

PRAIRIE DEVELOPMENT CORPORATION

COLORADO'S CENTRAL PLAINS



Box 202 • Stratton CO 80836 • (719) 348-5562 • FAX (719) 348-5887 • www.prairiedevelopment.com

PRAIRIE DEVELOPMENT CORPORATION BOARD MEETING MINUTES November 28, 2022

Call to Order

Chairman Ed Rarick called the November 28, 2022, Prairie Development Corporation board meeting to order at 7:19PM held at Stratton's Claremont Inn & Winery. Directors attending included: Jerry Allen, Steve Burgess, Rol Hudler, Ed Rarick, Robert Safranek, Dorothy Stone and Marilyn Ward. Director Grant Thayer was absent. Candace Payne, PDC Administrator, also attended. The At-Large position is vacant.

Roll Call & Introduction of Guests

PDC Administrator Candace Payne reviewed the signed attendance list which showed a quorum was reached. Director Grant Thayer had to leave the meeting after Loan Committee. There were no guests.

Approval of Board Minutes

The Minutes from the June 14, 2022 meeting were provided in the packet. A motion was made by Director Steve Burgess to approve the Minutes as presented. Director Marilyn Ward seconded the motion, which carried.

Financial Reports for April, May, June, July, August, September and October 2022

The Advanced Classified Balance Sheet Report and Check Register Reports for April, May, June, July, August, September and October 2022 were provided. Each month's reports showing asset and liability balances, check payments, debit card and credit card transactions were reviewed. After discussing balances and payments, Director Rol Hudler made a motion to ratify the bills and approve the financial reports for filing. Director Robert Safranek seconded the motion. Motion passed unanimously. It is noted that reports should be presented more timely which will be addressed with staff.

Bid Investment CDs

PDC Administrator Candace Payne explained local banks were increasing interest rates which might be good for PDC to invest in. Rates were ranging from 1.25% to over 3.00% APY. After a brief discussion, the directors agreed to invest up to \$300,000 in staggered maturity dates in \$100,000 increments with local banks. Bids will be requested to determine the highest yield and then CDs will be purchased with the three current signers on each account. Signers include Fiscal Officer, PDC Treasurer and PDC Administrator.

Housing Loans

PDC Administrator Candace Payne requested ratification of a \$14,000 Emergency Repair #22E105. The household of two in Elbert County qualified at 44% of income at 0% interest for 47 months at \$300 per month with automatic payments. The funds replaced a failed septic system. Director Robert Safranek made a motion to ratify the loan. Director Marilyn Ward seconded the motion, which passed unanimously.

Business Loans

PDC Administrator Candace Payne had no business loan applications to present at this meeting. There are a couple applications in the pipeline expected in early 2023 that could use Revolved, CDBG or Colorado Startup Funds in any amount and possibly cross-funded. PDC Administrator Candace Payne reserved the right to call a Loan Committee meeting in December as needed.

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.

Loan Activity

PDC Administrator Candace Payne reported there are applications in the hands of potential borrowers including \$38,500 for a service business. Other loan inquiries indicate applications that could be funded through Revolved, CDBG and/or Colorado Startup or a combination of funds. The Colorado Startup Loan application was distributed for review as it has many new criteria that must be collected for state reports. Most of the applicants are completing business plans and working with SBDC counselors. If a meeting is needed to approve an application over \$25,000 before the next meeting, that option would be requested through Chairman Ed Rarick.

CDBG

The new Community Development Block Grant contract from December 2022 has not been received yet. The old contract is closed but has not been de-obligated at the CDBG manager's direction. If needed, PDC could obtain approval to use CDBG funds and use Revolved funds as a bridge loan until the new contract is executed which would allow us to access the earned administrative funds also.

Energize CO Gap Fund

The \$3,030,263.76 of Energize Colorado Gap Funds have all been awarded and the administrative fee of \$121,210.55 was earned based on 4% of the approved awards. The bonus funds of \$11,613.05 have been received from CHFA (Colorado Housing & Finance Authority) although in an amount lower than expected. In earlier conversation tonight, the board increased the bonus funds by \$8,000 from the earned admin funds to be distributed to the three staff members who worked diligently on the program. The IRS forms to grant recipients was discussed as the Fiscal Officer does not have time to issue the 1099 forms so a third party will be hired to complete this task before the IRS deadline.

128 Colorado Ave

An update on the Stratton office and building maintenance activity which included the stucco work was provided by PDC Administrator Candace Payne. The contractor performed the work in two weeks which looks great. Lots of compliments from ECCOG staff and the Stratton community have been received. The stucco bid was \$15,525 which was less than the original estimate from another firm. The leases with apartment tenants and The Home Agency was renewed with the end date of 2027 as needed for the audit follow up. ECCOG agreed to rent the vacant office space surrendered by The Home Agency for \$300 per month which was added to ECCOG's monthly invoice as ECCOG needed the office for staff.

ECCOG Board Member

Director Grant Thayer and Elbert County Commissioner Chris Richardson (ECCOG Board Chairman) both spoke to Candace on behalf of Marc Dettenrieder to serve on the East Central COG Board as the At Large Director. Mr. Dettenrieder has participated in ECCOG meetings and other meetings to represent Elbert County. He has also confirmed that he is willing to serve on the ECCOG board. After a brief discussion, Director Dorothy Stone made a motion to appoint Marc Dettenrieder to serve another term on the ECCOG Board. Director Steve Burgess seconded the motion. Motion passed unanimously.

Other

Kit Carson Workspace is now open and available for rent for meetings or gathering. Director Marilyn Ward explained the amenities and purposes of the facility which was funded with grants. To rent the space, please contact Amy Johnson or speak to Candace to make an introduction to Amy. Kit Carson's houses from Fading West are being delivered in January. Director Rol Hudler asked for the cost per square foot of these homes which will be shared with the board once obtained from Amy Johnson. Community members attended a special tour in Buena Vista at the home of Fading West which has been offered to other communities and interested parties with a reservation.

Director Rol Hudler reported Safeway is doing very well since opening and the parking lot always seems full. It's a very nice addition to Burlington and bringing in people from all over and from the highway with Starbucks on site.

Chairman Ed Rarick asked for feedback on the SaveYourTown presentations. PDC Administrator Candace Payne stated Deb Brown's April visits in the region were well received with many thanks for bringing her to the area. Becky McCray had a much smaller crowd in Limon but attendees were content with the information presented. The Burlington presentation with Becky was small also but the audience seemed less satisfied with the presentation and was less impressed maybe because they did not participate in Deb's tour in April so it was not cohesive. The feedback was noted and appreciated.

Next meeting

The next meeting is planned for March 21, 2023 in Limon at the Hub City Senior Center starting at 5PM. If a meeting is needed before that, a teleconference would be scheduled. It was suggested we change the bylaws to state we meet quarterly instead of monthly in the future.

Adjournment

Chairman Ed Rarick adjourned the meeting at 8:45PM.