



Town of Rangely

RDA Packet
December 18, 2019



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 18, 2019 @ 7:30a.m.***

Andrew Key, Chairman

Keely Ellis – Vice Chair
Karen Reed
Ryan Huitt

Sara Peterson
Konnie Billgren
Tim Webber

Ex-Officio

Rio Blanco County Commissioner – Jeff Rector
School District Representative –
RJCD Board Representative – Ron Granger
Rangely Special Districts – John Payne
Member – Sandy Payne

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Meeting
 - a) *Discussion and Action to approve the minutes of Nov 21, 2019*
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
- 7) New Business
 - a) *Discussion and Action to approve the November 2019 Financials*
 - b) *RDA/RDC Mission & Guidelines*
 - c) *RDA/RDC Board Retreat January 2019*
- 8) Information
- 9) Adjourn

3 – Minutes

Minutes
RANGELY DEVELOPMENT AGENCY (RDA)
Town of Rangely Conference Room
*** Nov 21, 2019 @ 7:30a.m. ***

Andrew Key, Chairman

Keely Ellis – Vice Chair
Karen Reed
Vacant Position

Vacant Position
Konnie Billgren
Vacant Position

Ex-Officio

Rio Blanco County Commissioner – Jeff Rector
School District Representative – Joyce Key
RJCD Board Representative – Ron Granger
Rangely Special Districts – John Payne
Member – Sandy Payne

- 1) Call to Order – 7:30 a.m.
- 2) Roll Call - Andrew Key, Keely Ellis, Karen Reed, Konnie Billgren, Joyce Key, Ron Granger, John Payne, & Sandy Payne present. Jeff Rector absent.
- 3) Minutes of Meeting
 - a) *Discussion and Action to approve the minutes of Oct 24, 2019* – **Motion made by Konnie Billgren to approve the minutes of Oct 24, 2019, second by Ron Granger. Motion passed**
- 4) Changes to the Agenda – Move Item ‘D’ from New Business to RDC. Add Item ‘E’ under New Business to discuss Airport Vehicle
- 5) Public Input
- 6) Old Business
- 7) New Business
 - a) *Discussion and Action to accept Board Nominations* – Need to have 11 according to Statue. Three interested in the vacant positions. **Motion made by Konnie Billgen to nominate Ryan Huitt & Sara Peterson, second by Karen Reed. Motion passed. Motion made by John Payne to nominate Tim Webber, second by Ron Granger. Motion passed**
 - b) *Discussion ~~and Action to approve~~ the 2020 Budget* – No further discussion. Budget presented has not been changed since last meeting.
 - c) *Discussion and Action to approve the October 2019 Financials* – **Motion made by Konnie Billgren to approve the October 2019 Financials, second by Ron Granger. Motion passed**

- d) *Discussion of approval for the Rangely Museum's request to retain \$6,000 for the purpose of matching funds for future grant applications – **Agenda item moved to the RDC agenda.***
- e) ***Discussion regarding the Airport Vehicle** – Received a waiver from CIRSA that could be used. The waiver would need to be signed by each person that would use the vehicle. Joyce commented that she would like to see advertisement for the Airport vehicle. The vehicle would be used for those that fly into the Rangely Airport and have no transportation.*

8) Information

- a) Ron Granger informed the board that CNCC is looking into redoing the gym floor. When they have the floor redone, they would be able to hold tournaments at their facility, which in turn will bring people to Rangely. They would like to host the 2021 SWAC basketball tournament.
- b) Ron Granger attend AGNC and was made aware of funds/grants that are available for Aviation Maintenance and Aviation. He would like to possibly go for these grants but would need some endorsements from the community.
- c) Lisa commented that the Town is looking at renovating Kennedy Bike Path and would like any endorsements as well.
- d) Lisa informed the board the they are interviewing another marketing coordinator. She is hoping to hire someone after the next interview.

9) Adjourn - 7:57 a.m.

5 – Old Business
6 - New Business

TOWN OF RANGELY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

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	56,925.00	62,500	5,575.00	91.08
73-30-200	INTEREST EARNINGS CD	21.52	70.23	200	129.77	35.12
73-30-500	MISCELLANEOUS INCOME	.05	5,000.50	25,000	19,999.50	20.00
		<u>5,196.57</u>	<u>61,995.73</u>	<u>87,700</u>	<u>25,704.27</u>	<u>70.69</u>
	TOTAL REVENUES					
		<u>5,196.57</u>	<u>61,995.73</u>	<u>87,700</u>	<u>25,704.27</u>	<u>70.69</u>

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	386.75	3,052.46	5,000	1,947.54	61.05
73-40-250 HOUSING MANAGEMENT EXPENSE	3,990.47	47,000.34	40,400	(6,600.34)	116.34
73-40-260 HOUSING MAINT/REPAIRS	1.32	85.79	1,000	914.21	8.58
73-40-270 UTILITIES	20.64	227.04	100	(127.04)	227.04
73-40-300 MARKETING	.00	.00	1,000	1,000.00	.00
73-40-301 GRANT EXPENSES	.00	4,753.54	30,000	25,246.46	15.85
TOTAL OPERATING EXPENSES	4,399.18	55,119.17	77,500	22,380.83	71.12
TOTAL EXPENDITURES	4,399.18	55,119.17	77,500	22,380.83	71.12
TOTAL FUND EXPENDITURES	4,399.18	55,119.17	77,500	22,380.83	71.12
NET REVENUE OVER EXPENDITURES	797.39	6,876.56	10,200	3,323.44	67.42

BYLAWS OF THE RANGELY DEVELOPMENT AGENCY
OF THE TOWN OF RANGELY, COLORADO

ARTICLE 1

GENERAL PROVISIONS

Section 1.01. Name of Authority. The name of the Authority shall be the "Rangely Development Agency." The Agency may also be referred to as the "RDA." The RDA is a Colorado statutory "urban renewal authority".

Section 1.02. Seal of Agency. The corporate seal of the Agency shall have inscribed thereon the name "Rangely Development Agency, an Urban Renewal Authority," the year of the Agency's organization, and the words "Corporate Seal, Colorado." The seal may be used by causing it or a facsimile thereof to be impressed, affixed, or in any manner reproduced on the document or instrument that is to be authenticated.

Section 1.03. Office of Agency. The registered office of the Agency shall be located in the Rangely Municipal Building, 209 East Main Street, Rangely, Colorado 81648. The Agency may also have an office at such other place in the Town of Rangely, Colorado, as the Agency may designate from time to time.

Section 1.04. Bank Accounts. The Agency hereby delegates to the Town Clerk of the Town of Rangely the duty and authority to collect all money of the Authority and to establish such general and special bank accounts as the Town Clerk, upon consultation with the Town Manager, deems appropriate with such banks, trust companies, or other depositories as the Town Clerk may designate. The Agency may establish such rules and regulations regarding these bank accounts, not inconsistent with these bylaws and the Town of Rangely's requirements and all applicable law, as the Agency may deem expedient.

Section 1.05. Auditing. In conjunction with the annual Town audit, the Agency shall cause the accounts of the Agency to be reviewed [?] by a certified public accountant and a full statement of the Agency's finances shall be distributed to each Commissioner of the Agency then in office.

Section 1.06. Fiscal Year. The fiscal year of the Agency shall begin on January 1 of each calendar year and shall end on December 31 of the calendar year.

Section 1.07. Composition of Agency. The Agency shall be composed of seven Commissioners, who shall be appointed by the Mayor of the Town of Rangely, such appointments being subject to the approval of the Board of Trustees of the Town of Rangely. The term of office of a Commissioner shall be five years, on a staggered basis so that the term of at least one Commissioner shall expire each year. A Commissioner shall hold office until his or her successor has been appointed and approved. Vacancies other than by reason of expiration of a term of office shall be filled by mayoral appointment for the unexpired term. In addition, for all matters involving any tax increment or tax increment financing, directly or indirected, there shall be three *ex-officio* full voting members; (1) A Commissioner appointed by the Rio Blanco County Commissioners; (2) an elected member of the School Board for the Rangely School District; and (3) a board member of a Special district selected by agreement of the Special districts levying a mill levy in the Town of Rangely. Ex-officio Commissioners shall have the right and duty to vote on all matters regarding which other Commissioners vote.

Section 1.08. General Powers of Agency. The Agency shall enjoy all the powers granted to a validly established urban renewal authority under § 31-25-101, *et seq.*, C.R.S., as amended, including the power to make, amend, and repeal (as needed) these bylaws, and orders, rules, and regulations intended to help the Agency effectuate its powers. No acquisition or disposition of property shall be undertaken or made except in conformity with an approved urban renewal plan that has been approved by Resolution of the Board of Trustees, nor shall any action be taken to condemn any property except in accordance with an approved urban renewal plan that has been approved by resolution of the Board of Trustees. All financing plans, annual budgets, capital budgets, borrowings, and long-term financial projections shall be submitted to the Board of Trustees to obtain the Board's advice and consultation.

Section 1.09. Compensation of Commissioners. A Commissioner, including *ex-officio* Commissioners, shall receive no compensation for his or her services, but shall be entitled to payment or reimbursement of the necessary expenses, including traveling expenses, incurred in the discharge of his or her duties.

Section 1.10. Gifts. Any one or more Commissioners may accept on behalf of the Agency any contribution, gift, bequest, or devise made to the Agency, but only in an open meeting. No Commissioner shall ever accept a contribution, gift or other thing of value to the Commissioner personally, or to a family member or business associate of the Commissioner.

Section 1.11. Budget and Administration. Except in the case of an emergency as determined by a majority of the Chairman, Vice-Chairman, and Treasurer, no over-expenditure of any budget line item or appropriation shall be permitted. No agent or employee of the RDA shall have any power to make or incur any expenditure that is not included in the Agency's approved annual budget, except in an emergency as stated in the preceding sentence.

ARTICLE II
OFFICERS AND PERSONNEL

Section 2.01. Officers. The officers of the Agency shall be a Chairman, a Vice-Chairman, secretary and treasurer. The Chairman, Vice-Chairman, Secretary and Treasurer shall be Commissioners of the Agency and shall be selected within 30 days of each Town biennial election of Trustees by majority vote of the Commissioners of the Agency, except that the Commissioners may delegate the functions of the secretary and treasurer to the Town Clerk, with the consent of the Town Manager.

Section 2.02. Chairman. The Chairman shall preside at all meetings of the Agency. Except as otherwise authorized by resolution of the Agency or when the Chairman is not available, the Chairman shall execute all written instruments made by the Agency along with the secretary or Vice-Chairman. The Chairman, Vice-Chairman, Secretary or Treasurer may co-sign all orders and checks for the payment of money by the Agency, however, the Commissioners may authorize by resolution the Town Clerk to be one of two required signatories.

Section 2.03. Vice-Chairman. The Vice-Chairman shall perform the duties of the Chairman in the event of the absence from the Town or incapacity of the Chairman or when the Chairman is not otherwise available. In case of a vacancy in the office of the Chairman, the Vice-Chairman shall perform the Chairman's duties until the Agency selects, by majority vote, a new Chairman from among its members. In the event of the absence from the Town or incapacity or availability of the Chairman and the Vice-Chairman, either the Secretary or the Treasurer shall perform the Chairman's duties.

Section 2.04. Treasurer. The Treasurer shall routinely monitor the care and custody of all funds, and shall verify all receipts and deposits. He or she may co-sign all orders and checks for the payment of money by the Agency. The Treasurer, with the consent of the Board of Trustees, may delegate his or her day-to-day duties to the Town Clerk or other designee.

Section 2.05. Administration. The Agency may hire an Executive Director, or, with the consent of the Board of Trustees, authorize the Town Manager to fulfill the duties of an executive director. If an Executive Director is engaged by the Agency, the Agency may, after consultation with the Town Manager, delegate to the Executive Director responsibility for all or designated administrative functions and activities. All administrative functions and activities shall be performed in accordance with the same rules, regulations, and requirements that apply to Town departments and employees, and shall be coordinated with other agencies and departments through the Town Manager.

The Agency may, after consultation with the Town Manager, employ such officers, agents, and employees, permanent and temporary, as it may require, subject to the sufficiency of budgeted and appropriated funds. With the consent of the Board of Trustees, the Town Manager may provide personnel administration services and shall conduct the business of Agency employees consistent with the personnel rules and practices of the Town.

Section 2.06. Election of Officers. The officers of the Agency shall be elected by the majority vote of the Commissioners every two years within thirty days after the regular biennial election of the Town of Rangely election of members of the Town Board of Trustees. . The officers who are so elected shall assume their duties upon election.

Section 2.07. Removal of Officers. Any officer of the Agency maybe removed from office at any time, with or without cause, by a majority of the Commissioners then in office.

Section 2.08. Vacancies. After being absent from three or more consecutive regular board meetings without being excused, any commissioner may be removed from office by majority vote of the commissioners then in office. Should the office of Chairman, Vice-Chairman, Secretary or Treasurer become vacant, the Agency shall select a successor from its membership at the next regular meeting and such successor shall serve for the unexpired term of said office.

ARTICLE III

MEETINGS

Section 3.01. Regular Meetings. Regular meetings shall be in accordance with a schedule for the next calendar year adopted by resolution of the Commissioners no later than each December 31st beginning in 2017. Such schedule shall be posted at the Rangely Municipal building and on the Town of Rangely's web site under a "RDA/RDC" tab. Said resolution shall also describe the time and place of regular Commissioner meetings. Notwithstanding said schedule, the Commissioners may modify the adopted schedule at any regular or special meeting for which proper notice to the public and the Commissioners (including *ex-officio* Commissioners) is given. If a regular meeting is scheduled for a holiday recognized by the Town of Rangely, said meeting shall be held at the same time and place on the next succeeding business day.

Section 3.02. Special Meetings. The Chairman of the Agency may, when s/he deems it expedient, call a special meeting of the Agency for the purpose of transacting any business designated in the notice thereof. Whenever two or more Commissioners present the Chairman with a written request for a special meeting, the Chairman shall be obliged to call such a meeting for the purposes designated in the written request. All notices for special meetings shall be delivered in writing, by email if sent with a "receipt requested", or by telephone to the business or home address of each Commissioner and shall be posted at the Rangely Municipal Building and on the Town of Rangely's website under the "RDA/RDC" tab at least twenty-four (24) hours prior to the date of such special meeting. Such notice shall designate the time and place of the special meeting, and the business to be conducted. At any duly-convened special meeting, no business shall be considered other than as designated in the notice thereof.

Section 3.03. Quorum. The power of the Agency shall be vested in the Commissioners thereof who are serving in office from time to time. Four Commissioners who are not *ex-officio* Commissioners in office at any given time shall constitute a quorum for the purpose of conducting the business of the Agency and exercising the powers of the Agency and for all other purposes, except as otherwise prescribed, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Agency upon an affirmative vote of the majority of the Commissioners, including *ex-officio* Commissioners, present.

Section 3.04. Electronic Presence at Meetings. The Commissioners may adopt a resolution allowing for the presence at any special or regular meeting via electronic presence, such as SKYPE or by telephone, so long as the telephone or SKYPE (or equivalent electronic presence) allows each Commissioner participating in the meeting to have an effective two-way communication with the other Commissioners and any guests or witnesses.

Section 3.05. Email. When any notice is required, or when any other written communication is sent by the Agency, any Commissioner, any officer, any Town or Agency employee or agent, to any other Commissioners, officer, employee or agent of the Town or Agency, email may be used, however, when an email is providing notice of a regular or special meeting, the email sender shall request a delivery receipt, which receipt shall be proof of the recipient having received the notice in question.

The Town Clerk, or other person designated by the Chairperson designee, shall develop a roster of Commissioners containing their respective contact information and email addresses to be used for all Agency related communications, however, if any Commissioner requests that email not be used to communicate, person or mailed communications and notices shall be provided to such Commissioner.

Section 3.06. Order of Business. At the regular meeting of the Agency, the following shall be the order of business, except as may be modified by action of the Agency at any meeting:

- 1) Call to Order
- 2) Roll Call
- 3) Reading and approval of minutes of the previous meeting
- 4) Reports of Officers
- 5) Old Business
- 6) New Business
- 7) Petitions and Public Input
- 8) Announcements
- 9) Payments and Bills
- 10) Correspondence
- 11) Adjournment

Section 3.07. Manner of Voting. The yeas and nays of all Commissioner votes shall be entered upon the minutes of every meeting, except in the case of elections, when the vote may be by secret ballot, and except when there is a unanimous vote.

Section 3.08. Open Meetings. The meetings of the Agency shall be open to the general public, in accordance with the Colorado Open Meetings laws, except that in the case of exceptions provided by said Open Meetings laws, such as negotiations, personnel or legal issues, the Agency may adjourn into executive session in accordance with said law. No vote or formal action may be taken at or in such executive session.

ARTICLE IV

AMENDMENTS AND SUSPENSION OF BYLAWS

Section 4.01. Amendment to Bylaws. The Bylaws of the Agency may be amended, altered, or repealed, or new Bylaws adopted, at any regular or special meeting of the Agency only if the proposed amendment, alteration, or repeal has been placed as an item of business on the agenda of a regular or special meeting. The Bylaws may be altered, amended, or repealed, or new Bylaws adopted, only by the affirmative vote of a majority of the Commissioners then in office.

ARTICLE V

MISCELLANEOUS

Section 5.01. Conflict of Interest. No Commissioner, other officer, or employee of the Agency, nor any immediate member of the family of any such Commissioner, officer, or employee ("collectively "interested person") shall acquire, nor shall any Commissioner or officer retain, any interest, direct or indirect, in any urban renewal project associated with the Agency or the Rangely Development Corporation ("RDC") or in any property included or planned to be included in any urban renewal project associated with the Agency or the Rangely Development Corporation, nor shall any such interested person have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any urban renewal project undertaken or to be undertaken by the Agency or the RDC. If any such interested person owns or controls any interest, direct or indirect, in any property included or planned to be included in or in any contract for property, materials or services to be furnished or used in connection with any urban renewal project undertaken or to be undertaken by the Agency or the RDC, such

Revised/re-Adopted: June 8, 2016

interested person shall, within three Town business days and before taking any action regarding the interest, disclose the same in writing to the Chairman of the Agency with a copy to the Town Manager, and such disclosure shall be entered upon the minutes of the Agency at its next regular or special meeting. Upon making such disclosure, the interested person shall not participate in any action by the Agency or the RDC affecting the urban renewal project or contract at issue unless a majority of the disinterested Commissioners then in office determine that, notwithstanding such personal interest, the participation of the interested person would not be inimical to the public interest or in violation of applicable Colorado law. Acquisition or retention of any such interest, or negligent or willful failure to timely disclose any such interest, may, as determined by the majority of the disinterested Commissioners or the District Attorney, constitute misconduct in office and will subject such interested person to removal from his or her position and, in appropriate circumstances, to criminal and civil liability.

Section 5.02. Contracts. Any contract or other written instrument executed by the Agency with the United States, with other federal, state, or local governmental entities, or with any other person or entity, public or private, shall be authorized only by written resolution, and a copy of the authorizing resolution, along with a copy of the contract or other written instrument, shall be kept with the journal of the proceedings of the Agency.

ARTICLE VI INDEMNIFICATION

Section 6.01. Right to Indemnification. To the fullest extent permitted and as authorized by law, the Agency shall indemnify and hold harmless any commissioner, officer, employee, or agent of the agency who is made party to an action, suit, or proceeding, whether civil, criminal, or investigative, solely by reason of the fact that he or she is or was a commissioner, officer, employee, or agent of the agency, against any expenses, judgments, fines and amounts paid in settlement when the person acted in good faith and in a manner he or she believed to be in the best interest of the agency.

Section 6.02. Nonexclusivity. The foregoing rights of indemnification shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any applicable law, Bylaw, order, rule, or regulation of the Agency and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 6.03. Insurance. The Agency shall have power to purchase and maintain insurance on behalf of any person who is or was a Commissioner, officer, employee or agent of the Agency as an officer, employee or agent of another corporation, cooperative,

Revised/re-Adopted: June 8, 2016

partnership, joint venture, trust or other enterprise, against any liability asserted against and incurred by that person in any such capacity, or arising solely out of his status as such, whether or not the Agency would have the power to indemnify him against such liability under the provisions of Section 6.01 of this Article or applicable Colorado law. The Town of Rangely may provide insurance in lieu of any insurance that the Agency deems necessary.

ARTICLE VII

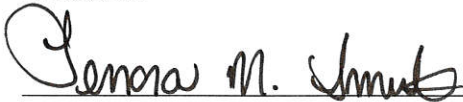
SEVERABILITY

Every provision of these Bylaws is intended to be severable, and if any term or provision is invalid for any reason whatsoever, such invalidity shall not affect the validity of any other terms or provisions of these Bylaws.

Adopted by the affirmative vote of the following Commissioners on this 8th day of July, 2016:



Director



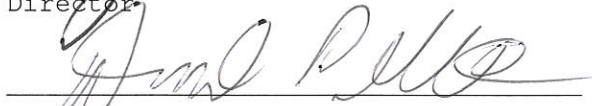
Director



Director



Director



Director



Director



Director

*RDA/RDC
Board Retreat*

1. SWOT Analysis

A S.W.O.T. analysis is a tool commonly used to help steer conversations around issues facing a community and to kick-start the strategic planning process for the Town. A S.W.O.T. analysis represents a four-part approach: strengths and weaknesses are typically internal functions of the organization, while opportunities and threats are external circumstances that may be identified and navigated.

2. Identify themes and Prioritize

3. Identify community values

4. Identify community goals/priorities

5. Identify organizational goals

6. Develop Strategic Initiatives (example might be to develop economic development plan/main street plan)

7. Prioritize initiatives (Roadmap for the next 1-2 years)

8. Board/Town Working Relationship

RDA/RDC Board Retreat

9:00 a.m.	Introductions
9:15 a.m.	Meeting Ground Rules
9:20 a.m.	Review of Community Profile
9:50 a.m.	10 min. Break
10:00 a.m.	SWOT Analysis
11:00 a.m.	10 min. Break
11:10 a.m.	Identify themes and prioritize, development of key strategic statements/initiatives
12:00 p.m.	Lunch
12:30 p.m.	Develop Strategic Goals
1:30 p.m.	Prioritize initiatives (Roadmap for the next 1-2 years)
2:30 p.m.	Board/Town Working Relationship
3:00 p.m.	Wrap up