

LA JUNTA URBAN RENEWAL AUTHORITY

**CALL TO ORDER:** The La Junta Urban Renewal Authority Board of Commissioners held a regular meeting on Thursday, January 10, 2019 at 4:00 p.m. at the CORE Center. The meeting was called to order by Chairperson Bennett.

Board Members Present

Absent

Nancy Bennett  
Trevor Herasingh  
Abram Lopez  
Justin Miller  
Chad Penner  
Jeffri Pruyn  
Shade Wright

Rebecca Goodwin

**Subject to approval at the  
February 14, 2019  
Urban Renewal Meeting**

Also present:

Cynthia Nieb, Economic/Urban Renewal Director  
Melanie Scofield, UR Secretary/City Clerk  
Aliza Libby-Tucker, Finance Director  
Patrick Hancock, Auditor  
Andrew Froese, Auditor  
Randall Roberson, La Junta  
Cisco Perez, La Junta  
Bette McFarren, Tribune Democrat

**CITIZENS PARTICIPATION:**

Randall Roberson, La Junta – Originally it was planned on putting a parking lot where Waltz Book Stop has been torn down. Are there any plans in proceeding with the parking lot?

Chairman Bennett – The Authority has been waiting to see what the plans are for the Chestnut Building. However, with the D.A.’s office buying the building on the corner of 4<sup>th</sup>, we will begin to look into this matter again.

**LAJUNTA URBAN RENEWAL AUTHORITY APPLICATION – Francisco Perez:**

1. *How will your experience and background assist you in serving on the Authority?*

I have had the privilege to work for a company that has taught me how to be much more productive and understand the business end of a corporation. I recently opened a new store in La Junta that will provide services to many fields of employment.

2. *What do you know about urban renewal authorities?*

Right now, I am trying to learn as much as I can as I feel I can be a good fit for the group.

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### *3. Why are you a good choice for this position?*

I believe with my knowledge, I can help out in certain areas and I do believe I put my main focus on getting the JOB done.

### *4. What would you like the Authority to focus on in the future?*

Making it possible for Small Business to bring their ideas to La Junta, as a small business owner, I now see some issues that can be resolved.

After further discussion and additional questions asked of the candidate, a motion was made by Trevor Herasingh, seconded by Abram Lopez, to recommend to City Council to appoint Cisco Perez to the La Junta Urban Renewal Authority Board. The motion carried unanimously.

### **MINUTES:** November 6, 2018 Regular Meeting & December 18, 2018

Chairperson Bennett asked if there were any corrections or additions to be made to the November minutes. Hearing none, a motion was made by Justin Miller, seconded by Abram Lopez, that the minutes for November 6, 2018 be approved as published. The motion carried unanimously.

Chairperson Bennett asked if there were any corrections or additions to be made to the December minutes. Hearing none, a motion was made by Jeffri Pruyn, seconded by Abram Lopez, that the minutes for December 18, 2018 be approved as published. The motion carried unanimously.

### **FINANCIAL STATEMENTS:** November 2018 & December 2018

Chairperson Bennett asked if there were any questions about the November financial statements. Hearing none, a motion was made by Justin Miller, seconded by Trevor Herasingh, that the financial statements for November 2018 be approved as presented. The motion carried unanimously.

Chairman Bennett asked if there were any questions about the December financial statements. Hearing none, a motion was made by Justin Miller, seconded by Jeffri Pruyn, that the financial statements for December 2018 be approved as presented, noting the changes for future statements. The motion carried unanimously.

**Patrick Hancock and Andrew Froese** spoke about the relationship of the Urban Renewal Authority and the City of La Junta. The auditing standards require that we treat it as a blended component unit. The financial statements for the Authority are included in the City's audit just like all the other funds. It includes a full balance sheet, assets and liabilities and fund balance, along with revenues and expenditures. It's treated just like any other fund of the City. There are also footnote disclosures pertaining to the Authority. When we perform the audit of the City,

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Aliza gives us a trial balance, just like she does for any other fund, and we perform audit procedures to obtain sufficient audit evidence so we can determine whether the financial statements are free of material misstatement. When we get that balance sheet, we go through it by line item. For an example, with cash, we send out confirmations to the banks. The notes receivables, we look at the signed agreement, what was paid and compare to the bank statement. We look at invoices on the expenditure side and trace to a source document. And we look for approvals on those. We also look at large revenues coming in and make sure they hit the bank statement. As far as we are concerned, Urban Renewal is a component of the City of La Junta, and we look at the audit as a whole. We would be more than willing to give a budget presentation to the Board when we complete the City's audit.

After continued discussion, the Board requested of the City Finance Director to create a report that breaks out the following information:

- Cash Balance
- Outstanding Loans
- Payments Pending
- Revenues
- Expenses
- Cash Available
- Encumbrances
- Total Available Funds

The Board also requested a copy of her confidential loan worksheet to be supplied to the board members only.

### **REPORTS – Project Updates:**

#### **A. Mike Bourget**

A report was not provided.

#### **B. CORE Center**

- Progress on the CORE Center main floor is complete.
- The elevator project is next on the agenda. We have installed additional sump pumps to prepare the vault for the new installation. The elevator jack and pump will be replaced and the current cab and controls will be modernized, all to meet State specs.
- A new company, (MEI Elevator) has submitted a quote and plans for the elevator modernization and a new pump and jack after OTIS declined the job. The cost is at \$150,000 which was allotted by UR so we will be able to complete this project in 2019.
- The new front door is in and we are working with IT and Racine's on auto locks and the associated program.

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- The CORE group has a new logo for the front sign from a design we received in the Pickaxe training that will be printed on a banner for the January 23<sup>rd</sup> opening. We hope to have costs for the permanent sign in January. We understand that signage is not part of the LJURA funding for the building.
- The first floor is ready for occupancy.

**C. Otero Museum**

A report was not provided; however, Taylor expects to finalize the sign by the end of the month.

**D. The Sign Shop**

The only work done to the front of the building since the October report is that the upper brick has been completed. Internally we have begun to insulate the south end of the building. The north side of the building has been completely insulated. The steel posts have been primed however have not yet been painted. The balcony materials have not yet been ordered, however is still in the plan to complete.

The security lights have been installed. The rain gutter has been installed on the balcony and drains into a water barrel which works effectively. The plan is to eventually place a second barrel to the south and perhaps the back of the shop.

<u>Funds Approved Initially:</u>	<u>Modification of Funds Approved:</u>
Grant \$7,113.00	Grant: \$7,063.00
Loan: \$7,113.00	Loan: \$6,723.00
Total: \$14,226.00	Total: \$13,786.00

**Funds Received to Date: \$12,785.00**

**Funds Available to Receive Towards Project Completion: \$1,001.00**

**Expenditures to Date:**

09/18/18 payment to Clay Hammond \$3,460.00 completion date 09/17/18

09/19/18 payment to Montiel Stucco \$9,325.00 completion date 09/16/18

**Repayment of the loan began in August 2018.**

Due to a number of factors we are 2 months behind on our payments. It is anticipated that this matter will be resolved in the near future.

**E. SECCP**

There has not been any progress since the last report. We are awaiting another cost proposal for asbestos remediation. Due to the holidays we haven't had much progress, but hope to early next week.

**UNFINISHED BUSINESS**

- A. **Board Training.** Training with Mr. Paul Benadetti is scheduled for February 1<sup>st</sup> from 9:00 – 5:00 p.m. at the CORE Center.
  
- B. **Work Session.** The Board wishes to wait until more are in attendance to agree on a mutual date for everyone.
  
- C. **UR Real Estate Sales Comparisons – Chad Penner.** Information was shared with the Board regarding a handful of properties sold in the neighborhood of Urban Renewal properties. This discussion will continue at the next meeting.

**NEW BUSINESS**

**A. Election of Officers for 2019.**

- 1. **Chairman.** The chair opened the floor for nominations. Pruyn nominated Bennett for Chairman. Hearing no further nominations, the chairman closed nominations and called for the vote. Nancy Bennett was unanimously elected as Chairman.
- 2. **Vice-Chairman.** The chair opened the floor for nominations. Pruyn nominated Miller for Vice-Chairman. Hearing no further nominations, the chairman closed nominations and called for the vote. Justin Miller was unanimously elected as Vice-Chairman.
- 3. **Treasurer.** The chair opened the floor for nominations. Miller nominated Wright for Treasurer. Hearing no further nominations, the chairman closed nominations and called for the vote. Shade Wright was unanimously elected as Treasurer.

**B. Urban Renewal Director:**

- 1. **Otero County Commissioner’s Rebate Affecting TIF Payments.** Education on TIF payments will be discussed at the training on February 1<sup>st</sup>.
- 2. **Property located on 4<sup>th</sup> and Hayes Avenue.** It was decided to have Mr. Benadetti draft up a letter to handle this situation.
- 3. **Sears Hometown Store.** 3F’s is now 2F’s. A new contract will be drafted to allow for continued payments of the loan under the new name.

**C. Governing Body Comments:**

- 1. Jeffri Pruyn: Invite all to the Grand Opening of the CORE Center on January 23<sup>rd</sup> from 5:00 – 7:00 p.m. There will be refreshments and tours.

There being no further business, the meeting was adjourned at 5:36 p.m.

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Nancy Bennett, Chairperson