



Town of Rangely

RDA Packet

January 17, 2019 @ 7:30p.m.



Photo by Margaret Slauch

1 – Agenda



GUIDELINES FOR PUBLIC INPUT

Public Input is a vital and important portion of every meeting and will be permitted throughout the meeting, but according to the following guidelines:

- a. Public input is allowed during the Agenda identified **Public Input** and **Public Hearing** portion of the meeting.
 - i. If you would like to address the meeting during the appropriate times, please raise your hand and when called upon you will be asked to come to the podium. ***Announce your name*** so that your statements can be adequately captured in the meeting minutes.
 - ii. ***Please keep your comments to 3-5 minutes*** as others may want to participate throughout the meeting and to insure that the subject does not drift.
- b. Throughout the meeting agenda calls for public input will be made, generally pertaining to specific action items. Please follow the same format as above.
- c. At the conclusion of the meeting, if the meeting chair believes additional public comment is necessary, the floor will be open.

We hope that this guideline will improve the effectiveness and order of the Town's Public Meetings. It is the intent of your publicly elected officials to stay open to your feelings on a variety of issues.

Thank you, Rangely Mayor

Agenda
RANGELY DEVELOPMENT AGENCY (RDA)
Town of Rangely Conference Room
*** January 17, 2019 @ 7:00p.m. ***

Brad Casto, Chairman

Jason Krueger – Vice Chair
Karen Reed
Andrew Key
Treasurer – Lisa Piering

Keely Winger
Konnie Billgren
Vacant Position

Ex-Officio

Rio Blanco County Commissioner – Jeff Rector
School District Representative – Joyce Key
Library District Board Representative – Sandy Payne
RJCD Board Representative – Ron Granger
Rio Blanco Water Conservancy Dist. – Vince Wilczek
Rangely District Hospital – John Payne

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Meeting
 - a) *Discussion and Action to approve the minutes of December 6, 2018*
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
 - a) *Urban Renewal Plan Update*
 - b) *Airport Vehicle*
 - c) *CNCC Program Update*
- 7) New Business
 - a) *Discussion and Action to approve the November 2018 Financials*
 - b) *Presentation DARG Update – (Dan Fiscus/Richard Ott)*
 - c) *Grants Review (Current RDA Program)*
 - d) *New Grant Opportunity*
- 8) Information
- 9) Adjourn

3 – Minutes

Minutes
RANGELY DEVELOPMENT AGENCY (RDA)
Town of Rangely Conference Room
*** December 6 @ 7:30 a.m. ***

Brad Casto, Chairman

Jason Krueger – Vice Chair
Karen Reed
Andrew Key
Treasurer – Lisa Piering

Keely Winger
Konnie Billgren
Vacant Position

Ex-Officio

Rio Blanco County Commissioner – Jeff Rector
School District Representative – Joyce Key
Library District Board Representative – Sandy Payne
RJCD Board Representative – Ron Granger
Rio Blanco Water Conservancy Dist. – Vince Wilczek
Rangely District Hospital – John Payne

- 1) Call to Order: Called to order 7:37am
- 2) Roll Call: Brad Casto, Jason Krueger, Karen Reed, Keely Winger, Konnie Billgren, Sandy Payne, John Payne were present. Andrew Key, Jeff Rector, Joyce Key, Ron Granger, and Vince Wilczek were absent. Also, in attendance were Lisa Piering and Marybel Cox
- 3) Minutes of Meeting
 - a) Discussion and Action to approve the minutes of October 18, 2018: Motion to approve the minutes of the October 18, 2018 made by Konnie Billgren, second by Jason Krueger, motion passed.
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
 - a) Tabled: Discussion and Action to accept the engagement letter for Paul Benedetti to represent the RDA as we work to update our Urban Renewal Plan:

Lisa will get up to speed if we need to do that, need to work on that in 2019. Need to talk to Kim Bollen. If we have numbers right, we still need to do our plan. Maybe we can do a committee once we start at the beginning of the year. Still working on Senergy, had to get those re-surveyed because they said weren't sure if they placed it right on the lot, survey is supposed to happen today (December 6th). Close to getting it all done. Bud Striegel is interested in letting the town take over his building. He wants to leave his cars in there. I still need to discuss it with the Town Council. If that did happen, this would be a good place to house that. He wants the Town of Rangely to use it to help with economic development but doesn't want us to give it away for somebody else to take and sell. Just the building not its contents, just to clarify. He wants to continue as a museum for a while but after a while he will probably start selling his cars or giving them to family. Karen R; potentially we have a building with no cars? Lisa; Right, but it could be used for maybe a rental, or for business or...if we have a building like that, I think we need to have be in an economic development

department than randomly out there. Brad; I'd like to see it, on one hand, Bud gets rid of all the maintenance, staffing it, taking care of it, taxes and those kind of things, which we'd lose. On the other hand, we are gaining a big nice building in our community and that would be more apt to where if did decide that way it stayed in the Town forever, the Town couldn't sell it. Lisa; I think that his intent would be, he doesn't want someone to benefit from it. He wants the Town, in some way to make it an economic driver to help a business! Brad; I would be interested in some type of formality that he agrees to keep 'X' number of for a certain amount of years. Lisa; He talked to that way, but we haven't finalized that. He doesn't want to deal with everybody. John P; it would be sad to lose the car museum. Lisa; I said that too, but he said that when Bud 'goes away', he doesn't know if his kids want to continue that. Konnie; I don't think the museum would just go away, it would be over a period of years. He loves those cars. Lisa; Also, talked to Konnie, that it was originally intended to put the Chamber in there. There would be somebody there all the time. Konnie; That is something he has wanted since I started. Lisa; it would take the Chamber out of the center of town...not sure if that is huge. Sandy P; some of the pros and cons having been around somewhat involved in when some of those discussion we're going on is that a couple of the difficulties was as much as he wanted the Chamber there, there really wasn't much office space. He wanted that room for what he wanted to do, without him being there, that resolves that issue. I know Konnie has a helper now but being tied down to the building to keep the building open. Also, during that time, I went to Ridgeway and they have their Train Museum tied into their Chamber office. Talked with their Chamber director and it was a Win/Win for them. Konnie; We can have something open during the winter months when most things are closed, like the Tank, the Outdoor Museum, I can see it being an economic driver because we can charge admission. Sandy; As a business that benefits from the Museum being there, we have lots of people that come thru this town just to go see that Museum. Brad; The scary thing is the cars are going to go away. Lisa; That will happen not matter what, he indicated that the kids aren't that interested. Keely; What if the kids would be interested if they knew that the Town was taking it over. Not the Town would inherit the cars by any means. Lisa; My impression was that he wasn't going to keep them all. Keely; I wonder if the kids are like they don't want them because they don't want to figure out how to man the building. Brad; It doesn't mean that there isn't a solution, there are other museum that we could get tied into and bring cars in.

7) New Business

- a) Discussion and Action to approve the Oct 2018 Financials: Brad; Do we need to approve the budget for next year? Lisa; You weren't here for that. We were going to approve this last time but we did not have a quorum. On the financial the large amount in the misc income is our payment from the Brownsville Project from almost a year and a half. Brad; Are we ever going to be down with that? Lisa; It's almost done but the last payment will probably be 2 years from now. Invoices are getting smaller. Motion made to approve the Oct 2018 Financial is made by Konnie B, second by Keely W, motion passed.
- b) Discussion of Goals and Objectives for 2019-20: Brad; Do we have enough time that? Lisa; It would be good for me to have some direction. Konnie and I went and visited the grocery store owner. Brad; I would like to get one thing accomplished by the RDA by the end of next year, one thing! I think we made great stride in our community regardless of getting anything accomplished but I would like to get one thing done. Lisa; Let me read this list and we need to have the conversation about the grocery store. Found out thru the process of us going thru the Loan/Grant Program that we have never finalized that. Lenora was working with Peter, so I told her that I would be getting with her on that. We need to get it set in stone. That is one of my priorities and also give us a review of the Darg money. Brad; When you do that, I would like an itemized list of what they spent that budget on. Lisa; We have

not heard from them since they got the money. Brad; I believe he came in and did one update. It was mid-summer, Dan came in and had a guy on the phone. Lisa; Would like to work on any business development that in coordination with CNCC. Brad; Isn't there a project with the Aviation? Jason K; Honestly don't know where that's at. There is definitely a need, there's plenty of room and the ability to do it. Could have business out at the airport, like Tim was proposing a while ago. Gentleman came in that is an investor with Utah Gas and he was wondering if we could build a hanger and he was willing to participate in that. Also wanted to have jet fuel here. There things that we could do out there. Lisa; Konnie and I visited with the Economic Director down in Naturita, she said next the FAA is having huge grants for small airport expansions. Konnie; Are you planning on joining in on that? Jason; Yes, but it mostly going to be air field side, not paying for the economic part. Moving the taxi way, it's too close to the runway. Brad; Who actually owns the airport. Lisa; the county owns it. Brad; Would the county have to go after grants? Who would be the driving force? Jason; Commissioner Rector would know more about the counties money, but I believe it is a 5% match. The state pays a part of it and the FAA pays for maybe 90%. Brad; Who do we need to get in the room to make sure that we have the right people to move forward with the project. Keely; You have to have the county. I do wonder if the county would have to apply in partnership with CNCC. Or letters of support from CNCC, the RDA and the Town. Not sure who the grant holder would be. Lisa; What department? Jason; Everything goes thru our consultant, and the engineers are out of Wyoming. Everything that we do has to go thru them due to the all the legal FAA requirements. Lisa; I was curious if there was an employee other than the county commissioners that has any part. Jason; The only other one would be Samantha Lopez, she the airport coordinator. She files all the FAA paperwork. Lisa; get back to the film. He put it off due to lack of participation and by the time we redo it again, do we want to make sure the direction of that short clip is what you want to do. Konnie; I think he issues getting actors. John; I believe we tabled it to try to get direction for it. Lisa; Another thing we have talked about is instead of just façade grants, do we want to offer some landlord faced improvements for rentals. Brad; The loan/grant thing would help because it's not so specific on what it's for. Not sure if there is verbiage in there that it has to be for a main street business. Lisa; Is our per view just to stay on main street? Or would that have to be the RDC. Sandy; Meeker had a block of money, when they divvy it out, it's to like 10 different businesses. There is some matching component and submit what you are doing. Keely; It initially started as a Façade grant that ebbed and flowed. In the grant they had to provide exactly what they would be doing and there was a component of match. Their Town Council reviewed them and approved them. Brad; It could be in labor too not just cash. Sandy; The aspect that more people would benefit was nice instead of one business. Seeing more encouragement. Keely; I see Sandy's point about different pockets of money that go out and you start to see, and it's more realistic if there is a match to a grant. Going back to Lisa's point of rental properties in town, I know for our employees at CNCC it's been extremely hard to help them find rentals that are adequate. Karen; It is really hard because you have landlords that want to do nothing. You give them an opportunity of a matching grant, I'm not sure they would even do that. Konnie; It wouldn't hurt to ask, cause if you have that handful. We just need to set some parameters. Karen; My question would be on that Urban renewal plan; would that fall under that in that sort of instance? Brad; Depends on what the area is, that we have designated. Lisa; For RDA, we have to stay on the block of main street. CDOT will be doing a lot of work on Main St. We will be getting the bump outs done. They are going to re-stripe Main St. too. The bump outs are problematic for the guys plowing, it makes it a lot hard. They said if you re-strip, so it looks more like parking. They also will add a bike lane to make people go a little slower. Also, going to participate when we get CU students to come in and start doing our Main St. design. Help us move forward with the Main St application. Hoping all those will start moving forward. Keely; Did we have the CU students come in already? Lisa; That's for the Blueprint 2.0, for

outdoor recreation, this is for design. We are hoping in 2020 to be working on Kennedy Bike path. Lets talk about the grocery store. Brad; Did you meet with Darrin? Lisa; Yes. His store in Ridgeway is beautiful. Not sure what conversation have been had. Konnie; Conversation was to move things forward. And we are meeting with him today at the store. Lisa; He had some good points. Our community has stopped shopping there. He asked what grocery store is going to want to come in even if I close. They would have to put a big capital investment in this town. Even the economic developer said we need to start having some tough conversations with your town. Do they want a grocery store and if they do how are they going to try and support it? Brad; does he want to fix it? Konnie; I think he does. That is what today's meeting is about. Lisa; Is it worthwhile for him, to move forward. If so, how are we going to try and improve that. It has to been both sides. We can't guarantee people are going to start shopping there. Konnie; We went in with the concept of a Co-Op, the building is big enough for the tax revenue. He is willing to work, but we have to figure out where we meet in the middle and how do we do that. Brad; He is in it to make money. Lisa; He is a business, not a food bank. Konnie; He is losing \$100,000 a year. His wife told us that he is closing the store but isn't willing to sell the building. Lisa; He will keep the Ace open. Brad; See that is not being community minded. Lisa; I agree with you, but he has gotten so many slams against him that he is vindictive. We have to try to improve what we have. Karen; I have a question, we had Bestway, and people shopped there, did they make a profit? Lisa; That store was smaller and his store in Ridgeway is about that size. We still need to do something, we are spinning our wheels. Brad; If he's willing to work with the community. Konnie; We have nothing to lose at this point. Lisa; I don't want him to close the grocery store. We cannot have a grocery store. When we are trying to bring people to this community, it's already against us with what we have. Brad; Have we visited with Bill about it? Konnie; Bill is going to tell you that the community is going to say that his store is old and dirty. People don't want to shop in that store. Lisa; Bill's store is not big enough. Konnie; I think Bill would come to the communities recuse if Darrin were to close. Sandy; We need to forget what has happened. We as a community have learned to shop differently. He is having to compete with that, purchasing online, it's not just the condition of his store. There are more reasons as to why people don't shop there. That's where we need the community to buy in. Lisa; That is part of our problem. Konnie; I think that the dynamic of the community has changed in the last 10 years, because you have more people that have come from the outside. I want to be able to go to this store and shop, I don't want to always have to go to Grand Junction. Lisa; I did tell him that if he had a grocery store like this (Ridgeway store), I would buy most of my groceries here. Not sure what the solution is but we need our residence to realize if they want it. Keely; If he is going to make an effort, then we need to make an effort to help the community change its perception of that. Karen; Where if community mind going to be? Konnie; It's about both extending the branch, because at this point we have nothing to lose. Other than him shutting the doors and us fumbling to try and find a replacement. Karen; Are we going to be able to get that community involvement where he wants it to be. Lisa; Rodger is heading the Booster club, even if Darrin isn't doing it maybe John and Belinda need to be involved in the community. John; They need to show the people that they are involved and the hasn't been involved. Konnie; (talking to John and Sandy) just like you all are in involved even if it's a small ad, letting the community know that we are supporting this. Lisa; And can Darrin support them to do that. Konnie; We also learned with Deanna-Fresh Foods, we can also get some USDA grants to help him out. To help him revitalize the store. Keely; The conversation with him now needs to be, 'this is what we are willing to do to help you be successful, but what are you willing to do to be more invested in our community'? Brad; I agree with you guys that we need a grocery store,

but I think the private world will take over and it will fix our problem in our community. If he is willing to come to our community and get vested and sit down and visit with us, cause the people that are going to get people in his store are business owners in this community. John; He needs to go around and talk to business owners. Brad; If he isn't willing to do that, he will get beat up bad. After visiting with Darrin, a couple times, I don't think he's willing to take that. Lisa; Trying to figure out how to get him to upgrade the store a little more and we could start trying to promote it. Konnie; I think that's the direction we go right now and see how it goes for the next couple months. Karen; I agree with Keely, there needs to be a plan. Keely; This is how we are willing to help you, so that he sees that we aren't expecting him to put in all the work. Brad; It's simple, you have to have stuff on your shelves and right now he has holes in his shelves. Lisa; We are going to do a walk thru with him. So, when we walk thru here, what is going to encourage me to come here. Lisa; The town is struggling with sales tax. I don't agree with either, but I'm not sure we can get another store here, or the support. There are two elements that are playing against each other. Karen; I think when the deli was there, there was more business there. Konnie; When we were at the Ridgeway store, 12 people or so came in and out just for the deli. We need the breakfast though. He couldn't get breakfast he said. Sandy; You can't, we have a huge gas station that sells everything to those workers. You don't have the volume for breakfast. Keely; So, with that, Meeker is relatively the same size. They have a bakery, two coffee shops plus you have their grocery store does breakfast, and a café, and we have one. How does Meeker do it? Sandy; At one point we had 15 different places to get food, but all it did was spread it all around and made us all really weak. They are in survival mode, you make just enough to keep going. Lisa; If we were to go with the Fresh Food, I would much rather put into a business owner that is here in Rangely. Did Bill say he would do it for a short time just to get us by? Konnie; He left as people won't shop because it's dirty and old and I told him we could change that. Brad; How were the numbers for Shop 'n Dine? Sandy; We were high than last year. The last week was awesome. Brad; What kind of impact does that have on the Town. Lisa; We get a boost in Sales tax. It doesn't offset what we give out. We do it to invigorate our business community. Brad; I was wondering if we could do something like Shop n Dine for Darrin. But do it for all businesses on Main St. Konnie; Would you like to sit down with the Co-op committee? Today we are just talking with Darrin. Brad; Is he willing to rent the grocery store side out? Lisa; Haven't got that far in the conversation. Just not sure how much John and Belinda are sharing with him either. What do you guys see as priorities? What do you want to accomplish next year? Is there some research that you would like me to do? Brad; If we are wanting to get anything done on this board, we need a person on this board to stay focused and do it all the time. Lisa; I would like to have a marketing and economic development person. Brad; We all have real jobs, and it's hard to do that. Keely; Would the Town employ that person? Lisa; I want someone that promotes CNCC, out town, that gets after whatever we are working on. Brad; One our biggest assets is our college, let's look at putting money into that. Konnie; Let's work on our side of CNCC. Brad; Maybe we have two meetings in January. And let's talk about these things. Keely; Could we have a joint meeting with Town Council?

8) Information

9) Adjourn: Adjourned at 8:38am

6 – Old Business
7 - New Business

TOWN OF RANGELY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

ECONOMIC DEVELOPMENT FUND/RDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
73-30-100	HOUSING REVENUE	5,175.00	54,780.00	143,000	88,220.00	38.31
73-30-200	INTEREST EARNINGS CD	28.40	112.68	120	7.32	93.90
73-30-500	MISCELLANEOUS INCOME	.00	30,902.07	85,000	54,097.93	36.36
	TOTAL REVENUES	5,203.40	85,794.75	228,120	142,325.25	37.61
	TOTAL FUND REVENUE	5,203.40	85,794.75	228,120	142,325.25	37.61

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2018

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	558.29	9,854.65	5,000	(4,854.65)	197.09
73-40-250 HOUSING MANAGEMENT EXPENSE	4,654.50	49,062.44	21,000	(28,062.44)	233.63
73-40-260 HOUSING MAINT/REPAIRS	.00	1,239.18	1,000	(239.18)	123.92
73-40-270 UTILITIES	20.64	227.04	100	(127.04)	227.04
73-40-300 MARKETING	.00	.00	700	700.00	.00
73-40-301 GRANT EXPENSES	.00	3,000.00	40,000	37,000.00	7.50
TOTAL OPERATING EXPENSES	5,233.43	63,383.31	67,800	4,416.69	93.49
TOTAL EXPENDITURES	5,233.43	63,383.31	67,800	4,416.69	93.49
TOTAL FUND EXPENDITURES	5,233.43	63,383.31	67,800	4,416.69	93.49
NET REVENUE OVER EXPENDITURES	(30.03)	22,411.44	160,320	137,908.56	13.98

BUSINESS IMPROVEMENT GRANTS/LOANS

Rangely Development Agency (RDA) – Grant/Loan Programs – The programs are designed to help local businesses with expansion, capital investment and in some cases consolidation of debt through the RDA and outside loan opportunities, such as the Northwest Loan Program. Programs offered by a viable Urban Renewal Authority requires the RDA Trustees support economic development opportunities, but in a way that many of these projects and programs can return incremental revenue to the RDA and facilitate future investments within the URA Plan Area. Without a conscious effort to create an income stream for the RDA, while also working to support these Grant/Loan programs and others, the RDA would soon require backfill funding from another source.

It's important to note that the RDA Trustees can suspend or revise these Grant/Loan Programs and Criteria at any time based on a determination of funding availability and effectiveness of the program.

The following criteria will apply to each funding program below:

- The business requesting support from any of these programs must reside within the Urban Renewal Plan Area Boundary as established for the Rangely Development Agency.
- All RDA assisted Grant/Loan program applicants must be a member of the Chamber of Commerce.
- Applicants are required to describe their voluntary contributions of time and resources to the community.
- The annual budget for these grants and loans will be recommended by the Rangely Development Agency Board and approved by the Town Council within their annual budget for the RDA. At present, the targeted annual expense budget for the Grant/Loan programs will be recommended as a line item in the RDA budget in an amount not to exceed \$50,000 annually.
- Reimbursement Requests for Grant Funded projects will be submitted by the Grantee to the RDA Treasurer and these Requests will generally be funded within 15 - 30 days after submittal. Reimbursement Requests for Grant Funding will include receipts supporting payments to Grantee as well as proof of match payment required by the Grant/Loan Committee. Receipts for work and materials required for the project must be dated after the Grant/Loan Agreement is fully executed.
- Demonstration of need and ability to repay loans will be the best determination for award.
- Creation of new jobs and retention of existing employees should achieve the highest ranking in the evaluation process for each applicant.
- Successful applicants will not be prioritized for additional funding for a period of at least 3 years from the date of the award and Grant/Loan evaluation criteria will include the following:
 - SUBJECTIVE CRITERIA CAN INCLUDE:
 - Demonstrated Business Acumen
 - Community Involvement
 - Perceived Need Meant by the Business
 - Typical Hours of Operation
 - OBJECTIVE CRITERIA CAN INCLUDE:
 - Financials
 - Profitability

- Business Plan Demonstrating Business Acumen and Understanding of Market
- See Individual Program Criteria for Additional Information

BUSINESS IMPROVEMENT GRANTS/LOANS

- **Grant – Business Improvement Grants up to \$5,000.00 (up to \$1,000 match or 20%)**
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed project is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.
 - Project Funding is to be utilized within 12 months from the date of award.
 - ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***
 - **See Chart for Applicant Required Submittals**
 - Two years business financial statements/tax returns and business plan
 - Statement of likelihood of continuing in business over the next 3 years based on the applicants understanding of the market and demand for your product
- **Grant/Loan – Business Improvement/Capital Acquisition (Loans may offer 2 yrs. Interest only)**
 - Grant: \$5,000 – 10,000 Low Interest Loan: \$5,000 – 15,000
- ✓ **Grant – Business Improvement Grants must be matched to \$5,000 with loan equal to total grant plus match. **Max Grant \$10,000 + Max Loan \$15,000 = \$25,000****
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to specifically describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.

- ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***
 - **See Chart for Submittals**
 - Detailed loan application plus a Summary to include history, company description, products and services, marketing and competition, management of key functions & resumes (brief)
 - Three year business financial statement
 - Three year profit/loss projections (my month first year and by quarter years 2&3)
 - Three year business tax return (*if available*)
 - Statement of likelihood of continuing in business over the next 5 years.
- **Grant/Loan – Business Improvement/Capital Acquisition (Loans may offer 2 yrs. Interest only)**
 - Grant: \$10,000 – 20,000 Low Interest Loan: \$15,000 – 25,000
- ✓ Grant – Business Improvement Grants must be matched to \$10,000 with loan equal to total grant plus match. **Max Grant \$20,000 + Max Loan \$25,000 = \$45,000**
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to specifically describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.
 - ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***
 - **See Chart for Submittals**
 - Detailed loan application plus a Summary Business Plan to include history, company description, products and services, marketing plan and competition, management of key functions & resumes (brief)
 - Three year business financial statement
 - Three year profit/loss projections (my month first year and by quarter years 2&3)
 - Three year business tax return (*if available*)
 - **Employment Plan**
 - Statement of likelihood of continuing in business over the next 10 years.
- **Northwest Loan Fund – (Funding up to \$500,000)**
 - See attached criteria and application on website:
<http://nwccog.org/programs/northwest-loan-fund/>

- Contact Information for NWCOG and Mountain Valley Bank in Meeker (Halandras)
- **Façade Grant** - \$7500 with equal match for façade improvements (**see program details**)



Business Grant Program

The Town of Meeker's ability to provide quality municipal services and infrastructure to the Meeker Community is directly related to the economic success of the local business community. In order to assist the Town in meeting its economic goals, the Town in 2018 is again making available the Meeker Business Grant Program. This two-track program will provide grants to businesses via a competitive application review process.

TRACK 1: The Town will consider providing Site Enhancement Grants to businesses that wish to install traditional site improvements such as façade improvements, landscaping, and other architectural upgrades. (See page two for details)

TRACK 2: The Town will consider Economic Development Grants to businesses that undertake capital investments (excluding working capital) that bring one or more of the following to Meeker:

- Addition of jobs to the local economy
- A unique amenity
- A region of draw to the Town Core or other Commercial District
- Diversification to the Town's economic base (See page three for details)

Grants will be awarded in any amount up to \$5,000 however, applications in excess of \$5,000 may be considered for projects that provide exceptional benefit. Projects may also be smaller, no minimum. Grant requests should include matching funds from the business in the amount of **50%** of the total project cost. The Meeker Town Council has allocated \$50,000 to fund the Meeker Business Grant Program in 2018.

The 2018 Meeker Business Grant Program Application Deadline is 5:00 p.m. on May 4th, 2018. Applications are available at Town Hall and on the Town's Website. **Applicants are required to review their proposed projects with Town staff prior to application submission to gain an understanding of any Town codes that may be relevant to a particular project.** Completed applications can be mailed or dropped off at Town Hall.

Grant awards will be announced no later than June 8th, 2018. If you have any questions regarding the Town of Meeker Business Grant Program, please call (970) 878-5344.



Site Enhancement Grants

Site Enhancement Grants are provided to improve the appearance of individual businesses, which helps to provide an improved image for the Town's business community as a whole.

Guidelines

1. Site Enhancement Grant preference will be given to site improvements that provide the most significant visual improvement over current conditions as seen from public streets and trails.
2. All Sales Tax generating business properties located in commercially zoned areas are eligible to apply. (Applicants must be in good standing with the Town, properties with outstanding code violations, delinquent sales taxes or past due Town utility bills are not eligible to apply).
3. Proposed improvements must meet Town Codes. Provide before and after photos of project.
4. The applicant is responsible for obtaining all building and other required permits before any project work commences.
5. Eligible improvements include but are not limited to:
 - a. Architectural Enhancements
 - b. Lighting, painting, stucco, etc
 - c. Landscaping and Parking Area Improvements
 - d. Permanent Signage
6. Grant Funds will be provided to a business **upon completion** of their project. Upon completion of the grant submit copies of all paid invoices, including copies of cancelled checks and/or credit card receipts to receive grant funds. **Please submit all payments at once rather than piece by piece.**
7. Grants are available to owner or tenant (if tenant applies, a minimum of two years must be remaining on lease, or an option to renew current lease, and written landowner permission must be provided.)
8. All businesses must receive grant approval prior to beginning improvements to be eligible to receive grant funding reimbursements. No work prior to awarding of funds can be reimbursed.
9. Site improvement work must be completed by November 15th; reimbursements must be completed before November 30th.
10. Projects selected for grant funding may be featured in Town promotional materials.

Economic Development Grants



Economic Development Grants are designed to provide funding for businesses that make capital investments which assist the Town in meeting overall Economic Development goals including;

- Addition of jobs to the local economy
- Providing a unique amenity to the community
- Providing a regional customer draw
- Addition of vitality to the Town Core or other commercial district
- Diversification of the Town's economic base

Guidelines

1. Economic Development Grant preferences will be given to grant applications that most clearly demonstrate capital investments which are directly linked to the addition of jobs in Meeker.
2. All businesses located in commercially zoned areas within the Town limits are eligible to apply. (Applicants must be in good standing with the Town. Properties with outstanding code violations, delinquent sales taxes or past due town utility bills are not eligible to apply).
3. Proposed capital investments must meet all current Town Codes. The applicant is responsible for obtaining all building and other required permits before any project work commences.
4. Eligible uses of Economic Development Grants include, but are not limited to, new construction of building/fixed assets and building expansion.
5. Grant funds will be provided to a business upon completion of their projects. Upon completion of the grant project a business must provide copies of all paid invoices, including copies of cancelled checks and/or credit card receipts to receive grant funds. Funding timing may be adjusted, for instance 50% up front and 50% upon completion, if a specific project constraints warrant.
6. Grants are available to owner or tenant (if tenant, a minimum of two years must be remaining on lease, or an option to renew current lease, and written landowner permission must be provided.)
7. All businesses must receive grant approval prior to making capital investments to be eligible to receive grant funding.
8. Capital investments must be completed by November 15th; all reimbursements must be completed before November 30th.
9. Projects selected for grant funding may be used in Town promotional materials.

2018 Town of Meeker Business Grant Program Application

BUSINESS NAME: _____ PHONE: _____
CONTACT PERSON: _____ TITLE: _____
E-MAIL: _____ WEBSITE: _____
MAILING ADDRESS: _____ PHYSICAL ADDRESS: _____
BUSINESS OWNER: _____ PROPERTY OWNER: _____
GRANT REQUEST AMOUNT: _____ TOTAL PROJECT COST: _____

Detailed description of proposed project:

(All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)

Instructions for Site Enhancement Grant Applications: Make sure to specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from the public streets and access. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.

Instructions for Economic Development Applicants: Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.

Please submit for reimbursement when ALL costs are complete.

Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project. Applicants who have been awarded grants in prior years may be considered a lower funding priority in following years.

X _____
Applicant's Signature Date

X _____
Building Owner's Signature (if different from applicant) Date

Mail or hand deliver to: Town of Meeker Business Improvement Grant Program
345 Market Street, Meeker, Colorado 81641
Application Due By 5:00 p.m. on May 4th, 2018