



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

November 20, 2024
7:00 PM
202 Railroad Avenue, Rifle, CO

6:00 PM - Workshop Meeting

Discussion and Review

- a. Overview Funding and Projects - Street Fund

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)
*(Reserved for general comments or items on the agenda that are not a public hearing)
5. **Consent Agenda**
 - 5.a. Consider Minutes of the November 6, 2024 Regular Meeting
 - 5.b. Consider Liquor License Renewal for SZN Investments, LLC dba Jon's Liquors
 - 5.c. Consider Liquor License Renewal for Brewzone Bistro, LLC dba Brewzone Philly Bistro
 - 5.d. Consider Report of Changes - Change of Managing Members for RCG Rifle, LLC dba Rib City Grill
 - 5.e. Consider Reappointment to the Parks and Recreation Advisory Board
 - 5.f. Consider Appointments to the Parks and Recreation Advisory Board
 - 5.g. Consider Approval of Funding Request from Colorado Wildfire Collaborative for 2025
 - 5.h. Consider Letter of Support for BLM Grant Application to Colorado Parks and Wildlife Good Management Grant for Off Highway Vehicle Crew
6. **Action, if any, on Workshop Items**

7. Regular Agenda

- 7.a.** Consider Extension Request for Fairway Avenue Site Plan Improvements and Development Agreement
- 7.b.** Consider Agreement with SGM for the Park Avenue Bridge and Intersection Design
- 7.c.** Consider Awarding Cleaning Services Bid to Carol Cleaning Services
- 7.d.** Consider Approval of Rifle Police Department DOLA Mental Health Grant Application - Resolution No. 23, Series of 2024

8. Administrative Reports

- 8.a.** Report to City Manager

9. Comments from Mayor and Council

10. Adjournment

ACCESSIBILITY STATEMENT

The City of Rifle values full inclusion and access for all of our facilities, programs, activities and services. We are pleased to provide meaningful accommodations to comply with the Americans with Disabilities Act (ADA) and reasonably provide translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids, and services. To request special assistance, call City Clerk Alexis Ramirez at 970-665-6405 or email aramirez@rifleco.org. Please allow 48 hours for your requests to be met.

La Ciudad de Rifle valora la plena inclusión y acceso para todas nuestras instalaciones, programas, actividades y servicios. Nos complace proporcionar alojamientos significativos para cumplir con la Ley de Estados Unidos con Discapacidades (ADA) y proporcionar razonablemente traducciones, interpretaciones, modificaciones, adaptaciones, formatos alternativos, ayudas auxiliares y servicios. Para solicitar asistencia especial, llame a la City Clerk Alexis Ramírez al 970-665-6405 o envíe un correo electrónico a aramirez@rifleco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



Agenda Item #a.

Agenda Item Name:

Overview Funding and Projects - Street Fund

Presenter:

Craig Spaulding, Civil Engineer

Item Description:

None

Recommended Action:

No action on workshop items.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

The City Engineer will provide Council with an update on Street fund projects and funding

Notification Requirements:

No additional notification required.

Prepared By:

Craig Spaulding, Civil Engineer

Attachments:

None



Agenda Item #5.a.

Agenda Item Name:

Consider Minutes of the November 6, 2024 Regular Meeting

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Minutes of the November 6, 2024, Regular Meeting

Recommended Action:

Move to approve the minutes of the November 6, 2024, 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 November 6, 2024, Regular Meeting

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 11.06.2024 DRAFT Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

November 6, 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 Pro Tem Chris Bornholdt.

Present at Roll Call:

Councilor Clint Hostettler, Councilor Alicia Gresley, Councilor Joe Carpenter, Councilor Karen Roberts, Councilor Michael Clancy, and Mayor Pro Tem Chris Bornholdt.

Councilor Clint Hostettler moved to excuse Mayor Sean Strode from tonight's meeting; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Alicia Gresley, Michael Clancy, Clint Hostettler, Karen Roberts, Joe Carpenter, and Chris Bornholdt.

No – None.

Others Present:

City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Finance Director Scott Rust, Parks & Recreation Director Austin Rickstrew, Recreation Coordinator Kyle Mills, Procurement & Grant Reporting Manager Iris Trevisano, Cable 10 Manager (RCTV) Michael Churchill, Police Chief Debra Funston, Bryan Hannegan, Ginette Puidokas, Natalie Bowman, and Heather Grant.

PUBLIC COMMENT

No public comment was heard.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the October 16, 2024 Regular Meeting
- B. Consider Updating the Animal Shelter Name in the City of Rifle Municipal Code - Ordinance No. 21, Series of 2024 - 2nd Reading
- C. Consider Amending Article IX of Chapter 10 of the Rifle Municipal Code to Expressly Provide that the Possession of a Deadly Weapon is Prohibited on School Property - Ordinance No. 22, Series of 2024 - 2nd Reading
- D. Consider Approval of the Garfield County Older Adult Programs Purchase Order for 2024

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

Roll Call: Yes - Karen Roberts, Clint Hostettler, Michael Clancy, Joe Carpenter, Alicia Gresley, and Chris Bornholdt.

No – None.

PRESENTATION

Annual Update – Holy Cross Energy

President and CEO of Holy Cross Energy Bryan Hannegan and Key Account Specialist Ginette Puidokas presented the annual update from Holy Cross Energy. Bryan Hannegan provided an overview of the organization's outreach initiatives and partnerships, as well as their mission, vision, and goals. He also provided an update of completed and upcoming projects, including the steps they will take to achieve those projects. Different types of challenges for the organization and industry were discussed. An overview of sustainable energy options was provided, as well as the importance of maintaining safety and affordability for the community. One major goal that was discussed is to achieve a carbon-free power supply by 2030, while not sacrificing affordability, safety, or reliability.

President and CEO of Holy Cross Energy Bryan Hannegan answered questions for Council.

PUBLIC HEARING

Consider Adopting the 2025 Proposed Budget

Finance Director Scott Rust and City Manager Patrick Waller presented a request to consider adopting the 2025 Proposed Budget. The 2025 Proposed Budget has previously been discussed at Council Meetings and Workshops. An overview of the Budget Philosophy was provided, including budget priorities, sources of revenue, and expenditures. The 2025 Budget Summary was also presented, including individual fund amounts, for a total proposed budget amount of \$54,646,712.

Finance Director Scott Rust and City Manager Patrick Waller answered questions for Council.

Comments were heard from Councilor Alicia Gresley, Councilor Karen Roberts, Councilor Clint Hostettler, and City Attorney Jim Neu.

Councilor Clint Hostettler moved to approve Resolution No. 22, Series of 2024 – 2025 Budget Adoption and Ordinance No. 23, Series of 2024 – 2025 Annual Appropriations on the first and only reading and order them, to be published as required by Charter; seconded by Councilor Joe Carpenter.

Roll Call: Yes - Karen Roberts, Clint Hostettler, Michael Clancy, Joe Carpenter, Alicia Gresley, and Chris Bornholdt.

No – None.

REGULAR AGENDA

Consider Contract for Animal Shelter Services from Journey Home Animal Shelter

Executive Director of Journey Home Animal Shelter Heather Grant and Board Member Natalie Bowman presented a request to consider the contract for animal shelter services from Journey Home Animal Shelter. The mission of the organization is to strengthen the human-animal bond through compassion and education. Journey Home Animal Shelter rehomes animals that come in through owner surrender or are brought in by citizens and local law enforcement personnel. Programs that the organization provides are Humane Education, summer reading programs, presentations regarding animal safety, as well as low cost spays, neuters, and vaccines for animals. Executive Director Heather Grant provided an overview of the income sources, accomplishments, and the impact of Journey Home Animal Shelter for the last year.

Executive Director of Journey Home Animal Shelter Heather Grant answered questions for Council.

Councilor Clint Hostettler moved to approve the contract for Journey Home Animal Shelter in the amount not to exceed \$150,000 for 2025; seconded by Councilor Alicia Gresley.

Roll Call: Yes - Alicia Gresley, Karen Roberts, Joe Carpenter, Clint Hostettler, Michael Clancy, and Chris Bornholdt.

No – None.

Consider the Purchase of Two Radar Speed Trailers

Procurement and Grant Reporting Manager Iris Trevisano presented a request to consider the purchase of two radar speed trailers for Rifle Police Department. As discussed at previous Council Meetings, the current Police Department speed trailer is unrepairable. The replacement of the radar trailer was included in the 2024 Budget. The Garfield County Federal Mineral Lease District Mini Grant that City of Rifle received is a no-match grant of \$25,000. Budget funds will cover the remaining balance of \$5,325.57, for a total amount of \$30,325.57.

Procurement and Grant Reporting Manager Iris Trevisano answered questions for Council.

Councilor Alicia Gresley moved to approve the purchase of two Radar Speed Trailer with the awarded funds from the Garfield County Federal Mineral Lease District Mini Grant and City funds for a total of \$30,325.57; seconded by Councilor Joe Carpenter.

Roll Call: Yes - Michael Clancy, Joe Carpenter, Alicia Gresley, Karen Roberts, Clint Hostettler, and Chris Bornholdt.

No – None.

Consider Revocable License to Encroach Property located at 1761 Anvil View Avenue

City Attorney Jim Neu presented a request to consider Revocable License to Encroach Property located at 1761 Anvil View Avenue. The property was recently purchased by City Manager Patrick Waller in order to meet the residency requirement in the Charter. The existing back yard of the property encroaches into dedicated open space above the Raynard Ditch Trail, which is owned by City of Rifle. City Council previously approved a License to encroach in 2022 for the property next door. The encroachment does not impede the use of the open space. The Revocable License to encroach Agreement has a term of 25 years that can be extended or revoked.

City Attorney Jim Neu answered questions for Council.

Councilor Alicia Gresley moved to approve the Revocable License Agreement at property located at 1761 Anvil View Avenue; seconded by Councilor Karen Roberts.

Roll Call: Yes - Karen Roberts, Michael Clancy, Clint Hostettler, Alicia Gresley, Joe Carpenter, and Chris Bornholdt.

No – None.

Report to City Manager

Reports were heard from City Manager Patrick Waller and Procurement and Grant Reporting Manager Iris Trevisano.

Comments from Mayor and Council

Comments were heard from Councilor Karen Roberts, Alicia Gresley, Clint Hostettler, Joe Carpenter, and Chris Bornholdt.

Adjournment

Meeting adjourned at 8:34 p.m.

Alexis Ramirez
City Clerk

Sean Strobe
Mayor



Agenda Item #5.b.

Agenda Item Name:

Consider Liquor License Renewal for SZN Investments, LLC dba Jon's Liquors

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Retail Liquor Store License Renewal for SZN Investments, LLC dba Jon's Liquors

Recommended Action:

Move to approve the Retail Liquor Store License Renewal application for SZN Investments, LLC dba Jon's Liquors

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

SZN Investments, LLC dba Jon's Liquors Bistro located at 401 West 2nd Street, Rifle, CO has submitted a Retail Liquor Store License Renewal Application.

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

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. REDACTED - Jon's Liquor Renewal

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 250
Renewal Fee	
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	\$

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 License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☐

Paid by check

Uploaded to MoveIt on Date

☒

Paid online

Licensee Name

SZN Investments LLC

Doing Business As Name (DBA)

Jon's Liquor

Liquor License Number

License Type

Retail Liquor Store (City)

Sales Tax License Number

Expiration Date

Due Date

November 13, 2024

Business Address

Street Address

401 West 2ns Street

Phone Number

(318) 402-7574

City

Rifle

State

CO

ZIP Code

81650

Mailing Address

Street Address

City

State

ZIP Code

Email

hashim@storemgmt.com

Operating Manager

Date of Birth

Zachary Sahffer

Home Address

Street Address

Phone Number

City

State

ZIP Code

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented? ☐ Owned

*If rented, expiration date of lease

☒ Rented*

July 02, 2033

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No
(**Note:** must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

4. 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

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)?..... ☐ Yes ☒ No

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.

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?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

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?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

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?..... ☐ Yes ☒ No
- If yes, attach a detailed explanation.

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 :

Sheharyar Khan

Title

Owner

Signature

Date (MM/DD/YY)

10/31/2024

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

Title

Attest

Signature

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I, Sheharyar Khan

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
"Waiver") on behalf of

(the "Applicant/Licensee")

SZN Investments LLC DBA Jon's Liquor

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)

SZN Investments LLC DBA Jon's Liquor

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

City

State

ZIP Code

Printed name of person signing on behalf of the Applicant/Licensee

Sheharyar Khan

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

Date Signed

10/31/2024

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 Liquor License Renewal for Brewzone Bistro, LLC dba Brewzone Philly Bistro

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Hotel & Restaurant Liquor License Renewal for Brewzone Bistro, LLC dba Brewzone Philly Bistro

Recommended Action:

Move to approve the Liquor License Renewal application for Brewzone Bistro, LLC dba Brewzone Philly Bistro

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Brewzone Bistro, LLC dba Brewzone Philly Bistro located at 119 West 3rd Street, Rifle, CO has submitted a Hotel & Restaurant Liquor License Renewal Application.

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

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. REDACTED - Brewzone Liquor License Renewal

DR 8408 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
P.O. BOX 17987
Denver CO 80217-0087
(303) 268-2300

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 250
Renewal Fee	500
Storage Permit \$100 X	\$
Sidewalk Service Area \$75.00	\$ 75
Additional Optional Premise Hotel & Restaurant \$100 X	\$
Related Facility - Campus Liquor Complex \$100.00 per facility	\$
Amount Due/Paid	\$

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 License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☐ Paid by check

Uploaded to MoveIt on Date

☐ Paid online

Licensee Name

Brewzone Bistro LLC

Doing Business As Name (DBA)

Brewzone Philly Bistro

Liquor License Number

License Type

Hotel / Restaurant

Sales Tax License Number

Expiration Date

Due Date

Dec 31 2025

11/3/2024

Business Address

Street Address

119 West 3rd Street

Phone Number

303-910-9063

City

Rifle

State ZIP Code

CO

81650

Mailing Address

Street Address

City

State ZIP Code

Email

ALLinbrewingLLC@gmail.com

Page 2 of 3

Operating Manager

RICHARD LYNCH

Date of Birth

Home Address

Street Address

Phone Number

City

State ZIP Code

1. Do you have legal possession of the premises at the street address? ☒ Yes ☐ No

Are the premises owned or rented? ☐ Owned

*If rented, expiration date of lease

☒ Rented*

Dec 31 2025

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? ☒ Yes ☐ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit? ☒ Yes ☐ No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing? ☐ Delivery ☐ Takeout ☒ Both Takeout and Delivery

4. 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

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)? ☐ Yes ☒ No

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.

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?

☐ Yes ☒ No

If yes, attach a detailed explanation.

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?

☐ Yes ☒ No

If yes, attach a detailed explanation.

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?

☒ Yes ☐ No

If yes, attach a detailed explanation. *We have interest in Brew Pub License*

03-20084

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

RICHARD LYNCH

Title

@ Managing Partner

Signature

[Signature]

Date (MM/DD/YY)

10/31/2024

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

Title

Attest

Signature

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I, Richard Lynch

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

Browzone B&B LLC

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)

BrewZore Bzho LLC

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

303-910-9063

Street Address

119 West 3rd

City

Little

State

ZIP Code

CO

81650

Printed name of person signing on behalf of the Applicant/Licensee

RICHARD LYNCH

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

Date Signed

10/31/2007

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.d.

Agenda Item Name:

Consider Report of Changes - Change of Managing Members for RCG Rifle, LLC dba Rib City Grill

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Change of Managing Members for RCG Rifle, LLC dba Rib City Grill

Recommended Action:

Move to approve change of managing members for RCG Rifle, LLC dba Rib City Grill

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

RCG Rifle, LLC dba Rib City Grill located at 707 Wapiti Avenue, Rifle, CO has submitted a Report of Changes (Change of managing members - Hotel & Restaurant Liquor License) application. The former managing members were John Elliot (Deceased), Michael Spradlin and Sara Martz. The new managing members are Shawna Garcia and Adrian Briseño.

The following criteria have been met by the applicant:

- *The application is complete
- *Fees have been paid

I recommend approval of the Report of Changes (Change of Managing Members - Hotel & Restaurant Liquor License) application for RCG Rifle, LLC dba Rib City Grill.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Report of Changes - RCG Rifle, LLC

Report of Changes Corporation, Limited Liability Company and Partnership Liquor and Fermented Malt Beverage Licenses

☒ LLC/Partnership ☐ Corporation

See Instructions and Fee Schedule on Page 1 and 2

Corporate/LLC Partnership Name	State Tax Account Number	State Liquor License Number
RCG Rifle, LLC		
Trade Name	Telephone Number	
Rib City Grill - Rifle	(970) 625-3333	
Address of Licensed Premises		
707 Wapiti Ave.		
City	State	ZIP Code
Rifle	CO	81650
Mailing Address if different than above		
PO BOX 909		
City	State	ZIP Code
Grand Junction	CO	81502

List all officers, directors (corporation) or Managing Members (LLC) or General Partner(s). Each officer, Director, Managing Member or Partner **Must Fill Out** a DR 8404-I (Individual History Record).

Position Held	Name	Date of Birth (MM/DD/YY)
Managing Member	Shawna Garcia	
Home Address		Replaces John M. Elliot - Deceased Michael Spradlin
Position Held	Name	Date of Birth (MM/DD/YY)
MANAGING member	Adrian Briseno	
Home Address		Replaces Sara Martz
Position Held	Name	Date of Birth (MM/DD/YY)
Home Address		Replaces
Position Held	Name	Date of Birth (MM/DD/YY)
Home Address		Replaces

List all 10% (or more) Stockholders or 10% (or more) Members or 10% (or more) Limited Partners. Each person listed **Must Fill Out** a DR 8404-I (Individual History Record)

Stockholders/Members/Partners owning 10% (or more) of business

% Owned

Date of Birth (MM/DD/YY)

Managing Member - Shawna Garcia

50%

Home Address

Replaces

John M. Elliot - Deceased
Michael Spradlin

Stockholders/Members/Partners owning 10% (or more) of business

% Owned

Date of Birth (MM/DD/YY)

Managing member - Adrian Briseno

50%

Home Address

Replaces

Stockholders/Members/Partners owning 10% (or more) of business

% Owned

Date of Birth (MM/DD/YY)

Home Address

Replaces

Stockholders/Members/Partners owning 10% (or more) of business

% Owned

Date of Birth (MM/DD/YY)

Home Address

Replaces

Stockholders/Members/Partners owning 10% (or more) of business

% Owned

Date of Birth (MM/DD/YY)

Home Address

Replaces

Stockholders/Members/Partners owning 10% (or more) of business

% Owned

Date of Birth (MM/DD/YY)

Home Address

Replaces

Registered Agent

Address For Service

Shawna Garcia 10/23/24
Adrian Briseno 10/23/24

Oath of Application

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.

Authorized Signature

<i>Adrian Briseno</i> / <i>*Shirane Garcia</i>	
Title <i>managing member/owner</i>	Date (MM/DD/YY) <i>10/23/24</i>

Report of Local Licensing Authority

The foregoing changes have been received and examined by the Local Licensing Authority.

Local Licensing Authority For

	☐ County ☐ Town/City
--	--

Authorized Signature

--

Title

Date (MM/DD/YY)

--	--

Attest

Date (MM/DD/YY)

--	--

Do Not Write In This Space – For Department of Revenue Use Only

Liability Information

License Account Number	Applicant ID	Check Number	Total



Agenda Item #5.e.

Agenda Item Name:

Consider Reappointment to the Parks and Recreation Advisory Board

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

Consider reappointing Betsey Seymour to the Parks and Recreation Advisory Board (PRAB) for another three-year term.

Recommended Action:

Move to Reappoint Betsey Seymour to PRAB for another three-year term ending in 2027.

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

N/A

Background Information:

The Parks and Recreation Advisory Board (PRAB) consists of 8 Board members,--7 regular members, and 1 alternate member. The current members of PRAB are:

Annie Macgregor - Chairperson

Aaron Cumming - Vice-Chairperson

Ken Blatter- Secretary

Betsey Seymour - Member

Jens Smith - Member

John Douglas - Member

VACANT - Member

VACANT - Alternate Member

Betsey has been an active and committed PRAB member, contributing valuable insights and participating in initiatives to enhance community parks and recreation programs. Her continued involvement will provide stability and ongoing expertise as the board works on critical projects.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

None



Agenda Item #5.f.

Agenda Item Name:

Consider Appointments to the Parks and Recreation Advisory Board

Presenter:

Austin Rickstrew, Parks & Recreation Director

Item Description:

The Parks and Recreation Advisory Board has received applications from two community members who desire to be Board members. PRAB has reviewed applications and conducted interviews and recommends Kirsten Clancy and Arthur (Ari) Philipson for appointment to two vacant Board seats.

Recommended Action:

Move to Appoint Kristen Clancy and Arthur (Ari) Philipson to fill the vacant Rifle Parks and Recreation Advisory Board positions.

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

N/A

Background Information:

The Parks and Recreation Advisory Board (PRAB) consists of 8 Board members,--7 regular members, and 1 alternate member. The current members of PRAB are:

Annie Macgregor - Chairperson

Aaron Cumming - Vice-Chairperson

Ken Blatter- Secretary

Betsey Seymour - Member

Jens Smith - Member

John Douglas - Member

VACANT - Member

VACANT - Alternate Member

The two appointees are replacing members, Trudy Lowery and Michael Clancy.

Staff solicited and received two applications for two vacant seats. The Parks and Recreation Board is charged with screening board member applications, interviewing candidates, and recommending candidates to the

Council for appointment. The Parks and Recreation Board has completed the process and recommends Kirsten Clancy and Arthur (Ari) Philipson for the respective positions.

Kirsten Clancy will fill the regular Board seat, and Arthur (Ari) Philipson will fill the alternate seat.

Executive Summary:

None

Notification Requirements:

None

Prepared By:

Austin Rickstrew, Parks & Recreation Director

Attachments:

1. PRAB Appplication_Kirsten Clancy
2. PRAB Applicant - Arthur(Ari) Philipson



Rifle Parks and Recreation Advisory Board Application 2022

Name Kirsten Clancy

Address 225 Hutton Ave.

City Rifle State CO Zip 81650

Phone 208-582-1628 Alternate phone

E-mail Kirsten.barker87@gmail.com

Do you live within Rifle city limits? ☒ Yes ☐ No

Are you over the age of 55? ☐ Yes ☒ No

(This question is related to having one board member of 55 years of age or older)

Please answer all questions. Attach additional sheets as necessary.

1. Please describe your interest in becoming a member of the Parks and Recreation Advisory Board (PRAB)?

Since moving to Rifle six years ago, I have been impressed with the programs and facilities which the Parks and Recreation Department provide the community of Rifle, especially the youth. Having friends and a spouse that have served on the Parks and Recreation Advisory Board has allowed me to see how inner workings and functionality of these services, and I believe I can contribute to the development of this department.

2. If appointed, what do you feel you could contribute to the PRAB?

As am an active member of the Rifle community who utilizes the resources maintained by the Parks and Rec Advisory Board, I feel I have a holistic perspective on what community members prioritize. I believe I can contribute to maintaining the offerings which the Parks and Recreation department currently provides, as well as contribute new ideas for diversified programs and income. I have volunteered with nonprofit organizations, worked for the school district, and currently help run a private business in Rifle. I have an understanding of budgeting, grants, and engaging multiple demographics to participate in local activities.

3. List any civic activities with which you have been involved.

Rifle Farmer's Market Board Member
Graham Mesa Elementary School volunteer
Ute Theatre volunteer
Rifle Middle School Mountain Biking club donor and volunteer
Rifle Middle School Ski club donor and volunteer

4. What is your current involvement in Rifle Parks and Recreation?

Participating in events, such as fun runs, and supporting my son's sports activities.

5. Tell us about qualification you possess that could be beneficial to this board.

Strong written and verbal communication

Networking

Fund sourcing (grant writing, income diversification, budgeting)

Collaboration

Innovation

6. In your opinion, what are the most significant issues facing the City of Rifle Parks and Recreation Department?

Maximizing the utilization of current resources, projecting and executing resource needs to support population growth, and diversifying programs to include the evolving culture in Rifle.

7. Please provide any additional comments which you believe will assist the PRAB/City Council in considering your application.

Since learning more about the functions and responsibilities of this position from my husband, Michael Clancy, I feel confident that I am a strong fit for this board seat.

Oath of Applicant

I declare that this application and all attachments are true, correct, and complete to the best of my knowledge.

Signature: Kirsten Clancy

**Please return this form and attachments to twhitmore@rifleco.org
by 5:00 p.m. Wednesday, October 5, 2022.**





Rifle Parks and Recreation Advisory Board Application 2024

Name _____Arthur(Ari) Philipson_____

Address _____767 Smith Street _____ City _____Rifle _____ State _____CO _____ Zip _____81650_____

Phone _____(772)696-1790_____ Alternate phone _____(970) 285-5701_____

E-mail _____ariphilipson@gmail.com_____

Do you live within Rifle city limits? ☒ Yes ☐ No

If no, do you have a Rifle Address Yes No

Are you over the age of 55? Yes ☒ No

(This question is related to having one board member of 55 years of age or older) Please answer all questions. Attach additional sheets as necessary.

1. Please describe your interest in becoming a member of the Parks and Recreation Advisory Board (PRAB)?

I have had the privilege of serving and working on valuable endeavors to support outdoor recreation and engagement within the community for a number of years. I've been a board member of Rifle Area Mountain Bike Organization (RAMBO) supporting the development of trails in the Rifle area. I also work as an Outdoor Education Coordinator for Garfield County Outdoors, promoting youth outdoor learning in Re-2 and Garfield 16. I feel that being on PRAB would be valuable to learn about the planning, programming, and capital projects that Parks and Recreation is undertaking. I can support future efforts for Rifle Parks and Recreation in providing diverse, sustainable and valued programming.

Over the past 8 years living in the Rifle area, I have been actively pursuing my passions of outdoor

recreations such as mountain biking, rafting, rock climbing and backcountry skiing. As a career educator I love teaching others about outdoor skills, science and instilling a sense of confidence in getting outside. Working with PRAB fits those passions in a meaningful way that supports the wellbeing of our community.

2. If appointed, what do you feel you could contribute to the PRAB?

I would be able to provide insight that represents various voices throughout our community towards nature, sustainable practices and outdoor engagement. Being a part of RAMBO and Garfield County Outdoors allows me to connect with youth and their families to learn about barriers towards outdoor access. As a board member, I aim to share those voices and listen to others in an unbiased manner. Working directly with the schools will also be a mutually beneficial relationship in promoting and evaluating Parks and Rec. programs, projects and events.

3. List any civic activities with which you have been involved.

As mentioned above, I currently serve as the Board Secretary for RAMBO focusing both on trail development and event planning. I have served as a volunteer Search and Rescue member, however, recently stepped down due to personal reasons. I have served as an assistant coach for the Rifle Middle School's Flowstate mountain bike and ski/ride club for the past three years. And have coordinated a number of community events partnering with local partners such as CPW, BLM, USFS, 4-H/ CSU Extensions, Rifle Rendezvous, and others throughout the Roaring Fork Valley.

4. What is your current involvement in Rifle Parks and Recreation?

Currently, I am not involved in any role or capacity with Rifle Parks and Recreation. However, I do support the maintenance and trail efforts through partner work with RAMBO. In the past year, Garfield County Outdoors has also partnered with Parks and Rec. to host the Rifle Creek Cleanup event this past Earth Day.

5. Tell us about qualifications you possess that could be beneficial to this board.

Holding other board positions such as RAMBO and Grand Valley Education Foundation, I have experience in board processes and decision making. This allows me to critically listen, evaluate and form opinions from a quantitative and objective approach. As an alternate board member, I will be available to attend regular monthly meetings and able to vote in the absence of regular board members. Given my working relationship with youth outdoor engagement and recreation, I can bring a variety of voices and perspectives to the table. I would like to hold this position for the long term in order to get a deeper understanding of PRAB's capital projects, review of annual budget, master planning and development of policies.

6. In your opinion, what are the most significant issues facing the City of Rifle Parks and Recreation Department?

Given my outside standpoint, I feel that I have a limited perspective to evaluate issues facing the City of Rifle Parks and Rec. However, given the 15 facilities under Parks and Rec. there are a limited few that provide ample natural spaces and landscape. Given a diverse and growing population within the City of Rifle, the wants and needs of the community shifts to desiring easy access to more natural outdoor parks. Looking at the resources on the Parks and Rec. website, the last needs survey from 2009 could reflect more uptodate asks from the populace. This would provide an objective understanding that benefits the health and wellbeing of the community as approached by the city's parks and recreation opportunities.

7. Please provide any additional comments which you believe will assist the PRAB/ City Council in considering your application.

I have some past experience working with local partner agencies such as City Council, City Manager, the Downtown Development Authority, and Greater Rifle Improvement Team. Collaboration with joint agencies is a strength of mine and something that is required to gather a rounded approach as a board member. I also am focused on the long term sustainability of projects and facilities, as well as energy sustainability. This is always a lens I approach decision making and will continue to address as a member.

Oath of Applicant

I declare that this application and all attachments are true, correct, and complete to the best of my knowledge.

Signature: _____

**Please return this form and attachments to arickstrew@rifleco.org by 5:00 p.m.
Friday, October 25, 2024.**



Agenda Item #5.g.

Agenda Item Name:

Consider Approval of Funding Request from Colorado Wildfire Collaborative for 2025

Presenter:

Patrick Waller, City Manager

Item Description:

Funding Request

Recommended Action:

Move to approve funding request from Colorado Wildfire Collaborative for 2025 in the amount of \$5,000

Fiscal Impact:

Colorado River Wildfire Collaborative is requesting \$5,000 to fund a coordinator position.

Operational Impact:

N/A

Prior Board Motions:

Council previously voted to approve an MOU for the City to become a member of the collaborative. The MOU did not require any financial support. This is an additional request.

Background Information:

Partners included in the MOU: US Department of Interior (BLM), US Department of Agriculture (Forest Service), Colorado State Forest Service, Colorado Parks and Wildlife, Colorado River Fire Rescue (CRFR), De Beque Fire Protection District, Grand Valley Fire Protection District, Lower Valley Fire District, Plateau Valley Fire District, Glenwood Springs Rural Fire Protection District, Garfield County, Mesa County, Town of Silt, City of Rifle, Town of New Castle, City of Glenwood Springs, Town of Parachute, Town of De Beque, Town of Collbran, the Metro District Battlement Mesa Service Association, White River National Forest - Rifle Ranger District, and the Grand Mesa, Uncompahgre and Gunnison (GMUG) National Forests.

The MOU memorializes cooperation between the parties to "reduce wildfire risk by identifying, prioritizing, and implementing strategic cross-boundary plans and projects aimed at creating fire resilient (sic) landscapes". The MOU also addresses protecting waterways from hazards caused by runoff after a fire. Each partner makes decisions on requirements (if any) in their respective jurisdictions. The City retains discretionary authority. The agreement also allows the Collaborative to apply for grants.

Executive Summary:

See attached funding request.

Notification Requirements:

N/A

Prepared By:

Patrick Waller, City Manager

Attachments:

1. COLORADO RIVER WILDFIRE COLLABORATIVE Matched Funds Request for 2025



COLORADO RIVER WILDFIRE COLLABORATIVE

Matched funding for grants for wildfire collaborative coordinator

The Middle Colorado Watershed has a history of significant impacts by wildfires including the Pine Gulch Fire and Grizzly Creek Fire in 2020. The Pine Gulch Fire was the largest fire in Colorado history until the East Troublesome and Cameron Peak fires blew up later that fall. In August of 2020, the Grizzly Creek fire shut down Glenwood Canyon. In 2021, post-fire debris flows destroyed the highway infrastructure, and the interstate was shut down for multiple weeks.

In November 2022, stakeholders along the Middle Colorado River corridor joined forces to form the Colorado River Wildfire Collaborative (CRWC). The collaborative is a cross-jurisdictional entity that addresses pre- and post-fire challenges and promotes risk-reduction projects. Five fire districts, seven towns, a metro district, two counties, and multiple agencies signed an MOU to work together to reduce fire risk.

Capacity funding is needed to fund a 3/4-time project coordinator. The coordinator will provide coordination for cross-boundary projects, create a project funding strategy, and develop and initiate a community outreach plan for each project. CRWC's goal is to hire a coordinator to work with stakeholders on mitigation projects related to all wildfire activity.

CRWC has identified multiple mitigation projects in the boundaries of the wildfire collaborative. Garfield County updated its Community Wildfire Protection Plan (CWPP) in 2022 to protect human life, infrastructure, economic values and the environment in response to wildfire. The Middle Colorado Watershed Council recently completed a Wildfire Ready Action Plan (WRAP) to identify post-wildfire risk susceptibility for community infrastructure in the Rifle Creek, Elk Creek and Battlement Mesa drainages. The project coordinator, under the direction of the collaborative stakeholders, will develop cross-boundary strategies to address mitigation efforts

using information from both the CWPP and the WRAP to direct the planning and implementation of pre and post-fire mitigation efforts.

The coordinator's primary function is to work under the direction of the steering committee to identify and implement cross-boundary wildfire mitigation projects. To be effective, the person in this position will need to develop a community engagement program that facilitates relationships between the fire districts and the community members that would be impacted during a wildfire in the project areas. Many of the stakeholder partners already work together in developing and implementing wildfire mitigation projects.

The coordinator will broaden the collaborative landscape through a volunteer-based ambassador program. Ambassadors are trained and equipped to work on the behalf of the collaborative. The ambassadors can initiate wildfire prevention/mitigation efforts in their communities: chipping days, evacuation drills, evacuation planning, slash removal/burning, home hardening, etc. The ambassadors have the ability to reach more people and form partnerships outside the scope of the coordinator. They have the advantage of being from and working within the community.

Because of the wide geographical spread of the CRWC, the ambassador program will develop alongside planned project boundaries or within specific at-risk neighborhoods on a case-by-case basis. The coordinator will be the liaison between the towns, fire districts, and state and federal fire-fighting institutions.

The steering committee is requesting matched funding from each town, county and fire district to support the grant requests to pay for a coordinator needed for projects, outreach to communities in the project areas and Wildland Urban Interface zones, and to do more funding research and grant writing. A \$5,000 donation from each town will help to sustain this position for the first year. The fire districts are also supplying funding and outreach is needed to request funds from the counties.

The fire districts and most towns have added this match as a line-item to their 2025 budgets, but those that have committed need confirmation other entities are also contributing. To make this program successful and to be able to take advantage of grant funding, please add a contribution to your 2025 budget.



Agenda Item #5.h.

Agenda Item Name:

Consider Letter of Support for BLM Grant Application to Colorado Parks and Wildlife Good Management Grant for Off Highway Vehicle Crew

Presenter:

Patrick Waller, City Manager

Item Description:

Letter of support for external agency

Recommended Action:

Move to approve letter of support for CPW OHV Crew Application

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

N/A

Executive Summary:

The BLM OHV Crew has been a longstanding program serving public lands in the Rifle area. Each season the OHV Crew installs hundreds of wayfinding and trail designation signs on trails on the Roan Plateau, which overlooks the City of Rifle and the Hubbard Mesa OHV area which is only a few minutes northwest of the city. The BLM OHV Crew performs several clean ups each season to maintain trailheads around Hubbard Mesa. This letter of support will be included in the BLM's submittal to the CPW OHV Good Management Grant.

Notification Requirements:

N/A

Prepared By:

Patrick Waller, City Manager

Attachments:

1. Letter of Support

November 20, 2024



OHV Grant Committee
Colorado Parks and Wildlife
13787 South Hwy 85 N.
Littleton, CO 80125

Dear CPW OHV Grant Committee,

The City of Rifle supports the Bureau of Land Management (BLM) Colorado River Valley Field Office's application for a CPW OHV Good Management Grant for 2025-2026. The City of Rifle and BLM work together to plan recreation amenities on BLM lands that surround the City of Rifle. The City of Rifle attracts many outdoor enthusiasts to the area including OHV users and hunters.

The BLM OHV Crew has been a longstanding program serving public lands in the Rifle area. Each season the OHV Crew installs hundreds of wayfinding and trail designation signs on trails on the Roan Plateau, which overlooks the City of Rifle and the Hubbard Mesa OHV area which is only a few minutes northwest of the city. The BLM OHV Crew performs several clean ups each season to maintain trailheads around Hubbard Mesa.

Thank you for considering the OHV Good Management Grant submitted by the BLM CRVFO.

Sincerely,

Sean Strobe
Mayor
City of Rifle



Agenda Item #7.a.

Agenda Item Name:

Consider Extension Request for Fairway Avenue Site Plan Improvements and Development Agreement

Presenter:

Patrick Waller, City Manager

Item Description:

Extension Request to Agreement

Recommended Action:

Move to approve the extension request for the Fairway Avenue Site Plan Improvements and Development Agreement

Fiscal Impact:

Council has previously approved the waiver of development fees in exchange for the developer completing the entirety of Fairway Avenue from the Highway 13 Bypass to the Palomino Park neighborhood.

Operational Impact:

City Staff review the construction to ensure that the project meets City requirements.

Prior Board Motions:

Council approved the original extension request on September 6, 2023.

Background Information:

The extension of Fairway Avenue has been a priority of the City of Rifle since the initiation of development accessed from West 24th Street. Currently, the only public access to that area of the City is via 24th Street. Private roads are in place through King's Crown Mobile Home Park, but these roads are not open to the public and are maintained by the park. The original agreement required the project to be completed by the end of 2024.

Executive Summary:

Since the City approved the agreement in 2023, the King's Crown developer has completed Fairway Avenue from the Bypass to 21st Street. The contractor has run into issues with the location of a City water line and an Xcel transmission line that needs to be relocated. There is already a plan to resolve both of these issues and it is anticipated that construction of the road will be completed early next year.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. 20241120-First Amendment to King's Crown Site Plan Development Agreement
2. Vicinity Map

**FIRST AMENDMENT TO
SITE PLAN IMPROVEMENTS AND DEVELOPMENT AGREEMENT**

THIS FIRST AMENDMENT is made this 20th day of November 2024, by and between the CITY OF RIFLE, COLORADO, a home-rule municipality whose address is P.O. Box 1908, Rifle, CO 81650 (hereinafter "City") and KING'S CROWN MHP, LLC, a Colorado limited liability company whose address is 200 W. 20th Street, Rifle, CO 81650 (hereinafter "Developer");

W I T N E S S E T H:

WHEREAS, Developer is owner of certain real property located in the City of Rifle, Colorado located along Highway 13 with an address of 200 W. 20th Street, Rifle, CO, Garfield County Assessor Parcel No. 217704300007 (hereinafter the "Property"); and

WHEREAS, as part of the expansion of the development of the Property, Developer and the City entered into that Site Plan Improvements and Development Agreement dated September 6, 2023 and recorded with the Garfield County Clerk and Recorder as Reception No. 993360 (the "Development Agreement") regarding the construction of improvements that included the construction of the northern portion of Fairway Avenue (the "Fairway Avenue Extension") for which the City is willing to waive certain fees related to the development of the Property; and

WHEREAS, the Development Agreement required the Fairway Avenue Extension to be completed by December 31, 2024 but unforeseen circumstances frustrated it's completion; and

WHEREAS, Developer has requested an extension of the deadline to complete the Fairway Avenue Extension that the City is willing to grant.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. Recitals. The foregoing recitals are incorporated herein as material representations and acknowledgments of the parties.

2. Amendment. Section 8 of the Development Agreement is hereby amended so that the Fairway Avenue Extension shall be completed by December 31, 2025.

King's Crown and Fairway Avenue Extension Map





Agenda Item #7.b.

Agenda Item Name:

Consider Agreement with SGM for the Park Avenue Bridge and Intersection Design

Presenter:

Craig Spaulding, Civil Engineer

Item Description:

Award for the design of the Railroad Avenue Bridge Rehabilitation to SGM

Recommended Action:

Move to approve the Park Avenue Bridge and Intersection Design to SGM in the amount of \$526,900

Fiscal Impact:

This project was initially budgeted at \$350,000. However, the scope now includes two major designs: one for the bridge, with permitting, and one for the street, which will be built in 2026. The proposal for a total of \$530,000 is a reasonable increase due to the scope of work.

Operational Impact:

Design of a new bridge and roadway as well as reconstruction of the intersection of Third Street and Park Avenue.

Prior Board Motions:

N/A

Background Information:

The Park Avenue bridge has been critical in City Master Plans dating back to 2003. The Park Avenue extension is a key to traffic and multimodal transit as well as the functionality of Rifle's downtown. The City has recently received a \$4M grant from the Department of Local Affairs to construct the Park Avenue Bridge, Park Avenue, the waterlines that border the project, and the continuation of the Rifle Creek trail.

Executive Summary:

SGM is a qualified firm and has performed bridge design projects in the past with the same team and had great success. The engineering team that is performing the street and utility design has also performed work for the City that has been successful. SGM was the only firm to attend the mandatory pre-bid meeting and provide a bid. The bid includes the design of the bridge, streets, utilities as well as all permitting required. The durations for the activities were compared to previous projects and all activities were scoped to be complete in reasonable times. This project is two major designs, one for the bridge which includes all permitting and one for the street which is constructed in 2026 so a proposal in the \$500k range seems correct. We recommend awarding the design for the Park Avenue Bridge and Street Extension to SGM.

RFP & SGM Proposal can be found here: www.RifleCO.org/PacketAddendums

Notification Requirements:

N/A

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. PURCHASE REQUEST - SGM - Park Avenue Bridge Bridge
2. Memo_SGM Award



CITY OF RIFLE PURCHASE REQUEST

1.	Vendor Name	NEW: W-9 attached ☐

2.	Vendor Address

3.	For the Purchase of (description)

4.	Amount Requested	Amount Budgeted	Finance Director Verified Funds Avail.

5.	Dept. Name	General Ledger Acct #

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)
	Land, easements, ROW

7.	Purchasing Process Required
	Cooperative Purchasing
	Open Market
	Comparative Pricing
	Request for Proposal (attach bid tab)
	Formal Bid (attach bid tab and advertisement)
	Single Source (attach an explanation)

8.	Authorization Required
	City Manager
	City Council

9.	Signatures		
	Position	Signature	Date
	Department Director		
	City Manager		
	City Council Approval (meeting date)		
10.	Purchase Order # assigned by Finance		

ENGINEERING



TO: Patrick Waller
FROM: Craig Spaulding
DATE: November 14, 2024
RE: Design of Park Ave. Bridge, Park Ave. Extension, and West Third Street

The purpose of the following memo is to recommend SGM for the design of the Park Avenue Extension and Bridge.

Background:

The Park Avenue bridge has been critical in City Master Plans dating back to 2003. The Park Avenue extension is a key to traffic and multimodal transit as well as the functionality of Rifle's downtown. The adopted master plans that call out the Park Avenue Bridge are listed below:

- Downtown Transit Oriented Development Strategic Plan, January 2014
- CITY OF RIFLE BIKE MASTER PLAN October 2013
- Rifle Comprehensive Plan 2019
- Rifle Downtown Master Plan
- Downtown Rifle West End: Urban Renewal Plan
- City of Rifle Transportation Master Plan

The City has recently received a \$4M grant from the Department of Local Affairs to construct the Park Avenue Bridge, Park Avenue, the waterlines that border the project, and the continuation of the Rifle Creek trail.

Discussion:

SGM is a qualified firm and has performed bridge design projects in the past with the same team and had great success. The engineering team that is performing the street and utility design has also performed work for the City that has been successful.

SGM was the only firm to attend the mandatory pre-bid meeting and provide a bid. The bid includes the design of the bridge, streets, utilities as well as all permitting required. The durations for the activities were compared to previous projects and all activities were scoped to be complete in reasonable times. The hourly rates are comparable to other proposals received and are fair. It should be noted that on all projects in the past SGM provides clear invoicing and only bills for the time put in. Often the time is less than the proposal and the final cost is below the proposal.

Historically, major street design projects have been around \$250,000, and this project was initially budgeted at \$350,000. However, the scope now includes two major designs: one for the bridge, with permitting, and one for the street, which will be built in 2026. Given the expanded scope, the proposed budget of \$530,000 is reasonable.

Conclusion

Because SGM is a highly qualified firm with a price deemed fair and reasonable it is recommended that they are awarded the design for the Park Avenue Bridge and Street Extension.



CITY OF RIFLE
202 RAILROAD AVENUE • P.O. BOX 1908 • RIFLE, CO 81650
WWW.RIFLECO.ORG



Agenda Item #7.c.

Agenda Item Name:

Consider Awarding Cleaning Services Bid to Carol Cleaning Services

Presenter:

Iris Trevisano, Procurement and Grant Reporting Manager

Item Description:

Bid Award

Recommended Action:

Move to award bid to Carol Cleaning Service, LLC. for the Cleaning Services for the City Rifle for 2025, 2026, & 2027, to not exceed the amount of \$155,142.00

Fiscal Impact:

Cleaning Services are budgeted yearly for each building.

Operational Impact:

The City contracts cleaning services for a three-year term. This includes the cleaning of City Hall and the Justice Center twice a week and the Operations and Maintenance building once a week.

Prior Board Motions:

N/A

Background Information:

A Request for Bid was posted on the City website and in the Rifle Citizen Telegram. There was a Mandatory Pre-bid meeting and three vendors attended; Carols Cleaning Service (CCS), Starline Custom Cleaning and Daly Properties. Each vendor was required to complete a proposal spreadsheet with values for 2025, 2026 & 2027.

Executive Summary:

The lowest qualified bid is within the 2025 budgeted amount. CCS increased their pricing for 2026 by 3% and kept the same rate for 2027. It is recommended that the Cleaning Services Bid for the City of Rifle be awarded to Carols Cleaning Service.

Notification Requirements:

N/A

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. 20241011 Cleaning Services RFB & Submissions
2. Cleaning Service Memo

Cleaning Services



Request for Bid

October 11, 2024

Parks & Recreation and Maintenance

City of Rifle

202 Railroad Avenue

Rifle, Colorado 86150

2024

Proposal Due Date: November 8, 2024, 12 pm

Mandatory Pre bid meeting: October 22, 2024, 10 am

Deadline of Questions: October 29, 2024, 12 pm

1. Request for Bids

The City of Rifle is requesting bids for the 3-year services contract for janitorial services for the municipal buildings of the City of Rifle.

2. Scope of work

Cleaning of city offices and buildings per the schedule provided.

- City Hall Tuesday and Thursday evenings
- Police Department Wednesday and Saturday (Must Pass FBI background check)
- Operations and Maintenance Fridays

Cleaning supplies and paper products are supplied by the City.

3. Required Documents

Potential bidders must complete and submit with the sealed bid the 2025 Vendor Proposal Cleaning Services spreadsheet. The spreadsheet can be downloaded from the City's website.

<https://www.rifleco.org/Bids>

4. Questions

Potential bidders may direct questions to Iris Trevisano at itrevisano@rifleco.org. Question deadline is Monday October 29, 2024 at 12 pm

5. Delivery of Bid

Bids must be submitted by hand to the Procurement and Grant Reporting manager's office at City Hall by November 8, 2024, at 12 pm. All Bids received should be sealed until the due date and time indicated in the solicitation. It is the sole responsibility of the respondent that the response is submitted and received before the

due date and time as specified in this document. The City of Rifle is not responsible for delays in transmittal or delays caused by any other occurrence. Please allow sufficient time to complete the response and deliver the documents.

6. Mandatory Pre-Bid Meeting

Potentials bidders must attend a Mandatory Pre-Bid Walk through with the Director of Parks and Recreation. Bidders will meet in front of City Hall October 22, 2024, at 10 am This meeting will include additional buildings within city limits.

7. Evaluation

Bid acceptance and bid evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. In addition to the evaluation criteria set forth in the invitation to bid, the following criteria may be considered, in addition to price:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service or construction required;
- (2) Whether the bidder can perform the contract or provide the service or construction promptly or within the time specified, without delay or interference;
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;

- (4) The quality of performance of previous contracts or services;
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service or construction;
- (7) The quality, availability and adaptability of the supplies, services or construction to the particular use required; and
- (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- (9) The local preferences set forth herein.

8. Local Preference Code

The following local preferences shall be considered in source selection for all City contracts:

Notwithstanding other provisions of this Article, in the awarding of contracts for goods or services, the City Council and Procurement Officer shall provide the following primary and secondary percentage preferences for local goods and services provided by local vendors when quality, delivery time and services are judged by the Procurement Officer to be essentially equal:

Contract>Amount	Primary Preference City of Rifle Goods/Vendors	Secondary Preference Garfield County Goods/Vendors
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	2.5% discount
\$100,000 to \$200,000	4% discount	2% discount

\$200,001 to \$500,000	3% discount	1.5% discount
\$500,000 or greater	2% discount	1% discount

(c) For all competitive bonded bid purchases in excess of one hundred thousand dollars (\$100,000.00), the City shall provide these local preference provisions within the "Instructions to Bidders" documents.

(d)Exception: Local preference shall not apply to contracts required by applicable state or federal laws or regulations to be awarded to the "lowest responsible bidder" or to any contracts that are statutorily or otherwise precluded from the use of local vendor preference. No local preference shall apply where grant funds are used which expressly prohibit the use of such local preference.

(e) The Procurement Officer may establish an administrative process to pre-qualify local vendors.

(Ord. 7 , § 2, 2022)

9. Award and Purchases

The City reserves the right to reject any or all bids, to waive any informalities or technical defects in bids, and unless otherwise specified by the City or by the bidder, to accept any items or group of items in the bid, as may be in the best interest of the City. No verbal explanations, clarifications, additions or instructions will be binding to either the City or the bidders, except those confirmed in writing. A signed purchase order/bid furnished to the successful bidder results in a binding bid without further action by either party.

City of Rifle Cleaning Services 2025, 2026, 2027				
Vendor Name: _____				
Location	Days	Price/Per Clean 2025	Price/Per Clean 2026	Price/Per Clean 2027
City Hall	Tuesdays and Thursdays	\$ -	\$ -	\$ -
Police/Court Buliding	Wednesdays and Saturdays	\$ -	\$ -	\$ -
Operations and Maintenance Facility	Fridays	\$ -	\$ -	\$ -

City Hall Total for 2025	\$ -
Police/Court Buliding Total for 2025	\$ -
Operations and Maintenance Facility Total for 2025	\$ -

City Hall Total for 2026	\$ -
Police/Court Buliding Total for 2026	\$ -
Operations and Maintenance Facility Total for 2026	\$ -

City Hall Total for 2027	\$ -
Police/Court Buliding Total for 2027	\$ -
Operations and Maintenance Facility Total for 2027	\$ -

ADDENDUM#1

10/22/2024

10222024 – Cleaning Services Prebid attendance

[illegible]

ADDENDUM#2

10/28/2024

10222024 – Cleaning Services Prebid attendance

Questions Received:

Q1: What is the square footage of City Hall, The Police Department and O&M?

A2: City Hall: 23,000sqft, Police Department: 22,000sqf & O&M: 2,500sqft

Q2: What are the hours for cleaning The Police Dept.
and O & M

A2: Police Department: Monday-Friday after 5pm and Saturday between 8am- 9pm

O&M: Fridays between 8 am- 3 pm

10222024-Cleaning Services

Bid Results

Organization Name	Location	2025	2026	2027	Total Contract
CCS Cleaning Service	Parachute	\$50,700.00	\$52,221.00	\$52,221.00	\$155,142.00
Starling Custom Cleaning	Glenwood Springs	\$181,480.00	\$186,966.00	\$192,530.00	\$560,976.00

CCS

CAROLS CLEANING SERVICE

Carol Flint Trucks

Owner Carol Cleaning Service LLC

October 22, 2024

970-618-5860

caroltrucks47@yahoo.com

38 Mesa Vista Place

Parachute, CO 81635

The City of Rifle

202 Railroad Ave

Rifle, CO 81650

(970) 665-6400

Job Reference: Janitorial Service

Dear City of Rifle,

I am writing to apply for the position of cleaning service provider for the City of Rifle's commercial buildings. With 40 years of experience in the cleaning industry and 22 years as the owner of CCS Services, I am confident in my ability to deliver the high-quality, reliable service your facilities require at the best and lowest cost.

Qualifications and Strengths:

As the owner of CCS Services, I offer a wide range of cleaning services, including commercial, residential, construction, and move-in/move-out cleaning. My extensive experience ensures that I can meet the unique needs of municipal buildings and other commercial spaces. My five years of experience cleaning for Alpine Bank has also sharpened my skills in detailed cleaning, floor care, sanitization, waste management, and facility inspections.

I take pride in providing top-notch service at the best value. With a spotless record over my 40 years in the industry—never missing a day of work—you can rely on my commitment to consistently meeting and exceeding expectations. I guarantee that my services are offered at the most competitive rates, ensuring you receive both quality and affordability.

Conclusion:

I am excited about the opportunity to bring my expertise and cost-effective service to the City of Rifle's commercial buildings. My decades of experience, combined with my guarantee of the best and lowest cost, make me a perfect fit for your cleaning needs. Please feel free to contact me at (970) 618-5860 or caroltrucks47@yahoo.com to discuss how CCS Services can support your facility.

Thank you for your time and consideration.

Sincerely,

Carol Flint Trucks

Owner, CCS Services



JANITORIAL CLEANING SERVICE PROPOSAL

Prepared for
City Of Rifle

Prepared by
Carol Flint Trucks
caroltrucks47@yahoo.com
October 22, 2024

Dear City Of Rifle,

I am pleased to submit this proposal for cleaning services for the City of Rifle's commercial buildings. With 40 years in the cleaning industry and 22 years as the owner of CCS Services, I offer high-quality, reliable service at competitive rates.

SCOPE OF SERVICES

CCS Services provides comprehensive cleaning solutions, including:

- General cleaning and sanitization
- Floor care (vacuuming, mopping, sweeping)
- Dusting and surface cleaning
- Waste management
- Restroom cleaning
- Window cleaning
- Routine facility inspections

INDUSTRY STANDARD RATE

The following services are offered at industry standard rates:

- Daily cleaning
- Weekly cleaning
- Monthly deep cleaning

These rates reflect the level of service and can be customized to suit your needs.

WHY CHOOSE US

- 40 Years of Experience: Expertise in commercial, residential, and construction cleaning.
- Proven Reliability: A spotless record with never a missed day of work.
- Competitive Pricing: Guaranteed best rates without compromising quality.

Conclusion:

I look forward to the opportunity to partner with the City of Rifle in maintaining your facilities. Please contact me at (970) 618-5860 or caroltrucks47@yahoo.com to discuss this proposal or customize a cleaning schedule.

Thank you for your consideration.

Sincerely,
Carol Flint Trucks
Owner, CCS Services

City of Rifle Cleaning Services 2025, 2026, 2027

Vendor Name: _____

Location	Days	Price/Per Clean 2025	Price/Per Clean 2026	Price/Per Clean 2027
City Hall	Tuesdays and Thursdays	\$ 225.00	\$ 231.75	\$ 231.75
Police/Court Building	Wednesdays and Saturdays	\$ 200.00	\$ 206.00	\$ 206.00
Operations and Maintenance Facility	Fridays	\$ 125.00	\$ 128.75	\$ 128.75

City Hall Total for 2025	\$ 23,400.00
Police/Court Building Total for 2025	\$ 20,800.00
Operations and Maintenance Facility Total for 2025	\$ 6,500.00

City Hall Total for 2026	\$ 24,102.00
Police/Court Building Total for 2026	\$ 21,424.00
Operations and Maintenance Facility Total for 2026	\$ 6,695.00

City Hall Total for 2027	\$ 24,102.00
Police/Court Building Total for 2027	\$ 21,424.00
Operations and Maintenance Facility Total for 2027	\$ 6,695.00



Dear City of Rifle,

Please accept this bid. Starline Custom Cleaning was established in 2018, Starline is owned and family operated.

At Starline, We are familer and very knowledgable to clean effectively and efficienlty for this type of job. We have worked to this capacity in the past. Starline is set apart from other cleaning companies with considerable attention to detail and being exceptionally goal oriented, we ensure our work is flawless.

Our experience in this industry has taught us how to both reach and exceed customer expectations and provide service they can count on. Starline is focused and willing to go beyond the minimum expectations to make sure we serve customers needs. With our staff, effective cleaning process, and our willingful spirit, Starline Custom Cleaning is the ideal candidate for this position.

Please see below for a list of jobs, projects, and existing happy clients. Pitkin County subcontractor for Construction clean up listed below but not limited to:

Pitkin County Courthouse

Pitkin County North 40 building

Pitkin County Southside Building

Pitkin County fleet building

Pitkin County Maintenance and operations, Public Works

Pitkin County Emma Road Building/s

Pitkin County residential housing

ANB Bank Aspen, Basalt, Carbondale

Columbine Ford

Roto Rooter

We have also volunteered in many fundraisers and non profit organizations to raise money for the City for good causes.

Thank you again for this opportunity, we look forward to hearing from you.

Carrie Voorhees

A handwritten signature in dark ink, appearing to read 'Carrie Voorhees', with a long, sweeping horizontal stroke extending to the right.

Owner Starline Custom Cleaning LLC

CASA of the ninth Advocate

City of Rifle Cleaning Services 2025, 2026, 2027

Starline Custom Cleaning LLC

Location	Days	Price/Per Clean 2025	Price/Per Clean 2026	Price/Per Clean 2027
City Hall	Tuesdays and Thursdays	\$740.00	\$762.00	\$785.00
Police/Court Building	Wednesdays and Saturdays	\$880.00	\$907.00	\$934.00
Operations and Maintenance Facility	Fridays	\$250.00	\$257.50	\$264.50

City Hall Total for 2025	\$	76,960.00
Police/Court Building Total for 2025	\$	91,520.00
Operations and Maintenance Facility Total for 2025	\$	13,000.00

City Hall Total for 2026	\$	79,248.00
Police/Court Building Total for 2026	\$	94,328.00
Operations and Maintenance Facility Total for 2026	\$	13,390.00

City Hall Total for 2027	\$	81,640.00
Police/Court Building Total for 2027	\$	97,136.00
Operations and Maintenance Facility Total for 2027	\$	13,754.00



Memo

To: Honorable Mayor and Council Members

CC: Patrick Waller, City Manager

Iris Trevisano, Procurement and Grant Manager

From: Austin Rickstrew, Parks and Recreation Director

Date: 11/12/2024

Re: Request to Approve Cleaning Services Contract with
Carol Cleaning Services LLC. for 2025-2027

Honorable Mayor and Council Members,

I am seeking Council approval to award the cleaning services contract for 2025, 2026, and 2027 to Carol Cleaning Service LLC (CCS), with a total contract amount not to exceed \$155,142.00. This three-year agreement will ensure thorough maintenance of key city facilities, including City Hall and the Police Department (cleaned twice weekly) and the Operations and Maintenance Building (cleaned once weekly).

In accordance with our procurement policy, we issued a Request for Bid (RFB) for these services, posting it on the City website and in the *Rifle Citizen Telegram*. A mandatory pre-bid meeting was held, with three vendors in attendance: Carol Cleaning Service, Starline Custom Cleaning, and Daly Properties. Vendors who submitted bids for consideration were required to complete a proposal spreadsheet with costs for each of the three years in the contract term.

Upon review, Carol Cleaning Service LLC provided the lowest qualified bid, meeting the 2025 budget allocation with a minimal 3% increase for 2026 and holding steady for 2027. Their bid was both competitive and within our budget.

This contract will provide cost-effective and reliable cleaning services for the City's essential facilities, maintaining consistency and high standards of cleanliness.

Thank you for your consideration,

Austin Rickstrew





Agenda Item #7.d.

Agenda Item Name:

Consider Approval of Rifle Police Department DOLA Mental Health Grant Application - Resolution No. 23, Series of 2024

Presenter:

Debra Funston, Chief of Police

Item Description:

Seeking approval for Rifle Police Department to apply for DOLA Police Officer Mental Health Grant in the amount of \$5000

Recommended Action:

Move to approve Resolution No. 23, Series of 2024, to allow the Rifle Police Department to submit a DOLA Mental Health Grant application for the amount of \$5000.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

The Rifle Police Department has sought out and successfully been awarded the DOLA Police Officer Mental Health (POMH) Grant in the past. The grant amount covers the expense of mandatory annual check ups for all officers with a licensed psychologist through Behavioral Health and Wellness out of Grand Junction. We have also utilized these monies to provide stress and trauma reduction training for our department.

Executive Summary:

The Rifle Police Department is continuing our annual check-ups with a licensed psychologist for all sworn personnel. This is normally \$1000 per day for two days. We recently contracted with Cordico through Lexipol to provide an application for all personnel to have access to therapists, counselors, Employee Assistance (through the City of Rifle) and peer support all in one location. We have signed an MOU with Garfield County Sheriffs Office to work with their Peer Support team to provide resources for area law enforcement. The Cordico application combines all contacts with an easy-to-read app on their cell phones for easy access to help when needed. The platform also provides training and information to officers and their families. The application subscription is \$2879.10 annually. The \$5000 is already budgeted into the 2025 budget for the police department.

Notification Requirements:

None

Prepared By:

Debra Funston, Chief of Police

Attachments:

1. Invoice_INVCOR11242899_1729817375404
2. Resolution No. 23-DOLA Grant PD Counseling Services



Invoice

#INVCOR11242899
1/1/2025

Bill To
Rifle Police Department
201 E 18th St
Rifle CO 81650
United States

End User
Rifle Police Department

Terms	Due Date	PO #	Contract Term
Net 30	1/31/2025		11/1/2024 to 12/31/2025

Description	Qty	Rate	Amount
Cordico Peer Support Training and Certification Free Promo Version	1	\$0.00	\$0.00
Cordico Wellness App	1	\$2,879.10	\$2,879.10

Pricing includes 14 months for the price of 12 for the initial term only.

Subtotal	\$2,879.10
Tax Total (%)	\$0.00
Invoice Total	\$2,879.10
Amount Paid	\$0.00
Amount Due	\$2,879.10

[Click here to submit your accounting inquiry](#)

Lexipol now has an easier way for you to view/pay your invoices. Please set up/login to your account today at [LEXIPOL CUSTOMER PORTAL](#). If you have difficulty logging in, please click on the reset password link, reset your password, and attempt logging in again.

Please Make Checks Payable to:
Lexipol LLC
PO Box 676232
Dallas, TX 75267-6232

CITY OF RIFLE, COLORADO
RESOLUTION NO. 23
SERIES 2024

A RESOLUTION OF THE CITY OF RIFLE, COLORADO SUPPORTING A
DEPARTMENT OF LOCAL AFFAIRS GRANT APPLICATION

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 Department of Local Affairs (“DOLA”); and

WHEREAS, the City of Rifle has submitted a Grant Application requesting a total award of \$5,000 for counseling services, a centralized application for easy access to mental health resources for police employees and their families, and yearly assessments for police personnel; and

WHEREAS, the City Council of the City of Rifle supports the acquisition of counselling, a centralized application for easy access to mental health resources for police employees and their families, and yearly assessments for police personnel and if a grant is awarded by the DOLA.

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 the DOLA POMH (Peace Officer Mental Health) grant requesting funding for counseling of Rifle police employees and their families.
3. If a grant is awarded, the City of Rifle hereby authorizes the City Manager to sign a Grant Agreement with DOLA 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 regular meeting held this 20th day of November, 2024.

ATTEST:

CITY OF RIFLE, COLORADO

By _____
City Clerk

By _____
Mayor



Agenda Item #8.a.

Agenda Item Name:

Report to City Manager

Presenter:

Patrick Waller, City Manager

Item Description:

Staff report on notable tasks completed within the individual departments.

Recommended Action:

No action necessary

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

None

Executive Summary:

Work Report to City Manager
11/15/2024

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. PD Report to City Manager Nov 20
2. 11.20.2024 Report to City Manager
3. Sept 2024 Monthly Building Report
4. Oct 2024 Monthly Building Report

WORK REPORT TO CITY MANAGER (11-20-2024)

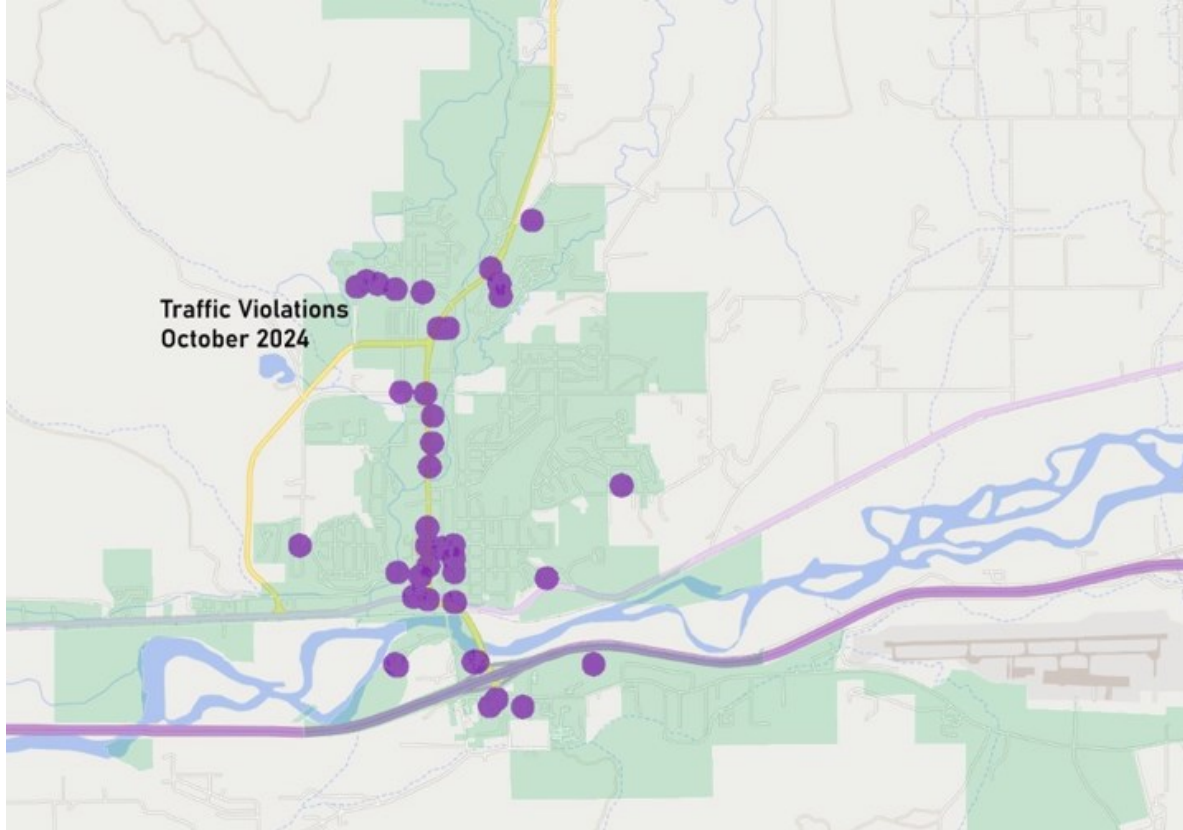
POLICE

- RPD officers issued a total of 149 citations in October. Of those citations, officers initiated 182 traffic contacts yielding 81 traffic citations.
- Officers responded to 1297 calls for service in October, yielding 62 cases requiring follow-up and additional investigation.
- Officers made 53 arrests in October.

Comparison

Activity	Oct - '24	Sept - '24	Diff.	Oct - '23	Diff.
Cases	62	58	4	60	2
Incidents	1297	1360	-63	1277	20
Tickets	149	120	29	188	-39
Traffic Stops	182	194	-12	175	7
Traffic Violations	81	81	0	84	-3
Arrests	53	45	8	42	11

This is an analysis showing an overview of locations around Rifle where traffic citations were issued in October.



The following are the types of traffic tickets issued.

Charged Traffic Offenses	Count
Careless driving	4
Certain Materials Prohibited	1
Displayed expired number plates	5
DRIVING AFTER REVOCATION PROHIBITED (HTO (TRAF)	1
Driving on Roadways Laned for Traffic (Unsafe lane change, weaving)	2
Driving under restraint	6
Driving without a current driver's license	7
Drove vehicle while license under restraint (suspended/revoked/denied)	1
Drove vehicle while under the influence of alcohol or drugs	4
Drove vehicle with excessive alcohol content	2
Drove Vehicle without valid drivers license	2
Drove vehicle without valid drivers license (Resident more than 30 days)	1
Duty to Report Accident	1
duty upon striking unattended vehicle / property	1
Entering Through Highway - Stop Intersection (failed to stop/yield)	2
Expired License Plates	1
Expired License plates/improper use of title or reg	1
Failed to drive in single lane (weaving)/changed lanes when unsafe	1
Failed to obey traffic control signal	2
Failed to Present Evidence of Insurance upon Request	2
Failed to provide proof of insurance	1
Following Too Closely	1
Head Lamps on Motor Vehicles (Motor vehicle Improper headlights)	1
Limitations on Backing (unsafe backing public or private property)	1
Missing/defective stop light or turn signal	1
Operator's license required	16
reckless driving	1
Speed Limits (speeding 10-19 mph over limit)	1
Speeding	5
Tail Lamps and Reflectors (defective, improper, none)	2
Tail Lamps and Reflectors (No license plate light)	1
Vehicle Entering Roadway	1
Vehicle had no number plates attached	1
Windows Unobstructed - certain materials prohibited (windows obstructed, dark tinted, other requirements)	1
Grand Total	81

Who is requesting records ?

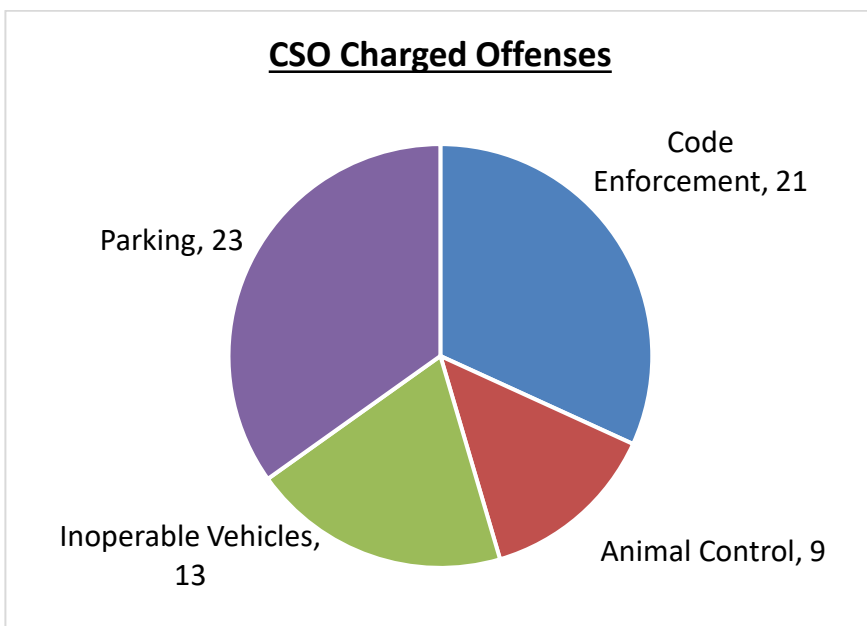


RECORDS	
Requestor	Count
DA's Office	29
City Prosecutor	3
Citizen	20
Other LE Agency	8
DHS	0
CBI	1
Insurance	6
Total	67

Code Compliance

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

- CSOs issued 51 Citations in October rendering 66 charges.
- CSOs responded to 146 calls for service in October.
- CSOs initiated 66 charges on cases they were involved with in October.



“Lets Taco Bout it”

Police Department event at Tequilas on October 4



SPEAR (Special Problem Enforcement And Response) Task Force Update for October

The SPEAR team continues to work hard in Rifle and Garfield County. Here is a glimpse into what they are doing in our community.

SPEAR			
Activity	Count	Seized Property	Count
Incidents	60	Recovered Vehicles	0
New Cases	15	Seized Guns	0
Arrests	9	Fentanyl Pills	524
		Methamphetamine	98 grams
		Hydrocodone Pills	28,500
		*small amount of Fentanyl powder, Heroin, & Cocaine	



Officer Loux and a new recruit at Trunk or Treats October 25th



Officer McCain & Det. Crow at Halloween Pumpkin Painting
at Highland Elementary on October 29

WORK REPORT TO CITY MANAGER

11.15.2024

PIO

- Continuing updates on website and social media on local issues and citizen concerns.

COURT

- Handled 63 adult cases on October 16 court day.
- Handled 72 adult cases and 21 juvenile cases on November 6 court day.
- Held 04 telephone hearings with inmates in custody.
- Attended webinar series on the NCSC Court Statistics Project which curates information on organization and administration of courts as well as promotes data literacy.

PUBLIC WORKS

- Veteran's Memorial, Phase I Beautification: construction plans in progress: 30% (no change)
- CAD renderings and development of specifications of the City of Rifle Specifications Manual, in progress 15% on drawings; 95% on specifications (no change)
- Asset Management with Limble: adding assets to database, specifically Public Works and City Hall.
- Development of strategies for energy and resilience action

Fleet

- Normal fleet maintenance operations.
- JD 544 loader to dealership in Grand Junction to perform a repair to bucket attachment system
- Preventative Services to snowplow fleet
- Project car: 4V11, 2011 Ford Fusion – steering rack replacement; parts received; 25% work complete

Operations & Maintenance

- Normal fleet maintenance operations.
- JD 544 loader to dealership in Grand Junction to perform a repair to bucket attachment system
- Preventative Services to snowplow fleet
- Project car: 4V11, 2011 Ford Fusion – steering rack replacement; parts received; 25% work complete

Two-week work forecast

- Annual personnel performance reviews – complete
- Repair of inside surface of SE corner of Railroad Ave and Centennial Parkway

PARKS & RECREATION

- After 10 years of dedicated service on the Parks and Recreation Advisory Board (PRAB), Trudy Lowery has announced her resignation. Throughout her tenure, Trudy contributed invaluable insights, helping to shape our parks, programs, and community spaces with a deep commitment to enhancing quality of life for all residents. Her leadership, passion, and vision have left a lasting impact on our community, and she will be greatly missed. We extend our heartfelt thanks to Trudy for her years of service and wish her all the best in her future.
- Staff will be attending the GOCO board meeting on December 6th to find out if we will receive community impact grant funding to help with the design/construction of Birch Park.

- Staff has started drafting the RFP for design services for Birch Park.
- With the help of O&M staff we worked to get the 638 Park Ave site prepared for asbestos abatement. After a bidding process we have selected a contractor and will be moving forward with the abatement process. After abatement is complete O&M and Parks staff will work together again to complete the demolition and convert the property into an additional parking lot providing access to Centennial Park.

CITY OF RIFLE BUILDING PERMIT REPORT

September 2024

Summary (see note 1)	Total No. of Permits	Total Units *New SFD & New MFD	*New SFD Units (is not part of total permit amount)	*New MFD Units (is not part of total permit amount)	New Commercial	Other	Valuation	Use Tax Collected	Building Permit Fees	Plan Review Fees	Offsite Street Impact Fees	Parkland Dedication	Waste Water System Improvement Fees	Water System Improvement Fees
September	11					11	\$ 237,622.85	\$ 5,049.43	\$ 1,807.00	\$ 918.94	\$ -	\$ -	\$ -	\$ -
Year to Date	244	21	16	5	5	218	\$ 32,122,965.68	\$ 271,508.34	\$ 151,251.75	\$ 85,525.66	\$ 296,801.90	\$ 185,386.72	\$ 429,785.87	\$ 439,088.10
Sep-23	31	0	0	0	0	31	\$ 436,594.24	\$ 7,817.67	\$ 3,789.57	\$ 814.36	\$ -	\$ -	\$ -	\$ -
Year to Date 2023	217	18	18	0	5	192	\$ 18,621,553.90	\$ 321,536.49	\$ 111,079.18	\$ 52,313.25	\$ 118,019.11	\$ 40,536.57	\$ 226,131.04	\$ 265,600.10
End of Year 2023	274	19	19	0	5	251	\$ 19,979,194.57	\$ 355,580.60	\$ 120,262.91	\$ 54,934.01	\$ 139,525.81	\$ 46,507.72	\$ 262,500.19	\$ 302,522.17

Permit No	Parcel No	Date Paid	Address	Applicant	Zone	Permit Type	Valuation	Use Tax	Building Permit Fees	Plan Review Fees	Offsite Street Impact Fees	Parkland Dedication Fees	Waste Water System Improvement Fees	Water System Improvement Fees	Certificate of Occupancy Issued Date
001598	217710331042	9/17/2024	759 Cedar Court	Owner	LDR	Residential Improvements	\$ 20,000.00	\$ 425.00	\$ 321.25		\$ 3,841.37		3708.93	\$ 3,765.31	
001600	217716216011	9/13/2024	139 W. 3rd Street	Owner	CBD	Comm Improvements	\$ 175,000.00	\$ 3,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ -	0.00	\$ -	
001601	217709427009	9/18/2024	534 Jarrad Avenue	Full Curl Roofing Company	LDR	Reroof	\$ 5,224.68	\$ 111.01	\$ 50.00						
001603	217715402001	9/24/2024	2143 Airport Road	A-1 Heating & Cooling	LI	Furnace/Boiler	\$ 6,632.81	\$ 140.93	\$ 25.00						
001604	217710331302	9/23/2024	1318 E. 7th Street	Owner	LDR	Window/Door replacement	\$ 5,500.00	\$ 116.88	\$ 118.25						
001605	217709316006	9/24/2024	543 West Avenue	Owner	CBD	Fence	\$ 2,000.00	\$ 42.50	\$ 25.00						
001606	217704232011	9/30/2024	286 W. 29th Court	A-1 Heating & Cooling	LDR	Furnace/Boiler	\$ 13,057.26	\$ 277.44	\$ 25.00						
001607	217704439098	10/11/2024	182 Willow Circle	Roaring Fork Fencing	TC	Fence	\$ 3,900.00	\$ 82.88	\$ 25.00						
001608	217708409035	10/16/2024	520 Elm Court	Mullenax Roofing	LDR	Reroof	\$ 8,778.00	\$ 186.53	\$ 50.00						
001609	217704431012	10/11/2024	2268 Acacia Avenue	A-1 Heating & Cooling	LDR	AC/Heater Unit	\$ 8,680.10	\$ 184.45	\$ 25.00						
001616	217709300109	10/16/2024	702 East Avenue	Mullenax Roofing	LDR	Reroof	\$ 8,850.00	\$ 188.06	\$ 50.00						

Total = \$ 237,622.85 \$ 5,049.43 \$ 1,807.00 \$ 918.94 \$ - \$ - \$ - \$ - \$ -

Valuation Statistics Total For Month				\$	-
Single & Two Family New	\$	-	Multifamily New	\$	-
Single & Two Family Other	\$	80,622.85	Multifamily Other	\$	-
Single & Two Family Total	\$	80,622.85	Multifamily Total	\$	-
			Commercial New	\$	-
			Commercial Other	\$	177,000.00
			Commercial Total	\$	177,000.00

*manufactured homes- SFD only if on its own lot / if in a park it will be under counted as Other

*SFD=Single Family Dwellings *2-FAM=New 2 Family (will count as a SFD) *MF=Multi- Family *Un=Units *RES=Residential *OTHER=Shed, Decks, Garages & etc. *Parcel No.=GIS use

Note 1: Total No. of permits= Total Single Family Units + Multi Family Bldg. + Commercial + Other Total Units= Single Family Units + Multi Family Units

Note 2: Building Permit Fees include Permit, Mechanical and Plumbing Fees

Notes regarding final totals

CITY OF RIFLE BUILDING PERMIT REPORT

October 2024

Summary (see note 1)	Total No. of Permits	Total Units *New SFD & New MFD	*New SFD Units (is not part of total permit amount)	*New MFD Units (is not part of total permit amount)	New Commercial	Other	Valuation	Use Tax Collected	Building Permit Fees	Plan Review Fees	Offsite Street Impact Fees	Parkland Dedication Fees	Waste Water System Improvement Fees	Water System Improvement Fees
October	18	2	2			16	\$ 581,034.36	\$ 6,737.76	\$ 5,153.10	\$ 2,356.83	\$ 226.35	\$ -	\$ 6,181.56	\$ -
Year to Date	262	23	18	5	5	234	\$ 32,704,000.04	\$ 278,246.10	\$ 156,404.85	\$ 87,882.49	\$ 297,028.25	\$ 185,386.72	\$ 435,967.43	\$ 439,088.10
Oct-23	28	1	2	0	0	27	\$ 855,948.54	\$ 18,124.97	\$ 7,635.88	\$ 3,168.00	\$ 11,188.46	\$ 2,239.18	\$ 24,366.13	\$ 24,736.57
Year to Date 2023	245	19	19	0	5	219	\$ 19,477,502.44	\$ 339,661.46	\$ 118,715.06	\$ 55,481.25	\$ 129,207.57	\$ 42,775.75	\$ 250,497.17	\$ 290,336.67
End of Year 2023	274	19	19	0	5	251	\$ 19,979,194.57	\$ 355,580.60	\$ 120,262.91	\$ 54,934.01	\$ 139,525.81	\$ 46,507.72	\$ 262,500.19	\$ 302,522.17

Permit No	Parcel No	Date Paid	Address	Applicant	Zone	Permit Type	Valuation	Use Tax	Building Permit Fees	Plan Review Fees	Offsite Street Impact Fees	Parkland Dedication Fees	Waste Water System Improvement Fees	Water System Improvement Fees	Certificate of Occupancy Issued Date
001610	217704300007	10/15/2024	200 W. 20th Street	Lot F-11	Clayton Homes	MDR	Residential New MH	\$ 82,060.00	\$ 1,743.78	\$ 868.17	\$ 564.31		\$ 6,181.56	\$ 6,275.53	
001611	217704300007	10/15/2024	200 W. 20th Street	Lot F-12	Clayton Homes	MDR	Residential New MH	\$ 68,973.00	\$ 1,465.66	\$ 776.56	\$ 504.76		\$ 6,181.56	\$ 6,275.53	
001612	217709125003	10/11/2024	1638 Balsam Loop		JY Quality Fencing	LDR	Fence	\$ 15,830.00	\$ 336.39	\$ 25.00					
001614	217709300080	10/28/2024	523 East Avenue		Owner	LDR	Residential Improvements	\$ 60,000.00	\$ 1,275.00	\$ 713.75					
001615	217717101003	10/8/2024	325 Fairway Avenue		Owner	LDR	Fence	\$ 1,750.00	\$ 37.19	\$ 25.00					
001616	217709300109	10/16/2024	702 East Avenue		Mullenax Roofing	LDR	Reroof	\$ 8,850.00	\$ 188.06	\$ 50.00					
001617	217704300007	10/17/2024	200 W. 20th Street	Lot C-6	Owner	MDR	Covered Deck	\$ 4,000.00	\$ 85.00	\$ 97.25					
001619	217709315002	10/10/2024	528 Railroad Avenue		Bulldog Construction	CBD	DEMO	\$ -	\$	\$ 50.00					
001621	217717118001	10/11/2024	1043 West 3rd Street		Owner	LDR	Fence	\$ 500.00	\$ 10.63	\$ 25.00					
001623	2177103111019	10/15/2024	1658 Dogwood Drive		A-1 Heating & Cooling Inc.	LDR	AC/Swamp Cooler	\$ 6,834.36	\$ 145.22	\$ 25.00					
001625	217716206016	10/24/2024	335 Hutton Avenue		Renewal By Anderson	LDR	Window/Door Replacement	\$ 12,206.00	\$ 259.38	\$ 212.13					
001626	217710304004	10/24/2024	1468 Jays Drive		Renewal By Anderson	LDR	Window/Door Replacement	\$ 6,987.00	\$ 148.45	\$ 139.07					
001628	217715300062	10/28/2024	501 Airport Road	Lot 22 & 23	FCI	CBD	Commercial Improvements	\$ 263,962.00	\$ -	\$ 1,911.94	\$ 1,242.76				
001629	217716403012	10/24/2024	705 Taughenbaugh BLVD		Bud's Signs	CBD	Sign	\$ 9,500.00	\$ 201.88	\$ 40.00					
001633	217704429011	10/23/2024	426 Evergreen Drive		Gray Mountain Roofing	LDR	Reroof	\$ 16,692.00	\$ 354.71	\$ 50.00					
001635	217717203008	10/28/2024	141 Daniel Avenue		Owner	LDR	Reroof	\$ 2,000.00	\$ 42.50	\$ 50.00					
001636	217717105020	10/25/2024	365 Will Avenue		Gemini Construction Service:	LDR	Fence	\$ 11,000.00	\$ 233.75	\$ 25.00					
001639	217514402002	10/31/2024	4151 West Centennial PKWY		Johnson Construction	ID	Commercial Addition	\$ 91,950.00	\$ 1,953.94	\$ 937.40	\$ 609.31	\$ 226.35			

Total = \$ 581,034.36 \$ 6,737.76 \$ 5,153.10 \$ 2,356.83 \$ 226.35 \$ - \$ 6,181.56

Valuation Statistics Total For Month				\$	-
Single & Two Family New	\$	151,033.00		Multifamily New	\$ -
Single & Two Family Other	\$	146,649.36		Multifamily Other	\$ 365,412.00
Single & Two Family Total	\$	297,682.36		Multifamily Total	\$ 365,412.00

*manufactured homes- SFD only if on its own lot / if in a park it will be under counted as Other
*SFD=Single Family Dwellings *2-FAM=New 2 Family (will count as a SFD) *MF=Multi- Family *Un=Units *RES=Residential *OTHER=Shed, Decks, Garages & etc. *Parcel No.=GIS use
Note 1: Total No. of permits= Total Single Family Units + Multi Family Bldg. + Commercial + Other Total Units= Single Family Units + Multi Family Units
Note 2: Building Permit Fees include Permit, Mechanical and Plumbing Fees

Notes regarding final totals