



# Town of Rangely

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*RDC Board Packet*  
*August 8th, 2024 - Following RDA Meeting*





*Town of Rangely Conference Room*

*\*\*\* August 8<sup>th</sup>, 2024 \*\*\**

## *Agenda*

### *FOLLOWING RDA MEETING*

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**Keely Ellis, Chairman**

**Ron Granger, Vice Chairman**

**Karen Reed**

**Ryan Huitt**

**Jeannie Caldwell**

**Candra Robie**

**Emma Baker**

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1) **Call to Order**

2) **Roll Call**

3) **Minutes of Meeting**

*a) Discussion and Action to approve the June 13th, 2024, minutes.*

4) **Changes to the Agenda**

5) **Old Business**

6) **New Business**

*a) Discussion and action to approve the May/June 2024 Financials*

*b) Discussion and action to approve the check register May/June 2024*

*c) Discussion and action to approve Historic Preservation organizational documents*

*d) Update River Project Just Transition*

7) **Information**

8) **Adjourn**



*Town of Rangely Conference Room*  
*\*\*\* June 13, 2024 \*\*\**

***Minutes***  
***FOLLOWING RDA MEETING***

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Keely Ellis, Chairman

Ron Granger, Vice Chairman  
Karen Reed  
Ryan Huitt

Jeannie Caldwell  
Candra Robie  
Emma Baker

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- 1) **Call to Order** – 8:11am
- 2) **Roll Call** - Keely Ellis, Ron Granger, Emma Baker, Jeannie Caldwell, and Candra Robie present. Karen Reed and Ryan Huitt were absent.
- 3) **Minutes of Meeting**
  - a) *Discussion and Action to approve the April 11<sup>th</sup>, 2024, minutes.* – **Motion made by Candra Robie to approve the April 11<sup>th</sup>, 2024, minutes, second by Emma Baker. Motion passed.**
- 4) **Changes to the Agenda** - None
- 5) **Old Business**
- 6) **New Business**
  - a) *Discussion and action to approve the March/April 2024 Financials* – **Motion made by Emma Baker to approve the March/April 2024 Financials, second by Jeannie Caldwell. Motion passed.**
  - b) *Discussion and action to approve the check register March/April 2024* – **Motion made by Candra Robie to approve the check register March/April 2024, second by Emma Baker. Motion passed.**
  - c) *Update Historic Preservation committee/Certified Local Government* – Town Council had their first read at the last town council meeting. The Municipal Code will be changed. The committee has met and will meet again later this month. The committee needs one more member.
- 7) **Information**
- 8) **Adjourn** – 8:19am

TOWN OF RANGELY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 5 MONTHS ENDING MAY 31, 2024

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
76-30-300 INTEREST INCOME	975.13	4,703.76	500	( 4,203.76)	940.75
76-30-400 MISC INCOME	.00	16,073.52	10,200,000	10,183,926.48	.16
TOTAL REVENUES	975.13	20,777.28	10,200,500	10,179,722.72	.20
TOTAL FUND REVENUE	975.13	20,777.28	10,200,500	10,179,722.72	.20

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2024

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
76-40-220 PROF/TECH SERVICES	13.42	190.93	500	309.07	38.19
76-40-301 GRANT EXPENSES	.00	.00	67,000	67,000.00	.00
<b>TOTAL OPERATING EXPENSES</b>	<b>13.42</b>	<b>190.93</b>	<b>67,500</b>	<b>67,309.07</b>	<b>.28</b>
 <u>CAPITAL IMPROVEMENTS</u>					
76-40-800 CAPITAL IMPROVEMENTS	5,345.77	21,419.29	10,196.00	10,174,580.71	.21
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>5,345.77</b>	<b>21,419.29</b>	<b>10,196.00</b>	<b>10,174,580.71</b>	<b>.21</b>
<b>TOTAL DEPARTMENT 40</b>	<b>5,359.19</b>	<b>21,610.22</b>	<b>10,263.50</b>	<b>10,241,889.78</b>	<b>.21</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>5,359.19</b>	<b>21,610.22</b>	<b>10,263.50</b>	<b>10,241,889.78</b>	<b>.21</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 4,384.06)</b>	<b>( 832.94)</b>	<b>63,000-</b>	<b>( 62,167.06)</b>	<b>( 1.32)</b>

TOWN OF RANGELY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 6 MONTHS ENDING JUNE 30, 2024

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
76-30-300 INTEREST INCOME	918.90	5,622.66	500	( 5,122.66)	1124.53
76-30-400 MISC INCOME	19,191.22	35,264.74	10,200,000	10,164,735.26	.35
TOTAL REVENUES	<u>20,110.12</u>	<u>40,887.40</u>	<u>10,200,500</u>	<u>10,159,612.60</u>	<u>.40</u>
TOTAL FUND REVENUE	<u>20,110.12</u>	<u>40,887.40</u>	<u>10,200,500</u>	<u>10,159,612.60</u>	<u>.40</u>

TOWN OF RANGELY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 6 MONTHS ENDING JUNE 30, 2024

RDC RANGELY DEV CORP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
76-40-220 PROF/TECH SERVICES	20.52	211.45	500	288.55	42.29
76-40-301 GRANT EXPENSES	.00	.00	67,000	67,000.00	.00
<b>TOTAL OPERATING EXPENSES</b>	<b>20.52</b>	<b>211.45</b>	<b>67,500</b>	<b>67,288.55</b>	<b>.31</b>
 <u>CAPITAL IMPROVEMENTS</u>					
76-40-800 CAPITAL IMPROVEMENTS	13,745.45	35,164.74	10,196.00	10,160,835.26	.34
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>13,745.45</b>	<b>35,164.74</b>	<b>10,196.00</b>	<b>10,160,835.26</b>	<b>.34</b>
<b>TOTAL DEPARTMENT 40</b>	<b>13,765.97</b>	<b>35,376.19</b>	<b>10,263.50</b>	<b>10,228,123.81</b>	<b>.34</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>13,765.97</b>	<b>35,376.19</b>	<b>10,263.50</b>	<b>10,228,123.81</b>	<b>.34</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>6,344.15</b>	<b>5,511.21</b>	<b>63,000-</b>	<b>( 68,511.21)</b>	<b>8.75</b>

Report Criteria:

Actual amounts  
 All accounts  
 Account.Termination date = IS NULL  
 Account.Account number = "7630100"- "7640800"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
<b>76-30-300 INTEREST INCOME</b>						
		04/30/2024 (04/24) Balance	.00 *	.00 *	3,728.63-	
JE	63	INT EARNED		754.67-		
JE	65	INT EARNED		220.46-		
		05/31/2024 (05/24) Period Totals and Balance	.00 *	975.13- *	4,703.76-	
JE	52	INT EARNED		188.57-		
JE	54	INT EARNED		730.33-		
		06/30/2024 (06/24) Period Totals and Balance	.00 *	918.90- *	5,622.66-	
YTD Encumbrance	.00	YTD Actual	5,622.66- Total	5,622.66- YTD Budget	500.00- Unearned	5,122.66-
<b>76-30-400 MISC INCOME</b>						
		04/30/2024 (04/24) Balance	.00 *	.00 *	16,073.52-	
CRJE	63	JT Grant Reimbursement River Access 2nd QTR 24		19,191.22-		
		06/30/2024 (06/24) Period Totals and Balance	.00 *	19,191.22- *	35,264.74-	
YTD Encumbrance	.00	YTD Actual	35,264.74- Total	35,264.74- YTD Budget	10,200,000.00- Unearned	10,164,735.26
<b>76-40-220 PROF/TECH SERVICES</b>						
		04/30/2024 (04/24) Balance	.00 *	.00 *	177.51	
AP	113	ALL COPY PRODUCTS INC.	13.42			
		05/31/2024 (05/24) Period Totals and Balance	13.42 *	.00 *	190.93	
AP	76	COLUMN SOFTWARE PBC	7.10			
AP	139	ALL COPY PRODUCTS INC.	13.42			
		06/30/2024 (06/24) Period Totals and Balance	20.52 *	.00 *	211.45	
YTD Encumbrance	.00	YTD Actual	211.45 Total	211.45 YTD Budget	500.00 Unexpended	288.55
<b>76-40-301 GRANT EXPENSES</b>						
		04/30/2024 (04/24) Balance	.00 *	.00 *	.00	
		06/30/2024 (06/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	67,000.00 Unexpended	67,000.00
<b>76-40-700 CAPITAL OUTLAY</b>						
		04/30/2024 (04/24) Balance	.00 *	.00 *	.00	
		06/30/2024 (06/24) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00



Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>76-40-800 CAPITAL IMPROVEMENTS</b>					
		04/30/2024 (04/24) Balance	.00 *	.00 *	16,073.52
AP	464	RIVERRESTORATION ORG LLC	2,576.52		
AP	465	RIVERRESTORATION ORG LLC	1,166.00		
AP	466	RIVERRESTORATION ORG LLC	1,603.25		
		05/31/2024 (05/24) Period Totals and Balance	5,345.77 *	.00 *	21,419.29
AP	346	RIVERRESTORATION ORG LLC	13,745.45		
		06/30/2024 (06/24) Period Totals and Balance	13,745.45 *	.00 *	35,164.74

YTD Encumbrance .00 YTD Actual 35,164.74 Total 35,164.74 YTD Budget 10,196,000.00 Unexpended 10,160,835.26

Number of transactions: 12 Number of accounts: 6

Debit	Credit	Proof
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Total RDC RANGELY DEV CORP FUND:

19,125.16	21,085.25-	1,960.09-
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Number of transactions: 12 Number of accounts: 6

Debit	Credit	Proof
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Grand Totals:

19,125.16	21,085.25-	1,960.09-
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Report Criteria:

Actual amounts

All accounts

Account Termination date = IS NULL

Account.Account number = "7630100"."7640800"

Report Criteria:

Report type: Invoice detail  
 Invoice Detail.GL account = "7640220","7640301","7640700","7640800"

GL Period	Payee	Invoice GL Account Title	Check Issue Date	Check Number	Invoice Number	Amount
05/24	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	05/15/2024	85932	36546197	13.42
06/24	ALL COPY PRODUCTS INC.	PROF/TECH SERVICES	06/14/2024	86102	36779252	13.42
Total ALL COPY PRODUCTS INC.:						26.84
06/24	COLUMN SOFTWARE PBC	PROF/TECH SERVICES	06/14/2024	86052	574A3FOF-019	7.10
Total COLUMN SOFTWARE PBC:						7.10
06/24	RIVERRESTORATION ORG LLC	CAPITAL IMPROVEMENTS	06/14/2024	86086	3280	2,576.52
06/24	RIVERRESTORATION ORG LLC	CAPITAL IMPROVEMENTS	06/14/2024	86086	3302	1,166.00
06/24	RIVERRESTORATION ORG LLC	CAPITAL IMPROVEMENTS	06/14/2024	86086	3322	1,603.25
06/24	RIVERRESTORATION ORG LLC	CAPITAL IMPROVEMENTS	06/28/2024	86130	3351	13,745.45
Total RIVERRESTORATION ORG LLC:						19,091.22
Grand Totals:						19,125.16

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
76-21500	.00	19,125.16-	19,125.16-
76-40-220	33.94	.00	33.94
76-40-800	19,091.22	.00	19,091.22
Grand Totals:	19,125.16	19,125.16-	.00

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

RDC BOARD

## **15.50 Historical Structure Preservation**

### **15.50.010 Purpose**

The purpose of this Chapter is to provide for the preservation of the unique historic and cultural heritage of the Town as embodied in designated historic structures and landmarks, for an increase in local economic activity and financial benefits as a result of the attraction of visitors and tourists to the Town and for greater appreciation of local history by means of educating students and the public at large about the history of the Rangely area.

### **15.50.020 Board designated.**

The Rangely Development Corporation, a non-profit corporation, organized under State law, has created a subcommittee called the Rangely Preservation Board, to be responsible for research and surveys of historic structures and landmarks. It shall, among other duties, adopt criteria for proposals to preserve historic structures and landmarks, negotiate, execute, and administer agreements for preservation of historic structures and landmarks, develop and assist in public education programs, actively pursue grants and financial assistance, and cause designated structures and landmarks to be preserved and restored.

### **15.50.030 Designation of historic structures**

Nominations for a structure or landmark designation can be brought before the Rangely Preservation Board based on criteria established for such designation. The commission will make recommendations to the Rangely Development Corporation to consider the designation of historic structures and landmarks for approval.

### **15.50.040 Structures in place**

For those structures and landmarks that are located within the Town limits and that can be preserved and/or restored in place, a recommendation for designation as an historic structure or landmark shall not be made until an agreement has been reached between the Rangely Preservation Board and the owner acknowledging, among other things, restrictions on use, alterations, maintenance, additions, preservation, restoration, removal, moving, and/or demolition.

### **15.50.050 Designation by Resolution**

The Rangely Development Corporation upon approval of recommendations by the Rangely Preservation Board to designate such historic structures or landmarks, shall forward by resolution, to the Rangely Town Council for designation, following a public hearing. Such resolution shall include a description of the characteristics of the structure or landmark and a statement of reasons why it should be preserved.

## **Town of Rangely Preservation Plan**

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The Rangely Preservation Board and Town plans to pursue the following items as short-term goals:

- Implementation of the adopted Historic Preservation Municipal Code 15.50
  - Approval of Landmark Nomination forms
  - Approval of Certificate of Appropriateness forms
- Survey Preparation
  - Prioritize areas for historical/architectural survey
    - E.g. historic downtown, historic industry assets
  - Apply for grants to support survey
- Public Education/Outreach
  - Promote engagement through HPC social media
  - Encourage stewardship for historic resources
  - Encourage local designation of historic resources

### **The application process:**

- Application is submitted to the Rangely Preservation Board to be reviewed for completeness, along with a non-refundable fee of \$50.00.
- Owner consent is sought if not submitted with the application form.
- The nomination is scheduled for review by the Rangely Preservation Board within 60 days.
- Historic Preservation Board Review and Recommendation.
- The board reviews the nomination for conformance with established criteria for designation.
- The board approves, modifies and approves, or disapproves the proposal within 30-60 days following the review.
- If approved, the board refers the proposal to the RDC for recommendation Town Council.

### **Town Council Procedures:**

- The Town Council will hold a public hearing within 30 days of receiving a referral from the board.
- The Town Clerk notifies owner(s) 10 days prior to the public hearing.
- The Town Council approves, modifies and approves, or disapproves the proposed designation.
- If approved, the Town Council approves a designating resolution.

### **Notice of Designation**

- The Town Clerk notifies the owner(s) of a designation by Council.

## Town of Rangely RPB Members

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The Rangely Preservation Board is comprised of the following members:

- **Emma Baker** – Executive Director for the Rangely Area Chamber of Commerce. Previous RACC Board Member and President, Board Member of the Rangely Development Authority and Rangely Development Corporation and has sat on several different boards over the years. Grew up in Rio Blanco County and have a deep family history in this area and Blue Mountain. Founder and coordinator of Butch Cassidy’s Wild Bunch Days and has worked to integrate more of this area’s history within our RACC events and everyday life.
- **Jeannie Caldwell** – Marketing Director for the Town of Rangely and Main Street Executive Director. Jeannie has more than 20 years of experience in marketing and sales. She graduated from Northern Kentucky University with a bachelor’s degree in business administration.
- **Keely Ellis** – Executive Director of Institutional Advancement/Foundation for Colorado Northwestern Community College and Chair for the Rangely Development Authority and Rangely Development Corporation boards. Keely has over eight years of experience in economic development, marketing and public relations. She graduated from the University of Wyoming with a bachelor’s degree in business administration.
- **Diana Sizemore** – Executive Director for the Rangely Outdoor Museum and a board member for the Rangely Cemetery District, Rangely District Hospital, Rangely Community Gardens, Rangely Junior College District, Colorado Northwestern Community College (CNCC) Foundation, and trustee for Rangely Elk’s BPOE 1907. She has been a long-time community member who is dedicated to serving her community. She moved to Rangely in 1975 to attend college and never left. She graduated from CNCC with an associate’s degree in science and dental hygiene.



## **AGENDA RANGELY PRESERVATION BOARD MEETING DATE**

**Board Members** Jeannie Caldwell ~ Emma Baker ~ Diane Sizemore ~ Keely Ellis

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**Call to Order:** Meeting was called to order at **(TIME)** by **(PERSON)**.

**Roll Call:**

**Approval of Agenda:**

**Approval of Previous Meeting's Minutes:**

**Reports:**

- (a) Audience Business**
- (b) Board Report**

**Regular Agenda:**

**Scheduling of Next Meeting**

**Comments:**

**Adjourn:**



## MINUTES RANGELY PRESERVATION BOARD MEETING July 29, 2024

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**Call to Order:** Meeting was called to order at 3:00 pm by Jeannie Caldwell

**Roll Call:** Jeannie Caldwell, Present  
Emma Baker, Present  
Diane Sizemore, Present  
Keely Ellis, Absent

**Agenda:**

This is the first “official” meeting of the Board was held today. Two prior meetings were held but were strictly for organization purposes.

Items to be completed prior to applying to become a Certified Local Government were reviewed. Assignments were made as follows:

- Logo and letterhead creation – Emma Baker
- List of RPB Members with qualifications – Emma Baker
- Town of Rangely Preservation Plan – Keely Ellis
- Minutes – Jeannie Caldwell
- Public Hearing Notice – Jeannie Caldwell
- Letter approving a site for designation – Jeannie Caldwell

We agreed that this information should be presented to the RDA/RDC for approval. Information was to be supplied to Jeannie Caldwell by Thursday at noon.



Town of Rangely  
Historic Preservation Board  
209 E Main  
Rangely, CO 81468

**Date**

**<Address Block>**

Dear **(Applicant Name)**:

Congratulations! Your property located at **(address)** is now a designated Rangely Landmark. Following the recommendation of the Rangely Preservation Board, the Board of Trustees adopted Resolution **(###)** placing your property on the local register of historic places because of its significance under Criteria **(A/B/C/D/E)** for its **(Describe)** and its physical integrity. Resolution **(###)** is attached for your records.

Please keep in mind that with this designation comes obligations as well as benefits. If you are planning any work that would impact the exterior of your property, it will need to follow all building permitting processes. Your project will be reviewed by the Town Planning Staff and the Rangely Preservation Board, If approved, you will be issued a Certificate of Appropriateness for the proposed for work along with the building permit.

Landmark designation also opens the door for some financial incentives you can apply for to help with your rehabilitation projects. For example, the State of Colorado offers income tax credits for historic preservation projects: if approved, this incentive provides you with 2% or more of your qualified rehabilitation costs back in the form of a tax credit. You can read more about preservation tax credits here:

<https://www.historycolorado.org/preservation-tax-credits>

Your decision to preserve historic property helps the Town or Rangely maintain its sense of place and the character that makes Rangely special.

Sincerely,

Rangely Preservation Board



## Lisa Piering

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**From:** Jocelyn Mullen  
**Sent:** Thursday, August 1, 2024 4:09 PM  
**To:** Lisa Piering  
**Subject:** Progress on OJT River Access Improvements Project

Lisa,

RiverRestoration has submitted the Army Corps of Engineers permit package and we're waiting for permit issuance or additional information required. Plans are at 80%. We still need to make progress on emptying old building, and I need to contact Scout regarding the well in the proposed parking area. We hope to go to bid this fall.

Thanks,

**Jocelyn Mullen, PE**  
**Town Engineer and Planner**  
Recreation Development Coordinator  
**Town of Rangely**

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Phone (970) 675-8476 | Fax (970) 675-8471 | Cell (970) 210-8366

Website: [www.colorado.gov/townofrangely](http://www.colorado.gov/townofrangely)

