

## LA JUNTA URBAN RENEWAL AUTHORITY

**CALL TO ORDER:** The La Junta Urban Renewal Authority Board of Commissioners held a Regular Meeting on Thursday, February 11, 2021 at 4:00 p.m. via virtual meeting. The meeting was called to order by Chairperson Bennett.

### Board Members Present

### Absent

Nancy Bennett  
Christine Coffield  
Rebecca Goodwin  
Trevor Herasingh  
T.J. Martinez  
Justin Miller  
Jeffri Pruyn

**Subject to approval at the  
April 8, 2021  
Urban Renewal Meeting**

Also present: Cynthia Nieb, Economic/Urban Renewal Director  
Melanie Scofield, City Clerk  
Edward Vela, Council Member  
Christian Burney, La Junta Tribune  
Bette McFarren, Rocky Ford Gazette

### **CITIZEN PARTICIPATION:**

There was no citizen participation.

### **MINUTES:** January 14, 2021

Chairperson Bennett asked if there were any corrections or additions to be made to the January 14, 2021 minutes. Hearing none, a motion was made by T.J. Martinez, seconded by Rebecca Goodwin that the minutes for January 14, 2021 be approved as published. The motion carried unanimously.

### **FINANCIAL STATEMENTS:** December 2020

The January 2021 financial statements were provided for the Board's review.

### **BALANCE SHEET**

#### ASSETS

- Total cash at the end of January was \$170,032.65.
- Notes receivable was \$18,175.81.
- There is one investment for \$109,963.83.
- Total assets are \$298,172.29 for the month ending January 2021.

**LIABILITIES**

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

**STATEMENT OF REVENUE/EXPENDITURES**

**BUDGET TO ACTUAL**

Bank interest in the amount of \$3.17 was received. Property insurance was paid in the amount of \$1,617.10. The 2021 budget is \$182,400.00 less \$1,617.10 in expenses and \$54,423.39 in encumbrances leaving a budget of \$126,359.90 remaining.

Rebecca Goodwin: All of the funds for the roof project have not been expended yet. SECCP pays the bills, and then they are submitted to Aliza for reimbursement. There is still some work that needs to be done.

Cynthia Nieb: The property tax that we received last year was \$154,000.00. Rebecca Goodwin noted that every two years commercial properties are re-assessed.

Rebecca Goodwin: We need to keep doing projects that generate TIF. When you hit the end of that twenty-five year plan, that TIF falls off and you need to have additional projects.

Chairperson Bennett asked if there were any questions or corrections regarding the January financial statements. Hearing none, a motion was made by Justin Miller, seconded by Trevor Herasingh, that the financial statements for January 2021 be approved with the change of total cash on hand at the end of January. The motion carried unanimously.

**PROJECT UPDATES:**

**A. SECCP**

Jane Daniels provided the following report:

*Scope of Work* – Phase III stabilization (2020-02-024), is still underway due to subcontractor unavailability in December and January. However, as of this week (Feb. 8<sup>th</sup>), Summit estimates that the remaining items, which include removing debris from under the stairs, stabilizing masonry walls at the stair run, and removing the door, etc. from the front entry, will be complete. Summit and the framers should also complete the new stair installation and the remaining punch list items by the end of February, if not sooner. As with previous reports, all deliverables and financials are up to date. With the delayed schedule, we assume the SHF contract for Phase III will be closed out in March or April 2021.

In the meantime, the construction documents are still in development (SHF Project #2021-M1-001). There was a delay due to information needed related to the kitchen specs. The architect anticipates now having a draft complete by March with hopes to even finalize the drawings by April or May 2021.

The SHF grant to rehabilitate the front façade windows on the second floor of the building was awarded in early November. SECCP and the project team were under contract for the project with the SHF (#2021-M2-045) quickly thereafter and an initial meeting to kick-start

the project was held on December 9<sup>th</sup> on site. Present were members of the SECCP, URA, Summit Sealants, Form + Works Design, JVA Engineers, and Jane Daniels. This on-site meeting was to review the current work on Phase III, to review the preliminary floor plans and CDs with the architect, and to also initiate the windows grant. Subsequent deliverables and financial reporting were submitted and are up to date per all three of the active SHF grants. A meeting with the window contract for #2021-M2-045 will take place on February 9<sup>th</sup> via conference call to discuss the details and scheduling for the window rehabilitation moving forward.

*Project Schedule:*

<b>Anticipated Project Timeline (as of February 5, 2021)</b>	
Phase III construction completion	March 2021
Draft of Construction Documents – Exterior and Interior for review by project stakeholders and SHF	March 2021
Anticipated Start of Window Rehabilitation (2021-M2-045)	Feb./March 2021
Final project closeout of Phase III Stabilization	March 2021
Final Construction Documents	March 2021
Cost Estimates and Associated Phasing/Fundraising Plan for Remaining Phases of Project Rehabilitation	May/June 2021
Installation of Rehabilitated North Windows	May 2021 (est.)
Close out of Windows – SHF Grant(s)	July 2021 (est.)
Application to SHF for Additional Exterior Work (Doors/Windows) and/or Interior Work	August 1, 2021 (new and only SHF deadline for 2021)

Deliverables yet outstanding for Phase III and CDs: No change since December 2020 report. There are only three remaining deliverables for Phase III, all of which will be submitted at the project’s conclusion (after photos, change orders, and project summary). For the CDs, also no change, the remaining deliverables are the draft and final review of the construction documents and specifications once complete.

Financials for Phase III and CDs: No change. The advance and interim payments for Phase III have been received and SECCP is up to date on all payments for both projects.

Financials for Windows Project: Advance payment has been applied for and received.

Work to be accomplished before the next Progress Report (March 2021) – Phase III will likely be complete by the end of the month, and the draft of the CDs in to SHF for review. The windows may be removed from the second floor by the contractor, though; their schedule is yet to be determined.

Rebecca Goodwin: We had our pre-construction kick-off meeting on Phase V which is the second-floor window project. Heritage Window Restoration out of Denver will be completing this project. The windows and the frames will be removed and closed in to protect the interior. They will be taken back to their shop in Denver to see what they can work with. At some point, there will be a review meeting to see how things are going and there will be a mock up window. There will be a short video done for the Board and others to see the process of rehabbing historic windows. We've also been invited to go to Denver to see the mockup windows.

Cynthia Nieb: It would be nice to make a video of the demonstration that will be given with the windows. That way we can post it and let everybody enjoy. This would be something nice for the youth to get involved with.

## **NEW BUSINESS**

### **A. Urban Renewal Director:**

1. Hart Award: Congratulations to Rebecca Goodwin and her team with Otero County on their contributions to the Japanese-American Historic Resource Survey.
2. New Website: We have finally launched our new website, [www.chooselj.com](http://www.chooselj.com).
3. Colorado Preservation Inc.: We received CPI scholarships for everybody.
4. City Council Meeting: I will be reporting on all of the Boards that I direct on what we have accomplished and what we will accomplish in the future.
5. Board Members: Chad and Cisco have resigned. We will need a notice to go out.
6. Work Session: We need to cover a one, three and five year plan on how we should move forward.

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

1. Justin Miller: Asked about the parking lot.  
Nancy Bennett: The curb and gutter are already in but not the sidewalk yet.
2. Nancy Bennett: Asked Mr. Hibbs what his limitations would be.  
Mr. Hibbs: I spend my summers in Kentucky on the family farm. Around March 15<sup>th</sup> until the first part of September.  
Nancy Bennett: Thank you for sharing that with us. I also sent out a letter requesting your commitment to the Urban Renewal and CLG Board. Thank you all for being here.

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

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Nancy Bennett, Chairperson