

PRAIRIE DEVELOPMENT CORPORATION

COLORADO'S CENTRAL PLAINS



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PRAIRIE DEVELOPMENT CORPORATION BOARD MEETING MINUTES January 24, 2018

Call to Order

Chairman Ed Rarick called the January 24, 2018, Prairie Development Corporation Board meeting to order at 7:02PM held in Stratton, Colorado at the Claremont Inn. In addition to Chairman Rarick, members attending included: Jerry Allen, Steve Burgess, Rol Hudler, Robert Safranek, Dorothy Stone, Niccie Tanner, and Grant Thayer. Candace Payne, PDC Administrator, also attended. Board member Marilyn Ward was unable to attend.

Introductions

We dispensed with introductions as there were no guests in attendance.

Approval of Minutes of November 14, 2017

The Minutes of the November 14, 2017, meeting were reviewed. Jerry Allen made the motion to approve the Minutes as presented. Steve Burgess seconded the motion, which passed unanimously.

Financial Report

The 2017 October, November and December Advanced Classified Balance Sheets were provided and subsequently reviewed. The October checks for \$17,263.91; November checks for \$24,149.71; and December checks for \$3,982.42 were reviewed. Candace further explained the paid checks' purposes which included loans made, typical monthly expenses, and grant match. After reviewing the checks and the account balances, Rol Hudler made a motion to ratify the bills and approve the financial reports for filing. Jerry Allen seconded the motion, which passed unanimously.

Business Loan Recommendations

There were no business loan applications to approve or ratify at this meeting. Only loans exceeding \$25,000 must come before Loan Committee and the Board for consideration of approval.

Housing Loan Requests

There were no housing loan applications to approve or ratify at this meeting.

Harvest Heights Housing Project

Before the meeting, board members drove by the project to see the progress on the twelve units partially funded by PDC HOME and CDBG program income. On January 18, 2018, Stratton Area Foundation returned the signed Division of Housing/DOLA contract and covenant agreement to Candace as proof of the transaction for Stratton's Harvest Heights Housing project so PDC could return the program income to the Department of Local Affairs-Division of Housing. With the signed contract and the \$240,000 cashier's check in hand, Candace delivered the items to the Division of Housing office to expedite the issuance of a check to Stratton Area Foundation to avoid the government shutdown looming and improved handling as the Division of Housing staff was changing at the end of the week on this project. The \$240,000 was derived from \$75,513.99 of 15-CDBG funds and \$164,486.01 of 16-HOME funds. This transaction closed out our CDBG account code 15. Our available balance in Fund 16-HOME funds now shows approximately \$100,000 for lending.

Statewide Collaborative BLF

The statewide micro-enterprise loan fund has been replenished for 2018. Candace has learned the funding for our region remains at \$50,000 as regular allotment plus there are funds in the high demand category available if we lend out our regular allotment. As a reminder, these funds may be used for "character" loans, construction, higher risk, and for various purposes with terms of eight years or less, little to no collateral, at Wall Street Journal Prime plus 2%. PDC was paid the one-time

administration fee in 2017. It is preferred to make more loans at smaller amounts than just a single loan with the whole amount to spread out the funds in the region. A partnership with other PDC funds or local lenders is even more ideal Candace stated.

Potential Loan Activity

Candace explained there are no loans in the pipeline as of today. In order to apply for Community Development Block Grant (CDBG) funds we will need a list of potential loans or opportunities so please direct people to call the office.

2018-2019 ECCOG Board of Directors

Candace stated the At-Large position appointment made by PDC for the East Central Council of Governments board has ended its term. PDC appoints someone from the counties served that has been filled in the past by Troy McCue of Arriba. He has had good attendance and participation at the COG meetings Candace stated. There being no other recommendations to fill the At-Large position and Troy is willing, Rol Hudler made a motion to appoint Troy McCue to the ECCOG Board for 2018-2019 term. Robert Safranek seconded the motion which passed unanimously. Candace will notify Troy of the appointment tomorrow and relay the appreciation of PDC's Board to him.

SBDC Update

Recent conversations between Lisa Hudson of the Greeley SBDC office and Candace have led to the scheduling of a counselor in Burlington the fourth Monday of each month beginning February 26, 2018. Jennifer Negley, a native of Eads, will be the regular counselor providing services to Cheyenne and Kit Carson counties. Jenn has a marketing workshop planned for February 26 at 5PM also. The funds given last year for services in Cheyenne and Kit Carson of \$7,000 will be used this year to cover Negley's time and expenses.

Troy McCue is also the champion of the recently awarded SBDC Certified Small Business Community in Limon where a part-time staff person was hired to help Troy cover Lincoln County with SBDC counseling services. Candace mentioned PDC and ECCOG could apply for the same funding if we desire to provide services in Elbert, Kit Carson and Cheyenne counties but the ECCOG board must approve of the hiring another staff person. Steve Burgess expressed his idea of the person needing training which would most likely come from Candace and wondered if there is time in her schedule to do so. Candace replied her time is very busy and it would be difficult. The Certified Small Business Community application process opens March 15 and proposals are due June 22 with the award made in July. After some discussion, the Board decided to table the idea until there was evidence of need in the service area.

Other agreements made with Lisa Hudson were that she would furnish reports quarterly to Candace on activities of Craig Curl and Troy McCue in the western counties of our region. Dorothy Stone made a motion to continue the support for Elbert and Lincoln counties in the amount of \$5,000 to be paid semi-annually for SBDC services. Steve Burgess then seconded the motion, which passed unanimously.

128 Colorado Ave Property Update

Candace expressed concerns over the current lease agreement for our Stratton apartments as they are outdated and have multiple addendums to them. She asked for permission to have more current lease agreements and applications in place. The Board agreed a new lease agreement would be beneficial and Candace should get them in place. An application was encouraged as well.

PDC Website

In order to update the two PDC websites and have the ECCOG staff update the websites, Candace asked the Board to consider having the prairieddevelopment.com and homesweetprairies.com websites built in Word Press by the same local firm that recently updated the COG website. The Prairieddevelopment.com website bid was \$4,000 and the Homesweetprairies.com website bid was \$2,000. Domain names will need purchased from the existing company for the typical fee and then domain names will be directed to the new hosting company. The websites would be propagated preferably by July and provide Google Analytics reports showing web hits and length of time on our sites. Currently, the PDC websites are maintained usually semi-annually with bank or housing information by a Parker company who also updates the Our Journey website. The Our Journey site is much more complex and has regular needs for updating for events and activity promotion. Candace plans to maintain the Our Journey site with the existing firm. Jerry Allen made a motion to accept the two bids from Eastern Colorado Technology of Burlington. Steve Burgess seconded the motion. A unanimous ballot was cast to approve the motion.

Apprenticeship/Scholarship Program

The economic developers of eastern Colorado met in Seibert on November 29th where the topic of apprenticeships was discussed. Each developer felt their own community should address the scholarship program for themselves as many

businesses either grow their own staff or have existing program to train the next generation. Chairman Rarick mentioned he couldn't find a plumber in Flagler last fall and that's why he brought it before the Board. The question remains: is there something PDC could do to promote tradesmen/apprenticeship programs to encourage kids to return to the local community with skills needed? Discussion continued about how to support or create an entrepreneurship/apprenticeship program and what our role should and could be. Ideas were shared about on-the-job-training, job shadowing, work study programs and career fairs. No final decision was made so we'll pursue this concept in the coming months. Chairman Rarick asked the members to bring ideas for a program to the next meeting.

Other

The current CDBG contract expires June 30, 2018 and needs to be closed out and a new application submitted. These funds are loaned in the counties of Elbert, Lincoln, Kit Carson and Cheyenne. After discussion of previous loan demand and other available funds to lend, Steve Burgess made a motion to apply for a new CDBG contract for \$250,000 to loan plus \$40,000 of administration support. Robert Safranek seconded the motion. A unanimous ballot was cast. Candace will solicit the Lincoln County Board of County Commissioners' approval to apply for the funds with East Central Council of Governments and Prairie Development Corporation serving as the sub-grantee to manage the loans. There will only be one public hearing to close out the current contract and seek input on a new contract application which Candace will schedule and advertise in the papers. The application will go before the Economic Development Commission in April or May. Candace received word from Robert Todd at OEDIT that we can continue to approve loans funded through other monies and be reimbursed from CDBG funds once the contract is in place, should that happen.

Next meeting

The next meeting is scheduled for March 28, 2018 in Limon where we will elect officers and conduct other business. Dorothy Stone reported she would be unable to attend that meeting.

Adjournment

Chairman Ed Rarick adjourned the meeting at 8:22PM when nothing further was brought forth.