



Town of Rangely

RDC Packet

December 18, 2019 Following RDA



Photo by Margaret Slaugh

1 – Agenda



GUIDELINES FOR PUBLIC INPUT

Public Input is a vital and important portion of every meeting and will be permitted throughout the meeting, but according to the following guidelines:

- a. Public input is allowed during the Agenda identified **Public Input** and **Public Hearing** portion of the meeting.
 - i. If you would like to address the meeting during the appropriate times, please raise your hand and when called upon you will be asked to come to the podium. ***Announce your name*** so that your statements can be adequately captured in the meeting minutes.
 - ii. ***Please keep your comments to 3-5 minutes*** as others may want to participate throughout the meeting and to insure that the subject does not drift.
- b. Throughout the meeting agenda calls for public input will be made, generally pertaining to specific action items. Please follow the same format as above.
- c. At the conclusion of the meeting, if the meeting chair believes additional public comment is necessary, the floor will be open.

We hope that this guideline will improve the effectiveness and order of the Town's Public Meetings. It is the intent of your publicly elected officials to stay open to your feelings on a variety of issues.

Thank you, Rangely Mayor

AGENDA
RANGELY DEVELOPMENT CORPORATION (RDC)
Dec 19, 2019
FOLLOWING RDA MEETING

Andrew Key, Chairman	
Keely Winger– Vice Chair	Sara Peterson
Karen Reed	Konnie Billgren
Ryan Huitt	Tim Webber

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

3 – Minutes

MINUTES
RANGELY DEVELOPMENT CORPORATION (RDC)
Nov 21, 2019
FOLLOWING RDA MEETING

Andrew Key, Chairman	
Keely Ellis– Vice Chair	Vacant Position
Karen Reed	Konnie Billgren
Vacant Position	Vacant Position

- 1) Call to Order – 7:58 a.m.
- 2) Roll Call – Andrew Key, Keely Ellis, Karen Reed, & Konnie Billgren present.
- 3) Minutes of Meeting
 - a) *Discussion and Action to approve the June 20, 2019 minutes –*
Motion made by Konnie Billgren to approve the June 20, 2019 minutes with the correction made to her name, second by Karen Reed. Motion passed
- 4) Changes to the Agenda – Add Item ‘D’ under New Business to discuss DARG
- 5) Old Business
- 6) New Business
 - a) *Discussion and Action to accept Board Nominations –* **Motion made by Konnie Billgren to accept Board Nominations, second by Karen Reed. Motion passed**
 - b) *Discussion and Action to approve the 2020 Budget –* **Motion made by Keely Ellis to approve the 2020 Budget, second by Konnie Billgren. Motion passed**
 - c) *Discussion and Action to approve the October 2019 Financials –* **Motion made by Konnie Billgren to approve the October 2019 Financials, second by Keely Ellis. Motion passed**
 - d) *Discussion of approval for the Rangely Museum’s request to retain \$6,000 for the purpose of matching funds for future grant applications - \$11,450.00 has been given to them. They requested the additional*

*\$6000. They are asking to use that for matching fund on a grant to be used later. When they receive the grant funds, we will then give them the remaining funds. **Motion made by Konnie Billgren to approve \$6000 payment, but RDC will hold funds until we have proof of expenses, and Lisa will write letter to Rangely Museum with explanation, second by Karen Reed. Motion passed***

7) Information

8) Adjourn – 8:20 a.m.

5 – Old Business
6 - New Business

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

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
76-30-300 INTEREST INCOME	13.05	145.25	500	354.75	29.05
76-30-400 MISC INCOME	5,000.00	10,000.00	20,000	10,000.00	50.00
TOTAL REVENUES	5,013.05	10,145.25	20,500	10,354.75	49.49
TOTAL FUND REVENUE	5,013.05	10,145.25	20,500	10,354.75	49.49

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

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
76-40-220 PROF/TECH SERVICES	10.75	179.63	500	320.37	35.93
76-40-301 GRANT EXPENSES	6,000.00	6,000.00	18,000	12,000.00	33.33
TOTAL OPERATING EXPENSES	6,010.75	6,179.63	18,500	12,320.37	33.40
TOTAL DEPARTMENT 40	6,010.75	6,179.63	18,500	12,320.37	33.40
TOTAL FUND EXPENDITURES	6,010.75	6,179.63	18,500	12,320.37	33.40
NET REVENUE OVER EXPENDITURES	(997.70)	3,965.62	2,000	(1,965.62)	198.28

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BYLAWS
FOR
RANGELY DEVELOPMENT CORPORATION

ARTICLE ONE
NAME

1.1 Corporate Name

The Corporation shall be known as Rangely Development Corporation or the “RDC”.

ARTICLE TWO
OFFICES

2.1 Registered Office

The Corporation shall maintain an office in the Rangely Municipal Building or such other location as the Board of Directors may designate.

2.2 Records

Records of the Corporation shall be maintained, stored, and deposited in the office of the Corporation and shall be available for inspection by any member of the Corporation or the public-at-large except that the Directors may establish reasonable rules protecting proprietary records of private parties. Until determined otherwise by the Board of Directors in a resolution, the records of the Corporation shall be treated as though subject to the Colorado Open Records Act.

ARTICLE THREE

PURPOSE. DISSOLUTION. FINANCIAL REPORTS. AREA OF OPERATIONS

3.1 Purpose The Corporation is organized and operates for charitable purposes within Section 501 (c) (3) of the Internal Revenue Code of 1954 and any corresponding provision of subsequent laws. The purpose of the Corporation is relieve economic distress and prevent community deterioration through assisting and promoting growth and development of business concerns in the Western portion of Rio Blanco County, the boundaries of said area being identical to the boundaries of the Rangely School District RE-4. Further, to implement said purpose, the Corporation shall have the power and authority to do and perform any or all lawful acts, engage in any lawful activity, and to coordinate its efforts with that of the Town of Rangely and the Rangely Development Authority, a Colorado urban renewal authority ("RDA").

3.2 No part of the gross or net earnings of the Corporation shall inure to the benefit of or be distributable to its directors, officers, employees or agents, or to any trustees, officers or employees of the Town of Rangely, or to any commissioner, officer, employee or agent of the RDA, except that the Corporation shall be authorized to pay reasonable compensation for services rendered to any of the foregoing if the conflict of interest constraints of State law or of the Town of Rangely are fully complied with, including prior disclosure to the Board of Directors and approval of a majority of said Directors constituting a quorum in an open meeting of the Corporation. Further, the RDC has the power and authority d to make payments and distributions for furtherance of the purposes set forth in Article Three hereof.

3.3 No substantial part of the activities of the Corporation shall be the carrying of propaganda or otherwise attempting to influence legislation. The Corporation shall not participate in, or intervene in (including the publishing or

distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these Bylaws, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law).

3.4 Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation or shall distribute such assets to the Town of Rangely or to another entity exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), in such manner as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

3.5 Area of Operation

The Corporation's area shall be the Western portion of the County of Rio Blanco, State of Colorado, the boundaries of said area being identical to the boundaries of the Rangely School District RE-4, Rio Blanco County, State of Colorado.

3.6 Financial Reporting The Corporation shall make such financial reports as may be requested by the Mayor or the Town Manager of the Town of Rangely.

ARTICLE FOUR MEMBERSHIP

4.1 Members

The Corporation shall have a membership of seven (7) persons to be known as "members" who shall be the Commissioners, other than the *ex-officio* members, of the Rangely Development Agency as duly appointed by the Mayor and/or the Board of Trustees of the Town of Rangely.

4.2 Terms of Members

Terms of members shall coincide and be identical with each member's term on the Rangely Development Agency. Resignation or removal of a member of said agency shall be deemed a resignation or removal of a member of the Corporation. All members shall serve as Directors of the Corporation.

ARTICLE FIVE THE BOARD OF DIRECTORS

5.1 General Powers

The business and affairs of the Corporation shall be managed by the seven members of the Board of Directors. In addition to the powers and authority expressly conferred by these Bylaws, said Board may exercise all powers of the Corporation and do all acts and things not otherwise prohibited by law or the Articles of Incorporation.

5.2 Meetings

Board meetings may be called by the Chair or any two members of the Board. The Secretary shall cause each Board member to be notified by mail or in person of any meeting at least forty-eight hours in advance of said meeting. The Board shall meet at least annually for the election of officers and any other business it may wish to conduct.

5.3 Quorum and Votes Four members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of said Board, and the affirmative vote of a majority of the members present that constitute a quorum shall constitute an act of the Board.

5.4 Adjournments

A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of those present, such meeting to be reconvened at a specific time and place. It shall not be necessary to give notice of the reconvened meeting of the business to be conducted, other than by announcement at the meeting to be adjourned.

5.5 Committees

Committees from among its own membership or from the public-at-large may be established by the Board of Directors from time to time for various purposes. All committees shall be advisory in nature and shall have no powers, staff, or authority to commit or obligate the Corporation or said Board.

5.6 Compensation

Directors shall receive no compensation, and activities of the Corporation shall not inure to their special benefit. However, reimbursement of reasonable expenses incurred as a result of their services to the Corporation may be made to Directors.

5.7 Bonds

The Board of Directors may require bonds for its officers, members, and employees conditioned on the faithful performance of the duties of their respective officers or positions, the costs of which bonds shall be defrayed by the Corporation.

5.8 Liability Insurance

The Board of Directors shall have the power to purchase and maintain liability insurance on behalf of its members, directors, officers, employees, or agents to the extent provided by Colorado law. The Town of Rangely may provide insurance in lieu of any insurance that the Corporation deems necessary.

ARTICLE SIX

OFFICERS

6.1 Number of Officers

The officers of the Corporation shall be Chairman, Vice-Chairman, Secretary, and Treasurer. No two offices shall be held by the same person. The duties of the Secretary and Treasurer may be delegated to the Rangely Town Clerk with the consent of the Rangely Town Manager.

6.2 Election of Officers

Officers shall be elected by the Board of Directors no later than thirty days following the biennial Town of Rangely municipal election and shall serve for two years or until they are no longer members of the Board, whichever is earlier.

6.3 Chairman and Vice-Chairman

The Chairman shall be the chief policy officer of the Corporation and shall preside at all meeting of the Board. The Vice-Chairman shall perform the duties of the Chairman in the absence or incapacity of that officer.

6.4 Secretary and Treasurer

The Secretary shall be responsible for the keeping of accurate records of the acts and proceedings of the Board and shall be the custodian of records. The Treasurer shall have custody of funds of the Corporation and be responsible for keeping full and true account and reporting same to the Board.

ARTICLE SEVEN

PROPERTY

7.1 Corporate Property

Any sale or any transfer of stock, bond, security, or any other property standing in the name of the Corporation shall be valid only if signed by the Corporation acting through any officer with the approval of the Board of Directors. Any transfer signed in this manner, having affixed thereon the seal of the Corporation, shall, in all respects, bind the Corporation as fully and completely as if each transaction had been authorized by specific vote of the Directors, and any person, firm, or corporation to whom a copy of this Article Seven shall have been certified by the Secretary, shall be entitled to rely thereon until notified of its repeal.

ARTICLE EIGHT

MISCELLANEOUS

8.1 Fiscal Year and Annual Financial Statements

The fiscal year of the Corporation shall be January 1 through December 31. No later than three months after the end of the fiscal year, the Treasurer shall cause to be prepared a financial statement showing in reasonable detail the financial condition of the Corporation as of the close of the fiscal year.

Revised/Readopted June 8, 2016


8.2 Amendments to Bylaws

The Board of Directors shall have the power to alter, amend, or repeal these Bylaws and adopt new Bylaws.

Revised and re-adopted by action of the Board of Directors on
June 8th, 2016.



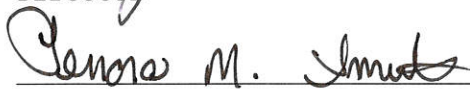
Director



Director



Director



Director



Director



Director



Director

RDA/RDC Board Retreat

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

*RDA/RDC
Board Retreat*

1. SWOT Analysis

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

2. Identify themes and Prioritize

3. Identify community values

4. Identify community goals/priorities

5. Identify organizational goals

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

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

8. Board/Town Working Relationship

7 – Information