



Town of Rangely

RDA Packet

July 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
*** July 19, 2018 @ 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
- 2) Roll Call
- 3) Minutes of Meeting
 - a) Discussion and Action to approve the minutes of June 28, 2018
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
 - a) Discussion and Action to accept the engagement letter for Paul Benedetti to represent the RDA as we work to update our Urban Renewal Plan
 - b) Discussion and Action to review and/or approve the video script produced by Josh Jackson and Mario
 - c) Discussion and Action to approve the committee nominations for the Food CO-OP Start-up
- 7) New Business
 - a) Discussion and Action to approve the June 2018 Financials
- 8) Information
 - a) Colorado Fresh Food Finance Fund Application
- 9) Adjourn

3 – Minutes

Minutes
RANGELY DEVELOPMENT AGENCY (RDA)
Town of Rangely Conference Room
*** June 28, 2018 @ 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 at 7:33 a.m.
- 2) Roll Call – Brad Casto arrived at 8:15 a.m., Keely Winger, Andrew Key, Jason Krueger, Konnie Billgren, Jeff Rector, Sandy Payne, Ron Granger, Vince Wilczek, John Payne were present. Karen Reed and Joyce Key were absent.
- 3) Minutes of Meeting
 - a) Discussion and Action to approve the minutes of May 17, 2018 – Correction of the name B.R.U.S.H to R.U.S.H. Motion to approve the minutes of the May 17, 2018 meeting with name correction made by Andy Key, second by Jeff Rector, motion passed.
- 4) Changes to the Agenda
- 5) Public Input – Josh Jackson and Nick Goshe from the Rangely District Hospital were present to discuss the possibility of making a video to promote the town of Rangely. Motion will be added as new business 7 a. Josh explained that the hospitals I.T department has put together a promotional video for the hospital. Josh played the video for the board to see. Josh asked what our first impression from the video was, Jeff replied that it shows we have all the services that we need here in the hospital. Josh stated that yes, they wanted to show that this hospital has all the services that a rural hospital needs. They have had a good response from this video. Josh states that it feels safe for him to have his family here due to the hospital. Josh has ideas to create a promotional video for the town of Rangely. He would include the Tank and other attractions and benefits of Rangely. Josh is asking for \$500.00 to create the video. The money would cover their time and most of it would go to Mario for editing, which is very time consuming. They would also like to have meals covered for the volunteers who will be helping to create the video. Peter stated that when you consider what we paid for a video with Better City, this is a good idea. Andy asked how many videos Josh was going to make. Josh stated that for the first video it would be just under 5 minutes. Once you go over 5 minutes, you start to lose the viewers' attention. A five minute video took 15 hours to create. Josh will write up a full script for the town to review prior to making the video. Sandy asked if Josh has any other ideas for a video for the town. Josh will come up with several different ideas for us to consider. Sandy states that what appeals to the college student won't always appeal to the older adults. Josh can come up with

different videos showing various businesses and attractions within Rangely. Andy asked if Josh is creating a business or just doing this through the hospital. Josh stated that they just want to give back to Rangely, they are not starting a business at this time. Down the road, they could maybe sub contract. Andy asked if the \$500 is for one video. Josh stated yes it is. Andy asked how we should handle this, will they send us the bills and then we pay them? Josh stated that he could set up an invoice system and then we could hire him as a sub-contractor. Peter stated that we want to review the script first. Konnie agreed and said possibly he could give us a couple different scripts. Josh will come up with a script and get our input first and will make the changes we require. He will do this before he sends an invoice. Ron stated that possibly the college may want to hire them as well. Josh had thought of this too, but doesn't want to over commit and get in over his head. Ron stated that this could help with people coming to Rangely.

6) Old Business

- a) Discussion and Action to accept the engagement letter for Paul Beneditto to represent the RDA as they update their Urban Renewal Plan – Tabled - Peter stated that Paul was not able to meet with us at this time.
- b) Discussion and Action to appoint John Payne to represent the Special Districts as their appointed representative to the RDA – John stated that he and Brad had not met yet, but John has a good idea of what he wants to say and to start attending the meetings. Motion to appoint John Payne to represent the Special Districts as their appointed representative to the RDA made by Konnie Billgren, second by Keely Winger, motion passed.
- c) CNCC Drone Program Update – Ron stated that the program is not yet approved, but they are offering classes. They can do this for up to 2 years without state approval. There is a class be offered here and in Craig. Students will not be able to get financial aid for this class. Hopefully by spring they will be able to get state approval and then qualify to offer financial aid. This will be more of a certification program. Andy asked what time of day the classes will be. Ron has not looked at the schedule yet. Jason stated that the class is mostly the rules and regulations. Ron stated that is the most important thing when you first start. Jason stated that if you are already a pilot it only takes about ½ an hour, but if aren't, you have to start from the beginning. Sandy asked how far in to the program before you have to purchase a drone? Ron states that they were able to set money aside to purchase the drones already and there are places that offer educational discounts.

7) New Business

- a) Discussion and Action to approve the creation of a movie script to promote the Town of Rangely – Motion to approve the creation of a movie script to promote the town of Rangely made by Andy Key, second by Konnie Billgren, motion passed. Josh will provide a script by the next meeting.
- b) Discussion and Action to approve the May 2018 Financials – Peter stated that the income is basically from the Townhomes. We have grant expenses coming in for \$500.00 per month to the Wild Bunch Consortium. We did budget transfers from the general fund for grants that were issued last year and this year, but we have not made those transfers yet. Motion to approve the May 2018 Financials made by Andy Key, second by Keely Winger, motion passed.
- c) Discussion and Action to approve an ethical obligation as a representative of the RDA – Peter stated that since we deal with businesses, it is a necessity to have this in place. We will provide copies today to be signed during the meeting. Motion to approve an ethical obligation as a representative of the RDA made by Konnie Billgren, second by John Payne, motion passed.

- d) Discussion and Action to appoint a committee to the RDA to lead a special project for all activities related to the development of a feasibility plan for a CO-OP Grocery Store to include research on developing membership, identification of a suitable location for lease or acquisition, funding mechanisms, wholesale suppliers, insurance, permits & licenses, staff training in food service and retail, local workforce availability and skillsets culminating in the development of a business plan to include membership, marketing, funding, pro-forma and annual projections –

Peter stated that meeting once per month isn't going to get us very far down this road and asked if there is any interest in terms of appointing a committee. Ron asked if we are looking at just this group, or appointing a committee of people outside. Peter stated it could be both from this group and outside. Sandy asked if we are first going to get the consensus of the town for how strong the interest is. Konnie stated that if we from the committee first, that is the ground work. Andy asked how we want to make this up, will it be 5 members, 7 members etc. Konnie suggests 5 members. John agrees and states getting a bigger group will be difficult. Sandy asked what kind of mixture, will it be new residents, old residents, business owners etc. Konnie and Jason stated all of the above. Andy asked if it will be appointment by this board. Konnie stated she thinks that is how it should be done. Ron states that if we could get a list of names and present it at our next meeting that would be good. John states that we need someone to head it up that will be passionate about it. Peter stated that the committee could ask for a consulting service to assist them in the process of developing their feasibility for this. If the board approved those funds, they could then move forward with that. Andy asked what action we need to take to put together a committee. Jason stated that we need to appoint a lead, and then that person could select a committee and come back to the board for approval. Andy asked if they will need to answer to a certain set of bylaws etc. Ron stated that they will need to have some kind of direction but if we specify too much, it may limit them on what they can find out. Jeff stated that this would be a sub-committee of the RDA and they would report back to us but go out and get done what they needed. Peter stated that this needs to meet more than once per month. Konnie agreed. Andy asked if we know of anyone who would be interested. John stated we need someone who can understand Rangely's grocery business. Peter stated that there are some good consultants that we have worked with that are dedicated to launching co-ops in this state and the committee could rely heavily on them for guiding each step. Andy asked if we want to approve the committee and then come back and try and appoint someone to take it over. Konnie stated that she would be willing to step up for a short period of time with Keely. Keely agreed to co-chair temporarily. Konnie doesn't want to compensate right away. Peter asked if the board would want to compensate someone for that. Konnie would like to see if someone would step up first and if we need to get a consultant later, we can. Sandy wants to make sure it's someone who really specializes in it. Ron asked if we want to make sure we have the community's interest first. Peter stated that we have surveyed this twice and it was overwhelmingly the number one thing that the community wanted. Andy agrees and states that we have tried the consulting side of it and it failed, so we need to be careful. It has to be built from the community and not from a consultant. Motion to appoint a committee to the RDA to lead a special project for all activities related to the development of a feasibility plan for a CO-OP Grocery Store to include research on developing membership, identification of a suitable location for lease or acquisition, funding mechanisms, wholesale suppliers, insurance, permits & licenses, staff training in food service and retail, local workforce availability and skillsets culminating in the development of a business plan to include membership, marketing, funding, pro-forma and annual projections – Motion to appoint Keely Winger and Konnie Billgren made by John Payne, second by Jeff Rector, motion passed.

- e) Discussion and Action to have the RDA complete the pre-application for the Colorado Fresh Food Financing Fund. This application allows the staff at P.U.M.A. to evaluate our application and determine if we would qualify for the funding based on our demographics as it relates to MHI and unemployment – Peter stated that we were looking at this a year and a half ago and Erin suggested that just to see if we were qualified for this \$1.5 million fund that is a combination of grants and loans depending on what our demographics are. Right now they have some concerns about the Rangely demographics. They would like us to just complete the application and send it in and see what their opinion of the application is. Brad asked if there is a time line that we would have to use it if we fill it out. Peter stated that they would just give us an opinion if we fill it out, so no timeline. Sandy asked what their concerns about our demographics are. Peter stated they are household income, unemployment etc. There are other things that could factor in such as elderly population and our remote location. Motion to have the RDA complete the pre-application for the Colorado Fresh Food Financing Fund. This application allows the staff at P.U.M.A. to evaluate our application and determine if we would qualify for the funding based on our demographics as it relates to MHI and unemployment made by Konnie Billgren, second by Sandy Payne, motion passed.
- f) Discussion of next steps related to the Better City Contract expiration and recommendations for the Town Council as they consider the relationship with Better City going forward. Katelin Cook – Katelin was on the phone and stated our contract will expire July 31, 2018. Katelin stated that after talking with the commissioners and Peter, we are going to let that contract expire. Down the road if there is a case by case basis or a new project, then we could enter in to a new contract. Konnie asked if they have any companies that they have actively recruited that we could talk to before the end of July for call centers. Katelin stated that they have talked to over 100 different companies and for one reason or another, it has been a struggle to get a call center location here. Katelin states that what they have talked about is over the next month putting together some marketing material that the work force center can use, or through RDA efforts help promote what some remote jobs might be. There seems to be a lot of positive energy and interest coming off of the remote workshop that was done. Better City will not be overseeing the marketing over the next couple of months, but we can at least get some of the ground work laid. Peter re stated that the contract expires the end of July and it looks like we will have some unused contractual funds that won't be expended. Peter stated that once we get the feedback from the people who attended the last remote working session, than this might be something that we hit a little harder in July before we close this out. Then we can schedule another event in July. Konnie stated that August might be a better time when college students are back and then maybe we will retain some of those students or they will at least have income while they are here so they can spend money here. Sandy asked Konnie about a component of The Fun Facts and Fitness Fair that they do in early August- September. Konnie stated that she will have to check because it is her understanding that it had run its course. Andy stated that aside literature, this is something that we can handle on our own. We have all of the websites and Konnie has copies of everything they gave us. Peter stated that there was some talk of tying the workforce in to this next one. Sandy stated that another thought was just trying to have a bigger picture comprehensive package so that it is not so much a onetime event but to show we have goals and want to get this accomplished. Meeker does have its co-working space up. Andy stated that a lot of people attended not knowing what co-working was.

8) Information

- a) Letter of Support - Enefit American Oil (EAO) – Utility Corridor Project – Peter stated that he has talked to Jon Hill about some of the fly overs they did to determine the best transportation route from the Enefit location to Rangely would be. They determined that the

Bonanza highway would be the best route. It will be several years before they get the plan up and operational. Building the utility corridors is projected to employ 130-150 people. John mentioned that there are some previous candidates for town council that may be interested in the vacant RDA position.

9) Adjourn – Adjourned at 8:30 a.m.

6 – Old Business

7- New Business

8 – Information

TOWN OF RANGELY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
73-30-100 HOUSING REVENUE	4,875.00	28,505.00	143,000	114,495.00	19.93
73-30-200 INTEREST EARNINGS CD	.00	55.87	120	64.13	46.56
73-30-500 MISCELLANEOUS INCOME	.05	5,368.37	85,000	79,631.63	6.32
TOTAL REVENUES	4,875.05	33,929.24	228,120	194,190.76	14.87
TOTAL FUND REVENUE	4,875.05	33,929.24	228,120	194,190.76	14.87

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2018

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	577.31	4,538.51	5,000	461.49	90.77
73-40-250 HOUSING MANAGEMENT EXPENSE	4,496.50	25,354.94	21,000	(4,354.94)	120.74
73-40-260 HOUSING MAINT/REPAIRS	355.46	1,219.21	1,000	(219.21)	121.92
73-40-270 UTILITIES	20.64	123.84	100	(23.84)	123.84
73-40-300 MARKETING	.00	.00	700	700.00	.00
73-40-301 GRANT EXPENSES	500.00	2,000.00	40,000	38,000.00	5.00
TOTAL OPERATING EXPENSES	5,949.91	33,236.50	67,800	34,563.50	49.02
TOTAL EXPENDITURES	5,949.91	33,236.50	67,800	34,563.50	49.02
TOTAL FUND EXPENDITURES	5,949.91	33,236.50	67,800	34,563.50	49.02
NET REVENUE OVER EXPENDITURES	(1,074.86)	692.74	160,320	159,627.26	.43

pre-application

applicant information

Legal Name of Business		Fed Tax ID # (or SSN)		Formation Date
Type of Entity	<input type="checkbox"/> C Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Nonprofit Corporation	<input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Cooperative	<input type="checkbox"/> General Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other:	
Type of Business	<input type="checkbox"/> Single Food Store <input type="checkbox"/> Small Food Market Chain (2 to 5 locations) <input type="checkbox"/> Medium/Large Chain (>5 locations)			
		<input type="checkbox"/> Food Cooperative <input type="checkbox"/> Real Estate Development Company <input type="checkbox"/> Other:		
Business Street Address		Phone		Accepts food stamps?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
City		State		Zip

contact information

Legal Name of Individual Serving as Contact for Applicant		
Relationship to Applicant		Mailing Address
City	State	Zip
Email	Phone (primary)	Fax

project information

Type of Project (check all that apply)	<input type="checkbox"/> Land Assembly <input type="checkbox"/> Mixed-use Development <input type="checkbox"/> Equipment Refresh	<input type="checkbox"/> Construct New Food Store <input type="checkbox"/> New Store in Existing Building <input type="checkbox"/> Reopening of Closed Food Store	<input type="checkbox"/> Expand Exist. Food Store <input type="checkbox"/> Renovate Exist. Food Store <input type="checkbox"/> Other:
Food Market Name/Banner		Food Market Parent Company or Cooperative (if applicable)	
Project Street Address		Food Market Major Supplier	
City	County	Estimated No. of Full- & Part-time Jobs to be Created/retained: No. of Existing Full- & Part-time Employees (if applicable):	
Status of Project Site Control	<input type="checkbox"/> Currently Owned <input type="checkbox"/> Currently Leased	<input type="checkbox"/> Negotiating Purchase <input type="checkbox"/> Negotiating Lease	<input type="checkbox"/> Site Under Construction <input type="checkbox"/> Other:

project information (cont.)

Total Store Retail Area	Fresh Foods Retail Area (estimate gross square feet)	Estimated Project Start Date
Existing = _____	Existing = _____	Estimated Project Completion Date
Total After Project Completion = _____	Total After Project Completion = _____	

financing information

Total Project Cost (attach preliminary budget if available)		Amount Requested
Type of Financing Requested	<input type="checkbox"/> Loan <input type="checkbox"/> Loan/Grant <input type="checkbox"/> Grant	
CO4F Loan and Grant Uses: Please list expected uses of CO4F financing (e.g. equipment, working capital, construction)		
Description		Amount
1.		\$
2.		\$
3.		\$
Other Funding Sources: Please list any other sources necessary to complete this transaction and their status (Confirmed, Requested)		
Source	Amount	Status
1.	\$	
2.	\$	
3.	\$	

Please use the space below to describe the specific changes you propose that enhance healthy food access.

Applicant Signature/Title _____ Date _____

Return completed pre-application form to: email: CO4F@pumaworldhq.com or fax 720.638.9089. Please visit www.chfainfo.com/CO4F for program information. For application assistance or questions, please contact:

Erin Lyng
P.U.M.A.
720.519.0535
CO4F@pumaworldhq.com

Main Street Market - Pro Forma I/S - Revenue & Expense				MAIN STREET MARKET at a GLANCE (Projections)	
Total Grocery Spend in Rangely = \$5,562,648 based on 900 households and info obtained in the grocery survey				Year Incorporated	2019
				Year Opened	2020
	Year 1 - 30%	Year 2 - 40%	Year 3 - 50%	# of Member Project 1st Year	400
Total Sales	\$1,668,794.00	\$2,225,059.00	\$2,781,324.00	# of Members Projected 2nd Year	650
Cost of Sales (75% of sales)	\$1,251,595.50	\$1,668,794.25	\$2,085,993.00	Member Equity Investment	\$ 200.00
Total Revenues	\$417,198.50	\$556,264.75	\$695,331.00	Member Equity	\$ 80,000.00
				Member Loans	\$ 220,000.00
EXPENSES				Financing	\$ 450,000.00
Salary & Benefits	\$247,142.62	\$259,225.23	\$286,767.50	Grant	\$ 400,000.00
Security Services	\$5,286.79	\$4,793.36	\$4,583.36	Retail Square Footage	8000
Mortgage Expense	\$78,244.54	\$71,637.24	\$69,174.77	First Year Sales	\$ 1,668,794.00
Repairs & Maintenance	\$5,551.13	\$5,033.03	\$4,813.19		
Office Supplies	\$7,930.19	\$7,260.53	\$7,010.88		
Property Tax	\$13,216.98	\$12,100.88	\$11,685.29		
Utilities/Water	\$37,007.55	\$33,882.48	\$32,717.92		
Accounting	\$4,758.11	\$4,356.32	\$4,206.67		
Marketing & Promotions	\$28,221.78	\$25,838.72	\$24,950.73		
Vehicle, Delivery & Travel					
Telephone	\$7,401.51	\$6,776.50	\$6,543.88		
Insurance	\$5,273.58	\$4,828.61	\$4,661.93		
Interest & Bank Charges					
Equipment Repair and Maintenance					
Uniforms	\$5,727.36	\$5,294.63	\$5,161.97		
Cleaning Expenses	\$5,035.67	\$6,713.84	\$8,392.79		
Training	\$3,700.76	\$3,388.25	\$3,271.94		
Freight/Shipping	\$1,533.17	\$1,403.55	\$1,355.48		
Bad Debts	\$6,020.78	\$5,512.36	\$5,322.77		
Shrinkage	\$4,943.15	\$4,525.50	\$4,369.68		
Contingency (5%)	\$50,064.17	\$66,751.46	\$83,439.57		
Total Expenses	\$517,059.86	\$529,322.46	\$568,430.30		
Earnings Before Taxes and Depreciation	-\$99,861.36	\$26,942.29	\$126,900.70		

1893920		2840880		3787840	
280483	0.148096541	330970	0.116502633	390544	0.103104672
6000	0.003168032	6120	0.002154262	6242	0.001647905
88800	0.04688688	91464	0.032195658	94208	0.024871167
6300	0.003326434	6426	0.002261975	6555	0.001730538
9000	0.004752049	9270	0.003263073	9548	0.002520698
15000	0.007920081	15450	0.005438456	15914	0.004201339
42000	0.022176227	43260	0.015227676	44558	0.011763432
5400	0.002851229	5562	0.001957844	5729	0.001512471
32029	0.016911485	32990	0.011612599	33980	0.008970812
8400	0.004435245	8652	0.003045535	8912	0.002352792
5985	0.003160112	6165	0.002170102	6349	0.001676153
6500	0.003432035	6760	0.002379544	7030	0.001855939
5715	0.003017551	8572	0.003017375	11430	0.003017551
4200	0.002217623	4326	0.001522768	4456	0.001176396
1740	0.000918729	1792	0.00063079	1846	0.000487349
6833	0.003607861	7038	0.002477401	7249	0.001913756
5610	0.00296211	5778	0.002033877	5951	0.00157108
56818	0.030000211	85226	0.029999859	113635	0.029999947
1894	0.001000042	2841	0.001000042	3788	0.001000042
28409	0.015000106	42613	0.01499993	56818	0.015000106
30586	0.016149573	36064	0.012694658	41737	0.011018681