

DDA

Downtown Development Authority
Rifle, Colorado

MEETING MINUTES Wednesday, February 7, 2018

1. CALL TO ORDER:

DDA Chair, Nella Barker, called the meeting to order at 7:00 a.m.

Members Present: Ed Arnold, Ed Weiss, Stephanie Freas, Gil Frontella, Randy Winkler, Theresa Hamilton (Council Rep) and Sally Brands.

Members Absent: Jay Rickstrew Daniel LeMoine

DDA Manager: Helen Rogers

Guests Present: Jim Nichols; City Manager Nathan Lindquist; Rifle Planning Director and John Gilpin, Convex Graphics

2. APPROVAL OF MINUTES:

The minutes from January 3rd were presented for review. A motion was made by Arnold, seconded by Weiss to approve the minutes. The motion passed unanimously.

3. BILLS TO BE APPROVED:

1) HR Design/Helen Rogers; \$2055.00 2) Mountain Waste & Recycling; \$55 and \$61. 3) All Around Property Mgmt; \$570. 4) Colorado Mtn News Media; \$17.74. 5) Rifle Chamber of Commerce Annual Membership; \$190. 6) VIP Trash; \$300, Jan., and Feb. 7) Michael Thomas; Maintenance \$84. 8) Mr. Power S., Graffiti Removal, Xmas Lights; \$720. A motion was made to approve the bills from Brands, seconded by Weiss, approving unanimously.

4. FINANCIAL REPORT:

The DDA Financial Report and City Report were presented for review. The Property Tax for 2017 was missing \$4833 in collections. Frontella asked if Rogers would look into it. A motion was made by Frontella, seconded by Freas to approve the end of year Financial Reports as presented for 2017. The motion passed.

5. MANAGER'S REPORT:

DDA Administration – 68.5 hrs.

- Met with Jim Nichols at the beginning of the month and discussed general state of affairs of the DDA, VIF, New Ute Theatre Society, Rifle Farmer's Market, Trails, the Historic Bridge and other topics.
- Worked on the Farmer's Market Application to VIF for Funding the Bands. The request is for \$4,000.
- Other events seeking funding are; Garfield County Fair Shuttle; \$500, Bookcliffs Arts Council Series, \$3,600, Wood Bats Baseball Tournament; \$1,000, Carve Wars/UTE Big Bash; \$9,000. The signature Events are Western Adventure Weekend; \$48,776,

Hometown Holidays; \$14,700, 3rd of July fireworks and Symphony; \$13,700 and Rifle Rendezvous; \$2,500. Total for Events are \$99,576. Marketing request total \$45,881 with Align Multimedia requesting \$22,500 of that. Visitor Attractions are at \$5,000, City Beautification at \$1750, and Historic Preservation at \$2,250. The VIF Board will be voting on those requests Feb. 13th.

- Rearranged the storage container with the help of the honor camp workers after they took down the Christmas Decorations.
- Attended a Double Up Food Bucks Workshop for the Farmer's Market in Grand Junction on Jan 8th. The state continues to fund this program for another year where people on food stamps (or have the SNAP Card) can double their money for produce up to a \$20 match. The USDA has provided grants for this project for 3 years.
- I've been working on the Special Events application for the Farmer's Market, reserved Heinze Park for the 12 weeks and renewed membership with the Colorado Farmer's Market Association. Grants and reduced insurance coverage are available through them.
- Took the Christmas Lights down over several days with the help of Sandor Drucker and wrapped the light poles on 3rd with the red and white fading lights through Valentine's Day.
- Attended the Chamber networking lunch on Jan. 12th. Cedar Networks presented their broadband development in and around Rifle.
- Sally and I met with Jim Nichols regarding the Urban Renewal Fund. More to discuss later.
- A few of us met to discuss the sidewalk and bump-out conditions on Jan. 15th. More on this later
- A large panel of graffiti was discovered on top of the CMC Building again. Also along the alley on the concrete wall, waste container and large electrical box. Apparently they tagged it during Christmas Break. Releases were obtained and the graffiti was removed. CMC built a barrier where they were climbing up between the buildings so hopefully that will stop them.

6. NEW BUSINESS:

A. Sidewalk Review from Workshop

A workshop was suggested at the previous meeting to discuss priorities for downtown capital improvements. It was held on Monday, January 15th.

Board Members Present were: Nella Barker, Jay Rickstrew, Stephanie Frees and Theresa Hamilton, Council Rep.

Manager Present: Helen Rogers

City Staff Present; Nathan Lindquist, Planning Director

Priorities for Capital Improvements

1. Bump-Outs on East and West 3rd Street
2. Sidewalk Replacements
3. Curb and Gutter Replacements (East Ave. Tree Wells)
4. Railroad Ave. between 3rd and 4th Street
5. Irrigation System

The majority of the Board felt the first 3 items are most important to address. The Bump-outs have become a safety hazard along with tripping hazards over most of the sidewalks. Nathan Lindquist, along with the City Engineer, and Rogers will come up with cost estimates and solutions for design for the next meeting.

The question of funding needs to be addressed through possible grants from DOLA, FMLD and using some of the Urban Renewal Fund and Street Fund.

This may also be addressed at the Joint City Council/ DDA Meeting, tentatively scheduled for March 14th.

B. Short Term Parking Along Railroad

Rogers polled the businesses along the East side of Railroad between E. 3rd St. and the Alley. All were in favor of short term parking except the Midland Arts Building owner due to the nature of their patrons who need more time to shop. The creation of 'spot' changes to the 2 hour parking restrictions would be a problem to patrol as well as changing businesses which might occur. The idea was tabled.

C. Fourth Street Pedestrian Crosswalk Revision

City Manager, Jim Nichols presented options for improving the crosswalk at 4th St. in front of the Post office. 1) Move the Crosswalk south, close to the alley and create bump-outs for safer crossing. 2) Embedded lights are not visible at the street level. 3) Improving the system might help by using similar lights that are along Airport Road by Alpine Bank. 4) Prohibit parking in front of the Post Office. Nichols stated he would go by the Post Office and discuss eliminating parking in front of them on Railroad.

D. Urban Renewal Fund

Further discussion is needed with Council regarding use of this fund for capital improvements in the older sections of downtown. When cost estimates are presented, funding options will be discussed at that time.

E. Disposition of DDA, VIF, GRIT, and REDC Staffing

Lindquist stated there needs to be a job created to work with VIF, GRIT, and possibly REDC as he has become too busy. The idea of a shared position might be good, however skill sets might be different for an Event Planner vs an Economic Development Director. Further discussion is needed and might occur at the joint DDA/Council Workshop.

F. Downtown Flowers

The expense of watering the downtown flower pots on a daily basis has become problematic as well as the person who has been doing it for the past 5 years is no longer available. Rogers will ask 3rd and 4th Street Businesses if they are willing to take care of a cluster of pots in front of their business from Memorial Day to Labor Day and get a count as to how many to order.

D. Other

A public workshop regarding plans for a New City Hall and Workforce Housing will occur on Tuesday, February 27th, 6pm at the Library

7. PROJECTS

A. Welcome to Rifle Gateway Signage

Winkler indicated the signage format was sent to Align Design to capture the Real Western Adventure Logo. Installation should happen this spring.

B. Container Storage

Rogers will continue to work on more vertical storage in the container by creating a shelving area at the back of the container to lay all the banners flat so they will last longer.

C. Renew Rifle Spring Community Day, April 21st

Rogers is planning the clean-up for the 3rd Saturday in April. Rogers will contact Tom Whitmore to check when the City Clean-up is.

8. MAINTENANCE

A. Tree Trimming and Removal

Jeff Powers will be trimming a few trees on E. 4th Street this Sat. am.

B. Snow Removal

Rogers signed a new contract from All Around Property Management and Snow Removal to include the additional \$20 per sidewalk fee.

C. General Downtown Maintenance

Rogers will continue to have someone clean-up the bump-outs at least once a month.

9. ADJOURN

The meeting adjourned at 8:43 am.

Respectfully Submitted,

Helen Rogers
Part-Time DDA Manager