



Town of Rangely

Town Council Packet
March 8, 2016 @ 7:00pm



1 – Agenda



Town of Rangely

March 8, 2016 - 7:00pm

Agenda

Rangely Board of Trustees (Town Council)

FRANK HUITT, MAYOR

JOSEPH NIELSEN, MAYOR PRO TEM

LISA HATCH, TRUSTEE

ANDREW SHAFFER, TRUSTEE

DAN EDDY, TRUSTEE

ANN BRADY, TRUSTEE

KRISTIN STEELE, TRUSTEE

1. Call to Order
2. Roll Call
3. Invocation
4. Pledge of Allegiance
5. Minutes of Meeting
 - a. Approval of the minutes of the February 9, 2016 meeting.
6. Petitions and Public Input
7. Changes to the Agenda
8. Public Hearings - 7:15pm
9. Committee/Board Meetings
 - a. HR Committee – Review of Operator Certification Compensation & Town Manager Employment Agreement
10. Supervisor Reports – See Attached
 - a. Vince Wilczek, Police Chief
 - b. Lisa Piering, Clerk/Treasurer
11. Reports from Officers – Town Manager Update
12. New Business
 - a. Discussion and action to approve a contribution to Rangely High School for Rowdy Worm.
 - b. Discussion and action to approve the Audit proposal from Colorado CPA Services for a Single Audit for 2015 not to exceed \$11,990.
 - c. Discussion and action to approve the January 2016 financial summary.
 - d. Discussion and action to approve the February 2016 check register.
 - e. Discussion and action to approve the Liquor License renewal for Willis Rangely Enterprises LLC DBA Rangely Liquor Store.
 - f. Discussion and action to approve the Liquor License renewal for Mini Mart DBA Loaf n Jug.
 - g. Discussion and action to approve the Special Event Permit for the CNCC Foundation Dinner April 9, 2016
 - h. Discussion and action to approve the Town Manager Employment Agreement.

- i. Discussion and action to approve the submission of an AGNC Min-Grant Application for Directional Signage in the amount of \$10,000 with an equal match to be derived from either the Community Development Fund or the RDA/RDC. The same grant application is also being submitted by RBC for the same amounts of funding in order to complete the project. (\$10,000 Grant application with an equal match amount)*
- j. Discussion and action to provide a letter of support for the Rangely Chamber of Commerce to apply for affiliate membership to the Colorado Main Street program.*
- k. Discussion and action to ratify phone poll for a donation to Kickstarter to Open the Tank in the amount of \$500.00*

13. Informational Items

- a. Overton Recycling Inc. – Establishment of recycling services*
- b. Lower White River Pest Control District*

14. Scheduled Announcements

- a. Rangely District Library regular meeting March 14, 2016 at 5:00pm.*
- b. Rangely Junior College District Board meeting is scheduled for March 14, 2016 at 12:00pm.*
- c. Western Rio Blanco Park & Recreation District meeting March 14, 2016 at 7:00pm.*
- d. Rural Fire Protection District board meeting is scheduled for March 21, 2016 at 7:00pm.*
- e. Rangely School District board meeting is scheduled for March 21, 2016 at 6:15pm.*
- f. Rio Blanco County Commissioners meeting is scheduled for March 21, 2016 at 11:00am.*
- g. Rangely Chamber of Commerce board meeting is scheduled for March 17, 2016 at 12:00pm.*
- h. Community Networking Committee meeting is scheduled for March 22, 2016 at 12:00pm.*
- i. Rio Blanco Water Conservancy District board meeting is March 30, 2016 at 7:00pm.*
- j. Rangely District Hospital board meeting is scheduled for March 31, 2016 at 6:00pm.*

15. Adjournment

5 – Minutes

Work Session - Elyse Ackerman – DOLA 6:20 PM



Town of Rangely

February 9, 2016 - 7:00pm

Minutes

Rangely Board of Trustees (Town Council)

FRANK HUITT, MAYOR

JOSEPH NIELSEN, MAYOR PRO TEM

DAN EDDY, TRUSTEE

LISA HATCH, TRUSTEE

ANN BRADY, TRUSTEE

ANDREW SHAFFER, TRUSTEE

KRISTIN STEELE, TRUSTEE

1. **Call to Order** Frank Huitt called the meeting to order at 7:00 pm
2. **Roll Call** Frank Huitt, Joseph Nielsen, Dan Eddy, Lisa Hatch, Ann Brady and Kristin Steele present, Andrew Shaffer absent

Trustee Candidate's attending were Andy Key, Tyson Hacking, Elizabeth Robinson, Bob Kissling, Rene Hardin and Jane Miller
3. **Invocation** Joe Nielsen lead the invocation
4. **Pledge of Allegiance** Peter Brixius lead the Pledge of Allegiance
5. **Minutes of Meeting**
 - a. *Approval of the minutes of the January 26, 2016 meeting.* Motion to approve the minutes of January 26, 2016 made by Dan Eddy, seconded by Joseph Nielsen, motion passed, Ann Brady abstained
6. **Petitions and Public Input**
7. **Changes to the Agenda** Delete Supervisor report by Vince Wilczek
8. **Public Hearings - 7:15pm**
9. **Committee/Board Meetings**
10. **Supervisor Reports – See Attached**
 - a. ~~*Vincent Wilczek, Police Chief*~~
11. **Reports from Officers – Town Manager Update** - Peter updated the council that we have several employee's out in the next week and month. The Police Chief is out for a week, the Building inspector and the Code Enforcement are out for personal reasons for extended period. The staff are working to keep up the workload that needs to be taken care of in their absence. The county building inspector Jeff Kumar will assist when we need help with building permits and the inspection process. We have been working with the county and Colorado Fiber Community, the county wants to get the municipal building and the new county building wired with the internet. We have had three meetings and will start in the next few weeks. This past week we had a conference call about the bill 16097 that Ray Scott is sponsoring related to keep the severance and mineral lease funds distributed in the state are kept in the counties where the impact is for. There were 10 counties involved in the call and Peter invited Ken Parsons was involved in the call as well since he has so much background in the topic. After the conference call Senator Ray Scott spoke with

Peter, Ken and Bonnie Peterson. Ken revealed a fatal flaw in the bill that if we drop below a certain level we could possibly never again qualify for severance funds and lose them permanently. We are working with the departments to implement a new software program called facility dude. 9000 communities across the country are working with this software to track GIS and maintenance of public entities processes. This also includes building inspection and code enforcement. Once the program is fully implemented all work orders and ongoing maintenance orders will be electronically tracked in addition to being GIS located. We can track hydrant flushing, replacement of meters, curb stops, sewer jetting etc. Whatever key attributes are important to be tracked will be set up in the system. We have a 60 day trial it will take some time to fully utilize the program and we believe it will add a benefit to each department. We are looking at the futures market on Gas purchases. The prices right now are phenomenal, we are getting close to purchasing out for the winter of 2018-2019 gas usage. That is a very good buy, we don't hedge all of our gas. The price is \$3.30/mn btu. The index is about \$2.00/mn btu. The futures have incremental costs, but we don't buy more than 30-40% in futures for our gas use. In front of you the large ledger sized paper is the property sales for 2014-2015. Some of the decline is attributed to price erosion of the properties, which has been approximately a 20% drop in sales. The line chart shows that each of the three years it has declined. The sales tax charts from 2011-2015 has decreased also in the past five years. Kristin Steele noted the large difference in sales tax between July and other months. Peter explained that it had to do with the taxes remitted by Baker Hughes, their sales tax alone in one month can be \$20-\$30,000. We should have some representative from Rowdy Worm to present at the next meeting requesting a donation.

12. New Business

- a. *Discussion and action to approve the January 2016 check register.* Motion to approve the January 2016 check register made by Lisa Hatch, seconded by Ann Brady, motion passed
- b. *Discussion and action to approve the Liquor License renewal for Kum & Go* Motion to approve the Liquor License renewal for Kum & Go made by Ann Brady, seconded by Kristin Steele, motion passed
Lisa Hatch abstained
- c. *Discussion and action to approve a Consulting Agreement is made this 9th day of February, 2016, between the Board of County Commissioners of Rio Blanco County, Colorado (herein referred to as "County"), having its principal place of business at 200 Main Street, Suite 100, Meeker, Colorado, 81641; the Board of Trustees of the Town of Rangely (herein referred to as "Town"), having its principal place of business at 209 E. Main Street, Rangely, CO 81648; and Better City, LLC (referred to as "Consultant"), having its principal place of business at 1100 Country Hills Dr., Suite 300, Ogden, UT 84403. The total amount to be paid to Consultant pursuant to this Agreement shall not exceed one hundred thousand dollars (\$100,000.00). Consultant shall be paid in accordance with the fee schedule set forth on the attached Exhibit "B", incorporated herein by this reference. (AGREEMENT ATTACHED w/ EXHIBIT "B")* Peter commented that nothing had changed from the IGA that the council approved in the previous meeting. Motion to approve consulting agreement between Rio

Blanco County, Town of Rangely and Better Cities not to exceed \$100,000 divided between both Town's and Rio Blanco County made by Lisa Hatch, seconded by Joseph Nielsen, motion passed

13. Informational Items

- a. *CML Annual Meeting – June 21st – 24th, 2016 – Please notify us of your intent to attend to take advantage of early registration.*
- b. *Bennet, Gardner Introduce Amendment to Return Mineral Lease Revenues to Northwest Colorado Counties*

14. Scheduled Announcements

- a. *Rangely District Library regular meeting February 8, 2016 at 5:00pm.*
- b. *Rangely Junior College District Board meeting is scheduled for February 8, 2016 at 12:00pm.*
- c. *Western Rio Blanco Park & Recreation District meeting February 8, 2016 at 7:00pm.*
- d. *Rural Fire Protection District board meeting is scheduled for February 15, 2016 at 7:00pm.*
- e. *Rangely School District board meeting is scheduled for February 16, 2016 at 6:15pm.*
- f. *Rio Blanco County Commissioners meeting is scheduled for February 16, 2016 at 11:00am.*
- g. *Rangely Chamber of Commerce board meeting is scheduled for February 18, 2016 at 12:00pm.*
- h. *Community Networking Committee meeting is scheduled for February 23, 2016 at 12:00pm.*
- i. *Rio Blanco Water Conservancy District board meeting is February 24, 2016 at 7:00pm.*
- j. *Rangely District Hospital board meeting is scheduled for February 25, 2016 at 6:00pm.*

15. Adjournment

Frank said that he understood the crab crack went very well thanked Kristin. Ann Brady gave a brief report on the super bowl that she and Rick attended, she said everyone was very friendly and it was a great experience. Lisa Hatch wanted to remind everyone that Open the Tank fundraising has started, she would like to encourage everyone to support and consider donating. Beth Robinson wanted to let everyone know that the campaign started on Saturday, the goal is \$57,000 dollars and they have raised \$15,000 so far so it is going really well. There are many people from outside of Rangely that are donating to the cause, which is indicative of the previous efforts. Beth finds it very interesting the people who don't live in Rangely can see the value of the tank when possibly our own community hasn't grasped the resource that we have. The Tank committee have some great workshops planned. Beth wanted to encourage everyone to get on the internet and watch the videos. We are the only place in the world that has a "tank" that creates such unique music experience. We can really use this to our advantage to promote and help with our local economy. It would be nice to see the citizens in Town to really pitch in and participate. The funds will allow them to create the infrastructure and scheduling of the tank on a ongoing basis. They are having a grand opening in June, which will be a week-long event. After that the tank will be open and will have a schedule for access and use of the facility, and everyone can come into the community and take advantage of this asset. Meeting adjourned at 7:20 pm

8 – Public Hearings

9 – Committee/Board Meetings

10 – Supervisor Reports



Town of Rangely

Supervisor Reports

February 2016

POLICE DEPARTMENT – SUBMITTED BY CHIEF VINCE WILCZEK

Project status/Current Issues:

Communication Division

- **980** calls for service through communication center
- **55** calls for 9-1-1 services
- **5** misdialed 9-1-1 calls

Patrol Division:

- **170** Incident calls for various crimes occurring or occurred
- **13**-Cases **50**-Traffic contacts **74**- Incidents
- Responded to **3** alarms
- **1**-Animal control calls for service, Barking complaints, RAL, and/or assist
- **25** Calls for service to assist other agencies, **12**-ambulance, **0**- fire, **4**-sheriff, and **9**-other.
- **CITIZEN'S ASSIST- 45**- Incidents for, vin inspections, finger prints and others
- **PROPERTY CRIMES 4**- Theft from building, possession/receiving stolen property ,fraud, misc. thefts, lost/found property, missing person, vandalism
- **CRIMES AGAINST PERSON 9** - Disturbances/Disorderly, Domestic violence, Harassment, Suspicious person complaints and 3- Warrant arrest.
- **JUVENILE:**
- **ARREST- 11** - **9** were booked into the County Jail.
- **Traffic Contacts 50**-traffic contacts, **8**-Citations issued **36**-warnings, **4**-Accidents, **2**- DUI, **0**- parking violations

Personnel Issues:

- Officer Mazzella attended the ATV safety training and is certified and will be working on a program for the youths and adults of the community.

Notable issues:

- Need to order patrol vehicle for K-9 program, Will update council in person on these action items.
- Rich Garner accepted the open patrol position and will be active starting the third week in March.

GAS DEPARTMENT – SUBMITTED BY KELLI NEIBERGER

Project status/Current Issues:

- Get reads off large meters, read meters, go over reports and meter proof, make corrections, final meter proof, recheck proof after gas rate calculated
- Gas usages and rate for February
- Weekly charts, pressures, odorant check
- Non-payment shut-offs (12)
- Underground Line Letter mailing (103) – all customers with a fuel line get a letter
- Contractor Awareness Mailing (101) – all contractors involved in excavation activities get an information brochure along with other information pertaining to digging and excavation practices in Rangely

- BLM right-of-way renewal application for 3 sections of gas main that run through BLM property
- Periodic Meter Changes – continue to deliver notices and to change out meters by appointment (approx. 40 meters changed out so far)
- Meter Testing – finish testing meters that have come into the shop during the year for accuracy and enter information into computer database
- Annual Summaries – main & service installation, abandonment, valves, gas line inspections
- Annual Reports – file DOT annual distribution report, mechanical failure report, EIA-176 report (Dept. of Energy), DAMIS report (drug testing program)
- Finish Gas Department annual inventory
- Continue Operator Qualification Training for Jon Willis – includes videos, written tests, procedures and hands-on training
- All Gas Dept. employees finished training to stay current on Operator Qualification – we had 11 topics to requalify on this year
- Annual plastic fusion qualification and testing
- Purchasing
- Average low temperature January
- Snow removal at White River Village, Town Hall, Town Duplexes and Gas Shop as necessary

Personnel Issues/Events:

Notable Issues/Events:

- Safety Committee Meeting
- Town Employee Training – We completed two of these in February
- Gas main hit in parking lot south of Town Hall (209 E. Main St.) – 19 customers out of service for about two hours. Gas main repaired and service restored.
- Meet for set up of new Facility Dude software

Water/Wastewater – Submitted by Donald Reed

Project status/Current Issues:

Water Treatment Plant

- Reviewed Phase 3 information with Jocelyn for grant presentation
- Worked on Micro-Chlor system installing another cell and went through mixing valves and controls and repaired all leaks on pumps reviewed softening processes and adjusted processes for correct operations.
- The final item of warranty work for the phase two is to install fans on both the Modine gas heaters, one in the pipe gallery and one in the blower room. Waiting on fans to arrive.
- Backflow/Cross connection survey letters was finalized, and Mike elected to call customers for this round and schedule appointments to conduct they surveys.
- During the month this Department did initially populate the new Facility Dude program. Additional info will be added was the program is online with the department.
- Hach servicing of all analytical equipment took place on the 11th of this month and all equipment was certified by Hach per our agreement.
- All other Systems are operating in the normal parameters and annual maintenance is still in progress.
- Monthly compliance reports were sent to state with no violations for this reporting period. We did receive a Tier 3 violation for (DBP) Disinfections by-products for the fourth quarter of 2015, due to a problem with Acutest Inc. damaging the sample before completing the test, and by the time they got around to notifying us and resending new test kit, the sample arrived on Dec 2nd which put us out of compliance, the test had to be completed in November. This violation is corrected by informing public in the yearly Consumer Confidence Report. And completing the next round of (DBP) which was completed in February of this year but isn't reported until April 2016.

Wastewater Plant

- Completed full take down of the west (UV) Ultra Violet disinfection system and completed total rebuild and cleaning, also took down east unit but are waiting for additional part to finish.
- The Heating systems at the headworks building has been working correctly but were keeping our fingers crossed.
- Still in progress on up-grading all SOP (standard operating procedures) for operators and labs.
- Took down Huber Unit (pre screening inorganic materials) at headworks building and completed yearly maintenance and training with staff. Installed new brushing system and changed out oils ect.
- State compliance reports sent with no violations.
- January 2016 operating information
 - BOD 11.44 mg/L
 - TSS 191 mg/L
 - TDS River Intake 526 mg/L
 - TDS WWTP Effluent 640 mg/L
 - Ammonia Nitrogen 16.2 mg/L
 - E. Coli 1700 colonies/100ml

Utility Department Activities:

- 9 Work orders Meters
- Water sampling
- Rereads on meters
- Started raw irrigation work on meters and investigating raw water tank.
- Continued training with WTP and WWTP all operators
- Sodium Hypo-Chlorite generator training Brine system and Softener systems.
-

Personnel issues:

- Lots of training.
- Michael Dillon advances his water license to a class C and achieved a D in Wastewater. Excellent

Notable Issues/events:

- None
-

Public Works – Submitted by Jeff LeBleu

Project status/Current Issues:

- None

Crew Activities:

- Vehicle & Equipment Maintenance
- Update Vehicle Maintenance records
- Plow snow, sand streets, snow removal
- Chip ice in gutters
- Repair curb stops
- Clean Ditches for flood control
- Maintenance at White River Village
- Clean maintenance shop, small tool repair

Personnel issues:

- Derek Stolworthy last day of employment February 26,2016

Notable Issues/events:

- None

White River Village/Animal Shelter/Liquor/Code – Submitted by Vicky Pfennig

White River Village

- Apartment 6 the carpet is being shampooed and will be rented in Mar.

Liquor Licensing

- Renewal of Liquor License for Rangely Liq. and special event permit for CNCC foundation dinner

Code enforcement

Animal Shelter

- 2 running at large tickets
- 4 dogs in shelter
- Impounded 5 dogs for running at large



Character, Integrity, Service, Communication

Working Resume for Sergeant Courtland Folks and Canine Deputy Kilo

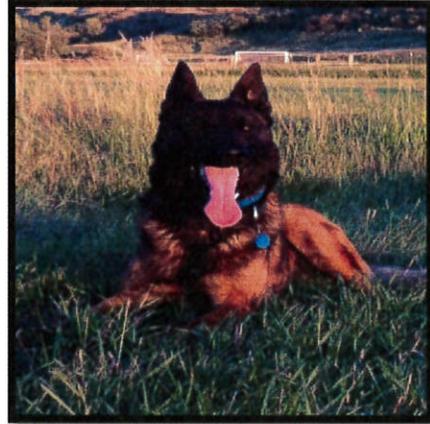
Sergeant Folks and Deputy Kilo

2012: Started basic narcotics detection training.

2013: Received certification from the **National Police Canine Association** for the detection of methamphetamine, cocaine, heroin, marijuana, and ecstasy.

2014: Received certification from the **National Police Canine Association** for the detection of methamphetamine, cocaine, heroin, marijuana.

2015: Received certification from the **National Police Canine Association** for the detection of methamphetamine, cocaine, heroin, and ecstasy.



Sergeant Folks

- **2003:** Started as the canine handler for Moffat County Sheriff's Office with Canine Deputy Czar.
- **2004 - 2013:** Sergeant Folks and Deputy Czar received certifications from the Nation Police Caine Association, Colorado Police Canine Association and Camelot Kennels, for the detection of methamphetamine, cocaine, heroin, marijuana, and ecstasy.
- **November 2013:** Canine Deputy Czar retired.

Education and related experiences as a Canine Handler and Supervisor

- Over 200 hours in handler's courses from CPCA, NPCA and self study for training from Leerberg, Hornbeck Kennels, Camelot Kennel, and Eden Consulting Group.
- Owner of 3DogKennel.
- Trainer and handler of Canine Kilo, Moffat County Sheriff's Office (2012 – Present).
- Trainer and handler of Canine Czar, narcotics detection canine for the Moffat County Sheriff's Office (April 2003 – November 2013).
- Trainer of Canine Thunder, Craig Police Departments Narcotics Canine (2012).
- Managed training of narcotic detection teams and cadaver detection teams: Dana Thelander / Canine Reba (certified by NPCA)-Windy Hills Kennel, Connie Davis/ Canine Stella –Dry Cottonwood Creek Kennels.

11 – Reports from Officers

12 – New Business



To The Respected Business Of Town of Rangely

Prom season is among us! As a widely spread community effort, Rangely Jr/Sr High School, focuses greatly on promoting the health and welfare of our students and community members. To this resolve, every year, for the past 28 years, the Rangely Jr/Sr High School, has hosted an after prom activity for our students.

This after Prom activity is known locally as Rowdy Worm. Rowdy Worm is held in April, the night of our school's Prom; it is organized by a pair of Rowdy Worm Co-Chairs and one Rowdy Worm Sponsor from our school, and is not funded by the school district. This being said, in order to make this event possible, we need your help!

Rowdy Worm was put into place to provide our students with a safe alternative to common "Teen Parties", where drugs and alcohol may be present. Rowdy Worm activities deter students from participating in any illegal or unsafe activities. Students are subjected to a Breathalyzer Test as they enter the premises, and an onsite Police Officer is available when necessary. Students may only enter the building one time. Students may leave at any time but once a student leaves the building, reentry is not permitted. These procedures insure a safe environment for all personnel present.

Rowdy Worm activities include those such as interactive games, professional entertainment, athletic competitions, music and peer interaction. Throughout the night, prizes are awarded to all attendees through competitions, auctions and drawings. The prizes and entertainment provided, are incentives for the students to choose Rowdy Worm as their after Prom activity. However, since we, as the organizers, are subjected to generate our own funds, donations are much needed!

Support from employers and community members are greatly appreciated and every item we receive is used to enrich our youth! Common necessities include money, prizes and snacks! All contributors will be recognized throughout the community; all donations are also, tax deductible, and a receipt will be provided among request. Rangely Jr/Sr High School makes it our mission to recognize the people and businesses that make it possible for our community to continue traditions such as Rowdy Worm!

We respectfully ask for your help in making Rowdy Worm possible this year and greatly appreciate any contribution, big or small. If you are interested in donating to our cause, in any way, or have any questions, please contact Vivian Green at, (970)-675-2253 or mail donations directly to the address listed at the top of the page. We look forward to visiting with you and hope you see the importance for this after Prom activity!

Thank you for your consideration!
Rowdy Worm Sponsor

Vivian Green

Rowdy Worm Co-Chairs

Katelyn Brown & Sarah Connor

March 3, 2016

To Board of Trustees and Town Manager

We are pleased to confirm our understanding of the services we are to provide Town of Rangely, Colorado for the year ended December 31, 2015. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Rangely, Colorado as of and for the year ended December 31, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Rangely, Colorado's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Rangely, Colorado's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule – General Fund.

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Rangely, Colorado's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Budgetary Comparison Schedules – Gas Fund, Wastewater Fund, Water Fund, Conservation Trust, Rangely Housing Authority, Rangely Housing Assistance, Rangely Development Agency, Rangely Development Corporation, and Rangely Foundation for Public Giving.
- 2) Combining Balance Sheets – Nonmajor Governmental Funds.
- 3) Combining Statements of Revenue, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Counties, Cities, and Towns Annual Statement of Receipts and Expenditures for Roads, Bridges, and Streets.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Rangely, Colorado's financial statements. Our report will be addressed to Board of Trustees of Town of Rangely, Colorado. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Rangely, Colorado's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Town of Rangely, Colorado in conformity with U.S. generally accepted accounting principles based on information provided by you.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Colorado CPA Services, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Office of the State Auditor or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Colorado CPA Services, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Office of the State Auditor or its designee. The Office of the State Auditor or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We will schedule a time to perform our audit with you and to issue our reports no later than July 31, 2016. Matthew Scoggins is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed **\$11,990**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Town of Rangely, Colorado and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Colorado CPA Services, PC
Colorado CPA Services, PC

RESPONSE:

This letter correctly sets forth the understanding of Town of Rangely, Colorado.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Income Statement

Town of Rangely

Month Ending January 2016

GENERAL FUND Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Taxes	\$84,101	60%	\$1,530,500	5.49%
Licenses and Permits	\$2,640	2%	\$13,000	20.31%
Intergovernmental Revenue	\$24,154	17%	\$1,913,500	1.26%
Charges for Services	\$24,583	17%	\$385,229	6.38%
Miscellaneous Revenue	\$5,566	4%	\$182,870	3.04%
Total General Revenue	\$141,044	100%	\$4,025,099	3.50%
GENERAL FUND Operating Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expenses	Budget 2016	% of Budget Expended
Town Council	\$2,649	1%	\$50,765	5.22%
Court	\$815	0%	\$26,291	3.10%
Administration	\$22,045	12%	\$292,428	7.54%
Finance	\$15,337	8%	\$241,399	6.35%
Building & Grounds	\$15,603	8%	\$474,183	3.29%
Economic Development	\$14,362	8%	\$255,204	5.63%
Police Department	\$55,098	29%	\$923,464	5.97%
Animal Shelter	\$6,922	4%	\$85,200	8.12%
Public Works	\$36,349	19%	\$480,773	7.56%
Foundation Trans. & Non Depart. Transfer	\$18,540	10%	\$713,229	2.60%
Total Capital Improvements	\$0	0%	\$1,280,000	0.00%
Total selling expenses	\$187,720	100%	\$4,822,936	3.89%
Net Revenue over Expenditures	(\$46,676)	100%	(\$797,837)	5.85%
WATER FUND Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Water Revenue	\$170,575	100%	\$2,155,182	7.91%
WATER FUND Operating Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Water Supply	\$26,701	67%	\$428,896	6.23%
Water Supply Capital Expense	\$881	2%	\$1,134,000	0.08%
Water Fund Dept. Transfers and Conting.	\$5,000	13%	\$296,510	1.69%
PW - Transportation & Distribution	\$3,832	10%	\$132,425	2.89%
PW - Transportation & Distrib. Capital Exp	\$2,459	6%	\$275,000	0.89%
Raw Water	\$1,034	3%	\$44,858	2.30%
Raw Water Capital Expense	\$0	0%	\$10,000	0.00%
Total selling expenses	\$39,907	100%	\$2,321,689	1.72%
Net Revenue over Expenditures	\$130,668	100%	(\$166,507)	-78.48%
GAS FUND Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Gas Revenue	\$235,856	100%	\$1,304,365	18.08%
GAS FUND Operating Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Gas Expenses	\$130,591	90%	\$1,046,437	12.48%
Gas Capital Expense	\$0	0%	\$72,000	0.00%
Total Transfers	\$14,583	10%	\$175,000	8.33%
Total Selling Expenses	\$145,174	100%	\$1,293,437	11.22%
Net Revenue over Expenditures	\$90,682	100%	\$10,928	829.81%
Wastewater FUND Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Wastewater Revenue	\$29,044	100%	\$431,227	6.74%
Wastewater FUND Oper Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Wastewater Expenses	\$23,214	82%	\$239,076	9.71%
Wastewater Capital Expense	\$0	0%	\$50,000	0.00%
Total Transfers	\$5,000	18%	\$60,000	8.33%
General Fund Loan	\$0	0%	\$26,447	0.00%
Total Selling Expenses	\$28,214	100%	\$375,523	7.51%
Net Revenue over Expenditures	\$830	100%	\$55,704	1.49%

Town of Rangely

Month Ending January 2016

Rangely Housing Auth Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Rangely Housing Auth Revenue	\$16,800	100%	\$278,380	6.03%
Rangely Housing Auth Oper Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Rangely Housing Auth Expenses	\$10,713	100%	\$165,652	6.47%
Housing Authority Capital Expense	\$0	0%	\$35,500	0.00%
Transfers	\$0	0%	\$71,000	0.00%
Total Expense	\$10,713	100%	\$272,152	3.94%
Net Revenue over Expenditures	\$6,087	100%	\$6,228	97.74%
Fund for Public Giving Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Fund for Public Giving Revenue	\$0	100%	\$2,000	0.00%
Fund for Public Giving Oper Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Fund for Public Giving Expenses	\$0	100%	\$2,000	0.00%
Net Revenue over Expenditures	\$0	#DIV/0!	\$0	#DIV/0!
Economic Development Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
RDA Revenues	\$5,205	100%	\$90,100	5.78%
Economic Development Oper Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
RDA Expenses	\$6,896	100%	\$89,200	7.73%
Net Revenue over Expenditures	(\$1,690)	100%	\$900	-187.83%
Conservation Trust Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Conservation Trust Revenue (Grant \$136K)	\$0	100%	\$12,500	0.00%
Conservation Trust Oper Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Conservation Trust Expenses	\$0	100%	\$10,000	0.00%
Net Revenue over Expenditures	\$0	#DIV/0!	\$2,500	0.00%
Housing Assistance Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Housing Assistance Revenue	\$0	100%	\$26,000	0.00%
Housing Assistance Oper Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Housing Assistance Expenses	\$0	100%	\$6,500	0.00%
Net Revenue over Expenditures	\$0	#DIV/0!	\$19,500	0.00%
Rangely Develop Corp Revenue	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Revenue	Budget 2016	% of Budget Expended
Rangely Develop Corp Revenue	\$8	100%	\$4,000	0.21%
Rangely Develop Corp Expenses	YTD ACTUAL		2016 BUDGET	
	YTD Amount	% of Expense	Budget 2016	% of Budget Expended
Rangely Develop Corp Expenses	\$0	100%	\$3,000	0.00%
Net Revenue over Expenditures	\$8	100%	\$1,000	0.84%

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
02/16	02/29/2016	75243	Void Check		.00 V
02/16	02/29/2016	75244	Void Check		.00 V
02/16	02/29/2016	75245	Void Check		.00 V
02/16	02/29/2016	75246	Void Check		.00 V
02/16	02/29/2016	75247	Void Check		.00 V
02/16	02/29/2016	75248	Void Check		.00 V
02/16	02/29/2016	75249	Void Check		.00 V
02/16	02/29/2016	75250	Void Check		.00 V
02/16	02/29/2016	75251	Void Check		.00 V
02/16	02/29/2016	75252	Void Check		.00 V
02/16	02/29/2016	75253	Void Check		.00 V
02/16	02/29/2016	75254	Void Check		.00 V
02/16	02/29/2016	75255	Void Check		.00 V
02/16	02/29/2016	75256	Void Check		.00 V
02/16	02/29/2016	75257	Void Check		.00 V
02/16	02/29/2016	75258	Void Check		.00 V
02/16	02/29/2016	75259	Void Check		.00 V
02/16	02/29/2016	75260	Void Check		.00 V
02/16	02/29/2016	75261	Void Check		.00 V
02/16	02/29/2016	75262	Void Check		.00 V
02/16	02/29/2016	75263	Void Check		.00 V
02/16	02/29/2016	75264	Void Check		.00 V
02/16	02/29/2016	75265	Void Check		.00 V
02/16	02/29/2016	75266	Void Check		.00 V
02/16	02/29/2016	75267	Void Check		.00 V
02/16	02/29/2016	75268	Void Check		.00 V
02/16	02/29/2016	75269	Void Check		.00 V
02/16	02/29/2016	75270	Void Check		.00 V
02/16	02/29/2016	75271	Void Check		.00 V
02/16	02/29/2016	75272	Void Check		.00 V
02/16	02/29/2016	75273	Void Check		.00 V
02/16	02/29/2016	75274	Void Check		.00 V
02/16	02/29/2016	75275	Void Check		.00 V
02/16	02/29/2016	75276	Void Check		.00 V
02/16	02/29/2016	75277	Void Check		.00 V
02/16	02/29/2016	75278	Void Check		.00 V
02/16	02/29/2016	75279	Void Check		.00 V
Total :					.00
02/16	02/29/2016	75241	ADAMSON POLICE PRODUCTS	OFFICE SUPPLIES/EXPENSE	53.75
Total ADAMSON POLICE PRODUCTS:					53.75
02/16	02/16/2016	75169	AFLAC	AFLAC PAYABLE	362.49
Total AFLAC:					362.49
02/16	02/16/2016	75170	AIR LIQUIDE AMERICA SPECIALTY GASS LLC	PROFESSIONAL/TECHNICAL SERVIC	39.06
Total AIR LIQUIDE AMERICA SPECIALTY GASS LLC:					39.06
02/16	02/29/2016	75242	ALL COPY PRODUCTS INC.	OFFICE SUPPLIES/EXPENSE	420.82

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
Total ALL COPY PRODUCTS INC.:					420.82
02/16	02/16/2016	75171	AQUIONICS INC	SEWER MATERIALS/EXPENSE	517.88
Total AQUIONICS INC:					517.88
02/16	02/29/2016	75281	ARAMARK	UNIFORMS	670.96
Total ARAMARK:					670.96
02/16	02/16/2016	75172	ATKINSON, LAURA	CASH CLEARING - UTILITIES	489.78
Total ATKINSON, LAURA:					489.78
02/16	02/16/2016	75173	BOY-KO SUPPLY CO	BUILDING/GROUNDS MAINTENANCE	211.84
02/16	02/29/2016	75282	BOY-KO SUPPLY CO	BUILDING/GROUNDS MAINTENANCE	67.00
Total BOY-KO SUPPLY CO:					278.84
02/16	02/16/2016	75174	BRADY, ANN	MAYOR/COUNCIL	100.00
Total BRADY, ANN:					100.00
02/16	02/16/2016	75175	BRASFIELD, JOE	UNIFORMS	86.41
Total BRASFIELD, JOE:					86.41
02/16	02/16/2016	75176	CALIFORNIA CONTRACTORS SUPPLY	GAS MATERIALS/EXPENSE	371.76
Total CALIFORNIA CONTRACTORS SUPPLY:					371.76
02/16	02/16/2016	75177	CASELLE, INC.	PROF/TECH SERVICES	869.33
Total CASELLE, INC.:					869.33
02/16	02/16/2016	75178	CEBT	VOLUNTARY/SUP LIFE INS PAYABLE	31,835.24
Total CEBT:					31,835.24
02/16	02/29/2016	75283	CENTER FOR EDUCATION & EMPLOYMENT LAW	PROF/TECH SERVICES	159.00
Total CENTER FOR EDUCATION & EMPLOYMENT LAW:					159.00
02/16	02/16/2016	75179	CENTURY EQUIPMENT COMPANY	MACHINERY OPERATIONS & MAINT	625.76
02/16	02/29/2016	75284	CENTURY EQUIPMENT COMPANY	MACHINERY OPERATIONS & MAINT	66.63
Total CENTURY EQUIPMENT COMPANY:					692.39
02/16	02/29/2016	75285	CENTURYLINK	COMMUNICATIONS	2,691.40
Total CENTURYLINK:					2,691.40
02/16	02/16/2016	75180	CHIEF/LAW ENFORCEMENT SUPPLY	OFFICE SUPPLIES/EXPENSE	599.97
Total CHIEF/LAW ENFORCEMENT SUPPLY:					599.97

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
02/16	02/16/2016	75181	CO DEPT OF AGRI ANIMAL IND DIV	PROF/TECH SERVICES	350.00
Total CO DEPT OF AGRI ANIMAL IND DIV:					350.00
02/16	02/16/2016	75182	DAN E. WILSON, ATTORNEY AT LAW LLC	PROF/TECH SERVICES	2,917.14
Total DAN E. WILSON, ATTORNEY AT LAW LLC:					2,917.14
02/16	02/16/2016	75183	DILLON, MICHAEL	TRAVEL/MEETINGS	145.95
02/16	02/29/2016	75286	DILLON, MICHAEL	TRAVEL/MEETINGS	45.45
Total DILLON, MICHAEL:					191.40
02/16	02/29/2016	75287	DIRECTV	UTILITIES	368.75
Total DIRECTV:					368.75
02/16	02/29/2016	75288	DUCEY'S ELECTRIC	BUILDING MAINTENANCE	915.66
Total DUCEY'S ELECTRIC:					915.66
02/16	02/16/2016	8649	EDDY, DAN	MAYOR/COUNCIL	100.00
Total EDDY, DAN:					100.00
02/16	02/16/2016	75184	EMC PLUMBING & HEATING, INC.	BUILDING/GROUNDS MAINTENANCE	240.00
02/16	02/29/2016	75289	EMC PLUMBING & HEATING, INC.	MACHINERY OPERATIONS/MAINT	2,000.26
Total EMC PLUMBING & HEATING, INC.:					2,240.26
02/16	02/29/2016	75290	EVOQUA WATER TECHNOLOGIES LLC	CHEMICALS	146.24
Total EVOQUA WATER TECHNOLOGIES LLC:					146.24
02/16	02/09/2016	75166	FAMILY SUPPORT REGISTRY	MISC DEDUCTIONS PAYABLE	186.90
02/16	02/23/2016	75239	FAMILY SUPPORT REGISTRY	MISC DEDUCTIONS PAYABLE	186.90
Total FAMILY SUPPORT REGISTRY:					373.80
02/16	02/09/2016	75167	FIDELITY ADVISOR FUNDS	RETIREMENT PAYABLE	10,146.06
02/16	02/23/2016	75240	FIDELITY ADVISOR FUNDS	RETIREMENT PAYABLE	10,237.95
Total FIDELITY ADVISOR FUNDS:					20,384.01
02/16	02/29/2016	75291	FIRST BANKCARD	OFFICE SUPPLIES/EXPENSE	3,230.18
Total FIRST BANKCARD:					3,230.18
02/16	02/23/2016	8690	FPPA	FPPA D&D	192.34
02/16	02/09/2016	75168	FPPA	FPPA D&D	173.77
Total FPPA:					366.11
02/16	02/16/2016	75185	FRESH EXPRESS CLEANING	BUILDING MAINTENANCE	46.00
Total FRESH EXPRESS CLEANING:					46.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
02/16	02/16/2016	75186	GOVERNMENT LEASING, LLC	UTILITIES	455.00
			Total GOVERNMENT LEASING, LLC:		455.00
02/16	02/29/2016	75292	GRAND JUNCTION PIPE & SUPPLY	WATER MATERIALS/EXPENSE	105.99
			Total GRAND JUNCTION PIPE & SUPPLY:		105.99
02/16	02/16/2016	75187	GREAT AMERICA LEASING CORPORATION	PROF/TECH SERIVCES	330.00
			Total GREAT AMERICA LEASING CORPORATION:		330.00
02/16	02/16/2016	75188	HACH	CHEMICALS/LABORATORY	377.76
02/16	02/29/2016	75293	HACH	CHEMICALS/LABORATORY	69.64
			Total HACH:		447.40
02/16	02/16/2016	8650	HATCH, LISA	MAYOR/COUNCIL	100.00
			Total HATCH, LISA:		100.00
02/16	02/29/2016	75294	HAYES, SCOTT	HOUSING MAINT/REPAIRS	120.00
			Total HAYES, SCOTT:		120.00
02/16	02/16/2016	75189	HIRERIGHT, INC.	PROFESSIONAL/TECHNICAL SERVIC	73.65
			Total HIRERIGHT, INC.:		73.65
02/16	02/16/2016	75190	HUITT, FRANK	MAYOR/COUNCIL	150.00
			Total HUITT, FRANK:		150.00
02/16	02/16/2016	75191	ITRON, INC,	PROF/TECH SERVICES	790.59
			Total ITRON, INC.:		790.59
02/16	02/16/2016	75192	JB INDUSTRIAL	DEPARTMENTAL MATERIALS/EXPEN	2,120.56
			Total JB INDUSTRIAL:		2,120.56
02/16	02/16/2016	75193	JONES PAINT & GLASS OF VERNAL	BUILDING MAINTENANCE	3,433.00
			Total JONES PAINT & GLASS OF VERNAL:		3,433.00
02/16	02/16/2016	75194	JSC, INC.	CAPITAL IMPROVEMENTS	750.00
			Total JSC, INC.:		750.00
02/16	02/16/2016	75195	KIMBALL MIDWEST	DEPARTMENTAL MATERIALS/EXPEN	403.88
			Total KIMBALL MIDWEST:		403.88
02/16	02/29/2016	75295	KRAI-AM AND KRAI-FM	MARKETING	155.00
			Total KRAI-AM AND KRAI-FM:		155.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
02/16	02/29/2016	75296	LEACH'S INDUSTRIAL SERVICE, INC.	DEPARTMENTAL MATERIALS/EXPEN	39.00
Total LEACH'S INDUSTRIAL SERVICE, INC.:					39.00
02/16	02/29/2016	75297	MACIAS, MIGUEL	CASH CLEARING - UTILITIES	36.38
Total MACIAS, MIGUEL:					36.38
02/16	02/16/2016	75196	MAIL SERVICES	PROF/TECH SERVICES	974.83
Total MAIL SERVICES:					974.83
02/16	02/16/2016	75197	MASTER PETROLEUM CO., INC.	FUEL	2,023.20
Total MASTER PETROLEUM CO., INC.:					2,023.20
02/16	02/16/2016	75198	MCCANDLESS TRUCK CENTER	MACHINERY OPERATIONS & MAINT	940.64
Total MCCANDLESS TRUCK CENTER:					940.64
02/16	02/16/2016	75199	MESA COUNTY HEALTH DEPT REG LABORATORY	CHEMICALS/LABORATORY	40.00
Total MESA COUNTY HEALTH DEPT REG LABORATORY:					40.00
02/16	02/16/2016	75200	MOON LAKE ELECTRIC ASSN.	UTILITIES	15,342.97
Total MOON LAKE ELECTRIC ASSN.:					15,342.97
02/16	02/16/2016	75201	MOUNTAIN WEST SECURITY LLC	BUILDING MAINTENANCE	20.00
Total MOUNTAIN WEST SECURITY LLC:					20.00
02/16	02/16/2016	75202	MULLEN, JOCELYN	COMPUTER PROCESSING	300.00
Total MULLEN, JOCELYN:					300.00
02/16	02/16/2016	75203	MWI VETERINARY SUPPLY	VETERINARY EXPENSES	39.44
02/16	02/29/2016	75298	MWI VETERINARY SUPPLY	VETERINARY EXPENSES	34.30
Total MWI VETERINARY SUPPLY:					73.74
02/16	02/16/2016	75204	NETWORKS UNLIMITED INC	COMPUTER PROCESSING	2,995.46
Total NETWORKS UNLIMITED INC:					2,995.46
02/16	02/16/2016	75205	NICHOLS STORE	OFFICE SUPPLIES/EXPENSE	18.00
02/16	02/29/2016	75299	NICHOLS STORE	POLICE MATERIALS/EXPENSE	18.00
Total NICHOLS STORE:					36.00
02/16	02/16/2016	8651	NIELSEN, JOSEPH	MAYOR/COUNCIL	100.00
Total NIELSEN, JOSEPH:					100.00
02/16	02/16/2016	75206	ORKIN PEST CONTROL	PROF/TECH SERVICES	1,178.27

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
Total ORKIN PEST CONTROL:					1,178.27
02/16	02/29/2016	75300	PIERING, LISA	COMPUTER PROCESSING	40.00
Total PIERING, LISA:					40.00
02/16	02/29/2016	75301	PINNACOL ASSURANCE	WORKERS' COMPENSATION	3,608.94
Total PINNACOL ASSURANCE:					3,608.94
02/16	02/29/2016	75302	PIPELINE TESTING CONSORTIUM	PROFESSIONAL/TECHNICAL SERVIC	170.00
Total PIPELINE TESTING CONSORTIUM:					170.00
02/16	02/16/2016	75207	PIPETTE.COM	CHEMICALS/LABORATORY	340.30
Total PIPETTE.COM:					340.30
02/16	02/16/2016	75208	PITNEY BOWES INC	PROF/TECH SERIVCES	104.83
Total PITNEY BOWES INC:					104.83
02/16	02/16/2016	75209	PROFESSIONAL TOUCH	VHCL/EQUIP OPER/MAINT	696.06
Total PROFESSIONAL TOUCH:					696.06
02/16	02/29/2016	75303	PUBLIC AGENCY TRAINING COUNCIL	TRAINING/PROF DEVELOPMENT	295.00
Total PUBLIC AGENCY TRAINING COUNCIL:					295.00
02/16	02/16/2016	75210	PUBLIC SAFETY CENTER, INC.	OFFICE SUPPLIES/EXPENSE	215.47
Total PUBLIC SAFETY CENTER, INC.:					215.47
02/16	02/16/2016	75211	QUILL CORPORATION	OFFICE SUPPLIES/EXPENSE	792.62
02/16	02/29/2016	75304	QUILL CORPORATION	PUBLIC EDUCATION PROGRAM	443.54
Total QUILL CORPORATION:					1,236.16
02/16	02/16/2016	75212	RANGELY AUTO PARTS & SUPPLY	BUILDING/GROUNDS MAINTENANCE	1,131.40
02/16	02/29/2016	75305	RANGELY AUTO PARTS & SUPPLY	VEHICLE/EQUIPMENT OPS/MAINT	193.81
Total RANGELY AUTO PARTS & SUPPLY:					1,325.21
02/16	02/16/2016	75213	RANGELY HARDWARE	OFFICE SUPPLIES/EXPENSE	1,377.40
02/16	02/29/2016	75306	RANGELY HARDWARE	BUILDING MAINTENANCE	1,078.12
Total RANGELY HARDWARE:					2,455.52
02/16	02/16/2016	75214	RANGELY SCHOOL FOUNDATION, INC	FOUNDATION TRANSFER	18,540.13
Total RANGELY SCHOOL FOUNDATION, INC:					18,540.13
02/16	02/16/2016	75215	RANGELY TRASH SERVICE	BUILDING MAINTENANCE	814.00

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
Total RANGELY TRASH SERVICE:					814.00
02/16	02/16/2016	75216	RANGELY, TOWN OF	UTILITIES	10,805.10
Total RANGELY, TOWN OF:					10,805.10
02/16	02/29/2016	75307	RESPOND FIRST AID SYSTEMS	POLICE MATERIALS/EXPENSE	57.75
Total RESPOND FIRST AID SYSTEMS:					57.75
02/16	02/16/2016	75217	RIO BLANCO COUNTY COMM.	PROF/TECH SERVICES	25,000.00
02/16	02/16/2016	75218	RIO BLANCO COUNTY SALES & USE TAX	GENERAL SALES TAX - STATE	21,463.00
02/16	02/29/2016	75308	RIO BLANCO COUNTY	FUEL	26.88
02/16	02/29/2016	75309	RIO BLANCO COUNTY SALES & USE TAX	GENERAL SALES TAX - STATE	3,027.73
Total RIO BLANCO COUNTY:					49,517.61
02/16	02/16/2016	75219	RIO BLANCO HERALD TIMES	OFFICE SUPPLIES/EXPENSE	1,087.44
Total RIO BLANCO HERALD TIMES:					1,087.44
02/16	02/29/2016	75310	SCHMEUSER GORDON MEYER, INC.	CAPITAL IMPROVEMENTS	868.75
Total SCHMEUSER GORDON MEYER, INC.:					868.75
02/16	02/16/2016	75220	SENERGY BUILDERS, LLC.	HOUSING MANAGEMENT EXPENSE	4,964.70
Total SENERGY BUILDERS, LLC.:					4,964.70
02/16	02/29/2016	75311	SGS ACCUTEST INC.	CHEMICALS/LABORATORY	114.50
Total SGS ACCUTEST INC.:					114.50
02/16	02/16/2016	8652	SHAFFER, ANDREW	MAYOR/COUNCIL	100.00
Total SHAFFER, ANDREW:					100.00
02/16	02/29/2016	75312	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	PROF/TECH SERVICES	190.00
Total SOCIETY FOR HUMAN RESOURCE MANAGEMENT:					190.00
02/16	02/16/2016	75238	STANDARD INSURANCE COMPANY RC	VOLUNTARY/SUP LIFE INS PAYABLE	694.86
Total STANDARD INSURANCE COMPANY RC:					694.86
02/16	02/16/2016	8653	STEELE, KRISTIN	MAYOR/COUNCIL	100.00
Total STEELE, KRISTIN:					100.00
02/16	02/16/2016	75221	STRATA NETWORKS	CONTINGENCY	5,000.00
02/16	02/16/2016	75222	STRATA NETWORKS	COMMUNICATIONS	500.00
Total STRATA NETWORKS:					5,500.00
02/16	02/16/2016	75223	SUMMIT ENERGY, LLC	NATURAL GAS PURCHASES	105,226.66

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
			Total SUMMIT ENERGY, LLC:		105,226.66
02/16	02/16/2016	75224	TIMBER LINE ELECTRIC & CONTROL	DEPARTMENT MATERIALS/EXPENSE	460.00
			Total TIMBER LINE ELECTRIC & CONTROL:		460.00
02/16	02/16/2016	75225	TRACTOR SUPPLY CREDIT PLAN	VETERINARY EXPENSES	75.98
			Total TRACTOR SUPPLY CREDIT PLAN:		75.98
02/16	02/16/2016	75226	TRANSUNION RISK & ALTERNATIVE	PROF/TECH SERVICES	30.00
			Total TRANSUNION RISK & ALTERNATIVE:		30.00
02/16	02/29/2016	75313	TRI COUNTY FIRE PROTECTION	BUILDING MAINTENANCE	363.00
			Total TRI COUNTY FIRE PROTECTION:		363.00
02/16	02/29/2016	75314	ULINE	MACHINERY OPERATIONS & MAINT	1,394.78
			Total ULINE:		1,394.78
02/16	02/16/2016	75227	UNCC	PROFESSIONAL/TECHNICAL SERVIC	21.45
			Total UNCC:		21.45
02/16	02/16/2016	75228	VERIZON WIRELESS	BUILDING MAINTENANCE	1,105.49
			Total VERIZON WIRELESS:		1,105.49
02/16	02/29/2016	75315	VERNAL PET CLINIC & WELLNESS CENTER	VETERINARY EXPENSES	185.73
			Total VERNAL PET CLINIC & WELLNESS CENTER:		185.73
02/16	02/16/2016	75229	VERNAL WINNELSON CO.	BUILDING MAINTENANCE	257.30
02/16	02/29/2016	75316	VERNAL WINNELSON CO.	BUILDING MAINTENANCE	223.41
			Total VERNAL WINNELSON CO.:		480.71
02/16	02/16/2016	75230	VET CLINIC, THE	VETERINARY EXPENSES	797.00
			Total VET CLINIC, THE:		797.00
02/16	02/16/2016	75231	WAGNER EQUIPMENT COMPANY	MACHINERY OPERATIONS & MAINT	111.29
			Total WAGNER EQUIPMENT COMPANY:		111.29
02/16	02/16/2016	75232	WALTER ENVIRONMENTAL GROUP, LLC	PROF/TECH SERVICES	1,650.00
			Total WALTER ENVIRONMENTAL GROUP, LLC:		1,650.00
02/16	02/16/2016	75233	WEX BANK	FUEL	2,416.48
			Total WEX BANK:		2,416.48
02/16	02/16/2016	75234	WHITE RIVER MARKET	GAS MATERIALS/EXPENSE	228.43

GL Period	Check Issue Date	Check Number	Payee	Invoice GL Account Title	Amount
02/16	02/29/2016	75317	WHITE RIVER MARKET	MACHINERY OPERATIONS & MAINT	213.73
Total WHITE RIVER MARKET:					442.16
02/16	02/16/2016	75235	WILCZEK, KAREN S	JUDGES	300.00
Total WILCZEK, KAREN S:					300.00
02/16	02/16/2016	75236	WOODS & AITKEN LLP	CAPITAL IMPROVEMENTS	10,652.14
Total WOODS & AITKEN LLP:					10,652.14
02/16	02/16/2016	75237	WRB REC & PARK DISTRICT	DUES/CONTRIBUTIONS	70.50
Total WRB REC & PARK DISTRICT:					70.50
Grand Totals:					335,029.89

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-11100	.00	.00	.00
01-11700	526.16	.00	526.16
01-21500	.00	526.16-	526.16-
10-14100	3,510.00	.00	3,510.00
10-21500	82.27	173,718.30-	173,636.03-
10-22255	18,244.65	.00	18,244.65
10-22270	373.80	.00	373.80
10-22280	2,139.36	.00	2,139.36
10-22290	31,381.00	.00	31,381.00
10-22292	366.11	.00	366.11
10-22295	362.49	.00	362.49
10-22298	1,149.10	.00	1,149.10
10-31-300	24,490.73	.00	24,490.73
10-41-110	750.00	.00	750.00
10-41-220	490.15	.00	490.15
10-41-400	70.50	.00	70.50
10-42-110	300.00	.00	300.00
10-42-118	1,757.14	.00	1,757.14
10-43-200	1,232.77	.00	1,232.77
10-43-205	1,028.23	.00	1,028.23
10-43-210	192.15	.00	192.15
10-43-220	804.83	.00	804.83
10-43-250	1,608.09	.00	1,608.09
10-43-270	1,972.64	.00	1,972.64
10-43-285	37.51	.00	37.51
10-43-300	155.00	.00	155.00
10-44-200	989.95	.00	989.95
10-44-205	133.22	.00	133.22
10-44-220	1,059.33	.00	1,059.33
10-46-200	30.51	.00	30.51
10-46-205	93.22	.00	93.22
10-46-250	140.03	.00	140.03
10-46-260	1,326.68	.00	1,326.68

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-46-270	263.70	.00	263.70
10-46-280	540.60	.00	540.60
10-46-285	440.84	.00	440.84
10-46-290	53.45	.00	53.45
10-46-320	139.91	.00	139.91
10-46-330	4.29	.00	4.29
10-48-200	21.67	.00	21.67
10-48-205	300.00	.00	300.00
10-48-220	25,599.82	.00	25,599.82
10-48-285	131.75	.00	131.75
10-49-640	18,540.13	.00	18,540.13
10-49-680	5,000.00	.00	5,000.00
10-54-135	98.94	.00	98.94
10-54-200	1,309.85	.00	1,309.85
10-54-205	93.22	.00	93.22
10-54-210	427.23	.00	427.23
10-54-220	573.55	.00	573.55
10-54-230	832.27	.00	832.27
10-54-250	852.01	.00	852.01
10-54-260	83.00	.00	83.00
10-54-270	657.53	.00	657.53
10-54-280	641.15	.00	641.15
10-54-285	830.72	.00	830.72
10-54-330	174.20	.00	174.20
10-55-200	137.64	.00	137.64
10-55-220	350.00	.00	350.00
10-55-260	954.69	.00	954.69
10-55-285	26.88	.00	26.88
10-55-310	1,592.25	82.27-	1,509.98
10-60-200	150.65	.00	150.65
10-60-205	93.22	.00	93.22
10-60-220	210.00	.00	210.00
10-60-250	233.12	.00	233.12
10-60-260	3,913.00	.00	3,913.00
10-60-270	4,400.57	.00	4,400.57
10-60-280	21.37	.00	21.37
10-60-285	2,397.06	.00	2,397.06
10-60-290	2,964.51	.00	2,964.51
10-60-320	29.73	.00	29.73
10-60-330	1,027.72	.00	1,027.72
10-60-365	1,408.98	.00	1,408.98
10-60-800	7.89	.00	7.89
51-21500	.00	25,357.06-	25,357.06-
51-71-200	171.60	.00	171.60
51-71-205	1,221.47	.00	1,221.47
51-71-210	205.14	.00	205.14
51-71-220	520.29	.00	520.29
51-71-230	329.97	.00	329.97
51-71-250	385.69	.00	385.69
51-71-260	150.42	.00	150.42
51-71-270	5,603.30	.00	5,603.30
51-71-280	307.88	.00	307.88
51-71-285	220.92	.00	220.92
51-71-290	1,737.72	.00	1,737.72
51-71-320	29.72	.00	29.72
51-71-330	460.00	.00	460.00
51-71-350	1,316.70	.00	1,316.70

GL Account	Debit	Credit	Proof
51-71-800	11,520.89	.00	11,520.89
51-72-200	6.70	.00	6.70
51-72-250	93.22	.00	93.22
51-72-260	44.97	.00	44.97
51-72-290	5.94	.00	5.94
51-72-330	121.98	.00	121.98
51-72-800	750.00	.00	750.00
51-73-250	55.82	.00	55.82
51-73-270	96.72	.00	96.72
52-21500	.00	109,469.98-	109,469.98-
52-40-200	30.70	.00	30.70
52-40-205	93.22	.00	93.22
52-40-220	598.56	.00	598.56
52-40-250	420.30	.00	420.30
52-40-260	47.00	.00	47.00
52-40-270	1,024.92	.00	1,024.92
52-40-280	60.42	.00	60.42
52-40-285	266.61	.00	266.61
52-40-320	558.01	.00	558.01
52-40-330	803.02	.00	803.02
52-40-380	340.56	.00	340.56
52-40-410	105,226.66	.00	105,226.66
53-21500	.00	12,634.96-	12,634.96-
53-40-200	34.48	.00	34.48
53-40-205	93.22	.00	93.22
53-40-220	85.00	.00	85.00
53-40-230	115.04	.00	115.04
53-40-250	228.01	.00	228.01
53-40-260	1,042.54	.00	1,042.54
53-40-270	7,921.03	.00	7,921.03
53-40-285	114.27	.00	114.27
53-40-290	2,146.59	.00	2,146.59
53-40-330	617.88	.00	617.88
53-40-350	236.90	.00	236.90
71-21500	3.14	5,971.34-	5,968.20-
71-40-200	30.70	.00	30.70
71-40-205	93.22	.00	93.22
71-40-250	170.32	.00	170.32
71-40-260	1,337.95	3.14-	1,334.81
71-40-270	4,339.15	.00	4,339.15
73-21500	.00	7,437.50-	7,437.50-
73-40-220	2,082.00	.00	2,082.00
73-40-250	4,964.70	.00	4,964.70
73-40-260	374.16	.00	374.16
73-40-270	16.64	.00	16.64
Grand Totals:	335,200.71	335,200.71-	.00

Dated: March 8, 2016 ***APPROVED CHECK REGISTER***

Mayor: _____
FRANK HUITT

City Council: ANN BRADY

DAN EDDY

ANDREW SHAFFER

JOSEPH NIELSEN

LISA HATCH

KRISTIN STEELE

Town Manager: PETER BRIXIUS

Town Clerk: LISA PIERING

Report Criteria:
Report type: Summary

**LIQUOR OR 3.2 BEER LICENSE
 RENEWAL APPLICATION**

Fees Due	
Renewal Fee	\$227.50
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

RANGELY LIQUOR STORE
 719 E MAIN ST
 RANGELY CO 81648

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name WILLIS RANGELY ENTERPRISES LLC		DBA RANGELY LIQUOR STORE		
Liquor License # 4704214	License Type Liquor Store (city)	Sales Tax License # 30422957	Expiration Date 3/29/2016	Due Date 2/13/2016
Street Address 719 E MAIN ST RANGELY CO 81648				Phone Number (970) 675 8596
Mailing Address 719 E MAIN ST RANGELY CO 81648				
Operating Manager Erin Willis	Date of Birth 4-1-80	Home Address 240 Ridge Rd. Rangely, CO 81648		Phone Number 970-675 5131

- Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____
- Since the date of filing of the last annual application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last annual application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. YES NO
- Since the date of filing of the last annual application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. YES NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. YES NO
- SOLE PROPRIETORSHIPS, HUSBAND-WIFE PARTNERSHIPS AND PARTNERS IN GENERAL PARTNERSHIPS:** Each person must complete and sign the DR 4679: Affidavit – Restriction on Public Benefits (available online or by calling 303-205-2300) and **attach a copy of their driver's license, state-issued ID or valid passport.**

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business Erin Willis	Title President
Signature Erin Willis	Date 2-1-16

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For	Date
Signature	Title
	Attest

TO: Mayor and Town Council

From: Chief Wilczek

RE: Rangely Liquor Store license renewal

Date: February 29, 2016

I have reviewed the application for Rangely Liquor Store license renewal, and provide you with the following information on incidents from this business. There has been one violation at this business from the last renewal. On February 24, 2016 State Liquor enforcement was in Rangely. During their compliance check Rangely Liquor Store sold alcohol to our underage operative.

Chief Vince Wilczek

VALUES

HONESTY ◇ INTEGRITY & PROFESSIONALISM ◇ COMMITMENT OF SERVICE ◇

PRESERVATION OF LIFE

RESPECT FOR THE DIGNITY OF ALL PERSONS ◇ REVERENCE OF THE LAW

209 E MAIN STREET, RANGELY, COLORADO 81648

(970) 675-8466 FAX (970) 675-2609 EMAIL: VINCE@RANGELYGOVT.COM

**LIQUOR OR 3.2 BEER LICENSE
 RENEWAL APPLICATION**

LOAF 'N JUG #867
 PO BOX 305103
 NASHVILLE TN 37230-5103

STATE

Fees Due	
Renewal Fee	\$96.25
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name MINI MART INC		DBA LOAF 'N JUG #867		
Liquor License # 03279430007	License Type 3.2% Beer Off Premises (city)	Sales Tax License # 03279430007	Expiration Date 5/1/2016	Due Date 3/17/2016
Operating Manager Be Lena Mounce	Date of Birth 10/29/83	Home Address 325 Apple St CRAIG, CO 81625		
Manager Phone Number		Email Address		
Street Address 783 W HWY 64 RANGELY CO 81648-2502				Phone Number (719) 948 3071
Mailing Address PO BOX 305103 NASHVILLE TN 37230-5103				

- Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease 12/31/2019
- Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. YES NO
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. YES NO
- Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. YES NO

AFFIRMATION & CONSENT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business Arthur Slawski	Title President
Signature 	Date 1/10/16

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For	Date
Signature	Title
	Attest

TO: Mayor and Town Council

From: Chief Wilczek

RE: Loaf and Jug renewal of liquor license

Date: February 23, 2016

I have reviewed the application for Loaf and Jug liquor license and provide you with the following information on incidents from this establishment. There have been no citations and no violations at this business from the last renewal.

Chief Vince Wilczek

VALUES

HONESTY ◇ INTEGRITY & PROFESSIONALISM ◇ COMMITMENT OF SERVICE ◇
PRESERVATION OF LIFE
RESPECT FOR THE DIGNITY OF ALL PERSONS ◇ REVERENCE OF THE LAW
209 E MAIN STREET, RANGELY, COLORADO 81648
(970) 675-8466 FAX (970) 675-2609 EMAIL: VINCE@RANGELYGOVT.COM

APPLICATION FOR A SPECIAL EVENTS PERMIT

Department Use Only

IN ORDER TO QUALIFY FOR A SPECIAL EVENTS PERMIT, YOU MUST BE NONPROFIT AND ONE OF THE FOLLOWING (See back for details.)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> SOCIAL | <input type="checkbox"/> ATHLETIC | <input type="checkbox"/> PHILANTHROPIC INSTITUTION |
| <input type="checkbox"/> FRATERNAL | <input type="checkbox"/> CHARTERED BRANCH, LODGE OR CHAPTER | <input type="checkbox"/> POLITICAL CANDIDATE |
| <input type="checkbox"/> PATRIOTIC | <input type="checkbox"/> OF A NATIONAL ORGANIZATION OR SOCIETY | <input type="checkbox"/> MUNICIPALITY OWNING ARTS FACILITIES |
| <input type="checkbox"/> POLITICAL | <input type="checkbox"/> RELIGIOUS INSTITUTION | |

LIAB	TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:
2110 <input checked="" type="checkbox"/>	MALT, VINOUS AND SPIRITUOUS LIQUOR \$25.00 PER DAY
2170 <input checked="" type="checkbox"/>	FERMENTED MALT BEVERAGE (3.2 Beer) \$10.00 PER DAY

DO NOT WRITE IN THIS SPACE

LIQUOR PERMIT NUMBER

1. NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE Colorado Northwestern Community College	State Sales Tax Number (Required) 98-15145-0000 tax exempt
---	---

2. MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE (include street, city/town and ZIP) 500 Kennedy Drive Rangely, CO 81648	3. ADDRESS OF PLACE TO HAVE SPECIAL EVENT (include street, city/town and ZIP) CNCC Rangely Campus--Colorado Room 500 Kennedy Drive Rangely, CO 81648
--	--

NAME	DATE OF BIRTH	HOME ADDRESS (Street, City, State, ZIP)	PHONE NUMBER
4. PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE Rebecca Dubbert	02/07-1965	1474 La Mesa Circle	970-675-5420
5. EVENT MANAGER Russell George		500 Kennedy Drive	970-675-3201

6. HAS APPLICANT ORGANIZATION OR POLITICAL CANDIDATE BEEN ISSUED A SPECIAL EVENT PERMIT THIS CALENDAR YEAR? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. IS PREMISES NOW LICENSED UNDER STATE LIQUOR OR BEER CODE? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
---	---

8. DOES THE APPLICANT HAVE POSSESSION OR WRITTEN PERMISSION FOR THE USE OF THE PREMISES TO BE LICENSED? Yes No

LIST BELOW THE EXACT DATE(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT

Date 04-09-2016		Date		Date		Date	
Hours	From	Hours	From	Hours	From	Hours	From
	11am						
	To 11pm						

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

SIGNATURE <i>Rebecca Dubbert</i>	TITLE <i>Executive Asst.</i>	DATE <i>2-22-16</i>
-------------------------------------	---------------------------------	------------------------

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY OR COUNTY)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 12, Article 48, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

LOCAL LICENSING AUTHORITY (CITY OR COUNTY)	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY	TELEPHONE NUMBER OF CITY/COUNTY CLERK 970-675-8477
SIGNATURE	TITLE	DATE

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

LIABILITY INFORMATION			
License Account Number	Liability Date	State	TOTAL
		-750 (999)	\$.

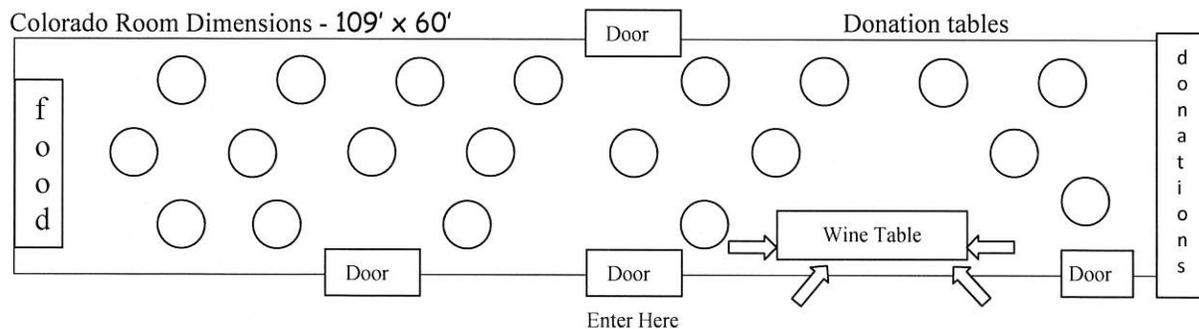
February 22, 2016

Vickie Pfennig
Code Enforcement Officer
209 E. Main
Rangely, CO 81648

Dear Vickie,

This letter is for the CNCC Foundation and their request for a one-day special events liquor license for their upcoming Foundation Fundraiser Dinner scheduled for Saturday, April 9, 2016. The Foundation has made the necessary room reservation and has paid the rental fees for the evening activity to be held in the Weiss Activity Center Colorado Room.

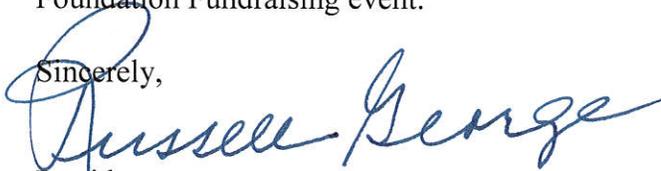
The diagram of the set up for the distribution of the wine and the dimensions are as follows:



The wine will be in a cooler on the floor under the serving table. We will have Foundation members in charge of the wine by requiring proof of age causing individuals to present their pictured drivers license to qualify them for purchase. We will also have a Foundation member based at each end of the table just in case (these areas marked with an \rightleftarrows on the diagram). People will be entering the room through one door in the middle of the room since you have to present your tickets to get in. All other doors will be monitored closely for this reason.

Colorado Northwestern Community College is happy to provide this meeting room for a very important community activity for Rangely and hopes to continue with this annual CNCC Foundation Fundraising event.

Sincerely,



President
Colorado Northwestern Community College

To: Mayor and Town Council

From: Chief Wilczek

RE: Special Event Liquor License CNCC Foundation Dinner

Date: February 23, 2016

I have reviewed the application for CNCC Foundation Special Event Liquor license. There should be no problem if this is done the same way as all special events are conducted. There have been no complaints on events sponsored by CNCC Foundation with special event liquor license. If this is conducted the same way as event they have sponsored there should be no problems. All alcohol sales will be governed by Local ordinance and State Law. The CNCC Foundation dinner/dance will be held on April 9, 2016 in the Colorado Room.

Chief Vince Wilczek

VALUES

HONESTY ◇ INTEGRITY & PROFESSIONALISM ◇ COMMITMENT OF SERVICE ◇

PRESERVATION OF LIFE

RESPECT FOR THE DIGNITY OF ALL PERSONS ◇ REVERENCE OF THE LAW

209 E MAIN STREET, RANGELY, COLORADO 81648

(970) 675-8466 FAX (970) 675-2609 EMAIL: VINCE@RANGELYGOVT.COM

TOWN MANAGER
EMPLOYMENT AGREEMENT
TOWN OF RANGELY

Recitals.

- A. Town government is vital, and must be efficient, friendly, and innovative. A Town Manager who is able to consistently work with the Council, the staff and citizens to meet and exceed those goals is also vital, and often hard to find and then retain.
- B. It is in the best interests of the Town and its citizens to retain Peter Brixius as Town Manager ("Employee") as long as is reasonable, and so long as he continues to perform well.
- C. The Town Council and Employee have not signed an employment agreement, even though it is not only customary to do so, and it also protects both the Town and any Town Manager by clearly setting forth the terms of any Town Manager's employment with and service to the Town.
- D. It is nearly axiomatic in the local government employment sector that, at times, local politics or events can lead citizens to run for Council in order to terminate one or more Town employees who were simply implementing Council policy. This Council recognizes that such a result is not in the overall interests of the Town.
- E. The Town Council hereby finds and determines that it is in the Town's best interests, and that of its citizens, to continue to employ Employee as its Town Manager, as set forth in this agreement.

NOW THEREFORE, BE IT AGREED by the Board of Trustees of the town of Rangely, also known as the Town Council ("Town"), and Employee Peter Brixius in his role as Town Manager:

- 1. Employee shall continue his employment with the Town as Town Manager as an at-will employee, subject to the terms of this Agreement.
- 2. The Council may terminate Employee's employment at any time. Cause or reasons may be stated or not.
- 3. Employee may terminate his employment at any time but shall provide at least thirty days notice prior to termination.
- 4. At least once a year, the Council will meet in executive session and discuss Employee's performance, annual salary, and other benefits. The Council will then meet with Employee to discuss his annual evaluation. At the same time, Employee will have the opportunity to discuss concerns he has, if any. Such meeting(s) between the Council and Employee will be in executive session or public session, as selected by Employee.
- 5. Employee shall receive a salary of \$ 99,964.38 per annum as of March 22, 2016. Employee shall continue to receive paid time off, health, vision, and dental insurance, retirement, car allowance, cell phone and other benefits and employee benefits and coverages as are currently in effect.

- a. Employer agrees to budget for and to pay for travel and subsistence expenses of Employee for professional and official travel, meetings and occasions to adequately continue the professional development of Employee and to pursue necessary official functions for Employer, including but not limited to the Colorado Municipal League, International City Management Association (ICMA) and such other national, regional, state and local groups and committees of which Employee is a member.
- b. Employer also agrees to budget for and to pay for travel and subsistence expenses of Employee for courses, institutes and seminars that are necessary for the Employee's professional development and for the good of the Employer.
- c. The Employer acknowledges the value of having Employee participate and be directly involved in a local civic club(s) or organizations(s). Accordingly, Employer shall pay for the reasonable membership fees and/or dues to enable the Employee to become an active member in a local civic club(s) or organization(s).

6. Termination.

For the purpose of this agreement, termination shall occur when:

- a. The majority of the Council votes to terminate the Employee at a duly authorized public meeting; or
- b. If the Council acts to amend the job description or duties of Employee that substantially changes the terms or conditions of the Town Manager position, the Employee shall have the right to declare that such acts or amendments constitute termination; or,
- c. If the Employer reduces the base salary or any other financial benefit of the Employee, unless it is applied in no greater percentage than the average reduction of all Town employees, such action shall constitute a breach of this Agreement and will be regarded as termination; or,
- d. If the Employee resigns following an offer to accept resignation in lieu of termination, whether formal or informal, by the Employer as representative of the majority of the Council, the Employee may declare a termination as of the date of the suggestion or offer to accept his resignation; or,
- e. A breach of contract occurs, declared by either party and the breach is not cured within a 15 day cure period for either Employee or the Town. Written notice of a breach of contract shall be provided as set forth below.
- f. If the Employee is charged and convicted of a felony and/or class 1 misdemeanor the Employer may terminate this Agreement and severance shall not be payable to the Employee.
- g. If the Employee is charged with but not convicted of a felony and/or a misdemeanor the Council may terminate this agreement and severance shall not be payable to the Employee if as a result of the Employee being charged the Town has been cast in a negative light and/or the actions of the Employee have brought the Town and/or the Council into disrepute.

- h. In the event the Employee is terminated by the Employer for no stated reason or for a reason other than described in Sections (f) or (g), then Employer shall pay six (6) months salary and benefits as severance.

7. Resignation.

In the event that the Employee voluntarily resigns (is not asked to leave or is not suggested to resign in lieu of termination) his position with the Town, the Employee shall provide a minimum of 30 days notice unless the parties agree otherwise.

8. Indemnification.

Town shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Manager or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved constitutes willful, wanton, or criminal conduct. The Employee may request and the Employer shall not unreasonably refuse to provide legal representation at the Town's expense and the Town may not unreasonably withhold approval, legal representation, provided by the Town for Employee, and shall extend same until a final determination of the legal action including any appeals brought by either party. The Town shall indemnify Employee, against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorneys fees, and any other liabilities incurred by, imposed upon, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties. Any settlement of any claim must be made with prior approval of the Town in order for indemnification, as provided in this Section, to be available.

Employee recognizes that Town shall have the right to compromise any claim and, unless the Employee is a party to the suit in which case Employee shall have a veto authority over the settlement, settle any claim or suit; unless, said compromise or settlement is of a personal nature to Employee. Further the Town agrees to pay all reasonable litigation expenses of Employee throughout the pendency of any litigation to which the Employee is a part, witness or advisor to the Town or Town Council. Such expense payments shall continue beyond Employee's service to the Town as long as litigation is pending.

9. Notices.

Notice pursuant to this Agreement shall be given by depositing the notice in the United States Mail, postage prepaid, addressed as follows:

TOWN: To the Town Clerk and Mayor, 209 East Main Street, Rangely, Colorado 81648

EMPLOYEE: Peter Brixius, 1400 La Mesa Circle, Rangely, Colorado 81648

Alternatively, notice required pursuant to this Agreement may be personally served the same manner as service of process of a civil action in a District Court of Colorado. Notice shall be deemed given as of the date of personal service or as of three days following the date of deposit of such written notice in the course of transmission in the United States Mail. Either party may update the address of notice by giving a written notice as described above.

10. General Provisions.

This Agreement sets forth and establishes the entire understanding between the Employer and the Employee relating to the employment of the Employee by the Employer. Any prior discussions or representations by or between the parties are merged into this Agreement. The parties by mutual written agreement may amend any provision of this agreement during the life of the agreement. Such amendments shall be incorporated and made a part of this agreement.

11. Binding Effect. This Agreement shall be binding on the Town and the Employee as well as their heirs, assigns, executors, personal representatives and successors in interest.

12. Effective Date. This Agreement shall become effective upon mutual execution.

13. Severability. The invalidity or partial invalidity of any portion of the Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

IN WITNESS WHEREOF, the Town Council of the Town of Rangely, Colorado, by and through the Mayor of the Town Council and duly attested by the Town Clerk, and the Employee have signed and executed this agreement the day and year set forth below.

Town of Rangely

Frank Huitt, Mayor

Date Signed: _____

Town of Rangely

Employee Brixius, Town Manager

Date Signed: _____



March 8, 2016

Rangely Chamber of Commerce
209 E Main Street
Rangely, Co 81648

RE: DOLA Main Street Program Affiliate Application

Dear Ms. Steele,

The Town of Rangely supports the Rangely Chamber of Commerce in their application to the Department of Local Affairs, Main Street Affiliate program.

We are excited to realize some of the benefits of the program working towards Economic Vitality, Community Idea's and Organization, working with DOLA staff and providing Networking Opportunities.

Respectfully submitted,

Frank Huitt
Mayor of Rangely, Colorado



PROGRAM MANUAL

JANUARY 2016

COLORADO DEPARTMENT OF LOCAL AFFAIRS
DIVISION OF LOCAL GOVERNMENT
COMMUNITY DEVELOPMENT OFFICE



COLORADO
Department of Local Affairs



MAIN STREET PROGRAM OVERVIEW

The Colorado Main Street® program is designed to assist with the revitalization of traditional downtowns and historic commercial districts, promote economic development and historic preservation. The program uses an approach that advocates a return to community self-reliance, local empowerment, and the rebuilding of central business districts based on their assets, unique architecture, personal service, local ownership and entrepreneurship, and a sense of community.

The Colorado Main Street program provides technical assistance in the Main Street Four-Point Approach® (Organization, Promotion, Economic Vitality, and Design) to competitively selected communities that are working in historically relevant business district settings and that meet certain threshold criteria.

The Department of Local Affairs (DOLA) manages the Colorado Main Street program, which is partially funded by a grant from History Colorado, the State Historical Fund. The mission of the Colorado Main Street program is to coordinate resources and technical assistance for communities seeking to revitalize their historic downtown commercial districts based on their unique needs. The Department of Local Affairs requires all potential candidates to submit an application. The Main Street Advisory Board reviews the applications and the Executive Director of the Department of Local Affairs considers feedback from the Advisory Board and Colorado Main Street staff to select new Candidate Main Street communities.

NATIONAL MAIN STREET HISTORY

Concerned about continuing threats to Main Streets' commercial architecture and aware of the need to stimulate economic activity in small-city downtowns, the National Trust for Historic Preservation launched a community demonstration project (1977-1980) that resulted in the creation of the Main Street Four-Point Approach® and establishment of the National Main Street Center in Washington, D.C.

Main Street is a national program that has spanned three decades and taken root in more than 2,000 communities - a movement that has spurred \$49 billion in reinvestment in traditional commercial districts, generated an average of \$27 locally for each public dollar invested, led to a net gain of 94,176 new businesses, 417,919 new jobs, and 214,263 building rehabilitations, galvanized thousands of volunteers, and changed the way governments, planners, and developers view preservation.

COLORADO MAIN STREET HISTORY

Colorado was selected by the National Main Street Center for a state pilot Main Street project in 1982 – 1985. Delta, Durango, Grand Junction, Manitou Springs and Sterling were Colorado's Main Street communities in the initial program. The Colorado Department of Local Affairs administered this three year pilot program. Although the Main Street approach to downtown revitalization proved very successful in Colorado, the state discontinued the program after completing the three-year pilot project. Several communities continued to implement Main Street and downtown revitalization programs without the benefit of a statewide coordinating program, while other local programs were discontinued. Between 2000 and 2010, Downtown Colorado

Inc. administered the Colorado Main Street program with a grant from the State Historical Fund of The Colorado Historical Society.

Because of the emphasis on historic preservation and the impact the program has had in revitalizing Colorado's historic downtowns, the State Historical Fund continues to generously support the Colorado Main Street Program. In 2011, DOLA once again became the administrator of the program with a generous grant from the History Colorado State Historical Fund.

MAIN STREET APPROACH®

Organization involves getting everyone working toward the same goal and assembling the appropriate human and financial resources to implement a Main Street revitalization program. A governing board and volunteers or specific project committees make up the fundamental organizational structure of the volunteer-driven program. Volunteers are coordinated and supported by a paid program director as well. This structure not only divides the workload and clearly delineates responsibilities, but also builds consensus and cooperation among the various stakeholders.

Promotion sells a positive image of the commercial district and encourages consumers and investors to live, work, shop, play and invest in the Main Street district. By marketing a district's unique characteristics to residents, investors, business owners and visitors, an effective promotional strategy forges a positive image through advertising, media relations, retail promotional activity, special events and marketing campaigns carried out by local volunteers. These activities improve consumer and investor confidence in the district and encourage commercial activity and investment in the area by identifying and appealing to the district's market niches.

Design means getting Main Street into top physical shape. Capitalizing on its best assets — such as historic buildings and pedestrian-oriented streets — is just part of the story. An inviting atmosphere, created through attractive window displays, well-managed parking areas, building improvements, street furniture, signs, sidewalks, lights and landscaping, conveys a positive visual message about the commercial district and what it has to offer. Design activities also include instilling good maintenance practices, as well as enhancing the physical appearance of the district and creating new productive commercial or residential space by rehabilitating historic buildings, encouraging appropriate new construction, developing sensible design management systems, and long-term planning.

Economic Vitality strengthens a community's existing economic assets while expanding and diversifying its economic base. The Main Street program helps sharpen the competitiveness of existing business owners, helps to foster entrepreneurial start-ups and expansions, and recruits compatible new businesses and new economic uses to build a commercial district to create jobs and to respond to today's consumers' needs. Converting unused or underused commercial space into economically productive property also helps boost the profitability and sales tax revenue of the district.

EIGHT PRINCIPLES

- **Comprehensive:** A single project cannot revitalize a downtown. An ongoing series of initiatives is vital to build community support and create lasting progress.
- **Incremental:** Small projects make a big difference. They demonstrate that “things are happening” and hone the skills and confidence the program will need to tackle more complex problems.
- **Self-Help:** Only local leadership can initiate long-term success by fostering and demonstrating community involvement and commitment to the revitalization effort.
- **Public/Private Partnerships:** The support and expertise of both the public and private sector is necessary for an effective partnership.
- **Capitalizing on Existing Assets:** A key goal is to help communities recognize and make the best use of their unique offerings. Local assets provide the solid foundation for a successful program.
- **Quality:** From storefront design to promotional campaigns to special events, quality must always be the main goal.
- **Change:** Changing community attitudes and habits is essential for success. A carefully planned Main Street program will shift public perceptions and practices to support and sustain the revitalization process.
- **Action-Oriented:** Frequent, visible changes in the look and activities of the downtown will reinforce the perception of positive change. Small but dramatic improvements show that the revitalization effort is underway.

BENEFITS OF THE MAIN STREET PROGRAM

- **Local Jobs:** Frequently, downtown as a whole is the second or third largest employment center in the community.
- **Protection of Natural Resources and Energy Conservation:** 30% of solid waste in landfills is from demolition of old buildings, while new construction requires many resources. It is often said that the greenest building is the one that doesn't have to be built. Rehabilitating and re-using old buildings is an environmentally sound strategy. Additionally, more resources are required to develop in greenfield sites on the edge of town than to develop in infill spaces, where existing utilities may be used.
- **Efficient Use of Public Infrastructure:** Large investments have been made over time in downtown infrastructure, so it is often more efficient to keep downtown vibrant than extend infrastructure to new development. Local government can support strategic development and capitalize on the value and potential investment that commercial districts can attract.

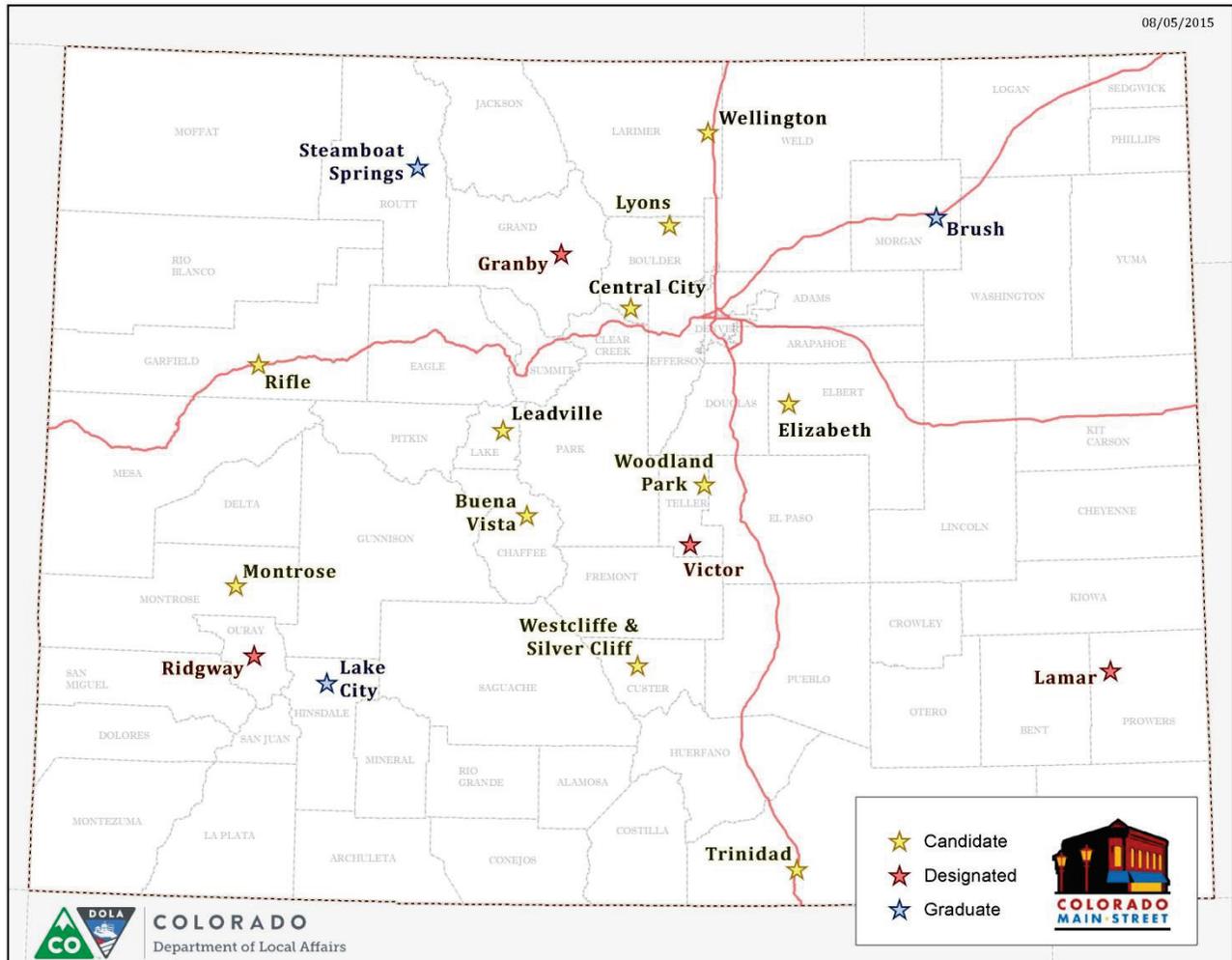
- **Property and Sales Taxes:** The healthier the downtown businesses are, the higher the rents building owners can collect, resulting in higher property values and a higher tax base for the community. Because of its compact nature, a healthy downtown generally pays more in property taxes per acre than anywhere else in your jurisdiction.¹ A vibrant downtown attracts not just locals, but regional shoppers and tourists – and sales tax revenue – to your jurisdiction.
- **Public Health Safety:** A vacant and deteriorated downtown breeds crime. Keeping your downtown and commercial districts active and alive helps citizens to feel safe and want to take part in the community.
- **Strategic Decision-Making:** The city’s decisions on zoning, land use and commercial sprawl impacts the health of downtown. In addition, local government is the keeper of public lands, buildings, streetscape, and infrastructure, so community consensus is important.
- **Downtown Development & Industrial Development are Linked:** Industrial development prospects expect to tour downtown and assess for themselves your community’s values with respect to maintaining and supporting a healthy central business district. If downtown is vacant and deteriorated, potential industry tenants may question the community’s respect for the industrial park in a few years.
- **Quality of Life for Your Community:** Downtown was historically the cultural, educational, commercial, recreational and governmental center of your community. Residents expect these amenities to exist in your community to enhance their quality of life. Downtown will continue to be this quality of life center, if given the opportunity.
- **Pride in a Healthy & Vibrant Community:** Big towns, small towns, all towns started around a commercial district or downtown. It is the heart and soul of your community and should reflect the pride of local leadership and community. It is the face you project to visitors, investors and to yourselves. The reputation of your community is based on the condition of your downtown.

¹ See research completed by Joe Minicozzi, Urban3 LLC, for the Sonoran Institute.



COLORADO MAIN STREET COMMUNITIES MAP

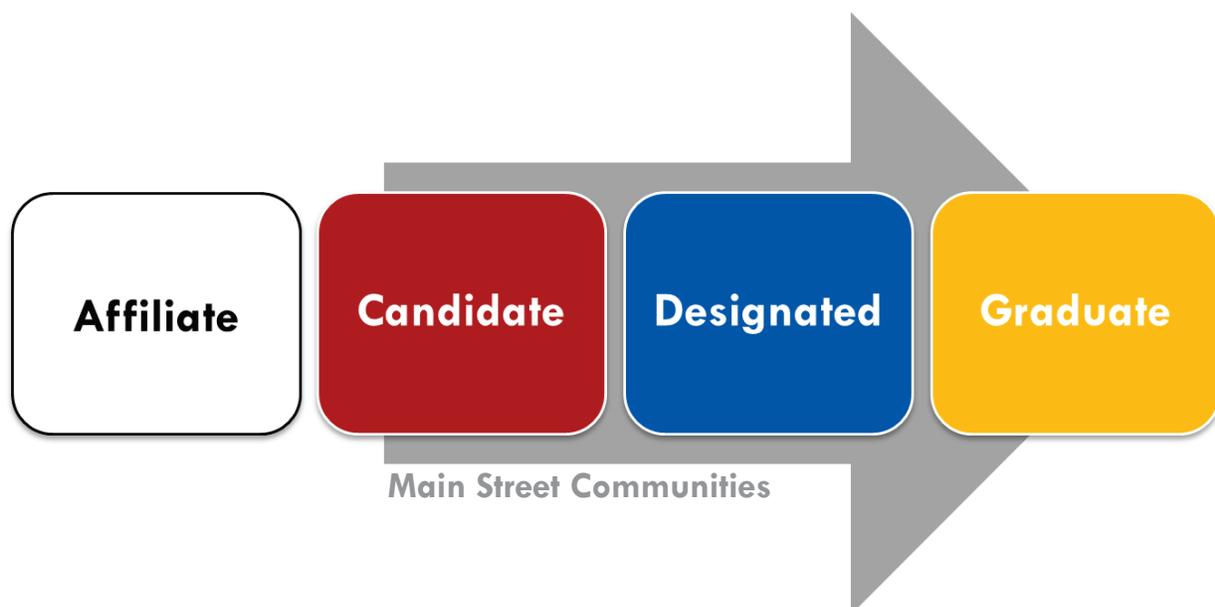
MAIN STREET COMMUNITIES





PROGRAM PREREQUISITES AND REQUIREMENTS

The Colorado Main Street tiered program – Candidate, Designated and Graduate – is designed to help communities build capacity as communities work toward downtown revitalization. The Affiliate option is open to all Colorado communities and does not have many prerequisites and requirements. Colorado Main Street staff provides technical assistance, training and small financial grants to help communities work toward these prerequisites and requirements. In addition to the following prerequisites and requirements, each local program sets a vision for their community and consistently works toward achieving that vision. The Affiliate program and each tier are described in detail below with instructions on how to apply, requirements and prerequisites.



AFFILIATE

Affiliate communities are either on their way toward becoming a Candidate Main Street community or they would simply like to be connected to the Main Street network and are not interested in advancing through the program. Communities may remain an Affiliate as long as they desire but are not considered an official Main Street community until they are accepted as a Candidate community.

HOW TO APPLY

Applications to become an Affiliate community are accepted on a rolling basis. Colorado Main Street staff can discuss the benefits of becoming an Affiliate community and help you complete the application if needed. A link to the application can be found on the Colorado Main Street website.

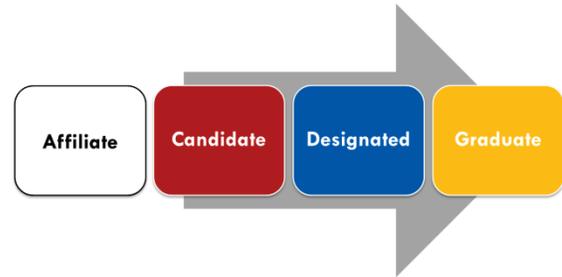
NEXT STEPS

After the application is submitted, Colorado Main Street staff will review your application notify the contact(s) listed within four weeks.



CANDIDATE

While in this tier the Candidate community should focus mostly on the point of Organization including establishing and building the organization's structure, leadership, finances, partnerships and resources. This phase should be used to establish a lasting local Main Street program. Communities may be in this tier for about four years.



Prerequisites

To become a Candidate community, the community must first meet all of the following prerequisites and then submit an application.

Encourage staff, steering committee and other volunteers to attend Main Street trainings, read information and watch introductory webinars provided on the Colorado Main Street website.

Establish a steering committee or Board of Directors. This is an informal group of community members including local professionals, business owners, city/town staff, and other volunteers who are dedicated to downtown revitalization and the local Main Street program. This will be the group of individuals that gain further community support and help set up the overall structure of your local program.

Have a multi-year strategic plan that addresses the community's vision and incorporates the Four Points (this could be a community assessment, downtown plan, or similar as approved by staff) that is no more than 5 years old.

Have a dedicated champion and point of contact for communications.

Demonstrate community awareness of the Colorado and local Main Street program as well as support from the public and private sectors with a local government resolution declaring support of your local efforts and three letters of support from other community organizations. Ideas for demonstrating community awareness include forming partnerships, hosting public meetings, developing a brochure or handout, create a newsletter or website, and utilizing social media.

HOW TO APPLY

Communities are encouraged to become an Affiliate community prior to applying to become a Candidate. Please contact Colorado Main Street staff if you think you might apply so staff can work with your community to be sure this program is a good fit. Colorado Main Street staff is also available to work with you on your application - answering questions and giving feedback. Applications to become a Candidate Main Street community are accepted once a year on July 1. The application can be found on the Colorado Main Street website.

NEXT STEPS

Applications are competitive and will be reviewed by Colorado Main Street staff and the Colorado Main Street Advisory Board. Recommendations will then be given to the Executive Director of DOLA who will make the final decision. Once the decision is finalized you will receive notification.

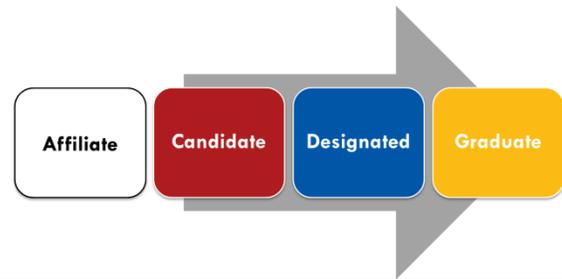
Requirements

The following requirements must be completed as a Candidate community in addition to maintaining the prerequisites. Colorado Main Street staff will provide and or organize some of these requirements. These requirements are incorporated into your annual memorandum of understanding (MOU). Please see the section below on *Description of Community Transformation Strategies* for additional guidance.

Establish support and participation of the local government	Required.
Attend quarterly Main Street trainings, one of which is the Main Street Summit	Required. 2 out of 4 Quarterly Main Street trainings. Starting 2017, the Main Street Summit will be required.
Attend additional trainings	Required. Local program managers, board members, and/or volunteers are required to collectively attend at least 2 trainings per year (in addition to the required quarterly trainings).
Spring training	Required for all Candidate communities the first year. Potential attendees include new staff, board members, and volunteers.
Host an annual visit including work planning	Required. For first year Candidate communities, this will be an activation visit.
Sign a memorandum of understanding (MOU) annually with DOLA	Required.
Demonstrate a strong historic preservation ethic as described in Appendix A	Required.
Submit quarterly reports and reinvestment statistics	Required.
Submit an annual work plan that is coordinated with your local municipality	Required.
Follow the National Main Street Approach	Required.
Present at least once annually a "State of Main Street" report to the local elected body and submit a copy of the meeting minutes and/or report to DOLA with a quarterly report	Required.

DESIGNATED

At this stage, the local program has a solid foundation in place to run an effective Main Street program. Communities typically remain in this tier for about 10 years.



Prerequisites

To become a Designated Main Street community, the community must first meet all of the following prerequisites as a Candidate community and then submit an application.

Formalize your local program structure.

Have an active board of directors. The Board of Directors is a diverse and representative group (including a local government official) who are selected for their skills, connections and knowledge. They should have enough time to commit and be passionate about Main Street and its mission. The board of directors will be the main advocates for the program, help with strategic visioning, maintain public relations, and sustain revenue.

Establish bylaws, articles of incorporation, internal procedures, board position descriptions, and other applicable governing documents for your organization.

Have multi-year strategic plan that addresses the community's vision and incorporates the Four Points (including downtown assessment, downtown plan, or similar as approved by staff - updated every 5 years).

Establish a vision and mission statement. A mission should be created by the board of directors. It should explain who the local Main Street program is and what they do. It should be clear, concise and distinct from other organizations. A vision should be created with the entire community and should be reviewed every two to three years. A vision describes what your community will be in five to 10 years.

Have a paid professional manager dedicated to the local Main Street program.

Have a funding plan and adequate operating budget.

Main Street district boundary and map - your historic, commercial, walkable downtown.

Be a member of the National Main Street Center meeting the National Accreditation Standards of Performance.

Conduct a program of ongoing training for staff and volunteers as described in Appendix A.

Establish a formal system for annually evaluating the performance of the paid professional manager.

Have a volunteer base and begin to develop a system for managing volunteers— recruiting, retaining and thanking.

Develop a website or webpage for your program.

Work on developing historic building inventories and identifying historic assets.

Attend or host a Certified Local Government training to learn about the program and better understand how this tool may help your community.

Develop a basic business inventory of your Main Street district – including business types, contact information, number of employees and more.

Develop a basic building/property inventory of your Main Street district – including ownership patterns, building conditions, vacancies, building square footage, use, average rents, and more.

HOW TO APPLY

Applications to become a Designated Main Street community are based upon community desire, completion of prerequisites and recommendation from Colorado Main Street staff. Applications are accepted from Candidate communities on a rolling basis. Please contact staff for the application.

NEXT STEPS

Your application will be reviewed by Colorado Main Street staff and the Colorado Main Street Advisory Board. Recommendations will then be given to the Executive Director of DOLA who will make the final decision. Once the decision is finalized you will receive notification.

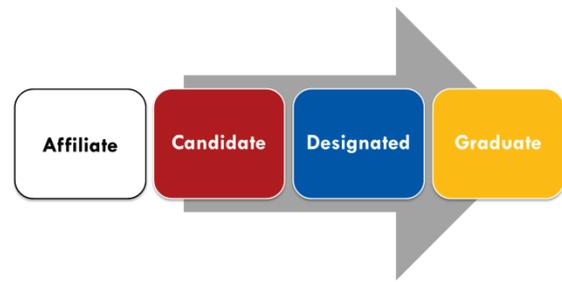
Requirements

The following requirements must be completed as a Designated community in addition to maintaining the prerequisites. Colorado Main Street staff will provide and or organize some of these requirements. These requirements are incorporated into your annual memorandum of understanding (MOU). Please see the section below on *Description of Community Transformation Strategies* for additional guidance.

Established support and participation of the local government	Required.
Attend quarterly Main Street trainings, one of which is the Main Street Summit	Required. 2 out of 4 Quarterly Main Street trainings. Starting 2017, the Main Street Summit will be required.
Attend additional trainings	Required. Local program managers, board members, and/or volunteers are required to collectively attend at least 2 trainings per year (in addition to the required quarterly trainings).
Host an annual visit including work planning	Required.
Sign a memorandum of understanding (MOU) annually with DOLA	Required.
Demonstrate a strong historic preservation ethic as described in Appendix A	Required.
Submit quarterly reports and reinvestment statistics	Required.
Submit an annual work plan that is coordinated with your local municipality	Required.
Follow the National Main Street Approach	Required.
Present at least once annually a "State of Main Street" report to the local elected body and submit a copy of the meeting minutes and/or report to DOLA with a quarterly report	Required.
Host an annual board retreat, potentially for strategic planning	Required.

GRADUATE

Once a community's program has matured and is well-established, it may move to the final tier. Graduate Main Street Communities serve as an example for local programs state-wide. Communities may remain in this tier indefinitely.



Prerequisites

To become a Graduate Main Street community, the community must first meet all of the following prerequisites as a Designated community and then submit an application.

Have multi-year strategic plan that addresses the community's vision and incorporates the Four Points (including downtown assessment, downtown plan, or similar as approved by staff – updated every 5 years).

Solidify your program budget with diversified funding sources and adequate operating funds.

Solidify your volunteer management program and develop a volunteer recognition/award program.

Have a succession/transition plan for your staff, board and other volunteers as applicable.

Complete a market analysis including market radius, leakage, demographics, etc.

Update your business inventory of your Main Street district – including business types, contact information, number of employees and more.

Update your building/property inventory of your Main Street district – including ownerships patterns, building conditions, vacancies, building square footage, use, average rents, and more.

HOW TO APPLY

Applications to become a Graduate Main Street community are based upon community desire, completion of prerequisites and recommendation from Colorado Main Street staff. Applications are accepted from Designated communities on a rolling basis. Please contact staff for the application.

NEXT STEPS

Your application will be reviewed by Colorado Main Street staff and the Colorado Main Street Advisory Board. Recommendations will then be given to the Executive Director of DOLA who will make the final decision. Once the decision is finalized you will receive notification.

Requirements

The following requirements must be completed as a Graduate community in addition to maintaining the prerequisites. Colorado Main Street staff will provide and or organize some of these requirements. These requirements are incorporated into your annual memorandum of understanding (MOU). Please see the section below on *Description of Community Transformation Strategies* for additional guidance.

Established support and participation of the local government	Required.
Have a paid professional manager	Required.
Have an active Board of Directors	Required.
Attend quarterly Main Street trainings, one of which is the Main Street Summit	Required. 2 out of 4 Quarterly Main Street trainings. Starting 2017, the Main Street Summit will be required.
Attend additional trainings	Required. Local program managers, board members, and/or volunteers are required to collectively attend at least 2 trainings per year (in addition to the required quarterly trainings).
Host an annual visit including work planning	Required.
Sign a memorandum of understanding (MOU) annually with DOLA	Required.
Demonstrate a strong historic preservation ethic as described in Appendix A	Required.
Submit quarterly reports and reinvestment statistics	Required.
Submit an annual work plan that is coordinated with your local municipality	Required.
Follow the National Main Street Approach	Required.
Present at least once annually a “State of Main Street” report to the local elected body and submit a copy of the meeting minutes and/or report to DOLA with a quarterly report	Required.
Host an annual board retreat, potentially for strategic planning	Required.
Have a vision and mission statement which are reviewed annually	Required.
Provide mentorship to Candidate and Designated Main Street communities	Required.



MAIN STREET COMMUNITY TRANSFORMATION STRATEGIES

DESCRIPTION

Each local Main Street program, in close partnership with community organizations and municipalities, will help develop a set of “Community Transformation Strategies” connected to long term change.

For example, a community may decide that it wants to become a regional hub for arts and culture, and may develop a series of strategies that will help them achieve that vision. They may identify as key strategies working with local artists to develop a co-op gallery, supporting the rehabilitation of buildings on Main Street to become home to arts-related uses, and implementing a series of lighter, quicker, more affordable arts-related events to draw out and engage the community.

With a set of strategies in place, the organization will then assess what kinds of activities, resources, people-power across the Four Points (Design, Economic Vitality, Promotion and Organization) will be necessary to bring the strategy to life. Progress will be measured by economic metrics and quality outcomes, which will allow more flexibility in the organizational model of the local Main Street program and the efforts of community revitalization.

PROCESS

COMMUNITY VISIONING

Visioning should be a community driven process that brings stakeholders from all sectors together, inviting them to be proactive participants in the revitalization process. This can provide a foundation for outlining the community’s own identity, expectations, and ideals while confirming real and perceived perceptions, needs and opportunities.

COMMUNITY TRANSFORMATION STRATEGY

Typically, communities will find two or three Community Transformation Strategies are needed to help reach a community vision. A short term strategy could be to develop a public program like murals or engage local students for public projects. A long term strategy could be to develop new zoning codes which promote types of buildings such as tiny homes without requiring special permits. The work within any strategy would integrate the Four Points (Organization, Economic Vitality, Promotion, Design).

IMPLEMENTATION AND MEASURE

To succeed, a Main Street program must show visible result that can only come from completing projects. Short term and long term activities should add up to meaningful change. A Main Street program should be able to demonstrate wise use of resources, which translate to real change on the ground: new jobs added, new businesses open and buildings being rehabilitated as an example of metrics of success. Any strategy should be thought of as a way to support the community’s vision with meaningful, measurable outcomes and not outputs.



COLORADO MAIN STREET PROGRAM SERVICES

The following is a list of services provide by Colorado Main Street staff. This list is not comprehensive, but should provide a general understanding of the basic services provided. Services are available to communities upon request and availability of the Colorado Main Street staff and other resources.

TRAINING

MAIN STREET 101

Available to any Colorado community

Colorado Main Street program can visit your community and provide a brief overview of the Colorado Main Street program and the overall approach to downtown revitalization. Ideally various community organizations and community members would attend the meeting and come to the meeting having viewed the information available on the Colorado Main Street website.

QUARTERLY MAIN STREET TRAININGS

Available to all tiers and Affiliates

Colorado Main Street offers four quarterly Main Street trainings to all of our Main Street communities. Each of the trainings covers one of the four points and all staff, board members and volunteers are welcome to attend based on the space available.

MAIN STREET SUMMIT

Available to all tiers

The Main Street Summit is a gathering of Colorado Main Street community key players. This summit provides an opportunity to learn from peers, discuss available resources, and get updated on current best practices. The Summit is one of the four quarterly trainings and will likely be coordinated with other partner conferences or training events.

SPRING TRAINING

Available to all tiers and Affiliates

Spring Training is a one to two day learning event that teaches the basics of the Colorado Main Street Program to all new Main Street Candidate communities. Attendance is encouraged for interested communities as well as new board members, staff and other interested volunteers of existing Main Street communities.

BOARD AND/OR NEW MANAGER ORIENTATION

Available to all tiers

Orientation to the Colorado Main Street program is important for new board members and new Main Street Managers to be sure they fully understand the mission and requirements of the program. When a new community enters the program, or an existing Main Street community has significant turnover in their board, Colorado Main Street staff can provide an orientation for the



board. Orientation is also offered to new Main Street Managers to be sure they understand the program requirements, services and overall mission.

ANNUAL VISITS

Available to all tiers

Each year Colorado Main Street staff visits all local programs, including new communities. The purpose of this visit is to ensure the local program continues to build capacity by progressing through the tiers of the Colorado Main Street Program. Also, to create a robust, yet realistic, work plan with measurable outcomes for the coming year based off of the community's vision and agreed upon transformational strategies. This process will help determine projects where volunteers and contractors could be utilized as well as the potential use for next year's mini-grant. Colorado Main Street Program staff will review the Memorandum of understanding (MOU), quarterly reporting requirements, and also review the local program as required by the National Main Street Center (NMSC) to determine how they meet the NMSC's 10 Standards of Performance to earn designation from the NMSC. See Appendix A.

UNDERPERFORMING COMMUNITY ASSESSMENTS

Available to all tiers

When a local Main Street program is identified as stagnant or underperforming it will be reviewed by a review team. The review team will be a combination of Colorado Main Street staff, Advisory Board members, local Main Street Managers, DOLA staff, and or consultants based on the needs of the community. This review will help to identify why the local program is not moving forward and how to fix those issues. An action plan will be the result of this review and it will specify recommendations for the community and an appropriate timeframe. The action plan will also include outcomes for not achieving the recommendations set forth in the plan such as a reduction in services (mini-grants, scholarships, consulting services) or moving down a tier from their present position in the program.

RESOURCE TEAM VISIT

Available to all tiers

Resource Team Visits are used for communities needing a new multi-year strategic plan and are also useful to help communities continue to progress through the program tiers. Colorado Main Street staff provides this service and will work with the local program to determine the appropriate timing and scope of the visit. These visits are typically about two to three days. A Resource Team typically includes DOLA's Colorado Main Street staff and specialists chosen specifically to meet the community's needs and to make recommendations that incorporate each of the four points.

The Resource Team visit is an opportunity to glean insight and expertise from Main Street specialists and for the community to see itself through outside eyes. This visit results in a Resource Team Report which is meant to serve as a three- to five-year guiding document for the Main Street program. The local program may consider this report to be a multi-year strategic plan or may choose to adopt the report's recommendations into local planning efforts.



CONFERENCE SCHOLARSHIPS

Available to all tiers

Based on available funding, the Colorado Main Street program offers scholarships annually to conferences such as the National Main Streets Conference, the Downtown Colorado, Inc. annual conference, the Colorado Preservation, Inc. annual conference and potentially others relevant to Main Street. The scholarship may be partial or full and can be used by new staff, board members or dedicated volunteers. This is a great opportunity to learn all about the Main Street approach, national best practices and to network with other Main Street staff, board members and volunteers. Preference is given to new local Main Street program staff, board members and dedicated volunteers who have not yet attended a conference.

NONCOMPETITIVE MINI-GRANTS

Available to all tiers

Colorado Main Street offers non-competitive mini-grants to our Candidate, Designated, and Graduate communities annually. These mini-grants are based on available funding each state fiscal year and require a 25% match. The funds may only be used for planning, training, and physical improvements – not for operational costs. The item must also be listed on the community's submitted annual work plan. To apply for a mini-grant, you must fill out an application (found on our website).

COMMUNICATIONS

ACCESS TO NEWSLETTER AND SOCIAL MEDIA

Available to all tiers and Affiliates

Colorado Main Street publishes a quarterly newsletter full of best practices, events, community highlights, and tips and ideas for downtown revitalization. This publication is available on the Colorado Main Street website as well as through an email list open to the general public. Contact Colorado Main Street staff to be added to the list. In addition, Colorado Main Street hosts a Facebook page to publicize events, trainings, interesting articles and more. Anyone can follow the Colorado Main Street program on Facebook. These two resources help publicize communities within the Colorado Main Street network.

AWARDS

All tiers are eligible

Colorado Main Street recognizes various achievements throughout the year such as the Main Street of the Year. Some awards are competitive while some are chosen by Colorado Main Street staff and the Advisory Board.

MAIN STREET MANAGER'S THINK TANKS

Available to all tiers

Think Tanks are conference calls jointly hosted by Colorado Main Street staff and a Main Street manager. The purpose of these calls is for the network of Main Street managers to be able to discuss issues, best practices, and upcoming events.



MANAGERS' LISTSERV

Available to all tiers

This listserv is for local Main Street Managers and appropriate staff. This tool can be utilized to quickly communicate questions, issues, best practices and other items of discussion.

TECHNICAL ASSISTANCE AS RELATED TO MAIN STREET WORK PLANS

Available to all tiers

The Colorado Main Street Program can provide training and technical assistance to Candidate, Designated and Graduate communities. These services are discussed during annual visits and are incorporated into local program's work plans.

One service that is vital for all Main Street communities is community visioning and strategic planning. The strategic plan should address the community's vision and incorporates the Four Points. The general process of identifying community transformational strategies is described in the above section in the document titled *Description of Community Transformation Strategies*.

PRESERVATION ARCHITECTURAL SERVICES

Available to all tiers

The State Historical Fund provides a grant to fund the Colorado Main Street Architect. The architect can help the local government and private property owners upon request through the local Main Street program with historic building. See the Architectural Assistance Request form on the Colorado Main Street website for more information.

CDOT SIGNS

Available to Designated and Graduate

Highway signs with the Colorado Main Street logo are available to Designated and Graduate communities. The local program suggests locations along the entryways to the Main Street district and CDOT installs the signs. These signs help identify your community as part of the Main Street network and a great place to visit.



IMPORTANT DATES FOR MAIN STREET COMMUNITIES

Date	Action	Notes
Important Dates		
January		
15	Quarter 4 reports due (previous calendar year)	
31	Signed Memorandum of Understanding (MOU) due	
31	Local Main Street work plan due	
February		
Varies	Spring Training	
Varies	Quarter 1 training	Webinar
Varies	Colorado Preservation Inc. Saving Places Conference	In Denver
March		
1	Colorado Main Street Mini-Grant application due	
Varies	Advisory Board Meeting	
April		
1	History Colorado – State Historical Fund Grant deadline	Draft grants due 4-6 weeks prior to deadline
15	Quarter 1 reports due	
May		
All month	Historic Preservation month	
June		
1	Scholarship application due for DCI Annual Conference	
Varies	Quarter 2 training	Webinar
July		
1	Candidate applications to Colorado Main Street Program due	
15	Quarter 2 reports due	
Varies	Advisory Board Meeting	Review Candidate Applications
August		
1	Main Street of the Year application due	
September		
Varies	Quarter 3 training	Webinar



Date	Action	Notes
October		
1	History Colorado – State Historical Fund Grant deadline	Draft grants due 4-6 weeks prior to deadline
15	Quarter 3 reports due	
Varies	Downtown Colorado Inc. Annual Conference	Location changes each year
Varies	Main Street Summit	
November		
1	Scholarship application due for CPI Annual Conference	
December		
1	Scholarship application due for National Main Street Conference	
Varies	Quarter 4 training	Webinar
Varies	Advisory Board Meeting	
Regular Meetings, Conferences and Trainings		
Varies	Annual Visits to all Main Street Communities	Scheduled between MS Staff, DOLA Regional Managers and Local Program
Varies	Regional Training	Locations vary
Monthly, as needed	Think Tank conference call	Last Wednesday of each month
Varies	National Main Street Annual Conference	Location changes each year



ORGANIZING YOUR MAIN STREET PROGRAM

ORGANIZATIONAL TYPES

The exact type of organization chosen for each Main Street program varies from community to community and may change after a few years. Some typical organizing structures include:

AN INDEPENDENT NON-PROFIT ENTITY

The local Main Street program may be a 501(c)(3), 501(c)(4) or 501(c)(6) organization depending on its exact mission and the findings of the IRS. Each designation varies somewhat in what activities the organization is permitted to undertake. A 501(c)(3) offers tax benefits for some (but not all) donors. Colorado Main Street has posted a recorded webinar on its website on choosing, attaining and maintaining non-profit status. All non-profits are governed by a board of directors, must adopt bylaws, and must comply with financial reporting requirements.

MAIN STREET PROGRAM EMBEDDED IN ANOTHER ORGANIZATION

A Main Street program may be embedded in another organization, such as an economic development corporation, a local government, or a Downtown Development Authority (DDA). In this case, the Main Street program should have its own advisory board that oversees Main Street activities, and should have its own budget and sources of revenue. In some cases the board may serve as the Main Street board, and working groups can be developed under the board.

A CHAMBER-MAIN STREET ORGANIZATION

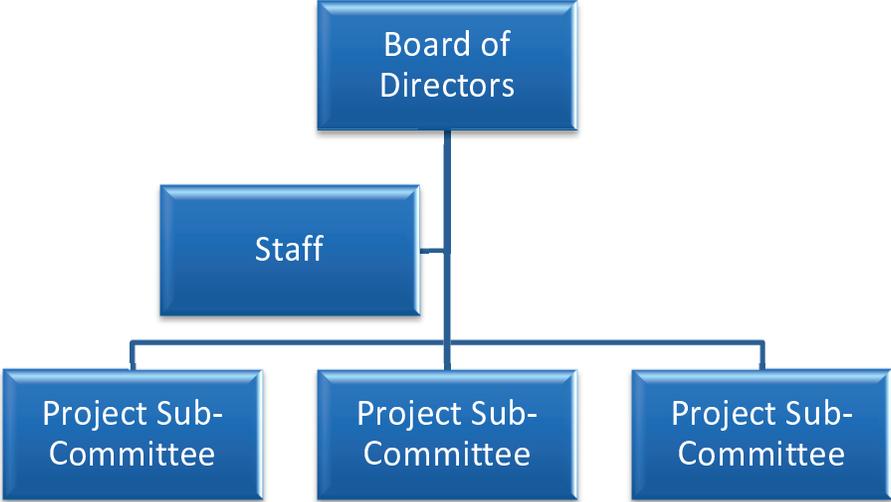
In smaller towns, or in towns with strong downtown business districts, it may make sense to combine a Chamber of Commerce and a Main Street program. This can be done by either unifying both programs under one board, or by having a Main Street governing board and program housed within the larger organization. Keep in mind that there may be conflicts between the two organizations' missions and philosophies.

A COALITION OF TWO ORGANIZATIONS

In some cases, a Main Street program may be a coalition of more than one organization. One example of this is an existing merchants' group serving as the Promotion point for a Downtown Development Authority Main Street organization. In these cases, it is important to clearly define responsibilities, clarify funding and fundraising, and keep strong communication between the entities and staff.

PROGRAM STRUCTURE

Regardless of the organizing structure chosen above, there is one recommended organizational model. This includes having a board who serves as main stakeholder group and individual project-based sub-committees, task forces and/or existing organizations. This structure can be developed further to reflect community needs. A Main Street Manager/staff is only required as a Designated and Graduate community and may be a full- or part-time position depending on the size of the community.



BOARD OF DIRECTORS OVERVIEW

The board is the governing body of the local Main Street program, providing strategic direction, making decisions on budget and staff, and serving as ambassadors for the program. If the program is an independent non-profit organization, Board Members will have fiduciary responsibilities. Main Street boards are generally considered working boards, and members' commitments of time (generally 5-10 hours monthly beyond attending meetings) should be outlined in a position description (see Appendix B for a sample).

Board procedures, including electing of the president and vice-president, should be outlined in the adopted by-laws (sample by-laws can be provided by Colorado Main Street). It is also helpful to have a system for succession so someone is knowledgeable and ready to step in if the Chair/President leaves the organization.

The board chair or president (not staff) runs meetings, often using Robert's Rules of Order (or a loose interpretation thereof). It is important that the board make clear decisions and give clear direction to staff, although it is generally the president/chair who works most closely with staff. Likewise, it is helpful for staff to deliver a written report prior to each meeting. The board treasurer will track finances and deliver a financial report at each meeting, and the board secretary may take minutes.

Some boards select an executive committee (generally the officers - president, vice-president, secretary and treasurer) to make certain decision, such as regarding staffing, but this is not necessary for many smaller organizations.

It is also desirable to strive for diversity (i.e. depending on the make-up of your district, you may strive to include a retailer, employer, property owner, restaurateur, and community resident). The board may contain ex-officio members representing certain organizations (such as the local government, Chamber of Commerce, etc.) and these may be voting or non-voting members. It is generally recommended that boards are kept to a manageable size (no more than 9 or 11 members, and smaller is fine) so not every partner need be represented on the board. All in all, remember that this is a working board and should include those who want to roll up their sleeves – not necessarily those who are prominent in town and have many other responsibilities.

Board members, not staff, should take the lead in fundraising as they are the ambassadors of the organization.

Main Street Boards should represent these five important groups:

- **Workers** who will be willing to roll up their sleeves and actively participate in the implementation of the program;
- **Wisdom** which will be used to further the mission of the local program;
- At least one **worrier** who will act as the reality check for the rest of the Board;
- Every Main Street Board needs to have **wealth** and needs to know where to get it; and
- Every Main Street Board should be **representative** and inclusive of the community.

The Main Street Board, as a group, is responsible for:

- **Raising funds** needed to operate the local program. This is not a responsibility of staff;
- Being walking, talking **advocates** for the program;
- Being **accountable** to the community for success of the local program and for using its human and financial resources wisely;
- Setting **strategic direction** – both long- and short-term including approving annual work plans;
- Establishing **policies** for the program; and
- Making **personnel** decisions – hiring, evaluation, and dismissal of staff.

Individual Board Members' roles are:

- To **participate** with knowledge, labor and money;
- To **attend** monthly board meetings and complete assigned tasks;
- To **understand** the mission of the local program and actively promote its goals;
- To **support** the decisions of the Board; and
- To devote time necessary to attend **educational** opportunities relating to the program and downtown development.

HOW THE FOUR POINTS RELTATE TO BOARD AND VOLUNTEER ACTIVITIES

The point of **Organization** plays a key role in keeping the board, staff, volunteers, and program-of-work in good shape by attracting people and money to the organization. The point of Organization focuses on:

- Fundraising – from projects and administration, from donations, sponsorships and grants;



- Managing staff and volunteers – by maintaining a volunteer list, recruiting people, supervising them, and rewarding good work;
- Promoting and communicating about the program – to downtown interests and the public;
- Creating partnership – with other community organizations; and
- Managing finances – by developing good accounting principles.

The point of **Promotion** is geared toward promoting the downtown as the center of commerce, culture, and community life for residents and visitors alike. The point of Promotion focused on:

- Understanding the changing market – both potential shoppers and your competition;
- Building on downtown assets – including people, buildings, location, heritage and institutions;
- Defining Main Street’s market niche – its unique position in the regional marketplace;
- Creating NEW image campaigns, retail promotions, and special events – to lure people back to downtown; and
- Marketing the downtown through branding, print materials and online.

The point of **Design** plays a key role in shaping the physical image of Main Street as a place attractive to shoppers, investors, business owners, visitors and residents. This is done by focusing on:

- Providing good design education and advice, through professional resources where available, to encourage quality improvements to private buildings and public spaces;
- Planning Main Street’s development – guiding future growth and shaping regulations through engagement with stakeholders and local government;
- Motivating business and property owners to make changes – linking business and building owners to available incentives, creating new incentives, and targeting key projects;
- Being a steward of public spaces within the district;
- Facilitating the rehabilitation of existing private buildings and the creation of new buildings compatible with the district; and
- Enhancing the walkability and ambience of the district – beautification, building facades, streetscape, parking, and signage.

The point of **Economic Vitality** is to understand the market, identify new market opportunities for the district, link business owners with available business assistance, find new uses for historic commercial or residential buildings, and stimulate investment in private property. This point focuses on:

- Learning about the district’s current economic condition and identifying opportunities for market growth;
- Strengthening existing businesses and attracting new ones;
- Finding new economically viable uses for traditional Main Street buildings;
- Developing financial incentives and capital for business development and possibly for building rehabilitations; and
- Monitoring the economic performance of the district.

DRAFT



ASSOCIATED GOVERNMENTS
OF NORTHWEST COLORADO

ASSOCIATED GOVERNMENTS OF NORTHWEST COLORADO 2016 TECHNICAL ASSISTANCE GRANT APPLICATION

Funded by the Associated Governments of Northwest Colorado
in cooperation with the Colorado Department of Local Affairs
Energy and Mineral Impact Assistance Program

Associated Governments of Northwest Colorado (AGNC) is soliciting proposals for technical assistance projects from its membership. A total of \$102,000 is available to fund 2016 technical assistance projects for AGNC full membership only.

This Grant Application Package contains the following:

- ◆ 2016 Technical Assistance Grant Guidelines
- ◆ 2016 Technical Assistance Grant Application Form

Applications for AGNC's Technical Assistance Grant Program are **due by 5:00 p.m. on Tuesday March 15, 2016. All grant applicants will be required to make a five minute presentation via conference call.** Funding will be provided for projects that begin after May 15th, 2016 and are completed by January 31, 2017. This is a reimbursement grant program and funds will be paid to grantees when the project is completed and receipts submitted.

Please submit completed applications to:

**Associated Governments of Northwest Colorado
Attn: Maria King
P.O. Box 100
Parachute, Co. 81635
e-mail to mariaking@agnc.org**

If you have any questions regarding AGNC's Technical Assistance Grant Program, please contact Bonnie Petersen or Maria King at 970-285-7630 Ext. 109

2016 TECHNICAL ASSISTANCE GRANT GUIDELINES

Eligibility:

- ◆ Grants are only awarded to towns or counties that are members in good standing of the Associated Governments of Northwest Colorado (AGNC).
- ◆ Only one application per member jurisdiction will be considered for funding each cycle/year.
- ◆ To be eligible for funding, each applicant must give a presentation and answer questions related to their grant proposal.
- ◆ ***After the grants have been awarded, any change in scope to a funded project must be submitted in writing to the AGNC Executive Committee for approval.***
- ◆ ***Project status reports are due to AGNC no later than June 15th, August 15th, October 15th and December 15th.***

Types of Grants:

- ◆ Cash awards will be made up to \$10,000 to be determined by the AGNC Executive Committee, totaling no more than \$102,000 for all grant awards combined.
- ◆ Grant funding will be paid on a reimbursement basis only.
- ◆ The AGNC board reserves the right to adapt these guidelines to serve the needs of communities and to make adjustments to the amount of available funding.

Use of Grant Funds:

- ◆ Eligible projects must begin no sooner than May 15th, 2016 and be completed no later than January 31, 2017.
- ◆ Funding will be awarded to projects that help a community make a positive and visible impact on a community. Eligible projects will fit into one or more of the following categories, and must demonstrate positive outcomes for the community:
 1. **Increase Economic Competitiveness:** Any project designed to meet the needs of main street/downtown that will help improve the local economy and help support the local sales tax base. Projects may include small capital projects, downtown assessments, marketing and promotions, business support, etc.
 2. **Improve Safety and Health:** Any project designed to address safety or health concerns in a community such as small capital improvements, planning/analysis, or research.
 3. **Improve planning and investment:** Any research, planning, analysis, community survey, meeting facilitation, or special land use project designed to develop a better understanding of future needs, current conditions, and to develop appropriate policies.
 4. **Increase organizational capacity:** Support organizational development through trainings, community surveys, meeting facilitation, or financial analysis as examples.
- ◆ Funds may be used to hire contractors and pay related expenses. Examples of eligible uses of funds include main street related projects, small scale capital projects, research, special land use planning projects, training, community surveys, and meeting facilitation.

- ◆ **Grant funds may not be used to supplant regularly budgeted staff or project funds.**
- ◆ **Grant funds may not be used to purchase equipment (rolling stock, office equipment, normal operating equipment, etc.) or real property of any type.**
- ◆ **The mini-grant program requires a dollar for dollar cash match.**
- ◆ Documentation of cash expenditures, and selection of contractors/consultants must comply with the following:
 1. If a project involves Construction Plans and Specs (Engineer or Architectural Services), such construction plans and specifications shall be drawn up by a qualified engineer or architect licensed in the State of Colorado, or pre-engineered in accordance with Colorado law, and hired by the mini-grant grantee through a competitive selection process.
 2. If a project involves a Construction Selection Process, a construction contract shall be awarded to a qualified construction firm through a formal selection process with the mini-grant grantee being obligated to award the construction contract to the lowest responsible bidder meeting the mini-grant grantee's specifications.
 3. If a project involves retention of Consultant Services, a contract shall be awarded to a qualified firm through a formal Request For Proposal (RFP) or competitive selection process.
 4. Submit quarterly status reports outlining project status, anticipated completion date, and a review of the budget to date.
 5. Submit a copy of all invoices and expenses paid for contract services at the completion of the project. Reimbursement will occur when the project is complete.
- ◆ Recipients of cash awards will sign a letter of agreement including these guidelines. This is a reimbursement grant in that grant funds will be sent to the grantee once the project is completed.

AGNC 2016 TECHNICAL ASSISTANCE GRANT APPLICATION

1. **Jurisdiction** _____ Town of Rangely _____

2. **Name of Person Completing Application** _____ Peter Brixius _____

Address _____ 209 E. Main Street, Rangely CO 81648 _____

Phone Number _____ (970) 675-8476 _____ **e-mail address** _____

3. **Project Title** _____ Town Manager _____

4. **Name of Person Responsible for Completion of Project** : _____ **Branded Directional**

Signage _____ Jeff LeBleu – Public Works Supr. & Peter Brixius – Town Manager

Address _____ 209 E. Main Street, Rangely, CO 81648 _____

Phone Number _____ (970) 675-8476 _____ **e-mail address** _____ pbrixius@rangelyco.gov _____

5. Total Cost of Project \$ _____ 40,000 _____

Amount Requested \$10,000 _____ Cash Match Provided \$10,000 _____

6. **Please provide the following information. Use a separate attachment if necessary (two pages maximum):**

A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need? **Rangely straddles State Highway 64 and visitors not familiar with the amenities in our community need street signage directing these travelers to parks, museums, campgrounds, recreation center, petroglyphs, rock crawling park, Chamber of Commerce and the CNCC Campus. In addition, we plan to replace billboard covers with Gateway Messaging as travelers enter our community from the east or the west in order to promote our "Discover Rangely" brand displaying many recreational opportunities that can be enjoyed in and around the Town.**

This grant request is a collaborative effort in cooperation with Rio Blanco County, with both entities submitting on behalf of the Town of Rangely. Both submissions will be necessary in order to successfully fund Rangely's Directional Signage project.

B. Explain why this project is important to your community and/or the AGNC Region. What measurable results do you expect? How will these results be measured? **Rangely has been adversely impacted by the energy industries slowdown and these impacts are taking their a substantial toll on our local businesses. We are working on several plans to revitalize other segments of our economy with the ultimate goal of establishing economic diversity within the local market. Measurements will be taken over time and include visitations to certain locations such as the Outdoor Museum as well as lodging tax and sales tax collection numbers.**

- C. How will this project make a positive and visible impact on your community? Which of the four categories listed above under "Use of Grant Funds" does your project fit best? Explain. **Increasing Economic Competitiveness is the most essential outcome. We need to continue to support our local businesses and advertise the benefits that exist within our community. By placing attractive, well designed directional messaging for those traveler's passing through our community, we believe it will begin to have a positive impact for our local businesses.**
- D. How many people or lives will be improved either directly or indirectly through the completion of this project? Explain. **Every resident of Rangely will be the ultimate beneficiaries of this messaging. Just one business that is saved from closure is a win for the entire community. Our community often surprises those visitors who are willing to explore and check out some of the sites within yards or a few short blocks of Main Street/HWY 64.**
- E. Assuming the project is funded, when will it begin and what is the timeframe for completion? **Once the project is awarded we can begin the process of soliciting Bid's from qualified vendors. This grant request is a collaborative effort in cooperation with Rio Blanco County and the Town of Rangely, both submitting AGNC Mini Grant Applications in order to successfully fund Rangely's Directional Signage project. If awarded we would plan to begin the bid process the middle of May, 2016 and Complete the project in mid to late July, 2016.**
- F. How could this project be useful to other jurisdictions in the region? Is it something that could be replicated by another jurisdiction? **The project would be simple to duplicate and the benefits significant to any other community wanting to message their communities points of interest and draw traffic to their local businesses.**
- G. Provide a budget for your project clearly listing both revenues and expenses in a table format.

Waiting for Sign Vendor Bids

- H. What is your jurisdiction's 2016 General Fund Budget Total: **\$4,822,936** _____
 What is your jurisdiction's 2016 General Fund - Fund Balance (do not include restricted funds i.e. TABOR reserve) **\$7,744,483** _____

COMMENTS: _____

Signature of Jurisdiction's AGNC Representative: _____

Applications are due before 5:00 p.m. on Tuesday March 15, 2016 to AGNC, Attn: Maria King, at P.O. Box 100 Parachute, Co. 81635, or e-mail to mariaking@agnc.org

KICKSTARTER

Hi LISA PIERING,

Your pledge has been successfully received for \$500.00.



OPEN The TANK

by Bruce Odland

[Visit project](#)

Amount pledged

\$500.00 USD

You will be invited to a special dinner and concert at The TANK, with TANK artists, during the opening week of the Center for Sonic Arts, June 20-26 + The TANK t-shirt + download new TANK releases + Flobots bonus material + limited edition desktop photos of The TANK + your name on The TANK.

13 – Informational Items



To whom it may concern,

The Town of Rangely enthusiastically supports Overton Recycling Inc., and their efforts to expand recycling services to an underserved area of Northwest Colorado. The application for Overton Recycling Inc., for the Recycling Resources Economic Opportunity Fund Grant, will provide increased recycling benefits to the region, and Colorado.

Overton Recycling Inc.'s request for roll off bins, marketing efforts and construction of a storage facility will provide Rangely residents with recycling options that are not currently available. Rangely has previously experienced illegal dump sites on public lands managed by the Bureau of Land Management. It is our hope that by providing an easily accessible recycling site, residents will utilize the drop off locations rather than dumping at an illegal site. Many public funds have been spent on cleaning up these sites, and we would much rather participate in proactive activities like working with Overton Recycling Inc.

The Town of Rangely fully supports Overton Recycling Inc., and their efforts to bring recycling services to an underserved area of Northwest Colorado. Questions regarding our support, can be directed to me by email at pbrixius@rangelyco.gov. Thank you for your consideration.

Thank you,

Peter Brixius
Town Manager



LOWER WHITE RIVER PEST CONTROL DISTRICT

March 1, 2016

Dear Lower White River Pest Control District Member:

The directors of the Lower White River Pest Control District wish to report on the activities of the district for 2015.

The district sprayed for mosquitoes three times: the week of June 26th, week of August 9th, and week of September 8th. In an effort to cut down on the Malathion used in spraying, 190 acres of swampy area was treated with a longer lasting larvicide to limit hatching. Additional larvicide in granulated and donut form was spread in other stagnant areas. Total mosquito control costs for the year were \$171,034.36. For the 2016 year, donut and granulated larvicide will again be available on a first come, first served basis. The district would like to encourage landowners to take advantage of the District provided larvicide to treat their private property. The District has a 20' storage container on Wade Cox's place for these products. Contact any board member for mosquito control products. If anyone is allergic to chemicals used in the aerial spraying, please contact Lanny Coulter, Coulter Aviation, 878-5045 so that your name and address can be put on a list.

Noxious weeds on district covered lands were sprayed by contractors with a total cost of \$58,478.08. Any noxious weed the District contractors spray on private land is covered by the District. The District urges private landowners to aid in District efforts by spraying for noxious weeds on their private lands. Call Wade Cox at 574-7299 if you have a problem area. The District does not reimburse or provide landowners with weed spray.

Tamarisk control will continue in varying degrees depending on available funding. The District in partner with Rio Blanco County Weed & Pest, White River Habitat Partnership Program and various landowners, has turned in a grant application to for Tamarisk control in 2016, but as of the date of this letter, we have not heard if we were awarded the grant.

Treatment of pest infestation on agricultural land is also covered by the District; contact Wade Cox for treatment options.

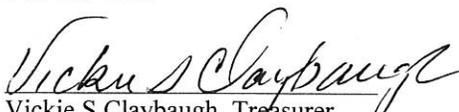
A copy of the final Profit and Loss for the 2015 year is available for review at Blue Mountain Accounting, 419 E Main, Rangely, Co 81648. If you have any questions, please contact any board member.

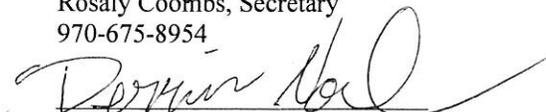
Sincerely,


Wade Cox, President
970-574-7299


Wanda Estel, Vice President
970-675-8746


Rosaly Coombs, Secretary
970-675-8954


Vickie S Claybaugh, Treasurer
970-675-5182


Derrin Noel
970-675-8100