



*Town of Rangely Conference Room*

*\*\*\* Oct 12, 2023 @ 7:30 a.m. \*\*\**

## *Agenda*

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**Keely Ellis, Chairman**







**Ron Granger, Vice Chairman**  
**Karen Reed**  
**Emma Baker**

**Jeannie Caldwell**  
**Ryan Huitt**  
**Candra Robie**

**Ex-Officio**

**Rio Blanco County Commissioner – Doug Overton**  
**School District Representative – Jerry LeBleu**  
**RJCD Board Representative – Lisa Jones**  
**Rangely Special Districts – Alden Vanden Brink**

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- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Meeting
  - a) *Discussion and Action to approve the minutes of August 10, 2023.*
- 4) Changes to the Agenda
- 5) Public Input
- 6) Old Business
- 7) New Business
  - a) *Discussion and action to approve the Financials for Aug & Sept 2023*
  - b) *Discussion and action to approve the check register for Aug & Sept 2023*
  - c) *Discussion and action to approve the 2024 Draft Budget for RDA*
- 8) Committee & Project Updates
  -  **Main Street:** Jeannie Caldwell, Lisa Piering
  -  **Mountain Bike Trails:** Keely Ellis, Jeannie Caldwell, Lisa Piering
  -  **Housing:** Lisa Piering
  -  **Cyber Security:** Jeannie Caldwell, Lisa Jones,
  -  **Outdoor Rec. – Tourism:** Ryan Huitt
  -  **Investment Opportunity:** Jeannie Caldwell, Karen Reed,
- 9) Information Adjourn



*Town of Rangely Conference Room*  
*\*\*\* August 10 @ 7:30 a.m. \*\*\**  
***Minutes***

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**Keely Ellis, Chairman**

**Ron Granger, Vice Chairman**  
**Karen Reed**  
**Emma Baker**

**Sara Peterson**  
**Ryan Huitt**  
**vacant seat**

**Ex-Officio**

**Rio Blanco County Commissioner – Doug Overton**  
**School District Representative – Jerry LeBleu**  
**RJCD Board Representative – Lisa Jones**  
**Rangely Special Districts – Alden Vanden Brink**

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- 1) Call to Order - 7:30am
- 2) Roll Call – Keely Ellis, Ron Granger, Karen Reed, Emma Baker, Doug Overton, Jerry LeBleu, Lisa Jones, and Alden Vanden Brink present. Sara Peterson, and Ryan Huitt absent.
- 3) Minutes of Meeting
  - a) *Discussion and Action to approve the minutes of May 11th, 2023.* – Motion made by Alden Vanden Brink to approve the minutes of May 11<sup>th</sup>, 2023, second by Emma Baker. Motion passed.
- 4) Changes to the Agenda - None
- 5) Public Input – Raquel Peterson, Childcare Grant Updates – Raquel wanted to update on the Childcare Grant that started earlier in the year. Raquel stated that there are still 7 participants that plan on applying for the grant. Raquel has been working with Giant Step. With a change of type of license, Giant Step can apply for a large center license and would allow for up to 40 kids. If there was a need to move to the EEC, that would open up to 60 kids. Raquel also stated that they would like to expand the number of days to include Fridays and hours of operation which would be 6:30am to 7:30pm. Raquel asked for a letter of support from the board. The grant will be awarded in September and have funding in October.
- 6) Old Business
- 7) New Business
  - a) *Discussion and Action to accept the resignation of Sara Peterson* – Motion made by Emma Baker to accept the resignation of Sara Peterson, second by Jerry LeBleu. Motion passed.
  - b) *Discussion and action to appoint Jeannie Caldwell to the Rangely Development Authority Board* – Motion made by Alden Vanden Brink to appoint Jeannie Caldwell to the Rangely Development Authority Board, second by Ron Granger. Motion passed.
  - c) *Discussion and action to appoint Candra Robie to the Rangely Development Authority Board* – Motion made by Emma Baker to appoint Candra Robie to the Rangely Development Authority Board, second by Jerry LeBleu. Motion passed.
  - d) *Discussion and action to approve the Financials for May, June & July 2023* – Motion made by Ron Granger to approve the Financials for May, June & July 2023, second by Emma Baker. Motion passed.



- e) *Discussion and action to approve the check register for May, June & July 2023 – Motion made by Emma Baker to approve the check register for May, June & July 2023, second by Jerry LeBleu. Motion passed.*
- f) *Discussion to promote of Small Business Accelerated Grough Program – Motion made by Lisa Jones to have a letter of support any businesses who are interested in applying for the program, second by Emma Baker. Motion passed.*
- g) *Discussion and action to approve a grant to Coyote Run Tack & Consignment (application will follow) – Application was not received, will be on next agenda.*

#### 8) Committee & Project Updates

- + **Main Street:** Jeannie Caldwell, Lisa Piering – *Preparing an application to get the next status, which is designated status. The status would increase our grants. Main Street will be making a visit on September 11<sup>th</sup>. Received a grant to do the engineering for two walking paths. A mural on South White is in design stage. Bud's Sign is also in design for the big billboards on each end of town.*
- + **Mountain Bike Trails:** Keely Ellis, Jeannie Caldwell, Lisa Piering – *Ride the Rockies is interested in Rangely and also adding the Gravel Grinder back that was cancelled due to COVID. Ride the Rockies could possibly be in June 2024.*
- + **Housing:** Lisa Piering – *Working on proposition 123. Having conversations with a builder that owns some lots of West Main. It would be for affordable housing. The builder also stated that he may build a show house.*
- + **Cyber Security:** Jeannie Caldwell, Lisa Jones – *The attorney general's office has awarded CNCC with 2 more years on the Cyber Security grant. Most of the students are competing in national cyber security tournaments. Have internships set up through Lockheed Martin. Working on getting a specialization in Aviation security and an accelerated program.*
- + **Outdoor Rec. – Tourism:** Ryan Huitt – *CNCC is looking for an Outdoor Rec director. They would like to have an advisory board to help.*
- + **Investment Opportunity:** Jeannie Caldwell, Karen Reed – *The is someone that may donate more land to the Town.*

- 9) Information – Friends of the NRA is having an event on CNCC campus, August 11<sup>th</sup>. Rock n Bulls is August 26th. 7 people coming from the State Legislator today. CNCC students will be starting soon.

- 10) Adjourn -8:33am

TOWN OF RANGELY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

ECONOMIC DEVELOPMENT FUND/RDA

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>REVENUES</u>					
73-30-100	HOUSING REVENUE	5,175.00	40,500.00	62,500	22,000.00	64.80
73-30-200	INTEREST EARNED	21.57	147.53	200	52.47	73.77
73-30-320	MAIN ST REVENUES	.00	61,896.24	1,535,000	1,473,103.76	4.03
73-30-500	MISCELLANEOUS INCOME	.00	1,300.00	120,000	118,700.00	1.08
	TOTAL REVENUES	5,196.57	103,843.77	1,717,700	1,613,856.23	6.05
	TOTAL FUND REVENUE	5,196.57	103,843.77	1,717,700	1,613,856.23	6.05

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2023

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	77.92	321.26	4,500	4,178.74	7.14
73-40-250 HOUSING MANAGEMENT EXPENSE	3,914.00	30,906.47	45,000	14,093.53	68.68
73-40-260 HOUSING MAINT/REPAIRS	.00	.00	2,000	2,000.00	.00
73-40-270 UTILITIES	.00	.00	100	100.00	.00
73-40-300 MARKETING	.00	83.84	1,000	916.16	8.38
73-40-301 GRANT EXPENSES	.00	6,100.00	25,000	18,900.00	24.40
TOTAL OPERATING EXPENSES	3,991.92	37,411.57	77,600	40,188.43	48.21
<u>CAPITAL IMPROVEMENTS</u>					
73-40-800 CAPITAL IMPROVEMENTS	.00	.00	1,700,000	1,700,000.00	.00
TOTAL CAPITAL IMPROVEMENTS	.00	.00	1,700,000	1,700,000.00	.00
TOTAL EXPENDITURES	3,991.92	37,411.57	1,777,600	1,740,188.43	2.10
TOTAL FUND EXPENDITURES	3,991.92	37,411.57	1,777,600	1,740,188.43	2.10
NET REVENUE OVER EXPENDITURES	1,204.65	66,432.20	59,900-	( 126,332.20)	110.91

TOWN OF RANGELY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
73-30-100 HOUSING REVENUE	5,175.00	45,675.00	62,500	16,825.00	73.08
73-30-200 INTEREST EARNED	21.57	169.10	200	30.90	84.55
73-30-320 MAIN ST REVENUES	.00	61,896.24	1,535,000	1,473,103.76	4.03
73-30-500 MISCELLANEOUS INCOME	.00	1,300.00	120,000	118,700.00	1.08
TOTAL REVENUES	5,196.57	109,040.34	1,717,700	1,608,659.66	6.35
TOTAL FUND REVENUE	5,196.57	109,040.34	1,717,700	1,608,659.66	6.35

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

ECONOMIC DEVELOPMENT FUND/RDA

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
73-40-220 PROF/TECH SERVICES	13.87	335.13	4,500	4,164.87	7.45
73-40-250 HOUSING MANAGEMENT EXPENSE	3,914.00	34,820.47	45,000	10,179.53	77.38
73-40-260 HOUSING MAINT/REPAIRS	.00	.00	2,000	2,000.00	.00
73-40-270 UTILITIES	.00	.00	100	100.00	.00
73-40-300 MARKETING	.00	83.84	1,000	916.16	8.38
73-40-301 GRANT EXPENSES	.00	6,100.00	25,000	18,900.00	24.40
TOTAL OPERATING EXPENSES	3,927.87	41,339.44	77,600	36,260.56	53.27
<u>CAPITAL IMPROVEMENTS</u>					
73-40-800 CAPITAL IMPROVEMENTS	.00	.00	1,700,000	1,700,000.00	.00
TOTAL CAPITAL IMPROVEMENTS	.00	.00	1,700,000	1,700,000.00	.00
TOTAL EXPENDITURES	3,927.87	41,339.44	1,777,600	1,736,260.56	2.33
TOTAL FUND EXPENDITURES	3,927.87	41,339.44	1,777,600	1,736,260.56	2.33
NET REVENUE OVER EXPENDITURES	1,268.70	67,700.90	59,900-	( 127,600.90)	113.02

## Report Criteria:

Report type: Invoice detail

Invoice Detail.GL account = "7340220","7340255","7340260","7340270","7340300","7340301","7340700","7340800","7340250"

GL Period	Payee	Invoice GL Account Title	Check Issue Date	Check Number	Invoice Number	Amount
08/23	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	08/15/2023	84964	34614139	13.87
	Total ALL COPY PRODUCTS INC.:					13.87
08/23	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	08/15/2023	84973	SAGE RENT 0	3,914.00
	Total CF INVESTORS PARTNERSHIP LLP:					3,914.00
	Grand Totals:					3,927.87

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
73-21500	.00	3,927.87-	3,927.87-
73-40-220	13.87	.00	13.87
73-40-250	3,914.00	.00	3,914.00
Grand Totals:	3,927.87	3,927.87-	.00

August 10, 2023 \*\*\*APPROVED CHECK REGISTER\*\*\*

RDC BOARD



## Report Criteria:

Report type: Invoice detail

Invoice Detail.GL account = "7340220","7340255","7340260","7340270","7340300","7340301","7340700","7340800","7340250"

GL Period	Payee	Invoice GL Account Title	Check Issue Date	Check Number	Invoice Number	Amount
09/23	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	09/15/2023	85061	34804034	13.87
	Total ALL COPY PRODUCTS INC.:					13.87
09/23	CF INVESTORS PARTNERSHIP LLP	HOUSING MANAGEMENT EXPENSE	09/15/2023	85073	SAGE RENT 0	3,914.00
	Total CF INVESTORS PARTNERSHIP LLP:					3,914.00
	Grand Totals:					3,927.87

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
73-21500	.00	3,927.87-	3,927.87-
73-40-220	13.87	.00	13.87
73-40-250	3,914.00	.00	3,914.00
Grand Totals:	3,927.87	3,927.87-	.00

August 10, 2023 \*\*\*APPROVED CHECK REGISTER\*\*\*

RDC BOARD

## Report Criteria:

Actual amounts

All accounts

Account.Termination date = IS NULL

Account.Account number = "7330100"-"7340800"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>73-30-100 HOUSING REVENUE</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	35,325.00-
AR	6 Billings			5,175.00-	
		08/31/2023 (08/23) Period Totals and Balance	.00 *	5,175.00- *	40,500.00-
AR	8 Billings			5,175.00-	
		09/30/2023 (09/23) Period Totals and Balance	.00 *	5,175.00- *	45,675.00-
YTD Encumbrance	.00	YTD Actual	45,675.00- Total	45,675.00- YTD Budget	62,500.00- Unearned 16,825.00
<b>73-30-200 INTEREST EARNED</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	125.96-
JE	54 INT INCOME			21.52-	
JE	84 INT INCOME			.05-	
		08/31/2023 (08/23) Period Totals and Balance	.00 *	21.57- *	147.53-
JE	45 INT INCOME			.05-	
JE	72 INTEREST EARNED			21.52-	
		09/30/2023 (09/23) Period Totals and Balance	.00 *	21.57- *	169.10-
YTD Encumbrance	.00	YTD Actual	169.10- Total	169.10- YTD Budget	200.00- Unearned 30.90
<b>73-30-310 MAIN STREET GRANT - MSOB</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
<b>73-30-320 MAIN ST REVENUES</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	61,896.24-
AP	331 PLUMMER, BRITTNEY		170.00		
CR	3263067 HOMETOWN HERO BANNER - BAKER, BRITTNEY			170.00-	
		08/31/2023 (08/23) Period Totals and Balance	170.00 *	170.00- *	61,896.24-
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	61,896.24-
YTD Encumbrance	.00	YTD Actual	61,896.24- Total	61,896.24- YTD Budget	1,535,000.00- Unearned 1,473,103.76
<b>73-30-500 MISCELLANEOUS INCOME</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	1,300.00-
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	1,300.00-
YTD Encumbrance	.00	YTD Actual	1,300.00- Total	1,300.00- YTD Budget	120,000.00- Unearned 118,700.00

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>73-40-220 PROF/TECH SERVICES</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	243.34
AP	32	ALL COPY PRODUCTS INC.	13.87		
JE	72	WC ADJ	64.05		
		08/31/2023 (08/23) Period Totals and Balance	77.92 *	.00 *	321.26
AP	15	ALL COPY PRODUCTS INC.	13.87		
		09/30/2023 (09/23) Period Totals and Balance	13.87 *	.00 *	335.13
YTD Encumbrance	.00	YTD Actual	335.13	Total	335.13
YTD Budget	4,500.00	Unexpended	4,164.87		
<b>73-40-250 HOUSING MANAGEMENT EXPENSE</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	26,992.47
AP	43	CF INVESTORS PARTNERSHIP LLP	3,914.00		
		08/31/2023 (08/23) Period Totals and Balance	3,914.00 *	.00 *	30,906.47
AP	76	CF INVESTORS PARTNERSHIP LLP	3,914.00		
		09/30/2023 (09/23) Period Totals and Balance	3,914.00 *	.00 *	34,820.47
YTD Encumbrance	.00	YTD Actual	34,820.47	Total	34,820.47
YTD Budget	45,000.00	Unexpended	10,179.53		
<b>73-40-255 HOUSING RENTAL EXP/FEE</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	.00	Unexpended	.00		
<b>73-40-260 HOUSING MAINT/REPAIRS</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	2,000.00	Unexpended	2,000.00		
<b>73-40-270 UTILITIES</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
YTD Budget	100.00	Unexpended	100.00		
<b>73-40-300 MARKETING</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	83.84
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	83.84
YTD Encumbrance	.00	YTD Actual	83.84	Total	83.84
YTD Budget	1,000.00	Unexpended	916.16		

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>73-40-301 GRANT EXPENSES</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	6,100.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	6,100.00
YTD Encumbrance	.00	YTD Actual	6,100.00	Total	6,100.00
		YTD Budget	25,000.00	Unexpended	18,900.00
<b>73-40-700 CAPITAL OUTLAY</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>73-40-710 CAP OUTLAY--MSOB</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>73-40-730 CAP OUTLAY-MAIN ST PROJECTS</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unexpended	.00
<b>73-40-800 CAPITAL IMPROVEMENTS</b>					
		07/31/2023 (07/23) Balance	.00 *	.00 *	.00
		09/30/2023 (09/23) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	1,700,000.00	Unexpended	1,700,000.00
Number of transactions: 13    Number of accounts: 16					
			Debit	Credit	Proof
Total ECONOMIC DEVELOPMENT FUND/RDA:			8,089.79	10,563.14-	2,473.35-
Number of transactions: 13    Number of accounts: 16					
			Debit	Credit	Proof
Grand Totals:			8,089.79	10,563.14-	2,473.35-

## Report Criteria:

Actual amounts

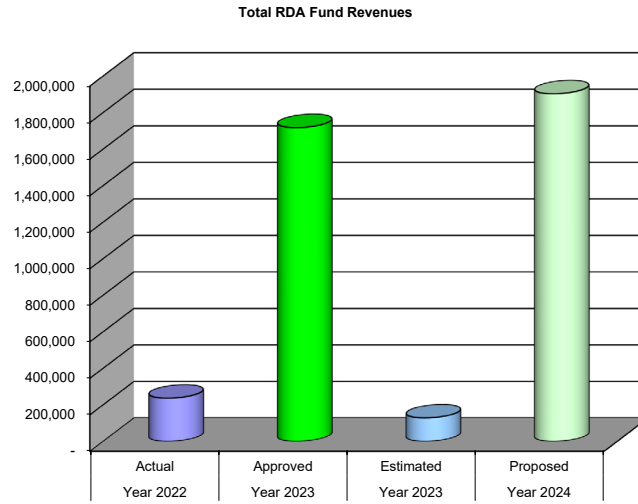
All accounts

Account Termination date = IS NULL

Account.Account number = "7330100"."7340800"

**TOWN OF RANGELY, COLORADO**  
**RANGELY DEVELOPMENT AGENCY FUND REVENUES**  
**2024 BUDGET**

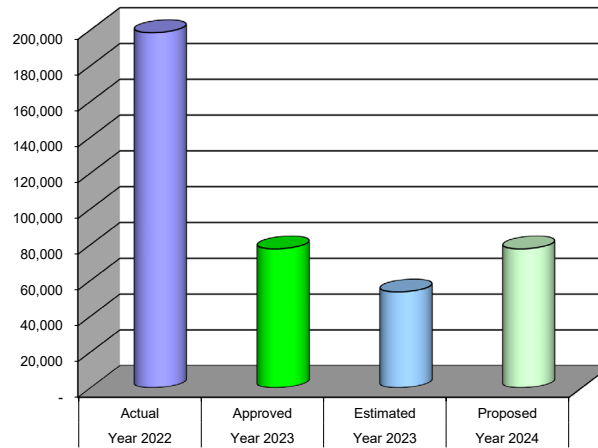
Account	Description	Year 2022 Actual	Year 2023 Approved	Year 2023 Estimated	Year 2024 Proposed
73-30-100	HOUSING REVENUE	61,334	62,500	60,557	62,500
73-30-200	INTEREST EARNINGS CD	78	200	216	200
73-30-320	MAIN STREET GRANTS	141,799	1,535,000	65,000	1,750,000
73-30-500	MISCELLANEOUS INCOME	33,062	120,000	2,229	90,000
<b>TOTAL RDA FUND REVENUES</b>		<b>236,273</b>	<b>1,717,700</b>	<b>128,002</b>	<b>1,902,700</b>



**TOWN OF RANGELY, COLORADO**  
**RANGELY DEVELOPMENT AGENCY FUND EXPENSES**  
**2024 BUDGET**

Account	Description	Year 2022 Actual	Year 2023 Approved	Year 2023 Estimated	Year 2024 Proposed
73-40-220	PROF/TECH SERVICES	1,940	4,500	274	4,500
73-40-250	HOUSING MANAGEMENT EXPENSE	47,665	45,000	46,273	45,000
73-40-255	HOUSING RENTAL EXP/FEE	-	-	-	-
73-40-260	BUILDING & MAINTENANCE	348	2,000	-	2,000
73-40-270	UTILITIES	26	100	-	100
73-40-300	MARKETING	210	1,000	-	1,000
73-40-301	GRANT EXPENSE	148,250	25,000	7,000	25,000
<b>TOTAL OPERATING</b>		<b>198,439</b>	<b>77,600</b>	<b>53,547</b>	<b>77,600</b>
73-40-700	CAPITAL OUTLAY	16,304	-	-	-
73-40-800	CAPITAL IMPROVEMENTS	-	1,700,000	-	2,000,000
<b>TOTAL CAPITAL</b>		<b>16,304</b>	<b>1,700,000</b>	<b>-</b>	<b>2,000,000</b>
<b>TOTAL RDA FUND EXPENSES</b>		<b>214,743</b>	<b>1,777,600</b>	<b>53,547</b>	<b>2,077,600</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>		<b>21,530</b>	<b>(59,900)</b>	<b>74,455</b>	<b>(174,900)</b>

Total Operating



Total RDA Fund Expenses

