



RIFLE CITY COUNCIL

REGULAR MEETING

July 17, 2024
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 Sean Strode.

Present at Roll Call:

Councilor Clint Hostettler, Councilor Chris Bornholdt, Councilor Alicia Gresley, Councilor Joe Carpenter, Councilor Brian Condie, and Mayor Sean Strode.

Councilor Hostettler moved to excuse Councilor Roberts from tonight's meeting; seconded by Councilor Carpenter.

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

No – None.

Others Present:

Interim City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Rifle Cable 10 Manager (RCTV) Michael Churchill, Video Production Specialist Joel Graham, Police Chief Debra Funston, Procurement & Grant Reporting Manager Iris Trevisano, Finance Director Scott Rust, Executive Assistant Angeliqua York, Court Administrator/PIO Kathy Pototsky, Operations and Maintenance Supervisor Colton Secary, and Main Street Manager Kim Burner.

PUBLIC COMMENT

No public comment was heard.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the June 19, 2024 Regular Meeting
- B. Consider Liquor License Renewal for Walmart Inc., dba Walmart #5232
- C. Consider Liquor License Renewal for Plaza Liquors, LLC dba Plaza Liquors
- D. Consider Liquor License Renewal for Imperio Mexican Restaurant, LLC dba Imperio Mexican Restaurant
- E. Consider Greater Rifle Improvement Team Advisory Board Reappointments
- F. Consider the Greater Rifle Improvement Team Grant Recommendations

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

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

No – None.

REGULAR AGENDA

Consider Acceptance of the 2023 Annual Financial Report and Associated Audit Report

Finance Director Scott Rust presented a request to consider the acceptance of the 2023 Annual Financial Report and Associated Audit Report. The audit was completed by Hinkle and Company. The City received a clean, or unmodified, opinion from the auditors after looking at all accounting functions and processes. The City's unrestricted fund balance in the General Fund on December 31st, 2023 was approximately a little over \$12,000,000, which equates to slightly over 100% of the 2023 total General Fund expenditures. All other funds of the City are in a similar position, which is an indication that the City is in a good financial position.

Finance Director Scott Rust answered questions for Council.

Councilor Alicia Gresley moved to approve the 2023 Annual Financial Report and the Associated Audit Report; seconded by Councilor Clint Hostettler

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

No – None.

Consider Adopting the 2025 Budget Preparation Calendar - Resolution No. 17, Series of 2024

Finance Director Scott Rust presented a request to consider adopting the 2025 Budget Preparation calendar. The City's Charter requires Council to formally adopt a budget calendar on an annual basis. The budget calendar will guide the plan for building the 2025 budget. The first workshop for the 2025 Budget will be on September 18th, 2024 and the second workshop over this item will be on October 2nd, 2024. November 6th, 2024 is the official public hearing regarding the 2025 Budget and the City will then start building the budget book. The deadline for submission to state is January 31st, 2025, but staff anticipates having the budget completed well in advance of the deadline.

Finance Director Scott Rust answered questions for Council.

Councilor Clint Hostettler moved to approve the 2025 Budget Preparation Calendar as presented and approve Resolution No. 17, Series of 2024 – Budget Preparation Calendar 2025; seconded by Councilor Chris Bornholdt.

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

No – None.

Consider Appointing the Rifle Municipal Judge and Assistant Municipal Judge - Resolution No. 15, Series of 2024

Court Administrator/PIO Kathy Pototsky presented a request to consider appointing the Rifle Municipal Judge and Assistant Municipal Judge. Rifle Municipal Code requires appointment of municipal judges every two years in even numbered years. The City's current assistant Judge, Amanda Maurer, has decided not to seek reappointment. After a search process and review, staff recommends appointing Monica Groom to be her predecessor, who also currently holds the same position in Glenwood Springs.

Court Administrator/PIO Kathy Pototsky answered questions for Council.

Councilor Alicia Gresley moved to approve the Appointment of Victor Zerbi as the Rifle Municipal Judge and Appoint Monica Groom as the Assistant Municipal Judge for a two-year term – Resolution No. 15, Series of 2024; seconded by Councilor Brian Condie

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

No – None.

Consider Adopting the 2024 Edition of the Model Traffic Code for Colorado - Ordinance No. 17, Series of 2024 -1st Reading

Court Administrator/PIO Kathy Pototsky presented a request to consider adopting the 2024 Edition of the Model Traffic Code for Colorado. The State of Colorado updated the Colorado Model Traffic Code from the previous 2019 edition to the 2024 edition. Currently, the City of Rifle is functioning under the prior Model Traffic Code for Colorado that was adopted in 2019. The new edition of the code does not have any substantive changes that are applicable to the City of Rifle. There will also be no operational changes for the Police Department. Staff has reviewed the new code and recommends that City Council adopt the 2024 edition of the Model Traffic Code for Colorado with the previously approved local amendments.

Court Administrator/PIO Kathy Pototsky and City Attorney Jim Neu answered questions for Council.

Councilor Clint Hostettler moved to approve the adoption of the 2024 Model Traffic Code with Local Amendments – Ordinance No. 17, Series of 2024 on first reading as presented and order it to be published as required by charter; seconded by Councilor Alicia Gresley.

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

No – None.

Consider Purchase of an Infrared Heater Asphalt Patcher

Grant and Procurement Manager Iris Trevisano and Operations and Maintenance Supervisor Colton Secary presented a request to consider the purchase of a Tech-48 infrared heater asphalt patcher. The City of Rifle received a no-match grant from Garfield County Federal Mineral Lease District in spring of 2024. This was included in the 2024 budget for \$110,000. The total cost of the Tech-48 machine is \$62,500 and the total grant funds used for purchase is \$25,000, which is significantly under budget. The purchase will allow for year-round asphalt repairs, regardless of local asphalt production. The infrared asphalt patcher will improve the City's ability to repair asphalt during winter months when asphalt paving or production is not available. Currently, the City is unable to repair asphalt in the winter and asphalt repair processes are delayed until the spring. Infrared asphalt repair is common in areas where long winters prevent asphalt paving or production for extended periods. Infrared asphalt repair will also allow repairs to be made with no seams for water infiltration and will cause less disruption to traffic during times of the year when roads degrade the most. City staff recommends approval of the Infrared Heater Asphalt Patcher purchase.

Grant and Procurement Manager Iris Trevisano and Operations and Maintenance Supervisor Colton Secary answered questions for Council.

Councilor Clint Hostettler moved to approve the purchase of a new Tech-48 Infrared Heater Asphalt Patcher from Ray-Tech Infrared for the amount of \$62,500; seconded by Councilor Brian Condie.

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

No – None.

Consider Approval of the 2024 Street Striping Contract

Grant and Procurement Manager Iris Trevisano and Operations and Maintenance Supervisor Colton Secary presented a request to consider the approval of the 2024 street striping contract with Stripe A Lot, Inc. Striping is a necessity for City streets and Stripe A Lot, Inc. is a company that the City has contracted with several times in the past that generated satisfactory results. The bid for this project is slightly less than usual this year due to road striping being tied to other recent street projects within the City. This project is in the 2024 budget, as well as under budget.

Councilor Alicia Gresley moved to approve the 2024 Contract for the re-striping of City of Rifle Streets with Stripe A Lot, Inc. in the amount of \$32,752.19; seconded by Councilor Clint Hostettler.

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

No – None.

Consider Approval of Consultant for the Rifle Housing Needs Assessment and Code Update

Grant and Procurement Manager Iris Trevisano presented a request to consider the approval of consultant for the Rifle Housing Needs Assessment and Code Update for the amount of \$66,090. The City of Rifle received eight bid proposals for this project. After evaluating the proposals and interviewing the top three firms, staff recommends Points Consulting, LLC for this project. City staff will work closely with the consultant on the creation of a plan that meets the needs of the City of Rifle. The City was awarded a grant for the amount of \$67,500 from the Department of Local Affairs to perform a Housing Needs Assessment and Code Update. The City is required to match \$7,500. This project was not included in the 2024 budget due to the grant not being yet awarded at that time, but the project will have a minimal impact and no supplement will be required. The Housing Needs Assessment will provide an overview and analysis of what existing housing looks like in Rifle by looking at a variety of factors. Following the assessment, the City will be provided with recommendations on how to make positive changes within Rifle based on housing needs.

Grant and Procurement Manager Iris Trevisano, Interim City Manager Patrick Waller, and City Attorney Jim Neu answered questions for Council.

Councilor Clint Hostettler moved to approve the purchase order for the completion of a Housing Needs Assessment and Code Update to Points Consulting, LLC for the amount of \$66,090; seconded by Councilor Chris Bornholdt.

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

No – None.

Consider Authorizing the Great Outdoors Colorado Grant Application for Birch Park - Resolution No. 16, Series of 2024

Interim City Manager Patrick Waller presented a request to consider authorizing the Great Outdoors Colorado Grant Application for Birch Park. The Parks and Recreation Department has already received the Land and Water Conservation Fund grant of \$1,250,000. The department is applying for the GOCO grant to match funds but will also be using Parkland Dedication fees, Conservation Trust Fund monies, and some of the fund balance for this project. The area that Birch Park will be constructed in was identified in the Comprehensive Plan as an area that was missing a park for citizens. Construction would begin in Spring of 2025 if the City is awarded the grant funding.

Interim City Manager Patrick Waller answered questions for Council.

Councilor Brian Condie moved to approve Resolution No. 16, Series of 2024, to authorize staff to apply for a \$1,000,000 grant from the Great Outdoors Colorado Grant Program; seconded by Councilor Clint Hostettler.

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

No – None.

Report to City Manager

Reports were heard from Interim City Manager Patrick Waller, City Clerk Alexis Ramirez, and Police Chief Debra Funston.

Comments from Mayor and Council

Comments were heard from Councilor Alicia Gresley, Councilor Chris Bornholdt, Councilor Joe Carpenter, and Mayor Sean Strode.

Executive Session

Executive Session for discussion of a personnel matter under C.R.S. Section 24-6- 402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees (Interim City Manager Review).

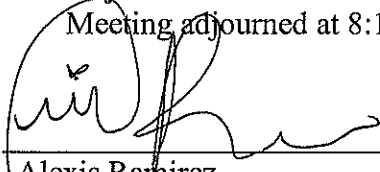
Councilor Hostettler moved to go into Executive Session with no legal advice under C.R.S. Section 24-6- 402(2)(f) and to adjourn the meeting after session; seconded by Councilor Condie.

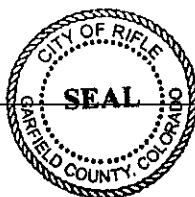
Roll Call: Yes - Clint Hostettler, Brian Condie, Joe Carpenter, Chris Bornholdt, Alicia Gresley, and Sean Strode.

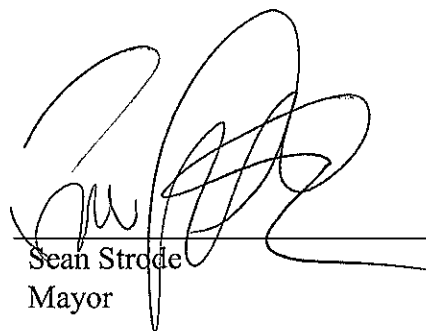
No – None.

Adjournment

Meeting adjourned at 8:15 p.m.


Alexis Ramirez
City Clerk




Sean Strode
Mayor