

# DDA

Downtown Development Authority  
Rifle, Colorado

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Wednesday, October 6, 2021  
Rifle City Hall

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

Jacquelyn Johnson called the meeting to order at 7:06 am.

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

Members Absent: Jay Rickstrew

DDA Part-Time Manager; Helen Rogers

Guests: Kim Burner, GRIT Manager, Erick Perez

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

The minutes from September 1st were available for review. A motion was made by Arnold, seconded by Mendizabel, approving unanimously.

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

1) HR Design/Helen Rogers; \$1,916. 2) Bryce Bauer, Welcome Hunter Banners, Weed Control; \$99. 3) Mountain Waste and Recycling; \$154 (2 months), 2yd alley container and \$891 (2 months), trash receptacles. 4) All Around Property Mgmt; \$270 Valve Replacements in Museum Lot. A motion to approve payment of the bills was made by Arnold, seconded by Hamilton, approving unanimously.

## **4. FINANCIAL REPORT:**

The DDA Financial Reports from the City were available for review as well as the working budget spreadsheet. Arnold pointed out an overage occurred under utilities. Rogers will notify Finance of the wrong coding listed and get it corrected. A motion to approve the financial reports as presented was made by Arnold, seconded by Whitt, approving unanimously.

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

DDA Administration – 74.5 hrs.

- The Farmers Market Farm to Table Fundraising event was held on September 18<sup>th</sup> on the Bookcliffs Art Center lawn. We fed close to 100 people, but didn't make as much money due to the tent rental at over \$3,300. But we needed it as wind and rain were a factor towards the end of the night.
- Met with Jeff to discuss the color on the pyramid bollards. Supposed to be a leather color, but they will fade out over time.
- Irrigation issues continued with the Museum Lot. Buddy Rogers replaced two valves and will winterize what was turned on this summer. I still have not heard what happened with the list that was created for the Water Dept. to look into several meter issues and broken pipes. I will follow up with Lynn at Finance.

- Wrote grant evaluations for Rifle Community Foundation of \$1,400 and VIF Grant for \$4,000 for the Market Music.
- The GRIT Meeting was held on Sept. 14<sup>th</sup>. The Paradise Island purchase has not taken place yet. Apparently there is a toxic waste issue there. The Chamber's Annual Chili Cook-off is to be held Thursday, Oct. 14<sup>th</sup> and a Downtown Business after Hours will be held Friday, Oct. 22<sup>nd</sup> in front of the old Miller's Dry Goods.
- Met with Erick regarding signage reimbursement, which you'll see shortly.
- Also met with Daniel LeMoine, discussing signage and building improvements.
- Bryce and I removed the brackets from the old street lights, had to purchase new straps as the diameter of the poles are larger, painted them and hung 11 Welcome Hunter Banners. We also removed the wreath brackets, but will need to purchase more if we want to hang the wreaths on every pole. There are 25 light poles on East and West 3<sup>rd</sup> St. now as there used to be only 16.
- Other activities are admin related with regard to agendas, manager's report, documentation, emails, and obtaining invoices from vendors.

## **6. NEW BUSINESS:**

### **A. Downtown Renovation Update / Landscape**

Work continues on Railroad Ave to about 5<sup>th</sup> St. Both East and West 3<sup>rd</sup> Streets are now open, but rock work and tree planting continues. Doubtful the project is will be completed by Oct. 13<sup>th</sup>. Better communication needs to occur around changes, closures and punch list items. The previous City Planning Director, Nathan Lindquist, promised several improvements in the 5<sup>th</sup> St. and Railroad Ave. area which were not documented nor passed on to new staff. Kim Burner will follow up with City Manager to see what can be done and what the time table is.

### **B. Signage Reimbursement to CAFÉ KAPE**

A sign receipt was presented to the Board for reimbursement. A total of 2/3<sup>rd</sup> the cost of the 2 signs were \$377.54. A motion was made by Arnold, seconded by Mendizabel and the motion passed.

### **C. Colorado Community Revitalization Grant**

Rogers sent information regarding an example of a grant. The UTE Theater and NUTS are taking advantage of these COVID related grants and have been granted over \$123,000 collectively. NUTS is applying for another \$10,000 for programming due in November. As Board Development continues, focusing on new goals and directions with the help of grants is likely necessary.

### **D. Board Development**

Erick Perez, new owner of CAFÉ KAPE at 108 W. 3<sup>rd</sup> St. wrote of letter of interest to become a DDA Board Member. A motion to support his nomination to Council was made by Arnold, seconded by Mendizabel with the motion passing.

### **E. Other**

A City staff person approached Rogers regarding DDA's commitment in 2020 to contribute \$50,000 towards the Downtown Redevelopment and Infrastructure Project. Board members were hesitant to hand over the money without specific uses listed. Maintenance of the new planters, as well as old, along with weed control and trash issues need to be addressed in a collaborative way with the City. A meeting with the City

Manager needs to occur in the near future to address these issue. Board President, Jay Rickstrew has had some preliminary discussion with city staff.

A Board member asked if the City still had funding for impact grants as businesses are being impacted along Railroad that weren't previously when the other grants were given out. Burner indicated there was nothing new and no funding for that at this time, but will ask the City Manager.

**7. PROJECTS**

**A. Welcome Hiner Banners, Holiday Banners**

See above in Manager's Report.

**B. Walking Tour / Historic Signage**

Nothing new

**C. Chamber Block Party Celebration (Fri. Oct 22<sup>nd</sup>)**

The Chamber of Commerce will host an event downtown to celebrate the near completion of the downtown project.

**8. MAINTENANCE:**

**A. Mulching, Weeding and Pruning**

On-going with Bryce Bauer when available.

**B. Resurfacing Museum Lot and E.4<sup>th</sup> St. Lot**

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

**C. Irrigation System - Winterization**

Rogers continues to monitor progress to fix the problems. Two months ago a list of issues were given to Lynn Miller, at the 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 4<sup>th</sup> Streets. Nothing has occurred at this date.

Buddy Rogers with All Around Property Mgmt. will be winterizing what systems are working the week of Oct. 4<sup>th</sup>.

**9. ADJOURN, 8:25 am**

Respectfully Submitted,

Helen Rogers

Part-Time DDA Manager