

# DDA

Downtown Development Authority  
Rifle, Colorado

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## MINUTES

Wednesday, August 7, 2013  
Rifle City Hall

### **1. CALL TO ORDER:**

Chairman, Jay Rickstrew called the meeting to order at 7:03 a.m.  
Members Present; Michael Langhorne, Gil Frontella, Wilma Paddock, Randy Winkler, and Tom Stuver.  
Members Absent: Sally Brands, Nella Barker  
DDA Manager Present: Helen Rogers  
Guests Present: Matt Sturgeon, City Manager, Nathan Lindquist; City Planning Director, Frank Ladd; CEO, RACC, Rick Barth, City Engineer, and Ed Arnold. Rifle Chief of Police John Dyer, and Community Service Officer, Dawn Neely.

### **2. APPROVAL OF MINUTES:**

A motion was made by Paddock, seconded by Winkler, to approve the minutes of July 3, 2013, approving unanimously.

### **3. BILLS TO BE APPROVED:**

1) Mr. Power S; Sidewalk power washing, watering downtown flowers and 3<sup>rd</sup> St., Weed Control, Removing Tree Limbs; \$2,430.00. 2) DHM Design for Wayfinding; \$1786.50 3) VIP Trash Services; \$145 x 2. 4) Mt Valley Tree Farm, Mulch, \$24. 5) Week Killer / Transfer to Parks: \$61.25. 6) Micro Plastics \$38.50 7) Frontier Paving, Inc., \$6,170.15 8) B&B Plumbing \$148.50 9) Copland Concrete \$196.56. 10) Helen Rogers, Downtown Colorado, Inc. for Sept Conf. in Grand Junction. A motion was made by Paddock, seconded by Frontella, approving unanimously.

### **4. FINANCIAL REPORT:**

The Financial Report was presented for review. A question regarding property tax collections was raised as the amount totaled on the City's does not match what is budgeted. Rogers will ask the Finance Director about this. A motion was made by Langhorne, seconded by Frontella to accept the financial review as presented, approving unanimously. Rickstrew ask that the Financial Report and the Bills to be approved be switched on the agenda. Rogers will do so for the next meeting.

## 5. MANAGER'S REPORT:

### DDA Administration – 86 hrs. (Main Street – 28 hrs.)

- Two First Friday Events took place on July 5th and August 2nd. As part of the downtown events, coordination of use of the UTE Movie screen took place by cutting it down to a third of the size, reattaching the grommets around the edge and securing it to the amphitheaters structure in Centennial Park. The first outdoor movie was Moonrise Kingdom and the second was 'Back to the Future.' Attendance doubled for the second movie. Other events included the classic car show at the 2nd St. Lot, Boomtown Players were at the Texan again, providing sidewalk chalk, and green balloons were used to help identify merchants participating. The Library will increase their role in the event. It has taken face to face interaction with some merchants to get them to participate. Better understanding of the program needs to be conveyed.
- Attending the Downtown Colorado Inc. quarterly meeting on Promotions, which was held here at the Library, July 25th and 26th? Good exchange of information from other Main Street programs in the state took place.
- Maintenance issues include trimming the tree in front of Salazar's Tortilla Factory on W. 3rd up to 8', and clearing the tree limbs off the roof. Coordination of weed control on the 2nd St. lot and cleaning up the curb extensions on 3rd and 4th St.
- Continuing coordination of watering the flowers every day and 3rd St. curb extensions 2 times a week.
- Includes daily emails and communication with City Staff and others, prep for DDA Meeting, DDA Meeting and Minutes, Budget Report, and Manager's Report.

### New Ute Events Center Restoration – 5.5 hrs.

- Interior renovation continues with PNCi as the General Contractor. Additional footers need to be placed for the upper level support. Framing for the stage and areas below the stage are starting this week.
- The Easement agreement has moved to Dean Hubbell's property across the alley for the electrical box and trash location.
- Notification has gone out to all adjacent businesses regarding parking lot closure of the NW quadrant of the Museum Lot for construction trailers.

### Visitor Improvement Fund – 3.5 hrs.

- I received an email from the CDOT ROW staff in Grand Junction, stating the Environmental people have been working on their portion of the Lease Agreement for the proposed Boat Ramp.
- We will be receiving a letter of support from Garfield County Search and Rescue. Lanny Grant is helping with that.
- Met with staff from Colorado Dept. of Parks and Wildlife at the open house for the Forest Service Building and they will write a letter of support as well.
- We still need \$5,000 for matching monies before going to the BOCC for the \$40,000 match for the 30% match needed for the GoCo Grant.
- Work continues on historic research of facts for the gateway signage project. Members of the Rifle Historical Society are helping and we started to narrow down the historic sites and narratives to go on the Gateway Signs. Garfield County agreed to fund

half the cost of one sign in each community at \$27,000. Nancy Kramer will approach VIF for additional funding at the Aug. 13<sup>th</sup> VIF Meeting.

## **6. CHAMBER UPDATE:**

Frank Ladd presented the Chamber Report. The Garfield County Fair is underway with applications still being taken for the parade on August 10th. The Annual Chamber Appreciation Luncheon will be held on Thursday, August 22<sup>nd</sup>. Business after Hours will be held at Commonwealth Title Co., for the Rifle Animal Shelter.

## **7. NEW BUSINESS:**

### **A. RREDC Update**

Langhorne stated the RREDC along with the Rifle Chamber, and Grand River Health has been coordinating a Club 20 Event where an aeronautical group from the Front Range, Colorado Space Business Group, will tour the Rifle area and airport, looking for desirable locations in which to provide jobs and resources for their industry.

The RREDC will be matching the Revolving Fund Loan Grant from the USDA Rural Development Dept. at the tune of \$25,000.

### **B. Main Street Disposition**

Langhorne stated the person he hired, Dennie Talbot, who was part of the EDC Committee in New Castle, was contracted for 3 days a week to replace Dana Ingram who moved to Denver. As part of the Main Street program, DOLA has strict guidelines on following the four point approach. The yearly work plans have been developed and the committee continues to complete projects. The City of Rifle committed \$25,000 for the year. In order to be a full member and not a candidate, the Main Street program needs a full time employee for at least a year. Whether it can be half DDA and half Main Street needs to be determined.

Further discussion needs to occur regarding the DDA taking over the program from the RREDC. Rickstrew asked to have the Main Street work plans sent out to the DDA Board for the next meeting to review. Several DDA Board members felt the program is worth continuing.

### **D. Other**

Matt Sturgeon stated he would be sending out the 2014 Draft Budget Sheets and would like to review something by the end of August. Rickstrew and Rogers will get together to discuss the budget.

## **8. PROJECTS**

### **A. First Fridays, Fall Festival/Flea Market/Hunters Tent**

Rogers indicated the First Fridays are building and the Main Street Committee will continue through the end of the year. The Fall Festival is slated for Sat. Oct. 19<sup>th</sup>. Several venues are planned for this including a Brewfest, Music, kids' activities, wood splitting contest and a possible Flea Market on the 2<sup>nd</sup> St. Lot.

The Chamber's Annual 'Hunters Tent' Information Area will be held at the Rifle Information Center. Discussion centered on whether the 'tent' could return to the downtown, using the 2<sup>nd</sup> St. Lot. Frank indicated it was a staffing problem. It was suggested to look into other vendors who could use the lot to display hunting items such as 4 wheelers or actual hunting tents. Rogers will look into it.

B. DDA Office Relocation

Rogers indicated the project was continuing to be looked at regarding cost and use. Langhorne indicated the RREDC will probably not be participating in it now. Paddock indicated the Library Board was still very interested in having the Chamber, DDA and others move into the space in the spirit of collaboration with non-profits and community use.

C. Bus Shelter

Rogers indicated she contacted the Eagle Scout. He continues to work on securing funding for the concrete slab and has spoken with an architect for a handicap accessible design. He hopes to complete it this fall.

D. Wayfinding Cost Estimates

Micro Plastics is researching the cost for the wayfinding signage.

E. DOLA Architect Assistance & Design Support

Rogers and Nathan Lindquist will continue to identify building facades and projects in the downtown which could use some help with this program from Main Street.

F. Pedestrian Crossings – John Dyer, Rifle PD

John introduced the new Community Service Coordinator, Dawn Neely, to the group. They initially gave out warnings for parking more than 2 hours in the designated areas, but are now giving out tickets. She states a lot of the problem areas are around delivery trucks.

John Dyer then presented four different options for Railroad Ave. Pedestrian Improvements.

The Traffic Committee was requested to investigate the feasibility of pedestrian improvements to Railroad Avenue with an emphasis on the 3rd and 4th Street intersections. Potential improvements are discussed below:

- A. State Law Yield to Pedestrian Signs (approx. \$400 + labor each). The difficulty with this signage is that Railroad Avenue has a high level of movements between lanes due to the center turn lane, as vehicles coming from both directions prepare for turns onto 3rd Street, 4th Street, and the alley. Staff feels there is a high likelihood of damage to the signs. If DDA wishes to purchase the signs city staff will further investigate the most appropriate location on the block. The streets crew is willing to remove the signs for snowplowing if necessary.

B. Thermoplastic crossings (\$3,500 each). This option would be similar to the thermoplastic “brick” crossing at 2nd Street. The purpose of the thermoplastic crossing is to create a visual color differentiation that causes drivers to yield. They have good durability and could be placed at the 3rd and 4th Street pedestrian crossings.

C. Stamped colored concrete crossings (\$12,000 each). More expensive and higher durability than the thermoplastic. An additional cost may be adding a finish to the concrete that prevents the color from fading due to dirt and oil.

D. Bulb-outs (\$3,000 - \$6,000 each + landscaping + design). Some corners of the Intersections would be appropriate for a bulb-out that would allow a shorter pedestrian crossing distance and additional landscaping area.

It was decided to purchase 2 State Law Pedestrian Signs to see how they work on Railroad Ave. A motion was made by Frontella, seconded by Paddock, approving unanimously.

**9. MAINTENANCE:**

A. CMU Caps, W. 2<sup>nd</sup> St.

Rogers continues to look for matching CMU Caps for the 2<sup>nd</sup> St. location.

A. Graffiti Removal

Rogers has been removing graffiti in the downtown area. The tagger has been writing the word ‘moth’ on the electrical boxes, newspaper boxes and exhausts vents. The Rifle PD has targeted an individual, but an arrest has not been made yet.

**10. ADJOURN:** The meeting adjourned at 8:43 am.

Respectfully Submitted,

Helen Rogers  
DDA Manager