



Town of Rangely

RDA Packet

Rangely District Hospital Conference Room

December 8, 2016 @ 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)
Rangely District Hospital Conference Room
*** December 8, 2016 @ 7:30 a.m.***

Brad Casto, Chairman

Tim Webber – Vice Chair
Karen Reed
David Morton

Lenora Smuts - Treasurer
Sarah Nielsen
Andrew Key

Ex-Officio

Rio Blanco County Commissioner – Jon Hill
School District Representative – Joyce Key
Library District Board Representative(s) – Sandy Payne
RJCD Board Representative – Ron Granger
Rio Blanco Water Conservancy Dist. – Tim Winkler
Rangely District Hospital – John Payne

1. Call to Order
2. Roll Call
3. Approval of Minutes of November 10, 2016
4. Changes to the Agenda
5. Public Input
6. Old Business
 - a. Discussion and Review of an alternate Project site and Concept for the Rangely Retail and Housing Project (Tim Webber)
 - b. Discussion and Approval of the Small Grant Program Criteria for the benefit of Small Businesses residing within the Urban Renewal Plan Area in Rangely. (Latest Changes)
 - c. Discussion and Appointment of a Grant/Loan Review Committee. (Recommending 3 Committee Members to sign Confidentiality Statements included)
7. New Business
 - a. Review of CIRSA Board Liability Coverage for the RDA (Lisa Piering)
 - b. Discussion and Action to Approve the October Financials
 - c. Discussion and Action to Confirm Sandy Payne as the Library District Board Ex-Officio representative to the RDA
 - d. Discussion and Action to Confirm CNCC President Ron Granger as the Rio Blanco Junior College District Board Ex-Officio representative to the RDA
 - e. Discussion and Action to Confirm RBWCD Board Ex-Officio representative Tim Winkler to the RDA

- f. Discussion and Action to Confirm the Rangely Hospital District Board Ex-Officio representative John Payne to the RDA
- g. Discussion and Review of the Grocery Survey and determination of next steps regarding the Cooperative Grocery store

8. Information

- a. Mission for the Rangely Development Agency as Defined in the 1989 Urban Renewal Plan Documentation
- b. Colorado Main Street Program

9. Adjourn

3 – Minutes

AGENDA
RANGELY DEVELOPMENT AGENCY
*** November 10, 2016 @ 7:30 a.m. Town Hall ***

Brad Casto, Chairman

Tim Webber – Vice Chair
Karen Reed
David Morton

Lenora Smuts - Treasurer
Sarah Nielsen
Andrew Key

Ex-Officio

Rio Blanco County Commissioner – Jon Hill
School District Representative – Joyce Key
Tax Entity Representative(s) – Vacant (TBD)

1. Call to Order – Tim Webber called the meeting to order
2. Roll Call -Tim Webber, Lenora Smuts, Karen Reed, Sarah Nielsen, David Morton, Andrew Key, Jon Hill, Joyce Key present, Brad Casto absent Also present were Lisa Hatch, Konnie Bilgren, Andrew Shaffer, John Payne and Sandy Payne
3. Approval of Minutes of October 13, 2016 -Motion to approve the minutes of October 13, 2016 made by Andrew Key, seconded by Lenora Smuts, motion passed
4. Changes to the Agenda
5. Public Input Ray Gregg presentation regarding the feasibility study and the use of aircraft. He does see some issues with the draft. The MRO or maintenance and repair operation, which usually doesn't require a lot of. The other option is a certified station which he does not feel CNCC could do, that would require an established operator to set up. There are some options like a repair service for electronics and which would be easy to ship. There is a mandate that all operators have new electronics in the aircraft by 2020, which would be a great opportunity to tap. This would be a huge task to get accomplished before 2020 and after that time the business would decline. As far as the FBO and MRO are concerned. He feels we need a new traffic study before we would want to move forward. Peter Brixius asked why that would make a difference. Ray said it wouldn't make a difference between a certified repair station. For an FBO planes will have to come to Rangely so that will need a study to make sure we can operate with increased traffic. Realistically we would draw from Grand Junction, not from the multistate as mentioned in the study. Ray said there was a business in Grand Junction that went out of business and has not been replaced. The only nearby competition is in Blanding Utah. The projection on the amount of space is of concern. Ray said that the CNCC is going to enter into a partnership with Metro College to work on UAV vehicles. They want to move to that type of aircraft, which there are four colleges in the country moving to that. Ray feels the advantage to Rangely looking at that option is very interesting because we have a lot of air space that isn't used. Ray said that after you go

from the smaller UAV to the next size you are looking a huge shift in cost. Andy Key asked if there is a high demand for that type of service. Ray said that there are some applications for hobby, some for pipeline monitoring etc. He also said you have to keep drones in line of site. Peter asked Ray if he could address the options of having a private repair station would it be required to be at the airport? Ray said no that wouldn't have to happen necessarily. Ray said not being a business owner he isn't sure, but there is a need in the industry for reliable and/or repair in the industry. Tim Webber asked about a paint facility. Ray said that being in a rural area the FAA doesn't look at us as much. Ray continued that paint can be very time consuming, high cost of labor and paint waste. There are some facilities in Arizona and new ones in Grand Junction so he does not see that as a profitable option. Tim asked more along the components line where one vendor is sending all parts to Alabama to get painted. Tim said that this gentleman flew into our community and was very interested in getting involved and Tim appreciates Ray speaking on behalf of CNCC, but Tim feels the private sector there's interest is to bring private companies into the community to bring some of these ideas to fruition. Tim said he doesn't know if building a widget is the idea or not. Peter asked how the studies would benefit CNCC. Ray said that some of the operations mentioned in the study would really polish off the students in the maintenance section because it would make them more marketable and also there would be some employment options as well. Dave asked if we could have some internships with CNCC? Ray said that for the students to work in the repair shop they would be certified by the company operating the facility. Ray said initially he did not feel that type of business would make it in Rangely. He further said that if we had several markets going on in different fields possibly so. Andrew Key said the jump start program that if we are able to integrate with CNCC we could operate without taxes, he said they only caveat is that it cannot compete with existing business. Lisa Hatch stated in the last meeting she attended they would look at the regional. Ray said that the other thing to consider is that he doesn't believe there is any tax on airplane components. Jon Hill said that what he believes the credit is on property tax, and Peter said that he believed it was personal income tax too. Andy Key said that bringing students to these facilities would be very attractive to their education. Tim Webber said that the reason that these students are sought out is because of the high regard for their services after they graduate and that we are just meeting to get ideas. Ray said that one more thing to consider is the MRO is that our draw will be regionally we need to consider someone that would also have an air taxi that would be very attractive. Peter asked if the students could provide that service. Ray replied that they would have to have a commercial license and the plane could not be owned by CNCC. Ray said that the cost for the students to be in the program is very high so if we could get one of these facilities it would bring the cost of the program down. Andy Key asked which of these programs would be more beneficial and Ray replied that the MRO is where most of them move to. Peter asked what specialty would be the most advantageous here in this area to attract business planes. Ray said there is a solid need for generator and alternator repair. Sandy Payne asked to do a startup how many employees would be needed and what is the average salary range. Ray said WestStar starts mechanics at 16-18 per hour. Konnie Billgren asked how big of an Airplane can land in Rangely. Ray does not know the strength of the pavement, but a 737 could land here, but it would be a very scary landing. Tim asked if anyone had anything else and thanked Ray for his presentation

6. Old Business

- a. Discussion and Approval of the Small Grant Program Criteria for the benefit of Small Businesses residing within the Urban Renewal Plan Area in Rangely. Peter believed that he incorporated all of the requests from our last meeting, we added the cap per year for the grants/loans program. Peter tried to include all of the criteria which is somewhat heavy for a 5,000 grant. Leona asked for the Grant how will the money be expended, will there be benchmarks and/or expectations, will you spend it how you want to? Lenora said that she knows that the \$5,000 seems insignificant but she feels that for debt purposes should be defined how it is spent. Peter said that he felt we designed this similar to the façade program where receipts are turned in as the project moves forward. He said to review applicants financial in a confidential setting and to improve the efficiency because the time frame takes so long he would suggest that a loan committee meet to review the application and that they would recommend to the whole board an approval or disapproval. The applicant would initially present the concept to the whole board and then the financials would go off to the loan committee for review and recommendation. At that point the entire board would make a decision most likely at the following board meeting. Lenora asked what the purpose of limiting the financials is? Peter stated that it is for efficiency and confidentially. Dave Morton said that he understands the efficiency of this proposal but he feels that the whole board must at least see the financials and get some type of advice from other board members about the proposed financials. Jon Hill and Tim Webber said that the county does move through the grant program committee and then moves to the whole board. Tim would like to have the members of the loan committee be people who already deal with budgets and finances already so that they have experience. Tim feels that the facade grant is straight forward. Tim said that he has a hard time granting 5,000 for things that are not straight forward and wants to ensure that the money stays in Rangely and goes for what it was requested for in the business. Peter said that this program was emulated from the Meeker Grant program. Tim said that the group needs to decide if this is the program that we need to move forward with or if we need to have further revision and define many of these things. Andrew Shaffer asked why we cannot pattern these grant programs like the county. Tim said that we all want to assist the businesses and we have asked ourselves how we best can do that, and as with the county we will have to decline it. Joyce said that we could still amend the grant document as we feel we need it. Lisa Hatch felt we are trying to devise a grant program that will help our businesses. Tim Webber said that we are really trying to find a good fit for startup businesses and we need to create a grant program that really fits. We depend on Oil & Gas everything will be good until it goes south. Tim feels there has to be a match in the program to show the business owner has some culpability. Tim said that we somewhat represent the Town Council in the respect to the budget. Peter said that at some point the RDA must start developing its own revenue stream. Peter said that we have one project on the board with the housing project, which has collected over \$10,000 in property taxes and a greater amount in utilities as well as management fees. Peter said that once the budget is set this board operates within that budget and has all of the authority to do that and will advise council of expenditures as needed. Dave asked if Tim wanted to suggest a change.

Sarah said that for the small amount involved any business owner would have to match on the project. Andy Key asked if it is a cash match or could it be labor in kind. Konnie asked if the RDA looks at the Revenue that comes back to the Town? Tim said let's look at the Chamber if someone came and asked if a skating rink year round would be a viable project? Tim said that if all of the special districts have to cut each year we will go away, he feels that we have to deal with these dollars responsibly and make decisions that are well thought out and well documented. Tim feels that without a match we are throwing money away. Dave said that we have protection against those type of situations.

Motion to approve the Small Grant Program Criteria for the benefit of Small Business residing within the Urban Renewal Plan Area in Rangely made by Dave Morton as it stand, seconded by Sarah Nielsen, motion two yes and three nays

Andy Key motioned that the program be approved with a 1,000 match on the 5,000 grant. Lenora and Joyce said they must have some accountability. The new motion by Andy Key is to approve the grant with the same accountability as the façade grant and would be reimbursed rather than paid up front. With the first thousand paid by the applicant, second by Dave Morton, motion passed

- b. Discussion and Review of Coop Grocery Pro's and Con's and the Iowa Cooperative Studies and determination of next steps regarding the Cooperative Grocery Concepts. Peter gave the group a brief update. Brad Casto put together a conference call with Moonlake and Rocky Mountain Farmers Union and included Grant Earl from Moonlake who also helped organize the meeting. The people from Rocky Mountain Farmers have initiated startups in communities of our size. Scott Zimmerman with RMFUCD is working with a new store in Pine Bluffs, WY. The store there has been open for 2-3 years and is breaking even. The Farmers Union's first question is whether the community would support a store and feels at some point a community wide meeting is the first step to see if this type of store is viable. They would also look at conducting a feasibility if that meeting was favorable and if they moved forward the cost of the feasibility would be in the \$10,000-\$12,000 range. Peter felt that it would be wrong to conceal from the community that the grocery store may close in the next 2-3 months which will leave Rangely without a grocery store for a time. The current owner has not made a final decision on this but it sounded like this will be happening based on conversations with Mr. Hill earlier in the month. Mr. Hill has not communicated this information to his employees but will most likely happen this next week. He said the owner indicated the hardware store would continue to stay open. Peter thinks that the hardware store business will further decline without the grocery store and said Mr. Hill was asked if he would consider leasing the existing grocery part of his store to which he replied that wouldn't be an option. Peter asked how the board feels about a community meeting to discuss if the town would support a new grocery store. The RDA board feels it is necessary that we have a community wide meeting to see if it is an option. Peter asked if we should have someone from Rocky Mountain Farmers speak about how they facilitated the opening of other cooperative grocery stores in areas such as ours. Andy Key feels we need to distribute a survey to poll the community on how they feel and ask them for alternate suggestions if they don't like the idea of a grocery co-op. Tim Webber said the school

district is trying to figure out how they are going to stay viable as they need about \$900,000 more per year. Tim said we are going to have to figure out how we are going to continue to keep our community viable. Jon Hill said that we really need everyone to know that the Pine Bluff store is profitable. Lenora said that we need to let the current owner know that we must move forward with creating another store if the community will support it. Andy Key said that if the Pine Bluff's store is not making money do they operate as a nonprofit. Peter said no they are a for profit. Peter said he spoke with Ken Hayden and he said that he had to be very service oriented and would take customer requests such as specialty meat cuts as requested. Sarah said she completely agrees that you need to be like that in order to make it in Rangely. Sandy Payne said that the co-op should never consider used refrigeration they are not a good investment. Sandy said that also somehow in the general public they seem to be missing how important it is to shop locally, but that we really need to focus on how to educate the public on what it means to support our community? **The group has asked that Peter set up a community meeting to determine the community's vision.** Sarah asked how hard it would be to do a trial run in an existing vacant building. Tim said that we have to look at all options and try not to panic and to really get the important information from our community.

7. New Business

- a. Q&A with Ray Gregg CNCC Aviation Maintenance Program Director Regarding the MRO Feasibility-Discussed during Public Input.
- b. Discussion and Approval of the 2017 Budget – Peter stated that they added the \$50,000.00 for next year and have advised the council of this. There will be another budget work session around the first week of December. Motion to approve the revised 2017 budget made by Lenora Smuts, seconded by Dave Morton, motion passed
- c. Discussion and Approval of the Small Business Grant to Beth Robinson Wiley– This will be tabled until the next meeting
- d. Discussion and Review of an alternate Project site and Concept for the Rangely Retail and Housing Project (Tim Webber) Tim said as in the prior meeting he feels there are some additional sites we should consider or propose an optional site to really bring the college kids to the Downtown area. We should consider Silver Sage, there are four lots there and it is approximately 7.81 acres. The secondary sight would be the old Heritage Lumber site. Tim said that another option to approach the Loaf N Jug to move forward with more of a truck stop. Another option that Tim's staff to work on is economic development is how we can bring businesses to Town. Tim checked in to cattle roundups, sightseeing of the wild horses and the surrounding area. Tim will not be at the next meeting. He will send out all of the information he has researched.
- e. Discussion and Appointment of a Grant/Loan Review Committee- **This will be tabled until the next meeting. Please email suggestions to Lisa Piering.** There are different suggestions about how the committee is going to review and approve the committee suggestions. Peter suggested having a co-borrower situation where the bank processed the loan and we sign off as a co-borrower which might provide some low interest options to a borrower. With a bank reviewing, the criteria it will be more stringent. **Tim asked Peter to check with the town attorney on liability to the board members.**

8. Information

- a. Mission for the Rangely Development Agency as Defined in the 1989 Urban Renewal Plan Documentation
- b. Colorado Main Street Program
- c. Rio Blanco Water Conservancy District Letter of Support

9. Adjourn

Adjourn the meeting at 9:07am

6 – Old Business

(Draft Revision 4) Please evaluate the narrative in blue.

BUSINESS IMPROVEMENT GRANTS/LOANS

Rangely Development Agency (RDA) – Grant/Loan Programs – The programs are designed to help local businesses with expansion, capital investment and in some cases consolidation of debt through the RDA and outside loan opportunities, such as the Northwest Loan Program. Programs offered by a viable Urban Renewal Authority requires the RDA Trustees support economic development opportunities, but in a way that many of these projects and programs can return incremental revenue to the RDA and facilitate future investments within the URA Plan Area. Without a conscious effort to create an income stream for the RDA, while also working to support these Grant/Loan programs and others, the RDA would soon require backfill funding from another source.

It's important to note that the RDA Trustees can suspend or revise these Grant/Loan Programs and Criteria at any time based on a determination of funding availability and effectiveness of the program.

The following criteria will apply to each funding program below:

- The business requesting support from any of these programs must reside within the Urban Renewal Plan Area Boundary as established for the Rangely Development Agency.
- All RDA assisted Grant/Loan program applicants must be a member of the Chamber of Commerce.
- Applicants are required to describe their voluntary contributions of time and resources to the community.
- The annual budget for these grants and loans will be recommended by the Rangely Development Agency Board and approved by the Town Council within their annual budget for the RDA. At present, the targeted annual expense budget for the Grant/Loan programs will be recommended as a line item in the RDA budget in an amount not to exceed \$50,000 annually.
- Reimbursement Requests for Grant Funded projects will be submitted by the Grantee to the RDA Treasurer and these Requests will generally be funded within 15 - 30 days after submittal. Reimbursement Requests for Grant Funding will include receipts supporting payments to Grantee as well as proof of match payment required by the Grant/Loan Committee.
- Demonstration of need and ability to repay loans will be the best determination for award.
- Creation of new jobs and retention of existing employees should achieve the highest ranking in the evaluation process for each applicant.
- Successful applicants will not be prioritized for additional funding for a period of at least 3 years from the date of the award and Grant/Loan evaluation criteria will include the following:
 - SUBJECTIVE CRITERIA CAN INCLUDE:
 - Demonstrated Business Acumen
 - Community Involvement
 - Perceived Need Meant by the Business
 - Typical Hours of Operation
 - OBJECTIVE CRITERIA CAN INCLUDE:
 - Financials
 - Profitability
 - Business Plan Demonstrating Business Acumen and Understanding of Market

- See Individual Program Criteria for Additional Information

BUSINESS IMPROVEMENT GRANTS/LOANS

- **Grant – Business Improvement Grants up to \$5,000.00 (up to \$1,000 match or 20%)**
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed project is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.
 - Project Funding is to be utilized within 12 months from the date of award.
 - ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***
 - See Chart for Applicant Required Submittals
 - Two years business financial statements/tax returns and business plan
 - Statement of likelihood of continuing in business over the next 3 years based on the applicants understanding of the market and demand for your product
- **Grant/Loan – Business Improvement/Capital Acquisition (Loans may offer 2 yrs. Interest only)**
 - Grant: \$5,000 – 10,000 Low Interest Loan: \$5,000 – 15,000
- ✓ **Grant – Business Improvement Grants must be matched to \$5,000 with loan equal to total grant plus match. **Max Grant \$10,000 + Max Loan \$15,000 = \$25,000****
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to specifically describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.
 - ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***

- **See Chart for Submittals**
 - Detailed loan application plus a Summary to include history, company description, products and services, marketing and competition, management of key functions & resumes (brief)
 - Three year business financial statement
 - Three year profit/loss projections (my month first year and by quarter years 2&3)
 - Three year business tax return (*if available*)
 - Statement of likelihood of continuing in business over the next 5 years.

- **Grant/Loan – Business Improvement/Capital Acquisition** (*Loans may offer 2 yrs. Interest only*)
 - Grant: \$10,000 – 20,000 Low Interest Loan: \$15,000 – 25,000
- ✓ Grant – Business Improvement Grants must be matched to \$10,000 with loan equal to total grant plus match. **Max Grant \$20,000 + Max Loan \$25,000 = \$45,000**
 - Detailed description of proposed project: (All applicants must attach a detailed project narrative and copies of any supporting documentation that will assist the grant committee in reviewing the proposed project.)
 - Instructions for Site Enhancement Grant Applications: Make sure to specifically describe how the proposed project will provide significant visual, capital or structural improvement to your business. Applicants should also include relevant information such as project budgets, construction proposals, photographs, site plans/sketches, and project schedules.
 - Instructions for Economic Development Applicants: Make sure to describe how your proposed capital investment is directly linked to the addition of jobs or other economic development goals. Applicants must also include information such as current staffing levels, hiring plans, business plans, and project costs and schedules.
 - ***Applicants are required to review their proposed projects with the Town staff prior to application submission to gain a full understanding of any Town Codes that may be relevant to a particular project.***
 - **See Chart for Submittals**
 - Detailed loan application plus a Summary Business Plan to include history, company description, products and services, marketing plan and competition, management of key functions & resumes (brief)
 - Three year business financial statement
 - Three year profit/loss projections (my month first year and by quarter years 2&3)
 - Three year business tax return (*if available*)
 - ***Employment Plan***
 - Statement of likelihood of continuing in business over the next 10 years.

- **Northwest Loan Fund – (Funding up to \$500,000)**
 - See attached criteria and application on website:
<http://nwccog.org/programs/northwest-loan-fund/>
 - Contact Information for NWCOG and Mountain Valley Bank in Meeker (Halandras)

- **Façade Grant** - \$7500 with equal match for façade improvements (**see program details**)

CONFIDENTIALITY AND TRADE SECRETS AGREEMENT

This Confidentiality and Trade Secrets Agreement is entered into between _____ (the intellectual property owner/business person, hereinafter “Owner”) and the Rangely Development Agency (“RDA”). The RDA is the Town of Rangely’s urban renewal authority which will be reviewing financial information for the purpose of awarding loans and grants.

RECITALS

- A. The Owner owns certain confidential information crucial to its business, including trade secrets and all other information not clearly known to the public about the Owner’s operations, customers, products and business, collectively referred to herein as “Confidential Information” or “CI”. Subject to the terms of this Agreement, Owner desires to provide some of Owner’s CI to the RDA, and its reviewing members who are evaluating (and supporting) economic benefits to Owner, which will lead in turn to the fulfillment of the RDA’s mission.
- B. The RDA, and its members, are in the business of promoting urban renewal in the Town of Rangely and environs, which has direct and indirect economic development benefits to the community and to do so at times must evaluate proposals that involve private persons such as the Owner. In making such an evaluation, the RDA must obtain access to relevant CI of such private persons.
- C. The parties to this Agreement desire to both protect Owner’s CI while allowing the RDA and the members involved in reviewing Owner’s finances (part of Owner’s CI), and as appropriate, other CI of the Owner.
- D. Thus, the purpose of this Agreement is to provide for RDA to have adequate access to relevant information of the Owner’s CI, while preserving the confidentiality of such CI.

TERMS

- 1. CONFIDENTIAL INFORMATION BELONG SOLELY TO THE OWNER. The Owner’s Confidential Information and all other confidential information and data relating to the Owner’s business are, and shall remain, Owner’s exclusive property.
- 2. Until and unless Owner consents in writing (which may include email), RDA and its members shall keep secret and will not disclose to any person other than other members of the RDA or the RDA’s staff and consultants, any of Owner’s CI that is marked “Confidential” or equivalent and which is provided by Owner to the RDA, its members, staff or consultants.

3. RDA agrees to promptly advise the Owner of any unauthorized disclosure or use of the Owner's Confidential Information by any person or entity, and, at the request of Owner, to use reasonable efforts to recover the unauthorized disclosure of Owner's CI.
4. Owner will be entitled to a temporary restraining order, preliminary and/or permanent injunction from a Rio Blanco County or District Court if RDA, or its members, or the RDA's staff or consultant's disclose or allow to be disclosed any of Owner's CI to unauthorized third parties.
5. RDA shall institute internal controls to limit copying or transmitting of any of Owner's CI to third parties, and shall disclose such controls to Owner upon Owner's request.
6. Owner has the duty of clearly and conspicuously marking as "confidential" such documents and electronic transmittals of Owner's CI, before delivering same to RDA.
7. Once RDA's review or analysis is completed, RDA agrees to destroy all extra copies, written or electronic, of Owner's CI, except that RDA may retain one secure copy of Owner's CI as its permanent record, subject to RDA's obligation to continue to comply with the terms of this Agreement for all periods during which RDA maintains any of Owner's CI.
8. Owner acknowledges that the RDA may be subject to the provisions of Colorado's Open Records laws.
9. RDA agrees that if any person files a request for any of Owner's CI, RDA shall immediately inform Owner. RDA agrees to not deliver or disclose to any third party any CI marked "confidential" without an order of a court of competent jurisdiction in and for Rio Blanco County.
10. This Agreement is enforceable by and against each Party and anyone else who has or obtains the CI under this Agreement from either Party, or in the case of the RDA, from the RDA's members, staff or consultants.
11. This Agreement will be interpreted and enforced pursuant to Colorado law; venue shall only be in Rio Blanco County. No part of this Agreement shall be construed against either Party on the basis of authorship. Any unenforceable provision of this Agreement will be modified to the extent necessary to make it enforceable or, if that is not possible, will be severed from this Agreement, and the remainder of this Agreement will be enforced to the fullest extent possible.
12. Any notice pursuant to this Agreement may be given either via the U.S. Postal Service, a recognized courier service such as UPS or FedEx or via email if such email is sent with a "delivery receipt" to the sender. The address or email to which notice may be given shall be to the address or email shown below, or may be changed by an equivalent notice.

IN WITNESS OF OUR AGREEMENT, the Owner and the RDA have executed this Agreement on the date(s) indicated below.

Rangely Development Agency

By: _____

Title: _____

Date: _____

Mailing Address: _____

RDA's Email: _____

Owner: _____

By: _____

Date: _____

Mailing Address: _____

Owner's Email: _____

7- New Business

OFFICIALS AND BOARDS INSTRUCTIONS

GOVERNING BODY MEMBER COUNT

Enter the number of Governing Body/Council/Board Members in the space provided.

OFFICIALS/BOARDS

List the Governing Body Boards and/or Commissions to be covered. **Note:** To be covered by the policy:

- 1) 51% of the Board/Commission must be made up of your entity's officials, employees or appointees, or your entity must have 51% control of the funds;
or
- 2) 100% of the Board/Commission must be made up of two or more CIRSA members' officials, employees or appointees, or two or more CIRSA members must have 100% control of the funds.

In addition, you must include all of the exposures of the Board/Commission in this application (i.e. property, vehicles, expenditures, etc.)

List boards only – do not list the individual members of the boards.

Note: Liability for Airport Boards is not covered by the policy. If you need coverage for an Airport Board/Commission, please contact your underwriting representative.

**PROPERTY/CASUALTY COVERAGE PLAN
FOR COVERAGE PERIOD JANUARY 1, 2017
THROUGH JANUARY 1, 2018**

CIRSA liability coverages for the coverage period will be as described in a CIRSA liability policy and Great American Insurance Company reinsurance policy which will provide the liability and errors and omissions coverages summarized below. CIRSA property and crime coverages for the coverage period will be as described in a CIRSA property policy, an Axis Insurance Company excess policy and RSUI Indemnity Company excess policy.

The coverages, conditions of membership, and other provisions applicable to CIRSA property/casualty members are described in CIRSA's Bylaws, coverage and/or excess/reinsurance coverage policies, and general policies adopted by the members, as from time to time amended.

The types and monetary limits of the coverages to be provided to CIRSA property/casualty members for the coverage period shall be as described below. The scope, terms, conditions, and limitations of the coverages shall be governed by the applicable policies and/or excess/reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):

- A. Property coverage (including auto physical damage and public relations and security breach expense)
- B. Liability coverage:
 - 1. General liability
 - 2. Auto liability
 - 3. Law enforcement liability
 - 4. Public Officials errors and omissions liability
 - 5. Security and privacy liability
- C. Crime coverage (including employee dishonesty and money and securities)

II. CIRSA LOSS FUNDS, RETENTIONS, EXCESS INSURERS/REINSURERS, AGGREGATE LIMITS, AND MEMBER DEDUCTIBLES:

For the coverages described in Section I, CIRSA shall be liable only for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There shall be no aggregate excess coverage over any loss fund.

Coverages in excess of CIRSA's self-insured retentions shall be provided by the applicable excess insurers and/or reinsurers in applicable excess and reinsurance policies, and shall be payable by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the members. Sublimits, aggregate and other limits shall apply as provided in said documents.

CIRSA LOSS FUND AMOUNTS FOR THE COVERAGE PERIOD:

Loss fund amounts are as adopted or amended from time to time by the Board of Directors based on the members in the property/casualty pool for the year. Information on current loss fund amounts is available from the CIRSA Chief Financial Officer.

CIRSA SELF-INSURED RETENTIONS FOR THE COVERAGE PERIOD:

- A. \$500,000 each and every loss and/or occurrence property
- B. \$100,000 each claim/annual aggregate public relations and security breach
- C. \$1,000,000 each and every loss and/or occurrence liability
- D. \$1,000,000 each and every claim Public Officials liability
- E. \$500,000 each claim/annual aggregate security and privacy liability
- F. \$150,000 each and every loss and/or occurrence crime

EXCESS INSURERS/REINSURERS FOR THE COVERAGE PERIOD:

- A. Property: Axis Insurance Company (excess - \$100,000,000 excess of \$500,000)
RSUI Indemnity Insurance Company (excess - \$400,000,000 excess of \$100,000,000)
- B. Liability: Great American Insurance Company (reinsurance)
- C. Excess Crime: AIG

LIMITS/EXCESS LIMITS FOR THE COVERAGE PERIOD:

- A. Excess property: to \$500.5 million per claim/occurrence
- B. Excess liability: to \$10 million per claim/occurrence (except excess auto liability to \$5 million and Public Officials Errors and Omissions and class-action suits arising out of discrimination to \$10 million per claim/\$10 million annual aggregate per member);
- C. Excess Crime (optional): up to \$5 million per claim/occurrence

III. MEMBER DEDUCTIBLES:

The member shall be responsible for payment of the member-selected deductible on each claim/occurrence. Payment of the deductible reduces the amount otherwise payable under the applicable CIRSA retention. In the event of a loss or occurrence involving more than one CIRSA member, each member shall pay its full applicable deductible(s).

IV. POLICIES GOVERN PAYMENTS:

Payments within the member's deductible(s) and/or CIRSA's self-insured retention(s), or in excess of the member's deductible(s) and/or CIRSA's self-insured retention(s), in connection with any claims/occurrences shall be governed by the excess and/or reinsurance policies.

The specific property and casualty coverages afforded by or through CIRSA are subject to the CIRSA Bylaws, terms and conditions as approved from time to time by the members and by the Board of Directors, and the applicable excess and/or reinsurance policy.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in the applicable coverage documents. **This summary should not be relied on as a substitute for review of those documents.**

TOWN OF RANGELY
 BALANCE SHEET
 OCTOBER 31, 2016

ECONOMIC DEVELOPMENT FUND/RDA

ASSETS

| | | | |
|----------|----------------------|------------|------------|
| 73-10100 | CASH - COMBINED FUND | 310,329.21 | |
| 73-10116 | INVEST SEC DEPOSITS | 3,565.00 | |
| 73-11121 | N/R SENERGY | 120,000.00 | |
| 73-11513 | FNBR CD 102943 | 12,668.91 | |
| 73-13120 | INTEREST RECEIVABLE | 15.13 | |
| | | | |
| | TOTAL ASSETS | | 446,578.25 |

LIABILITIES AND EQUITY

LIABILITIES

| | | | |
|----------|---------------------------|----------|----------|
| 73-21500 | ACCOUNTS PAYABLE | 2,158.24 | |
| 73-23172 | SECURITY DEPOSIT RESERVED | 3,565.00 | |
| | | | |
| | TOTAL LIABILITIES | | 5,723.24 |

FUND EQUITY

| | | | |
|----------|---------------------------------|------------|------------|
| | UNAPPROPRIATED FUND BALANCE: | | |
| 73-29800 | FUND BALANCE | 391,637.00 | |
| | REVENUE OVER EXPENDITURES - YTD | 49,218.01 | |
| | | | |
| | BALANCE - CURRENT DATE | 440,855.01 | |
| | | | |
| | TOTAL FUND EQUITY | | 440,855.01 |
| | | | |
| | TOTAL LIABILITIES AND EQUITY | | 446,578.25 |

TOWN OF RANGELY
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2016

ECONOMIC DEVELOPMENT FUND/RDA

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | UNEARNED | PCNT |
|--------------------------------|---------------|------------|--------|--------------|--------|
| <u>REVENUES</u> | | | | | |
| 73-30-100 HOUSING REVENUE | 4,295.00 | 48,112.50 | 67,000 | 18,887.50 | 71.81 |
| 73-30-200 INTEREST EARNINGS CD | .00 | 84.47 | 100 | 15.53 | 84.47 |
| 73-30-500 MISCELLANEOUS INCOME | .03 | 73,795.43 | 23,000 | (50,795.43) | 320.85 |
| TOTAL REVENUES | 4,295.03 | 121,992.40 | 90,100 | (31,892.40) | 135.40 |
| TOTAL FUND REVENUE | 4,295.03 | 121,992.40 | 90,100 | (31,892.40) | 135.40 |

TOWN OF RANGELY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2016

ECONOMIC DEVELOPMENT FUND/RDA

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET | | UNEXPENDED | PCNT |
|--------------------------------------|--------------------|------------------|---------------|----------|-------------------|----------------|
| <u>EXPENDITURES</u> | | | | | | |
| 73-40-220 PROF/TECH SERVICES | 2,137.60 | 22,610.02 | 20,000 | (| 2,610.02) | 113.05 |
| 73-40-250 HOUSING MANAGEMENT EXPENSE | 4,188.50 | 45,134.50 | 64,000 | | 18,865.50 | 70.52 |
| 73-40-260 HOUSING MAINT/REPAIRS | 86.96 | 4,839.47 | 4,000 | (| 839.47) | 120.99 |
| 73-40-270 UTILITIES | 20.64 | 190.40 | 200 | | 9.60 | 95.20 |
| 73-40-300 MARKETING | .00 | .00 | 1,000 | | 1,000.00 | .00 |
| TOTAL OPERATING EXPENSES | <u>6,433.70</u> | <u>72,774.39</u> | <u>89,200</u> | | <u>16,425.61</u> | <u>81.59</u> |
| TOTAL EXPENDITURES | <u>6,433.70</u> | <u>72,774.39</u> | <u>89,200</u> | | <u>16,425.61</u> | <u>81.59</u> |
| TOTAL FUND EXPENDITURES | <u>6,433.70</u> | <u>72,774.39</u> | <u>89,200</u> | | <u>16,425.61</u> | <u>81.59</u> |
| NET REVENUE OVER EXPENDITURES | <u>(2,138.67)</u> | <u>49,218.01</u> | <u>900</u> | <u>(</u> | <u>48,318.01)</u> | <u>5468.67</u> |

DRAFT

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Rangely Local Food Grocery Store Co-op Interest Survey

Commented [RL1]: I believe we're looking at the viability of a local grocery store in Rangely, not only a food co-op, but I may be wrong. If I am, then let's change this back.

Shopping Patterns

1. How much does your household spend in an average week on groceries? (check one)

- | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Under \$50 | \$51-\$75 | \$76-\$100 | 101-\$125 | \$126-\$150 | \$151+ | Don't Know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. Where do you spend most of your grocery dollars? (check one) (Fill in w/local options)

- | | |
|--|---|
| <input type="radio"/> a. Buying club | <input type="radio"/> b. Family Dollar store |
| <input type="radio"/> c. Existing food co-op Grocery store in another community | <input type="radio"/> d. Nichols market |
| <input type="radio"/> e. Natural product retailer | <input type="radio"/> f. Regional supermarket chain |
| <input type="radio"/> g. On-line/Mail-order | <input type="radio"/> h. National supermarket chain |
| <input type="radio"/> i. Convenience store | <input type="radio"/> j. Supercenters |
| <input type="radio"/> k. Existing local grocery store | <input type="radio"/> l. Other _____ |

Note: In the following questions, "primary store" means the place you spend most of your grocery dollars, the outlet you identified in question #2.

3. Where do you regularly purchase the following types of products?

| Product categories | Don't buy | Buy mostly in primary store | Buy mostly elsewhere |
|---|-----------------------|-----------------------------|-----------------------|
| a. Grocery items (cereal, juice, canned goods, etc) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Dairy (milk, eggs, yogurt, soy, etc) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Fresh fruits & veggies | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Frozen foods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Meat, poultry, fish & seafood | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Deli/ready to eat foods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. Bulk/bottled water | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. Coffee/tea | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. Bread & bakery | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| j. Bulk products | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| k. Other (please specify): _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. From the list below, please choose the **top five** factors you consider when choosing where to shop for groceries:

- | | |
|--|--|
| <input type="radio"/> a. Product selection/variety | <input type="radio"/> b. Cleanliness of store |
| <input type="radio"/> c. Quality/freshness of products | <input type="radio"/> d. Knowledgeable staff |
| <input type="radio"/> e. Prices | <input type="radio"/> f. Friendly/courteous staff |
| <input type="radio"/> g. Location of store/convenience | <input type="radio"/> h. Availability of national brands I/my family likes |
| <input type="radio"/> i. Hours of operation | <input type="radio"/> j. Availability of natural/organic foods |
| <input type="radio"/> k. Atmosphere/ambiance of store | <input type="radio"/> l. Cooperative ownership |
| | <input type="radio"/> m. Other (please specify): _____ |

5. How much of your grocery dollars does your household spend at your primary store in an average week?

- | | | | | |
|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| A little (0-25%) | Some (26-50%) | More than half (51-75%) | Almost all (76-100%) | Don't know |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

6. On average, how often do you shop at your primary store?

- | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| More than 1/week | Once/week | Twice/Month | Once/Month | Less than 1/Month |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Satisfaction

7. Please rate your primary grocery store in terms of how well it is meeting your needs with respect to the following store characteristics:

| | Very Well | Well | Somewhat Well | Somewhat Poorly | Poorly | Very Poorly | No Opinion |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Product selection/variety | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Quality/freshness of products | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Prices | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Location of store/convenience | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Hours of operation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Atmosphere/ambiance of store | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. Cleanliness of store | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. Knowledgeable staff | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. Friendly/courteous staff | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| j. Availability of brands I/my family likes | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| k. Availability of natural/organic foods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

7. Please rate your primary grocery store in terms of how well it is meeting your needs with respect to the following store characteristics:

| | Very Well | Well | Somewhat Well | Somewhat Poorly | Poorly | Very Poorly | No Opinion |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| l. Other (please specify): _____ | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| m. How well does the store meet your needs overall? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2

8. Do you have any comments regarding how your primary grocery store is meeting your needs?

9. Please rate your primary grocery store in terms of how well it is meeting your needs in the following product categories:

| | Very Well | Well | Somewhat Well | Somewhat Poorly | Poorly | Very Poorly | No Opinion/ Don't Buy |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Grocery items (cereal, juice, canned goods, etc.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Dairy (milk, eggs, yogurt, soy, etc) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. Fresh fruits & veggies | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. Frozen foods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Meat, poultry, fish & seafood | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. Deli/ready to eat foods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. Beer/wine | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. Coffee/tea | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. Bread & bakery | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| j. Bulk products | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Commented [RL2]: After j., I would suggest inserting a new "10. Please share your thoughts on whether you would be interested in Rangely exploring the establishment of a community member-owned and controlled full-service food co-op." Then insert that narrative rectangle for the answer. Make sense?

Commented [PB3R2]: I like the recommendation. I would suggest that the Rangely Development Agency (RDA) be the referenced agency taking the lead. This is our Urban Renewal Authority. URA

Personal Characteristics

Please tell us a little about yourself by answering the following questions.

10. What is your gender?

| | |
|-----------------------|-----------------------|
| Male | Female |
| <input type="radio"/> | <input type="radio"/> |

11. What is your age range?

| | | | | | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 18 – 24 | 25 - 30 | 31-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-64 | 65+ |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

12. Are you a member/owner of a food co-op?
 Not a Am a

Commented [RL4]: Don't think we'll have any members of a food co-op in the Rangely vicinity – I know of none there, and no online co-ops serving the area.

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member member
0 0

Name of Co-op _____ City _____ State _____

3

13-12. Including you how many of the following live in your household?

| | None | 1 | 2 | 3+ |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| a. Adults (18+ years old) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. Children | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

14. What is your highest level of education?

- Less than high school diploma
- High school diploma
- Some college/tech/trade school
- 2-year college/tech/trade school degree
- 4-year college degree
- Graduate/Professional degree

15. What is your approximate annual household income?

- Less than \$15,000
- \$15,000-\$24,999
- \$25,000 - \$34,999
- \$35,000 - \$49,999
- \$50,000 - \$74,999
- \$75,000 - \$99,999
- \$100,000 - \$149,999
- \$150,000 or more

16. If funding weren't an issue, which of the following entertainment offerings would you like to have in Rangely? Please rank them 1-5; 1 being the highest priority.

| Activity | Ranking 1-5 |
|--|-------------|
| a. Family-friendly arcade/skating rink | |
| b. Movie theater | |
| c. Bowling alley | |
| d. Video game tournament venue | |
| e. Other _____ | |

17. Where would you like to see the entertainment venue located?

- a. Co-located near the grocery store/retail center
- b. Somewhere "downtown" (near Town Hall)
- c. Near Camper Park
- d. Other _____

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Commented [RL5]: Don't understand the usefulness of this question.

Commented [RL6]: Come to think of it, might this be viewed as too nosy - it's good info - just wonderin'.

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18. Would you spend more weekends in Town if your entertainment venue of choice were available in Rangely for you and your family?

- a. Yes
- b. No
- c. Not sure

This completes our survey. Thank you for your participation—your feedback is critical to our ability to determine whether a local grocery store, perhaps using the cooperative, community-owned business model, is viable in Rangely, serve you well.

4

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Commented [PB7]: Once the RDA has an opportunity to review the survey we can determine how best to distribute, collect and aggregate the data unless you have a recommendation.

Commented [PB8]:

8 – Information

RANGELY DEVELOPMENT AGENCY

TOWN OF RANGELY

URBAN RENEWAL PLAN

"The goals and objectives of the plan are to undertake programs and activities for the elimination and prevention of blight in this community. Such programs and activities, among other things, shall lead to the revitalization and growth of the business district, create an atmosphere that fosters entrepreneurship among local businesses and residents, and has as the final goal the increased health and prosperity of the entire Rangely community, all in cooperation with the private sector."

As amended 12/19/90



209 EAST MAIN STREET
RANGELY, COLORADO 81648
(303) 675-8476

14.160

January 4, 1991

MEMO

To: Planning and Zoning Commission

From: Town Manager *SCB*

Subject: Urban Renewal Plan

The Planning and Zoning Commission had previously adopted at its meeting 6/5/89 a Resolution approving the Urban Renewal Plan for the Town of Rangely as being in conformance with the Rangely Master Plan 1983 Update. The Town Council later adopted the Urban Renewal Plan.

Since that time, it was found that a required public hearing before the Town Council had been omitted. Further, some local businesses and property owners expressed opposition to urban renewal.

Public hearings were held by the Rangely Development Agency. A survey of local citizens strongly supported the goals of the Agency. The Agency considers the results of the survey to be a mandate to proceed.

As a result of citizen input and further review by the Agency, some changes were made in the Plan by the Agency. These changes are relatively minor:

(a) Page 4, 2. Assembly Land for Development, a. second paragraph, 1st line:

The phrase "through either purchase or condemnation" was added after "property".

(b) Page 5, 3. Public Private Partnership, line 5

The phrase "grants or matching grants" is added after "land clearance".

The Mayor and Town Council has long established the development and renovation of the business district as a high priority. From a financial point-of-view, sales taxes is the economic engine that drives the Town. Loss of retail sales, about 67¢ out of every dollar, to other communities hurts the ability of the Town to provide local services.

From a community point-of-view, there is strong support to improve the appearance of Downtown Rangely and offer a greater variety of goods and services. In most cases local businesses are unable to renovate, improve, or expand their businesses without government assistance and involvement. It is also very difficult for most new businesses to relocate in Rangely on their own.

Over the last decade the Town has undertaken a number of initiatives in Downtown Rangely.

1. Creation of the Downtown Action Committee which prepared a Downtown Master Plan and instituted numerous projects.
2. Construction of the East Entrance Park, West Entrance Park, and the Center Square and improvements to public buildings.
3. Implementation of a Downtown Renovation Program whereby frontage improvements (landscaping, sidewalks, lighting, and street furniture) are made in cooperation with businesses.
4. Appointment of the Rangely Development Agency whose basic responsibility is to assist existing businesses to expand and new businesses to locate in Rangely.

The Rangely Master Plan 1983 Update refers to present Commercial Land use as follows:

"Commercial retail and service activities are scattered along the length of Main Street from the Town's extreme eastern to its most western boundaries. Approximately 45% of the Main Street frontage is currently vacant, and another 18% is occupied by non-commercial land uses.

The range of goods and services available in Rangely is limited. A recent Chamber of Commerce retail sales leakage survey revealed that almost two-thirds of the money spent by Town residents on goods and services is spent elsewhere, primarily in Grand Junction and Vernal".

The Master Plan makes the following recommendations regarding Circulation (excerpts)

"The redevelopment of Main Street is another project which can be accomplished in stages as Town growth and funding dictate. A vital aspect of the Main Street/Town Center improvements which should not be neglected is the provision of adequate car and truck parking to service patrons of downtown businesses".

The Master Plan makes the following recommendations regarding Commercial Land Use (excerpts):

"It is hoped that future commercial growth in the area will locate on the vacant developable land within the existing Main Street Commercial district. However, present ownership and land pricing patterns along Main Street are encouraging the location of new commercial enterprises on Highway 64 frontage to the west of the downtown commercial area.

The Town has recently embarked on an ambitious Main Street revitalization program. This project includes; sidewalk, curb, and gutter reconstruction, drainage and parking improvements, landscaping, and a downtown "model" demonstration project. The "model" project involves the complete reconstruction of the Main Street/White Avenue intersection and the installation of Rangely's first traffic signal.

It is hoped that these functional and aesthetic improvements will bolster downtown commercial growth by making downtown Rangely a more attractive place to shop and conduct business.

An additional program under investigation at this time is the establishment of revolving loan fund to assist Rangely businesses with upgrading or expanding their existing facilities. A program of this nature is encourage as a means of maintaining the long-term stability and vitality of Rangely's downtown commercial core.

While the establishment of neighborhood or satellite commercial areas beyond the present downtown may be desirable in the event of extensive area growth, until that need actually develops it is suggested that commercial activity remain concentrated on the Main Street/Highway 64 corridor.

A fundamental requirement for future commercial development along Main Street is the provision of sufficient nearby parking. The Downing/Leach Plan suggests the dedication of land directly behind the Main Street frontage for parking. Included will be the accommodation of truck parking to make Rangely's downtown motels, restaurants and other businesses accessible to through truck traffic.

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Planning and Zoning Commission
Urban Renewal Plan
January 4, 1991

Cooperative efforts on the part of adjacent downtown property owners are being encouraged to provide much of this new parking. It is urged that the Town continue to stress the importance of adequate parking to the future vitality of the downtown commercial district, and assist where possible to expedite these joint private sector undertakings".

Another requirement of the Colorado General Statutes is that the Planning and Zoning Commission submit written recommendations, if it chooses to do so, regarding the Urban Renewal Plan. Attached is a draft, of such recommendation in the form of a resolution, for your review, revision, and approval.

RESOLUTION # 9|-|

RESOLUTION OF THE PLANNING AND ZONING COMMISSION FINDING THE URBAN RENEWAL PLAN TO BE IN CONFORMANCE WITH THE RANGELY MASTER PLAN 1983 UPDATE.

BE IT HEREBY RESOLVED that the Planning and Zoning Commission finds that the Urban Renewal Plan, said Plan entitled Rangely Development Agency Town of Rangely Urban Renewal Plan 12/19/90, to be in conformance with the Rangely Master Plan 1983 Update.

PLANNING AND ZONING COMMISSION

ATTEST:

Keith Poole, Chairman

Daniel L. Cooley, Town Clerk

RESOLUTION # 91-2

RESOLUTION OF THE RANGELY PLANNING AND ZONING COMMISSION
APPROVING RECOMMENDATIONS REGARDING THE RANGELY DEVELOPMENT
AGENCY TOWN OF RANGELY URBAN RENEWAL PLAN 12/19/90

BE IT HEREBY RESOLVED, by the Planning and Zoning Commission of the Town of Rangely that it recommends the following be given consideration in the implementation of said Urban Renewal Plan:

Recommendation 1:

Existing businesses and residents should not be required to relocate.

There may well be some voluntary relocations, but there should be no forced relocations except as an absolute last resort.

Recommendation 2:

Emphasis should be placed on the renewal of the existing Downtown Areas.

If vacant lands are developed east and west of Town, the existing business district will continue to deteriorate.

Recommendation 3:

Within the existing business district, emphasis should be placed on renovation and/or replacement of old buildings.

Many vacant buildings and even some occupied buildings are eyesores. As long as they remain as is, the business district will contain unattractive elements.

Recommendation 4:

In addition to new or renovated commercial buildings, new multi-unit residential buildings should be encouraged.

Not only would such residential buildings relieve an existing shortage but would also complement and support new businesses.

Recommendation 5:

Importance should be given to site amenities and attractive architectural design.

Costs would not be substantially increased. A more attractive Downtown should result in more business.

PASSED, APPROVED, ADOPTED this _____ day of _____
1991.

PLANNING AND ZONING COMMISSION

ATTEST:

Keith Poole, Chairman

Daniel L. Cooley, Town Clerk

RANGELY DEVELOPMENT AGENCY

TOWN OF RANGELY

URBAN RENEWAL PLAN

12/19/90

"The goals and objectives of the plan are to undertake programs and activities for the elimination and prevention of blight in this community. Such programs and activities, among other things, shall lead to the revitalization and growth of the business district, create an atmosphere that fosters entrepreneurship among local businesses and residents, and has as the final goal the increased health and prosperity of the entire Rangely community, all in cooperation with the private sector."

A. BASIS FOR PLAN

For some time now, the Rangely Economic Development Committee has been struggling with the problem of how to make downtown Rangely a truly attractive and marketable area for business. The Town has made good efforts in the past with additions of planters, benches, street trees, and brick pavers. These improvements have occurred in the public right-of-way or on landscape easements and have addressed the appearance of Main Street in a limited way.

The Economic Development Committee feels strongly that something more than this cosmetic, band-aid effort is needed in Rangely. The idea of a revolving loan fund for renovations and site improvements was talked about at length during meetings, and while the Economic Development Committee feels a loan program is vital, it again does not address the entire scope of business problems in Rangely. Main Street is characterized by vacant lots, vacant and dilapidated buildings, non-compatible uses, and an individual ownership pattern that hinders new construction because enough land cannot be assembled to do a project of sufficient size.

In order to have the ability to address the entire scope of the business investment problem in Rangely, the Economic Development Committee is recommending the establishment of a Rangely Development Agency under the Urban Renewal Law provisions of the Colorado Revised Statutes, (31-25-101 et. seq.).

After due public notice, at its regular meeting May 23, 1989, the Rangely Town Council held a public hearing after which they took unanimous action to proceed with the establishment of a Rangely Development Agency.

A survey was performed in May of 1989 of structures and properties within the proposed boundary for this Urban Renewal Area.

Surveyed were 194 properties including 111 dwelling units and 139 other structures. Of the 111 dwelling units, 39 or 35% were substandard in some respect that conditions of "blight" were met as defined in the statutes. Forty-seven other structures, or 33.8% of that also fell within the category of "blight". Other structures include commercial, industrial, and secondary use buildings within the proposed urban renewal district.

Not only structural conditions were surveyed but also factors such as non-compliance with flood plain regulations, sites subject to major subsidence and erosion; inadequacies due to size, access to light, proximity to Highway 64, and chronic problems of inadequate drainage.

During the survey other factors contributing to blight and slum conditions were identified. These included vacant lots and portions of commercial/industrial lots which were badly littered with refuse and other debris. Of the 29 vacant lots included in the district, 13 or 44.8% of those lots are in conditions of "blight".

B. PROJECT BOUNDARIES

The boundaries of the Urban Renewal Project area shall be as shown on a map entitled: "URBAN RENEWAL PROJECT AREA BOUNDARIES, Rangely Development Agency, May 1989". The Project Area includes industrial and commercially zoned areas of the town.

For purposes of property tax increment financing or sales tax increment financing, subareas may be established in accordance with the following procedures:

- (a) Preparation and recommendation by Rangely Development Agency.
- (b) Review and comment by Planning and Zoning Commission.
- (c) Notification to all special districts affected.
- (d) Action by the Board of Trustees following a public hearing.

C. PLAN GOALS AND OBJECTIVES

The goals and objectives of the Plan are to undertake programs and activities for the elimination and for the prevention of the development or spread of blight and slum conditions. Such programs and activities, among other things, shall lead to the revitalization and growth of the business district, all in cooperation and in partnership with the private sector.

Business Goals and Objectives

1. To encourage revitalization of and business renovation and expansion within the business district.
2. To assist business in leveraging and obtaining capital at reasonable interest rates.
3. To provide public improvements, such as public parking areas, drainage, sidewalks, and amenities, such as landscaping.

(3)

4. To encourage the renovation of existing buildings and the construction of new buildings in an attractive and interesting manner.
5. To relieve traffic congestion in the business district and make it attractive to pedestrians.
6. To encourage a variety of business uses that will motivate people to shop in Rangely.
7. To provide technical advice in financing, site layouts, architecture, and market research.
8. To use effectively undeveloped and underdeveloped lots in a way that will benefit the owner and business district.
9. To encourage new entrepreneurial activity among the residents of Rangely.

Guidelines

1. The Plan shall complement and be in conformance with the Master Plan of Development for the Town of Rangely.
2. The input and participation of responsible citizens in activities and programs shall be solicited.
3. Emphasis will be placed on programs and activities to assist owners in rehabilitating and renovating structures where such services are requested.
4. Acquisition of property and/or buildings through purchase or condemnation shall be carried out only as a last resort such as to make a marketable parcel.
5. The advice, assistance, and technical expertise of state, federal, and private agencies shall be sought provided the independence of the Town is preserved.

D. PLAN ACTIVITIES

The activities and programs of the Agency shall be carried out in accordance with the Plan, applicable law, and policies of the Board of Trustees of the Town of Rangely and shall further the goals and objectives as stated herein.

1. Loan Program
 - a. Using Rangely Development Agency funds, loans to local businesses and businsses working in the

(4)

district will be provided. These loans will be offered at market or below market rates and can be used for:

- site improvements
- facade renovations
- operating and start-up costs
- capital construction of additions or major renovations
- new capital construction

- b. The Rangely Development Agency can enter into agreements with lending institutions and business persons to guarantee all or portions of commercial loans. In this way, lower interest rates can be secured in this community, and start-up businesses will be given easier access to capital.

These loans are not intended to be used for normal building maintenance.

Priority will be given to loans in the \$1,000 to \$3,000 range when private sector activities occur at the same time to complement the loans. These "smaller" loans will help insure that grantees can remain on a timely repayment schedule as this revolving loans fund pool should in no way be construed as a "grant" program.

2. Assemble Land For Development

- a. The Rangely Development Agency will have the ability to purchase property to form a marketable-sized parcel. Priority will be placed on acquisition by negotiation and voluntary sale or lease. The Agency may also acquire lands for public parking or other public improvements in the business district. During such time as acquired property is owned by the Agency, such property shall be under the management and control of the Agency and may be rented or leased pending its disposition for development or rehabilitation. Nothing herein shall prevent the Agency from negotiating long-term land leases, provided the development thereon is accomplished by others.

Where the Agency acquires property through either purchase or condemnation, it shall clear and prepare the site for development.

All property acquired by the Agency in the Plan Area will be sold, leased, or otherwise disposed of for redevelopment in accordance with the provisions in this Plan and the Colorado Urban Renewal Law. The

Agency will reserve such powers and controls in the disposition and development documents as are necessary to prevent the transfer, retention, or use of property for speculative purposes and to insure that development is carried out pursuant to this Plan.

All agreements, deeds, and other instruments between the Agency and a redeveloper will impose covenants running with the land from the date of the deed which requires purchasers of the land in the Plan Area to:

- a. develop and use the property in accordance with the provisions of this Plan;
- b. begin and complete the improvements within a period of time determined by the Authority to be reasonable;
- c. not discriminate upon the basis of race, color, creed, sex, or national origin in the sale, lease, rental, use, or occupancy of the property or of any improvements erected or to be erected thereon, or any part thereof.

3. Public/Private Partnerships

The Rangely Development Agency will enter into innovative partnerships with the private sector to prevent and eliminate the spread of blight in this district. These partnerships could take the form of: provision of public improvements, tax credits, land clearance, grants or matching grants, site rehabilitation and development, and equity positions. The Rangely Development Agency encourages innovative and flexible partnerships that serve to benefit this community in the long term.

E. LAND USE PLAN AND PROVISIONS

The land use designations shall be recommended by the Agency working in conjunction with private owners, builders, and/or developers. Such land use designations shall be in accordance with the Master Plan of Development of the Town of Rangely and shall conform to one or more of the zoning designations as contained in the Zoning Ordinance of the Town of Rangely. The Agency shall seek or authorize others to seek approvals of zoning classification, subdivisions, developments, and uses in accordance with the laws, codes, ordinances, rules, and regulations of the Town of Rangely and in accordance with the goals and objectives and guidelines of this Plan. Nothing herein will prohibit the Agency from establishing provisions,

requirements, and conditions more restrictive than the applicable laws, codes, ordinances, rules, and regulations of the Town provided that such restrictions are in furtherance of the goals and objectives of the Plan.

The foregoing provisions, regulations, requirements, and conditions concerning redevelopment under the Plan shall be in full force and effect and shall run with all land to be acquired and disposed of by the Agency and may also be applied by the Agency to land and improvements as a condition of the availability of financing and other services to the owner thereof.

F. PLAN FINANCING

This plan is to be financed by the Rangely Development Agency by the several means permitted under the Colorado Urban Renewal Law, as amended, or by any other available source of financing permitted by law. The Agency is authorized to finance this Plan by property tax increments, sales tax increments, interest earnings, grants, transfers, loans, or any other available source, except that in no instance shall such plan be financed by the proceeds of property taxes that cause or lead to an increase in property tax rates. The Agency is authorized to borrow funds and create indebtedness in carrying out this Plan. The principal and interest on such indebtedness will be paid from tax increments, leases, or any other funds available to the Agency.

In establishing a method of property tax increment financing, only that portion of the property tax due the Town of Rangely shall be included. All taxes due to other taxing jurisdictions shall be due and payable as provided by law. Furthermore, as provided by law, all property sold, leased, or otherwise disposed of by the Agency shall be subject to all taxes of the State or any other public body thereof.

G. CHANGES IN THE APPROVED PLAN

This plan may be modified pursuant to the provisions of the Colorado Urban Renewal Law governing such modification, including Section 31-25-107, C.R.S., as the same may be amended from time to time.

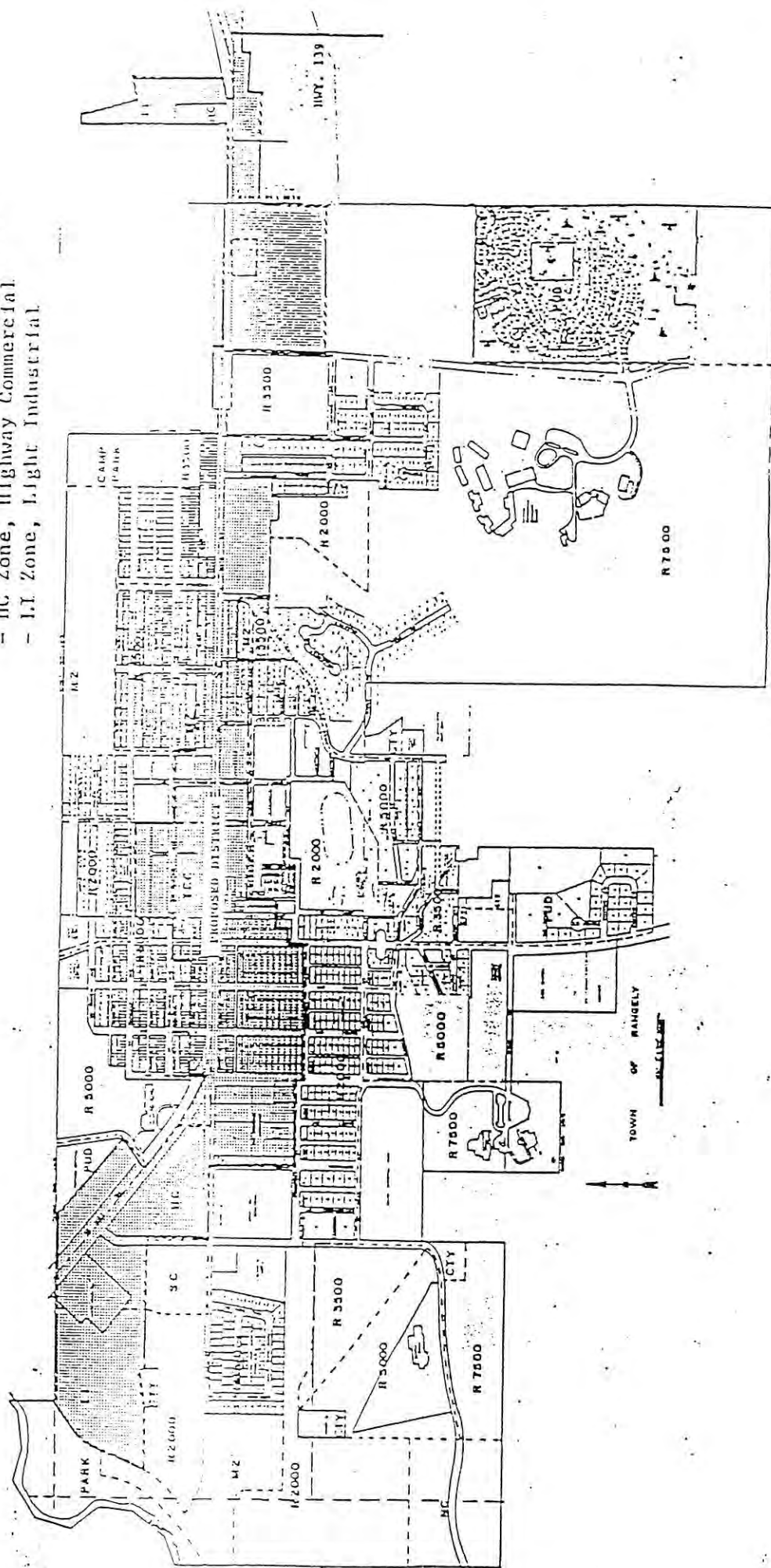
H. MINOR VARIATIONS

In specific cases, where a literal enforcement of the provisions contained in the Urban Renewal Plan constitutes an unreasonable limitation beyond the intent and purpose of these provisions, the Agency may allow minor variances from these provisions.

URBAN RENEWAL PROJECT AREA BOUNDARIES
 Rangely Development Agency, May 1989

Boundary Includes:

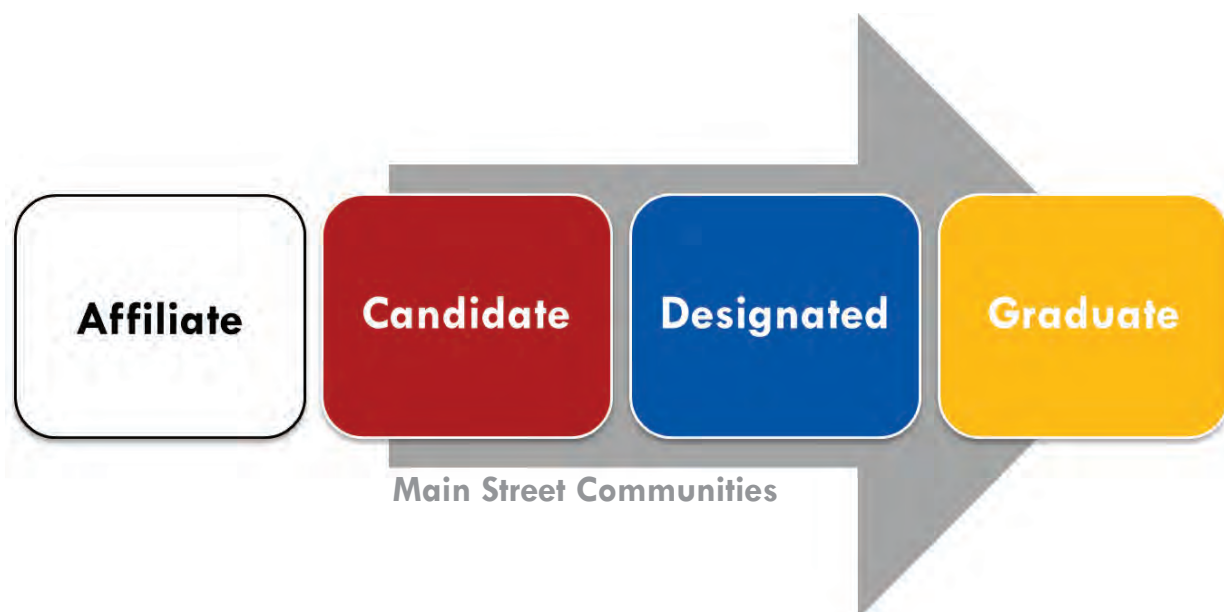
- TCC Zone, Town Center Commercial.
- HC Zone, Highway Commercial.
- I.I. Zone, Light Industrial.





PROGRAM PREREQUISITES AND REQUIREMENTS

The Colorado Main Street tiered program – Candidate, Designated and Graduate – is designed to help communities build capacity as communities work toward downtown revitalization. The Affiliate option is open to all Colorado communities and does not have many prerequisites and requirements. Colorado Main Street staff provides technical assistance, training and small financial grants to help communities work toward these prerequisites and requirements. In addition to the following prerequisites and requirements, each local program sets a vision for their community and consistently works toward achieving that vision. The Affiliate program and each tier are described in detail below with instructions on how to apply, requirements and prerequisites.



AFFILIATE

Affiliate communities are either on their way toward becoming a Candidate Main Street community or they would simply like to be connected to the Main Street network and are not interested in advancing through the program. Communities may remain an Affiliate as long as they desire but are not considered an official Main Street community until they are accepted as a Candidate community.

HOW TO APPLY

Applications to become an Affiliate community are accepted on a rolling basis. Colorado Main Street staff can discuss the benefits of becoming an Affiliate community and help you complete the application if needed. A link to the application can be found on the Colorado Main Street website.

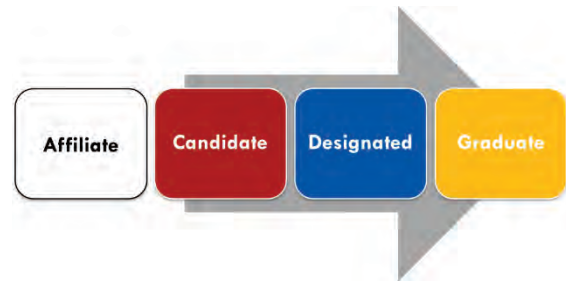
NEXT STEPS

After the application is submitted, Colorado Main Street staff will review your application notify the contact(s) listed within four weeks.



CANDIDATE

While in this tier the Candidate community should focus mostly on the point of Organization including establishing and building the organization's structure, leadership, finances, partnerships and resources. This phase should be used to establish a lasting local Main Street program. Communities may be in this tier for about four years.



Prerequisites

To become a Candidate community, the community must first meet all of the following prerequisites and then submit an application.

Encourage staff, steering committee and other volunteers to attend Main Street trainings, read information and watch introductory webinars provided on the Colorado Main Street website.

Establish a steering committee or Board of Directors. This is an informal group of community members including local professionals, business owners, city/town staff, and other volunteers who are dedicated to downtown revitalization and the local Main Street program. This will be the group of individuals that gain further community support and help set up the overall structure of your local program.

Have a multi-year strategic plan that addresses the community's vision and incorporates the Four Points (this could be a community assessment, downtown plan, or similar as approved by staff) that is no more than 5 years old.

Have a dedicated champion and point of contact for communications.

Demonstrate community awareness of the Colorado and local Main Street program as well as support from the public and private sectors with a local government resolution declaring support of your local efforts and three letters of support from other community organizations. Ideas for demonstrating community awareness include forming partnerships, hosting public meetings, developing a brochure or handout, create a newsletter or website, and utilizing social media.

HOW TO APPLY

Communities are encouraged to become an Affiliate community prior to applying to become a Candidate. Please contact Colorado Main Street staff if you think you might apply so staff can work with your community to be sure this program is a good fit. Colorado Main Street staff is also available to work with you on your application - answering questions and giving feedback. Applications to become a Candidate Main Street community are accepted once a year on July 1. The application can be found on the Colorado Main Street website.

NEXT STEPS

Applications are competitive and will be reviewed by Colorado Main Street staff and the Colorado Main Street Advisory Board. Recommendations will then be given to the Executive Director of DOLA who will make the final decision. Once the decision is finalized you will receive notification.