

DDA

Downtown Development Authority
Rifle, Colorado

MEETING MINUTES Wednesday, March 6, 2019

1. CALL TO ORDER:

DDA Board Chair; Randy Winkler, called the meeting to order at 7:02 a.m.
Members Present: Jay Rickstrew, Ed Arnold, Ed Weiss, Gil Frontella, Sally Brands, Theresa Hamilton (Council Rep) and Raquel Mendizabal and Nella Barker.
Members Absent: Daniel LeMoine.
DDA Manager Present: Helen Rogers.
Guest Present: Nathan Lindquist, City Planning Director.

2. APPROVAL OF MINUTES:

The minutes from February 6th were presented for review. A motion was made by Brands seconded by Arnold to approve the minutes. The motion passed unanimously.

3. BILLS TO BE APPROVED:

1) HR Design/Helen Rogers; \$1800.00. 2) All Around Property Maintenance (Snow Removal); \$630. 3) VIP Trash Removal; \$300 (Jan. Feb.). A motion to approve payment of the bills was made by Arnold, seconded by Barker approving unanimously.

4. FINANCIAL REPORT:

The DDA Financial Report and City Report were presented for review. A motion was made by Rickstrew, seconded by Hamilton to approve the Financial Reports as presented. The motion passed. Rogers reported the balance sheet won't be available until the end of March as the Finance Dept. has not completed year end reports.

5. MANAGER'S REPORT:

DDA Administration –60 hrs.

- The State of the Community Luncheon was held on Feb. 12th with around 250 people in attendance. Presentations came from Silt, Rifle, Parachute and Garfield County. Rifle's highlights centered around new trail development, rebuilding the Rifle Pool in Metro Park starting this fall, Replacing the Colorado River Water Line, the new Grand River Health Care Center with 80 beds, increasing to 200 available jobs, Wendy's at Railroad and Centennial Parkway, the new Rifle CoWork Space at the Henry Building and a Building Tap Fees sale until April 2020.
- Commissioner Mike Samson was present. He indicated Garfield County has given out over \$22 M in FMLD Grants. The Center of Excellence has renewed their contract with the County for an additional 10 years, anticipating hiring 21-22 people for development in aerial and night firefighting techniques. Garfield County contributed

\$10-15,000 toward renovation and construction of the Rifle CoWork Space as did the City of Rifle, Broadband across Garfield County is expanding up Divide Creek and Graham Mesa. He mentioned the Fair Grounds Improvements and continued funding of the Grand Hogback Bus Route down to Parachute through RFTA.

- Attended Garfield County Food and Nutrition Summit in GWS. Several of our Farmers Mkt Vendors were there and very appreciative of the Colorado Double Up Food Bucks Program. The main topics addressed food hunger in our county and how to address it. Steps are being taken in schools through menu selection and Friday free lunches in our Parks continue. Kim with Growing Food Forward will be managing and doing a better job of the stone circles on 4th street this summer with the produce and herbs harvested going to Lift-Up.
- The Farmers Market received the \$4,000 VIF Grant which will go towards music entertainment in the gazebo for the 12 week Market as well as the Farm to Table Fundraising Dinner in Sept. I've applied for the SNAP designation through the Dept. of Agriculture – signing my life away, along with my first born, and hope to receive that soon. We have about \$19,000 in our bank account and would like to hire a Market Manager to run the Friday Markets this summer at around \$5,000. It will likely be an events contract position similar to how the City did the WAW event 2 years ago with Alice. Details to be figured out.
- Attended the VIF meeting on Feb. 19th. Most of the Signature Events received what they were asking for. VIF's projected revenues for 2019 are \$166,000 with \$148,000 solely generated from the 2.5% Lodging Tax. The expenditures will be around \$162,000. A strategic planning session will be this Thursday. I would anticipate less spending on events and more on visitor attractions such as streetscapes on 3rd and beautification.
- The Rifle CoWork Space in the Henry Building is moving slowly with completion scheduled for the first of April now.
- A new LED fixture has been ordered for the Museum Lot middle lamp pole.
- The historic replica street lamp on the NE Corner of East Ave. and E. 3rd should come in the middle of this month and be installed.
- Other activities are admin related with regard to agendas, meetings, documentation, emails, and obtaining invoices from vendors.

6. NEW BUSINESS:

A. Draft Comprehensive Plan

Nathan Lindquist presented the discussion on the draft plan. It has been simplified from the original, but still contains pertinent information for development and City expansion.

B. Third Street Design Development

Discussion centered around how many parking spaces to take with the development of a new streetscape and a more pedestrian friendly, vibrant downtown. A Preliminary Plan shows taking 5 – 12 parking spaces to accommodate expanded sidewalks and pedestrian areas for sitting and outdoor dining. The average number of spaces the DDA would prefer to take up would be 0-5. Lindquist is putting together an

RFQ for a Landscape Design Consultant. More discussion is needed to resolve the degree to which parking spaces would be taken.

C. Other

Rogers reports an increase of homeless people looking for warm buildings of late. City Hall has had a few people taking up residence as well as Alpine Bank in their boiler room.

The Downtown Flower applications need to go out. The pots are in storage and need to be taken to New Castle Gardens.

7. PROJECTS

A. Renew Rifle, Downtown Spring Clean-Up, April 27th

Will be held the weekend between the City-wide clean-up. Alpine Bank will again donate \$1,500 to help with the Clean-Up.

B. Sidewalk Ramp Repair

The City, per Scot Hahn, indicated they would put it on their list of street projects. Waiting for the weather to warm up.

C. Rifle Farmers Market

On-going admin related issues for start-up.

8. MAINTENANCE

A. General Downtown Maintenance

Continue to monitor.

B. Museum Lot Light Repair

The City Parks Dept. will be replacing the lights on the center pole with LED lights and new ballast.

C. Snow Removal

Continue to monitor to reflect billing.

9. ADJOURN

The meeting adjourned at 8:08 am.

Respectfully Submitted,

Helen Rogers
Part-Time DDA Manager