

# DDA

Downtown Development Authority  
Rifle, Colorado

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## MEETING MINUTES Wednesday, June 5, 2019

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

DDA Board Chair; Randy Winkler, called the meeting to order at 7:00 a.m.

Members Present: Ed Weiss, Ed Arnold, Sally Brands, Raquel Mendizabal, Nella Barker, Daniel LeMoine, and Gil Frontella.

Members Absent: Theresa Hamilton (Council Rep), and Jay Rickstrew.

DDA Manager Present: Helen Rogers.

Guest Present: Nathan Lindquist, City Planning Director.

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

The minutes from May 1<sup>st</sup> were presented for review. A motion was made by Brands seconded by Barker to approve the minutes. The motion passed.

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

1) HR Design/Helen Rogers; \$1996.50. 2) Mountain View Tree Farm, Mulch; \$30.00 3) Mountain Waste & Recycling; \$137.83. 4) Fastenal; \$10.80. 5) Happy Feet floors (Parklet) \$700. 6) Mr. Power S, Power Downtown Flowers \$160. 7) Post Independent, Renew Rifle Ad; \$173.25. 8) New Castle Gardens, Parklet Flowers; \$450. 9) Walker Electric, Museum Lot Light; \$87.50. 10) Michael Thomas, weeding; \$390. 11) Noah Holbrook, Parklet Labor; \$45. A motion to approve payment of the bills was made by Winkler as all in favor, approving unanimously, with none opposed.

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

The DDA Financial Report and City Report were presented for review. A request to have a balance sheet as part of the City's Financial Report was requested. A motion was made by Brands seconded by LeMoine, to accept the Financial Reports as presented. The motion passed.

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

#### **DDA Administration – 71 hrs.**

- Hired a Market Manager for 5 months, May – Sept. Her name is Beth Ruechel. We have about 12 Vendors so far with 4 of them produce related. The Market starts Friday, June 21<sup>st</sup>. Stone Kitchen, a local bluegrass band, will be playing the first market.
- Attended the VIF / GRIT Meeting on May 14th. Two Board openings became available due to Angela Aibner and Paul Rice resigning. Interested applicants were

Samm Young, owner of the Whistle Pig, and Evin Sarton, Bank of Colorado Branch Manager.

- Attended the Garfield County Discretionary Fund dispersal. Rifle area \$5,000 grants went to NUTS for the Children's Summer Theater Camp, the Chamber for Hometown Holidays, and RAMBO for the Rifle Arch Trail Development.
- Attended and Aspen Valley Land Trust Workshop. Ended up being more of a 'listening tour' I was trying to find out if there was still interest in Paradise Island for Conservation Easement and there was.
- The Rifle CoWork Launch Party was Friday, May 17<sup>th</sup>. Align Multimedia is the Anchor Tenant, with four other interested businesses wanting to use the space.
- The Parklet was rebuilt last Friday, May 31<sup>st</sup>. The owner from Shooters was upset it wasn't placed in front of their restaurant this year.
- I continue to ask for help with the broken Irrigation System by the Museum and a valve by the Tortilla Shop.
- Maintenance issues include weeding and pruning throughout the downtown district. In the beginning of the month we tackled the Museum Lot. We're trying to rotate between all the curb extensions on 3<sup>rd</sup> and 4<sup>th</sup>. Also, weeded the 2<sup>nd</sup> St. Lot, pruned the shrubs and fluffed up the mulch.
- Other activities are admin related with regard to agendas, meetings, documentation, emails, and obtaining invoices from vendors.

## **6. NEW BUSINESS:**

### A. Centennial Parkway

Lindquist drew up the latest plans for the new Parkway reconstruction in front of the new Wendy's. Discussion centered on having a through traffic lane as well as a left turn lane heading East at the stoplight at Railroad Ave. Still under review is turning into the new Park and Ride on the south side of the highway.

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

### B. Other

Rogers brought up the wayfinding sign at the SE Corner of Railroad and 3<sup>rd</sup>. It needs to be changed from Colorado Mountain College to something else such as Rifle High School. CMC is no longer renting the space on West Ave.

There are three Board Members whose terms are expiring; Jay Rickstrew, Randy Winkler and Ed Arnold. A letter of interest needs to be addressed to Council for continued appointment to the Board. Kevin Atchison from Sopris Realty seemed interested in a Board position.

Rogers asked if the Board wants to change the July Meeting from the 3<sup>rd</sup> as several people are going out of town. A new meeting date is planned for Monday, July 1<sup>st</sup>.

## **7. PROJECTS**

### A. Rifle Farmers Market starts June 21st

See above in Managers Report

B. Downtown Flowers, UTE and Parklet

New Castle Gardens did not plant the 10<sup>th</sup> set of flowers as bid and paid for. They will bring them to the UTE Theater when ready. At the same time, they will bring the parklet flowers.

C. Graffiti

Rogers reports more graffiti in the downtown. Someone is tagging 'SOBR1' Removal will take place ASAP.

**8. MAINTENANCE**

A. General Downtown Maintenance

Rogers continues to work with people to weed and prune throughout the downtown.

B. Irrigation System

Rogers will continue to address the problems within two of the pits where the City needs to fix them. Rogers has called Cassie at the City.

C. Third Street Bridge Lamp Broken

Rogers called Walker Electric to order a new lamp for the lightpole.

D. Parklet Maintenance

Finding someone to water the Parklet Flowers needs to be found.

**9. ADJOURN**

The meeting adjourned at 7:53 am.

Respectfully Submitted,

Helen Rogers  
Part-Time DDA Manager