

# DDA

Downtown Development Authority  
Rifle, Colorado

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Wednesday, April 1, 2020

The meeting was held by conference call due to the COVID -19 Virus, and the social distancing and stay at home directive by the Governor of Colorado.

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

DDA Manager, Helen Rogers, called the meeting to order at 7:05am.

Members Present: Daniel LeMoine, Ed Arnold, Jay Rickstrew, Kevin Atchison, Raquel Mendizabel, and Jacquelyn Johnson.

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

No Guests were on the call.

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

The minutes from March 4th were presented for review. A motion was made by Ed Arnold, seconded by Jacquelyn Johnson to approve the minutes. The motion passed.

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

1) HR Design/Helen Rogers; \$1,960.50 2) Mountain Waste and Recycling; \$75.00 3) Mr. Power S; \$280 4) Mountain View Tree Farm; \$18. A motion to approve payment of the bills was made by Rickstrew, seconded by Mendizabel, approving unanimously.

## **4. FINANCIAL REPORT:**

The DDA Financial Report was not available at this time. Rogers did send out a running budget later that morning so the Board could have an idea of where the finances stood.

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

### **DDA Administration – 69.5 hrs.**

- The FMLD Funding request has been submitted to the County. Uncertain if the County will continue with this cycle due to COVID -19. The DOLA grant will be submitted soon.
- Rogers met with the Town of Eagle's Downtown Association on March 4<sup>th</sup> in Eagle. We discussed what projects Rifle DDA has been engaged in over the years, along with the Independent Contract Agreement, Job Descriptions, State Statute regarding DDA's, and Election Strategies. They were very appreciative of the info.
- The Farmers Market Board met March 5<sup>th</sup>, discussing strategies for grants, beer and wine sales and insurance needs.
- Several of us went to the RE-2 School Board Meeting in New Castle, March 12<sup>th</sup>, asking for approval of selling beer and wine as Heinze Park is within 500 ft. of school

property. No objections were stated as the Market is held on Fridays and school is not in session. They indicated a letter will be sent to Council regarding their favorable opinion.

- Attended the CRAFT 101 Colorado Tourism Organization Grant Workshop session on March 11<sup>th</sup> at the Rifle Library. The Community Kick-Off Visioning and Networking Event was an interesting collaborative approach to how New Castle through Parachute can cross promote tourism along the Colorado River Valley.
- The GRIT/VIF Meeting was held on March 10<sup>th</sup>. Continued discussion around the Chamber asking for \$35,000 for Hometown Holidays. We dropped it down to \$16,000 taking out \$10,000 toward the Fireworks (\$15,000) and Chamber Employee time at \$9,600. We also discussed Rifle Heritage Center's request of \$35,000 for heating and cooling improvements. As the City has offered to sell/give them the building for practically nothing, it was felt they need to act on that offer in order to receive the money for improvements. It also needs to be brought up to current ADA Standards. The VIF Board decided to withhold the money until the Heritage Board can decide what they want to do.
- Rogers picked up the flower pots from the O&M Storage and took them to New Castle Gardens.
- Rogers had Sandor Drucker spray off the W 3<sup>rd</sup> Curb Extensions by Rifle Lock and across the street at the Stuver / LeMoine Law Office as remnants of concrete were still there. Rogers will continue to mulch the two areas.
- Rogers built another 5'w x2'd x3'h Parklet Planter Box.
- Rogers took Parklet lumber back to O&M, picked up large branch, took to cemetery.
- Rogers obtained bids for the two DDA Parking Lots Seal Coating and Stripping. Need one more.
- Other activities are admin related with regard to agendas, manager's report, documentation, emails, and obtaining invoices from vendors.

## **6. NEW BUSINESS:**

### **A. Parking Lot Sealing and Restriping**

Rogers obtained a bid from Lion Construction & Paving for \$6,095 for the two lots, also Kaufman Seal Coating coming in at \$5,780 and TNT Striping at \$4,030.80. A motion was made by Rickstrew, seconded by Johnson to use Toby Miller with TNT Striping, who is in Rifle. The motion passed.

Rogers will write a letter to City Council, to request the movement of funds, if needed, from the DDA Fund Balance of \$85,803, of \$5,000 to be moved to the Repair and Maintenance Account.

## **7. PROJECTS**

### **A. Renew Rifle**

Renew Rifle, scheduled for April 18<sup>th</sup>, will be put on hold due to the COVID-19 Social Distancing and Stay at Home directive from Colorado Governor Polis.

### **B. Parklet Split Reconfiguration**

Rogers has a contractor lined up to help with placement and reconfiguration of the parklet. Half will be placed on the north side adjacent to Shooters and the other half will

be placed by Whistle Pig. They will measure 15' x 10' with 2 - 5' planters and fencing each. Rogers will schedule this to be done in April.

**8. MAINTENANCE**

A. General Downtown Maintenance

Rogers will ask Sandor Drucker to power wash the downtown sidewalks when he returns from Tennessee.

B. Snow Removal

All Around Property Management's snow removal contract ends mid-April.

**9. ADJOURN**

The meeting adjourned at 7:25 am.

Respectfully Submitted,

Helen Rogers  
Part-Time DDA Manager