

# DDA

Downtown Development Authority  
Rifle, Colorado

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Wednesday, February 2, 2022  
Rifle City Hall

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

Jay Rickstrew called the meeting to order at 7:05 am.

Other Members Present: Jacquelyn Johnson, Adam Whitt, Ed Arnold, and Alicia Gresley (Council Rep).

Members Absent: Erick Perez, Raquel Mendizabel

DDA Part-Time Manager Present; Helen Rogers

Guests Present; Kim Burner, GRIT Manager, and Amy Tonozzi, Rifle Branch Library

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

The minutes from January 5<sup>th</sup>, 2022, were available for review. A motion was made by Johnson, seconded by Whitt, approving unanimously.

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

1) HR Design/Helen Rogers; \$1,470 (Jan.) 2) All Around Property Mgmt; \$690. (Jan.) 3) Mtn Waste & Recycling, 2-yd bin; \$86.80 (Jan.) 4) Mtn Waste & Recycling; \$625.04 (Jan.) A motion to approve payment of the bills was made by Arnold, seconded by Whitt, approving unanimously.

## **4. FINANCIAL REPORT:**

The DDA Financial Report from the City was available for review as well as the working budget spreadsheet. The year-end report for 2021 won't be available until March or April. A motion to approve the financial reports as presented was made by Johnson, seconded by Arnold, approving unanimously. A supplemental budget request may need to be requested for improvements to the Museum Lot if approved by the City.

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

DDA Administration – January - 49 hrs.

- Attended City Council Workshop on Jan 5<sup>th</sup> to listen to the presentation of the 2<sup>nd</sup> Street Apt Complex project. They have added underground parking and tiered the façade of the 4-story building. Asking for \$600,000 from the city for support. The project is all contingent on an affordable housing grant from the state.
- The Greater Rifle Improvement Team (GRIT), who oversees the Visitor Improvement Fund (Lodging Tax) Meeting was held January 11th. The first round of grants were presented. A total of \$75,000 was budgeted for Special Events for 2022 and \$70,000 is requested. They are: Rifle Farmers Market (\$4,000 – bands) Summer Baseball Series (\$1,000) Bookcliff Hilltop Concert Series (\$5,000) Rifle Rendezvous, (\$5,000) Hometown Holidays, (\$15,000) Hometown Holiday Fireworks (\$15,000) and Downtown Block Party (\$25,000).

- The Chamber changed its name to Colorado River Valley Chamber of Commerce. (CRVCC)
- Met with Anne Hunter and discussed redoing the mural where the Remington Horse is on the west side of the Midland Arts Building. Several years ago Jen Sanborn (past City Council member) and I created a series of WPA style murals for the downtown, which depict our natural resources. Trying to resurrect this concept. Will discuss later in the meeting.
- Found help in taking down the wreaths, banners and garland along 3<sup>rd</sup> St. They are sitting in my driveway until Wayne from the UTE can remove stage and tent items which were placed in our container as he was running out of storage room.
- Met again with Jeff Johnson to revise the Museum Parking reconfigure and you will see that shortly.
- Continue to work on Farmers Mkt prep work, participating in the state directory, reserving Heinze Park for 12 weeks June – Sept. Revising financial documents. Our first Board meeting is this week.
- At Planning and Zoning, Planning Director, Patrick Waller, would like to move forward on getting Rifle qualified as a Certified Local Government. P&Z would act as the Historic Preservation Board. Developers are asking for this designation as they can receive several tax break incentives for renovations made.
- The New Ute Theatre Society’s big fundraiser of the year is Casino Night, this Sat. Feb. 5<sup>th</sup> with professional tables and dealers out of Denver. Doors open at 6:30 and gaming starts at 7pm.
- Other activities are admin related with regard to agendas, manager’s report, documentation, emails, and obtaining invoices from vendors.

## **6. NEW BUSINESS:**

### **A. Museum Parking Lot Redesign**

Rogers met again with Jeff Johnson Architectural to discuss revisions to the parking capacity and design. According to city code, the parking spaces need to be 9’-6” wide. With this in mind, the new design only increases the spaces by 2. The Board would like to move forward in exploring cost estimates for the improvements. At DDA’s last meeting, also mentioned were the addition of electric charging stations and bike racks in thinking about future types of multi-modal transportation. Rogers will keep working on this and talk with city staff to obtain cost estimates.

### **B. Midland Arts Mural**

Midland Arts would like to redo the Remington Horse Mural on the west side of their building along Railroad Ave. Board members are in favor of this. Rogers indicated asking GRIT/VIF Board for funding at their next board meeting.

### **C. Contract Renewal, DDA Part-Time Manager**

No changes were requested to the contract. A motion was made by Johnson, seconded by Arnold to renew the contract for 2022.

## 7. PROJECTS

### A. Landscape / Maintenance Contract for 2022

Rickstrew continues to speak with City staff about maintenance of the new planters as well as all of the downtown including the area around Brenden Theater. Tom Whitmore indicated to Rogers he will work on a maintenance agreement this month and will put out an RFP in the near future for 2022. This would be supervised through the DDA with Rogers's supervision. There continues to be a concern about the irrigation system. It won't be turned on and tested again until April or May.

### B. Trash Can Relocations

The Northwest Colorado Sign Board and map need to be relocated. (Jeff stopped by after the meeting to inquire.) The City would like to bolt in the trash cans and benches. Locations need to be found after the snow melts and after the rock work is done.

### C. Holiday Wreaths, Lights, Banners

Rogers was able to take down the wreaths, banners and garland. Due to storage issues, they are being temporarily stored in Rogers's trailer and driveway.

### D. Downtown Historic and Location Signage (Wayfinding)

Rogers will continue to work on this project. Wayfinding signage needs to be addressed along with Historic Signage. A Main Street Grant or AGNC Grant could possibly help pay for this.

### E. Downtown Celebration, April 23rd

The GRIT/VIF Board was discussing a celebration for completion of the downtown renovation with a block party. Due to such short notice, it likely may need to be delayed in order to find a well-known band.

### F. Downtown Clean-Up, Renew Rifle, April

Due to unknown completion of the downtown, this may be delayed until later in the spring.

### G. Rifle Hotel (Savages) Mural Reinstall

Rogers continues to work on finding a crew to reinstall the mural on the south side of the building.

## 8. MAINTENANCE:

### A. Iron Tree Wells

There are several tree well grates that need to be cut out to allow the trees to grow. Ed Arnold wondered if the High School Welding Class might want to do this. Jason Schoop runs the class at Rifle High School as well as Colorado Mtn College.

### B. Watering Trees

As the new irrigation on 3<sup>rd</sup> St. was never in full use, watering the new trees over the winter should occur. The recent snow has helped.

## 9. ADJOURN, 8:10 am

Respectfully Submitted,

Helen Rogers  
Part-Time DDA Manager