

# DDA

Downtown Development Authority  
Rifle, Colorado

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## MEETING MINUTES Wednesday, May 1, 2019

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

DDA Board Vice Chair; Ed Weiss, called the meeting to order at 7:04 a.m.

Members Present: Ed Arnold, Sally Brands, Raquel Mendizabal, Nella Barker, Daniel LeMoine, and Theresa Hamilton (Council Rep).

Members Absent: Gil Frontella, Jay Rickstrew and Randy Winkler.

DDA Manager Present: Helen Rogers.

Guest Present: Nathan Lindquist, City Planning Director.

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

The minutes from April 3rd were presented for review. A correction to the minutes was noted to 'accept the Financials as presented, not approve'. A motion was made by Brands seconded by Barker to approve, with corrections, the minutes. The motion passed unanimously.

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

1) HR Design/Helen Rogers; \$1996.50. 2) All Around Property Maintenance Irrigation Start-Up; \$592.50. 3) Mountain View Tree Farm, Mulch; \$235.00 4) Mountain Waste & Recycling; \$70.43 5) Micro Plastics, Renew Rifle Banner changes, flyers; \$18.26 6) Walker Electric, DDA Museum Lot Light; \$87.50. 7) Mr. Power S, Power-Washed downtown sidewalks; \$870. A motion to approve payment of the bills was made by Barker, seconded by Arnold, approving unanimously.

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

The DDA Financial Report and City Report were presented for review. A motion was made by Barker seconded by LeMoine, to accept the Financial Reports as presented. The motion passed.

### **5. MANAGER'S REPORT:**

#### **DDA Administration – 67 hrs.**

- Administrative work continues on the Rifle Farmers Market, obtaining insurance, revising the site plan, paying for the Heinze Park rental and submitting the Special Events Application. We interviewed a woman who works with the Colorado Trust who is interested in the Market Manager position. We will know today if she's interested. The Market starts Friday, June 21<sup>st</sup>.
- Attended the VIF / GRIT Meeting on April 9th. Discussion centered around strategic planning items and budget items. Kim Burner will be putting together a document to discuss at our next meeting.

- Most of my time was spent preparing for the Renew Rifle Event. We didn't have as many volunteers this year, few but mighty! Lots of graffiti was found by Nella and Greg, major pruning by Ed and Sally helped with the mulch. Grand River Health donated bottles of water again. A delicious lunch was provided by Be Healthy, Stay Fit Bistro and Kim Wille from Growing Empowerment brought seeds and seedlings to distribute.
- The contractor I had lined up was unable to help build the Parklet, so we rescheduled it for May 16<sup>th</sup> or 17<sup>th</sup>. Probably a good thing as we didn't have enough people to help.
- The Irrigation System seems to be in pretty good shape according to Buddy Rogers, aside from the items listed in the invoice. I've called Cassie regarding the broken parts by the museum. The timers are all set to come on every other day at 3am, 30 minutes each.
- Mulching, weeding and pruning will continue at the Museum Lot.
- The streetlight on the NE Corner of East Ave. and E. 3<sup>rd</sup> was installed by Walker Electric. Need to find the flag, wreath and banner holders that were on the one that got knocked over.
- The O+M guys replaced the brick pavers on the handicapped ramps on E. 3<sup>rd</sup> the first week of April.
- Other activities are admin related with regard to agendas, meetings, documentation, emails, and obtaining invoices from vendors.

## **6. NEW BUSINESS:**

### A. Centennial Parkway / 1<sup>st</sup> St. Landscape Plan

Lindquist brought up the latest plans for the new Parkway in front of the new Wendy's. Ed Arnold pointed out there needs to be through traffic in the left lane heading East at the stoplight at Railroad Ave. Lindquist indicated there was some value engineering which occurred to bring the cost down such as stamped concrete instead of pavers in landscaped areas. There will be trees and irrigated grass areas. There will not be electrical conduits to the trees however. A right turn in from Hwy 13 heading south is still being discussed.

During construction of the Parkway, the commuter parking area will be temporarily moved to the 2<sup>nd</sup> St. Lot and will be stripped for parking.

Colorado River Engineer, Eric Brynildson, will be assisting the City and Wendy's with Project Management.

### B. FMLD Spring Distribution to Rifle Projects

The Garfield County BOCC awarded Rifle \$400,000 towards rebuilding the water system pipes from the Colorado River up to the Water Plant. Other money to fund the needed project is coming from DOLA. The City of Rifle was also awarded a \$25,000 mini-grant for Sanitary Sever Inspection and Televising Equipment.

### C. Other

The RFQ for the Third Street Design Project is still being worked on.

It was suggested to find a Master Gardener to help with next year's Renew Rifle Event. Also, find ways to solicit more volunteers along with spreading out the projects

over time for next year's event. Fridays could be a better day for students. Contact Student Council's early in the spring to help with the clean-up. The Rotary could help financially.

## **7. PROJECTS**

- A. Rebuild Parklet, May 16 or 17th  
Rogers working with a contractor to rebuild the Parklet before Memorial Day.
- B. Rifle Farmers Market starts June 21st  
The Market Manager position is pending.
- C. Downtown Flowers  
Rogers will place them in the downtown designated storefronts before Memorial Day Weekend.

## **8. MAINTENANCE**

- A. General Downtown Maintenance – Museum Lot  
Rogers will hire a worker to weed and prune the lot within the next two weeks and continue weeding throughout the downtown.
- B. Irrigation System  
Buddy Rogers with All Around Property Maintenance started up the irrigation systems. There is a break in one of the pits where the City needs to fix it. Rogers has called Cassie at the City.
- C. Sidewalk Ramp Repair – O&M  
The City repaired the ramps with inlaid bricks and did a good job.
- D. Vintage Street Light Repair, E. 3<sup>rd</sup> St.  
Walker Electric replaced the pole. Need to find the hardware for the banners, flag and Holiday Wreath.
- E. Third Street Bridge Lamp Broken  
Rogers will contact O&M to order a new globe.

## **9. ADJOURN**

The meeting adjourned at 7:55 am.

Respectfully Submitted,

Helen Rogers  
Part-Time DDA Manager