

# PRAIRIE DEVELOPMENT CORPORATION

## COLORADO'S CENTRAL PLAINS



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### PRAIRIE DEVELOPMENT CORPORATION BOARD MEETING MINUTES October 8, 2025

#### **Call to Order**

Chairman Ed Rarick called the October 8, 2025, Prairie Development Corporation Board meeting to order at 5:24PM held as a Zoom teleconference. Directors attending: Tony Bandy, Deanna Harrison, R. J. Jolly, Ed Rarick, DeNae Roths, and Robert Safranek. Mike Buck was unable to join the call. Candace Payne, PDC Administrator, also attended. The At-Large and Elbert County Business Representative positions are vacant.

#### **Roll Call**

PDC Administrator Candace Payne called roll and a quorum was declared.

#### **Approval of Board Minutes of March 18 and July 10, 2025**

Minutes of the Meetings of March 18 and July 10, 2025, were emailed in the Board packet. Hearing no corrections or additions, Chairman Ed Rarick declared the Minutes approved as presented.

#### **Financial Reports – March through August 2025**

Director Deanna Harrison made a motion to accept March through August 2025 (emailed before the meeting) Financial Reports after they were reviewed by PDC Administrator with the directors in attendance. The credit card transactions and Accounts Payable checks for each month were explained as monthly standard payments, property maintenance payments, backflow values, plumbing repairs, and loan disbursements. Director R. J. Jolly seconded the motion. Motion carried.

#### **Banking Resolution for MNB Bank**

PDC Administrator Candace Payne discussed with the directors the need from MNB Bank for a resolution giving approval to open a CD at their bank. Director R. J. Jolly made a motion to authorize Chairman Ed Rarick to sign the banking resolution. Director Deanna Harrison seconded the motion which passed unanimously. A DocuSign form will be emailed to the chairman to obtain the signature.

#### **New Attorney**

Due to the retirement of Katherin Stolz, a new attorney search began at the beginning of 2025. This search culminated with the recommendation of Kelly Lowery of Williamson Lowery Fredregill Ltd in Sterling. Ms. Lowery's services would be mainly used for foreclosures on loan property and legal advice. Director R. J. Jolly mentioned that the firm performs legal services for Cheyenne County. She and her partners come highly recommended to PDC Administrator Candace Payne from Lincoln County after interviewing Kelly for the role. Director R. J. Jolly made a motion to appoint Kelly Lowery as legal counsel for PDC and authorized a new Operating Agreement be executed with Chairman Ed Rarick's signature. Director DeNae Roths seconded the motion. Motion passed unanimously.

#### **Loan Activity**

One inquiry for a CDBG or Revolved loan for \$35,000 in Elbert County has been received. There is no application yet.

#### **Housing Loans**

PDC Administrator Candace Payne reviewed the Lincoln County unsecured loan#23E109 with the Board. Director DeNae Roths made a motion to ratify the loan write-off of \$504.04 as presented. Director R. J. Jolly seconded the motion. Motion passed.

#### **Business Loans**

PDC Administrator Candace Payne reviewed the Elbert County CDBG loan#20230421 with the Board. Director R. J. Jolly made a motion to charge off the loan balance of \$87,258.47. Director DeNae Roths seconded the motion. Motion passed.

(Only loans over \$25,000 must come to the Loan Committee for approval. Loans of \$25,000 or less may be approved by staff.)

### **Colorado Startup Loan Fund (CSLF)**

PDC Administrator Candace Payne to update the Board on the Colorado Startup Loan Program. Our application for CSLF 2.0 has been submitted with the consortium group administered by Region 9 in Durango. \$225,000 for lending was requested along with technical support and administration income. No determination of the 2.0 funds has been made to date. These loans are meant for rural, veteran, women-owned, BIPOC, and disabled borrowers.

### **Community Development Block Grant (CDBG)**

Noted for the record, at the recent Business Loan Fund meeting the state raised the Full-time Equivalency lending limit to \$35,000 per job created or retained. The state also increased the loan limit to \$250,000 from \$100,000 for state committee approval. The intent was to make capital funding easier and quicker to access for borrowers in today's market.

PDC Administrator Candace Payne reviewed the Community-Based Development Organization (CBDO) requirements with the attendees as the state CDBG office believes all loan funds should be a CBDO to make operation of business loan funds consistent and easy across Colorado. This special designation directs certain types of board member qualifications as follows: serves low to moderate income people or represents their class; lender/banker; business owner; and a community member as defined by DOLA. The board composition will be submitted with the application requirements including Bylaws, IRS determination of non-profit status, and loan committee review requirements. After a brief discussion, Director Deanna Harrison made a motion to apply to be a Community-Based Development Organization officially. Director R. J. Jolly seconded the motion. Motion passed unanimously. The application and supporting documents will be submitted promptly by PDC Administrator Candace Payne. (Note: approved by the state CDBG staff on October 15, 2025) Must be annually renewed.

### **Division of Housing HOME Fund 16**

Currently, PDC carries approximately \$156,000 in Fund 16 HOME loan funds provided by the Division of Housing in 1998. Back in COVID times, discussion was held with DOH staff on how to use these funds better as this contract is old and has no administrator fee allowance. Only two loans are outstanding in the fund with a balance of \$3,542.52 which could be bought out by other PDC flexible housing funds to continue the loans under another program until paid in full by the borrowers. PDC could then return the funds to DOH and apply for a new contract with administration funds and develop a new program for low to moderate income qualified borrowers. DOH now allows Down Payment Assistance loans up to 20% of the home purchase price which means we could have more funds to help first time home buyers in the future. The next application cycle for such funds in March 2026 if PDC would like to apply. The Board felt that would be suitable.

### **Housing Needs Assessment (HNA)**

PDC Administrator Candace Payne reported the Housing Needs Assessment is working through the approval process this quarter as we are required to present the HNA to each county's board of commission and for public input. The first public online session was held October 9<sup>th</sup> at 12:30PM by the consultants. Kit Carson County and Cheyenne County have sessions scheduled in early October also. Lincoln County is pending along with Elbert County's BOCC. Once those meetings are held, DOLA staff determine our compliance with the housing regulation fulfillment and give us "substantial compliance" rating to be eligible for grant funds to address housing needs.

### **Small Business Development Center Report**

Staff changes at the regional SBDC office have been announced with Jaydon Rice as interim director to replace Lisa Hudson. A new list of consultants is forthcoming. Colorado's state budget cuts may impact the SBDC services but if our application for Colorado Startup Loan Funds is approved PDC could supplement SBDC services in the four counties.

### **128 Colorado Ave report**

Two backflow valves were installed at the office building as required by law. The costs was \$2,400 for the valves which must be annually inspected at the cost of \$250 from a company from Highlands Ranch. The large dying tree at the building was removed prior to heavy wind days at the cost of \$2,400 including stump grinding. New exterior doors were ordered but not yet installed for \$3,500 to provide energy efficiency and improved use.

### **Other**

Board members for 2026 was discussed. No changes are expected but work to fill vacancies is in process.

**Next Meeting Date & Location**

Claremont Inn & Winery was offered for the January 26, 2026 meeting. Contact will be initiated to confirm the Claremont has room for our group.

**Meeting Adjourned**

Chairman Ed Rarick adjourned the meeting at 6:31PM.