

PRAIRIE DEVELOPMENT CORPORATION

COLORADO'S CENTRAL PLAINS



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PRAIRIE DEVELOPMENT CORPORATION BOARD MEETING MINUTES January 27, 2021

Call to Order

Chairman Ed Rarick called the January 27, 2021, Prairie Development Corporation Board of Directors meeting to order at 6:52PM held as a teleconference due to COVID-19 restrictions. Members attending, in addition to Chairman Ed Rarick, were Jerry Allen, Steve Burgess, Rol Hudler, Robert Safranek, Dorothy Stone, Grant Thayer and Marilyn Ward. Candace Payne, PDC Administrator, also attended. The At-Large position is currently vacant.

Approval of Board Minutes

The Minutes of the October 21, 2020 meeting were reviewed. A question was raised about the term "appropriate" used as a noun, which was explained that is the term used by the state CDBG office referring to the application we send to them. Steve Burgess made the motion to approve the Minutes as presented. Grant Thayer seconded the motion, which passed unanimously.

Financial Reports of October, November, and December

The October, November and December 2020 Advanced Classified Balance Sheet Reports and Check Register Reports were provided in the packet. The checks paid in October totaled \$87,584.54 with \$60.09 debit card purchases; November checks paid were \$101,022.09 and debit card purchases equal \$93.40; and December checks paid were \$177,518.41 and no debit card transactions. Payment purposes included loan proceeds, Energize Colorado grant funds, building maintenance, website hosting, audit fees, and typical monthly expenses. Rol Hudler made a motion to ratify the bills and approve the financial report for filing. Steve Burgess seconded the motion. Motion passed unanimously.

PDC Administrator Candace Payne reported the analysis on bank fees was completed but since the staff went on maternity leave early the report was not available. In March that analysis will be reviewed. The current bank is not charging PDC fees which makes this less dire.

Business Loan Requests

There are no loans to ratify or approve at this time.

Housing Loan Requests

PDC Administrator Candace Payne presented an emergency repair loan for ratification. Loan#20E102 for \$845.25 in Kit Carson County was for a household of one qualified at 25% of median income. The loan was made to install gutters and downspouts to protect our previous loan for a hot water heater in the basement. PDC's loan will be repaid at \$40 per month for 21 months at 0.0% fixed interest. No lien position is required. Marilyn Ware made a motion to ratify the loan as presented in Loan Committee. Dorothy Stone seconded this motion. Motion passes unanimously.

Note: Only loans exceeding the \$25,000 lending limit established for the PDC Administrator are brought before the board for approval. Loans below the lending limit are staff approved and ratified by Loan Committee.

Potential Loan Activity

PDC Administrator Candace Payne reported one incomplete loan application has come to her while another application is out to a potential borrower. If an application should require board approval before our next meeting, a teleconference could be called.

Community Development Block Grant

PDC Administrator Candace Payne explained the newly amended CDBG executed contract has not been received as of today. The extension was approved with the amendment amount but only the extension document has been received. The amendment increased lending funds by \$350,000 and \$56,000 for admin funds. The new amendment should be delivered anytime as the state is no longer focused on the new business assistance project.

Statewide Collaborative BLF Report

The Colorado Micro-enterprise Program loans are paying as agreed. At this time, it is unknown if more funds will be offered in 2021 for this character-type loan with less restrictions than CDBG funds require. Colorado also applied for Economic Development Administration revolving loan funds and those parameters should be presented soon as a new option for business borrowings.

Energize Colorado Gap Fund

A review of the Energize Colorado Gap Fund was provided by PDC Administrator Candace Payne. PDC's grant funds are all fully expended for Round 2 totaled \$109,425.96 in ten grants earning PDC \$3,282.78 in administrative support. Statewide, over \$20,000,000 was granted. This region helped sixteen applicants with approximately \$175,000 in grants. The loan funds are not ready to be offered yet and no dollar value has been announced. Based on that delay, the board discussed offering loans at similar terms from Revolved funds. PDC Administrator Candace Payne explained these funds could be loaned out at whatever terms the board chose or we could use a current loan policy like Local Economic Downturn which is in place. Discussion commenced on the loan terms, funds available or to be at risk, and collateral. Jerry Allen made a motion to offer up to \$20,000 per applicant with collateral, if available, using the LED policy as guide. Steve Burgess seconded the loan which passed unanimously. Discussion continued to limit the Revolved funds to \$250,000 for the initial pool. If more funds were needed, the board would consider an increase.

Chairman Ed Rarick shared that the Payroll Protection Program is in full effect for this year. High Plains Bank is processing applications but at a lower amount than the initial round. Economic Injury Disaster Loans (EIDL) applications are being accepted now too. The board was encouraged to send business owners to their local bank for such applications.

Scholarship

A reminder was shared with the board that it's scholarship time, so work began to update the forms in January. Next we'll get the word out to high schools, trade schools, and the public on the four \$1,000 scholarships offered this year. Kaylyn Perry returns to work February 1st and will work to get this program moving again. PDC Administrator Candace Payne reported Elbert County's libraries made some You Tube videos to promote trades. Chairman Ed Rarick suggested these videos be shared on the website, social media or along with the scholarship information to encourage students to pursue the trades.

SBDC Update – Quarterly Report from Lisa Hudson

PDC Administrator Candace Payne reported the SBDC counselors of Lincoln and Elbert county are working however, coverage in Kit Carson and Cheyenne counties has been missing since fall of 2020. But there is hope as a new experienced counselor from the southeast SBDC region, Cheryl Sanchez, has agreed to offer services in these two counties. Businesses may be in need of services in 2021 so this partnership should improve our coverage and results. Craig Curl was out on medical leave so Raejean Palko covered Elbert County in December and January. Raejean is now covering Yuma County remotely as Sammy Lee is no longer working with SBDC of Greeley.

COG Board Position

Currently, Troy McCue serves on the East Central Council of Governments board as appointed by the PDC board. As it's time to appoint this ECCOG board position, PDC Administrator Candace Payne explained we could appoint Mr. McCue again as he is willing to serve again but we could also consider a person from another county. Director Grant Thayer mentioned Elbert County has hired a person to serve as their economic development director, Marc Dettenrieder, who might be suitable to serve. Rayetta Addy of Cheyenne Wells has volunteered to serve in ECCOG's At Large position. After a brief discussion, it was decided new perspectives and interests would be good so PDC Administrator Candace Payne was asked to invite Marc Dettenrieder to serve if he had time and interest. Troy McCue would be considered if Mr. Dettenrieder was not available. Tomorrow morning contact will be made with both people depending on the decision of Mr. Dettenrieder so either person knows who should attend in what capacity going forward.

128 Colorado Ave building

PDC Administrator Candace Payne shared the middle apartment needed an inducer replaced to provide heat to that apartment. Other than that little maintenance, we are waiting for better weather to invest more funds into the building.

Audit – May Jackson Hendrick March 22 to April 2

The audit firm, May Jackson Hendrick, has been engaged to perform our 2020 audit starting March 22 with the offsite work. On April 2, the onsite work will be performed. It is anticipated the audit will be presented to the board at either May or June's board meeting.

Other

Our TravelStorys is wrapping up this spring with the final tour completion. Next steps include marketing the tour and seeking sponsors in the tour for restaurants, lodging, and events or activities.

PDC received a thank you note from the Arlan and Niccie Tanner's family for the gift certificate given in their recent crisis. The thank you note was read to the group as it shared great appreciation to the board.

Next meeting

The next meeting date selected was March 24 in Stratton or as a teleconference to start at 5:00 PM with Loan Committee followed by dinner and the regular board meeting at 7:00PM. Subject to change due to COVID-19 restrictions.

Adjournment

Chairman Ed Rarick adjourned the meeting at 7:52 PM.