



# Town of Rangely

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*RDC Board Packet*  
*July 20, 2016 Following RDA*



# 1 – Agenda

AGENDA  
RANGELY DEVELOPMENT CORPORATION (RDC)  
July 20, 2016  
*FOLLOWING RDA MEETING*

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Brad Casto, Chairman

Lenora Smuts - Treasurer  
Karen Reed  
David Morton

Sarah Nielson  
Tim Webber  
Andrew Key

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- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes of June 8, 2016.
- 4) Changes to the Agenda
- 5) Old Business
- 6) New Business
  - a. Discussion and action to accept the May Financial Statement.
  - b. Nomination and selection of RDC Vice Chair.
  - c. Discussion and action to approve a grant in the amount of \$2,600 to the Elks Trap Range for water line installation
- 7) Information
  - a. Letter of intent CNCC and Town of Rangely
  - b. Department of Natural Resources PO for Elks Trap Range in support of the DNR Grant
- 8) Adjourn

## 3 – Minutes

Minutes  
RANGELY DEVELOPMENT CORPORATION (RDC)  
June 8, 2016  
7:30 A.M

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Brad Casto, Chairman		
Lenora Smuts - Treasurer		Sarah Nielson
Karen Reed		Tim Webber
David Morton		Andrew Key

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- 1) Call to Order- Meeting was called to order at 7:30 a.m.
- 2) Roll Call- Karen Reed, Sarah Nielson, Lenora Smuts, Andrew Key were present.  
David Morton, Tim Webber and Brad Casto were absent
- 3) Approval of Minutes of the May 4, 2016 meeting- Motion by Sarah Nielson, second by Karen Reed, motion passed.
- 4) Changes to the Agenda- None
- 5) Information- None
- 6) Old Business- None
- 7) New Business-
  - A. Discussion and Action allowing the RDC to function as an agent for the Rangely Elks Shooting Range. Rick Brady, Don Reed and Herman Wilson were present to talk about this project and grant. Peter stated that Rick Brady had come in previously and asked if the RDC could function as an agent for the Trap Club grant that they received from the CPW. The RDC would pay the vendors and because of the 45 day receivable issue, we would receive direct payments from the grant through CPW. Peter contacted RDC and the director was going to be contacted and see if the vendor could be changed on the grant so that the Town of Rangely is the prescribed pay to party once we submit our reimbursement request. This is a 47,000.00 grant. Rick stated that this grant is to fix up the trap range, fix the building to make classrooms for hunter's education, 3 buildings with machines for skeet and trap and will be able to have sanctioned shoots. Rick feels that this will help bring people in and give Rangely residents something to do. Andrew asked about an area on the map and Rick stated that that is the rifle range which is part of the second phase. The only thing the first phase covers is on the east side of the road. Andrew asked if everything was approved. Rick stated that it is all approved and they just need assistance with the upfront money because the grant will not provide the money in advance. This is why the RDC's help is needed. The RDC will provide the money initially and then the grant will reimburse them. Don Reed

stated that he had received paper work stating that instead of the 45-90 day period, they could possibly be reimbursed within 2-3 weeks. Rick stated that Leif Joy has completed a survey of the property and the weeds had been sprayed and that all of this was donated. There are a lot of people who want to help with this project. Andrew asked if we would be writing them a check for the entire grant amount. Rick stated that the RDC would only be paying the bills to the vendors as they come in and not writing one big check. The money paid by the RDC would then be reimbursed by the grant. Peter stated that we would have to make sure that any payments made to the vendors applies to the scope of the grant. Peter asked how long they think it will take to complete. Rick stated that hopefully by late fall everything will be up and running. Don stated that this will be open to the general public and that there will be scheduled hours of operation and they can schedule private events. There will also be an archery range. Don states that this will be the only viable shooting range within a 90 mile radius. Peter asked if there will be a security fence around the premises. Don stated that in the later phases there will be, but in the first phase, there is only a partial. There is a one year completion date that the work must be done in. Karen asked if we have a contingency plan. Peter stated that we would work out a plan that if the reimbursement funds were to come back to the ELKS that they would have to immediately sign them over to the town. Karen asked when the second phase will start. Don stated that he has approached the NRA about a grant for that and that they are eligible for a grant for a second phase through the current grant.

Motion to accept by Lenora Smuts, second by Karen Reed, motion passed

- B. Review and Acceptance of the By-Laws for the RDC. The RDA by-laws were also discussed at this time. Attorney Dan Wilson was on the phone. Andrew asked about the members that would make up the RDA board. Dan stated that 30 years ago the 7 person board was formed and that last year the legislation was changed. The way that the statute is set up, if we were to form a new URA today, we would automatically go with the 13 members. 10 appointed by the town, 1 by the school, 1 by the commissioners and 1 by the special districts. There are some benefits if we don't reform. What Dan was trying to do is get the benefit of the new statute and keep the benefit of the old RDA status. We would like to have a set of by-laws that are identical for both the RDA and RDC. Sarah Nielson asked if the scope of the area is being changed. Dan stated that it is not. It doesn't do anything externally different. It keeps the quorum language the same and keeps the western Rio Blanco school district boundary. The RDC would be the one who could do things outside the town limits. Dan stated that we use to have the titles of President and Vice President, but given the format of the RDA, this draft states that we will have 4 officers for both. These are chairman, vice chairman, secretary and treasurer. For both RDA and RDC we could delegate the treasurer's/secretary duties to the Town Administrator and the Town Treasurer. As we get bigger, we could hire internal staff to one of the agencies. For the short term we could use the town staff. If these by-laws are adopted, Dan suggested that as a formality, at the next meeting, we state that we are delegating the secretary duties to the town staff. Peter stated to Dan that Sarah's question may have been relating to the actual plan area. Dan

stated that the way the statute is written, the URA plan area is going to be limited to the town's boundaries. If there are annexation possibilities, we could add future growth and start talking about that if there are areas that we think we need to bring in to the plan and therefore bring in to the town. To be legally effective, right now it needs to be in the town limits. Andrew asked if in the amendment to by-laws, does it need to be stated that it is a majority vote. Dan stated that it is actually in the statute so we didn't need to mention it here. Karen asked about the 7 members. Dan stated that if we were forming a new RDA today, that it would have 13 members. Dan melded the old statute that had 7 and the new statute that says if you are doing tax increments, you need to assign a commissioner, a board member of the school district and a special district member. That is how we end up with 10 on the RDA of which 7 are still the current RDA members and those members are the identical members of the RDC. Karen asked if that would comply, Dan stated that it would. Peter stated that the down town area about a half block off of main street on both sides is the primary Urban Renewal area and that not all of it is blighted. Dan stated that it doesn't need to be. Karen asked if that area can change. Dan stated that it could and in theory, we could change it at every board meeting?? Motion by Karen Reed, second by Lenora Smuts, motion passed.

C. Next Meeting is scheduled for July 13, 2016 following the RDA meeting at at 7:30 a.m.

- 8) Adjourn- Motion by Lenora Smuts, second by Sarah Nielson. Meeting adjourned at 8:04 a.m.

## 5 – Old Business



## 6 – New Business

TOWN OF RANGELY  
BALANCE SHEET  
MAY 31, 2016

RDC RANGELY DEV CORP FUND

ASSETS

76-10100	CASH - COMBINED FUND	22,418.76	
76-11101	CASH - FNBR	99,678.24	
76-11110	FNBR CD 5920	198,000.00	
	TOTAL ASSETS		320,097.00

LIABILITIES AND EQUITY

FUND EQUITY

	UNAPPROPRIATED FUND BALANCE:		
76-29800	FUND BALANCE	319,087.34	
	REVENUE OVER EXPENDITURES - YTD	1,009.66	
	BALANCE - CURRENT DATE	320,097.00	
	TOTAL FUND EQUITY		320,097.00
	TOTAL LIABILITIES AND EQUITY		320,097.00

TOWN OF RANGELY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2016

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
76-30-300 INTEREST INCOME	8.71	1,009.66	4,000	2,990.34	25.24
TOTAL REVENUES	8.71	1,009.66	4,000	2,990.34	25.24
TOTAL FUND REVENUE	8.71	1,009.66	4,000	2,990.34	25.24

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2016

RDC RANGELY DEV CORP FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
76-40-220 PROF/TECH SERVICES	<u>.00</u>	<u>.00</u>	<u>3,000</u>	<u>3,000.00</u>	<u>.00</u>
TOTAL OPERATING EXPENSES	<u>.00</u>	<u>.00</u>	<u>3,000</u>	<u>3,000.00</u>	<u>.00</u>
TOTAL DEPARTMENT 40	<u>.00</u>	<u>.00</u>	<u>3,000</u>	<u>3,000.00</u>	<u>.00</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>3,000</u>	<u>3,000.00</u>	<u>.00</u>
NET REVENUE OVER EXPENDITURES	<u>8.71</u>	<u>1,009.66</u>	<u>1,000</u>	<u>( 9.66)</u>	<u>100.97</u>

# QUOTATION

Grand Junction Pipe & Supply  
P.O. Box 849  
Magna, UT 84044  
USA  
970-243-4604



Order Number	
<b>1420586</b>	
Order Date	Page
7/5/2016 10:06:45	1 of 2

Quote Expires On 8/4/2016

## Bill To:

Town Of Rangely  
209 East Main  
Rangely, CO 81648

## Ship To:

Town Of Rangely  
209 East Main  
Rangely, CO 81648

9706758476

9706758476

Requested By: Jeff LeBleu

Customer ID: 102389

Cell: 970-620-0487

PO Number	Job ID	Taker
Jeff-7/5/2016 12:50:01	16 in Tap	Darol Stumpf

Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM	Disp.				

**Special Order Note:** ALL SPECIAL ORDER ITEMS ARE SUBJECT TO SUPPLIER RETURN AUTHORIZATION / PRODUCT INSPECTION, RETURN FREIGHT, AND RESTOCKING CHARGES.

1,600.00	0.00	1,600.00	LF		(001) 57529 PURE-CORE 250# CTS 2" X 200'	LF	1.6020	2,563.20
1.00	0.00	1.00	EA		(002) 24075 BALL CORP MPTXCOMP 2" B-25028N (5)	EA	238.5720	238.57
2.00	0.00	2.00	EA		(003) 24025 CURB STOP FPTXFPT 2" H-10283 N	EA	278.3070	556.61
1.00	0.00	1.00	EA		(004) 24188 COMP TEE CTS 2" H-15381N (4)	EA	304.4800	304.48
7.00	0.00	7.00	EA		(005) 24206 COMP CPLG 2" H-15403N	EA	97.5330	682.73
2.00	0.00	2.00	EA		(006) 24217 COMP X MPT ADPT 2" H-15428N	EA	73.2510	146.50
20.00	0.00	20.00	EA		(007) 15294 LINER 2" 506141	EA	7.1910	143.82
2.00	0.00	2.00	EA		(008) 23167 CURB BOX LESS ROD 2" X 5-1/2' H-10310	EA	78.9570	157.91
2.00	0.00	2.00	EA		(009) 23173 CURB BOX LESS ROD 1" X 5-1/2' H-10314	EA	34.5960	69.19
1.00	0.00	1.00	EA		(010) 18228 BRASS HEX BSHG 2" X 3/4"	EA	14.8680	14.87
1.00	0.00	1.00	EA		(011) 534803 TAP SDL 313 17.40-18.88" X 2" IP	EA	240.0000	240.00

# QUOTATION

Grand Junction Pipe & Supply  
P.O. Box 849  
Magna, UT 84044  
USA  
970-243-4604



Order Number	
<b>1420586</b>	
Order Date	Page
7/5/2016 10:06:45	2 of 2

Quote Expires On 8/4/2016

Quantities					Item ID Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Allocated	Remaining	UOM	Disp.				
1.00	0.00	1.00	EA		(012) 40 IN-BOUND FREIGHT CHARGE	EA	0.0000	0.00

Total Lines: 12

**SUB-TOTAL:** 5,117.88

**TAX:** 0.00

**For Confirmation Only - This Is Not A Bill**

**AMOUNT DUE:** 5,117.88

## 7– Information

June 20, 2016

President Russell George  
Colorado Northwestern Community College  
500 Kennedy Dr.  
Rangely, CO 81648

**Non-Binding Letter of Intent**

Dear President George:

Rio Blanco County and the Town of Rangely agree with the long-held view that the continuing success and growth of Colorado Northwestern Community College provides a strong economic benefit to the Town and County. In looking for ways to support and enhance the growth of CNCC's Rangely Campus programs, we have examined the importance of providing adequate housing for new students, faculty and staff. Consultants hired by the Town and County have identified a development opportunity that will bring 13 new housing units, a new grocery store and an indoor recreational amenity to the downtown area. In order to successfully lay the groundwork for such a development to take place, Rangely and CNCC agree that a joint-commitment to the long term viability of the Town must be well understood by prospective developers.

This non-binding letter of intent is intended to illustrate the willingness of the Town of Rangely and CNCC to work together in creating market conditions conducive to new development. The terms outlined below are non-binding and do not obligate either party contractually.

1. The Town of Rangely recognizes that in order to entice a developer to choose to invest his or her dollars in Rangely, incentives must be offered. The Town of Rangely will expand its Urban Renewal Area to include the project area, organize a Taxing Entity Committee and secure commitments for participation in Tax Increment Financing being diverted into the project.
2. The Town of Rangely and the Rangely Development Agency will contribute its 0.15-acre parcel that lays within the project footprint into the project.
3. As each new academic year is being planned, CNCC will estimate its housing needs for the coming year and will direct overflow students, staff and faculty to these living units. In order to create a level of investment security for the project developer, CNCC agrees to guarantee the rent of 5 (or more if the need is anticipated by CNCC) housing units year-round for the first 5 years of project opening.

We are confident that by uniting and working together, we can lay the groundwork for a strong and diversified Rangely for generations to come.

Sincerely,



**Mayor Joseph Nielsen**  
Town of Rangely

ACKNOWLEDGED:

  
Russ George, President, CNCC      Date





STATE OF COLORADO  
Department of Natural Resources

<b>ORDER</b>		<b>** IMPORTANT **</b>				
Number: POGG1 PMAA 20160000000000000970		The order number and line number must appear on all invoices, packing slips, cartons and correspondence				
Date: 06/17/16						
Description: PMAA, 5706, Rangely Elks Shooting Range		<b>BILL TO</b>				
Effective Date: 06/17/16      Expiration Date: 06/30/17		BUDGET/PLANNING/GRANTS				
<b>BUYER</b>		1313 SHERMAN STREET, 1ST FLOOR				
Buyer:		DENVER, CO 80216				
Email:		<b>SHIP TO</b>				
<b>VENDOR</b>		MEEKER OFFICE				
RANGELY DEVELOPMENT CORPORATION, C/O		73485 Highway 64				
TOWN OF RANGELY		MEEKER, CO 81641				
209 E MAIN STREET		<b>SHIPPING INSTRUCTIONS</b>				
RANGELY, CO 81648		Delivery/Install Date:				
Contact: Brad Casto		F.O.B: FOB Dest, Frieght Prepaid				
Phone: (970) 675-8476		<b>VENDOR INSTRUCTIONS:</b>				
<b>Line Item</b>	<b>Commodity/Item Code</b>	<b>UOM</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>MSDS Req.</b>
1	G1000		0	0.00	\$47,893.00	<input type="checkbox"/>
Description: Grant Commodity						
Rangely Elks Shooting Range Upgrades per the attached scope of work.						
Service From: 06/17/16      Service To: 06/30/17						
<b>TERMS AND CONDITIONS</b>						
<a href="https://www.colorado.gov/osc/purchase-order-terms-conditions">https://www.colorado.gov/osc/purchase-order-terms-conditions</a>						
<b>DOCUMENT TOTAL = \$47,893.00</b>						

## **SCOPE OF WORK – SHOOTING RANGE GRANT**

### **RANGELY ELKS SHOOTING RANGE**

**PURPOSE** – Expand recreational shooting opportunities in Colorado.

**OBJECTIVES** – By June 30, 2017, perform the following at the Dragon Tail site south of Rangely:

- Remodel existing cinderblock building on site to make ADA compliant and for classroom instruction, including installation of a ADA compliant bathroom and entrance ramp;
- Construct a trap/skeet combination range, including 2 trap houses, two high and low houses, a control tower and boundary markers.
- Construct an archery range.
- Patch existing parking lot, install fencing and gate to control access to the range.

**BACKGROUND** – This project will develop a public shooting range in the Rangely area. The proposed work will make improvements to an existing cinderblock building for use as an instructional classroom, construction of a new combination trap and skeet range, construction of a new archery range, repairs to the existing parking lot and fencing to control access to the range. Funding for the project was approved by the CPW Director based on the recommendations of the Shooting Range Development Grants review panel in 2011.

Once completed, the range will host youth shooting tournaments, hunter education training, hunter sight-in practice, general public recreational shooting opportunities, and law enforcement training. Access to the site will be made through reservations with the Rangely Elks 1907. Elks members with appropriate training will be on-site while ranges are in use. No fees will be assessed to range users. The project sponsor will maintain the project improvements for their useful life of 15 years.

#### **WORK TO BE PERFORMED –**

Work anticipated to be completed during the project includes:

Trap/Skeet range: Site preparation, excavation, construction of trap houses, high houses, low houses, and control tower, power pole for night lighting, replace bench seating, and installation of trap and skeet sets and boundary markers. Project will include the purchase and installation of 4 trap machines, one for skeet and three for trap.

Classroom Building: Remodeling and painting of existing cinderblock building, remodel bathroom to ADA compliance standards, install approximately 1100 linear feet of 2" water main, repairs and painting of building exterior.

Archery range: Site preparation and construction of 80-yard archery range.

Parking, fencing, signage: Clear off, seal and patch existing parking area of approximately 22,000 square feet, install approximately 300 linear feet of 6-foot high chain link fencing along the road and around a

portion of the trap/skeet range to control public access, fabricate and install credit and other range signage.

#### **SCHEDULE –**

May – July 2016 – prepare site for construction, install concrete at trap/skeet range

June – August 2016 -- construct trap/skeet buildings and remodel new classroom and restroom

July – September 2016 – construct archery range, repair existing parking lot

#### **PERSONNEL –**

Don Reed	Rangely Elks	970-589-4450
Bill deVergie	CPW Area Wildlife Manager	970-878-6061
Jim Guthrie	Shooting Range Grant Program Coordinator	303-291-7563

#### **BUDGET --**

##### **Rangely Elks Shooting Range**

<b>Item</b>	<b>Matching funds (1)</b>	<b>SRDG funds</b>	<b>Total</b>
Trap/skeet range	\$5,000	\$34,000	\$39,000
Parking lot, fencing, signage	\$2,965	\$8,693	\$11,658
Classroom building	\$7,000	\$4,000	\$12,000
Archery range	\$1,000	\$1,200	\$2,200
<b>Total</b>	<b>\$15,965</b>	<b>\$47,893</b>	<b>\$63,858</b>

(1) – matching funds includes volunteer labor (600 hours X \$20/hour = \$12,000), donated labor and material (based on current market rates), donated funds from Elks fundraisers, and NRA and private grants.