

# DDA

Downtown Development Authority  
Rifle, Colorado

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## MEETING MINUTES Wednesday, November 7, 2018

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

DDA Board Chair; Nella Barker, called the meeting to order at 7:02 a.m.

Members Present: Ed Arnold, Randy Winkler, Sally Brands, Daniel LeMoine, Jay Rickstrew and John Gilpin.

Members Absent: Gil Frontella, Ed Weiss, and Theresa Hamilton (Council Rep)

DDA Manager Present: Helen Rogers

Guest Present: Nathan Lindquist, City Planning Director

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

The minutes from October 3rd were presented for review. Corrections to the minutes were noted. A motion was made by Arnold seconded by Winkler to approve the minutes. The motion passed unanimously.

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

1) HR Design/Helen Rogers; \$2025.00. 2) Mr. Power S; Downtown Flower Pots \$80.00 3) Mtn Waste & Recycling; \$61.60. 4) Michael Thomas, Weeding; 232.50 5) VIP Trash; \$150. 6) All Around Property Maintenance Winterization; \$420. 7 Happy Feet Floors, Parklet Dismantle; \$360. A motion to approve payment of the bills was made by Brands, seconded by Rickstrew, approving unanimously.

### **4. FINANCIAL REPORT:**

The DDA Financial Report and City Report were presented for review. A motion was made by Brands, seconded by Arnold to approve the Financial Reports as presented. The motion passed. Brands will speak with the City Finance Director to see when the TIF money is taken out of the budget.

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

#### **DDA Administration – 67.5 hrs.**

- Attended the VIF and GRIT Pickaxe Workshop on Oct. 18<sup>th</sup>, Consultants were here from the Ayres Associates (paid for by DOLA) to discuss the Main Street Branding of GRIT to better tell the story of what the brand means. They were impressed with Rifle's organization and how we've already created collaboration with the City, EDC, the Chamber and DDA. They suggested a change to the GRIT Logo which would add; GRIT; Better Together. A strategic planning session is planned at the beginning of the year to confirm where funding should be targeted.

- A mini grant of \$2,500 is offered to Rifle this year as part of Main Street.
- Met with Buddy Rogers and oriented him to where the 12 connections were to winterize the irrigation system. This was done the week of Oct. 8<sup>th</sup>.
- Repaired the parklet on E. 3<sup>rd</sup> Street as it was run into the weekend of Oct. 6<sup>th</sup> and 7<sup>th</sup>.
- Removed the broken planter and rebuilt it. Spent several hours on repair. Taken to the
- Coordinated with Greg Hinderlong (Hondo) and two workman and dismantled the parklet Oct. 18<sup>th</sup>. It was taken to the O&M Yard for storage. They are interested in reconstructing it in the spring.
- Retrieved the Christmas Lights from storage and tested all of them. Started to hang them last Saturday and will continue this weekend to be done by Thanksgiving week.
- O&M will hang the overhead lights starting Nov. 12<sup>th</sup> along with the wreaths and garland.
- Hometown Holiday planning meeting continues. I'm specifically helping with the Window Display Contest part of it. It will be held Nov. 30-Dec. 2<sup>nd</sup>. The Fireworks will be set off at the Middle School after the tree lighting in Centennial Park and before the Parade of Lights. Symphony in the Valley will have their Winter Concert again at the UTE starting at 8pm. Similar activities such as the Craft Fair, Live Reindeer, and Ornament Making at the Library with Carriage Rides along East Ave will return on Saturday as well.
- Weeding continued on several curb extensions at 3<sup>rd</sup> and 4<sup>th</sup> Streets.
- Other activities are admin related with regard to agendas, meetings, documentation, emails, budget and finance as well as coordinating general landscape maintenance in the downtown.

## **6. NEW BUSINESS:**

### **A. 2019 Capital Projects**

Lindquist presented the City's Capital Improvement Budget for 2019. The Wendy's project is coming in over budget with needed infrastructure. Originally planned for November construction, the project is being value engineered. The City may need to draw more from the TIF Budget than what was originally planned at \$100,000. It generates around \$80,000 per year and with Wendy's going in would likely generate \$130,000 per year towards TIF.

### **B. Third Street and Railroad Ave. Design**

Lindquist showed a map of where the planned improvements would occur. Preliminary thoughts are to fix the sidewalks along 3<sup>rd</sup> Street, and expand the bulb-outs for more possible outdoor seating for restaurants. Also considered were redesigning the handicapped parking. Lindquist proposes applying for an FMLD Grant next fall which would be awarded in December. Lindquist also indicated Council would like to use the Main Street Mini Grant of \$2,500 to help off-set costs of design and/or sidewalk improvements.

Board members generally thought taking up to 10 parking spots would be too much and more like 5 would be better

### **C. Board Development**

Rogers communicated with Annie Macgregor from Cornerstone Lending on Railroad Ave. as she attended the last DDA meeting and was interested in joining the

Board. After consideration, she declined as she wasn't sure the company would allow her to represent the business.

Winkler indicated Raquel Lopez from Eat Healthy, Stay Fit Bistro on Railroad Ave. may be interested.

John Gilpin indicated he may be moving his business to a location across the river and if so he will need to resign from the DDA as he will no longer meet the criteria.

D. Snow Removal Contract

Rogers presented a contract from All Around Property Management for snow removal. The cost is the same as last year. A \$450 retainer fee each month, \$50 per lot when snow has accumulated over 2" and \$60 to additional sidewalk clearance per lot. A motion was made by Brands, seconded by Arnold with the motion passing.

E. Other

The REDC is in the process of leasing the lower floor of the Henry Building, presently owned by Bay Equity. The REDC offices will move to that location along with the creation of co-working spaces. The Small Business Development Corporation (SBDC) may have a presence there as well as the owner mentoring small incubators/businesses. Align Design will be moving to that location from W. 3<sup>rd</sup> Street.

John Gilpin indicated there has been a lot of police presence in the alley, graffiti and all night partying. He is considering moving his business.

## 7. PROJECTS

A. Christmas Lights

Rogers and Sandor Drucker started hanging the lights this past weekend and will continue up to Thanksgiving. The City O&M Dept. will start hanging the overhead banner lights Nov. 12<sup>th</sup> followed by the wreaths and garland along 3<sup>rd</sup> Street.

B. Hometown Holidays

Several planning meetings have taken place. Rogers is judging the Window Display Contest. John Gilpin stated he could help judge.

## 8. MAINTENANCE

A. General Downtown Maintenance

Rogers continues to coordinate a worker to weed on a monthly basis.

B. Street Sweeping on Schedule

Street sweeping is occurring every other week, rotating with the round-a-bout, out by I-70.

C. Snow Removal

Rogers will send the approved contract over to All Around Property Maintenance to start Nov. 15<sup>th</sup> through April 15, 2019.

## 9. ADJOURN

The meeting adjourned at 8:01 am.

Respectfully Submitted,

Helen Rogers  
Part-Time DDA Manager