



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

February 1, 2023
7:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Receive Information on Stillwell Avenue Update
- b. Receive Presentation from Colorado River Valley Economic Development Partnership (CRVEDP)

7:00 PM - Regular Meeting

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Public Comment** *(maximum time permitted for Public Comment is 3 minutes per person)
5. **Consent Agenda**
 - 5.a. Consider Minutes of the January 18, 2023, Regular Meeting
 - 5.b. Consider Liquor License Renewal for Capitol Deli, LLC dba Capitol Deli
 - 5.c. Consider Modification of Premises for Dillon Companies, LLC dba City Market #43
 - 5.d. Consider Liquor License Renewal for Nachos Mexican Dining, LLC dba Nachos Mexican Dining
6. **Action, if any, on Workshop Items**
7. **Regular Agenda**
 - 7.a. Consider Ordinance No. 4, Series of 2023 to Change GRIT Board Membership Requirements - 1st Reading
 - 7.b. Consider Resolution No. 5, Series of 2023 - Amending Rifle's Main Street Boundary

- 7.c. Consider Approval of Purchase Request for Portable Restroom Services
- 7.d. Consider Purchase of Standard Aluminum Bleachers
- 7.e. Consider Purchase of Pool Chemicals for Rifle Metro Pool
- 7.f. Consider Purchase of a Utility Tractor
- 7.g. Consider Purchase of a Wide Area Mower
- 7.h. Consider Purchase of Utility Vehicle with a Full HVAC Cab
- 7.i. Consider Approving Resolution No. 6, Series of 2023 - Garfield County FMLD Grant

8. Administrative Reports

- 8.a. Report to City Manager

9. Comments from Mayor and Council

10. Adjournment



Agenda Item #a.

Agenda Item Name:

Receive Information on Stillwell Avenue Update

Presenter:

Patrick Waller, Planning Director

Item Description:

Receive Information on Stillwell Avenue Update

Recommended Action:

None

Fiscal Impact:

Construction costs of road and utility infrastructure

Operational Impact:

N/A

Prior Board Motions:

None

Background Information:

Stillwell Avenue is located to the west of the Fairgrounds and Park Avenue, between West 8th and West 11th. The majority of the road is gravel and there is no water service to the vacant parcels accessed from the street. The property to the west is owned by Garfield County while the vacant properties on the eastern side of the street are privately owned.

Executive Summary:

The utility and road issues in this location make it difficult for property owners to develop their properties based on the significant up-front costs of utility and road extensions. To help spur the development of the area, staff has been investigating a cost recovery structure, where the City would develop the road and utilities. This initial construction would be recovered through a fee that would be issued on a Building Permit based on the linear foot of ROW frontage for each lot.

Notification Requirements:

Workshop Item

Prepared By:

Patrick Waller, Planning Director

Attachments:

1. Staff Memo - Stillwell



MEMORANDUM

To: Honorable Mayor and City Council
From: Patrick Waller, AICP, Planning Director
Date: February 1, 2023
Subject: Stillwell Avenue Improvements

BACKGROUND

Stillwell Avenue is located to the west of the Fairgrounds and Park Avenue, between West 8th and West 11th (see map below). The majority of the road is gravel and there is no water service to the vacant parcels accessed from the street. The property to the west is owned by Garfield County while the vacant properties on the eastern side of the street are privately owned.



Staff has received a number of inquiries regarding the development of the vacant lots on Stillwell. Pursuant to the Rifle Public Works Manual any property interested in developing on an undeveloped road is required to upgrade and extend the road as well as associated public utilities to 100' past the property line.

Image of Stillwell Avenue



STAFF COMMENTS & DISCUSSION

The utility and road issues in this location make it difficult for property owners to develop their properties based on the significant up-front costs of utility and road extensions. To help spur development of the area, staff has been investigating a cost recovery structure, where the City would provide develop the road and utilities. This initial construction would be recovered through a fee that would be issued at Building Permit based on linear foot of ROW frontage for each lot.

The development of Stillwell would provide a few benefits to the City and residents:

1. The extension of a water line through Stillwell would be beneficial to the utility system, by providing a looped water system rather than the dead-end lines that are currently constructed.
2. The development of the area would promote infill development that has been prioritized in the Comprehensive Plan. The properties are already annexed and served by a sewer line to that runs to the east of the subject properties.
3. If the road is fully developed Staff would like to recommend a rezoning request to MDR-X from LDR. This would allow for additional density in these locations and help the cost recovery structure for the private property owners.

An unknown regarding the potential project is the County parcel on the western side of Stillwell. Garfield County purchased the property in 2015, and Staff does not know their plans for the parcel. If Council is supportive of Staff working on the Stillwell issue, Staff will contact the County for further discussion.



Agenda Item #b.

Agenda Item Name:

Receive Presentation from Colorado River Valley Economic Development Partnership (CRVEDP)

Presenter:

Evan Zillis

Item Description:

Receive Presentation from Colorado River Valley Economic Development Partnership (CRVEDP)

Recommended Action:

None

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Evan Zillis is employed by the Aspen Community Foundation. The organization receives funds from donors and makes contributions to other nonprofits from Aspen to Parachute to "solve community problems." See <https://aspencommunityfoundation.org/about-us/> for more information.

Executive Summary:

Evan Zillis is employed by the Aspen Community Foundation. The Aspen Community Foundation receives funds from donors and makes contributions to other nonprofits from Aspen to Parachute to "solve community problems." Evan has been working with the managers of New Castle, Silt, Parachute, and Rifle on establishing an organization to bring businesses to Western Garfield County. The group adopted the name Colorado River Valley Economic Development Partnership - CRVEDP. Rather than each city working to attract businesses individually, the group has the goal of bringing businesses to our valley. A business that locates in Silt is considered a "win" for the group because the creation of local jobs is a primary goal.

Leveraging the Rifle Garfield County Airport as a means to bring jobs to our area is the first project that Evan is working on. He will present information on this endeavor and ask for your feedback using a survey form. The attached survey will be provided for you at the workshop. If your feedback is favorable, he will survey citizens in our area on the proposal.

Notification Requirements:

None

Prepared By:

Tommy Klein, City Manager

Attachments:

1. Focus Group Feedback Form

FOCUS 1: PROFESSIONAL RESCUER TRAINING (Leveraging Existing Regional Assets, Priorities & Relationships)



US Military Pararescuer Training



Wildland Firefighter Training

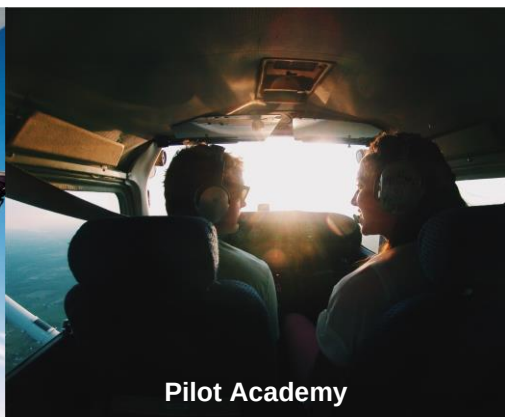


Aviation Firefighter Training

FOCUS 2: TOURISM & CIVILIAN APPLICATIONS (Recruiting New Aviation Professionals & Institutions to the Region)



"Air Sports" Tourism



Pilot Academy



Aviation Mechanic Training

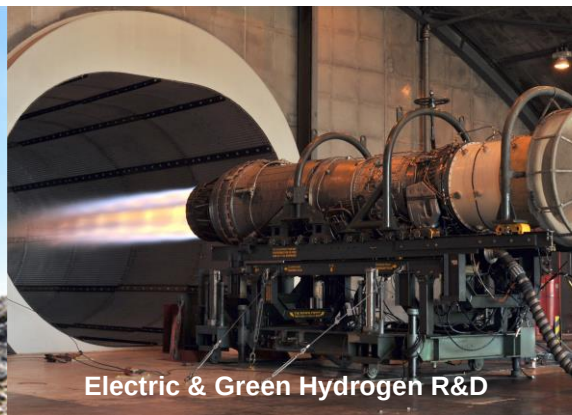
FOCUS 3: EQUIPMENT MANUFACTURING & RENEWABLE PROPULSION R&D (Developing Job Opportunities)



Light Aviation Manufacturing



Safety Equipment Manufacturing



Electric & Green Hydrogen R&D

FOCUS 4: LONG-TERM COMMUNITY DEVELOPMENT (Focus on Quality of Life for Residents & Guests to the Region)



Base Village Neighborhoods



Social Services



Transportation Hubs

CRVEDP SURVEY Age: ☐ 18-25 ☐ 26-35 ☐ 36-45 ☐ 46-55 ☐ 56-65 ☐ 66-75 ☐ 76-85 ☐ 86-95 ☐ 96+

Updated: Q1 2023

Race/Ethnicity: ☐ White ☐ Latino/Latinx/Hispanic ☐ African American

☐ Asian/Pacific Islander ☐ Native American ☐ Other: _____

My permanent **residence** is:

☐ Parachute ☐ Battlement Mesa ☐ Rifle ☐ Silt ☐ New Castle ☐ Other: _____

I **understand** the proposal to develop the regional economy with a focus on aviation-related industries. ☐ Yes ☐ No

Overall, I **support** developing an aviation-focused economy in West Garfield County. ☐ Yes ☐ No

Briefly, why or why not?

I think the **benefits** of developing an aviation-focused economy in West Garfield County could include: (Check all that apply.)

- | | |
|---|--|
| ☐ New Good-Paying Jobs | ☐ Opportunity to Attract International Business to the Region |
| ☐ Career Advancement in Aviation & Aerospace | ☐ Opportunity to Support US Military Training |
| ☐ Attract Young Professionals Excited about the Industry | ☐ Opportunity to Support Wildland Firefighter Training |
| ☐ Community Development with New Services & Amenities | ☐ Opportunity to Support Renewable Energy R&D |
| ☐ Other: _____ | |

I think the **challenges** of developing an aviation-focused economy in West Garfield County could include: (Check all that apply.)

- | | |
|--|--|
| ☐ Not Enough Affordable Workforce Housing | ☐ Too Many People (Sprawl, Congestion, Tourism, etc.) |
| ☐ Not Enough Aviation Professionals in the Region Now | ☐ Too Many Vehicles -- Regional Traffic & Limited Parking |
| ☐ Noise Pollution Associated with Aviation-Related Activity | ☐ Environmental Impacts on Landscape, Watershed & Wildlife |
| ☐ Losing the "Rural Integrity" of Our Regional Communities | ☐ Increase Risk of Accidents / Hazards Associated with Aviation |
| ☐ Other: _____ | |

With appropriate restrictions and strict industry enforcement, I support **exploration** of regional economic development, including:

- | | | | |
|--|---|--|---|
| ☐ US Military Training | ☐ Sky Diving | ☐ Light Manufacturing | ☐ Workforce Housing |
| ☐ Wildland Firefighter Training | ☐ Parasailing | ☐ Electric Propulsion Aviation | ☐ Rapid Bus System |
| ☐ Aviation Pilot Firefighter Training | ☐ Paramotor | ☐ Hydrogen Propulsion Aviation | ☐ Childcare/Preschool |
| ☐ Smokejumper Firefighter Training | ☐ Hang-gliding | ☐ Expos, Demonstrations & Festivals | ☐ Regenerative Ag |
| ☐ Pilot Academy (Private/Commercial) | ☐ Hot Air Ballooning | ☐ Flight Research & Development | ☐ "AgTech" Food |
| ☐ Aviation-Specific Mechanic School | ☐ Aviation Tours | ☐ Next-Generation Aviation Tech | ☐ Mixed-Use "Villages" |
| ☐ Other: _____ | | | |

Additional Comments:



Agenda Item #5.a.

Agenda Item Name:

Consider Minutes of the January 18, 2023, Regular Meeting

Presenter:

Misty Williams, City Clerk

Item Description:

Consider Minutes of the January 18, 2023, Regular Meeting

Recommended Action:

Move to approve the minutes of the January 18, 2023, City Council Regular Meeting

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Minutes of the January 18, 2023, Regular Meeting

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. 01.18.2023 DRAFT Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

January 18, 2023
7:00 p.m.
202 Railroad Avenue, Rifle, CO

CALL TO ORDER & ROLL CALL

A regular meeting of the Rifle City Council was called to order at 7:00 p.m. by Mayor Ed Green.

Present at Roll Call:

Mayor Ed Green, Councilor Clint Hostettler, Councilor Alicia Gresley, Councilor Brian Condie, Councilor Chris Bornholdt and Councilor Sean Strode.

Councilor Clint Hostettler moved to excuse Councilor Joe Carpenter; seconded by Councilor Chris Bornholdt.

Roll Call: Yes - Ed Green, Clint Hostettler, Alicia Gresley, Chris Bornholdt, Sean Strode and Brian Condie.

No - None.

Others Present:

City Manager Tommy Klein, City Clerk Misty Williams, City Attorney Jim Neu, Rifle Community Television (RCTV) Salvador Tovar-Guzman, Chief of Police Debra Funston, Officer Josh Allison, Planning Director Patrick Waller, Planner Geir Sverdrup, Utility Director Robert Burns, Owner of Gumption Trail Works Aaron Mattix, Habitat for Humanity President Gail Schwartz, Matt Shmigelsky, Brice Christenson and David Meyer.

PUBLIC COMMENT

No public comment was heard.

CONSENT AGENDA – CONSIDER APPROVING THE FOLLOWING ITEMS:

- A. Consider Minutes of the January 4, 2023, Regular Meeting
- B. Consider Liquor License Renewal for BPOE Lodge dba Rifle Lodge No. 2195
- C. Consider Liquor License Renewal for Kum & Go, LC dba Kum and Go #921
- D. Consider Resolution No. 4, Series of 2023 – Ordering VIN Inspection Fees to be Paid Into General Fund
- E. Consider Correction to the Annual Service Charge Escalation Codified in Appendix A of the Rifle Municipal Code for Water & Sewer – Ordinance No. 3, Series of 2023 – 2nd Reading

Councilor Clint Hostettler moved to approve Consent Agenda Items A, B, C, D and E; seconded by Councilor Sean Strode.

Roll Call: Yes - Alicia Gresley, Brian Condie, Sean Strode, Chris Bornholdt, Clint Hostettler, Ed Green.

No – None.

PRESENTATION

Citizen Recognition Award – Robert Gish

Chief of Police Debra Funston served a Citizen Recognition Award to Robert Gish. Robert Gish was recognized for his assistance in the apprehension of a wanted person who was fleeing from officers. He was commended for his courage and willingness to step up to help law enforcement.

Update on Grand Hogback Trail Construction

Planning Director Patrick Waller and Owner of Gumption Trail Works Aaron Mattix provided Council with an update on the Grand Hogback Trail Construction. The City of Rifle was awarded a CPW Non-motorized grant in the amount of \$160,000 for the buildout of the Grand Hogback Trail System. The grant application requested full build-out of the mountain bike trail system and the construction of a pit toilet at the trailhead. During the procurement phase, the bid came back approximately \$90,000 over the \$270,000 budget. In response City Council approved construction for up to the initial budgeted amount, with an understanding that Staff would attempt to obtain more funding to completed the project. The trail building contractor was brought onboard in August of 2022 and completed 2.33 miles of trails. The construction focused heavily on the completion of the Family Flow area. With the construction of 2.33 miles of trail, there is approximately 6 miles of trail remaining that were proposed as part of this phase of construction. The trail builder is working with Roaring Fork Mountain Bike Association's staff, City of Rifle Staff, and BLM to determine the optimum use of funding for this phase. The trail builder was able to take advantage of 52 hours of trail crews and is working with Staff to finalize other opportunities to stretch the appropriated funding. It is anticipated that this round of funding will be expended by December 2023.

Planning Director Patrick Waller and Owner of Gumption Trail Works Aaron Mattix answered questions for Council.

Receive Presentation from Habitat for Humanity and Consider Signing a Letter of Support

Habitat for Humanity President Gail Schwartz, Matt Shmigelsky and David Meyer provided presentation on the interest Habitat for Humanity has on a property located within City of Rifle limits and request to consider signing a letter of support.

Receive Presentation from Middle Colorado Watershed Council and Consider Signing a Letter of Support

Middle Colorado Watershed Executive Director Paula Stepp provided presentation on the Middle Colorado Wildfire Ready Collaborative and request to consider signing a letter of support. This group will identify, prioritize and implement wildfire mitigation work on a landscape scale across jurisdictional boundaries to create Fire Resilient communities, by assigning resources to wildfire mitigation and protecting our waterways. Multiple agencies are supporting this effort, including the Bureau of Land Management, the United States Forest Service, Colorado Parks and Wildlife, the Town of New Castle, and Colorado River Fire Rescue. In support of MCWC's efforts to pursue grant funding to coordinate and manage a wildfire-ready plan, a support letter by City of Rifle Council is requested.

Councilor Brian Condie moved to approve letter of support for the Middle Colorado Watershed Council to pursue grant funding; seconded by Councilor Clint Hostettler.

Roll Call: Yes - Alicia Gresley, Brian Condie, Sean Strode, Chris Bornholdt, Clint Hostettler, and Ed Green.

No – None.

PUBLIC HEARING

Consider Annexation and Zoning for Lot 4/5 of the Lacy Subdivision – Maverik Annexation

Mayor Ed Green opened the public hearing.

Planning Director Patrick Waller presented request to consider Annexation and Zoning for Lot 4/5 of the Lacy Subdivision – Maverik Annexation. A second public hearing was needed to comply with public notice corrections made.

Kimley Horn Civil Engineer Consultant Brice Christensen was present to answer questions from Council.

No public comments were heard.

Mayor Ed Green closed the hearing.

Consider Request to Annex Lot 4/5 of the Lacy Park Subdivision into the City of Rifle – Ordinance No. 1, Series of 2023 – 1st Reading

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO ANNEXING TO THE CITY OF RIFLE, COLORADO CERTAIN REAL PROPERTY KNOWN AS THE MAVERICK ANNEXATION

Councilor Clint Hostettler moved to approve Ordinance No. 1, Series of 2023 on 2nd reading as presented and order it to be published as required by Charter; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Sean Strode, Chris Bornholdt, Brian Condie, Clint Hostettler, Alicia Gresley and Ed Green.

No – None.

Consider Request to Annex Lot 4/5 of the Lacy Park Subdivision Tourist Commercial – Ordinance No. 2, Series of 2023 – 1st Reading

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO ZONING CERTAIN REAL PROPERTY KNOWN AS THE RIFLE MAVERIK ANNEXATION TOURIST COMMERCIAL (TC) ZONE DISTRICT

Councilor Clint Hostettler moved to approve Ordinance No. 2, Series of 2023 on 2nd reading as presented and order it to be published as required by Charter; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Sean Strode, Chris Bornholdt, Brian Condie, Clint Hostettler, Alicia Gresley and Ed Green.

No – None.

Consider Resolution No. 2, Series of 2023 – Maverik Annexation Findings

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO, CONCERNING THE MAVERIK ANNEXATION TO THE CITY OF RIFLE.

Councilor Clint Hostettler moved to approve Resolution No. 2, Series of 2023; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Sean Strode, Chris Bornholdt, Brian Condie, Clint Hostettler, Alicia Gresley and Ed Green.

No – None.

Consider Resolution No. 3, Series of 2023 – Approving Annexation Plan for the Maverik Annexation

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO, APPROVING AN ANNEXATION PLAN FOR THE MAVERIK ANNEXATION AS REQUIRED UNDER THE MUNICIPAL ANNEXATION ACT OF 1965, AS AMENDED.

Councilor Clint Hostettler moved to approve Resolution No. 3, Series of 2023; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Sean Strode, Chris Bornholdt, Brian Condie, Clint Hostettler, Alicia Gresley and Ed Green.

No – None.

REGULAR AGENDA

Consider Engagement of Hinkle & Company, PC for 2022 Financial Audit

City Manager Tommy Klein presented request to consider engagement of Hinkle & Company, PC for the 2022 Financial Audit. To comply with the Rifle Municipal Code 3.11, Council is responsible to hire an organization to conduct an annual audit. Hinkle and Company have conducted the last several audits for the City of Rifle. The contract for this company will expire after the 2022 audit. Staff will place auditing services out to bid in 2023 and will bring proposals to Council for selection.

Councilor Alicia Gresley moved to retain and approve the expenditure of \$20,000.00 to retain Hinkle & Company, PC for the 2022 Financial Audit; seconded by Sean Strode.

Roll Call: Yes - Alicia Gresley, Sean Strode, Chris Bornholdt, Brian Condie, Clint Hostettler and Ed Green.

No – None

Consider Approval of Purchase Order to Garfield County for the Garfield County Victim Response Team

Chief of Police Debra Funston presented request to consider approval of Purchase Order to Garfield County for the Garfield County Victim Response Team. This purchase order is for the Rifle Police Department's portion of the Garfield County Victims Response Team services. This is a recurring expense based on the increasing demand for services and on a four year average. Staff recommends approval of purchase order as expenditure has been included in the budget.

Councilor Brian Condie moved to approve the purchase order in the amount of \$41,435.00 to Garfield County for the Rifle Police Department's portion of the Garfield County Victims Response Team Services; seconded by Alicia Gresley.

Roll Call: Yes - Clint Hostettler, Brian Condie, Sean Strode, Chris Bornholdt, Alicia Gresley and Ed Green.

No – None.

Consider Approval for Letter of Support for Downtown Rifle Affordable Housing Project

Planning Director Patrick Waller presented request to consider approving a letter of support for the Downtown Rifle Affordable Housing Project. The applicant is planning on submitting an application to CHFA for Affordable Housing Tax Credits. The applicant is proposing a 60-unit affordable housing development on the property located to the west of the Brendan Theater. The proposal includes 30 one-bedroom units, 20 two-bedroom units, and 10 three-bedroom units. Potential tenants for each of the units will be required to meet income requirements to qualify for a unit. The applicant has requested City funding of \$600,000 to support the project. Staff and the Applicant are investigating various funding options to meet the request. Any formal funding request will need to be reviewed and approved by Council. Staff requests direction on letter of support for Evergreen Real Estate's Group affordable Housing Project.

Councilor Brian Condie moved to approve the letter of support request by Evergreen Real Estate's Group for the Affordable Housing Project; seconded by Sean Strode.

Roll Call: Yes - Ed Green, Alicia Gresley, Sean Strode, Brian Condie, Chris Bornholdt and Clint Hostettler.

No – None.

Consider Approval of Purchase Order to Pall Water Systems for Water Plant Chemical Tank Heaters

Utility Director Robert Burns presented request to consider approval of purchase order to Pall Water Systems for Water Plant Chemical Tank Heaters. The purchase order in the amount of \$90,000.00 is to replace two failed chemical tank heaters at the Rifle Regional Water Purification Facility. The heaters are essential for proper cleaning and maintenance of the microfiltration membranes. The units are 1 stainless steel and 1 titanium for chemical resistance. The existing heaters have run continuously for 6 years and have reached a point where they are no longer functional. PALL is the manufacturer / supplier of the total membrane system which includes the chemical tank heaters. Staff is recommending a sole source to PALL Corporation as they are currently the only supplier able to get replacement heaters.

Councilor Chris Bornholdt moved to approve the purchase order for Chemical Tank Heaters to Pall Water Systems Corporation in the amount of \$90,000.00; seconded by Sean Strode.

Roll Call: Yes - Ed Green, Clint Hostettler, Alicia Gresley, Chris Bornholdt, Sean Strode and Brian Condie.

No – None.

Consider Approval of Purchase Order to AXON Taser for Taser Certification Bundle

Item has been removed from Council Meeting Packet - January 18, 2023.

Purchase Order request is within City Manager Tommy Klein's approval limit.

There is no need for Council review at this time.

Report to City Manager

Reports were heard from City Manager Tommy Klein.

Comments from Mayor and Council

Comments were heard from Councilor Alicia Gresley, Councilor Sean Strode and Councilor Clint Hostettler.

Adjournment

Meeting adjourned at 8:55 p.m.

Misty Williams
City Clerk

Ed Green
Mayor



Agenda Item #5.b.

Agenda Item Name:

Consider Liquor License Renewal for Capitol Deli, LLC dba Capitol Deli

Presenter:

Misty Williams, City Clerk

Item Description:

Consider Liquor License Renewal for Capitol Deli, LLC dba Capitol Deli

Recommended Action:

Move to approve the Liquor License Renewal for Capitol Deli, LLC dba Capitol Deli

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Capitol Deli, LLC dba Capitol Deli located at 851 Railroad Avenue, Rifle, CO has submitted a Hotel & Restaurant Liquor License Renewal Application.

The application is complete and the appropriate fees have been paid.

Executive Summary:

N/A

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. 2023 Capitol Deli, Inc. Renewal - REDACTED

Submit to Local Licensing Authority

**CAPITOL DELI
 851 RAILROAD AVENUE
 Rifle CO 81650**

Fees Due	
Renewal Fee	550.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 550

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name CAPITOL DELI LLC INC		Doing Business As Name (DBA) CAPITOL DELI	
Liquor License # 03-14252	License Type Hotel & Restaurant (city)		
Sales Tax License Number 33559264 95047736	Expiration Date 02/04/2023	Due Date 12/21/2022	
Business Address 851 RAILROAD AVENUE Rifle CO 81650			Phone Number 9706659647
Mailing Address 851 RAILROAD AVENUE Rifle CO 81650			Email
Operating Manager	Date of Birth	Home Address	Phone Number
1. Do you have legal possession of the premises at the street address above? ☒ Yes ☐ No Are the premises owned or rented? ☐ Owned ☒ Rented* *If rented, expiration date of lease _____			
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. ☐ Yes ☒ No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) ☐ Yes ☒ No			
3b. If so, which are you renewing? ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery			
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ☐ Yes ☒ No			
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☐ Yes ☒ No			
5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☒ Yes ☐ No Now a S. CORP			
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No			

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☐ Yes ☒ No
8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ Yes ☒ No

Affirmation & Consent I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.		
Type or Print Name of Applicant/Authorized Agent of Business Dusti Budd		Title CEO/OWNER
Signature Dusti Budd		Date 1/13/2023
Report & Approval of City or County Licensing Authority The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules. Therefore this application is approved.		
Local Licensing Authority For		Date
Signature	Title	Attest

Tax Check Authorization, Waiver, and Request to Release Information

I, Dusti Budd am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of Capitol Deli Inc (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>Capitol Deli, INC</u>		Social Security Number/Tax Identification Number	
Address <u>851 RAILROAD AVE</u>			
City <u>Rifle</u>		State <u>CO</u>	Zip <u>81650</u>
Home Phone Number		Business/Work Phone Number <u>970 - 665 - 9647</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Dusti Budd</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) <u>Dusti Budd</u>			Date signed <u>1/13/2023</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



Agenda Item #5.c.

Agenda Item Name:

Consider Modification of Premises for Dillon Companies, LLC dba City Market #43

Presenter:

Misty Williams, City Clerk

Item Description:

Consider Modification of Premises for Dillon Companies, LLC dba City Market #43

Recommended Action:

I move to approve the Modification of Premises for Dillon Companies, LLC dba City Market #43

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

On November 8, 2022, the People of the State of Colorado voted to amend Articles 3 and 4 of Title 44 in the Colorado Revised Statutes, allowing Fermented Malt Beverage Off-Premises Retailers (FMB-OFF) to sell wine.

As a result, per the Code of Colorado Regulations (Liquor Enforcement Division) Regulation 47-302 (Changing, Altering, or Modifying Licensed Premises), if the licensed premises is going to be physically changed or materially or substantially altered, then a modification of premises and fees shall be filed with both the local and state licensing authorities for approval or denial.

Dillon Companies, LLC dba City Market #43 located at 1320 Railroad Avenue, Rifle, CO has submitted a Modification of Premises Application.

This application is for interior alterations inside of City Market to accommodate and store wine.

The application is complete and the appropriate fees have been paid.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. 2023 City Market Report Of Changes - REDACTED

Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

1. Applicant is a ☐ Corporation ☐ Individual ☐ Partnership ☒ Limited Liability Company					License Number 01-10779-0175	
2. Name of Licensee DILLON COMPANIES LLC			3. Trade Name of Establishment (DBA) CITY MARKET #43			
4. Address of Premises (specify exact location of premises) 1320 RAILROAD AVE			5. Business Email Address teresa.dietz@kingsoopers.com			
City RIFLE	County GARFIELD	State CO	ZIP 81650	Business Phone Number 303-778-3237		
SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.						
Section A – Manager Reg/Change			Section C			
☐ Manager's Registration (Hotel & Restr.) \$30.00 ☐ Manager's Registration (Tavern) \$30.00 ☐ Manager's Registration (Lodging & Entertainment) \$30.00 ☐ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE <i>Please note that Manager's Registration for Hotel & Restaurant, Lodging & Entertainment, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.</i>			☐ Retail Warehouse Storage Permit (ea) \$100.00 ☐ Wholesale Branch House Permit (ea) \$100.00 ☐ Change Corp. or Trade Name Permit (ea) \$50.00 ☐ Change Location Permit (ea) \$150.00 ☐ Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change \$150.00 ☒ Change, Alter or Modify Premises \$150.00 x 1 Total Fee: \$150 (Permanent)			
Section B – Duplicate License			☐ Addition of Optional Premises to Existing H/R \$100.00 x Total Fee:			
☐ Duplicate License \$50.00			☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex \$160.00 x Total Fee:			
			☐ Campus Liquor Complex Designation No Fee ☐ Sidewalk Service Area \$75.00			

Do Not Write in This Space – For Department of Revenue Use Only		
Date License Issued	License Account Number	Period
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		TOTAL AMOUNT DUE \$00

Instruction Sheet

For All Sections, Complete Questions 1-5 Located on Page 1

☐ **Section A**

To Register or Change Managers, check the appropriate box in section A and complete question 9 on page 4. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

☐ **Section B**

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 5 for Oath of Applicant signature.

☒ **Section C**

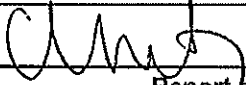
Check the appropriate box in section C and proceed below.

- 1) *For a Retail Warehouse Storage Permit*, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 2) *For a Wholesale Branch House Permit*, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 3) *To Change Trade Name or Corporation Name*, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) *To modify Premise, or add Sidewalk Service Area*, go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) *For Optional Premises* go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) *To Change Location*, go to page 3 and complete question 7. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) *Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change*, go to page 4, and complete question 8. Use this section to make a current Noncontiguous Manufacturing Location into a Primary Manufacturing Location, or a Primary Manufacturing Location into a Noncontiguous Manufacturing Location. To be eligible for a Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change, you must be a Colorado state licensed manufacturer of vinous liquor pursuant to section 44-3-402 or 44-3-403, C.R.S.
- 8) *Campus Liquor Complex Designation*, go to page 5 and complete question 11. Submit the necessary information and proceed to page 5 for Oath of Applicant signature.
- 9) *To add another Related Facility* to an existing Resort or Campus Liquor Complex, go to page 5 and complete question 12.

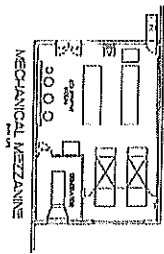
Storage Permit	5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit N/A ☐ Retail Warehouse Permit for: ☐ On-Premises Licensee (Taverns, Restaurants etc.) ☐ Off-Premises Licensee (Liquor stores) ☐ Wholesalers Branch House Permit Address of storage premise: _____ City _____, County _____ ZIP _____ Attach a deed/lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.								
Change Trade Name or Corporate Name	6. Change of Trade Name or Corporation Name N/A ☐ Change of Trade name/DBA only ☐ Corporate Name Change (Attach the following supporting documents) 1. Certificate of Amendment filed with the Secretary of State, or 2. Statement of Change filed with the Secretary of State, <u>and</u> 3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Old Trade Name</td><td style="width: 50%;">New Trade Name</td></tr> <tr> <td> </td><td> </td></tr> <tr> <td>Old Corporate Name</td><td>New Corporate Name</td></tr> <tr> <td> </td><td> </td></tr> </table>	Old Trade Name	New Trade Name			Old Corporate Name	New Corporate Name		
Old Trade Name	New Trade Name								
Old Corporate Name	New Corporate Name								
Change of Location	7. Change of Location N/A NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held. Date filed with Local Authority _____ Date of Hearing _____ (a) Address of current premises _____ City _____ County _____ ZIP _____ (b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee) Address _____ City _____ County _____ ZIP _____ (c) New mailing address if applicable. Address _____ City _____ County _____ State _____ ZIP _____ (d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.								

Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change	8. Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change N/A Select the option that applies to your situation: ☐ Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); or ☐ Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2). (a) Address of Location 1: _____ City _____ County _____ ZIP _____ (b) Address of Location 2: _____ City _____ County _____ ZIP _____
Change of Manager	9. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8), C.R.S. N/A (a) Change of Manager Former manager's name _____ New manager's name _____ (b) Date of Employment _____ Has manager ever managed a liquor licensed establishment?..... ☐ Yes ☐ No Does manager have a financial interest in any other liquor licensed establishment?..... ☐ Yes ☐ No If yes, give name and location of establishment _____
Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area	10. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities. (a) Describe change proposed _____ Permanently expand product placement area for alcohol beverage products, as depicted on the attached diagram. (b) If the modification is temporary, when will the proposed change: Start <u>N/A</u> (mo/day/year) End <u>Permanent</u> (mo/day/year) NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00 (c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? (If yes, explain in detail and describe any exemptions that apply)..... ☐ Yes ☒ No (d) Is the proposed change in compliance with local building and zoning laws?..... ☒ Yes ☐ No (e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises?..... ☐ Yes ☐ No (f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises. (g) Attach any existing lease that is revised due to the modification. (h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions. (e) N/A (f) See attached diagrams. (g) No revisions to existing Lease. (h) N/A

Campus Liquor Complex Designation	11. Campus Liquor Complex Designation N/A An institution of higher education or a person who contracts with the institution to provide food services (a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex ☐ Yes ☐ No
Additional Related Facility	12. Additional Related Facility N/A To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises. (a) Address of Related Facility _____ (b) Outlined diagram provided ☐ Yes ☐ No

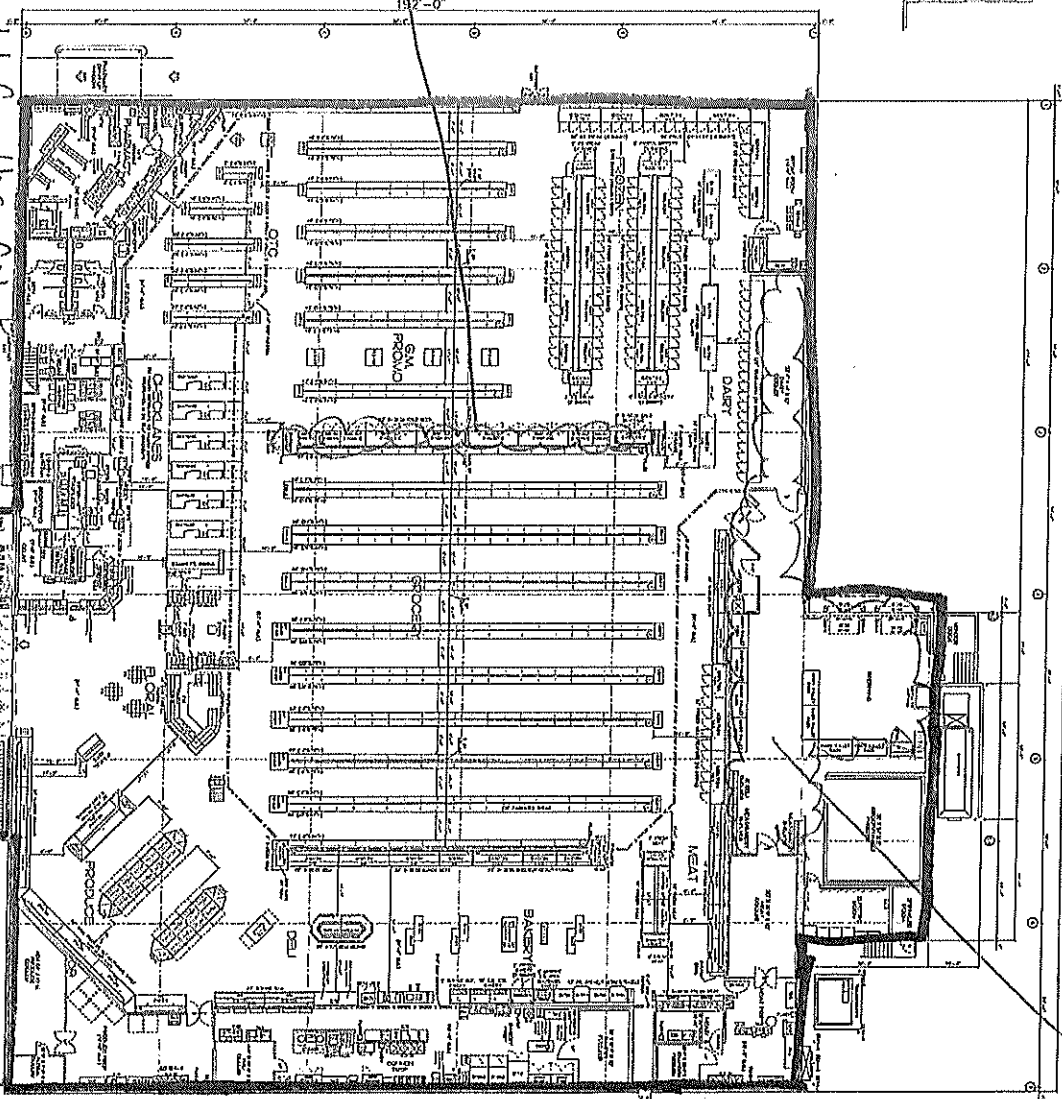
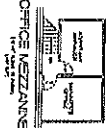
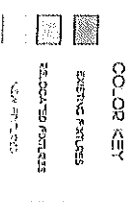
Oath of Applicant		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge		
Signature 	Print name and Title Christine S. Wheatley / VP, Secretary	Date 12/19/2022
Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)		
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.		
Local Licensing Authority (City or County)		Date filed with Local Authority
Signature	Title	Date
Report of STATE Licensing Authority		
The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.		
Signature	Title	Date

Before Diagram 74 floor plan



retail FMB display 74'

Dillon Companies LLC dba City Market #43
1320 Railroad Ave; Rifle 81650



Back of house storage

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

FMB off premise license # 01-10779-0175

Base Store
49,537 s.f.
Does not include mezz
FINAL PLAN

MINOR CAPITAL-RESTOCK

CM-443

1320 RAILROAD AVE
RIFLE, CO



CRISTAL OFFICE
FACILITY ENGINEERING
P.O. BOX 1000, RIFLE, CO 81650

CityMarket
(EXIST) DIVISION

65 TILGH STREET
DORNER, CO

PHONE: (303) 778-5055

FAX: (303) 679-9209

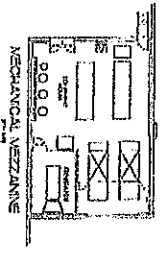
GENERAL NOTES:

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS. 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. 3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES. 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES. 5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK DONE.

After Diagram 130 linear ft

Existing 74'
Proposed 56'
Total 130'

Existing retail
alcohol beverage
display 74'

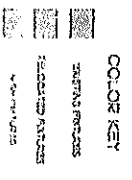


Proposed
alcohol beverage
retail display
56'

BoH

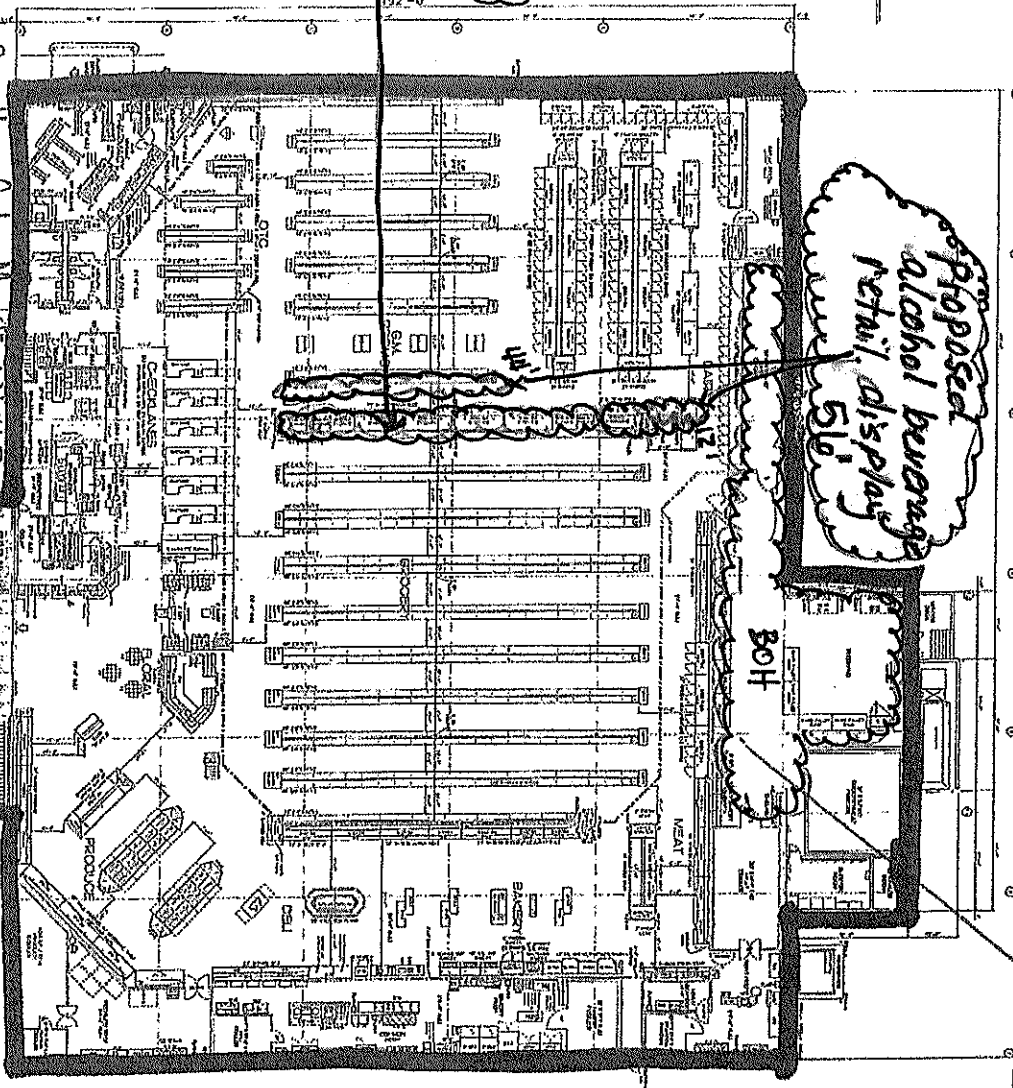
Existing back of
house storage

Dillon Companies LLC dba City Market #43
1320 Railroad Ave, Rifle 81650



FM8 Off premise license #01-10779-0175

Base Store
49,537 SF.
"Does not include me33"
FINAL PLAN



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------

MINOR CAPITAL-RESTOCK
CM-443
1320 RAILROAD AVE
RIFLE, CO



City Market
(EXIST) DIVISION
65 10201 STREET
RIFLE, CO 81650-1100
FAX 970-937-9467

GENERAL NOTES
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF RIFLE SPECIFICATIONS AND THE CITY OF RIFLE STANDARD SPECIFICATIONS FOR CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF RIFLE.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING UTILITIES AND STRUCTURES.
5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE DRAINAGE AND EROSION CONTROL MEASURES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMEDIATION OF ANY DAMAGE TO ADJACENT PROPERTIES.
7. THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BONDS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.
12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.



DOR Enforcement Liquor Division

PayPort Online Service

Transaction Summary

To complete the transaction, click 'Checkout'. To save the item(s) on this page and add another, click 'Add Another Service'.

PMT

Business Name	License/Permit Number	Payment Type	Price	
Dillon Companies LLC	01-10779-0175	Application and License/Permit Fees	\$150.00	Edit Remove

TOTAL AMOUNT DUE \$150.00

[Checkout](#) [Add Another Service](#) [Cancel](#)

[Policies](#)



Brenda Rowe

From: support@www.colorado.gov
Sent: Tuesday, January 10, 2023 2:44 PM
Subject: DOR Liquor Enforcement Division Payment Receipt

Payment Receipt Confirmation

Your payment was successfully processed.

Receipt Contact Information

Contact Name Liquor Enforcement Division
Contact Email dor_liqlicensing@state.co.us
Contact Phone 303-205-2300
Contact Url <https://sbq.colorado.gov/contact-the-liquor-and-tobacco-enforcement-division>
Contact Address 1707 Cole Blvd., Suite 300
Lakewood, CO 80401

Transaction Summary

Description	Amount
DOR Liquor Enforcement Division Payment	\$150.00
Service Fee	\$1.00
TOTAL	\$151.00

This online service is provided by a 3rd party working in partnership with the state of Colorado. The price of items purchased through this service includes revenue used to develop, maintain, and enhance the state's official web portal, [Colorado.gov](https://colorado.gov)

Customer Information

Customer Name

Company Name

Local Reference ID

Receipt Date

Receipt Time

Payment Information

Payment Type

Account Number

Order ID

Billing Name

Billing Information

Billing Address

Billing City, State

ZIP/Postal Code

Country

Phone Number

This receipt has been emailed to the address below.

Email Address

DILL AND DILL

DILL DILL CARR STONBRAKER AND HUTCHINGS P.C.
ATTORNEYS AT LAW

Adam Stapen
astapen@dillanddill.com
(303)777-3737

VIA EMAIL ONLY: mwilliams@rifleco.org

January 10, 2023

Misty Williams
City Clerk
202 Railroad Ave
Rifle, CO 81650

Re: PERMANENT MODIFICATION OF PREMISES
DILLON COMPANIES LLC DBA CITY MARKET #43
FMB License # 01-10779-0175

Misty,

Adam Stapen, of the law firm of DILL DILL CARR STONBRAKER & HUTCHINGS, P.C., hereby enters his appearance on behalf of the above-named Applicant and requests all communications and correspondence regarding this matter to be directed to Adam Stapen and/or paralegal, Brenda Rowe.

On behalf of the Applicant, we respectfully submit this application for Permanent Modification of Premises to permanently expand and/or move the store's alcohol beverage product placement areas, as depicted on the attached diagrams.

Please note, there is no change to the lease or the overall square footage or capacity of the existing licensed premises.

Thank you for your assistance with this matter. If you have any questions or need additional information, please contact Brenda Rowe at 303-579-2214 or by e-mail at browe@dillanddill.com.

Sincerely,

Adam Stapen
Attorney for Licensee
303-777-3737



Agenda Item #5.d.

Agenda Item Name:

Consider Liquor License Renewal for Nachos Mexican Dining, LLC dba Nachos Mexican Dining

Presenter:

Misty Williams, City Clerk

Item Description:

Consider Liquor License Renewal for Nachos Mexican Dining, LLC dba Nachos Mexican Dining

Recommended Action:

Move to approve the Liquor License Renewal for Nachos Mexican Dining, LLC dba Nachos Mexican Dining

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Nachos Mexican Dining, LLC dba Nachos Mexican Dining located at 2000 Railroad Avenue, Rifle, CO has submitted a Hotel & Restaurant Liquor License Renewal Application.

The application is complete and the appropriate fees have been paid.

Executive Summary:

N/A

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. Nachos Mexican Dining, LLC

Submit to Local Licensing Authority

RECEIVED

JAN 25 2022

City Clerk
 City of Rifle

Fees Due	
Annual Renewal Application Fee	\$ 50.00
Renewal Fee	500.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 550.00

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

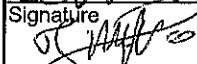
Licensee Name <u>Jessica Mendoza</u>			Doing Business As Name (DBA) <u>NACHOS MEXICAN DINING LLC</u>		
Liquor License # <u>42-91435-0000</u>	License Type <u>Hotel and Restaurant</u>	Sales Tax License Number <u>30600257-0000</u>	Expiration Date <u>MARCH 17, 2023</u>	Due Date <u>01-24-24</u>	
Business Address <u>2000 Railroad Ave Rifle CO 81650</u>				Phone Number <u>970-987-1661</u>	
Mailing Address <u>2000 Railroad Ave Rifle CO 81650</u>				Email _____	
Operating Manager _____	Date of Birth _____	Home Address _____		Phone Number _____	

- Do you have legal possession of the premises at the street address above? ☒ Yes ☐ No
 Are the premises owned or rented? ☒ Owned ☐ Rented* *If rented, expiration date of lease _____
- Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. ☐ Yes ☒ No
- Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) ☐ Yes ☒ No
- If so, which are you renewing? ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery
- Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ☐ Yes ☒ No
- Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☐ Yes ☒ No
- Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. ☐ Yes ☒ No
- Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. ☐ Yes ☒ No

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. ☐ Yes ☒ No
8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. ☐ Yes ☒ No

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business	Title
Jessica Mendez, Nachos Mexican Dining LLC	Owner
Signature	Date
	01-24-23

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For		Date
Signature	Title	Attest

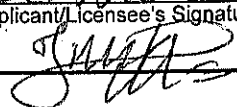
Tax Check Authorization, Waiver, and Request to Release Information

I, Jessica Mendoza am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of NACHOS Mexican Dining LLC (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) <u>NACHOS Mexican Dining LLC</u>		Social Security Number/Tax Identification Number _____	
Address <u>2000 Railroad Ave</u>			
City <u>Rifle</u>		State <u>CO</u>	Zip <u>81650</u>
Home Phone Number <u>970 987 1681</u>		Business/Work Phone Number <u>970 625-9998</u>	
Printed name of person signing on behalf of the Applicant/Licensee <u>Jessica Mendoza</u>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) 			Date signed <u>01-24-21</u>

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).



Agenda Item #7.a.

Agenda Item Name:

Consider Ordinance No. 4, Series of 2023 to Change GRIT Board Membership Requirements - 1st Reading

Presenter:

Patrick Waller, Planning Director

Item Description:

Consider Ordinance No. 4, Series of 2023 to Change GRIT Board Membership Requirements

Recommended Action:

Move to approve Ordinance No. 4, Series of 2023 on 1st Reading and order it to be published as required by Charter

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

In 2017, Ordinance Number 24, Series of 2017 was approved by the City Council. This Ordinance changed the original Visitor Improvement Fund Advisory Board structure to include five members who are citizens within city limits or represent a business within city limits, a City Council liaison (non-voting) and dedicated seats for the Downtown Development Authority, Rifle Area Chamber of Commerce, and Rifle Regional Economic Development Corporation.

Executive Summary:

The GRIT Advisory Board requests that the dedicated seats held for the DDA, Chamber, and RREDC revert to at large seats that can be filled with interested residents or representatives of businesses within city limits.

Notification Requirements:

As required per the Municipal Code

Prepared By:

Patrick Waller, Planning Director

Attachments:

1. MEMO Feb 1, 2023 GRIT Advisory Board Makeup
2. Ordinance No. 4-GRIT Amendments

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490 Fax: 970-625-6268



MEMORANDUM

TO: City Council

FROM: Kim Burner, GRIT Manager; Patrick Waller, Planning Director

DATE: January 24, 2023

SUBJECT: Greater Rifle Improvement Team (GRIT) Advisory Board Makeup

In 2017, Ordinance Number 24 Series of 2017 was approved by then City Council. This Ordinance changed the original Visitor Improvement Fund Advisory Board structure to include five members who are citizens within city limits or represent a business within city limits, a City Council liaison (non-voting) and dedicated seats for the Downtown Development Authority, Rifle Area Chamber of Commerce, and Rifle Regional Economic Development Corporation.

The Ordinance also codified the Visitor Improvement Fund as the funding mechanism for the Greater Rifle Improvement Team (GRIT). GRIT became the publically used name for the Visitor Improvement Fund Advisory Board

The recent lack of consistent participation by some of these organizations has made it increasingly difficult for the GRIT Advisory Board to meet a quorum to conduct business. In the last 24 months the GRIT Advisory Board was unable to reach a quorum 4 times; this number is only due to the dedication of other board members.

The GRIT Advisory Board requests that the dedicated seats held for the DDA, Chamber, and RREDC revert to at large seats that can be filled with interested residents or representatives of businesses within city limits.

CITY OF RIFLE, COLORADO
ORDINANCE NO. 4
SERIES OF 2023

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, AMENDING
CHAPTER 2, ARTICLE 12 OF THE RIFLE MUNICIPAL CODE REGARDING
THE MEMBERSHIP OF THE GREATER RIFLE IMPROVEMENT TEAM
(GRIT) BOARD.

WHEREAS, the City of Rifle (“Rifle” or the “City”) is a home-rule municipality organized under Article XX of the Colorado Constitution and with the authority of the Rifle Home Rule Charter; and

WHEREAS, in 2007, the voting electorate of the City approved a ballot question establishing the visitor improvements fund and a local lodging and accommodations tax to be used primarily for visitor improvements and attractions, historic preservation, special events, beautification projects in the City, and the promotion of the City and its environs; and

WHEREAS, subsequent to the approval of the ballot question approving the tax, the Visitor Improvements Fund Advisory Board (“VIF Board”) was created by Ordinance No. 33, Series of 2007; and

WHEREAS, the Greater Rifle Improvement Team (“GRIT”) functioned locally to improve collaboration on shared goals such as tourism, economic development, and quality of life improvements, which goals aligned closely with those of the Visitor Improvements Fund Advisory Board; and

WHEREAS, to streamline the common objectives of the VIF Board and the GRIT Board, by Ordinance No. 24, Series of 2017, the membership and duties of the VIF Board were amended in Chapter 2, Article 12 of the Rifle Municipal Code essentially merging the two Boards through an enhanced VIF Board structure; and

WEREAS, to better reflect this new structure and community understanding of its scope, the Rifle City Council by Ordinance No. 9, Series of 2019 amended Chapter 2, Article 12 changing the name of the VIF Board to the GRIT Board; and

WHEREAS, as attendance and participation of the GRIT Board has evolved, the City Council desires to amend the membership of the GRIT Board to ensure its functionality.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF RIFLE, COLORADO, ORDAINS THAT:

1. Incorporation. The Rifle City Council adopts the foregoing recitals and conclusions as facts and determinations and incorporates them by reference as if set forth in full herein.

2. Code Amendment. Section 2-12-20(a) of the Rifle Municipal Code is hereby amended as follows, with underlined text added and ~~strike through language deleted~~:

Sec. 2-12-20. Membership.

- (a) The GRIT Board shall consist of seven (7) voting members, plus one (1) alternate member with voting rights only in the absence of a regular member. Membership on the GRIT Board shall be in compliance with Section 2-2-50(b) of this Code.

The intent of the GRIT Board structure is to bring together citizens, business interests, and key organizations in a collaborative partnership that attracts visitors and improves the quality of life for residents. The GRIT Board membership shall be comprised as follows:

- ~~(1) Five (5)~~ Eight (8) members, one (1) of whom shall serve as an alternate, who are citizens residing within the City of Rifle or are representatives of businesses located within the City. Hotel, restaurant, retail businesses and members of historic preservation groups are preferred, but not required.
- ~~(2) A representative of the Downtown Development Authority;~~
- ~~(3) A representative of the Rifle Area Chamber of Commerce; and~~
- ~~(4) A representative of the Rifle Regional Economic Development Corporation.~~

The City Council shall ~~also~~ appoint a liaison from the Rifle City Council to attend GRIT Board meetings as a non-voting participant.

INTRODUCED on February 1, 2023, read by title, passed on first reading with amendment, and ordered published as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the City of Rifle, Colorado, held on February 15, 2023, passed without amendment, approved and ordered published in full as required by Charter.

Dated this _____ day of _____, 2023.

CITY OF RIFLE, COLORADO

By: _____
Mayor

ATTEST:

City Clerk



Agenda Item #7.b.

Agenda Item Name:

Consider Resolution No. 5, Series of 2023 - Amending Rifle's Main Street Boundary

Presenter:

Patrick Waller, Planning Director

Item Description:

N/A

Recommended Action:

Move to approve Resolution No. 5, Series of 2023 - Amending Rifle's Main Street Boundary

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

When the City joined the Main Street Program, the City Council designated the official boundaries to match the Downtown Development Authority's boundaries.

Executive Summary:

The GRIT Advisory Board is seeking support in expanding the official boundaries to include Rifle Island Park.

Notification Requirements:

As required by the Municipal Code

Prepared By:

Patrick Waller, Planning Director

Attachments:

1. MEMO Feb 1, 2023 Main Street Boundaries
2. Resolution No. 5-Main Street Boundary

DEPARTMENT OF PLANNING & DEVELOPMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490 Fax: 970-625-6268



MEMORANDUM

TO: City Council

FROM: Kim Burner, GRIT Manager; Patrick Waller, Planning Director

DATE: January 24, 2022

SUBJECT: Greater Rifle Improvement Team (GRIT) Official Main Street Program Boundaries

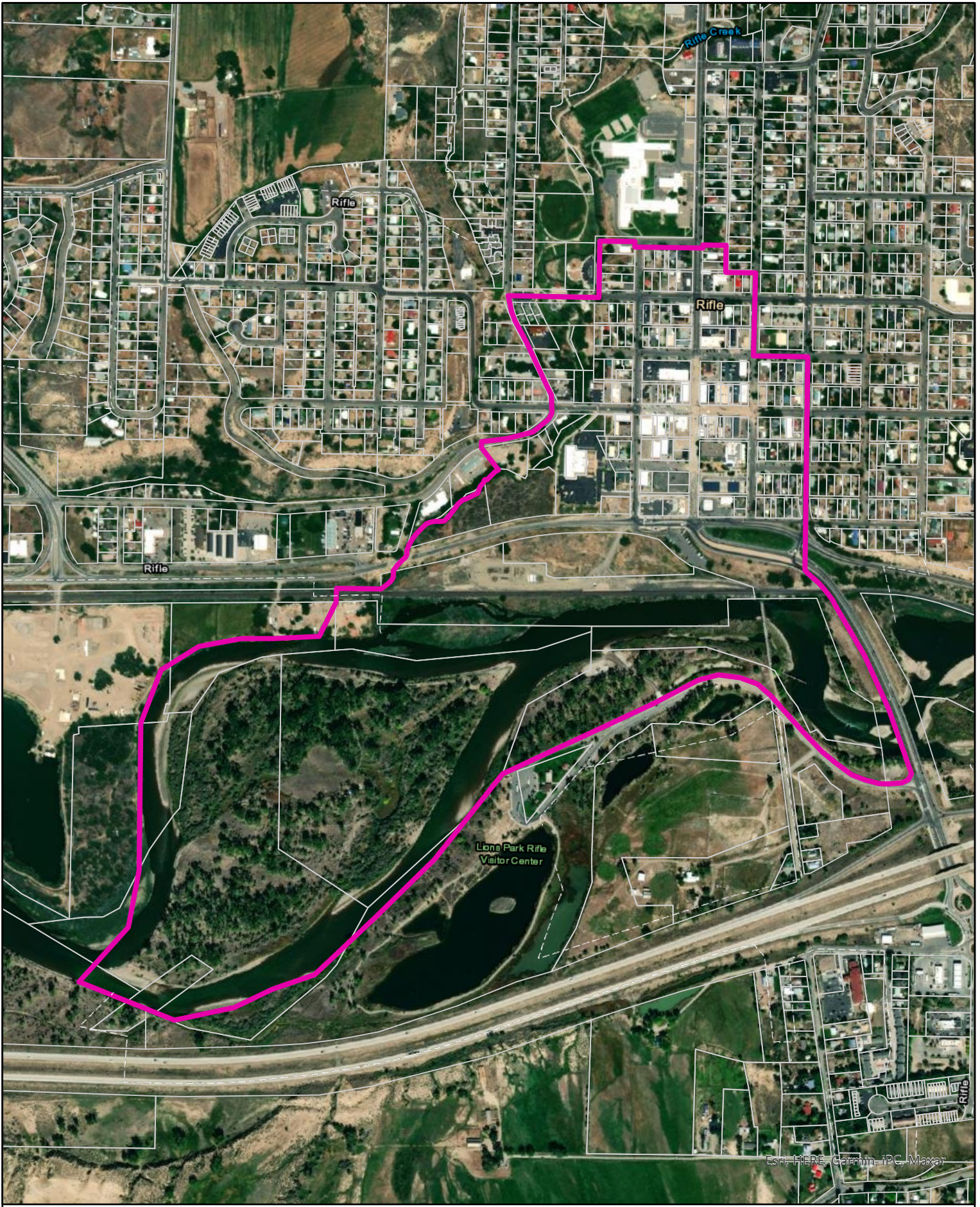
When the City joined the Main Street Program, then City Council designated the official boundaries to match the Downtown Development Authority's boundaries. See attached map.

It is the belief of the GRIT Advisory Board that the purchase of the Colorado River Island and the potential development of the southwest corner of the Railroad and Centennial Ave will be the catalyst for the development along the north rim of the Colorado River.

While this area is currently in the official Main Street program boundaries, the GRIT Advisory Board is seeking support in expanding the official boundaries to include the Rifle Island Park. See attached map.

Including the island within program boundaries will allow for program resources to be utilized on the island. Some of these resources include mini-grants and planning/design consultants.

A change in official program boundaries will require a resolution from City Council to be included in the request packet to Colorado Main Street Advisory Board.



	Main Street District Boundary Map		N ▲	
	Spring 2023	Revised:		GIS Division
	GIS/Maps/City maps/GRGT.mxd			E.S.G.
This map, created by the GIS Division for the Downtown Development Authority, shows a location of unimproved GIS software and data sources. It is a general representation and should not be used for legal purposes. The map is not a warranty of accuracy and is not a representation of the City of Rifle. The City of Rifle assumes no responsibility for the use of the map outside the intended intended application.				

 Main Street District

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 5
SERIES OF 2023**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, AMENDING RIFLE'S COLORADO MAIN STREET
PROGRAM BOUNDARY.

WHEREAS, in 2009 the City applied for and was awarded participation into the Colorado Main Street Program administered by the Department of Local Affairs; and

WHEREAS, the Colorado Main Street Program offers support for community-led downtown revitalization to help communities thrive by providing a customizable framework to focus efforts, energy, and resources to create a more vibrant community; and

WHEREAS, proven revitalization strategies and needed organization helps communities identify and leverage opportunities and resources and by focusing on current community strengths and assets, the Colorado Main Street Program is a catalyst to move municipalities forward, one step at a time; and

WHEREAS, in its Strategic Plan and Comprehensive Plan, the City has identified the Colorado River as a community asset on which to focus and the City Council desires to amend the Main Street Program Boundary to incorporate these additional areas.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO, THAT:

1. The above recitals are hereby incorporated as findings by the City of Rifle.
2. The City Council of the City of Rifle hereby designates the area shown on Exhibit A attached hereto and incorporated herein by this reference as the City's Colorado Main Street Program Boundary.

THIS RESOLUTION, was read, passed and adopted by the Rifle City Council at a regular meeting held this 1st day of February, 2023.

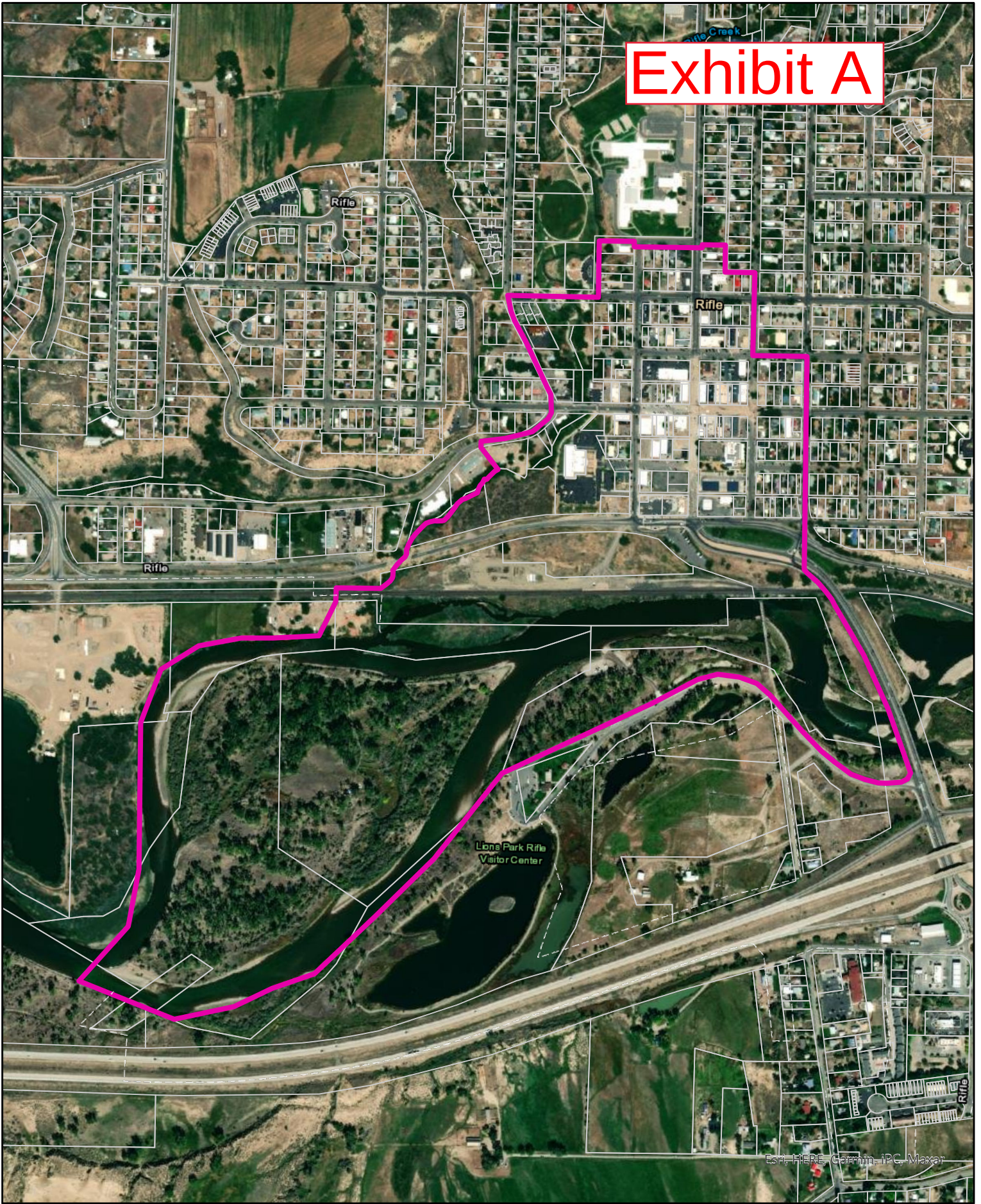
CITY OF RIFLE, COLORADO

By: _____
Mayor

ATTEST:

City Clerk

Exhibit A



	Main Street District Boundary Map			
	Spring 2023	Revised:		GIS Division
	GIS/Maps/City maps/GRGT.mxd			E.S.G.
This map, created by the GIS Division for the Downtown Development Authority, shows a location of unimproved GIS software and data sources. It is a general representation and should not be used for legal purposes. The map is not a guarantee of accuracy and is not to be used for legal purposes. The map is not a guarantee of accuracy and is not to be used for legal purposes. The map is not a guarantee of accuracy and is not to be used for legal purposes.				

 Main Street District



Agenda Item #7.c.

Agenda Item Name:

Consider Approval of Purchase Request for Portable Restroom Services

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Consider Approval of Purchase Request for Portable Restroom Services

Recommended Action:

Move to approve the purchase request for portable restroom services from Redi Services, LLC. in the amount of \$27,824.16 for 2023.

Fiscal Impact:

\$42,350.00 was budgeted for portable toilet service in 2023.

Operational Impact:

We provide public portable restroom services at eight park locations within the city limits and ten areas within Rifle Mountain Park.

Prior Board Motions:

N/A

Background Information:

Redi Services have provided portable restroom services for the parks and recreation department for the past three years.

Executive Summary:

Parks and Recreation staff solicited bids for portable restroom service in Rifle City Parks and Rifle Mountain Park for 2023, 2024, and 2025. The public notice was advertised in the Post Independent on 12/09/2022, 12/13/2022, and 12/23/2022. During the summer months, we have the restrooms serviced two times per week due to the high volume of individuals using our park systems. Purchasing these services cuts down on maintenance costs related to a physical building we would have to maintain and cuts down on city staff time cleaning and servicing each bathroom. We asked that the bids price city parks and Rifle Mountain park separately due to the distance from town to RMP. When staff was preparing for the 2023 budget process, we contacted some portable restroom service companies to determine if there would be a cost increase. Redi Services responded and notified us that there could be a 15 percent fee increase. Based on the RFP response we received from Redi Services, we only saw a 9.5% increase in fees. It is \$5.60 more for parks within the city limits and \$6.16 for portable restrooms at Rifle Mountain Park.

Redi Service was the only company to request bid information and submit a formal bid. Staff recommends approving \$27,824.16 for portable restroom services from Redi Services in 2023.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. RFP- Redi Services
2. Portable Service Bid Notes 2023-2024
3. PO Request - Redi Services LLC.



1/6/2023

Statement of Qualification

Austin,

Redi Services would like to thank you and the City of Rifle for the opportunity to participate in the bidding process once again. Redi Services is excited about the opportunity to continue to work with you and your team and are hopeful that you will again choose Redi Services as your portable toilet provider. Redi Services is a quality driven company dedicated to serving its customers in a safe, regulatory compliant, and efficient manner. We believe in doing the right thing for the right reasons every time and we hope that has been reflected in our services to the City of Rifle over the last several years.

Our Team

All our employees in the Rifle office live in Garfield County, and Many have been working here since we opened the doors in 2007. We are a small team, and when you call our office, you get a person that knows who you are and how to help you. Shelia Radel is our Area Manager and has worked here at Redi for almost 15 years. She has lived in the Rifle and Parachute area her entire life and deeply cares about the community and the people in it. Our Administrative Manager Ashley Radel grew up here as well. When you reach out to our Rifle office you will be speaking with one of these two people. Our service technicians are some of the best in the industry. Jose and Miguel have been servicing your account for years and understand all of your needs.

Areas We Service

Redi started providing Waste Management Services in 2006 out of Meeker Colorado. We are the leading provider of portable toilet services on the Western Slope and serve all the communities in the area. East to West we service Vail to Grand Junction, and North to South we service Rangely to Aspen.

Special Events

We can handle almost any special event and have provided services to many kinds of events over the years. We have provided services to the Garfield County Fair, The Meeker Sheep Dog Trials, Gypsum Days, Carbondale Mountain Fair, Run Ragnar, Aspen Wine Festival, Strawberry Days, Grand Junction JUCO Tournament, and many others. So, we are confident when you have additional needs, we have you covered.



1/6/2023

Statement of Qualification

Similar Accounts

- Roaring Fork Transportation Authority 2019-Current
- City of Aspen – 2019- Current
- Grand Junction Parks & Recreations – 2019- Current

Other Customers We Serve

- Caerus
- Terra Energy
- Williams
- Enterprise Products
- American Soda (Solvay)
- City of Rifle Water Dept
- City of Grand Junction Parks & Recreation
- Rio Blanco County
- City of Aspen
- City of Glenwood Springs
- Garfield County Landfill

We look forward to hearing back from you and hope to continue to serve you.

Respectfully,

Craig Abernathy – Regional Director

Redi Services, LLC

2143 Airport Road
 Rifle, CO 81650
 (970) 625-0233

Quote #
 22W066

Quote**City and RMP Portable Toilets 2023-2025**

PROPOSAL SUBMITTED TO City of Rifle Parks Dept	CONTACT Austin Rickstrew	PHONE 970-665-6578	DATE Jan 06, 2023
ADDRESS 202 Railroad Avenue Rifle, CO 81650	JOB NAME Portable Toilet Service 2023-2025		

We are pleased to submit the following quote for services

Rifle City Parks

	2023	2024	2025	3 Year Total
Totals	\$ 14,758.80	\$ 14,758.80	\$ 14,758.80	\$ 44,276.40
Unit Price Per Mo 1x Per Week SVC	\$ 58.80	\$ 58.80	\$ 58.80	28 Day Proration
Unit Price Per MO 2x Per Week SVC	\$ 117.60	\$ 117.60	\$ 117.60	28 Day Proration
Unit Price Per Service	\$ 14.70	\$ 14.70	\$ 14.70	
Unit Price 2nd Service	\$ 14.70	\$ 14.70	\$ 14.70	
Tip Over Charge - In Route	\$ 14.70	\$ 14.70	\$ 14.70	
Tip Over Charge - Out of Route	\$ 24.70	\$ 24.70	\$ 24.70	
Special Event Delivery - In Route	\$ 14.70	\$ 14.70	\$ 14.70	
Special Event Delivery - Out of Route	\$ 24.70	\$ 24.70	\$ 24.70	
Special Event Pickup- In Route	\$ 14.70	\$ 14.70	\$ 14.70	
Special Event Pickup- Out of Route	\$ 24.70	\$ 24.70	\$ 24.70	

Rifle Mountain Parks

	2023	2024	2025	3 Year Total
Totals	\$ 13,065.36	\$ 13,065.36	\$ 13,065.36	\$ 39,196.08
Unit Price Per Mo 1x Per Week SVC	\$ 64.68	\$ 64.68	\$ 64.68	28 Day Proration
Unit Price Per MO 2x Per Week SVC	\$ 129.36	\$ 129.36	\$ 129.36	28 Day Proration
Unit Price Per Service	\$ 16.17	\$ 16.17	\$ 16.17	
Unit Price 2nd Service	\$ 16.17	\$ 16.17	\$ 16.17	
Tip Over Charge - In Route	\$ 16.17	\$ 16.17	\$ 16.17	
Tip Over Charge - Out of Route	\$ 26.17	\$ 26.17	\$ 26.17	
Special Event Delivery - In Route	\$ 16.17	\$ 16.17	\$ 16.17	
Special Event Delivery - Out of Route	\$ 26.17	\$ 26.17	\$ 26.17	
Special Event Pickup- In Route	\$ 16.17	\$ 16.17	\$ 16.17	
Special Event Pickup- Out of Route	\$ 26.17	\$ 26.17	\$ 26.17	

All Parks

	2023	2024	2025	3 Year Total
Totals	\$ 27,824.16	\$ 27,824.16	\$ 27,824.16	\$ 83,472.48

Payment Terms Net 30

Payment terms are 30 days from date of invoice. Interest of 1.5% per month will be charged for any outstanding customer balance exceeding 30 days. Cost for any attorney fees or other collection costs will be paid for by the customer in the event such costs are incurred by Redi Services, LLC to collect outstanding obligations. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, flood, and other necessary insurances.

Authorized
Signature

Shelia Radel

Note: This proposal may be withdrawn by us if not
accepted within:

30 days.

Acceptance of Proposal

The above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____

Date: _____

Rifle City Parks												
	Deerfield Park	Joyce Park	Metro Park	Heinze Park	Davidson Park	Centennial Park	Boat Ramp	RC Park	Total/Mo	Cost/Park 1st Service	Cost 2nd Service	Total Cost With 2nd Service
	280 E 30th	595 W 24	1612 RR	540 RR	715 Fir	500 W 5	150 lions Park Cir	1221 E Cent. Pkwy				
	7 Standard	1 Standard	1 Standard	1 Standard	1 Standard	2 Standard	1 Standard	1 Standard				
	1 ADA		1 ADA		1ADA							
JAN	1	0	1	0	0	3	1	0	6	\$ 352.80	\$	\$ 352.80
FEB	1	0	1	0	0	3	1	0	6	\$ 352.80	\$	\$ 352.80
MAR	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$	\$ 1,117.20
APR	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$	\$ 1,117.20
MAY	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$	\$ 1,117.20
JUN/2x	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$ 1,117.20	\$ 2,234.40
JUL/2x	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$ 1,117.20	\$ 2,234.40
AUG/2x	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$ 1,117.20	\$ 2,234.40
SEP/2x	8	1	2	1	2	3	1	1	19	\$ 1,117.20	\$ 1,117.20	\$ 2,234.40
OCT	8	1	2	0	2	3	1	0	17	\$ 999.60	\$	\$ 999.60
NOV	1	1	1	0	0	3	1	0	7	\$ 411.60	\$	\$ 411.60
DEC	1	0	1	0	0	3	1	0	6	\$ 352.80	\$	\$ 352.80
									2023	\$ 10,290.00	\$ 4,468.80	\$ 14,758.80
									2024	\$ 10,290.00	\$ 4,468.80	\$ 14,758.80
									2025	\$ 10,290.00	\$ 4,468.80	\$ 14,758.80
									Three Year Total	\$ 30,870.00	\$ 13,406.40	\$ 44,276.40
Unit Price /Mo	\$ 58.80	\$ 58.80	\$ 58.80	\$ 58.80	\$ 58.80	\$ 58.80	\$ 58.80	\$ 58.80	58.80			
Cost/MO/Park 1st Service	\$ 3,998.40	\$ 529.20	\$ 1,176.00	\$ 411.60	\$ 940.80	\$ 2,116.80	\$ 705.60	\$ 411.60	\$ 10,290.00	\$ 10,290.00	\$ 10,290.00	\$ 30,870.00
Cost/MO/Park 2nd Service	\$ 1,881.60	\$ 235.20	\$ 470.40	\$ 235.20	\$ 470.40	\$ 705.60	\$ 235.20	\$ 235.20	\$ 4,468.80	\$ 4,468.80	\$ 4,468.80	\$ 13,406.40
Total Cost With 2nd Service	\$ 5,880.00	\$ 764.40	\$ 1,646.40	\$ 646.80	\$ 1,411.20	\$ 2,822.40	\$ 940.80	\$ 646.80	\$ 14,758.80	\$ 14,758.80	\$ 14,758.80	\$ 44,276.40
	2023	2024	2025						2023	2024	2025	Three Year Total
Unit Price Per Mo 1x Per Week SVC	\$ 58.80	\$ 58.80	\$ 58.80	28 Day Proration								
Unit Price Per MO 2x Per Week SVC	\$ 117.60	\$ 117.60	\$ 117.60	28 Day Proration								
Unit Price Per Service	\$ 14.70	\$ 14.70	\$ 14.70									
Unit Price Per 2nd Service	\$ 14.70	\$ 14.70	\$ 14.70									
Tip Over Per Event - In Route	\$ 14.70	\$ 14.70	\$ 14.70									
Tip Over Per Event - Out of Route	\$ 24.70	\$ 24.70	\$ 24.70									
Special Event Delivery - In Route	\$ 14.70	\$ 14.70	\$ 14.70									
Special Event Delivery - Out of Route	\$ 24.70	\$ 24.70	\$ 24.70									
Special Event Pickup- In Route	\$ 14.70	\$ 14.70	\$ 14.70									
Special Event Pickup- Out of Route	\$ 24.70	\$ 24.70	\$ 24.70									
Total Bid Price City Parks	\$ 44,276.40											

Rifle Mountain Parks																		
	Picnic 1 Snocone 1 Standard	Koper Nappy 1 Standard	Pull Off feline 2 Standard	Picnic 2 Bauhaus 1 Standard	Antifill 1 Standard	Ruckman 1Standard	Sawmill Gulch 2 Standard	Host Cabin 3 Standard	Comm House 2 Standard	Rifle Creek 4 Standard	Total Per MO	Cost/Park 1st Service	Cost 2nd Service	Total Cost With 2nd Service				
JAN	0	0	0	0	0	0	0	3	0	0	3	\$ 194.04		\$ 194.04				
FEB	0	0	0	0	0	0	0	3	0	0	3	\$ 194.04		\$ 194.04				
MAR	0	0	0	0	0	0	0	3	0	0	3	\$ 194.04		\$ 194.04				
APR	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56		\$ 1,099.56				
MAY	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56		\$ 1,099.56				
JUN/2x	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56	\$ 1,099.56	\$ 2,199.12				
JUL/2x	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56	\$ 1,099.56	\$ 2,199.12				
AUG/2x	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56	\$ 1,099.56	\$ 2,199.12				
SEP/2x	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56	\$ 1,099.56	\$ 2,199.12				
OCT	1	1	1	1	1	1	2	3	2	4	17	\$ 1,099.56	\$ 1,099.56	\$ 2,199.12				
NOV	0	0	0	0	0	0	0	3	0	0	3	\$ 194.04		\$ 194.04				
DEC	0	0	0	0	0	0	0	3	0	0	3	\$ 194.04		\$ 194.04				
											2023	\$ 8,667.12	\$ 4,398.24	\$ 13,065.36				
											2024	\$ 8,667.12	\$ 4,398.24	\$ 13,065.36				
											2025	\$ 8,667.12	\$ 4,398.24	\$ 13,065.36				
											Total for 3 Years			\$ 26,001.36				
Unit Price /Mo	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	2023	\$ 8,667.12	2024	\$ 8,667.12	2025	\$ 8,667.12	Three Year Total	\$ 26,001.36
Cost/MO/Park 1st Service	\$ 452.76	\$ 452.76	\$ 452.76	\$ 452.76	\$ 452.76	\$ 452.76	\$ 452.76	\$ 2,328.48	\$ 905.52	\$ 1,811.04	\$ 8,667.12	\$ 8,667.12	\$ 8,667.12	\$ 8,667.12	\$ 8,667.12	\$ 8,667.12	\$ 26,001.36	
Cost/MO/Park 2nd Service	\$ 258.72	\$ 258.72	\$ 258.72	\$ 258.72	\$ 258.72	\$ 258.72	\$ 258.72	\$ 776.16	\$ 517.44	\$ 1,034.88	\$ 4,398.24	\$ 4,398.24	\$ 4,398.24	\$ 4,398.24	\$ 4,398.24	\$ 4,398.24	\$ 13,194.72	
Total Cost With 2nd Service	\$ 711.48	\$ 711.48	\$ 711.48	\$ 711.48	\$ 711.48	\$ 711.48	\$ 711.48	\$ 3,104.64	\$ 1,422.96	\$ 2,845.92	\$ 13,065.36	\$ 13,065.36	\$ 13,065.36	\$ 13,065.36	\$ 13,065.36	\$ 13,065.36	\$ 39,196.08	
Unit Price Per Mo 1x Per Week SVC	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68	\$ 64.68								
Unit Price Per MO 2x Per Week SVC	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36	\$ 129.36								
Unit Price Per Service	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17								
Unit Price Per 2nd Service	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17								
Tip Over Charge - In Route	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17								
Tip Over Charge - Out of Route	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17								
Special Event Delivery - In Route	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17								
Special Event Delivery - Out of Route	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17								
Special Event Pickup- In Route	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17	\$ 16.17								
Special Event Pickup- Out of Route	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17	\$ 26.17								
Total Bid Price RMP	\$ 39,196.08																	



**City of Rifle Parks Department
Portable Service Bid Notes
2023, 2024 and 2025**

Thank you for your interest in providing quotes for portable restroom services for 2023, 2024 and 2025 for the City of Rifle Parks Department. The following notes are to provide you with a better description of our expectations.

Dates (months) illustrated on the Excel spread sheet are for information only, actual delivery and pick-up dates will be specified later. Cost estimates for 2nd services are for estimation and budget purposes only. We may or may not require as many 2nd services as shown.

Simplified billings are highly desirable. We request that the vendor selected to provide service **send one monthly statement which includes all units prorated, billable on identical dates** regardless of the date the units were delivered. This will simplify the process for our accounting department and will facilitate prompt payment.

Service is requested at two geographical locations; 1). Parks listed in the city limits of Rifle, and 2). Rifle Mountain Park (RMP). RMP is located 12 miles North of Rifle, beyond the end of State Highway 325, just north of the State Fish Hatchery. The address at Rifle Mountain Park is 13885 County Road 217. There are 8 restroom locations within Rifle city parks and 10 locations at Rifle Mountain Park.

You will find an attached Excel spreadsheet of our sites for the expected amount of months at each site. This form provides information on the number of units requested at each site and the period we plan to have the units there. You'll find a line for "2x/wk service". Please include the cost for second services per week per restroom indicated in town and one per week per restroom indicated at RMP. We may or may not require as many second services to be performed, but wish to include this as a contingency. We have found that 2x/wk services are more appreciated by our patrons than more units, serviced only once per week.

Note that we are requesting one ADA accessible restroom at Centennial Park, one ADA accessible restroom at Deerfield Regional Park, one ADA Restroom at Davidson Park and one at Metro Park.

Since we bid in three year intervals, please include your figures for 2023, 2024 and 2025. Include a cost per unit per month for the year for city parks and for Rifle Mountain Park.



Please include a sample mock monthly statement using the # of units mentioned on the attached spreadsheet. Use the month of June, 2023, for example. Divide the statements into two parts, one for Rifle city park units and one for RMP units. Include a total at the bottom.

Our experience has been that some vendors choose to price differently for RMP because of the distance from Rifle. For our purpose we will look at cost per unit averaged over all sites for the three year period.

The City of Rifle may ask that units be left for longer periods or picked up early. While we expect to pay for extended periods of service, we will not be responsible for payment for units which are not picked up in a reasonable amount of time following our request.

The City of Rifle is not in any way obligated to a contract and may request termination of services and removal of portable units at any time.

In the case of damaged units, the City of Rifle may choose to have damaged units repaired immediately or, depending on the situation, postpone repairs until the end of the rental period. The City of Rifle shall not be responsible for payment of repairs unless the damage is first inspected and repairs are approved by Parks Department staff.

Please include any references or endorsements or any selling points that may be beneficial to us relevant to portable restroom services, such as; staking down restrooms, reduced rates on tip-over clean-up, special prices on additional units for special events, providing units with special amenities (ADA restroom, hand wash stations,) etc.

Summary:

1. Please state the charge per unit month for units in city parks and RMP for each 2023, 2024 and 2025.
2. Please state the charge for a second service per week (as indicated) at city park units and Rifle Mountain Park for each 2023, 2024 and 2025.
3. Please include a sample statement as mentioned.
4. Please state the charge for tip-over service per occurrence.
5. Please state the charge for special event delivery and set-up for additional units.



6. Please state any additional selling points you wish to include.
7. Please return quotes per Public Notice ad:

Notice:

The City of Rifle, CO Parks Department is currently soliciting bids for portable restroom service in Rifle City Parks and Rifle Mountain Park for 2023, 2024 and 2025.

Companies interested in submitting bids need to request bid information by phone or e-mail.

**Please contact Austin Rickstrew, Parks & Recreation Director,
At 970-665-6578 or at arickstrew@rifleco.org**

**Sealed bids must be delivered to Rifle Recreation Department at:
Attn: Portable Service bids, 202 Railroad Avenue, Rifle, Colorado
81650,
by 3:00 p.m., Friday, January 6, 2023. E.O.E.**

Thank you for your interest in offering quotes for the coming two years. If you have questions, concerns, or comments, please contact us by phone or e-mail. We look forward to working with you in the future.

Thank you.

Austin Rickstrew

970-665-6578





**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Redi Services, LLC.	

2.	Vendor Address
	2143 Airport Road, Rifle, CO 81650

3.	For the Purchase of (description)
	2023 Portable Restroom Services

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$27,824.16	\$44,275.00	

5.	Dept. Name	General Ledger Acct #
	Parks	210-4521-400-445

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☒ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-90	
	☐ Open Market:	Sec. 4-3-40(c)	
	☐ Comparative Pricing:	Sec. 4-3-40(d)	
	☒ Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
	☐ Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☐	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	01/19/2023
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #7.d.

Agenda Item Name:

Consider Purchase of Standard Aluminum Bleachers

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Purchase of Standard Aluminum Bleachers

Recommended Action:

Move to approve the purchase of ten standard Aluminum Bleachers from Winning Teams by Nissel for the amount of \$43,576.00

Fiscal Impact:

These bleachers were not budgeted for in 2023.

Operational Impact:

Staff will be responsible for assembling the new bleachers and putting them in place at the various locations.

Prior Board Motions:

N/A

Background Information:

CIRSA, the City's insurance provider, completed their annual audit of all facilities on November 14th. During the process of the audit, they evaluate potential hazards that could result in a claim. It was determined that ten bleachers were out of code and needed to be replaced. If we did not make an effort for replacement, it could result in CIRSA not covering a claim in full or not covering a claim at all. Updating the bleachers will not only eliminate the potential hazards identified in the annual CRISA audit but will also increase the appearance of the parks and all bleachers will be the same style throughout town.

Executive Summary:

The Parks and Recreation staff solicited an RFP for the replacement of all ten bleachers and we received twelve responses to the RFP. Staff then evaluated each response and rated it based on the specifications listed in the RFP and price. All the responses met specifications, so the final decision came down to price. Pricing on the twelve bids submitted ranged from \$43,576 to \$96,680. We are recommending the purchase from Winning Teams by Nissel in the amount of \$43,576.00.

RFP Packet Information: www.RifleCO.org/PacketAddendums

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. RFP - Standard Aluminum Bleachers 12-12-22
2. RFP - Winning Teams by Nissel LLC
3. PO Request - Standard Aluminum Bleachers - Winning Teams



Request for Proposals
STANDARD ALUMINUM BLEACHERS
12/08/2022

1. Proposals Due

All proposals are due on 01/06/2023 12 p.m. RFP for Standard Aluminum Bleachers.

2. Qualifications

If not currently a Vendor for The City of Rifle, the successful bidder must W-9 to the City of Rifle. The City is exempt from Sales Tax. Our Colorado Sales Tax Identification Number is 98-04577.

3. Inspection

All materials/supplies shall be the subject of inspection by the Project Manager at time of delivery.

4. Proposals to be Retained

Proposals are to remain valid through 02/24/2023.

5. Questions

Potential bidders may direct questions to Austin Rickstrew at arickstrew@rifleco.org. Questions deadline is 12/22/2022.

6. Specifications

- Standard Aluminum Bleachers,
- 5 Rows
- 15' Length
- 9' Depth
- Chain-Link Guardrail
- 50 Seats
- Standard Height
- Qty 10

Delivered to City of Rifle, Parks Maintenance Facility, 3100 Doaks Lane, Rifle, CO 81650. No deliveries after 3 p.m. and call 970-309-9124 before arrival.

City Of Rifle

Recreation and Parks Department



Line#	Work Description	Qty	Cost
1	Standard Aluminum Bleachers, 5 Rows 15' Length, 9' Depth, Standard Height, Chain-Link Guardrail, 50 Seats	10	
		Subtotal	
	*Delivery date to be determined after receipt of purchase order	Delivery Charge	
		Total	

Basis of BID:

Bidder will complete the Work in accordance with the Request for Proposals for the following price(s):

TOTAL LUMP SUM BID AMOUNT:\$_____

City Of Rifle

Recreation and Parks Department



Name of Corporation, Firm or Individual

Address

Telephone number and Fax number

By:

Signature

Type or print name

DATE

Title of Officer or Individual



Request for Proposals
STANDARD ALUMINUM BLEACHERS
12/08/2022

1. Proposals Due

All proposals are due on 01/06/2023 12 p.m. RFP for Standard Aluminum Bleachers.

2. Qualifications

If not currently a Vendor for The City of Rifle, the successful bidder must W-9 to the City of Rifle. The City is exempt from Sales Tax. Our Colorado Sales Tax Identification Number is 98-04577.

3. Inspection

All materials/supplies shall be the subject of inspection by the Project Manager at time of delivery.

4. Proposals to be Retained

Proposals are to remain valid through 02/24/2023.

5. Questions

Potential bidders may direct questions to Austin Rickstrew at arickstrew@rifleco.org. Questions deadline is 12/22/2022.

6. Specifications

- Standard Aluminum Bleachers,
- 5 Rows
- 15' Length
- 9' Depth
- Chain-Link Guardrail
- 50 Seats
- Standard Height
- Qty 10

Delivered to City of Rifle, Parks Maintenance Facility, 3100 Doaks Lane, Rifle, CO 81650. No deliveries after 3 p.m. and call 970-309-9124 before arrival.

City Of Rifle

Recreation and Parks Department



Line#	Work Description	Qty	Cost
1	Standard Aluminum Bleachers, 5 Rows 15' Length, 9' Depth, Standard Height, Chain-Link Guardrail, 50 Seats	10	36788 ⁰⁰
		Subtotal	36788 ⁰⁰
	*Delivery date to be determined after receipt of purchase order	Delivery Charge	6588 ⁰⁰
		Total	43576 ⁰⁰

Basis of BID:

Bidder will complete the Work in accordance with the Request for Proposals for the following price(s):

TOTAL LUMP SUM BID AMOUNT:\$ 43,576⁰⁰

City Of Rifle

Recreation and Parks Department



Winning Teams by Nissel, LLC

Name of Corporation, Firm or Individual

1 SURREY LANE, FLEMINGTON, NJ, 08822

Address

908-806-8827 FAX 908-782-1245

Telephone number and Fax number

By: Henry Nissel

Signature

HENRY NISSEL 12-19-2022

Type or print name

DATE

CEO

Title of Officer or Individual



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Winning Teams by Nissel, LLC.	

2.	Vendor Address
	1 Surrey Lane, Flemington, NJ 08822

3.	For the Purchase of (description)
	Standard Aluminum Bleachers (Qty 10)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$43,576.00		

5.	Dept. Name	General Ledger Acct #
	Parks	210-4521-400-741

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☒ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☐ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-90	
	☐ Open Market:	Sec. 4-3-40(c)	
	☐ Comparative Pricing:	Sec. 4-3-40(d)	
	☒ Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
	☐ Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☐	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	01/20/2023
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #7.e.

Agenda Item Name:

Consider Purchase of Pool Chemicals for Rifle Metro Pool

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Purchase of Pool Chemicals for Rifle Metro Pool

Recommended Action:

Move to approve the purchase of pool chemicals for the 2023 season from CEM Sales and Service of Sheridan, CO. in the amount of \$35,000.00

Fiscal Impact:

This purchase will result in an expense of up to \$35,000.00 to the pool's operating budget.

Operational Impact:

These products are required for the pool to operate safely.

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

This request is for approval of a sole source purchase from CEM Sales and Service for pool chemicals and supplies for the 2023 pool season. CEM is based out of Englewood, Colorado, and is the only brand distributor in the state for Pulsar products. CEM is the only regional supplier of the product used in our Pulsar chlorinators, which is a specialty calcium hypochlorite briquette. We will also be purchasing the following chemicals from them; hydrochloric acid, clarifier, sodium bicarbonate, and pool conditioner. We have experienced satisfactory customer service from CEM.

Notification Requirements:

N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. Pool Chemicals and Supplies Memo 1.24.23
2. PO Request Pool Chemicals - 01-19-23



Memo

To: Honorable Mayor and Rifle City Council

From: Austin Rickstrew, Parks and Recreation Director

Date: 01/24/2023

Re: Purchase of Pool Chemicals and Supplies

I have submitted a sole source purchase request for \$35,000 for the purchase of pool chemicals and supplies during the duration of the pool season. The Pulsar Chlorination System only dispenses a 3-in-1 product that chlorinates, increases calcium, and balances alkalinity, which must be purchased from a Pulsar brand distributor. CEM Sales & Service based out of Englewood, Colorado is the only brand distributor in the state for Pulsar. We will also be purchasing the following chemicals from them; hydrochloric acid, calcium hypochlorite, clarifier, sodium bicarbonate, and pool conditioner. We have used this company for the last three years for all pool chemicals and supplies and have not had any issues with getting supplies.

I did reach out to a couple of other brand distributors and they are not able to sell in our region.

Thank you for your time and consideration.

Austin Rickstrew
Parks and Recreation Director



CITY OF RIFLE

202 RAILROAD AVENUE • P.O. BOX 1908 • RIFLE, CO 81650

WWW.RIFLECO.ORG

(970) 665-6578 • ARICKSTREW@RIFLECO.ORG



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	CEM Sales & Service	

2.	Vendor Address
	3820 S Federal Blvd. Sheridan, CO 80110

3.	For the Purchase of (description)
	Pool Chemicals and Supplies

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$35,000	\$35,000	

5.	Dept. Name	General Ledger Acct #
	Pool	210-4513-400-611

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☐ Capital Equipment
	☐ Plant Equipment
	☒ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☐ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-90	
	☐ Open Market:	Sec. 4-3-40(c)	
	☐ Comparative Pricing:	Sec. 4-3-40(d)	
	☐ Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
	☒ Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☐	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	01/19/2023
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #7.f.

Agenda Item Name:

Consider Purchase of a Utility Tractor

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Purchase of a Utility Tractor

Recommended Action:

Move to approve the purchase of a new Utility Tractor from Potestio Brothers Equipment in the amount of \$53,648.00

Fiscal Impact:

\$60,000 was budgeted in 2023 for this purchase.

Operational Impact:

The new tractor will allow for more efficient use and bring maintenance costs down.

Prior Board Motions:

N/A

Background Information:

The Parks and Recreation staff have identified a few pieces of equipment that are aging and are in need of replacement. The John Deere 5410 utility tractor was purchased new in 1997 and is still currently being used. This piece of equipment is starting to show its age but still has enough value to be sold or traded in.

Executive Summary:

The Parks and Recreation staff solicited an RFP for a new Utility Tractor and we had two responses. After the staff reviewed the responses, we rated each piece of equipment based on the specifications listed in the RFP and price. The team recommends purchasing a John Deere 5075E tractor from Potestio Brothers Equipment. We are recommending the purchase of the higher-priced tractor of the two that we received bids for. When evaluating the two bids, we also took into consideration where each service location was and any extras that were included. Potestio Brothers included turf tires on the new unit, which are highly desirable due to the applications that we use this piece of equipment. The Mahindra tractor is priced at \$48,542 and the John Deere is priced at \$53,648.00. Adding the discount for local preference per our procurement processes and the fact that the John Deere comes with turf tires set Potestio Brothers apart from the competitors. We have received exceptional service from Potestio Brothers over the years and they will come to pick up a piece of equipment that is needed for service in their shop.

RFP Packet Information : www.RifleCO.org/PacketAddendums

Notification Requirements:

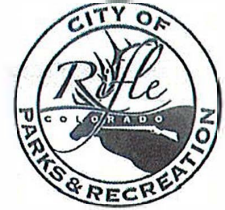
N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. RFP - Potestio Brothers Tractor
2. PO Request - Utility Tractor - Potestio Brothers



Request for Proposals
UTILITY TRACTOR
12/12/2022

1. Proposals Due

All proposals are due on 01/13/2023 12 p.m. RFP for one Utility Tractor.

2. Qualifications

If not currently a Vendor for The City of Rifle, the successful bidder must provide a W-9 to the City of Rifle. The City is exempt from Sales Tax. Our Colorado Sales Tax Identification Number is 98-04577.

3. Inspection

All equipment shall be the subject of inspection by the Project Manager at time of delivery.

4. Proposals to be Retained

Proposals are to remain valid through 02/24/2023.

5. Questions

Potential bidders may direct questions to Austin Rickstrew at arickstrew@rifleco.org. Questions deadline is 12/29/2022.

6. Specifications

- | | |
|--|------------------------|
| - Engine Power – At least 70 HP | Yes |
| - PTO Power – At least 55 PTO HP | Yes |
| - Transmission – Electrohydraulic or Hydrostatic | 12 X 12 Power Reverser |
| - Equipped with Loader – Single-point hydraulic connection | Yes |
| - Seat - Mechanical suspension | Yes |
| - Fuel Capacity – At least 36 gal. | 19 Gal |

Delivered to City of Rifle, Parks Maintenance Facility, 3100 Doaks Lane, Rifle, CO 81650. No deliveries after 3 p.m. and call 970-309-9124 before arrival.

City Of Rifle

Parks and Recreation Department



Line#	Work Description	Qty	Cost
1	Utility Tractor, at least 70 HP, at least 55 PTO HP, electrohydraulic or hydrostatic, equipped with loader, single-point hydraulic connection, mechanical suspension seat, at least 36 gal fuel tank.	1	\$53,648.00
		Subtotal	\$53,648.00
	*Delivery date to be determined after receipt of purchase order	Delivery Charge	
		Total	\$53,648.00

Basis of BID:

Bidder will complete the Work in accordance with the Request for Proposals for the following price(s):

TOTAL LUMP SUM BID AMOUNT:\$ \$53,648.00

ANTICIPATED DELIVERY DATE: June 2023

City Of Rifle

Parks and Recreation Department



POTESTIO BROTHERS EQUIPMENT

Name of Corporation, Firm or Individual

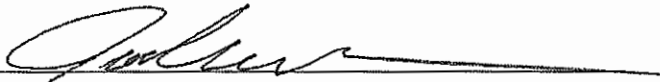
2930 SOUTH GRAND AVE GLENWOOD SPGS 81601

Address

720-644-4709 / 303-841-2299

Telephone number and Fax number

By:


Signature

JOE CONNER

01/12/2023

Type or print name

DATE

SALES joec@pbequip.com

Title of Officer or Individual



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Potestio Brothers Equipment	

2.	Vendor Address
	2930 South Grand Ave. Glenwood Springs CO 81601

3.	For the Purchase of (description)
	John Deere 5075E Utility Tractor

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$53,648.00	\$60,000	

5.	Dept. Name	General Ledger Acct #
	Parks	210-4521-400-741

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☒ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☐ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-90	
	☐ Open Market:	Sec. 4-3-40(c)	
	☐ Comparative Pricing:	Sec. 4-3-40(d)	
	☒ Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
	☐ Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	01/24/2023
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #7.g.

Agenda Item Name:

Consider Purchase of a Wide Area Mower

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Purchase of a Wide Area Mower

Recommended Action:

Move to approve the purchase of a new Wide Area Mower from Potestio Brothers Equipment in the amount of \$63,978.00

Fiscal Impact:

\$97,000 was budgeted for this purchase.

Operational Impact:

The new mower will improve efficiency and decrease downtime.

Prior Board Motions:

N/A

Background Information:

The current Jacobsen 311T was purchased in 2016 for \$49,985.00. We have found that it is very hard to get parts to service and there is no local service center for Jacobsen equipment. The 311T is reaching the end of its useful life. Staff budgeted \$97,000 in the 2023 budget for the purchase of the new mower. Potestio brothers have the longest expected delivery timeframe but based on the cost savings compared to the other two bids that met specifications, the staff is recommending the purchase from Potestio brothers. The Jacobsen 311T will function for one more season with the understanding that large dollar amounts of repairs will not be completed. If the 311T becomes unusable, parks staff does have a backup to continue operations until delivery of the new unit.

Executive Summary:

The Parks and Recreation staff solicited an RFP for a new Wide Area Mower and we had four responses. After the staff reviewed the responses, we rated each piece of equipment based on the specifications listed in the RFP and price. Three of the bids met all specifications (John Deere 1600D and Toro 4000D) and the Toro 7500D did not meet specifications. When reviewing the responses to the RFP, we found two bids for the same piece of equipment, the John Deere 1600D, and that Potestio Brothers' bid was \$63,975.00 and Taza Supplies' bid was \$118,227.86. L.L Johnsons' bid for a Toro 4000D was \$90,967.97. Based on the large price difference between the three bids, the team recommends purchasing a John Deer 1600D Wide Area Mower from Potestio Brothers

Equipment.

RFP Packet Information: www.RifleCO.org/PacketAddendums

Notification Requirements:

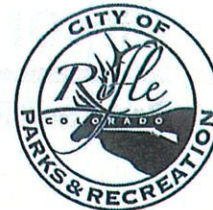
N/A

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. RFP - Potestio Brothers Mower
2. Po Request - Wide Area Mower - Potestio Brothers



Request for Proposals
COMMERCIAL WIDE AREA MOWER
12/12/2022

1. Proposals Due

All proposals are due on 01/13/2023 12 p.m. RFP for one Commercial Wide Area Mower.

2. Qualifications

If not currently a Vendor for The City of Rifle, the successful bidder must provide a W-9 to the City of Rifle. The City is exempt from Sales Tax. Our Colorado Sales Tax Identification Number is 98-04577.

3. Inspection

All equipment shall be the subject of inspection by the Project Manager at time of delivery.

4. Proposals to be Retained

Proposals are to remain valid through 02/24/2023.

5. Questions

Potential bidders may direct questions to Austin Rickstrew at arickstrew@rifleco.org. Questions deadline is 12/29/2022.

6. Specifications

- | | |
|--|-----|
| - Engine – Liquid-Cooled Turbocharged Diesel | Yes |
| - Engine – At least 55 HP | Yes |
| - Transmission – Hydrostatic Drive | Yes |
| - Brakes – Internal Wet Disk | Yes |
| - Four-wheel drive system | Yes |
| - Center Deck Cutting Width – 62" | Yes |
| - Wing Deck Cutting Width – 42" | Yes |

Delivered to City of Rifle, Parks Maintenance Facility, 3100 Doaks Lane, Rifle, CO 81650. No deliveries after 3 p.m. and call 970-309-9124 before arrival.

City Of Rifle

Parks and Recreation Department



Line#	Work Description	Qty	Cost
1	Commercial Wide Area Mower, liquid-cooled turbocharged diesel, at least 55 HP, hydrostatic drive, internal wet disk brakes, four-wheel drive system, center cutting width 62", wing deck cutting width 42"	1	\$63,975.00
		Subtotal	\$63,975.00
		Delivery Charge	
		Total	\$63,975.00

Basis of BID:

Bidder will complete the Work in accordance with the Request for Proposals for the following price(s):

TOTAL LUMP SUM BID AMOUNT:\$ \$63,975.00

ANTICIPATED DELIVERY DATE: Nov 2023

City Of Rifle

Parks and Recreation Department



POTESTIO BROTHERS EQUIPMENT

Name of Corporation, Firm or Individual

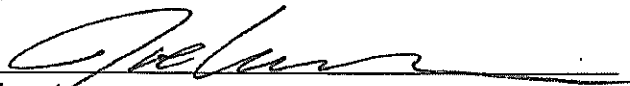
2930 SOUTH GRAND AVE GLENWOOD SPGS 81601

Address

720-644-4709 / 303-841-2299

Telephone number and Fax number

By:


Signature

JOE CONNER

01/12/2023

Type or print name

DATE

SALES joec@pbequip.com

Title of Officer or Individual



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Potestrio Brothers Equipment	

2.	Vendor Address
	2930 South Grand Ave. Glenwood Springs CO 81601

3.	For the Purchase of (description)
	John Deere 1600D Wide Area Mower

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$63,975.00	\$97,000	

5.	Dept. Name	General Ledger Acct #
	Parks	210-4521-400-741

6.	Type of Purchase
	☐ Capital Construction
	☐ Capital Construction – Change Order
	☒ Capital Equipment
	☐ Plant Equipment
	☐ Materials, supplies, non-profession/technical services (includes computer/software maint.)
	☐ Professional Services
	☐ Utilities (includes equipment installation and ongoing contracts)
	☐ Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
	☐ Cooperative Purchasing:	Sec 4-3-90	
	☐ Open Market:	Sec. 4-3-40(c)	
	☐ Comparative Pricing:	Sec. 4-3-40(d)	
	☒ Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
	☐ Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
	☐ Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
	☒	City Manager
	☒	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	01/24/2023
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #7.h.

Agenda Item Name:

Consider Purchase of Utility Vehicle with a Full HVAC Cab

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Purchase of a Utility Vehicle with Full HVAC Cab

Recommended Action:

Move to approve the purchase of a new utility vehicle with a full HVAC cab from Potestio Brothers Equipment in the amount of \$30,578.00

Fiscal Impact:

\$33,000 was budgeted for the purchase of this piece of equipment.

Operational Impact:

The unit will be used for year-round maintenance, including snow removal in the winter and field maintenance in the summer at different park locations.

Prior Board Motions:

N/A

Background Information:

We currently use a 2012 Gator 825i with a soft shell cab and an auxiliary heater for park operations including winter snow removal. We have found that the auxiliary heater does not provide enough airflow to keep the windshield defrosted. The soft shell does not provide an air-tight seal which leads to the window fogging. This new unit with the full cab will provide ease of operation with an updated hydraulic-operated plow and hard shell cab. We will be keeping the 825i to continue to help with year-round maintenance.

Executive Summary:

The Parks and Recreation staff solicited an RFP for a new Utility Vehicle with a Full HVAC Cab, and we had six responses. After the team reviewed the responses, we rated each piece of equipment based on the specifications listed in the RFP and price. We received prices on the six responses between \$25,529 and \$39,759. Staff also took into consideration if the plow was winch-operated or hydraulic-operated. A plow operated by a winch would require staff to manually turn the blade each time, unlike a hydraulic-operated plow which can be controlled from inside the unit with a handheld remote. While staff could save \$5,049 by selecting the lowest bid that came with a plow operated by a winch, it was determined that we would be less efficient and have higher maintenance costs associated with a light-duty plow. This type of equipment sees high use year-round in our parks department operations, assisting with year-round maintenance. In the 2022/2023

snow season, so far, the current 825i Gator has had five maintenance-related issues that caused downtime and is beginning to show more wear and tear. The team recommends purchasing a new John Deer XUV835M with a full HVAC Cab from Potestio Brothers Equipment.

RFP Packet Information: www.RifleCO.org/PacketAddendums

Notification Requirements:

N/A

Prepared By:

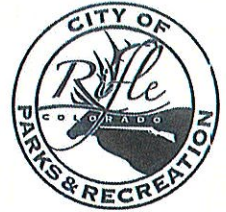
Austin Rickstrew, Parks & Recreation Director

Attachments:

1. RFP - Potestio Brothers Utility Vehicle Full HVAC Cab
2. PO Request - Utility Vehicle Full HVAC Cab - Potestio Brothers

City Of Rifle

Parks and Recreation Department



Request for Proposals UTILITY VEHICLE – FULL HVAC CAB 12/12/2022

1. Proposals Due

All proposals are due on 01/13/2023 12 p.m. RFP for one Utility Vehicle with full HVAC Cab.

2. Qualifications

If not currently a Vendor for The City of Rifle, the successful bidder must provide a W-9 to the City of Rifle. The City is exempt from Sales Tax. Our Colorado Sales Tax Identification Number is 98-04577.

3. Inspection

All equipment shall be the subject of inspection by the Project Manager at time of delivery.

4. Proposals to be Retained

Proposals are to remain valid through 02/24/2023.

5. Questions

Potential bidders may direct questions to Austin Rickstrew at arickstrew@rifleco.org. Questions deadline is 12/29/2022.

6. Specifications

- | | |
|--|-----|
| - Fuel Type – Gas or Diesel | Gas |
| - Full HVAC Cab – AC/Heat | Yes |
| - Final Drive – Park, High, Low, Neutral, Reverse | Yes |
| - Equipped with 6' Plow. | Yes |
| - Four-wheel drive system | Yes |
| - Continuously Variable Transmission (CVT) with clutch enclosure | Yes |

Delivered to City of Rifle, Parks Maintenance Facility, 3100 Doaks Lane, Rifle, CO 81650. No deliveries after 3 p.m. and call 970-309-9124 before arrival.

City Of Rifle

Parks and Recreation Department



Line#	Work Description	Qty	Cost
1	Utility Vehicle, full HVAC cab, gas or diesel, equipped with 6' plow, four-wheel drive system, continuously variable transmission (CVT) with clutch enclosure.	1	\$30,578.00
		Subtotal	\$30,578.00
		Delivery Charge	
		Total	\$30,578.00

Basis of BID:

Bidder will complete the Work in accordance with the Request for Proposals for the following price(s):

TOTAL LUMP SUM BID AMOUNT:\$ \$30,578.00

ANTICIPATED DELIVERY DATE: May 2023

City Of Rifle

Parks and Recreation Department



POTESTIO BROTHERS EQUIPMENT

Name of Corporation, Firm or Individual

2930 SOUTH GRAND AVE GLENWOOD SPGS 81601

Address

720-644-4709 / 303-841-2299

Telephone number and Fax number

By:

Signature

JOE CONNER

01/12/2023

Type or print name

DATE

SALES joec@pbequip.com

Title of Officer or Individual



**CITY OF RIFLE
PURCHASE REQUEST**

1.	Vendor Name	NEW: W-9 attached ☐
	Potestio Brothers Equipment	

2.	Vendor Address
2930 South Grand Ave. Glenwood Springs CO 81601	

3.	For the Purchase of (description)
John Deere XUV 835M Gator	

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.
	\$30,578.00	\$33,000	

5.	Dept. Name	General Ledger Acct #
	Parks	210-4521-400-741

6.	Type of Purchase
☐	Capital Construction
☐	Capital Construction – Change Order
☒	Capital Equipment
☐	Plant Equipment
☐	Materials, supplies, non-profession/technical services (includes computer/software maint.)
☐	Professional Services
☐	Utilities (includes equipment installation and ongoing contracts)
☐	Land, easements, ROW

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
☐	Cooperative Purchasing:	Sec 4-3-90	
☐	Open Market:	Sec. 4-3-40(c)	
☐	Comparative Pricing:	Sec. 4-3-40(d)	
☒	Request for Proposal:	Sec. 4-3-40(e)	(attach bid tab)
☐	Competitive Sealed Bid:	Sec.4-3-40(f)	(attach bid tab & advertisement)
☐	Sole Source:	Sec. 4-3-40(a)	(attach memo)

8.	Authorization Required	
☒	City Manager	
☒	City Council	

9.	Signatures		
	Position	Signature	Date
	Department Director	<i>Austin Rickstrew</i>	01/24/2023
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

TABLE 1 - IS A PURCHASE ORDER NECESSARY

<u>Amount of Purchase</u>	<u>Is Purchase Order Needed</u>	<u>Method of Source Selection</u>
\$0.01 - \$10,000	No – Dept Head Approval	No special sourcing
\$10,000.01 - \$25,000	Yes – City Manager Approval	Yes – see table 2 below
\$25,000.01 or Greater	Yes – Council Approval	Yes – see table 2 below

TABLE 2 - METHODS OF SOURCE SELECTION

<u>Methods of source selection</u>	<u>Contract limits</u>
Competitive sealed bidding	Greater than \$50,000.00
Competitive sealed proposals	Greater than \$10,000.00 and less than \$50,000.00.
**Greater than \$50,000 allowed for Construction Manager/General Contractor proposals, or similar type proposal.	
Small purchases	Less than \$10,000.00 - DEPARTMENT HEAD DISCRETION

TABLE 3 - LOCAL VENDOR PREFERENCE

Contract Amount	Primary Preference In City Limits	Secondary Preference In County Out of City
Less than \$1,000	10% discount	5% discount
\$1,001 to \$5,000	8% discount	4% discount
\$5,001 to \$25,000	6% discount	3% discount
\$25,001 to \$100,000	5% discount	2% discount
\$100,000 to \$200,000	4% discount	2.5% discount
\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount



Agenda Item #7.i.

Agenda Item Name:

Consider Approving Resolution No. 6, Series of 2023 - Garfield County FMLD Grant

Presenter:

Tommy Klein, City Manager

Item Description:

Consider approving resolution No. 6, Series 2023- Garfield County FMLD Grant

Recommended Action:

Move to approve Resolution No. 6, Series of 2023, to allow the city manager to submit the grant application for the Gateway Improvements Project to the Garfield County Federal Mineral Lease District, sign the grant agreement and to expend the funds necessary to meet the terms of the grant not to exceed \$600,000.

Fiscal Impact:

Up to \$1,000,000 from General Fund monies would be used as a match if the grant is awarded.

Operational Impact:

None

Prior Board Motions:

On July 6, 2022, Council awarded the design of the Gateway Improvement Project to KLJ. The design work will include the roundabout.

Background Information:

A roundabout and pedestrian improvement project for the Whiteriver and HWY 6 intersection is at the design stage and we hope to begin construction as early as fall of 2023. Staff estimates that the project will cost approximately \$3,800,000. There is a possibility that the project will exceed our cost estimate due to uncertainty in the construction market.

Staff is requesting Council's approval to permit the city manager to apply for the FMLD grant, sign agreements related to the grant, and expend up to \$1,000,000 in matching funds.

Executive Summary:

On July 6, 2022, Council awarded the design of the Gateway Improvement Project to KLJ. Staff submitted a grant request to FMLD at the end of 2022 and was subsequently awarded \$600,000 to make improvements to the Highway 6 and Whiteriver intersection.

Staff received data from KLJ and determined that a controlled intersection was preferable to a roundabout. Craig Spaulding wrote a letter to the FMLD Board to update them on the change in scope. On

January 24, 2023, Tommy Klein was notified by the general counsel of the FMLD Board via email that our awarded grant of \$600,000 was being withdrawn because the scope of the project changed. He invited Rifle to reapply for a grant and present it to the board on February 8, 2023. Tommy Klein called the FMLD attorney and determined that a new resolution from the Council was needed.

Staff is requesting the Council's approval to allow the city manager to apply for the FMLD grant, sign agreements related to the grant, and expend up to \$1,000,000 in matching funds (ARPA funds). If awarded the grant based on the new application, it is possible that the City would not receive the entire \$600,000.

The other grants associated with this project are not affected and we do not foresee problems with the awards. (DOLA recently awarded the City \$500,000 and CDOT provided a \$1,800,000 grant for the intersection project.)

Staff recommends approving this resolution.

Notification Requirements:

None

Prepared By:

Tommy Klein, City Manager

Attachments:

1. Resolution No. 6-GCFMLD Traditional Grant-Gateway Improvements Project

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 6
SERIES 2023**

A RESOLUTION OF THE CITY OF RIFLE, COLORADO SUPPORTING A
TRADITIONAL GRANT APPLICATION TO THE GARFIELD COUNTY
FEDERAL MINERAL LEASE DISTRICT FOR THE COMPLETION OF THE
RIFLE GATEWAY TRAFFIC AND PEDESTRIAN IMPROVEMENTS
PROJECT.

WHEREAS, the City of Rifle is a political subdivision of the State of Colorado, and therefore an eligible applicant for a grant awarded by the Garfield County Federal Mineral Lease District (“GCFMLD”); and

WHEREAS, the City of Rifle is submitting a Grant Application requesting a total award of \$600,000 for the completion of the Rifle Gateway Traffic and Pedestrian improvements Project; and

WHEREAS, the City Council of the City of Rifle supports the completion of the Rifle Gateway Traffic and Pedestrian improvements Project if a grant is awarded by the GCFMLD.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIFLE THAT:

1. The above recitals are hereby incorporated as findings by the City of Rifle.
2. The City Council strongly supports, and the City Manager is hereby authorized to submit, the Grant Application for a traditional grant with the GCFMLD for the completion of the Rifle Gateway Traffic and Pedestrian improvements Project.
3. The Project site is owned by the City of Rifle and will be owned by the City of Rifle for the next 25 years. The City of Rifle will continue to maintain the Rifle Gateway Traffic and Pedestrian improvements Project in a high-quality condition and will appropriate funds for operation and maintenance.
4. If a grant is awarded, the City of Rifle hereby authorizes the City Manager to sign a Grant Agreement with the GCFMLD and authorizes the expenditure of funds necessary to meet the terms and obligations of the Grant Agreement.

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a special meeting held this 1st day of February 2023.

ATTEST:

CITY OF RIFLE, COLORADO

By _____
City Clerk

By _____
Mayor



Agenda Item #8.a.

Agenda Item Name:

Report to City Manager

Presenter:

Tommy Klein, City Manager

Item Description:

Staff report on notable tasks completed within the individual departments.

Recommended Action:

No action necessary

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Work Report to City Manager
01/27/2023

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, Deputy City Clerk

Attachments:

1. Report to City Manager 01.27.2023
2. Memo - 2023 Animal Shelter Data
3. Journey Home 2022 Stats
4. Rifle Animal Impounds

WORK REPORT TO CITY MANAGER

01.27.2023

PIO

- Continuing updates on website and social media on local issues and citizen concerns.
- Press release regarding availability of grants for community assistance programs.
- Attended Garfield County PIO group meeting.

COURT

- Handled 56 adult cases on January 18 court day. Had a bench trial scheduled, but the defendant failed to appear.
- Held 05 telephone hearings with inmates in custody including two over the MLK holiday weekend. The nice thing is that the jail is allowing us to do evening hearings over the weekends and holidays so we don't need to cut into our weekend days to hold arraignments (defendants must be advised of the charges within 48 hours of arrest). We also used county court's Webex system to hold another hearing with an inmate in Canon City. The state judicial system utilizes Webex and some jails are not willing to do hearings by phone. A request was sent to IT to get a Webex room.
- Assisted Carbondale with court procedures. They have a new town manager who is just learning about municipal courts.
- Attended webinar regarding recidivism and failures to appear in court. Not as useful as I had hoped. We are still waiting to get our text messaging module working.
- Attended CML 2023 Legislative Update Seminar. Keeping an eye on a few potential bills.
- Received \$2360.00 DOLA grant for court appointed attorneys.
- We would like to thank the City for the beautiful floral arrangement sent to the judge after the passing of his wife. Your thoughtfulness is much appreciated!

PUBLIC WORKS

- 0.5 MG Airport Water Tank: construction has been halted due to winter conditions.
- Projects in design phase: Whiteriver, Tripp, and Morrow Dr. re-construction; E. 5th & Ute rebuild; Railroad Ave – 5th to 9th rebuild.
- Park Hill retaining wall for City/Frontella property line: awaiting CTL Thompson engineering design report for wall
- Whiteriver Signalization: preparation of plans for Final Office Review (FOR) – 90% Plan Design Meeting tentatively planned for mid to late April 2023.
- Development of design for the new Park-n-Ride
- Update of Public Works Manual.

- Developing plans and procedure and receiving 3rd party review for Colorado River Bridge 16" water line restraint and alignment repair.
- Design review and comment on various residential and commercial developments

FLEET

- Fleet maintenance for winter operations
- Repair of Volvo backhoe for Utilities: 3rd party mechanic completed repairs and unit moved back to the Utilities Department.

OPERATIONS & MAINTENANCE

- Snowplow operations
- Pothole repair, street maintenance, and weed tree control.

Two weeks look-ahead

- Snow removal efforts
- Preparation for Spring Auction of Surplus Vehicles

PARKS & RECREATION / GROUNDS & FACILITIES

- Keith Gray the new Parks and Facilities Maintenance Manager started on 01/23/23.
- Master Planning Projects for Birch Neighborhood Park, Rifle Mountain Park, and Rose Hill Cemetery are currently underway. We have received the Preliminary Master Plan Document for Birch Park and staff is reviewing it. The second and final public meeting for the Birch Master Plan will take place on February 16th. City staff has invited two members of the Rifle Climbing Coalition to be on the project team for RMP Master Planning and Judy Crook is serving on the Rose Hill Cemetery project team. We will have our second project meeting for RMP and Rose Hill on February 16th.
- Working to update cemetery fees and regulations to help with overall operations.
- We have received cost estimated for repairs at the pool related to the broken pipe. We are working with CIRSA to start repairs. Estimated repair costs are roughly \$11,000 including water restoration work.
- The Christmas tree drop-off location is in the parking lot of the Veterans Memorial parking lot until January 27th.

POLICE

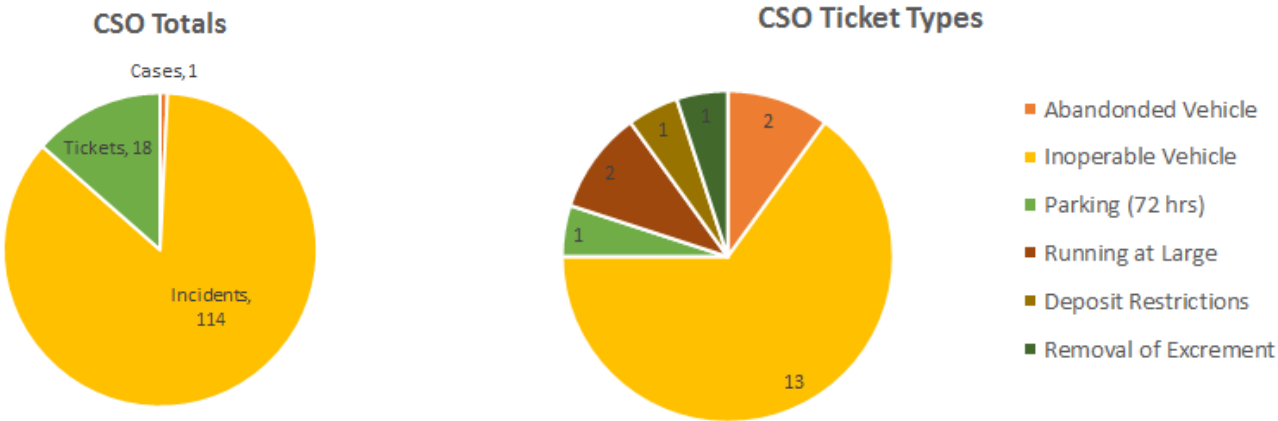
- RPD issued a total of 60 citations in January (1/1/23-1/27/23) (29 Traffic).
- RPD responded to 875 calls for service in January, yielding 40 cases requiring follow-up and additional investigation.
- RPD made 23 arrests in January.

Noteworthy events in January for the Rifle Police Department.

- The Rifle Police Department held Coffee with a Cop on Friday, January 26, at the Whistle Pig.
- The newly developed SPEAR Task Force served a search warrant at a house just outside of Rifle based on a search warrant for a stolen auto in Rifle. The search warrant uncovered multiple stolen items, illegal controlled substances and wanted persons.
- Received notification on receiving a \$5000 grant to support police officer mental health programs.

Code Compliance

Code Compliance continues to work hard to provide great services to the City of Rifle. These are code compliance statistics for January.



Totals	Count
Cases	1
Incidents	114
Tickets	18

CSO Ticket Type	Count
Abandoned Vehicle	2
Inoperable Vehicle	13
Parking (72 hrs)	1
Running at Large	2
Deposit Restrictions	1
Removal of Excrement	1



MEMORANDUM

TO: Honorable Mayor and Council
FROM: Tommy Klein
DATE: January 27, 2023
RE: Journey Home Data

Community Services Officer Dawn Neely worked to collect data for Council related to services provided by Journey Home Animal Care Center specifically for our citizens and the City. It appears that Journey Home does not collect detailed data that we believe Council would find useful. For example, the amount of staff time, supplies and general care costs for an animal associated with Rifle are not collected. Veterinary costs are also not tracked to demonstrate a connection to an animal that was brought to the shelter by Rifle Police or a Rifle citizen. CSO Neely is working with the shelter to collect better data for 2023 and beyond.

We fund the shelter at an annual cost of \$71,781 per year.

If Council would like to have a representative from Journey Home make a presentation at a workshop, please let me know.





2022

Journey Home Animal Care Center Statistics

- Sheltered and cared for 300 stray animals that were brought in by Good Samaritans in Rifle.
- Reunited 106 strays with their families.
- Sheltered and cared for 198 owner-surrendered animals.
- Spayed and neutered 307 community-owned animals.
- Vaccinated 396 community-owned animals.

(Note: a Good Samaritan brings the stray animal to the shelter, RPD impound results from a dispatch call to have the animal picked up)

Cost of Care per Animal may include:

- Sheltering & Care (staff wages, animal food, supplies, building and business expenses)
- Veterinary Care (veterinary exam, spay & neuter, vaccinations, deworming, microchip, nail trim, and other veterinary services)
- Animal Adoptions (behavior evaluations & training, foster, and adoption placement, animal transfers to and from other shelters)





Rifle Animal Impounds

Animal Impounds 2022	January	February	March	April	May	June	July	August	September	October	November	December	Annual
City of Rifle Animal Impounds	7	3	4	21	14	8	30	14	21	9	5	7	143
# Animals Released to Owner/Caretaker	7	2	3	17	10	8	23	13	20	5	4	0	112
# Animals Unclaimed (property of shelter after 5 day hold)*	0	1	1	4	4	0	7	1	1	4	1	7	31
# brought in from Out of Area	0	0	0	2	0	0	0	0	2	1	1	0	6
Days at Shelter:													
1	2	1	2	11	2	4	19	6	6	4	3	0	60
2	1	1	1	3	6	3	1	4	4	1	2	0	27
3	2	0	0	0	0	0	0	1	0	0	0	0	3
4	1	0	0	2	0	0	0	1	0	0	0	0	4
5	0	1	1	4	4	0	7	6	7	4	1	7	42
Arrest Hold	0	0	0	1	0	1	6	1	3	0	1	0	13
10 Day Quarantine Hold	0	0	0	0	0	1	1	0	0	1	0	0	3
Seized Animal / Court Case Hold	0	0	0	0	0	0	0	0	0	0	0	0	0
? Number of days unknown or fees waived	1	0	0	1	5	1	2	0	0	0	0	0	10
Impound Care Fees Collected / Reimbursed (estimated)	\$790.00	\$190.00	\$270.00	\$1,530.00	\$820.00	\$650.00	\$1,630.00	\$920.00	\$920.00	\$430.00	\$440.00	\$0.00	\$8,590.00
Request for Restitution (attached to court case)	\$0.00	\$0.00	\$0.00	\$170.00	\$110.00	\$0.00	\$0.00	\$0.00	\$200.00	\$480.00	\$400.00	\$0.00	\$1,360.00
Estimated Total	\$790.00	\$190.00	\$270.00	\$1,700.00	\$930.00	\$650.00	\$1,630.00	\$920.00	\$1,120.00	\$910.00	\$840.00	\$0.00	\$9,950.00

*Reimbursement & restitution fees are estimated based on amounts listed on animal impound forms and days at shelter when returned to owner.

There were 143 animals impounded by the Rifle Police Department in 2022.

These animals were cared for at the Journey Home Animal Care Center.

- 112 animals were returned to an owner or caretaker.
 - RPD collected approximately \$8,590.00 in animal impound fees.
 - Requests for restitution of approximately \$1,360.00 in animal impound fees were attached to summons and court cases.
- 31 animals became the property of the Journey Home Animal Care Center after they were not claimed during the mandatory 5-day impound hold.
- 6 animals were turned in to the PD from out of the area.

