



Town of Rangely

RDA Packet

December 6, 2018 @ 7:30am



Photo by Margaret Slaugh

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
*** 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
- 2) Roll Call
- 3) Minutes of Meeting
 - a) Discussion and Action to approve the minutes of October 18, 2018
- 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
- 7) New Business
 - a) Discussion and Action to approve the Oct 2018 Financials
 - b) Discussion of Goals and Objectives for 2019-20
- 8) Information
- 9) Adjourn

3 – Minutes

Minutes
RANGELY DEVELOPMENT AGENCY (RDA)
Town of Rangely Conference Room
*** October 18, 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: Jason Krueger, Karen Reed, Konnie Billgren, Joyce Key, Sandy Payne, John Payne, Ron Granger were present. Brad Casto, Andrew Key, Keely Winger, Vince Wilczek, Jeff Rector were absent. Also in attendance were Lisa Piering, Katelyn Carlson and Sarah Wagner.
- 3) Minutes of Meeting
 - a) Discussion and Action to approve the minutes of August 18, 2018 – Sandy Payne noted that she and John were not listed as being in attendance in the minutes, also the word asked was written as sked on line 10 page 5. Motion to approve the corrected minutes of August 18, 2018 made by Konnie Billgren, second by Karen Reed, motion passed.
- 4) Changes to the Agenda
- 5) Public Input – John Payne invited everyone to attend the hospital board meeting on October 25, 2018 at 6:00 p.m. Ron Granger states that they are in MOU with Metro State where they will teach the flying. Hopefully by next summer, they will be sending more pilots over here. Front Range airport has both of our banners displayed side by side. Ron believes that this program will be good for Rangely because we will start getting more people here. Ron stated that the president of Metro is a former Navy pilot and was also the Under Secretary of the Navy for a time. Sandy stated it was nice to see the college features on the news. Ron thanked Jason Krueger and his group and also stated that the flight team competed in Montana and places second behind the Airforce. Jason stated that the team needs to raise about \$20,000. Ron stated that Metro State met with United Airlines and they were the only people outside that were invited to go to this. There is a possibility that we can get something with United Airlines for our pilots. Ron stated that Keely will be getting these things out to the public for publicity. Konnie stated that they will get it out to the local newspaper. Sandy asked Jason if anything had come together on having the car available for people who flew in to the airport here. Jason stated that it hasn't yet. He spoke to Jeff Rector a month ago and it will happen any time.
- 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 stated that we are

going to put this off for a while still, but will leave it on the agenda as a reminder to address it this coming year.

- b) Discussion regarding the current board configuration as voted on in 2017 – Removed
- c) Update on the video script produced by Josh Jackson and Company – Lisa spoke with Josh who indicated that they had done a casting call, but didn't have any participants. The video is on hold for right now. Sandy mentioned that there are two talented dental hygiene student who produced a great video and possibly Josh and them could collaborate. Sandy also mentioned that there could be some copyright issues with the music playing in the background. Lisa stated that she was contacted by a music association regarding the music in our Better City video and stated that you do have to pay for using the music. Ron stated that he will also check into that because it is his students and the college already pays for the use of the music so it may be covered already. Jason asked if we want to continue with Josh and the video in the spring. Joyce asked if we are under contract with him. Lisa stated that there is no contract. John stated that Josh was going to charge us for what it cost him to make the video, they weren't trying to make money from it. Lisa stated that she could contact Josh regarding a collaboration between him and the dental hygiene girls who made a video. Jason stated that he would talk to Josh and let Lisa know if anything was needed.
- d) Update from the CO-OP Committee – Konnie stated that she, Alisa and Karen went to Moab. The manager of the store did not show up. Konnie states that the store is very small and she thinks we could do something like that to benefit the community. It comes down to where the money will come from to start it up. Lisa states that there will have to be a business plan in place and the man that Peter had talked to had done a co-op and had a business plan. We should bring in someone like that that knows the process. Konnie said the store was small and efficient. They limited their shrink by setting up a small breakfast buffet with 5 trays. They had soup and breakfast and fresh salads for lunch that were made daily. Konnie feels this can be done, but it will take money and a business plan. Konnie stated that the produce area was small, but they had a good variety of fresh foods. Sandy asked how often they receive a delivery, Konnie stated twice a week. Konnie stated that you can shop there without being a member, but the membership is \$100 per year and with that you get bulk pricing on certain items. Once per week each department has a sale for members. At the end of every day, they start marking down certain produce to where eventually it is free because it has to be eaten right away. Joyce stated that maybe we need to look at purchasing the grocery store building as a community and we need to see what we can do to move forward. Joyce would rather see Clark's come in and do it rather than a co-op. Konnie agrees. Konnie states that with getting that building, we could actually bring in smaller retail like a co-op or even a co-working space inside the building. Joyce stated that we had a restaurant inside the store that was doing good business. John states that is because there was a lot more people in Rangely at that time. There are not as many customers here now as there was then. Lisa stated that possibly she and someone from the RDA need to visit him and see what his bottom line is. Karen said that she could also talk to him, but that she feels he doesn't want to just sell the building, he wants to sell the business. Joyce stated that Karen can express the value of the building. Konnie stated that the building is too big, Lisa stated that we need a store the size of Meeker's. Konnie will get the owner of the grocery stores number for Karen. Jason stated that this will be a continued discussion for the next meeting.

7) New Business

- a) Discussion and Action to approve the Draft 2019 Budget – Lisa stated that she didn't have any goals that the group had come up with for what they wanted to accomplish for next year, so she put in some transfers from the general so we could continue our grant program. If there are major things to come up, it could be amended. Motion to approve the Draft 2019 Budget made by Konnie Billgren, second by John Payne, motion passed.

- b) Discussion and Action to approve the Sept 2018 Financials – Motion to approve the Sept 2018 Financials made by Joyce Key, second by John Payne, motion passed.
- c) Discussion and Action to approve the Agreement between the Rangely Development Agency, the urban renewal entity for the Town of Rangely and Senergy Builders LLC. Satisfying and cancelling the note of \$120,000 on the Sagewood project from the agreement in June 2012 – Lisa stated that Darin wanted to get market value for the unit, which was a little higher than the \$120,000. In the original agreement, we agreed that if we were to purchase one of the units, the ranch would be \$147,500, which we are not going to do. Lisa stated that we can take the note for payment for the unit, and then the town is willing to write him a donation letter stating that he is donating the remaining value to the RDA. The town has to property tax implications, so this will not hurt us in any way. Lisa brought this before the town council and they agreed that this would be ok to do. The funds that come from the rental will be used for the community, the town will not use it. It goes in to the RDA to use for business grants and such for the community. This also commits the town to manage these for the next 3 years at a higher percent. Jason stated that he thought it was the plan to sell the unit quickly after acquiring it. Lisa stated that she understood it to be that the RDA would hold on to it for about a year. Karen stated that she thought there was a buyer for it. Lisa stated that there was not buyer and that there may be people interested in long term leases. Ron stated that the college had talked about a long term lease with having 2 new vice presidents coming in. They are having to pay hotel bills and such and a lease could save money. The college is still looking at the idea. Karen asked if they are currently rented. Lisa stated yes they are all rented. Joyce asked if the town agreed to maintain them. Lisa stated that yes the town maintains them for a maintenance fee on his units. Karen asked when we will receive the deed. Lisa stated that she has to set up a survey. Jason asked what the time line is. Lisa stated that Karen would probably know more on what a closing timeline is. Lisa would like to have it done by the end of the year, but doesn't know if that is a realistic timeline or not. Karen asked if the note is paid in full. Lisa stated that by making this agreement and once we close, that releases him from the liability. Motion to approve the Agreement between the Rangely Development Agency, the urban renewal entity for the Town of Rangely and Senergy Builders LLC. Satisfying and cancelling the note of \$120,000 on the Sagewood project from the agreement in June 2012 made by Konnie Billgren, second by Joyce Key, motion passed.
- d) Discussion regarding the Business Plan and Grant/Loan Proposal for Country Bandit K-9 Services – Katelyn Carlson and Sarah Wagner were present to discuss the business plan. She will be moving in to 315 Lake St. so that she can service more animals. Katelyn hopes to soon also be selling dog food, leashes and treats. Katelyn will not be boarding dogs in this location. Lisa asked how much funding she is looking for. Sarah stated that what they had originally been looking for was funding for rent and improvements. They no longer need the rent money as much as the money for improvements. It is around \$5,000. Konnie asked if they had spoken to any local contractors. Katelyn stated that she had not. The contractor she is using is out of Grand Junction and is her father in law. He will be doing all the work and not charging any labor, only the cost of supplies. Katelyn stated they need to put in a different tub and a ramp in the front that is handicap accessible. Joyce stated that this is not a Façade grant and asked what the other grant is to do interior work. Lisa stated that we paid rent for the Wild Bunch Consortium for 6 months and that does not need to be repaid and did not require a matching amount. Sandy asked if there still needed to be bids submitted for the work. Lisa stated that she didn't see why they would need bids since they are not asking for any money for labor, only supplies. The labor is being donated. Sandy asked if they will still need to submit receipts. Lisa stated yes and she will pay as they submit the receipts up to the amount the RDA approves. John stated that there was always a matching amount, Lisa stated that the donated labor would be the in kind matching. Lisa stated that on the rent that was paid for the Wild Bunch there was no matching amount paid and that the Façade grant is the grant that requires a matching amount, not this grant. Ron stated that he feels it is a good business plan. Lisa and Ron both felt that they should still submit a statement for the donated labor just to show how much was donated. Katelyn feels it may cost less than the \$5,000. Ron stated that we should approve the \$5,000 and if they don't use it all that's fine, but this way they won't be cut short if something comes up that costs them more than the are

planning. Konnie stated that she would be fine with them submitting receipts for \$2,500 at a time to be paid. Lisa stated that she does not think that there has to be any restriction on how much can be submitted at a time. We pay twice a month no matter what. Sandy asked how old the house is. Katelyn stated that it is an old building. Sandy stated that with old houses there are hidden issues. Sandy asked if a building inspector would be looking at this. Lisa stated that if they do any construction, they will have to get building permits and follow all the guidelines to do a remodel. John wants to make sure we are following the grant guidelines. Lisa will email the guidelines out to the board. Motion to approve the Grant/Loan Proposal for Country Bandit K-9 Services in the amount of \$5,000.00 with the donated labor documentation being provided and grant guidelines being provided via email, motion made by Konnie Billgren, second by Sandy Payne, motion passed.

8) Information

9) Adjourn –Adjourned at 8:25 a.m.

6 – Old Business

7- New Business

TOWN OF RANGELY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

ECONOMIC DEVELOPMENT FUND/RDA

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUES</u>					
73-30-100	HOUSING REVENUE	5,175.00	49,605.00	143,000	93,395.00	34.69
73-30-200	INTEREST EARNINGS CD	.00	84.28	120	35.72	70.23
73-30-500	MISCELLANEOUS INCOME	10,533.56	30,902.07	85,000	54,097.93	36.36
		<u>15,708.56</u>	<u>80,591.35</u>	<u>228,120</u>	<u>147,528.65</u>	<u>35.33</u>
	TOTAL REVENUES					
		<u>15,708.56</u>	<u>80,591.35</u>	<u>228,120</u>	<u>147,528.65</u>	<u>35.33</u>
	TOTAL FUND REVENUE					
		<u>15,708.56</u>	<u>80,591.35</u>	<u>228,120</u>	<u>147,528.65</u>	<u>35.33</u>

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2018

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	114.94	9,296.36	5,000	(4,296.36)	185.93
73-40-250 HOUSING MANAGEMENT EXPENSE	4,654.50	44,407.94	21,000	(23,407.94)	211.47
73-40-260 HOUSING MAINT/REPAIRS	19.97	1,239.18	1,000	(239.18)	123.92
73-40-270 UTILITIES	20.64	206.40	100	(106.40)	206.40
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	4,810.05	58,149.88	67,800	9,650.12	85.77
TOTAL EXPENDITURES	4,810.05	58,149.88	67,800	9,650.12	85.77
TOTAL FUND EXPENDITURES	4,810.05	58,149.88	67,800	9,650.12	85.77
NET REVENUE OVER EXPENDITURES	10,898.51	22,441.47	160,320	137,878.53	14.00

8 – Information