



# Town of Rangely

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*RDA Packet*

*April 19, 2018 @ 7:30am*



# 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**  
\*\*\* April 19, 2018 @ 7:30 a.m. \*\*\*

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Brad Casto, Chairman

Vacant (***Outstanding Nomination***)

Karen Reed

Konnie Billgren

Treasurer – Lisa Piering

Jason Krueger

Sarah Nielsen

Andrew Key

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

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- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Meeting
  - a) Discussion and Action to approve the minutes of March 15, 2018
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
  - a) **Tabled** - Discussion and Action to appoint a Vice-Chairman to the RDA
  - b) Discussion concerning airport courtesy car maintenance and insurance
  - c) Discussion regarding call center progress and Next Steps (***Better City Update on 4/11/18***)
  - d) **Tabled** for May 17th- Presentation by Carolynne White - Attorney with Brownstown, Hyatt, Farber and Schreck
  - e) CNCC Aviation/Drone Programs Update – Ron Granger
- 7) New Business
  - a) Discussion and Action to approve the February 2018 Financials
  - b) Discussion of the Co-Working Space tour in Grand Junction, Montrose and Ridgeway on March 29<sup>th</sup> – Attended by B. Casto, K. Billgren, A. Key – Next Steps
  - c) Discussion regarding the CO-OP Grocery as presented last week at the Chamber's B for B. (***See Attached Presentation***)
- 8) Information
  - a) Ord Nebraska – Economic Development
- a) Adjourn

## 3 – Minutes

Minutes  
RANGELY DEVELOPMENT AGENCY (RDA)  
**Town of Rangely Conference Room**  
\*\*\* March 15, 2018 @ 7:30 a.m. \*\*\*

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Brad Casto, Chairman

Vacant  
Karen Reed  
Konnie Billgren  
Treasurer – Lisa Piering

Jason Krueger  
Sarah Nielsen  
Andrew Key

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. – Tim Winkler  
Rangely District Hospital – John Payne

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- 1) Call to Order
- 2) Roll Call – Brad Casto, Karen Reed, Jason Krueger, Sarah Nielsen were present. Konnie Billgren, Jeff Rector, Ron Granger, Tim Winkler, Andrew Key were absent. Katelin Cook was present by phone.
- 3) Minutes of Meeting
  - a) Discussion and Action to approve the minutes of February 15, 2018 – Motion to approve the minutes of February 15, 2018, motion by Karen Reed, second by Sandy Payne, motion passed.
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
  - a) Dan and Bobby Fiscus Application – Brad Casto stated that the committee recommendation was to help them with their rent at \$500 per month for the first six months on a month to month basis. At the end of that six months they should have some better numbers on their business and the RDA can sit down with them at that time and see if there is anything else we can do for them. Sandy Payne stated that a lot of businesses could fail due to the fact that the owners don't always have the business background needed. Sandy asked if there would be some way to tie it in to encouraging the owners to meet with the SBDC. Sandy states that a group from Grand Junction that came up did some one on one counseling and offer great services such as knowing how to write a good business plan. Brad stated that we have a good application for current businesses that we are going to support and we plan on creating a whole new application for startup businesses. The SBDC has a big part in helping people get a plan and correct process to go down those paths. Katelin Cook stated that this is exactly what she was thinking as far as utilizing the SBDC program. Katelin stated that all information they talk about with the businesses is confidential and they wouldn't be able to share any of that information back to the RDA. If the businesses wanted to share it with the RDA they could. Katelin states that she would be happy to help with the application and the



marketing, planning and startups. Peter Brixius stated that we didn't initially propose startups with our loan program, it was existing businesses. Peter stated that we initially provided an application on the draft that came from Northwest COG. The bank is going to look in to the program and develop a generic application and check list for us that they would use for existing businesses. Katelin stated that typically banks require a business plan from businesses applying for loans. Sandy feels it is hard if you don't know how to write a plan and our hope is to help them succeed. Brad and Peter stated that there are a lot of items such as bylaws and tax returns that can be difficult for startups. Karen asked if they Fiscus's had been approached with the RDA's recommendation that Brad stated earlier. Brad stated that they have not been as of yet. Peter stated that they rented the building as of March 1<sup>st</sup>. Brad stated that it was a risky loan based on the information that we had. Brad and Sarah feel this way we can help them get through the first six months. Sandy stated that they should be heading in to what will be their busy season as well. Motion to approve the grant loan for Dan and Bobby Fiscus at \$500 per month after receipt of invoice, for six months, motion by John Payne, second by Sarah Nielsen, motion passed. Karen asked if we are going to state that they visit with the SBDC. Joyce would like it to state that this is what we are willing to do, and we ask that you visit with the SBDC. Joyce would like to amend the motion to add a recommendation to visit with the SBDC. Katelin asked what type of documentation would be needed from the SBDC for this. Lisa Piering stated that she feels it would be evident from what they bring back. Brad stated that he doesn't feel we would need a letter from the SBDC. Motion by Joyce Key to amend the motion to add a recommendation to visit with the SBDC, second by John Payne, motion passed.

- b) Courtesy Car Update for the Airport – Brad asked if the college found a car. Jason Krueger stated that he thought Commissioner Rector had found a car and he needs to follow up with him on that. Katelin stated that they are taking one of their pool cars and bringing it down. Katelin stated that it will stay within the county pool system. Brad asked if the county will be covering the insurance on it. **Katelin was unsure but will check on it.** Jason is concerned about the maintenance on the vehicle. **Peter stated** that if the county is going to donate a car that maybe another entity should help with maintenance. Brad stated that the town shop is right there and they could take care of it easily.
- c) Progress regarding the call center and next steps – Peter stated that we have talked about the recruitment process and it is underway. Dozens of companies have been contacted and leads from Home Advisor and Teletech. They are trying to work their way up the ladder and get to the key decision makers with those two companies. Brad asked if the results came back well. Peter stated that they are looking at websites that advertise for people with IT and call center needs. They are targeting companies that have those needs such as Indeed and Monster. Peter stated they talked about Flexjob.com and they had a lot of call center positions and they thought they may pick up more leads based on those websites. Sandy stated that an aspect that we haven't emphasized is that because of the broadband, some of our people who aren't currently working would be able to go out and search for a telecommuting job. This would be a way for our community members to acquire gainful employment. Sandy stated that her brother in law is in the door and hardware business and there are several jobs listed there that are telecommuting and working remotely. Sandy feels there are probably a lot of other opportunities out there that we aren't even aware of. Sandy asked if we are doing more marketing and advertising for real-estate online. Karen stated that yes, the Denver brokers are starting to see us. John stated that there are a lot of people who want to move away from the big cities and with the remote jobs, they can be able to do that and move to a smaller community and still be able to work. Brad states that the problem he sees is that we can't make business advertise that way. We can give them the tools and show them how to do that, but we can't make them advertise like that. Lisa stated that maybe once we get the co-working space then we could get a nice advertisement that for example Karen could use and

that could be a tool. Peter stated that YouTube channels have ads pop up and it is cheap to advertise that way. If we had an ad that would show what you could get in Rangely such as homes and outdoor amenities, that would be a good way to show what we have to offer.

- d) Engagement Letters for Bennidito and White – Peter stated that he talked to Carolyn White and that she is working on her standard letter that goes out to her clients. The information received from her was far above what was received from Bennidito. She is very targeted when it comes to URA management. She talked about updating the plan and the negotiation part of the special district issue that we have had trying to get all of the special districts involved and some solutions to that. Peter would like to get her letter and possibly Skype with her and her assistant at the next meeting and she could do a presentation for us. If we for instance, have a new project at the airport with new hangers and installing classrooms that would change the plan area and we would need to revise the plan. Carolynne and her firm could then take us through the process of how to develop the negotiation and agreements with each of the districts. This you would do up front before starting the project. We had the calculations that came from the assessor's office in the public meetings and Peter feels that there were issues with the numbers. We had accountants trying to figure out how they reached those numbers. Peter would like to look at this at the next meeting. Brad asked if we can legally do a TIF project right now. Peter stated that legally we could get in to it from the negotiation side, but we could not initiate a TIF program right now. Our plan is outdated and we have no programs in place to ensure participation. We would also need to update our Blight study, which we have started. When we redo the plan we have to think about the area that we want to expand in to or are not concerned about. They will have to meet this Blight standard. Brad agrees with doing a Skype session with Carolynne at the next meeting.

## 7) New Business

- a) Discussion and Action to approve the January 2018 Financials – Peter stated that we still have some work going on with the Brownsfield project. There was some contamination found in one well and they needed to sample it for another years' worth of quarters. If we can get clean water samples going forward for the next four quarters, we should be in good shape. Motion to approve the January 2018 Financials made by Sarah Nielsen, second by John Payne, motion passed.
- b) Discussion with Darin Carei – Principal at Senergy Builders regarding workforce housing agreement as we approach the end of the agreement term. – Peter stated that we have had an agreement with Darin for the past five years to manage the Sagewood Townhomes. We are a lean holder on 3 of the 6 Townhomes on the west end of town that we call Workforce Housing. This housing was meant to be affordable living for people working at the time. Our vacancy rate was low and the need for good rentals was very relevant at the time. We are approaching the end of our agreement which was for 5 ½ years. We manage the properties for a management fee and take care of some minor repairs while Synergy homes takes care of the major ones that arise. Darin stated that he feels the ultimate goal of the project has been met. Darin stated that they had hoped rents would increase and the agreement with the town was that Synergy would maintain a rent rate lower than average. Darin stated that last year cash on cash they had \$54,000 worth of rent and \$64,000 in expenses. Darin feels that maybe it is time to look at selling the units. If they sell, then the rental rates are at the risk of the market. Synergy has followed the market rate down as they have wanted to keep the units full. Darin feels we will see some expansion in Rangely and that we will see the rental demand increase. From a cash flow standpoint it isn't working well, but Darin feels the partnership with the town has worked very well and they have more houses to build if needed. Darin would like to see it stay in place so that as we find increased demand, there is a way for them to do it again. Darin stated the only thing left to do is see if the Town of Rangely is up for an agreement renewal. Maybe not a five year renewal, but even a two year

agreement. At that time Synergy can refinance and get the first amount of money paid off and hopefully at that time take the money and build more units, if there is a demand for them. The units were just appraised and Darin stated that they appraised higher than what is owed on them and what is owed to the town. It would be a financial windfall for Senergy if they were to sell them. Darin stated that if the town didn't want to renew, then they would have to sell the units in order to make the payment owed to the town. Peter stated that we had small escalators each year that were built in to the agreement. When he and Darin spoke a couple of years ago, there were vacancies in the units and they decided that they would bring the rents in line with what they thought they could keep the units full at. Peter stated that if the board were to consider Darin's suggestion of extending the agreement, Peter would want to further clarify the definition of the management. The issue is, as an investor, the RDA takes care of the minor issues and Darin has indicated that he is generous in this issue, but when you are looking at the properties as an investor, you will want to protect your investment and the town does step up and do things that go beyond the agreement in order to protect that investment. Peter stated that the properties generated between utilities and property tax about \$45,000 in tax and over \$30,000 in utilities over the past 5 years. Peter stated that we have some time to make a decision as the agreement doesn't expire until June. We put the agreement together in August 2012 and it didn't go in to effect until we rented the first unit in December 2012, and the units were full by January-February 2012. Sandy asked if there is any way to look at the previous tenants and see if they have moved out of town. Peter stated that they have served their purpose as we have had Chevron employees coming through, CNCC students and town employees all renting the units, as well as many other company employees. The comments we receive on the units are very complimentary. The plan was that if this agreement progressed as we had hoped, that we would hope to build more workforce units. Brad thanked Darin for coming up and the RDA will be discussing it and see what we could do.

- c) Discussion and action to accept Tim Webber's resignation and appoint a Vice-Chairman to the RDA. – Motion to accept Tim Webber's resignation made by Joyce Key, second by John Payne, motion passed. Brad stated that Andy Key recommended waiting until we have a full board present before we recommend someone to Vice-Chair. John stated that he thinks that is best to wait. Motion to appoint a Vice-Chairman to the RDA – tabled until the next meeting.
- d) Nominations to fill vacancy on the RDA – Motion to nominate Keely Winger to the RDA board, motion by Joyce Key, second by Sandy Payne, motion passed. Nomination will be confirmed by the Town Board.
- e) Discussion and Action to apply for Candidate status, the next tier of the Main Street Program focusing on organizational structure, leadership, finances, partnerships and resources. This Tier of participation is used to establish a lasting local Main Street program. Communities may be in this tier for about four years.” Konnie Billgren – Peter supplied information in Konnie's absence. Peter stated that the affiliate program states that you can access their information, but you don't have a lot of obligations in the affiliate program. The candidate program includes a multiyear strategic program for the plan area. Peter stated that there are several steps and reporting requirements on a quarterly basis along with participation in meetings. The theme is to enhance the aesthetics' of Main St. and improve the sales tax activity of Main St. by business improvements and such. Peter has seen other communities such as Cedaredge, that have engaged in the Main Street Program and they have successfully implemented with the help of many volunteers. Finding volunteers is something that we struggle with. Brad stated that this seems like it should be more of a city council issue than an RDA issue. Sandy stated that there are 13 towns that participate and can officially be called Colorado Main Street Towns. Meeker has been successfully able to implement this and Sandy feels what hurt us is we were in a very low period a few years ago



when we first started talking about the program. There has to be a lot of buy in and there needs to be a person who has a lot of time, energy and effort who can run this. Sandy feels we are so small here and we need to pull our resources together and show we are a solid community that can go after this. Sandy feels it is an amazing program and has done so much for the participating communities. Peter stated that we have two major projects that we are working on right now for Main St. We have a long strip here and to make it walkable is a huge financial project. Sandy stated that we have a shortage of retail storefront and if we are going after only the tourist aspects, it doesn't lend itself to them wanting to walk along and browse and spend some money. Our historic buildings are camp town styles, so it is not the rich architectural style that some of the other places have going for them. Sandy feels that we can figure out what our niche is and do it better than anyone else, but it will take a lot of energy to do so. Brad feels that it is a great program as well but would like to know who should be on the committee. Sandy feels the community should have a roll in it and some of the business owners. Brad asked Katelin how much time she gave to the Meeker Main St. Program. Katelin stated that you have to have a paid director to run the program and the Meeker Chamber filled that role. When Katelin switched to the county side of things, they partner in it but do not lead it. They will help fund certain things, but the Town is the primary funder on it. The Chambers funding was increased approx. \$10,000 plus programs to compensate for the program. It takes a significant amount of time to be able to pull the program together. You can start off slow and not have a full time paid director while you are in affiliate status and working up on your designation process. Stephanie spends about 20% of her time on the Main St. project. When they go for designation this year, she will have to move for at least 50% of her time. Sarah asked if that is 50% of a full time day. Katelin stated yes. Lisa stated that is for the designated and we will only be a candidate which is about 20%. Katelin stated that we can be in the candidate phase for as long as we want. Once we go to designated status, then you have to have a budget and a board and is a full-fledged organization at that point. Peter asked what projects Katelin did as a candidate. Katelin stated that they did several including a signage project that they are in the middle of right now and a lot of organizational buildings. They are involved in almost all downtown events in the summer months including a TGIF event once per month. Brad sees the only issue being money. He feels they need to talk with the town before making a decision on it. John states that the town has to be the starting point on it. Peter stated that the town has to pass a resolution in support of the program. Katelin stated that there are grants available, but the town has to be the fiduciary agent on it because it is DOLA money. Peter stated that one of the projects that we are working on has been proposed for some indefinite funding and we will be pursuing it through some other funding options if that doesn't happen in the near future through the submittal that we just made. It is for improving the retaining structures and the path that comes off of Kennedy Dr. down over the top. The other project that we are in the middle of right now with CDOT is improvement of pedestrian crossing areas for the core downtown area to keep traffic moving at a regulated rate and to improve the esthetics of the core down town area. Brad asked if can make a recommendation on this. Brad would like to see a recommendation to have the city council support the Main Street Candidate Program.

8) Information

9) Adjourn

6 – Old Business  
7- New Business

TOWN OF RANGELY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
73-30-100 HOUSING REVENUE	4,350.00	8,955.00	143,000	134,045.00	6.26
73-30-200 INTEREST EARNINGS CD	28.40	28.40	120	91.60	23.67
73-30-500 MISCELLANEOUS INCOME	5,368.14	5,368.19	85,000	79,631.81	6.32
TOTAL REVENUES	9,746.54	14,351.59	228,120	213,768.41	6.29
TOTAL FUND REVENUE	9,746.54	14,351.59	228,120	213,768.41	6.29

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2018

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	796.09	1,216.72	5,000	3,783.28	24.33
73-40-250 HOUSING MANAGEMENT EXPENSE	3,879.00	8,053.46	21,000	12,946.54	38.35
73-40-260 HOUSING MAINT/REPAIRS	16.99	22.17	1,000	977.83	2.22
73-40-270 UTILITIES	20.64	41.28	100	58.72	41.28
73-40-300 MARKETING	.00	.00	700	700.00	.00
73-40-301 GRANT EXPENSES	.00	.00	40,000	40,000.00	.00
TOTAL OPERATING EXPENSES	4,712.72	9,333.63	67,800	58,466.37	13.77
TOTAL EXPENDITURES	4,712.72	9,333.63	67,800	58,466.37	13.77
TOTAL FUND EXPENDITURES	4,712.72	9,333.63	67,800	58,466.37	13.77
NET REVENUE OVER EXPENDITURES	5,033.82	5,017.96	160,320	155,302.04	3.13

## 8 – Information

Hello. I know that you are all busy, but I've come across some interesting information from a small town of about 2100, Ord, Nebraska. One of the reasons I found it so interesting is because it has elements of what we are trying to accomplish in Rangely. I've copied some sentences with hopes that it will whet your appetite to read the whole article. If you just want to go to the newspaper link [www.omaha.com/living/the-better-half/at-scratchtown-brewery-in-ord-nebraska-locals-drink-to-newfound/article\\_c3aae7de-8fe5-576e-8dd8-cc22321a6ab6.html?utm\\_medium=social&utm\\_source=facebook&utm\\_campaign=user-share](http://www.omaha.com/living/the-better-half/at-scratchtown-brewery-in-ord-nebraska-locals-drink-to-newfound/article_c3aae7de-8fe5-576e-8dd8-cc22321a6ab6.html?utm_medium=social&utm_source=facebook&utm_campaign=user-share) or for those of you who Facebook here is a link to the brewery page <https://www.facebook.com/scratchtownbrewing/>. The brewery was not the whole reason behind the town turning around but it has played a large roll.

- **“Because Ord leaders recruited them with coordinated aggression not often seen in small towns. That aggression has become a hallmark of how this central Nebraska town does business.”**
- “To understand the town’s fall and rise, we need to briefly rewind three decades, to the mid-1980s when the American farm crisis smacked Ord hard. The town’s ag-dependent economy got hammered. Nobody was building, so the lumberyard closed. So did two hardware stores. People had less money for food, so the bakery closed, as did two grocery stores, as did almost every mom-and-pop restaurant in town.” “Things started to change around the turn of the century, when a local resident donated \$1.2 million to the county with the vague directive to improve the area. The county government didn’t really know how to manage that money, so Stowell and several others created the Valley County Economic Development Board, filling it with city leaders and hiring a dynamic 23-year-old named Bethanne Kunz to run the new organization. In 2001, the new board put out a survey question: Would Ord residents support a city sales tax for economic development in the area? Most of the residents surveyed had the same answer: No. **And yet Stowell and other city leaders followed that survey result with a serious campaign, giving nearly three dozen presentations and hosting three public community meetings. Late that year, the town voted, and the ballot measure to add a 1 percent local sales tax passed with 74 percent of the vote. “That,” Stowell says, “began everything.”**
- As the area’s job base expanded for the first time in generations, Ord leaders used a combination of \$2.6 million sales tax money and federal grants to renovate Ord’s downtown, a high-profile move that drew a few tourists and caused city pride to swell. And then, not content with these improvements, Ord leaders did something even bigger: They partnered with the Nebraska Community Foundation on an audacious project to teach Ord residents — both adults and children — how to be better leaders and better entrepreneurs.



- **The economic development board used a donated building and the new economic development money to attract a call center that brought 100 new jobs to Valley County.** City leaders aggressively fought to lure a \$50 million ethanol plant and \$9 million corn oil factory to the area. That led to a \$16 million distiller's grain operation and several offshoot trucking businesses. They also gave a 99-year free lease to an international company, SubConn, that makes parts for underwater cables, a move that spawned the development of more related businesses on the outskirts of Ord.

Sincerely,

**Sandy Payne**

**Giovanni's Italian Grill**

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