

# DDA

Downtown Development Authority  
Rifle, Colorado

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Wednesday, December 2, 2020

The meeting was held by a Zoom conference call due to the COVID -19 Pandemic.

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

DDA Chair, Randy Winkler called the meeting to order at 7:01am.

Members Present: Kevin Atchison, Ed Arnold, Christine Campbell, Daniel LeMoine, Theresa Hamilton (Council Rep), and Raquel Mendizabel.

Members Absent: Jacquelyn Johnson, Jay Rickstrew, and Gil Frontella,

DDA Part-Time Manager, Helen Rogers

Guests: Nathan Lindquist

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

The minutes from November 11th were presented for review. A motion was made by Atchison, seconded by LeMoine to approve the minutes from November. The motion passed.

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

1) HR Design/Helen Rogers; \$1,830. 2) Mountain Waste & Recycling; \$75.08 3) Bryce Bauer, Downtown Maintenance, Christmas Lights, \$351 4) VIP Trash Services; \$470. A motion to approve payment of the bills was made by Hamilton, seconded by Mendizabel, approving unanimously.

## **4. FINANCIAL REPORT:**

The DDA Financial Reports from the City were available for review along with the working budget spreadsheet. A motion was made by LeMoine, seconded by Campbell to accept the financials as presented. The motion passed.

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

### **DDA Administration – 61 hrs.**

- The online VIF/GRIT meeting occurred Tuesday, November 10th. Most of the discussion centered around the application process for the grants. There will only be two grant cycles, January and July. The applications are due the end of December and end of June. A special Zoom meeting was held November 20<sup>th</sup> to discuss Hometown Holidays. Due to the COVID-19 Pandemic, it was decided there was too much liability at stake with people leaving their cars and not maintaining social distancing at the Parade of Lights and Fireworks which were to be held at the Airport. So it has been cancelled. The Chamber Ambassadors and the City Recreation Dept. are sponsoring a residential Christmas Lights Competition along with a Local Business Storefront Competition in Silt, Rifle and Parachute.

- After a discussion with Nathan Lindquist about new streetscape issues, researched pricing on a new awning structure for the McLearn Building. The cost came in around \$30,000. The manager indicated they were getting bids for painting the exterior.
- VIP Trash personnel go into an argument about billing which the city did not receive for several months. VIP decided to stop service for 2 weeks. When I found out about it, tried to get in contact over several days without success. The Parks Dept. was able to empty the trash receptacles while confirming with Mountain Waste and Recycling if they could do it. There are 21 trash receptacles in the downtown and they will be emptying them on Mondays.
- Continuing to work with Bryce Bauer to cut down the Russian Sage in the curb extensions and clean up the leaves. He also helped hang the Christmas lights this year.
- Other activities are admin related with regard to agendas, manager's report, documentation, emails, and obtaining invoices from vendors.

## **6. NEW BUSINESS:**

### A. Downtown Street Renovation and Improvements Update – Nathan

Nathan Lindquist was available to discuss the project scheduled for Spring 2021 at a cost of around \$4 million. Lindquist indicated the project will likely start at the intersection of 3<sup>rd</sup> and Railroad, replacing infrastructure and creating sidewalk improvements. A final plan and project schedule will be completed soon and be distributed to DDA. The City Engineer, Craig Spaulding, would like the DDA to consider helping design and purchase wayfinding signage, historic information kiosks, and possible art murals along Railroad Ave. The initial ask from the City was to contribute \$50,000 toward the project. The DDA would have about 6 months before placement in the downtown.

Winkler indicated Mark Dyson is placing digitally produced graphics in his windows on W. 3<sup>rd</sup> St. and perhaps something along those lines could be done for less cost in place of murals.

### B. West Hwy 6 Bridge Renovation, December Start

As part of the devolution process from CDOT for Hwy 6 and part of Hwy 13, the City received \$5,000,000 to help defray costs for improvements. The bridge has been part of this project, estimated now to cost around \$866,000. The bridge will need to be closed and traffic rerouted. Length of closure is unknown, but the project is slated to start in December. Lindquist stated the future Rifle Creek Trail System has been considered in the bridge plan.

### C. Other

Daniel LeMoine has submitted a letter of resignation as his four-year term is up in March. Rogers will contact the City Clerk to see if other Boards are needing members in order to help with cost when advertising for Board openings. There will be two seats open on DDA.

## **7. PROJECTS**

### **A. River Visioning Committee**

Community Builders who led the initial workshop will be putting together a 'Framework' Map to help explain concepts discussed to engage the general public. More meetings will follow in January, 2021.

### **B. Newspaper Rack Repair**

Rogers will speak with the Post Independent Rep. to find out where to get the needed parts for repair. The doors on the newspaper racks are starting to fail, the plexiglas is breaking and becoming clouded and the supports are rusting.

### **C. Christmas Lights**

Rogers will continue to monitor while they're up for vandalism and outages.

## **8. MAINTENANCE**

### **A. Mulch**

Rogers will replace mulch in a few areas on W.4<sup>th</sup> Street.

### **B. Shrubs and Tree Trimming**

Continue to trim as needed to keep branches 8' above ground.

### **C. Snow Removal**

As needed basis. Contract in place with All Around Property Maintenance for \$50 per lot. The DDA maintains 3 lots.

## **9. ADJOURN**

A motion to adjourn the meeting was made by Arnold, seconded by Hamilton at 7:50 am.

Respectfully Submitted,

Helen Rogers  
Part-Time DDA Manager