



RIFLE CITY COUNCIL

REGULAR MEETING

March 5, 2025

7:00 p.m.

202 Railroad Avenue, Rifle, CO

CALL TO ORDER & ROLL CALL

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

Present at Roll Call:

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

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

No - None.

Others Present:

City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Parks & Recreation Director Austin Rickstrew, Procurement & Grant Reporting Manager Iris Trevisano, Community TV/Multimedia Manager Michael Churchill, Chief of Police Debra Funston, Planning Director Zach Higgins, Main Street Manager Kim Burner, Civil Engineer Craig Spaulding, Utilities Director Jared Emmert, and Deb Grizzle.

PUBLIC COMMENT

Public comment was heard from Deb Grizzle.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the February 19, 2025 Regular Meeting
- B. Consider Liquor License Renewal for Tapatios 2, LLC dba Tapatios
- C. Consider Liquor License Renewal for Thai Chili Bistro, Inc dba Thai Chili Bistro
- D. Consider Liquor License Renewal for Ruedi Creek Enterprises, Inc dba Sammy's
- E. Consider Liquor License Renewal for Beauty Queens Hair Salon & Spa, LLC dba Beauty Queens Hair Salon & Spa
- F. Consider Amendment to the Rifle Municipal Code Regarding Applicant Submittal Requirements to the Planning Department - Ordinance No. 4 Series of 2025 - 2nd Reading
- G. Consider Approving the Sale of City Property Formally Occupied by the Graham Mesa Water Plant at 1500 Dogwood Drive - Ordinance No. 5 Series of 2025 - 2nd Reading

Councilor Clint Hostettler moved to approve Consent Agenda Item A, B, C, D, E, F, and G; seconded by Councilor Chris Bornholdt.

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

No - None.

REGULAR AGENDA

Consider Awarding Contract to CKC Operations, LLC for the 2025 Crack Sealing

Civil Engineer Craig Spaulding presented a request to consider awarding contract to CKC Operations, LLC for the 2025 crack sealing. Beginning in 2019, the Public Works & Engineering Departments have received annual surveys to measure the condition and remaining service life of roads in Rifle. Crack sealing has been incorporated into a Street Maintenance and Capital Plan. A critical part of the maintenance plan is the understanding that as roads age, the costs of repairs increase. The crack sealing operations that began in 2020 are vital to maintaining Rifle's streets. Bids for the 2025 crack sealing were posted publicly. Two qualified bids were received and CKC Operations, LLC was the lowest. This item is significantly under budget. \$150,000 was budgeted for crack sealing in 2025. Staff recommends moving forward with awarding contract to CKC Operations, LLC for the 2025 crack sealing in the amount of \$48,498.82.

Civil Engineer Craig Spaulding answered questions for Council.

Councilor Clint Hostettler moved to award the 2025 Crack Sealing contract to CKC Operations, LLC in the amount of \$48,498.82; seconded by Alicia Gresley.

Roll Call: Yes - Chris Bornholdt, Alicia Gresley, Michael Clancy, Karen Roberts, Joe Carpenter, Clint Hostettler, and Sean Strode.
No – None.

Consider Awarding Bid to Martinez Western Constructors for the Construction Services for 5th Street and Ute Avenue Improvements

Civil Engineer Craig Spaulding presented a request to consider awarding bid to Martinez Western Constructors for the construction services for 5th Street and Ute Avenue Improvements. This project replaces the water line from Clarkson Avenue to Aspen Avenue on 5th Street, as well as the water line on Ute Avenue between 5th Street and 3rd Street. There will be new sewer lines installed south of Jarrad Avenue, new sewer manholes on 5th Street at two locations, and a new sidewalk and roadway. The project has received \$200,000.00 from the Department of Local Affairs Energy Impact Assistance Fund and \$450,000.00 from the Garfield County Federal Mineral Lease District. This is a highly necessary project and has received a competitive bid from a qualified contractor. It is recommended that Martinez Western Contractors receive the award for the 5th Street and Ute Improvements in the amount of \$1,781,050.00, which was the lowest bid received. While the low bid for the project came in slightly higher than was budgeted, the overall Street, Water, and Sewer Budgets are still within budget for 2025. Because of some extra work applying for grants it is likely that the net number for the overall water fund will be better than projected. Staff recommends awarding bid to Martinez Western Constructors for construction services for 5th Street and Ute Avenue Improvements.

Civil Engineer Craig Spaulding answered questions for Council.

Councilor Alicia Gresley moved to award bid to Martinez Western Constructors for the construction services associated with the Ute and 5th Street improvements in the amount not to exceed \$1,781,050.00; seconded by Councilor Karen Roberts.

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

No – Chris Bornholdt.

Consider Funding of Special Event Grant Requests as Recommended by the GRIT Advisory Board

Main Street Manager Kim Burner presented a request to consider funding of special event grant requests as recommended by the Greater Rifle Improvement Team Advisory Board. There are two grant cycles each year for funding special events within the City of Rifle. The cycles are in January and June of each year. Applicants are required to present to the Greater Rifle Improvement Team Advisory Board in those months. The Greater Rifle Improvement Team Advisory Board received three special event grant applications by the December 31, 2024 deadline. Applications were submitted by Bookcliffs Arts Center, Middle Colorado Watershed Council, and the Summer Baseball Series, totaling \$9,250. These applications meet all the requirements and qualifications set by the application. These funds are budgeted in the 2025 budget under the Visitor Improvement Fund. All three of the requests were approved for funding in 2024 at the same amount requested this year. Staff recommends the funding of special event grant requests, as recommended by the Greater Rifle Improvement Team Advisory Board.

Main Street Manager Kim Burner answered questions for Council.

Councilor Clint Hostettler moved to approve the funding of special event grant requests as recommended by the Greater Rifle Improvement Team Advisory Board in the amount of \$9,250.00; seconded by Councilor Alicia Gresley.

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

No – None.

Consider Purchase of Two Ford Vehicles for the Water Department

Utilities Director Jared Emmert and Procurement and Grant Reporting Manager Iris Trevisano presented a request to consider the purchase of two Ford vehicles for the Water Department. The Water Department is overdue to retire two vehicles that are no longer economical to maintain. The current meter reader truck and work truck are both old and have high mileage, making them due for replacement. The Water Department has secured two vehicles from Phil Long Ford of Denver to support operations, which are a 2024 Ford Escape Active AWD for \$28,000 and a 2022 Ford F-350 4X4 Crew Cab for \$82,776.19. The total purchase cost for both vehicles, including all upfitting, is \$111,471.19. After thorough evaluation, staff recommends approval of these two purchases. The Water Plant has budgeted for two fleet vehicle replacements in 2025: a

meter-reader vehicle replacement for \$45,000 and a work truck for \$65,000 for a total of \$110,000. This purchase is over budget by \$1,471.19 due to the extra cost of having the 2022 Ford F-350 4X4 Crew Cab bed sprayed with Line-X, Spray-in bedliner, and additional equipment.

Utilities Director Jared Emmert and Procurement and Grant Reporting Manager Iris Trevisano answered questions for Council.

Councilor Alicia Gresley moved to approve the purchase of an F-350 4X4 Service Truck and a 2024 Ford Escape Active for the Water Plant from Phil Long Ford of Denver in the amount of \$111,471.19; seconded by Councilor Clint Hostettler.

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

No – None.

Consider Purchase of F-150 4X4 SuperCrew XL for Wastewater

Utilities Director Jared Emmert and Procurement and Grant Reporting Manager Iris Trevisano presented a request to consider the purchase of a Ford F-150 4X4 SuperCrew XL for the Wastewater Department. The Wastewater Plant is overdue to retire their 2006 Ford Ranger that is no longer economical to maintain due to high repair costs. As a replacement, a 2024 F-150 4x4 SuperCrew XL has been secured through Phil Long Ford of Denver in the amount of \$50,000, plus a LINE-X spray-in bedliner for \$695, bringing the total cost to \$50,695. The truck is available for immediate delivery upon approval. After thorough evaluation, staff recommends proceeding with the purchase through Phil Long Ford of Denver. A light duty truck was included in the 2025 Budget in the amount of \$50,000. With the addition of the spray-in bedliner, this purchase is \$695 over budget.

Utilities Director Jared Emmert and Procurement and Grant Reporting Manager Iris Trevisano answered questions for Council.

Councilor Alicia Gresley moved to approve the purchase of the 2024 F-150 4X4 SuperCrew XL Truck and Line-X Spray-In Bedliner for \$50,695 from Phil Long Ford of Denver; seconded by Councilor Michael Clancy.

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

No – None.

Consider Purchase of Three Upfit Packages for New Police Interceptor Patrol Vehicles

Chief of Police Debra Funston and Procurement and Grant Reporting Manager Iris Trevisano presented a request to consider the purchase of three upfit packages for the three new police interceptor patrol vehicles through GreyCo Customs. The 2025 Budget included \$229,000 for the purchase of three patrol vehicles and their upfits. At the February 19, 2025 City Council Meeting, the purchase of three patrol vehicles was approved in the amount of \$151,752. These specialized law enforcement vehicles require upfitting for lighting and equipment. The upfitting costs are quoted at \$24,802.19 for each of the two "67H – Ready for the Road" packages and \$27,149.64 for the base model, totaling \$76,754.02. These prices are consistent with those received by surrounding agencies. After purchasing the vehicles, \$77,248 remains in the budget, which can be used to cover the upfit costs. Staff recommends the purchase of three upfit packages for the three new police interceptor vehicles.

Chief of Police Debra Funston and Procurement and Grant Reporting Manager Iris Trevisano answered questions for Council.

Councilor Clint Hostettler moved to approve the purchase of three upfit packages for three new police interceptor patrol vehicles from GreyCo Customs in the amount of \$76,754.02; seconded by Councilor Chris Bornholdt.

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

No – None.

Consider Purchase of Ford 2025 Ranger 4x4 Crew Cab XL for Parks and Recreation

Parks and Recreation Director Austin Rickstrew and Grant Reporting Manager Iris Trevisano presented a request to consider the purchase of a 2025 Ford Ranger 4X4 Crew Cab XL for the Parks and Recreation Department. The Parks and Recreation Department is requesting to replace one of its aging vehicles, which will be assigned to an employee for daily operational use. A

2025 Ford Ranger Truck XL 4X4 has been sourced through Phil Long Ford of Denver. The Parks and Recreation Department has budgeted for a vehicle replacement to modernize its fleet and enhance operational efficiency. The selected vehicle meets off-road towing requirements and will include a durable LINE-X spray-in bedliner. Delivery is expected in March. Staff recommends the purchase of a 2025 Ford Ranger 4x4 Crew Cab XL from Phil Long Ford of Denver for a total cost of \$38,150.60. Parks and Recreation included \$42,000 in the 2025 Budget for the purchase of a Ford Ranger. This purchase is under budget.

Parks and Recreation Director Austin Rickstrew and Procurement and Grant Reporting Manager Iris Trevisano answered questions for Council.

Councilor Alicia Gresley moved to approve the purchase of a 2025 Ford Ranger 4X4 Crew Cab XL Truck for \$38,105.60 from Phil Long Ford of Denver; seconded by Councilor Karen Roberts.

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

No – None.

Consider Updating the Open Records Act Policy - Resolution No. 3, Series of 2025

City Clerk Alexis Ramirez presented a request to consider updating the City of Rifle Open Records Act Policy – Resolution No. 3, Series of 2025. The Colorado Open Records Act is a state law that allows the public to access most public records from state and local governments. Colorado Law requires adjustment to the Colorado Open Records Act maximum hourly fee every five years. The maximum hourly fee last increased from \$30.00 to \$33.58 on July 1, 2019. The Colorado General Assembly increased fees on July 1, 2024, to a maximum hourly fee of \$41.37. This fee is due to the time staff spends in locating, reviewing, redacting, and providing records, while adhering to legal requirements. Neighboring cities have already raised their fees, and this adjustment will help ensure our rates remain aligned with other municipalities. The updated policy now includes detailed procedures for requesting all public records, including criminal records managed by the Records and Evidence Department, clarification on specific requests, response times and deadlines, fees associated with requests, payment information, and the ADA Accessibility statement. Staff recommends raising the research and retrieval fee from \$33.58 to a flat rate of \$41.00 per hour, in addition to the rest of the fees detailed in the updated policy, to ensure a consistent rate distribution with the Police Department and surrounding cities. Government entities must revise and publish their Colorado Open Records Act policies to include the new fee before increasing fees. Notice will be posted on City of Rifle's website in advance for 30 days. Fees will be in effect as of April 1st, 2025.

City Clerk Alexis Ramirez answered questions for Council.

Councilor Clint Hostettler moved to approve Resolution No. 3, Series of 2025 to update the City of Rifle Open Records Act Policy; seconded by Councilor Alicia Gresley.

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

No – None.

Report to City Manager

Reports were heard from City Manager Patrick Waller and City Attorney Jim Neu.

Comments from Mayor and Council

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

Adjournment

Meeting adjourned at 8:10 p.m.


Alexis Ramirez
City Clerk




Sean Strode
Mayor