

DDA

Downtown Development Authority
Rifle, Colorado

MINUTES

Wednesday, December 5, 2012
Rifle City Hall

1. CALL TO ORDER:

Chairperson, Jay Rickstrew, called the meeting to order at 7:04 a.m.
Members Present, Tom Stuver, and. Gil Frontella, Nella Barker, Sally Brands
Members Absent: Wilma Paddock, Diane Razee, Randy Winkler, Michael Langhorne.
DDA Manager Present: Helen Rogers
Guests Present: Frank Ladd; Rifle Area Chamber of Commerce CEO, Ed Arnold; Rifle Citizen, Matt Sturgeon; Assistant City Manager.

2. APPROVAL OF MINUTES:

A motion was made by Brands, seconded by Stuver, to approve the minutes of November 7th, approving unanimously.

3. BILLS TO BE APPROVED:

1) Micro Plastics; \$90 for Holly Days Window Display Contest 2) Rifle Area Chamber of Commerce; \$75 for 2013 Membership 3) VIP Trash Services; \$140.00 for Monthly Charges for Trash Pick-up 4) Petty Cash; \$49.75 Lady Bug Express for balloons on Holly Days. (Petty Cash) A motion was made by Frontella, seconded by Brands to approve the bills, approving unanimously.

4. FINANCIAL REPORT:

The Financial Report was presented for review. A motion was made by Brands, seconded by Barker, to accept the financial review, approving unanimously.

5. MANAGER'S REPORT:

DDA Administration – 75.5 hrs.

- Main Street meetings occur 1st and 3rd Fridays. Meeting with DOLA occurred on Nov. 14th. Yearly report summary from the activities of the DDA was submitted to DOLA for the yearend report for Main Street. Work continues to prioritize the lists of projects under each of the program areas.
- Nathan approached DDA Manager to redesign wall in front of Kum & Go. Came up with various stucco/stone designs. GC will consider and discuss with staff alternatives when building is complete.

- Holiday Decorations went up the week of Thanksgiving. New GPI circuit boxes had to be installed on the four banner poles. Walked the area with Bobby O'Dell and again with City crews to locate City owned light poles as to where the garland, bows and banners could be hung. Locations are East and West 3rd St., Civic Plaza, Centennial Park and West 2nd St.
- Includes daily emails and communication, prep for DDA Meeting, DDA Meeting and minutes, Budget Report, and Manager's Report.

New Ute Events Center Restoration – 11 hrs.

- Coordinated with EPS, Inc., out of Denver, to take a closer look at the Operations and Management costs for the UTE Events Center. The analysis shows the UTE can come close to breaking even. The Council directed staff to come up with a financial plan to complete the interior renovation in the 2013 budget. After a passionate City Council Meeting on Nov. 7th, with several Rifle Citizen's speaking in favor of the project, including Mike Samson, Garfield County Commissioner, Merchants, Teachers and Businesses, the Council gave a thumbs up to move forward with the financial plan. We also received \$10,000 from AMSO toward the construction of the UTE. Tonight's Mtg. is the first reading for the 2013 City Budget.

Visitor Improvement Fund – 21.5 hrs.

- Holly Days was held on Sat. Dec 1st. We blocked off the north side of E. 3rd St. for better pedestrian flow and to allow non-profits to convey information or sell things such as the Boy Scouts/Christmas Trees, Rifle Animal Shelter/Calendars and Cards and baked goods. NUTS/T-Shirts. The Window Display Contest was held again with Blown Away Day Spa getting first, TrendZ, 2nd, and New Image Boutique, 3rd. For those who participated in the Sidewalk Sales, they did well, such as Miller's Dry Goods and Midland Arts. Tally Ho Shires provided hay rides to Centennial Park where music from the Rifle Middle School Choir and Band performed. The Parade of Lights started at 6pm and went up Railroad to the Fair Grounds. The Library held their annual Ornament Party for kids. The Holly Days Raffle Drawing was held at the Fair Grounds Indoor Arena this year.
- Money budgeted for 2012 Boat Ramp Engineering was moved into the 2013 budget as the CDOT Lease Agreement is again delayed due to CDOT Employee turnovers.

6. CHAMBER UPDATE:

The Annual Chamber Christmas Party will be held at Wells Fargo, Thursday, Dec. 6th. The Women in Business Holiday Lunch will be at Columbine Restaurant, up at the Golf Course, on Dec. 18th. The Chamber needs businesses to participate in the High School Intern Project, partnering with RE-2 School District to have high school students shadow your business 1 day a week – usually on Fridays. The Annual Fishing Tournament is scheduled for Jan. 19th and 20. Frank Ladd declared the Chamber is still in the event business.

7. NEW BUSINESS:

A. RREDC

The RREDC continues to work on retaining and attracting businesses as well as defining the Revolving Loan Fund, if awarded, for \$50,000. The grant to the USDA Rural Development Dept. will be used for matching funds to help area business expansion and possible façade improvement. Dispensing and defining the loan is still in progress. Questions regarding payback of loans and if the DDA will be involved, still need to be defined.

A subcommittee for the promotion of the Recreation Center continues to meet and will develop a plan for the September election.

C. Main Street Update

One of the opportunity sites (W. 2nd St. and Railroad, Ragulski Property) was identified to be cleaned up and leased by the City for \$1.00. Matt Sturgeon will go before City Council and present the Lease at tonight's meeting. Possible uses could be special events, flea markets, farmer's markets, car shows, Christmas Tree Lot. City Staff has submitted a grant to the Musser Foundation for \$25,000 to be used for minor projects.

The Main Street Committee will continue to prioritize projects for 2013. Some discussion centered around the Main Street Coordinators time and how she is dividing it up between the RREDC and Main Street. Brands will take concerns to RREDC.

D. Other

Rogers presented a photo of bus shelters which are being removed from the Roaring Fork Valley Corridor. Tom Whitmore, Director of Parks, stated he was informed by A-1 Traffic Control they were available for free. Originally, an Eagle Scout, wanted to request funds from various sources to construct a new Bus Shelter for the CDOT Parking Area on Hwy 6&24. Apparently, the design selected by the DDA several months ago is no longer available. A motion was made by Frontella, seconded by Brands, to use these shelters, approving unanimously.

A request was made to write a letter to Mike Braaten, Government Affairs Coordinator, thanking him for all he has done for the DDA and the City as he departs to work for the City of Littleton, Colorado. Rogers will do so before Dec.20th, his last day.

8. PROJECTS / EVENTS

A. Holiday Decorations – Rogers reported all the GFI electrical plugs were replaced on the large banner poles and all seem to be working now for the Holiday Lights.

B. Tree Grates/Light Poles – The Light Pole estimate on West Ave. for two lights is estimated to be \$11,000 from Windy Point Electric. Due to safety issues, Rogers instructed the O&M staff to cover a tree well on the east side of West Ave. by the Phillips 66 Station. The tree had been removed several years ago. Once a streetscape design has been created by the HUD Grant Consultants and/or Main Street Committee, the intent is to place additional trees on the east side of West Ave. as well as create a priority list of what can be done in 2013.

9. MAINTENANCE:

A. Snow Removal – Tom Conklin will be removing snow in parking lots if snow reaches 4”or better. It was suggested the Museum Lot snow should be removed whenever the Post Office is done as snow accumulates and gets packed down, making it hazardous to walk on. Stuver requested the alleys be considered for snow removal as well. Rogers with follow up with Mr. Conklin and/or City Crews.

10. ADJOURN: The meeting adjourned at 8:08am.

Respectfully Submitted,

Helen Rogers
DDA manager