

LA JUNTA URBAN RENEWAL AUTHORITY

**CALL TO ORDER:** The La Junta Urban Renewal Authority Board of Commissioners held a regular meeting on Thursday, July 11, 2019 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  
Rebecca Goodwin (by phone)  
Trevor Herasingh  
Justin Miller  
Chad Penner (arrived at 4:08 p.m.)  
Cisco Perez (arrived at 4:17 p.m.)  
Jeffri Pruyne (arrived at 5:27 p.m.)  
Shade Wright

**Subject to approval at the  
August 8, 2019  
Urban Renewal Meeting**

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

Rebecca Goodwin: Asked if there were any questions regarding SECCP's request to use some of the savings (approximately \$37,000.00) from the roof to help pay for the Level 1 & 2 detailed assessment on the Plaza Building. This assessment allows SECCP to apply for the roughly \$100,000.00 Brownfield Tax Credit. The maximum amount that would be needed is \$11,400.00 for this study.

\*\*\*Chad Penner joined the meeting\*\*\*

MOTION TO AMEND INITIAL MONIES TO SECCP FOR THE PLAZA BUILDING ROOF – TO ALLOCATE \$11,400.00 TOWARDS THE ABATEMENT PROJECT PHASE 1 LIMITED PHASE 2 ENVIRONMENTAL SITE ASSESSMENT: Miller

\*\*\*Cisco Perez joined the meeting\*\*\*

SECOND: Wright

DISCUSSION: There was no further discussion

VOTE: The motion carried unanimously

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**CITIZENS PARTICIPATION:**

There was no citizen's participation.

**AUDIT PRESENTATION:**

Patrick Hancock and Andrew Froese, with Hancock Froese & Co., explained that Urban Renewal is a blended component of the City of La Junta. They discussed the activities for fiscal year 2018.

**MINUTES:** May 9, 2019 and June 13, 2019

Chairperson Bennett asked if there were any corrections or additions to be made to the May minutes. A motion was made by Justin Miller, seconded by Trevor Herasingh, that the minutes for May 9, 2019 be approved as published. The motion carried unanimously. Chairperson Bennett asked if there were any corrections or additions to be made to the June minutes. A motion was made by Justin Miller, seconded by Chad Penner, that the minutes for June 13, 2019 be approved as published. The motion carried unanimously.

**FINANCIAL STATEMENTS:** May and June 2019

Chairperson Bennett asked if there were any questions about the May or June financial statements. Hearing none, a motion was made by Justin Miller, seconded by Chad Penner, that the financial statements for May 2019 be approved as presented. The motion carried unanimously. A motion was also made by Justin Miller, seconded by Chad Penner, that the financial statements for June 2019 be approved as presented. The motion carried unanimously.

**DISCUSSION:** We are projecting to have \$528,500.00 in revenue this year and expenditures no more than \$528,500.00. We always predict low on the revenues and a little high on expenditures in the hopes that our "transfer from fund balance" is a lower amount.

**MOTION TO APPROVE THE PROPOSED AMENDED BUDGET WITH THE ADDED CHANGES:** TRAVEL/TRAINING \$5,500.00 AND ADMINISTRATIVE COSTS \$2,000.00:  
Miller

**SECOND:** Herasingh

**DISCUSSION:** There was no further discussion

**VOTE:** The motion carried unanimously

**PROJECT UPDATES:**

**A. Mike Bourget**

We have had the time to begin the mortar repairs. It should be complete this month. I am hoping to get my door installed yet this month, and then we will be finished with the improvements.

**B. CORE Center**

We have received the Conveyance Annual Certificate of Operation from the State of Colorado for the elevator.

**C. SECCP**

*Scope of Work* – Since May, the SECCP has signed a contract (dated June 11, 2019) with Summit Sealants to begin work on Phase 1 (which consists of shoring, demo, and critical abatement) and the roof rehabilitation. An onsite, pre-construction meeting will be held at the Plaza Block building on August 7<sup>th</sup> at 11:00 a.m. with members of the SECCP, Form + Works Design Group, Jane Daniels, and Danielle Lewon/State Historical Fund. This meeting will also serve as an initial kick-off meeting for the Phase II Stabilization project (#2019-02-022), which was finally executed, as of June 14, 2019. Summit Sealants is working on preparing the subcontract with SECCP beforehand and should have that complete within the next few weeks with an anticipated start date for Phase II by mid-September.

*Project Schedule* – Summit Sealants plans to mobilize and begin construction on August 12 and anticipates completing the Phase I and roof rehabilitation portion of the project by mid-late September. Phase II stabilization is then anticipated to begin by early October.

<b>Anticipated Project Timeline (as of May 7, 2019)</b>	
Budget revisions based on contractor cost proposals	Mid-July 2019
Subcontracts (and certification forms) for contractor(s)	Phase I complete; Phase II in process
Subcontract (and certification form) with Archeologist	N/A
Pre-construction meeting with SHF	Phase I and II – August 12, 2019
Stabilization of east wall	End of August 2019
Abatement	End of August 2019
Interim meeting with SHF	September/October 2019
Completion of Phase I Stabilization (Construction) including roof Beginning of Phase II Stabilization	October 2019
Submit last deliverables to SHF (after photos, arch report, etc.)	December 2019
Final financial report and project closeout for both Phases I and II	March 2020

*Budget* – Because we now have a firm bid from Summit Sealants for Phase I, Phase II, and the rehabilitation of the roof, a budget revision will need to be submitted to the SHF. The budget in this report does not yet reflect the changes since this has not been submitted and/or approved yet by the SHF. We are still waiting to have the Phase II subcontract with Summit Sealants executed with SECCP (by early July) before submitting the final budget revision request to SHF.

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Expenditures to date based on current budget -

<b>SHF Scope of Work and Budget Expenditures (to date)</b>				
	<i>Task</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Remaining</i>
A.	Architectural/Engineering	\$39,420	\$10,500	\$28,920
B.	Emergency Shoring	\$64,857	\$0	\$64,857
C.	Selective Demo/Abatement	\$25,767	\$3742	\$22,025
D.	Foundation Rehabilitation	\$50,750	\$0	\$50,750
E.	First Floor Framing Rehab	\$14,729	\$0	\$14,729
F.	Archeological Monitoring	\$5,000	\$0	\$5,000
G.	GC, Permit, Bonds, OH&P	\$60,491	\$0	\$60,491
H.	Grant Administration	\$15,000	\$5,280	\$9,720
<i>Contingency</i>		\$24,000	\$0	\$24,000
<b>SHF Project Total</b>		<b>\$276,014</b>	<b>\$15,184</b>	<b>\$256,492</b>
<b>Roof Rehabilitation (to date)</b>				
		<i>Budgeted</i>	<i>Expended</i>	<i>Remaining</i>
Roof Rehabilitation		\$189,000	\$0	\$189,000
Architectural/Engineering		\$12,000	\$5,640	\$6,360
<b>Roof Project Total</b>		<b>\$201,000</b>	<b>\$5,640</b>	<b>\$195,360</b>
<b>Project (Phase I + Roof) TOTAL</b>		<b>\$477,014</b>	<b>\$22,984</b>	<b>\$454,012</b>

Work to be accomplished before the next Progress Report

We hope to be under contract with Summit Sealants for Phase II. Various deliverables will also need to be submitted to the SHF to apply for the advance payment for Phase II as well as the interim payment for Phase I. These deliverables will be submitted between now and before August 12 when the pre-construction meeting is held on site.

**REPORTS:**

**A. Chad Penner**

I performed two market analyses on properties on Adams focusing on one smaller lot and one larger lot. Using our MLS program, with four comparables for each one, it came up with a listing of \$11,500.00 for a ½ acre lot. Real estate seems to be going up. In regards to the lot at 4<sup>th</sup> & Hayes, you might be able to ask for \$13,000.00 possibly.

\*\*\*Jeffri Pruyin joined the meeting\*\*\*

The other lot was ¼ acre and the system came up with a listing of \$9,000.00, which might be a little high.

**NEW BUSINESS**

**A. Urban Renewal Director:**

1. **Mr. Offut/T.O.’s** – I contacted Mr. Offut about a month ago and at that time he was offering the place for \$37,500.00 with no improvements having been made. The City is going to begin enforcing Ordinance No. 1581 “Vacant Property Buildings/Registration”. Basically it says that you have to register with the City if you have a vacant building and give some sort of report on how you’re going to improve that building. There are fines that are associated with it. This includes residential and commercial buildings. I pulled together a potential “Assistance for Residential/Commercial Renovation” information packet.

**B. Governing Body Comments:**

1. Mayor Pruyn: I apologize for being late; I was attending Reuben DeLeon’s retirement party. He has been with the City for forty-four years.

There being no further business, the meeting was adjourned at 5:41 p.m.

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Nancy Bennett, Chairperson