

DDA

Downtown Development Authority

MINUTES
July 6, 2011
Rifle City Hall

1. CALL TO ORDER: Board Member, Gil Frontella, called the meeting to order at 7:02 a.m.

Members Present: Jay Rickstrew, Nella Barker, Gil Frontella, Randy Winkler, Tom Stuver, and Diane Razee.

Members Absent: Michael Langhorne, Sally Brands

DDA Manager Present: Helen Rogers

Guests Present: Rifle Mayor; Keith Lambert, City Planner; Nathan Lindquist, City Manager John Hier, City Engineer; Dick Deussin and Ed Arnold.

2. APPROVAL OF MINUTES: A motion was made by Winkler, seconded by Barker, to approve the minutes of June 1st, approving unanimously.

3. FINANCIAL REPORT: A Financial Report, using an Excel Spreadsheet from the Budget was presented. A motion was made to approve the Financial Report by Barker, seconded by Rickstrew, approving unanimously.

4. MANAGER'S REPORT:

Maintenance – 11.5 hrs

Water Issues – Two leaks were repaired on W. 4th St. in the curb extensions. One water valve blew off on the corner of West and 4th St. and was repaired. Watering occurs 1-2 times per week on 4th St. as needed.

Flower Pots – Plants are now being fertilized watered every other day if not every day depending upon heat.

Curb Extensions – They have been weeded and fluffed up in the past two weeks, along with sweeping and general cleanup. Watering occurs 2x per week.

Farmer's Market – 25 hrs We now have 15 fully registered vendors and expect a few more. Electrical hook-ups have been an issue. City Hall has been open from 5-8p, for restroom use.

Rifle Boat Ramp/VIF – 7.5 hrs The draft proposal for Boat Ramp Engineering and Site Plan work is underway. VIF will solicit at least 3 proposals for cost comparison for engineering. A visit to the Parachute Boat Ramp occurred at Cottonwood Park. Way-Finding signage design continues.

New Ute Theatre Restoration – 3 hrs The annual board meeting occurred on June 29th. Additional Board members were nominated. The City is asking for a Business Plan and programming directions. A kick-off meeting occurred with Rich Carter, Architect, David Adams, Gil Frontella, Tom Stuver, John Hier, and Jay Miller with regard to design direction for the theater.

Administration Hours – 41 hrs - Includes daily emails and communication, prep for DDA Meeting, DDA Meeting, DDA Minutes, Budget Report, Petty Cash, Manager's Report, Coordination of payment to Maintenance Workers, Community Leaders Meeting, Economic Benefits of Downtown Meeting.

4. BILLS TO BE APPROVED: 1) Mr. Power S; \$1505.00 2) Rifle Area Chamber of Commerce; \$300.00 for Kiosk Rental. A motion to approve the bills was made by Barker, seconded by Stuver, passing unanimously.

5. CHAMBER UPDATE: Rogers presented the Chamber Updates from Annick Pruit. There are 6 new members this month. The Chamber welcomes new CEO Frank Ladd. The Garfield County Air Show will be July 8th and 9th. Women in Business will meet at the Rifle Library, Tuesday, July 19th, at noon. The topic will be addressing the latest news in Energy Efficiency. Business-After-Hours will be held at Jean's Printing on July 20th. Business-4-Lunch will feature the Rifle Community Foundation and will address 'Bridging our Heritage with our Future'. The Garfield County Fair parade will be Sat. August 6th.

6. NEW BUSINESS

A. Funding Request for Ute Theatre

Gil Frontella proposed the DDA commit to expend \$10,000 per year for 14 years for the renovation costs of the interior of the theater. Discussion included asking future boards to commit for that length of time was questionable. Other boards, such as the Parks and Rec Board are contributing 1 ½ % of their budget towards construction costs, estimated to be \$25,000 per year. It is estimated that 25% of the overall costs will come from Grants. A motion was made by Rickstrew, seconded by Barker to approve a yearly expenditure of up to \$10,000 toward the project. The motion carried, with Winkler and Stuver abstaining.

B. Planning Grant Committee

Nathan Lindquist requested to have 2 members from the DDA Board to serve on the HUD/DOT Planning Grant Committee. The City was awarded a \$800,000 planning grant to develop downtown improvements, such as streetscapes, transit issues, bicycle and pedestrian issues and redevelopment prospects. Jay Rickstrew, Tom Stuver and Manager Helen Rogers will be on the committee.

C. Fall Concert Series

The DDA indicated they were interested in having and supporting the idea of a Fall Concert Series in Centennial Park. A motion was made by Stuver, seconded by Rickstrew to support the idea. More information will follow on how funding will occur.

D. Site Plan Update, Brenden Theater

The Board was presented a site plan from the Planning Dept. Included in the plan will be increased irrigation on West Ave. and W. 2nd St. as well as the entire site. There was some concern on traffic flow and circulation on the site.

7. PROJECTS

A. Banner Poles

City staff along with Rogers continues to work on planning for the Banner Poles in the downtown. The electrical costs were recently obtained at a cost of \$5,800. The DDA approved \$7,500 towards the purchase of 4 sets of banner poles for the downtown. The VIF Board has committed \$7,500 and City Council has committed another \$10,000 from the Rifle Information Center Capital reserve for a total of \$25,000. The costs are more than what has been budgeted for. Alpine Bank will allow the City to use its adjacent lighted pole along Railroad, which will help offset some costs.

B. Ute Theatre

Gil Frontella indicated the City is moving forward with its contract with Carter Johnson Architects for the interior renovation of the theater. The City has also hired David Adams, an acoustical engineering consultant and will also hire an electrical and mechanical engineer as well. A small design committee, made up of Tom Stuver, Gil Frontella, and Helen Rogers will attend meetings with City staff, Rich Carter and Adams.

C. Way Finding Signage

Rogers, along with Randy Winkler and Matt Sturgeon will continue to meet and discuss strategies and design development for Way Finding along the City's streets and by-ways.

D. Farmer's Market

The City has opened their doors for restroom use during the Market from 5pm-8pm.

8. MAINTENANCE

Maintenance and Clean-up continues for the curb extensions, watering 3rd St. and Flower Pots, weeding on 3rd and 4th Sts, and irrigation issues on East Ave. and 4th St.

9. **ADJOURN:** The meeting adjourned at 8:07am.
Respectfully submitted,

Helen Rogers,
DDA Manager

