

DDA

Downtown Development Authority
Rifle, Colorado

Wednesday, August 4, 2021
Rifle City Hall

1. CALL TO ORDER:

Jay Rickstrew called the meeting to order at 7:02 am.

Members Present: Cheryll Anderson, Adam Whitt, Jacquelyn Johnson, Ed Arnold, Theresa Hamilton (Council Rep), and Raquel Mendizabel.

Members Absent:

DDA Part-Time Manager; Helen Rogers

Guests: Jeff Shanks, Construction Supervisor, Kim Burner, GRIT Manager, and Patrick Waller, Planning and Zoning Director.

2. APPROVAL OF MINUTES:

The minutes from July 7th were available for review. A motion was made by Arnold, seconded by Johnson, approving unanimously.

3. BILLS TO BE APPROVED:

1) HR Design/Helen Rogers; \$1,755. 2) Mountain Waste & Recycling, 2 yd. alley Bin; \$76.96. and 2 months trash bins; \$676.50. 3) Helen Rogers Reimbursement/Action Shop, Weed Trimmer, \$363.31 A motion to approve payment of the bills was made by Arnold, seconded by Anderson, approving unanimously.

4. FINANCIAL REPORT:

The DDA Financial Reports from the City were available for review along with the 2021 working budget spreadsheet. A motion to approve the financial reports as presented was made by Arnold, seconded by Johnson, approving unanimously.

5. MANAGER'S REPORT:

DDA Administration – 58.5 hrs.

- The Farmers Market is going well aside from a few thunder showers. The vendors seem happy and the public is enjoying the free music every Friday night. We added another food vendor (Baked Potatoes). Feeding Giants will be playing this Friday night and the Rifle Branch Library will be offering an activity at Sprouts Corner for the kids. The Farm to Table Fundraising event is scheduled for September 18th on the Bookcliffs Art Center lawn, by the Stone House. Noodle Soup is playing for the dinner with prime rib and locally grown produce and Western Slope wine and beer being served. A Silent Auction is planned as well. Cost is \$55 per person.
- The GRIT Mtg, was held on July 14th. We went over the 2015 Strategic Plan Project List and everything still seems relevant. Priority Projects include:

Visitor Attractions - Mountain Biking Trail Development (Hogback Trail), working with RAMBO, along with soft surface trails in town (Highlands Trail)

Historic Preservation – River Visioning, Historic Structure Assessment submitted for the 1908 Bridge.

Support Special Events; Promote the City – Continue build-out of VisitRifle.com website, create a regional calendar of events, focus on expansion of existing events around Real Western Adventure Brand.

Beautification – Downtown Renovation, Sidewalk Replacement, Downtown Outdoor Seating.

- Dealing with several sprinkler issues. Received a call from Lynn at the Water Dept. Appeared to be a water leak in the Museum Lot as someone drove over a sprinkler head. The timer must have experienced a power surge as each zone was watering 2.5 hrs. I've asked Buddy Rogers to estimate a bid to service all the irrigation and plants in the DDA District. Tom Whitmore states it's not something Parks wants to take on at this time.
- Rogers received a preliminary bid from Buddy Rogers, of \$1,300 per month for bi-weekly irrigation maintenance, including startup and blowout of irrigation systems. Not sure if this include weeding and landscape maintenance.
- Maintenance Issues continue to grow as shopping carts are left in parking lots, increased trash left in containers from cars and campers along 4th Street, and with the rain comes more weeds, which is why we needed a weed-eater.
- Other activities are admin related with regard to agendas, manager's report, documentation, emails, and obtaining invoices from vendors.

6. NEW BUSINESS:

A. Budget Review, 2022

Rogers presented a draft 2022 budget to the Board. With estimated revenues coming in at \$54,100, and projected expenses at \$49,600, this would leave \$4,400. It was recommended to drop Landscape to \$1,000 (due to all the new landscape) and increase General Downtown Improvements to \$2,500. A motion was made by Arnold, seconded by Johnson to approve the changes and submit the draft to the City for the approval process. The motion passed.

B. Downtown Renovation

Jeff Shanks, Construction Supervisor, reports E. 3rd should be done in the next few weeks. They'd like to get that portion done before they close down Railroad Ave. again for completion of the project. The new schedule the contractors are submitting does not seem doable according to Jeff. XCEL Energy has been a major obstacle to timely completion of the project with their gas line work. Rickstrew asked about the contract regarding liquidated damages occurring because the project was supposed to be finished by July 23rd. Asphalt coverage for the Parking Lot on Railroad has been completed.

Board Member Cheryl Anderson indicated there continues to be safety issues around construction equipment and sidewalks. There has been threshold damage in front of businesses and wondered when and if that would be fixed.

Several of the businesses on 3rd St. would like to have a party at Tuti Fruiti's when all the construction on 3rd and Railroad is completed.

C. Storefront Renovation Update, Hays and Strode Law

Hays and Strode recently had their building painted on W. 4th Street. The paint total came to \$461.56. A motion to approve reimbursement at \$200 per 25 Linear Ft was made by Mendizabel, seconded by Johnson, passing unanimously.

D. Signage and Storefront Renovation, Jalisco's

Jalisco's recently purchased the Texan Bar and renamed it 'Rifle Bar'. An application for reimbursement was submitted. The total cost of the sign was \$2,000. Reimbursement is 2/3rd's the cost up to \$500. A motion was made by Mendizabel, seconded by Johnson for \$500. The motion passed.

Jalisco's also recently painted the front of the now Rifle Bar. The total came to \$307.83, reimbursable up to \$200 per 25 linear feet. A motion was made by Johnson, seconded by Mendizabel to approve payment of \$200. The motion passed.

E. Signage Variance Recommendation, She Haus

Jacquelyn Johnson recently submitted a sign request to the City. Apparently it is 50 sq. ft. over the sign code limit. The Rifle High School's Voc-Ed Welding Shop is going to make the large graphic letters which read SIT SIP SHOP and COFFEE. As the business is losing money daily, due to construction and lack of exposure, this was seen by the board as allowable. The general consensus was to support the signage.

F. State Grants for Storefront Renovations

Kim Burner stated there are grants becoming available to improve storefronts, but in some cases, half the amount asked for would need to be provided by the owner. Burner will keep the Board apprised of new available grants.

G. Board Development

Rickstrew asked that each board member approach one other person on serving on the DDA Board.

H. Other

City Council Rep Board Member Hamilton stated the present City Manager, Scott Hahn, will be leaving in what is considered a mutual separation but has offered to help consult if needed. Tommy Kline, Rifle's Chief of Police will be filling in, starting August 5th, until a new manager can be hired. This likely won't happen until a new Council has been elected and seated in November. There are 5 seats open on Council.

A question was posed to whether more grants will be offered to downtown businesses impacted by the construction. Apparently several businesses went to a City Council Meeting to request this. Hamilton will address this at tonight's Council Meeting, August 4th.

7. **PROJECTS**

A. **Rifle Farmers Market**

See above in Manager's Report

B. **Walking Tour / Historic Signage**

To be discussed during strategic planning.

C. **Block Party Celebration in place of WAW (Sat. Oct 2nd)**

Discussion to be continued.

8. **MAINTENANCE**

A. **Mulching, Weeding and Pruning**

On-going with Bryce Bauer when available.

B. **Resurfacing Museum Lot and E.4th St. Lot**

TNT Striping is ready to go when the lots are available this fall.

C. **Irrigation System**

Rogers presented a list of issues to Lynn Miller, Water billing Dept. to create work orders in order for the Water Dept. staff to address the problems such as broken meters and pipes along East and West 4th Streets.

9. **ADJOURN, 8:18 am**

Respectfully Submitted

Helen Rogers
Part-Time DDA Manager