITIZENS PARTICIPATION:

There was no citizen participation.

MINUTES: December 12, 2019

Chairperson Bennett asked if there were any corrections or additions to be made to the December minutes. Hearing none, a motion was made by Rebecca Goodwin, seconded by Trevor Herasingh, that the minutes for December 12, 2019 be approved as published. The motion carried unanimously.

FINANCIAL STATEMENTS: December 2019

Aliza Libby-Tucker presented the December 2019 financial statements for the Board's review.

BALANCE SHEET

ASSETS

- Total cash at the end of December was \$166,949.78
- Notes receivable was \$24,823.11
- There is one investment for \$109,163.03
- Total assets are \$300,935.92 for the month ending December 2019

LIABILITIES

- There were no outstanding bills at the end of December

LA JUNTA URBAN RENEWAL AUTHORITY

STATEMENT OF REVENUE/EXPENDITURES

BUDGET TO ACTUAL

- \$1,206.52 was received in December for the TIF. Bank interest in the amount of \$3.77 was received.
- There will be another TIF payment that will be pulled back into the 2019 financial upon receipts.
- Urban Renewal made an electric bill payment of \$38.20 for the Welcome La Junta sign.
- The City of La Junta was paid \$3,000 for the director salary. Bourget's project was completed and \$7,500 was paid out of storefront.
- The 2019 budget is \$528,500.00 less \$365,823.03 in expense. With the board's permission, we will amend the 2020 budget to reflect the remaining \$125,147.84 encumbered for the Plaza Building.
- Urban Renewal has \$166,949.78 in the bank and \$109,163.03 in investments.

Board Member T.J. Martinez arrived at the meeting

MOTION TO AMEND THE 2020 BUDGET TO REFLECT THE \$131,836.67 THAT IS ENCUMBERED FOR THE ROOF OF THE PLAZA BUILDING: Goodwin

SECOND: Penner

DISCUSSION: There was no further discussion

VOTE: The motion carried unanimously

Chairperson Bennett asked if there were any questions or corrections regarding the December financial statements. Hearing none, a motion was made by Rebecca Goodwin, seconded by Jeffri Pruy, that the financial statements for December 2019 be approved. The motion carried unanimously.

PROJECT UPDATES:

A. SECCP

Report from Jane Daniels dated January 6, 2020 received by email.

Narrative explanation of progress to date: *Scope of Work* – To date, Phase 1 stabilization is complete and the roof rehabilitation project along with Phase II is underway. The final financials for Phase I have been submitted to SHF and the contract close out is underway. The architect and grant/project administrator visited the site on December 17. At that time, the roof rehabilitation and Phase II stabilization were well underway, and the critical asbestos abatement had been completed with the remaining abatement yet to be done within the next few months.

LA JUNTA URBAN RENEWAL AUTHORITY

Deliverables approved and submitted: All deliverables submitted and approved.

Deliverables yet outstanding: None.

Interim payment: Received. Awaiting approval of final financials and payment from SHF.

Project Schedule – Phase I is complete; roof rehabilitation is underway along with Phase II stabilization. Phase III stabilization grant funds to SHF have been applied for on October 1, 2019.

Anticipated Project Timeline (as of January 6, 2020)	
Completion of Phase I Stabilization (Construction) including roof	December 2019
Final financial report and project closeout	January 2020
Completion of Roof Rehabilitation and Phase II Stabilization	Feb./March 2020
Submit final deliverables for Phase II	April 2020
Final project close out of Phase II/Roof	June 2020

Budget – For Phase I, the architect had funds in excess that were transferred to Summit Sealants for the emergency shoring. This transfer of funds was approved by the SHF and included in the final financial report for the SHF and are accounted for here below. The Phase II and roof rehabilitation are in budget.

Expenditures to date based on current budget.

Revised SHF Scope of Work and Budget Expenditures (to date)				
	<i>Task</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining</i>
A.	Architectural/Engineering	\$39,420	\$34,098.24	\$5,321.76
B.	Emergency Shoring	\$109,033.50	\$114,355.26	\$(5,321.67)
C.	Selective Demo/Abatement	\$105,979.50	\$105,979.50	\$0
D.	Foundation Rehabilitation	\$0	\$0	\$0
E.	First Floor Framing Rehab	\$0	\$0	\$0
F.	Archeological Monitoring	\$0	\$0	\$0
G.	GC, Permit, Bonds, OH&P	\$30,581	\$30,581	\$0
H.	Grant Administration	\$15,000	\$15,000	\$0
	<i>Contingency</i>	\$0	\$0	\$0
	SHF Project Total	\$300,014	\$300,014	\$0
Roof Rehabilitation (to date)				
		<i>Budgeted</i>	<i>Expended</i>	<i>Remaining</i>
	Roof Rehabilitation	\$189,000	\$50,583.47	\$138,416.53
	Architectural/Engineering	\$12,000	\$5,640	\$6,360
	Roof Project Total	\$201,000	\$56,223.47	\$144,776.53

LA JUNTA URBAN RENEWAL AUTHORITY

Project (Phase I + Roof) TOTAL	\$501,014	\$356,23	\$144,776.
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Work to be accomplished before the next Progress Report

As indicated, Phase I is complete and awaiting final approval and contract close out from SHF. Phase II is underway as is the roof. In addition, an application to the SHF was requested for \$200,000 in October 2019 for Phase III stabilization. Notification is anticipated in early February.

Rebecca Goodwin: We received notification this morning that we are now officially under contract with CDPHE on the \$150,000.00 abatement grant for the Plaza Building. We have also received the contract from Summit that will be signed by the Otero County Health Department because they are the grant recipient for that funding. The roof should be done in the next forty-five days. Everything's in place for Phase III.

Next Thursday we are meeting with Jessica, Jay and I and History Colorado to get the tax credits started.

NEW BUSINESS

A. Urban Renewal Director:

1. **Land where Welcome Sign located** – This land, that we just signed a new contract for, is for sale. Cynthia will inquire about purchasing just the area where the sign is located and will check into what kind of maintenance it will require along with how to access it.
2. **Certified Local Government** – We fulfill our training requirements for Certified Local Government with those of us who are attending the CPI Conference.
 - Our by-laws need to be revised
 - Checking on our ordinances to make sure there's no conflict in operations
 - Would like to have Erica Duvic, head of the Certified Local Government Program, come down for a refresher for those who can't attend the conference

B. Governing Body Comments:

1. Rebecca Goodwin: Will not be in attendance for the next two meetings.
2. Nancy Bennett: Will not be able to attend the February meeting. Vice-chair Justin Miller will facilitate the meeting.

There being no further business, the meeting was adjourned at 4:32 p.m.

Nancy Bennett, Chairperson