



**CITY OF SCOTTSBLUFF
City Hall
2525 Circle Drive
COMMUNITY REDEVELOPMENT AUTHORITY**

**Regular Meeting
June 14, 2023
12:00 PM**

1. **Roll Call**
2. **For public information, a copy of the Nebraska Open Meetings Act is posted in the back of the room on the south wall.**
3. **Notice of changes in the agenda by the city manager** (Additions may not be made to this agenda less than 24 hours before the beginning of the meeting unless added under Item 4 of this agenda.)
4. **Citizens with business not scheduled on the agenda** (As required by state law, no matter may be considered under this item unless the committee determines that the matter requires emergency action.)
5. **Minutes**
 - a) Approve 4/12/23 Meeting Minutes
6. **Tax Increment Financing**
 - a) Review and Approve Resolution _____ authorizing Tax Increment Financing Note for the Prime Fifteen Professional Studio Suites Project
7. **Façade Improvement Grant Program**
 - a) Façade Improvement Grant Extension Request
8. **Staff Reports**
 - a) Staff Reports
9. **Other Business**
 - a) Other Business
10. **Closed Session (to consider any of the above matters, where a Closed Session is appropriate.)**
 - a) Closed Session
11. **Schedule a Meeting**
 - a) Schedule next meeting
12. **Adjournment.**

City of Scottsbluff, Nebraska
Wednesday, June 14, 2023
Regular Meeting

Item Min1

Approve 4/12/23 Meeting Minutes

Staff Contact:

Community Redevelopment Authority Minutes
Regular Scheduled Meeting
April 12, 2023
Scottsbluff, Nebraska

The Community Redevelopment Authority for the City of Scottsbluff met in a regularly scheduled meeting on Wednesday, April 12, 2023, at 12:00 p.m. in the Scottsbluff City Council Chambers at 2525 Circle Drive, Scottsbluff, Nebraska. A notice of the meeting had been published in the Star-Herald, a newspaper of general circulation in the City, on April 7, 2023. The notice stated the date, time, and location of the meeting, and that the meeting was open to the public, that anyone with a disability desiring reasonable accommodation to attend should contact City Hall. An agenda was kept current and available for public inspection at the Development Services office; provided, the Community Redevelopment Authority could modify the agenda at the meeting if the business determined that an emergency so required. A copy of the agenda was delivered to each Community Redevelopment Authority member.

ITEM 1: Chairman Bill Trumbull called the meeting to order at 12:00 p.m. Roll call consisted of the following members being present: Bill Trumbull, Mary Skiles, Katie Camacho, and Bill Knapper. In attendance on behalf of the city were, Kevin Spencer City Manager, Zachary Glaubius Planning Administrator/Secretary, Deputy City Attorney John Selzer, and Economic Development Director Sharaya Toof.

ITEM 2: Chairman Trumbull informed all of those in attendance of the Nebraska Open Meetings Act and a copy of such is posted above the bookcase in the back area of the City Council Chambers, for those interested parties.

ITEM 3: Acknowledgment of any changes in the agenda: No changes.

ITEM 4: Citizens with items not scheduled on regular agenda: None

ITEM 5: Minutes The minutes of November 16, 2022, were reviewed. **Conclusion:** Motion made by Skiles to accept the minutes, seconded by Camacho. "Yeas": Trumbull, Camacho, Skiles, Knapper "Nays": None "Absent": Franco

ITEM 6: Presentations and Communications Trumbull introduced item 6 regarding Owner Occupied Rehab Project Applicants. David Welanko from PADD presented the guidelines of OOR to the board. Stating that the program began pre-pandemic and the funds needed to be spent by October of 2023, because the program has already come to an end, but has been given an extension. David explained that all 13 project bids that have been submitted are within City Limits. David explained that all bid projects

have a project cap of \$25,000. Projects must have a minimum of three bids per project. The contractors working on these bids are required to be Lead Certified. David stated that applications are all in and they will not be accepting anymore due to the program ending. CRA Chair Trumbull questioned the spending max of \$25,000 per project due to experience with rehabbing homes. David explained that most of the projects had to do with cosmetic and energy-efficient issues such as windows, painting, siding, and handrails. This helps to assure they will not go over the \$25,000 per project max. Listed in the guidelines of the OOR application it was stated that contractors needed to have a SAM Registration the committee asked why these were not being required. David explained that the reasoning for this was there was more money than applicants.

There are two contractors that have been lined up for the 13 projects that have been sent in and PADD is on the hunt for one additional, but it is likely that the work will be completed by the two that they already have. Pending approval PADD is looking to get contracts drawn up as soon as possible to send in to the state to receive funds to administer to the contractors. The committee as a whole agreed in the acknowledgment of being the group that approves those contracts. These grants are on a 5-year forgivable loan. It was explained that if the occupant of that home sold it before the 5 years was up that they would have to pay it back.

Conclusion: Motion by Knapper to approve the Owner-Occupied Rehab Project Applications seconded by Camacho. Yeas”: Trumbull, Camacho, Skiles, Knapper “Nays”: None “Absent”: Franco

ITEM 11: Staff Reports Zach Glaubius gave an update on the Façade Improvement Grant Program to the committee. Zach stated that there were 3 Façade grants they had remaining. Sterling Huff Balcony Project. This project is set to be taken before the council at the April 17, 2023 meeting. Zach stated that he would tell the council staff has reviewed the project and it meets all zoning requirements. The second Façade grant mentioned was Paradise Pumpers dealing with the specific paint they have been waiting on that has been extended to June 1st.

The third grant Zach spoke on was the Elk’s Club dealing with their grout. The committee agreed a meeting would probably need to be held on the second Wednesday in May to discuss the June 1st extension.

Item 8: Other Business None

Item 9: Closed Session

Item 10: Schedule a Meeting

The meeting is tentatively scheduled for the second Wednesday of May 5/10/23 at noon. Located in the City Hall Council Chambers at 2525 Circle Drive.

Item 11: Adjournment The meeting adjourned at 12:35. Motioned by Camacho seconded by Knapper Yeas”: Trumbull, Camacho, Skiles, Knapper “Nays”: None “Absent”: Franco

Bill Trumbull, Chairman

Sharaya Toof, Secretary

City of Scottsbluff, Nebraska

Wednesday, June 14, 2023

Regular Meeting

Item 1

**Review and Approve Resolution _____ authorizing Tax
Increment Financing Note for the Prime Fifteen Professional
Studio Suites Project**

Staff Contact:

RESOLUTION NO. CRA _____

BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT AUTHORITY OF THE CITY OF SCOTTSBLUFF, NEBRASKA:

Recitals:

a. Tom and Becky Horne (the “Redevelopers”) have submitted an Application for Expedited Review of Community Redevelopment Plan (the “Plan”) for the *Prime Fifteen Professional Studio Suites Project* (the “Project”), dated April 21, 2023, according to Section 18-2155 of the Community Development Law (NEB. REV. STAT. § 18-2101 *et seq.*) (the “Act”).

b. The Plan proposes to redevelop an area of the City that the City Council has declared to be blighted and substandard and in need of redevelopment. The Plan includes the use of tax increment financing.

c. The Redevelopment Project Area (the “Site”) of the Plan is described as:

The West 50 feet of the East 100 feet (Except the N16’) of Lots Five (5) and Six (6), Block Ten (10), Original Town of Scottsbluff, Scotts Bluff County, Nebraska (commonly known as 19 E. 15th Street, Scottsbluff, Nebraska; Scotts Bluff County Parcel Identification Number: 010138196).

d. The City Council determined that the Plan meets the requirements of Section 18-2155(2) of the Act and approved the Plan and the Project.

Resolved:

1. According to Section 18-2155(6)(a) of the Act, a tax increment financing note is ordered issued by the Authority and shall be designated as “Tax Increment Financing Note (Prime Fifteen Professional Studio Suites)” (the “Note”).

2. The Note shall be in the principal amount of \$76,065.00, which is calculated as follows:

a. Estimated Project Completion Value:	\$269,400.00
b. Base Value:	\$ 66,560.00
c. Tax Increment (a minus b):	\$202,840.00
d. Estimated Levy:	2.50%
e. Annual Projected Shift:	\$ 5,071.00
f. Estimated TIF Available (e multiplied by 15)	\$ 76,065.00

No interest shall accrue on the principal balance of the Note.

3. According to Sections 18-2147 and 18-2155 of the Act, the ad valorem taxes on real property located within the Site shall be divided for a period of 15 years after the Effective Date (as defined below). Such tax increment revenues generated on the Site are pledged to pay the Note.

4. The “Effective Date” for dividing the ad valorem real estate taxes on the Site shall be January 1, 2024 and the taxable base value shall be January 1, 2023. Provided, however, if there is no substantial increase in valuation between the 2023 and 2024 tax years, then, if allowed by law and upon the written request of the Redeveloper, the Effective Date shall be January 1, 2025 and the taxable base value shall be January 1, 2024. The City Treasurer (the “Agent”) as Agent of the Authority is authorized to give notice, upon the request of the Redeveloper, to the County Assessor of the Effective Date for dividing ad valorem real estate taxes according to the Act.

5. The Note shall be executed by the Chair and Secretary of the Authority and the official seal of the City shall be placed thereon.

6. The Note shall be in substantially the form of the attached Exhibit A and shall be subject to the terms and conditions as set forth in this Resolution (including those in Exhibit A).

7. The Note shall be issued to such owner as agreed between the Redeveloper and the Authority. The Note shall be issued in fully registered form. As a condition of issuing the Note, the Authority may require the owner to provide an investor’s letter in a form satisfactory to the Authority. A transfer or assignment of the Note may be registered only upon the records, and with consent, of the Authority, upon receipt of transfer or assignment documents satisfactory to the Authority. Prior to any transfer or assignment, the transferee or assignee shall deposit with the Authority an amount to cover all reasonable costs incurred by the Authority, including legal fees, related to such transfer or assignment. The Authority may impose any additional restrictions on the transfer or assignment of any Note as may be required to ensure compliance with applicable laws.

8. The Agent is authorized to determine any other terms of the Note not specified in this Resolution, but all subject to the terms of the Act.

9. The Chair, City Manager, the Agent and their designees are authorized to take any and all actions, and to execute any and all documents deemed by them necessary to affect the transactions contemplated in this Resolution.

10. All prior resolutions of the Authority in conflict with the terms and provisions of this Resolution are repealed to the extent of such conflicts.

11. This Resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED on June 14, 2023

**COMMUNITY REDEVELOPMENT
AUTHORITY OF THE CITY OF
SCOTTSBLUFF**

Chair

ATTEST:

Secretary

EXHIBIT A
(FORM OF NOTE)
TAX INCREMENT FINANCING NOTE (Prime Fifteen Professional Studio Suites)
ISSUED BY THE COMMUNITY REDEVELOPMENT AUTHORITY OF THE CITY OF
SCOTTSDLUFF, NEBRASKA

Date of Issue: _____
Original Amount of Indebtedness: **\$76,065.00**

The **COMMUNITY REDEVELOPMENT AUTHORITY OF THE CITY OF SCOTTSDLUFF, NEBRASKA** (the “**Authority**”) promises to pay to the Holder, the Indebtedness from the TIF Revenues, subject to the terms and conditions of this Note.

Terms and Conditions:

Interest. No interest shall accrue on the Indebtedness.

Payments. Within 90 days after receiving TIF Revenues, the Authority shall remit such TIF Revenues to the Holder, until the Indebtedness is paid in full. Payments will be mailed by the Authority to the Holder at the address provided in the Provision for Registration of this Note.

Records. The records maintained by the Authority and the City shall be the official records of the Note for all purposes, including without limitation for determining the balance of the Indebtedness.

Limitations of Note. The Note is a special, limited obligation of the Authority and is not secured by any obligation or pledge of any monies received or to be received from taxation, other than the TIF Revenues.

The Note does not create a general obligation on behalf of the Authority or the City in the event the amount generated over a 15 year period according to Section 18-2147(1)(b) of the Act does not equal the costs of the agreed-upon work as provided in the Plan or the amount of the Indebtedness.

The Note shall not in any event be a debt of the Authority (except to the extent of the TIF Revenues received by the Authority), the City, the State, nor any of its political subdivisions, and neither the Authority, the City, the State nor any of its political subdivisions are liable for this Note (except to the extent of the TIF Revenues received by the Authority). The Note does not constitute a debt within the meaning of any constitutional, statutory, or charter limitation upon the creation of general obligation indebtedness of the Authority or the City and does not impose any general liability upon the Authority or City.

No member or official of the Authority nor any person executing the Note shall be liable personally on the Note by reason of its issuance.

Purpose and Intent. This Note has been authorized and issued by the Authority to aid in financing a redevelopment project as defined in the Nebraska Community Development Law.

Definitions. The following definitions apply in this Note:

“**Act**” means the Nebraska Community Development Law.

“**City**” means the City of Scottsbluff, Nebraska.

“**Effective Date**” means the “Effective Date” as defined in the Resolution and as certified to the Scotts Bluff County Assessor.

“**Holder**” means the Registered Owner provided in the Provision for Registration of this Note.

“**Indebtedness**” means the dollar amount specified as “Original Amount of Indebtedness” at the top of this Note, as adjusted from time to time based on payments made by the Authority.

“**Plan**” means the Application for Expedited Review of Community Redevelopment Plan submitted by Tom and Becky Horne related to the Site, dated April 21, 2023, and approved by the City Council on May 15, 2023.

“**Project**” means the Prime Fifteen Professional Studio Suites Project as set forth in the Plan.

“**Resolution**” means the Resolution of the Authority authorizing the issuance of this Note, dated June 14, 2023.

“**Site**” means the West 50 feet of the East 100 feet (Except the N16’) of Lots Five (5) and Six (6), Block Ten (10), Original Town of Scottsbluff, Scotts Bluff County, Nebraska (commonly known as 19 E. 15th Street, Scottsbluff, Nebraska; Scotts Bluff County Parcel Identification Number: 010138196).

“**TIF Revenues**” mean the tax increment revenues generated from the Site related to the Project for up to 15 years after the Effective Date, according to 18-2147 and 18-2155 of the Act.

**COMMUNITY REDEVELOPMENT
AUTHORITY OF THE CITY OF
SCOTTSBLUFF, NEBRASKA**

[S E A L]

By: _____
Chair

By: _____
Secretary

PROVISION FOR REGISTRATION

Date of Registration	Name and Address of Registered Owner	Signature of Agent

City of Scottsbluff, Nebraska

Wednesday, June 14, 2023

Regular Meeting

Item Facade1

Façade Improvement Grant Extension Request

Staff Contact:

STERLING T. HUFF

Attorney at Law, PC, LLO

20 East 16th Street
Scottsbluff, Nebraska 69361
sterlinghufflaw@gmail.com

Telephone: (308) 635-4900
Facsimile: (308) 635-4949

May 25, 2023

Zachary Glaubius
City of Scottsbluff Planning Administrator
2525 Circle Drive
Scottsbluff, NE 69361
zglaubius@scottsbluff.org

RE: Facade Improvement Grant Extension

Dear Mr. Glaubius:

I am requesting an extension to July 1, 2023 for my facade improvement grant. Winter was brutal and we did not want to get started until it warmed up as the front of the building needed torn off.

I have obtained permission from the City of Scottsbluff for three (3) post in the sidewalk for my deck. Construction is underway. We have torn off the old facade of the building and the old sidewalk. Unfortunately in doing so we discovered the original building structure was not entirely brick (as we assumed) but was at one point an open store front with brick pillars on each side and brick overhead with a steel beam. As a result, we had to engineer some additional steel support in the open 'void' to make everything work. That has taken more than a week to get the engineering done and everything welded in place. We have had all of the footings inspected and all of the posts, including the three (3) in the sidewalk, all concreted in place. Public Works was cooperative in allowing us to close the street during that three days of construction.

We also lost a week during the monsoon, but the rain was certainly needed. As a result, we are a little behind schedule, but should be easily finished with the facade and sidewalk by July 1, 2023.

I appreciate the Board's consideration to my extension and modified facade plan. Please advise if I need to appear for a meeting. I am happy to do so. A couple of pictures of the footings being poured today are enclosed.

Best Regards,
/s sterling t. huff
Sterling T. Huff

STH/mdf
enclosures

City of Scottsbluff, Nebraska
Wednesday, June 14, 2023
Regular Meeting

Item 1

Staff Reports

Staff Contact:

City of Scottsbluff, Nebraska
Wednesday, June 14, 2023
Regular Meeting

Item 1

Other Business

Staff Contact:

City of Scottsbluff, Nebraska
Wednesday, June 14, 2023
Regular Meeting

Item 1

Closed Session

Staff Contact:

City of Scottsbluff, Nebraska
Wednesday, June 14, 2023
Regular Meeting

Item 1

Schedule next meeting

Staff Contact: