

DDA

Downtown Development Authority
Rifle, Colorado

Wednesday, August 5, 2020

The meeting was held by conference call due to the COVID -19 Pandemic.

1. CALL TO ORDER:

DDA Chair, Randy Winkler called the meeting to order at 7:04am.

Members Present: Ed Arnold, Daniel LeMoine, Jacquelyn Johnson, and Theresa Hamilton (Council Rep). Jay Rickstrew

Members Absent: Gil Frontella, and Raquel Mendizabel, and Kevin Atchison.

DDA Manager; Helen Rogers

No Guests Were Present

2. APPROVAL OF MINUTES:

The minutes from June 1st were presented for review. A motion was made by Daniel LeMoine, seconded by Theresa Hamilton to approve the minutes. The motion passed.

3. BILLS TO BE APPROVED:

1) HR Design/Helen Rogers; \$1,905. 2) Mountain Waste and Recycling; \$75.08 for June. 3) VIP; \$160 June, \$160 July. 4) Mountain View Tree Farm, \$45. 5) Hunter Bercher; \$345. A motion to approve payment of the bills was made by Ed Arnold, seconded by Theresa Hamilton, approving unanimously.

4. FINANCIAL REPORT:

The DDA Financial Report was not available at this time. Winkler and Rogers will meet with Michelle Duran to determine what the best process is. A motion was made by Theresa Hamilton, seconded by Daniel LeMoine to table the Financial Report.

5. MANAGER'S REPORT:

DDA Administration –63.5 hrs.

- The downtown parklets are getting a lot of use. Thai Chili decided they did not want to use it and as there was no binding agreement, it was moved to behind the Texan (which will help with the cigarette issue whenever they open back up)
- We are in the 8th week of the on-line Marketplace concept for the Farmers Market. We're adding new vendors every few weeks. Ordering takes place from Monday, noon – Thursday, noon and pick-up is from 5-7pm on Fridays in Heinze Park.
- The Market Bands are delighted to perform at the UTE through on-line streaming with sponsorships gaining momentum.
- The VIF/GRIT meeting was cancelled this month due to lack of a quorum. There has been no movement on a workshop with the Rifle Heritage Center, City Council and

GRIT to discuss how to work together to make the Museum more successful and open year round.

- I've been in discussion with Craig Spaulding who recommended the Ground Crew. Cassie (City Water Dept.) stated he didn't have time to work on the irrigation problems. The Ground Crew stated they would be able to get to it towards the end of summer.
- Started working with Hunter Bercher, a Rifle High School student. Pruning bushes and trees, mulching and weeding. He's doing a great job – shows up on time, communicates what he's doing and is consciences.
- Other activities are admin related with regard to agendas, manager's report, documentation, emails, and obtaining invoices from vendors.

6. NEW BUSINESS:

A. Budget for 2021

Rogers presented a draft budget with similar budget figures as 2020. Total Revenues are estimated at \$54,100 and Expenditures are estimated at \$53,290. A motion to approve the proposed DDA 2021 Budget for Council Review was made by Jacquelin Johnson, seconded by Theresa Hamilton. The motion passed.

B. Graffiti Art Panels, Flex Gym, UTE Theater

Theresa Hamilton (City Council Rep) brought up the subject with Council. As there is nothing in the code which governs this, Council members were divided as to allowing graffiti art in the city limits. Winkler stated he is familiar with many sign codes in other municipalities and will review them and bring back suggestions. A Design Review Committee was also suggested made up of different entities in the community such as a DDA member, CMC Staff, etc., to create general architectural guidelines.

C. Other - Storefront Improvement

Rifle House Paint Reimbursement – A motion was made by Ed Arnold, seconded by Theresa Hamilton to reimburse the owners, John Savage and Sally Brands \$768. The DDA program offers paint reimbursement of \$200 per 25 linear feet of storefront improvements.

D. Other – Alley Closures

Jay Rickstrew stated when the UTE Theater has events, the alleyway is obstructed or closed due to offloading of equipment. The businesses adjacent to the UTE are not informed in a timely manner when these closures will be occurring and would like to be informed ahead of time. Rogers will address with Wayne Pleasants, UTE Theater Manager.

7. PROJECTS

- A. Rifle Farmers Market
See above in Manager's Report
- B. Newspaper Racks
The doors on the newspaper racks are starting to fail. Rogers will contact the Daily Sentinel to see if parts are available.

8. MAINTENANCE

- A. Irrigation Systems
As Cassie stated, the City's Water Dept. is unavailable, Rogers contacted the Ground Crew again, as recommended by Craig Spaulding, City Engineer, to look at the four areas that need to be fixed. They stated it will be the end of summer or fall before they can address it. DDA Board members suggested speaking with the City Manager and redirecting staff. Hamilton stated she would address the issue in a meeting with the City Manager.
- B. Shrubs and Tree Trimming, Weeds
Continue to trim as needed to keep branches 8' above ground.
- C. General Downtown Maintenance
Rogers reported Hunter Bercher is doing a great job.

9. ADJOURN

A motion to adjourn the meeting at 7:58 am was made by Ed Arnold, seconded by Daniel LeMoine, passing unanimously.

Respectfully Submitted,

Helen Rogers
Part-Time DDA Manager