



# Town of Rangely

---

*RDA Packet*  
*September 21, 2017 @ 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**  
\*\*\* September 21, 2017 @ 7:30 a.m. \*\*\*

---

Tim Webber – Vice Chair Karen Reed Konnie Billgren	Brad Casto, Chairman  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	<b>Vacant - Treasurer</b> Sarah Nielsen Andrew Key
--	--	--

---

1. Call to Order
2. Roll Call
3. Approval of Minutes of August 10, 2017
4. Changes to the Agenda
5. Public Input
6. Old Business
  - a. Nominations for a new board member for referral to the Town Council
7. New Business
  - a. Discussion and Action to approve July 2017 Financials
  - b. Discussion and Action to approve a new treasurer to the RDA
  - c. Discussion and Action to recommend 2018 Draft Budget allocations
8. Information
9. Adjourn

## 3 – Minutes

MINUTES  
RANGELY DEVELOPMENT AGENCY (RDA)  
**Town of Rangely Conference Room**  
\*\*\* August 10, 2017 @ 7:30 a.m. \*\*\*

---

Tim Webber – Vice Chair Karen Reed Board Open Seat – Konnie Billgren	Brad Casto, Chairman  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	<b>Vacant - Treasurer</b> Sarah Nielsen Andrew Key
--	--	--

---

1. Call to Order
2. Roll Call – Brad Casto, Joyce Key, Andy Key, Sandy Payne, Konnie Billgren, John Payne, Karen Reed  
  
Also in attendance Jen Hill,
3. Approval of Minutes of July 13, 2017 - Motion to approve the minutes of July 13, 2017 as amended made by John Payne, seconded by Joyce Key, motion passed
4. Changes to the Agenda
5. Public Input
6. Old Business
7. New Business
  - a. Discussion and Action to approve June 2017 Financials – Motion to approve the June 2017 Financials made by Andy Key, seconded by Konnie Billgren, motion passed
  - b. Discussion on establishing a joint vision for the RDA and Town Council (Based on our last meeting we may want to establish Vision/Mission meeting discussions sometime after the Community Facilitation Event around the middle of September which should also benefit the renewal of our Urban Renewal Plan.) - Peter talked with Kim Bullen who will become the new DOLA director in our district. She is a great facilitator if the RDA is comfortable with Kim and she has agreed to facilitate our meeting. She was formerly the Rio Blanco County Manager. Brad

believes that would be a good decision. Consensus is to ask her to facilitate a meeting in October.

- c. Discussion and Action to approve changes to the By-Laws in response to our July 13, 2017 meeting and advisement for Town Attorney Dan Wilson. (Red-Line's from Wilson Law are included for the RDA By-Laws.) – Peter reviewed some of the changes that were made in the by-laws, there is a red line copy showing the changes and then a cleaned-up copy of the formatting. Peter asked if we actually said that we would have another three members, Konnie and Karen said that they believed that was a discussion but not necessarily a decision, Brad agreed. Peter said that statutorily we should have three ex-officio members one from the County, School District and one at large representing the Special Districts. Peter said that this is a problem that many URA's in the state are now dealing with post HB-1328. John felt the discussion was open ended we really didn't come to a decision just a consensus about when our ex-officio member attendance. Joyce thought that we talked about going back to each of our districts. Sandy said she spoke with Amorette, she wondered if the library district even asked if they should have a seat at the table. Joyce believes that each representative go back to each of their perspective boards and ask how they feel about serving on the RDA board. Sandy said that she wonders if some of the mistrust comes from not knowing what the RDA mission is and does each representative have an agenda related to their district, is there transparency, she believes that the RDA should sets goal and have a mission statement. Joyce K. said that John P. said that the Hospital wants to have a place at the table. Konnie B. asked where the special districts are, why they are not in attendance, if they are not showing up then possibly they are not interested. Tim said that we are having the same discussions that we were having over a year ago, the project to tear down the Moose Head lodge we didn't do but now know it is a productive business. Tim wants to get a project going. Tim said that we have to deal with a budget. Tim said that he feels he is being forced to serve another five years, his board does not trust the Town. Tim believes that Kim Bolen is a great resource. Tim does not want to be here if we are going to discuss the same information over and over. Andy asked what do you want to do as far as the special districts. Tim believes the smaller board the better, but doesn't believe we are going to get everyone to agree. Joyce said every district can send representation. John said lets find one person to go to each of the boards and discuss the board representation. Karen asked if a board chooses to opt out at the beginning then they would not be part of TIF. Motion to approve changes to the By-Laws as per our July 13, 2017 meeting made by , seconded by , motion passed Konnie motions to bring the number of board members to eleven with each special district will have one representative, John seconded the motion, motion passed.

Peter let everyone know there is a film crew filming a video for Rangely with clips for promotion of Rangely. Andy said the raw footage would be available. Senator Bennet brought forward an initiative to help coal communities.

8. Information

9. Adjourn

Motion to adjourn the meeting made by Konnie Billgren, Second by Joyce Key, Motion passed Meeting adjourned at 8:15

6 – Old Business  
7- New Business



TOWN OF RANGELY  
BALANCE SHEET  
JULY 31, 2017

ECONOMIC DEVELOPMENT FUND/RDA

<u>ASSETS</u>			
73-10100	CASH - COMBINED FUND	264,184.09	
73-10116	INVEST SEC DEPOSITS	5,275.00	
73-11121	N/R SENERGY	120,000.00	
73-11513	FNBR CD 102943	12,668.91	
73-13120	INTEREST RECEIVABLE	14.82	
TOTAL ASSETS			402,142.82
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
73-21500	ACCOUNTS PAYABLE	5,836.14	
73-23172	SECURITY DEPOSIT RESERVED	5,275.00	
TOTAL LIABILITIES			11,111.14
<u>FUND EQUITY</u>			
UNAPPROPRIATED FUND BALANCE:			
73-29800	FUND BALANCE	379,653.31	
	REVENUE OVER EXPENDITURES - YTD	11,378.37	
BALANCE - CURRENT DATE		391,031.68	
TOTAL FUND EQUITY			391,031.68
TOTAL LIABILITIES AND EQUITY			402,142.82

TOWN OF RANGELY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2017

ECONOMIC DEVELOPMENT FUND/RDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
73-30-100	HOUSING REVENUE	5,189.00	30,661.50	55,000	24,338.50	55.75
73-30-200	INTEREST EARNINGS CD	.00	55.83	100	44.17	55.83
73-30-500	MISCELLANEOUS INCOME	.05	20,678.56	26,000	5,321.44	79.53
	TOTAL REVENUES	5,189.05	51,395.89	81,100	29,704.11	63.37
	TOTAL FUND REVENUE	5,189.05	51,395.89	81,100	29,704.11	63.37

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 7 MONTHS ENDING JULY 31, 2017

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	1,363.35	9,708.68	26,000	16,291.32	37.34
73-40-250 HOUSING MANAGEMENT EXPENSE	4,489.50	27,934.80	45,000	17,065.20	62.08
73-40-260 HOUSING MAINT/REPAIRS	54.29	1,140.20	2,000	859.80	57.01
73-40-270 UTILITIES	20.64	123.84	200	76.16	61.92
73-40-300 MARKETING	165.00	1,110.00	1,500	390.00	74.00
73-40-301 GRANT EXPENSES	.00	.00	50,000	50,000.00	.00
TOTAL OPERATING EXPENSES	6,092.78	40,017.52	124,700	84,682.48	32.09
<u>CAPITAL IMPROVEMENTS</u>					
73-40-700 CAPITAL OUTLAY	.00	.00	5,000	5,000.00	.00
TOTAL CAPITAL IMPROVEMENTS	.00	.00	5,000	5,000.00	.00
TOTAL EXPENDITURES	6,092.78	40,017.52	129,700	89,682.48	30.85
TOTAL FUND EXPENDITURES	6,092.78	40,017.52	129,700	89,682.48	30.85
NET REVENUE OVER EXPENDITURES	( 903.73)	11,378.37	48,600-	( 59,978.37)	23.41

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.

Account	Description	2015 ACTUAL	2015 BUDGET	2016 ACTUAL	2016 BUDGET	2017 ACTUAL	2017 BUDGET	% EST FINAL	2018 BUDGET
---------	-------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------	----------------

RANGELY DEVELOPMENT AGENCY FUND

RANGELY DEVELOPMENT AGENCY FUND REVENUES

7330100	HOUSING REVENUE	64,369	73,233	56,803	67,000	30,662	55,000	56%	52,563	63%	143,000
7330200	INTEREST EARNINGS CD	228	120	145	100	56	100	56%	96	0%	120
7330500	MISCELLANEOUS INCOME	107,119	115,000	20,679	23,000	20,679	26,000	80%	116,000	37%	85,000
TOTAL RDA FUND REVENUES		171,716	188,353	77,626	90,100	51,396	81,100	63%	168,658	100%	228,120

RANGELY DEVELOPMENT AGENCY FUND EXPENSES

7340220	PROF/TECH SERVICES	102,597	110,000	25,372	20,000	9,709	26,000	37%	100,000	7%	5,000
7340240	RISK/PROPERTY INSURANCE	-	-	-	-	-	-	0%	-	0%	-
7340250	HOUSING MANAGEMENT EXPENSE	59,800	64,000	57,265	64,000	27,935	45,000	62%	47,888	31%	21,000
7340255	HOUSING RENTAL EXP/FEE	-	200	-	-	-	-	0%	-	0%	-
7340260	BUILDING MAINTENANCE	6,424	2,200	6,042	4,000	1,140	2,000	57%	1,955	1%	1,000
7340270	UTILITIES	200	200	232	200	124	200	62%	212	0%	100
7340300	MARKETING	-	1,000	-	1,000	-	1,500	0%	-	1%	700
7340500	GRANTS	-	-	700	-	1,110	50,000	0%	2,220	59%	40,000
TOTAL OPERATING		169,021	177,600	89,610	89,200	40,018	124,700	32%	152,275	100%	67,800

7340700	CAPITAL OUTLAY	-	-	-	-	-	5,000	0%	-	0%	-
7340800	CAPITAL IMPROVEMENTS	-	-	-	-	-	-	0%	-	0%	-
TOTAL CAPITAL OUTLAY		-	-	-	-	-	5,000	0%	-	0%	-

TOTAL RDA FUND EXPENSES		169,021	177,600	89,610	89,200	40,018	129,700	31%	152,275	100%	67,800
-------------------------	--	---------	---------	--------	--------	--------	---------	-----	---------	------	--------

RANGELY DEVELOPMENT AGENCY NOI		2,695	10,753	(11,984)	900	11,378	(48,600)	-23%	16,383	100%	160,320
--------------------------------	--	-------	--------	----------	-----	--------	----------	------	--------	------	---------

## 8 – Information