

Rifle Parks & Recreation Advisory Board

Agenda

June 27, 2011

5:30 PM

Parks Maintenance Facility

3100 Dokes Lane

1. Call to Order
2. Minutes of June 6th Meeting
3. Comments from Public
4. Senior Center Report
5. Health & Wellness Center Update
6. Rifle Fitness Center Update
7. Vending in Parks
8. Centennial Park Update
9. Deerfield Park Update
10. Next Meeting – July 11th
11. Other
12. Adjourn

"Enhancing the quality of life for Rifle residents through positive recreational activities".



Date: June 24, 2011
To: PRAB
From: Aleks Briedis, Recreation Director
Tom Whitmore, Parks Director
RE: June 27th meeting

Below is a brief overview for the June 27th meeting:

Health & Wellness Center Update

Rich Carter of the Rifle Regional Economic Development Corporation will give an update at the meeting.

Rifle Fitness Center Update

Amy Turgeon has started working. She will not be able to make the meeting as she will be interviewing candidates for the Fitness Center Attendant positions. We will introduce you to her at a future meeting. Welcome Amy! RFC is scheduled to open at 5 AM on July 5th.

Vending in Parks

Council approved the vending policies and applications. We are currently accepting applications. A copy of the final forms is included in your packet.

Centennial Park Update

Aleks attended the Mountain Rural Philanthropy Days and found a few foundations that would be interested in helping fund the playground. He will continue working on the leads.

Deerfield Park Update

Staff has a meeting with our consultants to review the 75% Construction Documents on June 30th.

Our next meeting is scheduled for July 11th.

Should you have any questions or concerns, please contact us.

Thanks.



RIFLE PARKS AND RECREATION ADVISORY BOARD MINUTES

MONDAY JUNE 6, 2011

PARKS MAINTENANCE FACILITY

MEMBERS PRESENT:	YES	NO
Jim Boone {L}	X	
Michael Churchill		X
Chris Coffelt		X
Betty Fitzgibbons	X	
Christi Gray	X	
Ryan Mackley	X	
Tom Stuver	X	
Ed Weiss	X	

STAFF PRESENT: Aleks Briedis, Tom Whitmore, Angie Wilkins

MINUTES OF THE MARCH 28TH MEETING: Tom S. made a motion to accept and approve the minutes of the March 28th meeting. Ryan 2nd the motion. Motion passed with a voice vote.

COMMENTS FROM THE PUBLIC: None

SENIOR CENTER REPORT: Betty let the board know that seniors will be carpooling to go to the concert series on Sunday evenings. There is not enough of them to get a bus.

RIFLE FITNESS CENTER: Remodel of the Fitness Center is moving forward. We hired Amy Turgeon as our new Recreation Coordinator/Health and Wellness. Staff also met with the Colorado Health Foundation regarding our grant

application. We should have an answer by mid-August. Tom S. wanted to know if a criminal background check was done on the new employee. Aleks stated that one could be done. Tom S. also wanted to know if there were obligations to the members of the Rock. Aleks let the board know that there were only about 10 and that would end in December. He also stated that August 27th would be the Grand Opening.

VENDING IN PARKS: A draft of our vending policy is attached. Staff plans on presenting to City Council. Tom S. asked if item A was meant to be for food or merchandise. Aleks stated that item A was for either food or merchandise. Tom S. also wanted to know if item K on insurance covered food poisoning. Aleks had not looked into insurance policies to see what would be covered. Ed asked if the vendors had to be licensed with the state. Aleks let the board know that vendors would have to be licensed under the state. Tom S. made a motion to approve the draft of the vending policy. Ryan 2nd the motion. Motion passed with a voice vote.

NUTS PROPOSAL DISCUSSION: John Heir has requested that we discuss the NUTS proposal of using part of the Parks and Recreation tax to re-pay a loan to finish refurbishment of the Ute Theater. Aleks stated that 1.5% of the Parks and Recreation revenue is being asked for, which would be approximately \$30,000 a year. A lengthy discussion took place regarding this issue with Christi making a motion to recommend to Council to have Parks and Recreation pay 1.5% of funds not to exceed said amount. Ryan 2nd the motion. Motion passed with a voice vote with Tom S. abstaining from the vote due to being a member of the NUTS group.

CENTENNIAL PARK UPDATE: The master plan for the playground at Centennial Park is complete and included in your packet. Staff will go for the GOCO grant. The total cost is approximately \$750,000. Jim wanted to know what type of surface the playground would have. Tom W. stated that it would have the wood chip surface and not the rubber surface.

DEERFIELD PARK UPDATE: Staff just had a meeting with our consultants to review the 100% design development documents. We will meet again in a few

weeks to review 75% construction documents and plan on having 100% completed at the end of the August.

Next meeting June 27th

OTHER: Aleks stated that RMP has been closed due to flooding. He also stated that at the City Strategic Planning the mayor commented on what a good job the PRAB board is doing. Aleks let the board know that there were emergency repairs to the trail behind City Market but they are now complete.

Meeting was adjourned by Chairman Ed Weiss at 7:27 p.m.



PUBLIC NOTICE

ATTENTION VENDORS:

The City of Rifle Parks & Recreation Department is now accepting applications for vending permits in City owned parks. Applications and policies can be found at www.rifleco.org/parkvending or can be picked up at the recreation desk. Applications will be due July 1, 2011 at 5 PM. E-mail abriedis@rifleco.org with questions.



Rifle Parks Vending Policy 2011

- a) Any vendor desiring to sell food or merchandise in any Rifle Park shall first obtain a Parks Vending Permit from the City of Rifle Recreation Department.
- b) A vendor shall complete the required vending permit application available from the City of Rifle Recreation Department.
- c) Payment of the permit fee is required at submission of the vending permit application to the Recreation Department and a permit fee shall be paid for each park in which the vendor seeks a permit.
- d) The annual permit fee shall be \$50.00 and shall not be pro-rated. A Rifle Parks Vending Permit shall be valid from April 1st through March 31st.
- e) A vending permit entitles a vendor to an exclusive vending location for each park in which a permit is obtained. Vendors may not vend from sites other than their approved exclusive location. Vendors may request a specific location but all vending locations are subject to approval by the Recreation Director. Locations with electrical connections are limited and vary by park. An additional annual charge, to be set annually by the Recreation Director, will be assessed at the time of permit application if a vendor requests a location with electrical connection. Due to limited availability of such locations, the additional charge will apply whether or not the vendor uses the electrical connection. A vendor shall not connect to any City electrical without approval and payment of the aforementioned additional fee. The use of fuel-burning electrical generators by vendors is prohibited.
- f) A single vendor shall hold no more than one vendor permit per park.
- g) The number of permits available per park is limited as follows and is subject to change based upon the determination of the Recreation Director:
 - Centennial Park: 3
 - Deerfield Park: 2
 - Rifle Mountain Park: 2
 - Davidson Park: 1
 - Civic Plaza: 1
 - Remote Control Park: 1
- h) The size of a vendor's trailer, cart or temporary structure and type of vending may be restricted or prohibited depending on the park and/or desired vending location within the park.
- i) All vending related equipment and temporary structures must be removed from the vending location daily. No on-site storage will be allowed.
- j) All permitted vendors shall comply with all applicable City, State and Federal laws and regulations and will be required to furnish a copy of their Rifle Sales Tax Permit, workers compensation insurance (if applicable) and, for food vendors, appropriate health inspections/permits.
- k) All permitted vendors provide a certificate of insurance with the following information: \$1,000,000.00 combined single coverage indemnifying the City of Rifle. Insurance documents must list the City of Rifle as additionally insured as follows: Additionally insured, City of Rifle,

City's officers, officials and employees. Insurance will be required prior to receiving a Rifle Parks Vending Permit.

- l) Permits must be reapplied for annually and are not transferable.
- m) Permits may be revoked by the City at anytime, for any reason, without notice or reimbursement of any or all fees paid.
- n) Permitted vendors shall only operate during the days and times a park is open to the public.
- o) Trash must be picked up by vendor before leaving the premises.
- p) Exceptions: Permitted special events or sporting events in Rifle Parks may result in the City offering limited-term additional vending permits and locations and/or allow non-profit and civic groups to vend in Rifle Parks free of charge without a vending permit.

Version: 6/22/2011 - Final

2011 VENDING APPLICATION ADDENDUM

Due to the mid-season application process, fees for 2011 will be reduced to \$25 for a permit and \$25 for electrical hook-up.

First round of applications will be due July 1, 2011 by 5 PM. Once these applications are processed, if vending spots are still available, they will be on a first come, first served basis. Permits will be valid through March 31, 2011.

2012 permits will be available starting February 1, 2012 and will be due March 1, 2012. These permits will be valid from April 1, 2012 until March 31, 2012.

CITY OF RIFLE PARKS TEMPORARY USE/MOBILE VENDING APPLICATION 2011

Permitting Process

Applications for City of Rifle Parks Mobile Vending Permits are due to the Parks and Recreation Department by Between February 1st and March 1st each year. By April 1st permits will be issued for the following year to vendors that meet all minimum criteria as listed herein. If more valid applications are submitted by March 1st than are permitted in a location, the Parks and Recreation Advisory Board shall choose vendors that receive the highest scores based on application criteria below. Permits will be valid from April 1st through March 31st. Cost of a permit is \$50 per year. Electrical hook-up will be an additional \$50 per year.

Application Criteria (attach separate pages if needed)

1. Cart Location, Size and Appearance (10 points)

Choose your proposed location. If fewer valid applications are submitted than are permitted in each location, vendors may be permitted to operate in more than one location. See requirements for each location below. See map for permitted vendor locations within each park. Please rank your preference from 1 to 5 with 1 being your most desirable location.

(* designates that electrical hook-up is available)

_____ Centennial Park A (vehicle based vendors are not permitted)

_____ Centennial Park B (vehicle based vendors are not permitted)

_____ Centennial Park C (vehicle based vendors are not permitted)

_____ Deerfield Park A

_____ Deerfield Park B

_____ Rifle Mountain Park A

_____ Rifle Mountain Park B

_____ Davidson Park

_____ Civic Plaza* (max size of cart is 8' long x 6' wide x 8' tall)

_____ Remote Control Park

a. List the measurements of your cart/vehicle.

b. What other equipment/materials will you have on the site (coolers, tents, etc.)

c. Vending carts must be in good and neat condition and maintained as represented in the application. Describe your cart materials and colors - attach pictures to this application.

Roof: _____

Body: _____

Accent Colors: _____

d. Vendors must provide a trash receptacle and pick up any trash surrounding the car. How will you deal with trash?

e. Describe how your cart will be powered. (Power is available at a few sites for an additional \$50 per year)

f. Carts must be taken out of the park when not in operation – NO exceptions. How will you transport the cart to and from your site each day?

2. Product Uniqueness (10 points)

Your product should be genuinely unique. Over-saturation of any product is closely monitored. For example, if there are already coffee shops in close proximity (the same block as the cart opening), the concept of a coffee cart is not realistic.

a. Describe product(s) to be sold:

Price

\$ _____

\$ _____

\$ _____

\$ _____

b. What makes this a quality and unique product with good value? (process ... ingredients ... materials ... design)

c. If your product is sold elsewhere in the immediate vicinity, list those stores/restaurants:

\$ _____

\$ _____

\$ _____

d. Who is your intended market?

3. Contribution to the Rifle Community (10 points)

a. How would your cart contribute to and strengthen the community and its activities through additional dining options, ambience, employment, or other community benefits?

b. Are the owners/operators of the cart residents of the City of Rifle? If not, where?

c. What locally grown, purchased, or manufactured goods will be used, when possible?

4. Operating Schedule (10 points)

a. List your months, days and hours of operation (points given for more hours):

5. Applicant Cart Experience (5 points)

a. Have you previously owned or operated a mobile vending cart?
___Yes ___No

If yes, when & where? _____

b. What products were sold?

Applicant Signature Date

Company Name

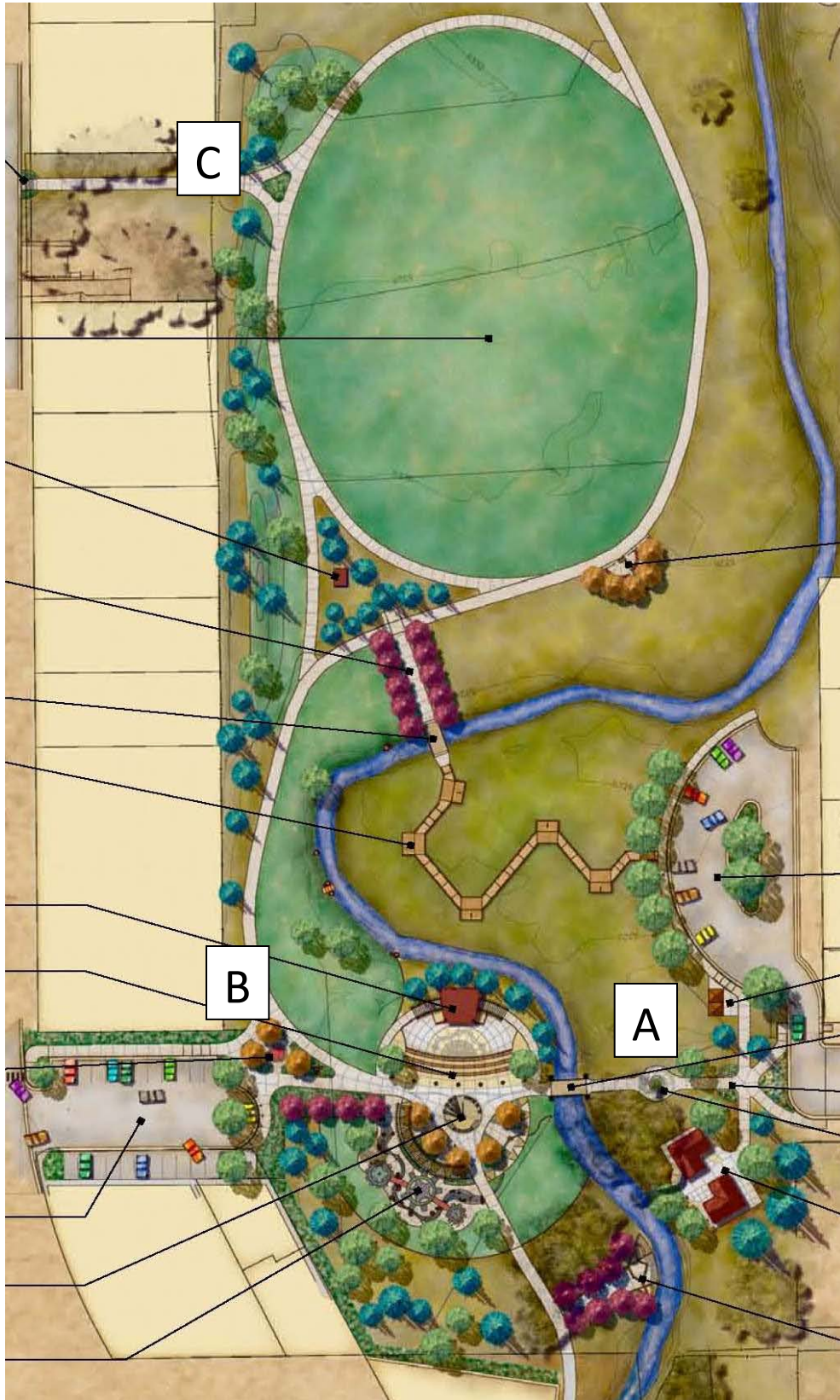
Name

Address

Phone

E-mail

Centennial Park



Deerfield Park

