



CITY COUNCIL

WORKSHOP AND REGULAR MEETING AGENDA

August 20, 2025

7:00 PM

202 Railroad Avenue, Rifle, CO 81650

6:00 PM - Workshop Meeting

Discussion and Review

- a. Golf Course Discussion
- b. City Survey Review

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 August 6, 2025 Regular Meeting
 - 5.b. Consider Liquor License Renewal for Walmart Inc., dba Walmart #5232
 - 5.c. Consider Temporary Access Easement for Xcel Energy on City of Rifle Property
 - 5.d. Consider Letter of Support for Colorado River Valley Chamber of Commerce Grant Application for Visitor Center
- 6. **Action, if any, on Workshop Items**
- 7. **Public Hearing**
 - 7.a. Consider Amending the 2025 Budget - Supplemental Appropriations Request #1
 - 7.a.i. Consider Amending the 2025 Budget - Resolution No. 18, Series of 2025

- 7.a.ii.** Consider Adopting the Supplemental Appropriations for the 2025 Budget - Ordinance No. 9, Series of 2025

8. Regular Agenda

- 8.a.** Consider Lodging Tax Ballot Question Resolution No. 17, Series of 2025
- 8.b.** Consider Authorizing Submission of the Garfield County FMLD Mini-Grant Application to Purchase Mobile Column Lift - Resolution No. 16, Series of 2025
- 8.c.** Consider Authorizing Submission of the Garfield County FMLD Traditional-Grant Application Rifle Park Avenue Bridge and Road Extension Phase 3 - Resolution No. 15, Series of 2025
- 8.d.** Consider Awarding Bid to DHM Design for the South Rifle Open Space Master Plan

9. Administrative Reports

- 9.a.** Report to City Manager

10. Comments from Mayor and Council

11. 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 our ADA Team at ADATeam@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 Ramirez al 970-665-6405 o envíe un correo electrónico a el equipo ADA a ADATeam@rifleco.org. Por favor, permita 48 horas para que se atiendan sus solicitudes.



Agenda Item #a.

Agenda Item Name:

Golf Course Discussion

Presenter:

Patrick Waller, City Manager

Item Description:

Workshop Discussion

Recommended Action:

No action on Workhsop items.

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

The Rifle Creek Golf Course Board has requested to present to Council on the current fiscal position of the Golf Course and possible future options for operations.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

None



Agenda Item #b.

Agenda Item Name:

City Survey Review

Presenter:

Patrick Waller, City Manager

Item Description:

Workshop Item

Recommended Action:

No action on Workshop items

Fiscal Impact:

The City has received a \$5,000 grant to support the \$14,000 city survey.

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

Rifle has completed a citywide survey every 5-years to gather input from businesses and residents on city services.

Executive Summary:

Staff has been working with ETC Institute on the 5-year citywide survey. City Staff is looking for feedback from Council on the survey document before finalizing and sending the survey out to residents and businesses.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. 2025 City of Rifle Community Survey (DRAFT 3 - 081425)

2025 City of Rifle Community Survey

Please take a few minutes to complete this survey. Your input is an important part of the City's on-going effort to identify and respond to resident concerns. If you have questions, please call the Administration Department at (970) 665-6492. If you prefer, you can also take the survey online at RifleCommunitySurvey.org. **As a thank you for fully completing your survey, you will have an opportunity to opt-in for a chance to receive one (1) ETC \$500 prepaid Visa gift card at the end of this survey.** Thank you for your time!

1. **Major categories of services provided by the City of Rifle are listed below. Please rate each item on a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of police services	5	4	3	2	1	9
02. Overall quality of recreation programs	5	4	3	2	1	9
03. Overall quality of City parks	5	4	3	2	1	9
04. Overall maintenance of City streets	5	4	3	2	1	9
05. Overall quality of City water utilities	5	4	3	2	1	9
06. Overall quality of City sewer services	5	4	3	2	1	9
07. Overall effectiveness of City snow/ice removal	5	4	3	2	1	9
08. Overall enforcement of City codes and ordinances	5	4	3	2	1	9
09. Overall quality of customer service you receive from City employees	5	4	3	2	1	9
10. Overall effectiveness of City communication with the public	5	4	3	2	1	9
11. Overall effectiveness of residential trash service	5	4	3	2	1	9

2. **Which THREE of the above items do you think should receive the MOST EMPHASIS from City leaders over the next two years?** *[Write in your answers using the numbers from the list in Question 1.]*

1st: _____ 2nd: _____ 3rd: _____

3. **Several items that may influence your perception of the City of Rifle are listed below. Please rate each item on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."**

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
01. Overall quality of services provided by the City of Rifle	5	4	3	2	1	9
02. Overall value that you receive for your City tax dollars and fees	5	4	3	2	1	9
03. Overall image of the City	5	4	3	2	1	9
04. How well the City is managing growth and development	5	4	3	2	1	9
05. Overall quality of life in the City	5	4	3	2	1	9
06. Overall feeling of safety in the City	5	4	3	2	1	9
07. Availability of job opportunities	5	4	3	2	1	9
08. Overall quality of new development	5	4	3	2	1	9
09. Appearance of residential property in the City	5	4	3	2	1	9
10. Appearance of commercial property in the City	5	4	3	2	1	9
11. Overall quality of sidewalks in the City	5	4	3	2	1	9
12. The number of sidewalks in the City	5	4	3	2	1	9
13. Overall safe walking routes to schools	5	4	3	2	1	9
14. Overall quality of senior programs	5	4	3	2	1	9

4. Using a scale of 1 to 5 where 5 means "Very Safe" and 1 means "Not Safe at All" please rate how safe you feel in the following areas.

How safe do you feel...	Very Safe	Safe	Neutral	Not Safe	Not Safe at All	Don't Know
1. In your neighborhood during the day	5	4	3	2	1	9
2. In your neighborhood during the night	5	4	3	2	1	9
3. In public places throughout the City during the day	5	4	3	2	1	9
4. In public places throughout the City during the night	5	4	3	2	1	9

5. **Public Safety.** For each of the items below, please rate your satisfaction on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. The visibility of police in the community	5	4	3	2	1	9
2. The City's overall efforts to prevent crime	5	4	3	2	1	9
3. Enforcement of local traffic laws	5	4	3	2	1	9
4. Parking enforcement services	5	4	3	2	1	9
5. How quickly police respond to emergencies	5	4	3	2	1	9
6. The quantity and quality of public safety education and events	5	4	3	2	1	9
7. The number of neighborhood patrols	5	4	3	2	1	9

6. Which TWO Public Safety items do you think should receive the MOST EMPHASIS from City leaders over the next two years? [Write in your answers using the numbers from the list in Question 5.]

1st: _____ 2nd: _____

7. **Code Enforcement.** For each of the items below, please rate your satisfaction on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Enforcing the cleanup of litter and debris on private property	5	4	3	2	1	9
2. Enforcing the mowing and trimming of grass and weeds	5	4	3	2	1	9
3. Enforcing codes designed to protect public safety and health	5	4	3	2	1	9
4. Enforcing sign regulation	5	4	3	2	1	9
5. Animal control	5	4	3	2	1	9
6. Abandoned vehicle enforcement	5	4	3	2	1	9

8. Which TWO Code Enforcement items do you think should receive the MOST EMPHASIS from City leaders over the next two years? [Write in your answers using the numbers from the list in Question 7.]

1st: _____ 2nd: _____

9. **Parks.** For each of the items below, please rate your satisfaction on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Quality of pool facility	5	4	3	2	1	9
2. Number of Trails	5	4	3	2	1	9
3. Quality of Trails	5	4	3	2	1	9
4. Quality of facilities such as picnic shelters and playgrounds in City parks	5	4	3	2	1	9
5. Quality of outdoor athletic fields (e.g., baseball, soccer, football)	5	4	3	2	1	9
6. Appearance and maintenance of existing City parks	5	4	3	2	1	9
7. Number of City parks	5	4	3	2	1	9
8. Ease of registering for City programs and events	5	4	3	2	1	9
9. Quality of the City's special events (Third Thursday, 3rd of July, and Hometown Holidays)	5	4	3	2	1	9

10. Which TWO PARKS items listed in Question 9 on the previous page do you think should receive the MOST EMPHASIS from City leaders over the next two years? [Write in your answers using the numbers from the list in Question 9.]

1st: _____ 2nd: _____

11. **Satisfaction with Streets.** For each of the items below, please rate your satisfaction on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Maintenance of major City streets	5	4	3	2	1	9
2. Maintenance of streets in your neighborhood	5	4	3	2	1	9
3. Mowing & trimming along City streets and other public areas	5	4	3	2	1	9
4. Adequacy of City street lighting	5	4	3	2	1	9
5. Timing of traffic lights	5	4	3	2	1	9

12. Which TWO Street related items do you think should receive the most emphasis from City leaders over the next two years? [Write in your answers using the numbers from the list in Question 11.]

1st: _____ 2nd: _____

13. **Transportation.** For each of the items below, please rate your satisfaction on a scale of 1 to 5 where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with:	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Ease of travel by car in Rifle	5	4	3	2	1	9
2. Ease of travel by bicycle in Rifle	5	4	3	2	1	9
3. Ease of pedestrian travel in Rifle	5	4	3	2	1	9
4. Safety of travel by car in Rifle	5	4	3	2	1	9
5. Safety of travel by bicycle in Rifle	5	4	3	2	1	9
6. Safety of pedestrian travel in Rifle	5	4	3	2	1	9
7. Availability of sidewalks	5	4	3	2	1	9
8. Availability of bike lanes	5	4	3	2	1	9
9. Availability of paved walking/biking trails (off-street)	5	4	3	2	1	9

14. **Economic Development.** Rate your agreement with the following statement: It is important for City leaders to stress economic development.

____(5) Strongly agree

____(3) Not sure

____(1) Strongly disagree

____(4) Agree

____(2) Disagree

15. **Quality of City communications.** For each of the items below, please rate your satisfaction on a scale of 1 to 5, where 5 means "Very Satisfied" and 1 means "Very Dissatisfied."

How satisfied are you with...	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied	Don't Know
1. Availability of information regarding City activities, Services and events	5	4	3	2	1	9
2. Quality of the information provide	5	4	3	2	1	9
3. Timeliness of the information provided	5	4	3	2	1	9
4. Range of communication methods	5	4	3	2	1	9
5. Level of the technologies used	5	4	3	2	1	9
6. Level of public transparency in local decision-making processes	5	4	3	2	1	9
7. Level of available accessibility & inclusivity resources	5	4	3	2	1	9
8. Overall efforts by the City to keep you informed about local issues	5	4	3	2	1	9

- 16. Where do you currently get your news and information about City activities, services, and events?**
[Check all that apply.]
- ☐ (01) Local newspapers (Citizen Telegram, Post Independent)
☐ (02) Community Access TV channel - Rifle Community TV (Channel 10 on Xfinity/Comcast)
☐ (03) Community Access websites (RifleTV.plus, or RifleNOW.org)
☐ (04) Official City website (RifleCO.org)
☐ (05) Official City e-mail/text notifications (RifleCO.org/NotifyMe)
☐ (06) Official City social media profiles *[Answer Q12c.]*
☐ (07) Community Update Videos from City Administration
☐ (08) Rifle Recreation, webpage, brochures, and/or e-mail/text notifications
☐ (09) Ute Theater website, and/or email list (UteTheater.com)
☐ (10) Physical handouts, mailings, or postings (e.g., billing inserts, newsletters, flyers, banners)
☐ (11) Attending Public meetings (e.g., City Council, Planning Commission, etc.)
☐ (12) General word-of-mouth - including over online platforms (family, friends, coworkers, etc.)
☐ (13) Rifle Parks & Recreation - Facebook
☐ (14) Rifle Metro Pool - Facebook
☐ (15) Visit Rifle Colorado - Facebook, Instagram, Twitter
☐ (16) Rifle Senior Center - Facebook
☐ (17) Other: _____
- 17. Which THREE sources of information listed above do you prefer to receive YOUR information about the City?** *[Write in your answers using the numbers from the list in Question 16.]*
- 1st: _____ 2nd: _____ 3rd: _____
- 18. Customer Service. Have you called, e-mailed or visited the City with a question, problem, or complaint during the past year?**
- ☐ (1) Yes *[Answer Q18a-b.]*
 ☐ (2) No *[Skip to Q19.]*
 ☐ (9) Don't know *[Skip to Q19.]*
- 18a. How easy was it to contact the person you needed to reach?**
- ☐ (1) Very easy
 ☐ (2) Somewhat easy
 ☐ (3) Difficult
 ☐ (4) Very difficult
- 18b. What department did you contact?** *[Check all that apply.]*
- ☐ (01) Police ☐ (06) Event permits
☐ (02) Senior Center ☐ (07) Utility Billing
☐ (03) Planning & Building ☐ (08) Municipal Services (streets/water/sewer)
☐ (04) Parks and Recreation ☐ (09) Administration
☐ (05) City Engineer ☐ (10) Other: _____
- 19. If you had a budget of \$100 for additional investment in the City of Rifle, how would you allocate the funds among these categories?** *[Please be sure your total adds up to \$100.]*
- \$ _____ Law enforcement
 \$ _____ Parks, trails and open space
 \$ _____ Recreation facilities and programs
 \$ _____ Maintenance of streets and sidewalks
 \$ _____ Maintenance of public utilities such as water and sewer
\$100 Total
- 20. Have you or are you planning to vote in a Rifle municipal election in 2025?**
- ☐ (1) Yes ☐ (2) No
- 21. Have any members of your household attended or watched a Rifle public meeting in the last year?**
- ☐ (1) Yes ☐ (2) No
- 22. Approximately how many years have you lived in Rifle?** _____ years
- 23. What is your age?** _____ years

24. What is your gender? ____ (1) Male ____ (2) Female
25. Would you say your total annual household income is?
 ____ (1) Under \$25,000 ____ (3) \$50,000 to \$74,999 ____ (5) \$100,000 to \$124,999
 ____ (2) \$25,000 to \$49,999 ____ (4) \$75,000 to \$99,999 ____ (6) \$125,000 or more
26. Are you or any members of your family of Hispanic, Spanish, or Latino/a/x ancestry?
 ____ (1) Yes ____ (2) No
27. Which of the following best describes your race/ethnicity? *[Check all that apply.]*
 ____ (01) Asian or Asian Indian ____ (05) Native Hawaiian or other Pacific Islander
 ____ (02) Black or African American ____ (99) Other:
 ____ (03) American Indian or Alaska Native _____
 ____ (04) White or Caucasian
38. What is the primary language spoken in your home? _____
29. Counting yourself, how many people in your household are...
 Under age 5: ____ Ages 25-34: ____ Ages 65-74: ____
 Ages 5-9: ____ Ages 35-44: ____ Ages 75+: ____
 Ages 10-17: ____ Ages 45-54: ____
 Ages 18-24: ____ Ages 55-64: ____
30. This survey was sent to residents and businesses in the City of Rifle. Did you receive this survey as a resident of Rifle or a business in Rifle?
 ____ (1) Resident ____ (2) Business

Optional Incentive Drawing:

To enter ETC Institute's random drawing for a \$500 Visa gift card, please provide your contact information below.

Name: _____

Email: _____

Phone: _____

This concludes the survey. Thank you for your time!

Please Return Your Completed Survey in the Enclosed Postage Paid Envelope Addressed to:
 ETC Institute, 725 W. Frontier Circle, Olathe, KS 66061

Your responses will remain completely confidential. The information printed to the right will ONLY be used to help identify which areas of the City are having difficulties with City services. If your address is not correct, please provide the correct information. Thank You.



Agenda Item #5.a.

Agenda Item Name:

Consider Minutes of the August 6, 2025 Regular Meeting

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Minutes of the August 6th, 2025 Regular Meeting

Recommended Action:

Move to approve minutes of the August 6th, 2025 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 August 6th, 2025, Regular Meeting

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 08.06.2025 DRAFT Minutes



RIFLE CITY COUNCIL

REGULAR MEETING

August 6, 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 Chris Bornholdt, Councilor Alicia Gresley, Councilor Michael Clancy, Councilor Karen Roberts, Councilor Clint Hostettler, and Mayor Sean Strode.

Others Present:

City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Parks & Recreation Director Austin Rickstrew, Community TV/Multimedia Manager Michael Churchill, Video Production Specialist Brandon Steele, Utilities Director Jared Emmert, Procurement & Grant Reporting Manager Iris Trevisano, and Main Street Manager Kim Burner.

PUBLIC COMMENT

No public comment was heard

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the July 16, 2025 Regular Meeting
- B. Consider Liquor License Renewal for Plaza Liquors, LLC dba Plaza Liquors
- C. Consider Liquor License Renewal for Dillon Companies LLC, dba City Market #43
- D. Consider Liquor License Renewal for City of Rifle dba Ute Theater and Events Center
- E. Consider Intergovernmental Agreement with Garfield County Clerk & Recorder for Election Services
- F. Consider Letter of Support for Shoshone Water Rights Purchase
- G. Consider Approval of Annual Contribution to Roaring Fork Transit Authority (RFTA)

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

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

No – None.

PRESENTATION

Mountain Waste and Recycling

Representatives from Mountain Waste and Recycling gave an update on trash and recycling operations as it relates to City of Rifle. Mountain Waste and Recycling was selected through a competitive bidding process in 2023 to provide trash and recycling services to the City of Rifle from 2024-2027 with two additional one-year renewal options through 2029. As part of the contract, representatives from the company provide annual updates to Rifle City Council.

Mountain Waste has provided an analysis that includes Number of Residential Customers, Trash Tonnage, Single Stream Recycling, and Landfill Diversion rate. Rifle Municipal Code raises rates on trash and recycling by 5% annually. The contract with Mountain Waste and Recycling allows them to increase rates a minimum of 2.5% and a maximum of 5% depending on the CPI for Denver/Aurora/Lakewood. The difference between the Rifle increase and the Mountain Waste increase allows for the City to fund fall clean-up.

Representatives from Mountain Waste and Recycling answered questions for Council.

Strong Start, Bright Futures Campaign - Ballot Measure

Outreach Director of the Confluence Early Childhood Education Coalition Maggie Tiscornia provided a presentation regarding their 2025 Ballot Initiative for affordable and accessible Childcare and Preschool from Parachute to Aspen. Garfield, Pitkin, and Eagle Counties have approved the request to put the tax increase on the ballot. The Coalition is requesting a .25% increase in sales tax to increase access to early childhood education options and to decrease costs to families.

Outreach Director of the Confluence Early Childhood Education Coalition Maggie Tiscornia answered questions for Council.

REGULAR AGENDA

Consider Awarding Birch Park Construction to Gould Construction, Inc

Parks & Recreation Director Austin Rickstrew and Procurement & Grant Reporting Manager Iris Trevisano presented a request to consider awarding Birch Park Construction to Gould Construction, Inc. A Request for Proposals for Birch Park construction was issued on July 1, 2025, with a mandatory pre-bid meeting attended by 20 vendors. The City of Rifle received five bids by the July 24, 2025 deadline, ranging from \$4.2 million to \$6 million. All submissions were evaluated based on the criteria in the bid advertisement, including project scope, qualifications, references, and compliance with Build America, Buy America federal funding requirements. After review, staff recommends awarding the construction contract to Gould Construction, Inc. for \$4,242,816.80, as the lowest responsive and responsible bidder. City staff are requesting a 10% construction contingency of \$424,281.70. Gould Construction meets all City procurement standards.

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

Councilor Alicia Gresley moved to award construction services in the amount not to exceed \$4,667,098.50 to Gould Construction, Inc; seconded by Councilor Michael Clancy.

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

No – None.

Recused - Clint Hostettler.

Consider Awarding Construction Administration Services to Design Concepts for the Birch Park Construction Project

Parks & Recreation Director Austin Rickstrew and Procurement & Grant Reporting Manager Iris Trevisano presented a request to consider awarding construction administration services to

Rifle City Council Meeting August 6, 2025

Design Concepts for the Birch Park Construction Project. Design Concepts was awarded the design contract for Birch Park on January 15, 2025. The firm has a strong reputation and has demonstrated excellent collaboration with City staff throughout the design process. The final Bid Set they delivered met all expectations and was well-prepared for competitive bidding. As part of their proposal during process, Design Concepts also offered optional construction administration services to support the project through its construction phase. Their scope of work will include participating in construction meetings with the City's project manager and the contractor throughout the construction phase. These meetings are intended to ensure timely resolution of issues and to keep all parties informed on the project's progress. Staff recommends awarding construction administration services to Design Concepts for the Birch Park Construction Project.

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

Councilor Michael Clancy moved award Construction Administration Services to Design Concepts in the amount of \$29,790.00; seconded by Councilor Joe Carpenter.

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

No – None.

Consider Award of Emergency Waterline Repair Procurement to Holmes Excavation & Concrete Inc.

Utilities Director Jared Emmert and Procurement & Grant Reporting Manager Iris Trevisano presented a request to consider award of emergency waterline repair procurement to Holmes Excavation & Concrete Inc. A waterline under the South 7th Street exit of the Airport Road roundabout failed on the evening of July 10, 2025. Collection and Distribution employees responded to the break and isolated the leak by installing a new valve. This allowed the leak to remain isolated and restore water service to customers. Due to the difficulty of excavating the damaged pipe and the cost of replacing concrete in the roundabout, we decided to seek contractor assistance to replace all valves and lines in the damaged area. The project will include concrete removal, excavation, replacement of two valve clusters and multiple pipe fittings, and replacement of concrete curb, sidewalk, and road. The price estimate is conservative, since the condition of the pipe is not yet known. This project was not specifically budgeted for 2025, but it would be included in the Water Fund's repair and maintenance budget. The repair and maintenance budget is \$300,000 for 2025. Staff recommends moving forward with this necessary project.

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

Councilor Alicia Gresley moved To award Emergency Procurement to Holmes Excavation & Concrete Inc. in an amount not to exceed \$105,000; seconded by Councilor Clint Hostettler.

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

No – None.

Report to City Manager

Reports were heard from Patrick Waller.

Rifle City Council Meeting August 6, 2025

Comments from Mayor and Council

Comments were heard from Councilor Karen Roberts, Councilor Michael Clancy, Councilor Alicia Gresley, Councilor Clint Hostettler, and Mayor Sean Strode.

Adjournment

Meeting adjourned at 8:11 p.m.

Alexis Ramirez
City Clerk

Sean Strode
Mayor



Agenda Item #5.b.

Agenda Item Name:

Consider Liquor License Renewal for Walmart Inc., dba Walmart #5232

Presenter:

Alexis Ramirez, City Clerk

Item Description:

Consider Liquor License Renewal for Walmart Inc., dba Walmart #5232

Recommended Action:

Move to approve the Liquor License Renewal for Walmart Inc., dba Walmart #5232

Fiscal Impact:

None

Operational Impact:

None

Prior Board Motions:

None

Background Information:

Consider Liquor License Renewal for Walmart Inc., dba Walmart #5232 located at 1000 airport Road, Rifle, CO has submitted a Fermented Malt Beverage & Wine 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 - Walmart Liquor License 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

WALMART #5232
702 SW 8TH ST DEPT
8916
Bentonville AR 72716-
0500

RECEIVED

AUG 8 2025

City Clerk
 City of Rifle

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	346.25
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

WALMART INC.

Doing Business As Name (DBA)

WALMART #5232

Liquor License Number

09-49518-0072

License Type

Fermented Malt Beverage and Wine (city)

Sales Tax License Number

Expiration Date

Due Date

09/18/2025

08/04/2025

Business Address

Street Address

1000 AIRPORT RD

Phone Number

9706255367

City, State, ZIP Code

Rifle CO 81650-8407

Mailing Address

Street Address

City, State, ZIP Code

Email

complic@wal-mart.com

Operating Manager

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*

02/2035

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.

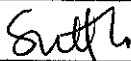
Type or Print Name of Applicant/Authorized Agent of Business

Sarah Little

Title

Assistant Secretary

Signature



Date (MM/DD/YY)

JUL 31 2025

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)

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I, Sarah Little

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

(the "Applicant/Licensee")

Walmart Inc.

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)

Walmart Inc.

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

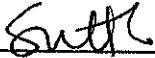
City

State ZIP Code

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

Sarah Little

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



JUL 31 2025

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).

(This page intentionally left blank)

Payment Receipt Confirmation

Your payment was successfully processed.

Receipt Contact Information

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

Transaction Summary

Description	Receipt Confirmation	
		Amount
DOR Liquor Enforcement Division Payment		\$346.25
Service Fee		\$8.56
TOTAL		\$354.81

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

Customer Information

Customer Name	Walmart Licensing	Receipt Date	7/31/2025
Local Reference ID	d85de7e7-0dd9-4445-bc53-423d7fd351ae	Receipt Time	11:57:38 AM MDT

Payment Information			
Payment Type	Credit Card	Credit Card Number	*****5459
Credit Card Type	MAST	Order ID	253390704
		Name on Credit Card	WALMART LICENSING NA VCA
Billing Information			
Billing Address	702 SW 8th St	Phone Number	4795520148
Billing City, State	Bentonville, AR	This receipt has been emailed to the address below.	
Billing Zip/Postal Code	72716	Email Address	complic@wal-mart.com
Country	US		



Agenda Item #5.c.

Agenda Item Name:

Consider Temporary Access Easement for Xcel Energy on City of Rifle Property

Presenter:

Patrick Waller, City Manager

Item Description:

Temporary Easement Request

Recommended Action:

Move to approve the temporary access easement request from Xcel Energy with strikethroughs as presented.

Fiscal Impact:

Xcel has offered \$500 in compensation for the temporary access easement

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Xcel Energy has requested temporary access through City of Rifle property to support construction of a transmission line project. The access is limited to an existing dirt road on a City of Rifle property located at the base of Taughenbaugh Mesa on County Road 320. Use of the property would be from September 1, 2025 - November 1, 2025, with the option to extend the easement for up to one additional month. Legal staff has reviewed and recommended a strikethrough, which is shown in the document included in the packet.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. Xcel Energy - Temporary Easement Document



Siting and Land Rights
3500 Blake Street
Denver, CO 80205

July 22, 2025

The City of Rifle, Colorado
P.O. Box 1908
Rifle, CO 81650

RE: Public Service Company of Colorado ("Company") Easement Payment Terms

Dear Landowner:

The City of Rifle, Colorado ("Grantor") has executed a Temporary Access (the "Easement(s)") in favor of Company on _____ (date Grantor signs the Easement(s)).

The purpose of this letter is to set forth our understanding regarding the compensation terms for the Easement(s). This letter agreement shall not be recorded in the real estate records of Garfield County, or any other public records. Capitalized terms used in this letter, and not otherwise defined herein shall have the meanings given in the Easement(s).

Grantor and Company have agreed that contingent upon receipt of the Required Easement Documents (defined below), the purchase price and full compensation for the executed Easement(s), will be Five Hundred and 00/100 Dollars (\$500.00), payable by Company check (the "Easement Payment"). To receive the Easement Payment, Grantor must deliver to Company the original executed Easement(s) in the form(s) attached to this letter along with any requisite Consent and Subordination(s) and additional documents necessary to effectuate the Easement(s)' grant to Company, and a completed W-9 (the "Required Easement Documents") within ten (10) business days of the date of this letter. Company will pay the Easement Payment to Grantor within forty-five (45) days of Company's receipt of all Required Easement Documents.

If the foregoing accurately states our understanding, please sign a copy of this letter where indicated below, and return it along with the Required Easement Documents to Mackie Carrigan, 9191 S. Jamaica St., Englewood, CO 80112 and email a scanned copy to Mackie Carrigan, mcarrigan@burnsmcd.com.

Sincerely,

Jennifer L. Chester
Sr. Manager, Siting & Land Rights, Xcel Energy Services Inc., as Authorized Agent of Public Service Company of Colorado

-Grantor signature on following page-

After recording, return to:
Public Service Company of Colorado
Siting & Land Rights
CO1453-03-MCA
3500 Blake St.
Denver, CO 80205

TEMPORARY ACCESS EASEMENT (the "Easement")

The undersigned ("Grantor"), for good and valuable consideration, the receipt and adequacy of which is acknowledged, hereby grants, sells, conveys and confirms to PUBLIC SERVICE COMPANY OF COLORADO, a Colorado corporation (the "Company"), its successors and assigns, a temporary, non-exclusive access easement for ingress and egress on, over, through and across the property described in **Exhibit A**, attached hereto and incorporated herein by this reference (the "Temporary Easement Area").

Together with full right and authority to the Company, its successors, assigns, licensees and its and their contractors, agents, employees and invitees, to enter over, through and upon the Temporary Easement Area with personnel, machinery, trucks, construction vehicles, materials, tools and other equipment and with the right, but not the obligation, to survey, construct, repair, reconstruct, patrol, inspect, improve and maintain access over the Temporary Easement Area, including a dirt or gravel road, culverts or other appurtenances as may be useful or required for the Company as part of its analysis of the potential future use of and construction of certain utility facilities on, under or above the Temporary Easement Area and other adjacent real property owned by the Company, or on property that is subject to an easement for the benefit of the Company.

This Easement shall commence on September 1, 2025 and shall expire on November 1, 2025 (the "Term"). The Company shall have the option to extend the Term of this Easement for up to 1 (one) month, or any lesser amount of time it elects, upon written notice to Grantor prior to expiration of the Term. The expiration of the Term or any extended term shall have no effect on the Company's permanent easement or other right, if any, within or over which said utility improvements are to be constructed or installed. Prior to the end of the Term or any extended term of this Easement, the Company shall restore the surface of the Temporary Easement Area which is disturbed by the Company's exercise of its rights under this Easement, to as near a condition as existed prior to the Company's entry on the Temporary Easement Area as is reasonably practicable.

Grantor shall disclose to the Company any pre-existing waste materials that Grantor knows or reasonably suspects to be present in soils, water (surface or groundwater), vapors or air, whether on, in, above, migrating to or from, or under the Temporary Easement Area ("Pre-Existing Wastes"), and any other information that would help the Company assess the risks of working in the Temporary Easement Area.

The Company shall have the right to perform environmental sampling in the Temporary Easement Area at its discretion. If the Company encounters any Pre-Existing Wastes, Company may stop work. Grantor shall retain its obligations to comply with all applicable laws and regulations related to such wastes. Grantor shall release Company from any claims or responsibilities related to such Pre-Existing Wastes.

~~Grantor warrants and represents that Grantor is the owner of the Temporary Easement Area and has the right to sell, transfer, convey, confirm and grant this Easement and the rights contained herein. This~~

Easement is binding on Grantor, is not conditioned upon obtaining the consent of any third party, and is not subject to any leases, mortgages or liens, except those for which Grantor has provided the Company with a consent and subordination agreement, executed by such tenant, mortgagee or lienholder in the form attached hereto.

No delay or omission in the exercise of any right or remedy accruing to the Company upon any breach shall impair such right or remedy or be construed as a waiver of any such breach or of a subsequent breach of the same or any other term, covenant or condition herein contained. No failure by the Company to remove or otherwise raise an objection to any objects or improvements located or installed on the Temporary Easement Area by Grantor, shall be deemed to constitute consent on the part of the Company to such improvements or objects, nor a waiver of the Company's rights regarding removal of any such improvements or objects.

No amendment, modification or supplement to this Easement shall be binding on the Company unless made in writing and executed by an authorized representative of the Company. No waiver by the Company of any provision hereof, nor any approval of the Company required herein, shall be deemed to have been made unless made in writing and signed by an authorized representative of the Company.

The provisions of this Easement shall run with, be binding on and burden the Temporary Easement Area, and shall be binding on and shall inure to the benefit of all persons claiming an interest in the Temporary Easement Area, or any portion thereof, through the parties hereto, including the heirs, executors, personal representatives, successors, and assigns of Grantor and the Company. "Grantor" shall include the singular, plural, feminine, masculine and neuter.

This Easement incorporates all agreements and stipulations between Grantor and the Company as to the subject matter of this Easement and no prior representations or statements, verbal or written, shall modify, supplement or change the terms of this Easement. The title of this document is inserted for convenience only and does not define or limit the rights granted pursuant to this Easement.

This Easement consists of the document titled "Temporary Access Easement", and an Exhibit A containing a legal description or depiction of the Temporary Easement Area, and, if attached, any Consent and Subordination. No other exhibit, addendum, schedule or other attachment (collectively, "Addendum") is authorized, and no Addendum shall be effective and binding upon either party unless executed by an authorized representative of the Company and Grantor. This Easement has been drafted as a joint effort between the Company and Grantor, after negotiations, consultations, and approval as to form. Accordingly, neither the Company nor Grantor may hereafter be entitled to a presumption that any portion of this Easement should be construed either for or against a particular party or contend that this Easement was drafted by a particular party.

Signature page follows.

Signed this ____ day of _____, 2025.

GRANTOR:

THE CITY OF RIFLE, COLORADO

Name: _____

Title: _____

Mailing Address: _____

P.O. Box 1908

Rifle, CO 81650





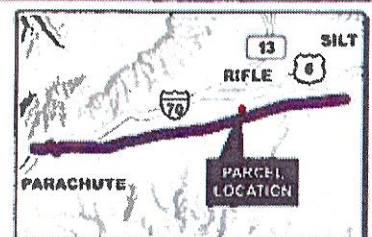
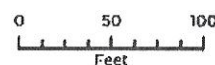
Transmission Line 5205 Maintenance Project
Exhibit A
Garfield County, Colorado

Legend

-  Access Road
-  Parcel Boundary



Scale: 1:1,200
 Date: 7/7/2025



STATEMENT OF AUTHORITY (FOR A TRUST OR CORPORATE ENTITY)

1. This Statement of Authority relates to an entity named: _____.
2. The type of entity is a _____. (*Trust, corporation, etc.*).
3. The entity is formed under the law of _____ (*state*).
4. The mailing address for the entity is: _____.
5. The name and position of each person authorized to execute instruments conveying, encumbering, or otherwise affecting title to real property on behalf of the entity is:

6. This Statement of Authority is executed on behalf of the entity pursuant to the provisions of Colorado Revised Statute Section 38-30-172(2).

Executed this _____ day of _____, 20____.

Title: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____.

Witness my hand and official seal.
My Commission Expires: _____.

Notary Public

Request for Taxpayer Identification Number and Certification

Give Form to the
requester or State
Department. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. City of Rifle	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► ☒ Government	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Remittance address (number, street, and apt/suite or PO Box). See instructions. 202 Railroad Ave	Procurement address if different (optional)
6 City, state, and ZIP code Rifle, CO 81650	
7 Contact name and email	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	
84	6000715

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

10/24/2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.



Agenda Item #5.d.

Agenda Item Name:

Consider Letter of Support for Colorado River Valley Chamber of Commerce Grant Application for Visitor Center

Presenter:

Patrick Waller, City Manager

Item Description:

Letter of Support

Recommended Action:

Move to approve Letter of Support for Colorado River Valley Chamber of Commerce Grant Application for Visitor Center

Fiscal Impact:

N/A

Operational Impact:

N/A

Prior Board Motions:

N/A

Background Information:

N/A

Executive Summary:

Colorado River Valley Chamber of Commerce has opened up a new office space at 136 East 3rd Street in Rifle. Part of the services they are planning to provide at that location is a Visitor's Center. The Chamber is applying for a Tourism Marketing Grant from the State of Colorado to support the operation of a Visitor Center. While the Chamber may approach the city in the future for financial support of the Visitor Center, this request is only for a letter of support for their grant application.

Notification Requirements:

No additional notice required.

Prepared By:

Patrick Waller, City Manager

Attachments:

1. Letter of Support - Rifle

2. CTO Marketing Grant - Plan of Action (002)

August 20, 2025

Colorado Tourism Office
Attn: Tourism Marketing Grant Review Committee



Dear Grant Review Committee,

On behalf of the City of Rifle, I am pleased to offer Rifle City Council's full support for the Colorado River Valley Chamber of Commerce's application to the Colorado Tourism Office's Tourism Marketing Grant program.

The proposed regional visitor center will serve as a central hub for travelers to explore the communities of Silt, Rifle, Parachute, and Battlement Mesa. By connecting visitors to lodging, dining, attractions, recreation, and events, and by highlighting the unique heritage and culture of our area, this project will encourage longer stays, increase visitor spending, and strengthen the local economy.

For our municipality, the return on investment is clear:

- Economic growth through increased tourism revenue, benefiting local businesses, lodging, restaurants, and attractions.
- Enhanced visibility in coordinated marketing campaigns reaching local residents, nearby drive markets, and travelers from across Colorado and beyond.
- Cultural promotion through itineraries and stories that align with the America 250 – Colorado 150 milestone, showcasing the history and people that make our community unique.

We believe this initiative strongly supports the Colorado Tourism Office's goals to:

- Strengthen Colorado's brand as a four-season destination.
- Promote responsible travel and destination stewardship.
- Ensure all visitors feel welcome and represented.

- Maximize the economic return on public investment by leveraging local contributions for statewide marketing impact.

The City of Rifle values this collaborative, multi-community effort and is confident it will elevate the Colorado River Valley as a must-visit destination in our state. We fully support the Chamber's application and look forward to working together to bring this project to life.

Sincerely,

Sean Strode
Mayor, City of Rifle

Tourism Marketing Matching Grant – Plan of Action

Preliminary Project Budget

- Grant request: \$20,000 (maximum allowable)
- Local match: \$5,000 (minimum required for 4:1 match)
- Total project budget: \$25,000

Based on preliminary scoping, we anticipate pursuing the maximum allowable grant request of \$20,000, paired with a \$5,000 match, for a total project budget of \$25,000. This budget will allow us to fully implement all components: brochure redesign and distribution, technology integration, a multi-segment marketing campaign, and an enhanced web presence. Final line-item amounts will be refined as vendor quotes are obtained, but our intention is to utilize the full match opportunity to maximize tourism impact.

Purpose

- Establish and promote a regional visitor center serving Silt, Rifle, Parachute, and Battlement Mesa.
- Provide a central hub for travelers to discover lodging, dining, attractions, recreation, and events.
- Drive longer visitor stays and increased tourism spending.
- Support the Colorado Tourism Office's mission to inspire the world to explore Colorado responsibly and respectfully.

Alignment with CTO Grant Goals

- Strengthen the Colorado brand by positioning the Colorado River Valley as a four-season destination.
- Promote responsible travel and connect visitors with authentic, locally rooted experiences.
- Highlight heritage and culture through itineraries that celebrate the unique stories, history, and people of our region, aligning with the America 250 – Colorado 150 milestone.
- Maximize economic return by leveraging \$5,000 in local match to unlock \$20,000 in state funding.
- Foster regional collaboration between four municipalities and local businesses.

Core Project Components

1. Regional Brochure – “3 Days in the Colorado River Valley”

- Redesign and update brochure with a three-day itinerary covering all four service communities.
- Include lodging, dining, recreation, events, hidden gems, and heritage/cultural points of interest.
- Distribute through the visitor center, local businesses, hotels, and regional tourism outlets.

2. Technology Integration

- Install an interactive digital display with maps, events, activities, attractions, lodging, and dining listings.
- Accessibility consideration: Display may be placed outside for 24/7 use beyond visitor center hours.
- Integrate QR codes linking to itineraries, cultural stories, and municipality-specific pages.

3. Multi-Segment Marketing Campaign

- Locals: Increase awareness so residents know about the visitor center, can refer visitors, and stay informed about new businesses, attractions, and opportunities in their communities.
- Nearby Visitors: Target Grand Junction, Glenwood Springs, and other short-drive markets.
- Tourists & Pass-through Traffic: Reach travelers on I-70, regional airports, and state tourism channels.
- Marketing channels: digital advertising, social media campaigns, print materials, potential radio partnerships, and PR initiatives.

4. Visitor Center Web Presence

- Create a dedicated page on the Chamber’s website for the visitor center.
- Include links to municipal websites, lodging/dining directories, attraction highlights, events, and heritage tourism features.
- Explore a dedicated phone line for visitor inquiries.



Agenda Item #7.a.

Agenda Item Name:

Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Presenter:

Scott Rust, Finance Director

Item Description:

Consider Amending the 2025 Budget - Supplemental Appropriations #1

Recommended Action:

First, move to approve Resolution No. 18, Series of 2025 to Amend the 2025 Budget.

Second, move to approve Ordinance No. 9, Series of 2025 to Adopt Supplemental Appropriations for the 2025 Budget on its first and only reading, as presented, and order it to be published in full as required by charter.

Fiscal Impact:

The request to amend the 2025 budget will ensure sufficient appropriations are available in each fund to cover the necessary expenses of the City of Rifle. The request to amend the budget is consistent with governmental practices and state law.

Operational Impact:

Amending the 2025 budget and approving the additional appropriations by ordinance will provide the legal authority to cover a number of additional expenditures. Supplemental appropriations are required when the budget is not sufficient due to the approval of additional projects/services or unforeseen cost increases. This supplemental is necessary to appropriate additional funds to cover the following expenditures:

- Vac-Con VJ750 Purchase (2024 Carryforward) - General Fund (100) - \$106,173.00
- PT Events Coordinator Position Transfer Out - Visitor Improvement Fund (204) - \$35,000.00
- Non-Motorized Trail Grant Close Out - Visitor Improvement Fund (204) - \$55,000.00
- Events Production Expenses - Tourism & Industry Fund (207) - \$50,000.00
- Maintenance Contract - Urban Renewal Fund (208) - \$15,000.00
- Birch Park Construction - Parks & Recreation Fund (210) - \$4,000,000.00
- Penwell Transmission Line Replacement - Water Fund (310) - \$1,600,000.00
- Dump Truck Purchase (2024 Carryforward) - Wastewater Fund (320) - \$181,463.00

Also included in this supplemental is a request to increase revenue estimates in two line items, which include:

- Transfer In from VIF (204) for PT Events Coordinator - General Fund (100) - \$35,000
- Ute Ticket Sales - Tourism & Industry Fund (207) - \$50,000.00

Lastly, this request includes reductions related to two major projects which will not occur in 2025. They are as follows:

- Park & Ride Project - Street Improvement Fund (201) - \$(2,750,079.00)
- Park & Ride Project - Water Fund (310) - \$(970,242.00)
- Parks & Ride Project - Wastewater Fund (320) - \$(65,000.00)
- South Rifle Lift Station - Wastewater Fund (320) - \$(1,615,000.00)

The total net supplemental across the reporting entity is an \$85,000 net increase to revenue and a \$665,169 net increase to expenditures. Therefore, total amended revenues would be \$48,665,532 and total amended appropriations (expenditures) would be \$55,311,880. A detailed table showing these items is attached.

Prior Board Motions:

N/A

Background Information:

Each year, the budget is adopted by the City Council through a resolution and appropriation ordinance to authorize spending at a fund level based on the detailed, line item budget. Amendments to the budget and supplemental appropriations are also adopted by a resolution and ordinance. They are required when the adopted budget is increased to cover increased operational costs, new projects, or to re-appropriate funds for capital projects that began in one year and need to be carried forward to the current year to complete. In this particular case, certain projects were not budgeted when the 2025 budget was created. Therefore, the budget must be amended, and supplemental appropriations authorized to cover these additional costs to remain in compliance with governmental accounting standards and state law.

Executive Summary:

Staff is requesting to amend the 2025 budget and for the Council to approve supplemental appropriations to cover additional expenditures related to a number of additional projects which were approved throughout the year.

Notification Requirements:

Public Notice requirements have been met.

Prepared By:

Scott Rust, Finance Director

Attachments:

1. 2025 Supplemental Appropriations #1 Detail

City of Rifle - 2025 SUPPLEMENTAL APPROPRIATION SUMMARY

Supplemental #1

Fund Number	Fund Title	Adopted Revenues	Adopted Expenses	Supplemental Revenue	Supplemental Appropriations	Description	Amended Revenues	Amended Appropriations
100	General Fund	\$ 13,366,914	\$ 14,610,737	\$ 35,000	\$ 106,173	Supplemental #1	\$ 13,401,914	\$ 14,716,910
201	Street Improvement Fund	9,347,558	12,220,706	-	(2,750,079)	Supplemental #1	9,347,558	9,470,627
202	Conservation Trust	149,503	270,000	-	-		149,503	270,000
204	Visitor Improvement	273,439	279,321	-	112,854	Supplemental #1	273,439	392,175
205	Downtown Development	71,356	70,647	-	-		71,356	70,647
206	Capital Fund	80,930	352,500	-	-		80,930	352,500
207	Tourism & Industry	577,158	739,739	50,000	50,000	Supplemental #1	627,158	789,739
208	Urban Renewal	238,007	20,000	-	15,000	Supplemental #1	238,007	35,000
210	Parks & Recreation	5,213,553	5,504,989	-	4,000,000	Supplemental #1	5,213,553	9,504,989
310	Water Fund	10,264,826	11,486,949	-	629,758	Supplemental #1	10,264,826	12,116,707
320	Wastewater Fund	5,345,105	5,593,924	-	(1,498,537)	Supplemental #1	5,345,105	4,095,387
330	Sanitation Fund	1,054,393	1,024,145	-	-		1,054,393	1,024,145
401	Cemetery Perpetual Care	28,808	5,000	-	-		28,808	5,000
610	Fleet	1,338,894	1,248,451	-	-		1,338,894	1,248,451
620	Information Technology	1,230,087	1,219,603	-	-		1,230,087	1,219,603
Total Budget		\$ 48,580,532	\$ 54,646,712	\$ 85,000	\$ 665,169		\$ 48,665,532	\$ 55,311,880

Supplemental Appropriation #1 - Detail

Sum of Amount		Type	
Fund	Fund Name	Project	Expenditure
100	General Fund	PT Events Coordinator Position	\$ 35,000.00
		Vac-Con VJ750 Purchase - 2024 Carryforward	\$ 106,173.00
100 Total			\$ 35,000.00
201	Street Improvement Fund	Park & Ride Project	\$ (2,750,079.00)
201 Total			\$ (2,750,079.00)
204	Visitor Improvement Fund	PT Events Coordinator Position	\$ 35,000.00
		Traffic Control Equipment (Cones, Signs, Barricades)	\$ 22,854.00
		Non-Motorized Trail Grant Close Out	\$ 55,000.00
204 Total			\$ 112,854.00
207	Tourism and Industry Fund	Events Production Expenses	\$ 50,000.00
		Ute Ticket Sales	\$ 50,000.00
207 Total			\$ 50,000.00
208	Urban Renewal Authority Fund	Maintenance Contract	\$ 15,000.00
208 Total			\$ 15,000.00
210	Parks and Recreation Fund	Birch Park Construction	\$ 4,000,000.00
210 Total			\$ 4,000,000.00
310	Water Fund	Penwell Transmission Line Replacement	\$ 1,600,000.00
		Park & Ride Project	\$ (970,242.00)
310 Total			\$ 629,758.00
320	Waste Water Fund	Dump Truck Purchase - 2024 Carryforward	\$ 181,463.00
		Park & Ride Project	\$ (65,000.00)
		South Rifle Lift Station	\$ (1,615,000.00)
320 Total			\$ (1,498,537.00)
Grand Total			\$ 85,000.00



Agenda Item #7.a.i.

Agenda Item Name:

Consider Amending the 2025 Budget - Resolution No. 18, Series of 2025

Presenter:

Scott Rust, Finance Director

Item Description:

Resolution No. 18, Series of 2025

Recommended Action:

Move to approve Resolution No. 18, Series of 2025 to Amend the 2025 Budget.

Fiscal Impact:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Operational Impact:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Prior Board Motions:

N/A

Background Information:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Executive Summary:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Resolution No.18, Series of 2025 - Amend the 2025 Budget (1)

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 18
SERIES OF 2025**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE,
COLORADO, AMENDING THE CITY’S BUDGET FOR THE YEAR ENDING
DECEMBER 31, 2025.

WHEREAS, by Resolution No. 22, Series of 2024, the Rifle City Council adopted its annual budget for the fiscal year beginning January 1, 2025 and ending December 31, 2025 (“2024 Adopted Budget”); after holding all necessary public meetings and hearings; and

WHEREAS, at the time the 2025 Budget was adopted, certain expenses were not known, and operating transfers between funds were not anticipated; and

WHEREAS, funds are available in the City Treasury to meet the increased expenses; and

WHEREAS, the City Council desires to approve the amendments to the 2025 Budget set forth herein in order to ensure effective and fiscally responsible administration of City business for the remainder of fiscal year 2025.

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

1. The City incorporates the foregoing recitals as findings by the City Council.
2. The following amendments to the 2025 Budget are hereby approved.

City of Rifle - 2025 SUPPLEMENTAL APPROPRIATION SUMMARY								
Supplemental #1								
Fund Number	Fund Title	Adopted Revenues	Adopted Expenses	Supplemental Revenue	Supplemental Appropriations	Description	Amended Revenues	Amended Appropriations
100	General Fund	\$ 13,366,914	\$ 14,610,737	\$ 35,000	\$ 106,173	Supplemental #1	\$ 13,401,914	\$ 14,716,910
201	Street Improvement Fund	9,347,558	12,220,706	-	(2,750,079)	Supplemental #1	9,347,558	9,470,627
202	Conservation Trust	149,503	270,000	-	-		149,503	270,000
204	Visitor Improvement	273,439	279,321	-	112,854	Supplemental #1	273,439	392,175
205	Downtown Development	71,356	70,647	-	-		71,356	70,647
206	Capital Fund	80,930	352,500	-	-		80,930	352,500
207	Tourism & Industry	577,158	739,739	50,000	50,000	Supplemental #1	627,158	789,739
208	Urban Renewal	238,007	20,000	-	15,000	Supplemental #1	238,007	35,000
210	Parks & Recreation	5,213,553	5,504,989	-	4,000,000	Supplemental #1	5,213,553	9,504,989
310	Water Fund	10,264,826	11,486,949	-	629,758	Supplemental #1	10,264,826	12,116,707
320	Wastewater Fund	5,345,105	5,593,924	-	(1,498,537)	Supplemental #1	5,345,105	4,095,387
330	Sanitation Fund	1,054,393	1,024,145	-	-		1,054,393	1,024,145
401	Cemetery Perpetual Care	28,808	5,000	-	-		28,808	5,000
610	Fleet	1,338,894	1,248,451	-	-		1,338,894	1,248,451
620	Information Technology	1,230,087	1,219,603	-	-		1,230,087	1,219,603
	Total Budget	\$ 48,580,532	\$ 54,646,712	\$ 85,000	\$ 665,169		\$ 48,665,532	\$ 55,311,880

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 20th day of August 2025.

CITY OF RIFLE, COLORADO

By _____
Mayor

ATTEST:

City Clerk



Agenda Item #7.a.ii.

Agenda Item Name:

Consider Adopting the Supplemental Appropriations for the 2025 Budget - Ordinance No. 9, Series of 2025

Presenter:

Scott Rust, Finance Director

Item Description:

Ordinance No. 9, Series of 2025

Recommended Action:

Move to approve Ordinance No. 9, Series of 2025 to Adopt Supplemental Appropriations for the 2025 Budget on its first and only reading, as presented, and order it to be published in full as required by charter.

Fiscal Impact:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Operational Impact:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Prior Board Motions:

N/A

Background Information:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Executive Summary:

Reference Item 8a. - Consider Amending the 2025 Budget - Supplemental Appropriations Request #1

Notification Requirements:

Public Notice requirements met.

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Ordinance No. 9, Series of 2025 - Supplemental Appropriation #1 2025 Budget

**CITY OF RIFLE, COLORADO
ORDINANCE NO. 9
SERIES OF 2025**

AN ORDINANCE OF THE CITY OF RIFLE, COLORADO, PROVIDING FOR A
SUPPLEMENTAL APPROPRIATION FOR THE BUDGET YEAR ENDING
DECEMBER 31, 2025.

WHEREAS, by Resolution No. 22, Series of 2024, the Rifle City Council adopted its annual budget for the fiscal year beginning January 1, 2025 and ending December 31, 2025 (“2025 Adopted Budget”); and

WHEREAS, based upon the 2025 Budget as adopted, the Council further approved by Ordinance No. 23, Series of 2024 the Annual Appropriations for fiscal year 2025, after duly-noticed public hearings; and

WHEREAS, at the time the 2025 Annual Appropriation was adopted, certain expenses were not known, and operating transfers between funds were not anticipated; and

WHEREAS, funds are available in the City Treasury to meet the increased expenses; and

WHEREAS, the City Council desires to approve the additional appropriations set forth herein in order to ensure effective and fiscally responsible administration of City business for the remainder of fiscal year 2025.

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

1. The City Council incorporates the foregoing recitals as conclusions, facts, determinations and findings by the City Council and hereby approves the additional appropriations (highlighted in grey) set forth below for fiscal year 2025.

City of Rifle - 2025 SUPPLEMENTAL APPROPRIATION SUMMARY								
Supplemental #1								
Fund Number	Fund Title	Adopted Revenues	Adopted Expenses	Supplemental Revenue	Supplemental Appropriations	Description	Amended Revenues	Amended Appropriations
100	General Fund	\$ 13,366,914	\$ 14,610,737	\$ 35,000	\$ 106,173	Supplemental #1	\$ 13,401,914	\$ 14,716,910
201	Street Improvement Fund	9,347,558	12,220,706	-	(2,750,079)	Supplemental #1	9,347,558	9,470,627
202	Conservation Trust	149,503	270,000	-	-		149,503	270,000
204	Visitor Improvement	273,439	279,321	-	112,854	Supplemental #1	273,439	392,175
205	Downtown Development	71,356	70,647	-	-		71,356	70,647
206	Capital Fund	80,930	352,500	-	-		80,930	352,500
207	Tourism & Industry	577,158	739,739	50,000	50,000	Supplemental #1	627,158	789,739
208	Urban Renewal	238,007	20,000	-	15,000	Supplemental #1	238,007	35,000
210	Parks & Recreation	5,213,553	5,504,989	-	4,000,000	Supplemental #1	5,213,553	9,504,989
310	Water Fund	10,264,826	11,486,949	-	629,758	Supplemental #1	10,264,826	12,116,707
320	Wastewater Fund	5,345,105	5,593,924	-	(1,498,537)	Supplemental #1	5,345,105	4,095,387
330	Sanitation Fund	1,054,393	1,024,145	-	-		1,054,393	1,024,145
401	Cemetery Perpetual Care	28,808	5,000	-	-		28,808	5,000
610	Fleet	1,338,894	1,248,451	-	-		1,338,894	1,248,451
620	Information Technology	1,230,087	1,219,603	-	-		1,230,087	1,219,603
Total Budget		\$ 48,580,532	\$ 54,646,712	\$ 85,000	\$ 665,169		\$ 48,665,532	\$ 55,311,880

INTRODUCED at a regular meeting of the Council of the City of Rifle, Colorado held on August 20th, 2025 read in full, passed, approved, and ordered published in full in accordance with Section 4.4(g) of the City Charter.

CITY OF RIFLE, COLORADO

By

Mayor

ATTEST:

City Clerk



Agenda Item #8.a.

Agenda Item Name:

Consider Lodging Tax Ballot Question Resolution No. 17, Series of 2025

Presenter:

Patrick Waller, City Manager

Item Description:

Consider Lodging Tax Ballot Question Resolution No. 17, Series of 2025

Recommended Action:

Move to approve the Lodging Tax Ballot Question - Resolution No. 17, Series of 2025

Fiscal Impact:

If approved by Council and City of Rifle voters, the Lodging Tax collected on all short-term stays in the city (largely hotel rooms, but would also include Short Term Rentals), would increase from 2.5% to 5%. In 2024, the lodging tax generated \$220,308. A doubling of the tax would likely generate \$440,000.

Operational Impact:

The lodging tax is managed in it's own budgetary fund through the Greater Rifle Improvement Team board. The board provides suggestions for how the City should prioritize budget expenditures, with City Council having the ultimate approval authority. Currently the City has funded the following items through the lodging tax:

- Events throughout the city (both entirely funded by GRIT and a percentage funded) including Hometown Holidays, Barks Brew and BBQ, Third Thursday on Third, Farmer's Market, Grand Hogback Extravaganza, Hilltop Concert Series, Rifle Rendezvous
- Funding Murals in the Downtown Core
- Downtown Beautification
- Bike Racks
- City Holiday Decorations
- Grand Hogback Trail System
- July 3rd and Holiday Fireworks
- Façade Grant Program

Historically, the City has funded the Main Street Manager's salary out of the Lodging Tax fund, however last year the position was transitioned to the General Fund. Council added the Events Coordinator position to the budget in 2024. If the lodging tax is approved, no additional staff are anticipated to manage the GRIT program.

Prior Board Motions:

N/A

Background Information:

The current lodging tax rate of 2.5% was approved by Rifle voters in 2007 for all lodging accommodations that are used for 30-days or less. Any money collected through the lodging tax is required to be spent on the following categories:

1. Development and marketing of visitor improvements and attractions
2. Special events and beautification projects in the City
3. Historic preservation
4. General Promotion of the City and its environs

The lodging tax revenues are allocated to the GRIT portion of the Rifle budget. GRIT is an advisory board to Council and is staffed by the Main Street Manager. Lodging tax revenues have increased steadily since 2008. In 2024 the lodging tax generated \$220,308, if doubled the city could collect \$440,000.

Executive Summary:

The City of Rifle collects a smaller percentage of lodging tax than many jurisdictions in the surrounding area:

- Carbondale – 2.00%
- Glenwood Springs – 5.00% (increase in 2022)
- New Castle – 5.00% (increase in 2022)
- Silt – 5.00% (increase in 2022)
- Parachute – 5.50%
- Palisade – Increase from \$2 - \$6 per occupied room in 2023
- Grand Junction – 6.00%
- Fruita – 6.00% (increase in 2022)
- Montrose – 6.00% (increase in 2024)

Plans for additional funding include expanding current grant funding opportunities including community events, façade improvements, and murals. More placemaking work can be done throughout the City including wayfinding, lighting, and shade structures. The City would have more resources to put towards promotion which could include targeted marketing, visitor center funding, and intentional signage. Portions of the additional funding will be set aside to save for larger beautification projects that will benefit the lives of residents and enhance the visitor experience in Rifle. The funding could also be used to support visitor-related services such as the Ute Theater.

Staff has provided a Resolution for Council's consideration that would increase the lodging tax by 2.5%. The total Lodging Tax in the City of Rifle would be 5%. No changes are proposed for the uses of the lodging tax.

Notification Requirements:

N/A

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. Staff Memo - Lodging Tax - 8.20.25

2. Resolution No. 17 Series of 2025-Lodging Tax Increase Ballot Question

MEMORANDUM

To: Rifle City Council
From: Patrick Waller, AICP – City Manager
Date: August 20, 2025
Subject: Lodging Tax

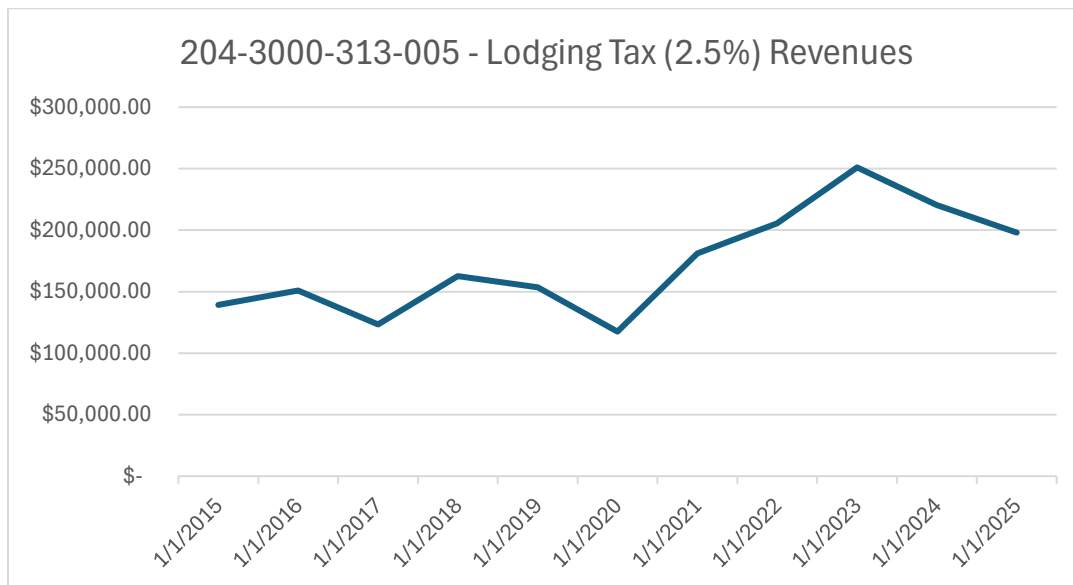


Historic Lodging Tax Information

The current loading tax rate of 2.5% was approved by Rifle voters in 2007 for all lodging accommodations that are used for 30-days or less. Any money collected through the lodging tax is required to be spent on the following categories:

1. Development and marketing of visitor improvements and attractions
2. Special events and beautification projects in the City
3. Historic preservation
4. General Promotion of the City and its environs

The lodging tax revenues are allocated to the GRIT portion of the Rifle budget. GRIT is an advisory board to Council and is staffed by the Main Street Manager. Lodging tax revenues have increased steadily since 2008. In 2024 the lodging tax generated \$220,308. The below chart shows the annual revenues since 2015 based on the 2.5% collection rate.



Lodging Tax Comparison

The City of Rifle collects a smaller percentage of lodging tax than many jurisdictions in the surrounding area:

- Carbondale – 2.00%
- Glenwood Springs – 5.00% (increase in 2022)
- New Castle – 5.00% (increase in 2022)
- Silt – 5.00% (increase in 2022)
- Parachute – 5.50%
- Palisade – Increase from \$2 - \$6 per occupied room in 2023
- Grand Junction – 6.00%
- Fruita – 6.00% (increase in 2022)
- Montrose – 6.00% (increase in 2024)

Lodging Tax Uses in Rifle

The City of Rifle has allocated the existing lodging tax to fund the following:

- Events throughout the city (both entirely funded by GRIT and a percentage funded) including Hometown Holidays, Barks Brew and BBQ, Third Thursday on Third, Farmer's Market, Grand Hogback Extravaganza, Hilltop Concert Series, Rifle Rendezvous
- Funding Murals in the Downtown Core
- Downtown Beautification
- Bike Racks
- City Holiday Decorations
- Grand Hogback Trail System
- July 3rd and Holiday Fireworks
- Façade Grant Program

Potential Uses if Lodging Tax is Expanded

Plans for additional funding include expanding current grant funding opportunities including community events, façade improvements, and murals. More placemaking work can be done throughout the City including wayfinding, lighting, and shade structures. The City would have more resources to put towards promotion which could include targeted marketing, visitor center funding, and intentional signage. Portions of the additional funding will be set aside to save for larger beautification projects that will benefit the lives of residents and enhance the visitor experience in Rifle. The funding could also be used to support visitor-related services such as the Ute Theater.

Recommendation

Staff has provided a Resolution for Council's consideration that would approve ballot language to increase the lodging tax collected by the City of Rifle by 2.5%. The total amount of lodging tax

collected by the City of Rifle would be 5%. If approved by Council, the ballot question would go to the November 2025 ballot for consideration of Rifle voters.

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 17
SERIES OF 2025**

A RESOLUTION OF THE CITY OF RIFLE, COLORADO, SUBMITTING TO THE ELIGIBLE ELECTORS OF THE CITY AT THE REGULAR MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 4, 2025 A QUESTION WHETHER TO INCREASE THE TAX ON LODGING ACCOMMODATIONS 2.5% FOR THE PURPOSE OF FUNDING VISITOR IMPROVEMENTS AND ATTRACTIONS, HISTORIC PRESERVATION, SPECIAL EVENTS, CITY BEAUTIFICATION PROJECTS AND PROMOTING THE CITY, AND SETTING THE TITLE AND CONTENT OF THE BALLOT ISSUE FOR THE ELECTION.

WHEREAS, by Ordinance No. 17, Series of 2007, the Rifle City Council approved the submittal to the registered voters of the City of Rifle, Colorado a ballot question regarding imposition of a tax of 2.5% on lodging accommodations in the City of Rifle for the purpose of funding visitor improvements and attractions, historic preservation, special events, City beautification projects, and promoting the City (the “Lodging Tax”); and

WHEREAS, on September 11, 2007, a majority of the qualified electors of the City of Rifle voted in favor of the Lodging Tax Ballot Question; and

WHEREAS, the Lodging Tax has not changed for almost twenty years while the majority of Rifle’s neighboring communities have adopted lodging taxes that far exceed the City’s rate; and

WHEREAS, the Lodging Tax is paid by the travelling public and not the City’s residents while the City benefits from the enhancement and development of Rifle’s visitor improvements and attractions, historic preservation, special events and City beautification projects; and

WHEREAS, in order to better provide for those purposes, the City Council has determined that it is desirable to submit to the registered voters of the City of Rifle the question of whether to increase the Lodging Tax by 2.5 %, for a total of 5.0%, which question will be submitted at the regular municipal election to be held on November 4, 2025.

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

Section 1. Incorporation of Recitals. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Purpose. The purpose of this Resolution is to set a ballot question to obtain approval from the registered voters of the City of Rifle to impose an additional 2.5 % tax on the rental fee, price, or other consideration paid or charged for short-term rental (less than 30 consecutive days) of any room, accommodation, or space in any hotel, short-term leasing or renting of rooms or other accommodation, or space in any hotel, inn, bed and breakfast residence, or any

other place that provides sleeping rooms, sleeping facilities, or accommodations for consideration located withing the City, with the revenues generated therefrom to be used for the purpose of funding visitor improvements and attractions, historic preservation, special events, City beautification projects, and promoting the City.

Section 3. Effective Date. If approved as hereinafter set forth, the taxes imposed hereby shall become effective from and after January 1, 2026.

Section 4. Submission to Voters. The ballot question in this Resolution shall be submitted to the registered voters of the City of Rifle regarding an increase in the Lodging Tax by 2.5 % at the regular municipal election which shall be held on Tuesday, November 4, 2025. As near as practical, this election shall be held in compliance with the Colorado Municipal Election Code, as amended.

Section 5. Publication and Ballot Form. The City Clerk shall cause a notice of election for the following ballot question to be published as part of the general election publication published in The Citizen Telegram in substantially the following form at least 30 days prior to the election, on or before October 5, 2025:

NOTICE OF BALLOT QUESTION CONCERNING AN INCREASE IN LODGING TAX BY 2.5%, FOR A TOTAL LODGING TAX OF 5.0%, DEDICATED TO VISITOR IMPROVEMENTS AND ATTRACTIONS, HISTORIC PRESERVATION, SPECIAL EVENTS, BEAUTIFICATION PROJECTS IN THE CITY, AND THE PROMOTION OF THE CITY AND ITS ENVIRONS.

NOTICE IS HEREBY GIVEN that an election will be held on Tuesday, November 4, 2025, between the hours of 7:00 a.m. and 7:00 p.m. at the polling places established for Rifle, Colorado. At this election, the following question shall be submitted to the registered voters of the City of Rifle:

SHALL THE CITY OF RIFLE'S TAXES BE INCREASED BY AN ESTIMATED \$300,000 ANNUALLY FOR THE FIRST FULL FISCAL YEAR (2026) AND BY SUCH AMOUNTS GENERATED ANNUALLY THEREAFTER BY INCREASING THE CITY'S LODGING TAX BY 2.5% ON THE LEASING OR RENTING OF ROOMS OR OTHER ACCOMMODATIONS IN LODGING WITHIN THE CITY FOR LESS THAN 30 DAYS FOR A TOTAL RATE OF 5.0% OF THE PRICE PAID OR CHARGED FOR SUCH LODGING IN THE CITY COMMENCING JANUARY 1, 2026, WITH THE PROCEEDS OF SUCH TAX, TOGETHER WITH INVESTMENT EARNINGS THEREON USED PRIMARILY

**FOR VISITOR IMPROVEMENTS AND ATTRACTIONS,
HISTORIC PRESERVATION, SPECIAL EVENTS,
BEAUTIFICATION PROJECTS IN THE CITY, AND THE
PROMOTION OF THE CITY AND ITS ENVIRONS,**

**AND SHALL SUCH REVENUES TO BE COLLECTED BY
THE CITY CONSTITUTE A VOTER APPROVED
REVENUE CHANGE NOTWITHSTANDING ANY
APPLICABLE REVENUE OR EXPENDITURE
LIMITATION IMPOSED BY ARTICLE X, SECTION 20 OF
THE COLORADO CONSTITUTION OR ANY OTHER
LAW?"**

Section 6. Authorization. The City Clerk is authorized to correct typographical errors and omissions and to cause to be entered into any blanks of the ballot issue the appropriate ballot issue number or letter upon designation of the ballot number or letter by the appropriate election official. The City Clerk shall certify the ballot content for the election, including the ballot issue set forth above, to the Garfield County Clerk no later than 60 days before the election, pursuant to C.R.S. § 1-5-203(3)(a). The City Manager, City Attorney and City Clerk are hereby authorized and directed to take all necessary and appropriate action to effectuate the provisions of this Resolution including the taking of all reasonable and necessary action to cause such approved ballot issue to be printed and placed on the ballot for the coordinated election.

Section 7. Application. Upon passage of this Resolution and voter approval at the subject election, the 2.5% increase in the lodging tax shall apply to the leasing or renting of rooms or other accommodations within the City of Rifle constituting “lodging services” as defined at Section 4-2-30 of the Rifle Municipal Code for less than thirty (30) consecutive days.

Section 8. TABOR Notice. At least thirty (30) days prior to the election, on or before October 5, 2025, the City Clerk shall mail at the least cost, a titled notice or set of notices addressed to “All Registered Voters” at each address of one or more active registered voters concerning the ballot question referenced in this Resolution. The notice shall be entitled **“NOTICE OF ELECTION TO INCREASE TAXES.”** The notice shall also include all information required by Article X, Section 20 (3)(b) (“The Taxpayer’s Bill of Rights”).

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 20th day of August 2025 and is effective immediately.

CITY OF RIFLE, COLORADO

BY

Mayor

ATTEST:

City Clerk



Agenda Item #8.b.

Agenda Item Name:

Consider Authorizing Submission of the Garfield County FMLD Mini-Grant Application to Purchase Mobile Column Lift - Resolution No. 16, Series of 2025

Presenter:

Iris Trevisano, Procurement and Grant Reporting Manager

Item Description:

Consider Approving Resolution No. 16, Series of 2024 - Garfield County FMLD Mini Grant for the purchase of Mobile Column Lift

Recommended Action:

Move to approve Resolution No. 16, Series of 2025, to allow staff to submit the Mini-grant application to GCFMLD for the purchase of Mobile Column Lift and the city manager to sign the grant agreement and to expend the funds necessary to meet the terms of the grant not to exceed \$30,000

Fiscal Impact:

This is a no-match grant and if fully funded the City can fund the additional match of approximately \$20,264.80. \$62,000 was budgeted for this project for 2025.

Operational Impact:

This lift capability will provide faster turnaround of heavy-duty vehicles and heavy equipment. Mechanic will be able to restore them more quickly and efficiently to service which is often necessary.

Prior Board Motions:

N/A

Background Information:

Diagnosing and servicing of heavy-duty vehicles has been a very difficult process to date. Recently, we've borrowed the column lifts from the CRFR mechanic, but they are often in use. Sliding under a large vehicle is both difficult and dangerous; these column lifts will create a safer environment.

Executive Summary:

These column lifts will be a great addition to our shop equipment. There have been times when certain repair and maintenance work had to be deferred due to the difficulty of performing operations off the shop floor. Additionally, certain work must be done with a lift, causing outsourcing of repair work, which is expensive. These column lifts also reduce the risk of injury and property damage.

Notification Requirements:

None

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. Resolution No 16 Series 2025

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 16
SERIES 2025**

A RESOLUTION OF THE CITY OF RIFLE, COLORADO SUPPORTING A
MINI GRANT APPLICATION TO THE GARFIELD COUNTY FEDERAL
MINERAL LEASE DISTRICT FOR MOBILE COLUMNS LIFT

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

WHEREAS, the City of Rifle is submitting a Grant Application requesting a total award of \$30,000 for the purchase of mobile column lift (the “Project”); and

WHEREAS, the City Council of the City of Rifle supports the completion of the Project if a grant is awarded by the GCFMLD.

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

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

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 20th day of August 2025.

ATTEST:

CITY OF RIFLE, COLORADO

By _____
City Clerk

By _____
Mayor



Agenda Item #8.c.

Agenda Item Name:

Consider Authorizing Submission of the Garfield County FMLD Traditional-Grant Application Rifle Park Avenue Bridge and Road Extension Phase 3 - Resolution No. 15, Series of 2025

Presenter:

Iris Trevisano, Procurement and Grant Reporting Manager
Craig Spaulding, Civil Engineer

Item Description:

Consider Approving Resolution No.15, Series of 2025 - Garfield County FMLD Traditional-Grant Application Rifle Park Avenue Bridge and Road Extension Phase 3

Recommended Action:

Move to approve Resolution No. 15, Series of 2025, authorizing staff to apply for a GCFMLD grant for the Rifle Park Avenue Bridge and Road Extension Phase 3 project and allowing the city manager to sign the grant agreement.

Fiscal Impact:

This project is planned for the 2026 budget, with a total cost of \$2,200,000. A 30% grant match is expected to offset a portion of the funding requirement.

Operational Impact:

None

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 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.

Executive Summary:

Department of Local Affairs has funded the Park Avenue extension and bridge across Rifle Creek. This project and funding ends at the bridge. The remainder of the roadway and infrastructure is in need of replacement which is the third phase that the City is pursuing funding from Garfield County FMLD. This request aligns with the mission of Garfield County FMLD and is critical in the completion of the project.

Notification Requirements:

None

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. Resolution No 15 Series 2025
2. ParkAvePlanOverview

**CITY OF RIFLE, COLORADO
RESOLUTION NO. 15
SERIES OF 2025**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIFLE, COLORADO,
SUPPORTING A MINI GRANT APPLICATION TO THE GARFIELD COUNTY FEDERAL
MINERAL LEASE DISTRICT FOR THE COMPLETION OF RIFLE PARK AVENUE BRIDGE
AND ROAD EXTENSION PHASE 3.

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

WHEREAS, the City of Rifle is submitting a Grant Application for Rifle Park Avenue Bridge and Road Extension Phase 3 (the Project) requesting a total award of \$1,000,000; and

WHEREAS, the City of Rifle supports the of the Project if a grant is awarded by GCFMLD.

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

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

THIS RESOLUTION was read, passed, and adopted by the Rifle City Council at a regular meeting held this 20th day of August 2025 and is effective immediately.

ATTEST:

CITY OF RIFLE, COLORADO

By _____
City Clerk

By _____
Mayor



Agenda Item #8.d.

Agenda Item Name:

Consider Awarding Bid to DHM Design for the South Rifle Open Space Master Plan

Presenter:

Iris Trevisano, Procurement and Grant Reporting Manager
Austin Rickstrew, Parks & Recreation Director

Item Description:

Consider Awarding Bid to DHM Design for the South Rifle Open Space Master Plan

Recommended Action:

Move to award bid to DHM Design for the South Rifle Open Space Master Plan for an amount not to exceed \$49,922

Fiscal Impact:

The City budgeted \$50,000 for this project in 2025 and received a DOLA planning no match grant for \$25,000.

Operational Impact:

City staff will support the open space master plan in collaboration with the consultants by providing existing site information, participating in meetings, and coordinating feedback throughout the process. This will require time from key staff across departments, including planning, parks, and engineering. While the consultants will primarily lead the study, staff involvement is necessary to ensure accuracy and alignment with City goals.

Prior Board Motions:

Approved letter of support for the DOLA Administrative Grant.

Background Information:

The Parks and Recreation Department released a Request for Proposals (RFP) seeking qualified consulting firms to create the City of Rifle Parks and Recreation-South Rifle Open Space Master Plan. A comprehensive, community-driven plan for the thoughtful development of a 112-acre city-owned parcel into a passive-use park that preserves the land's natural character while offering meaningful recreational opportunities. The plan will identify and could prioritize amenities such as trails, picnic areas, a disc golf course, natural play features, and interpretive elements, while ensuring accessibility and long-term sustainability.

The RFP was publicly posted via the Rocky Mountain E-Purchasing System (BidNet Direct), and proposals were due April 14, 2025. Following a comprehensive review process, staff recommend selecting DHM Design to complete the South Rifle Master Plan. City Council approval is required to proceed with awarding the contract. The final product will serve as a roadmap for phased implementation, funding strategies, and future decision-making that reflects the values and needs of the Rifle community.

Executive Summary:

A thorough and competitive consultant selection process was undertaken to identify the most qualified firm to lead this important work. The City received 8 submittals in response to the Request for Proposals (RFP), with proposed fees ranging from \$39,940 to \$66,500.00. The key objectives of the South Rifle Open Space master planning process includes:

- Conducting a comprehensive site assessment, including access, vegetation, habitat, and drainage management.
- Engage the community, stakeholders, and Park and Recreation Advisory Board to shape a vision that reflects local needs and priorities.
- Exploring appropriate amenities, such as multi-use trails, natural play areas, picnic shelters, interpretive signage, scenic overlooks, and a disc golf course.
- Creating conceptual site plans and phased development strategies that balance recreation with conservation.
- Providing cost estimates, funding strategies, and long-term maintenance considerations.

Community engagement was a key consideration, as the City strongly emphasizes broad community-driven planning. Following the initial review process, three firms, DHM Design, Mundus Bishop Design, and Design Concepts, were selected for interviews. The interviews provided the opportunity to further evaluate each firm's proposal. Based on the full evaluation and interview process, the City is recommending approval to move forward with DHM Design. Their proposal demonstrated a clear understanding of the City's goals, a robust engagement strategy, and a highly qualified team with relevant experience delivering successful feasibility studies. RFP Information @: www.RifleCO.org/Packetaddendums

Notification Requirements:

N/A

Prepared By:

Iris Trevisano, Procurement and Grant Reporting Manager

Attachments:

1. South Rifle Master Plan_DHMDDesign_2025
2. RFP_04142025 Evaluation South Rifle
3. Award Memo Procurement-South Rifle
4. RFP_04142025 South Rifle Master Plan Purchase Request
5. Memo - DHM Design

May 19, 2025

City of Rifle

Austin Rickstrew, Parks & Recreation Director
970.665.6578 | Arickstrew@rifleco.org

RE: *Response to Request for Proposal City of Rifle Parks and Recreation-South Rifle Master Plan*

Dear Members of the Selection Committee:

Thank you for the opportunity to submit our qualifications for the South Rifle Parcel Master Plan. We're excited about the chance to collaborate on a project that reflects the values of the Rifle community and enhances public access to nature.

At DHM Design, we specialize in creating parks and open spaces that feel both timeless and tailored to the communities they serve. Our Carbondale-based team brings not only deep local knowledge, but also a spirit of collaboration, creativity, and ecological expertise that we think you'll enjoy working with.

We're passionate about helping Rifle craft a vision for the site that's low-impact, sustainable, and full of opportunities for quiet exploration, active recreation, and community gathering. Our team is ready to hit the ground running, with strong experience, proven teamwork, and a commitment to both high-quality design and a smooth planning process.

We appreciate your consideration and look forward to the possibility of bringing this vision to life, together. Please do not hesitate to email or call Marc Diemer at 970-425-6526.

Sincerely,



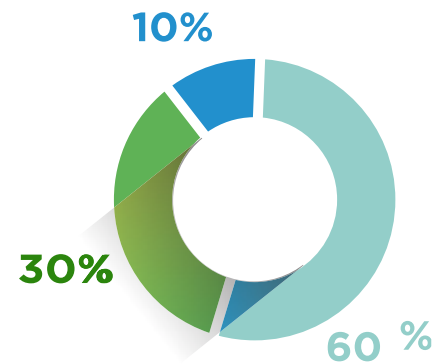
DHM Design
Marc Diemer, PLA – Principal-in-Charge
970.425.6526 | mdiemer@dhmdesign.com

We embrace a collaborative design process, working hand-in-hand with our clients, their communities, and the design team to transform ideas into reality. DHM excels at achieving project goals while balancing diverse interests and creating places that harmonize with their larger environment and community context.

DHM is uniquely qualified to create a long-term vision for the City of Rifle's 11-acre South Rifle parcel. We have a 50-year legacy of great parks throughout the West that we've planned, designed, and helped to get built. Our in-house staff includes landscape architects, natural resource experts, specialists in design concept rendering and visualization, and drone pilots with advanced GIS capabilities. We can assess and map the site, facilitate focused conversations on potential uses and features, develop conceptual plans and renderings to communicate how it could look, and provide realistic cost estimating and phasing strategies.

Marc Diemer with our Carbondale office will act as the Principal-in-Charge and Primary Point-of-Contact for the South Rifle Master Plan. He will be supported by Bill Gotthelf, Senior Associate and Project Manager out of the Denver studio. Bill brings over two decades of open space planning experience. The team is supported by Jen Dicuollo, Principal, and Landyn Green, Senior Designer, who will provide local support from our Carbondale Office. We also have included Jeremy Allinson an Associate Principal with the Carbondale office, he will assist with Natural Resource investigations and programing.

The proposed team will work on the project until completion. Should substitutions be necessary due to unforeseen circumstances, recommendations will be sent to the City of Rifle for approval.



The DHM Design team is currently at approximately 60% capacity with 10% projected workload and 30% available for new work

CITY OF RIFLE

DHM DESIGN - PRIME CONSULTANT & LANDSCAPE ARCHITECTURE

DHM Design will serve as the Prime Consultant and Landscape Architect, managing team communication, milestones, deliverables, and submittal compliance, while completing all landscape architecture work products.

Marc Diemer, PLA - Principal-in-Charge

Bill Gotthelf, PLA - Senior Associate | Project Manager

Jen Dicuollo, PLA - Principal | Quality Assurance/Control

Landyn Green - Senior Designer

Jeremy Allinson - Associate Principal | Natural Resource Programs Manager

**Resumes are included in the Appendix*



Aerial of South Rifle



Crown Mountain Park | El Jebel, Colorado

The City of Rifle is seeking to develop a long-term, community-driven master plan for a 112-acre city-owned parcel in South Rifle. This plan aims to transform the site into a signature passive-use park that emphasizes ecological preservation, sustainability, and inclusive recreational opportunities. Key goals include promoting low-impact activities such as walking, biking, and nature observation, while integrating features like a disc golf course, interpretive signage, and natural play areas.

The planning process will involve extensive community and stakeholder engagement, including coordination with the Parks and Recreation Advisory Board and facilitation of public workshops. Our team is prepared to deliver a final master plan that includes site analysis, conceptual design alternatives, phased implementation strategies, cost estimates, and funding recommendations, all grounded in the community's values and the natural characteristics of the site.

Project Scope of Work

TASK 1 – PROJECT KICKOFF AND BACKGROUND REVIEW

We will begin the project with a virtual (MS Teams / Zoom) kickoff meeting to introduce City staff and the design team, hold initial discussions of project background, goals, and expectations, collect existing data, and schedule an initial site visit to tour the site with City staff.

We will tour the site with City staff to understand the City's perspective and insight on the Park parcel and adjacent interests, including potential access routes, utilities and easements, issues and concerns, and related development plans.

Task 1 Deliverables:

- Kickoff meeting agenda and notes
- Site meeting agenda and notes



Harvie Park Open Space | Parker, CO

TASK 2 – SITE INVENTORY AND ANALYSIS

We will develop multi-layered base mapping of the project site to provide a basis for planning and design. Base mapping will incorporate City-provided documentation of boundaries, utilities, easements and other features as available. DHM proposes to collect detailed aerial imagery via drone, from which we will generate scaled base mapping and topographic data. DHM's natural resource staff will assess environmental conditions and develop recommendations for protection or restoration zones versus locations more suitable for recreational development. We will document considerations such as access points and connectivity, prominent views and viewsheds, slopes and drainage, buffers and proximities, and other opportunities and constraints.

We will map this assessment data in AutoCad format and generate an existing conditions base plan.

Task 2 Deliverables:

- Existing conditions base plan in AutoCad format, including:
 - » Drone-generated aerial imagery base map
 - » Topographic data from drone imagery
 - » City-provided survey data of boundaries, utilities, easements, etc. (as available)
 - » Natural resources information
 - » Views and viewsheds
 - » Access points
 - » Potential connectivity to adjacent trails and facilities
 - » Opportunities and constraints

TASK 3 – COMMUNITY AND STAKEHOLDER ENGAGEMENT

We will work with City staff to develop a thorough and efficient plan to engage the public and stakeholders in assessing needs, preferences, concerns, and desired outcomes of the planning process. Working with the City staff members associated with planning and communications, we propose to begin the process with a meeting to discuss previous engagement efforts, review typical City outreach methods, identify stakeholders and working groups, and identify meeting venues and web resources. We will then develop a draft outreach plan detailing the proposed schedule, process, presentation contents including possible concepts and alternatives, and survey topics or other tools and exercises to collect input. We will work with the City to review and refine the plan.

Per the RFP, our initial assumptions for gathering public input include 1-2 meetings with the Parks and Recreation Advisory Board, 1-2 meetings with stakeholders, 2 public workshops/open houses, and 1 follow-up meeting with City staff to develop the outreach plan and review results.

We will compile and summarize meeting notes, survey results and/or other public input results for initial analysis and review of results and for inclusion in the final master plan document.

Task 3 Deliverables:

- Public engagement plan scoping meetings with City staff (1 meeting)
- Public engagement plan (draft and final)
- Execution of public engagement plan, including:
 - » 1-2 Parks and Rec Advisory Board Meetings
 - » Up to 2 stakeholder meetings
 - » 2 public workshops
 - » 1 follow-up meeting to review results and determine next steps
- Compiled/summarized meeting notes, survey results and/or other public input results



TASK 4 – PROGRAM DEVELOPMENT AND CONCEPT DESIGN

Using the public outreach results, City input, and professional judgement, we will develop 2-3 conceptual plan and program alternatives for the open space parcel to assess different approaches, amenities, and uses. We will evaluate the feasibility of various features such as trails, picnic areas, natural play and interpretive features, and disc golf. We will facilitate a review meeting to present and discuss the conceptual plan alternatives with the City and the public, with the goal of identifying a preferred alternative from among the conceptual alternatives or as a hybrid combination of features from different alternatives. Following identification of a preferred approach, we will develop a final conceptual plan including a rendered overall plan and approximately 3-4 character sketches and/or illustrative images.

Task 4 Deliverables:

- 2-3 conceptual plan and program alternatives
- Review meeting to evaluate conceptual alternatives and identify a preferred solution
- Final conceptual plan rendering with 3-4 character sketches and/or illustrative imagery



TASK 5 – PHASING PLAN AND COST ESTIMATES

We will develop an order-of-magnitude opinion of probable construction costs based on the final conceptual plan, using recent construction cost averages for equivalent bid items. We will include appropriate design and construction contingencies for conceptual design. We will consult with the City to identify a manageable target cost per phase. We will develop a phasing strategy to divide the overall implementation into manageable steps, prioritized according to assessed needs and construction efficiency. We will update the overall construction cost estimate to provide cost estimates for each proposed implementation phase. We will work with the City to identify potential funding sources, grant opportunities, and partnerships.

Task 5 Deliverables:

- Opinion of Probable Construction Costs based on conceptual design, with overall costs and costs per phase
- List of potential funding sources, grant opportunities, and partnerships

TASK 6 – FINAL MASTER PLAN PREPARATION

We will prepare a draft master plan including an executive summary and the scope elements above such as community input summary, site analysis findings, final concept plan graphics and narrative, cost estimates with phasing strategy, and funding recommendations. We will issue the draft plan to City staff for review and comments. After resolving City review comments and incorporating final revisions, we will present the draft final plan to the Parks and Recreation Advisory Board for approval/adoption.

Task 6 Deliverables:

- Draft Master Plan
- Final Master Plan



Coffman Ranch Master Plan | Roaring Fork Valley, CO

Proposed Timeline

Overall Project Duration (assuming Notice to Proceed 6/30/2025)

Proposed Schedule by Tasks	2025						2026	
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
TASK 1 - PROJECT KICKOFF AND BACKGROUND REVIEW	■							
TASK 2 - SITE INVENTORY AND ANALYSIS	■	■						
TASK 3 - COMMUNITY AND STAKEHOLDER ENGAGEMENT		■	■	■	■			
TASK 4 - PROGRAM DEVELOPMENT AND CONCEPT DESIGN				■	■	■		
TASK 5 - PHASING PLAN AND COST ESTIMATES					■	■	■	■
TASK 6 - FINAL MASTER PLAN PREPARATION							■	■

Fee Schedule

Fee Proposal - Summary South Rifle Master Plan May 19, 2025	
Work Tasks	Amount
TASK 1 - PROJECT KICKOFF AND BACKGROUND REVIEW	\$3,150.00
TASK 2 - SITE INVENTORY AND ANALYSIS	\$7,730.00
TASK 3 - COMMUNITY AND STAKEHOLDER ENGAGEMENT	\$15,300.00
TASK 4 - PROGRAM DEVELOPMENT AND CONCEPT DESIGN	\$12,730.00
TASK 5 - PHASING PLAN AND COST ESTIMATES	\$4,730.00
TASK 6 - FINAL MASTER PLAN PREPARATION	\$5,250.00
Subtotal Direct Labor (All Tasks):	\$48,890.00
Other Direct Costs	
Travel expenses	\$532.00
Non-travel expenses (printing & materials)	\$500.00
Subtotal Other Direct Costs:	\$1,032.00
TOTAL FEE PROPOSAL:	\$49,922.00

Initial Scope Assumptions / Clarifications / Exclusions

Based on our team's understanding of the RFP, the following are our initial assumptions, clarifications and exclusions related to the scope of work outlined in our proposed approach, fees, and schedule.

1. All master plan submittals are assumed to be digital, in PDF and/or native format. If requested, we will provide printed and bound reports or other hard-copy deliverables as needed, billed as direct expenses at the rates charged by our third-party vendors for printing, binding, and delivery.
2. No new site or topographic survey is proposed. Existing documentation, on-site observation, and drone imagery will be used to develop conceptual design drawings.
3. All meetings are assumed to be virtual unless designated otherwise. Proposed fees include in-person meetings for 1 site tour with City staff, 2 public workshops, 1 meeting to present conceptual alternatives to the City and the public, and 1 presentation of the draft final master plan to the Parks and Recreation Advisory Board for adoption.
4. Services and deliverables not explicitly described in the proposed scope of work are excluded from this proposal. We are prepared to provide fee proposals for additional services as needed upon request.

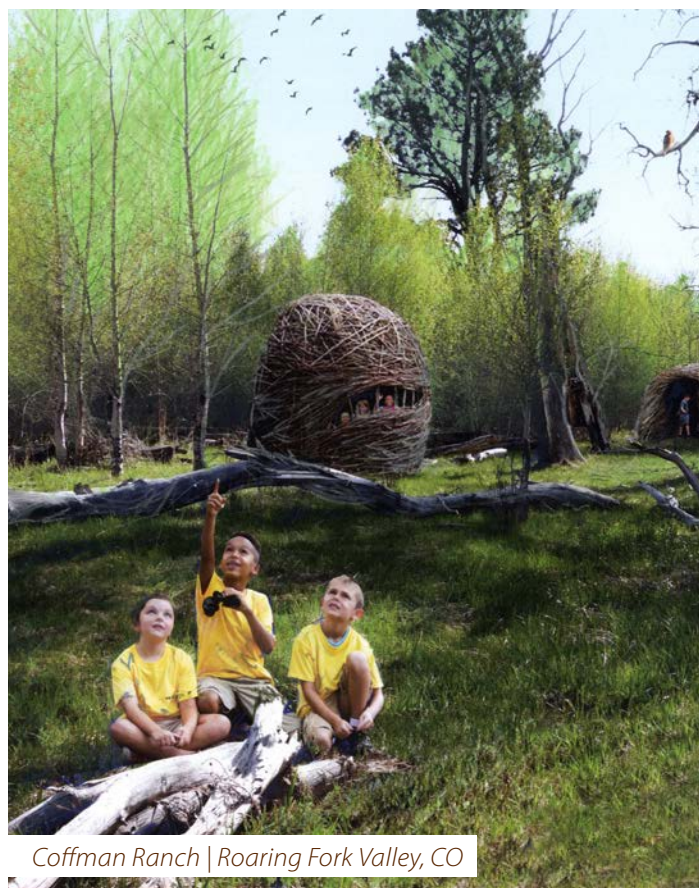
Open Space, Parks, Trails, and Greenway Master Planning

DHM integrates landscape architecture, ecology, and recreation planning to create sustainable and accessible trail systems that balance user experience, environmental stewardship, and long-term management. Our in-house ecologists, planners, and designers work collaboratively to ensure trails are thoughtfully routed, ecologically responsible, and durable over time. We bring deep technical expertise in master planning, trail design, and phased implementation, ensuring that projects move seamlessly from vision to construction. Our team understands the complexities of high-use open space, from managing user impacts to preserving sensitive habitats, and we develop realistic, actionable strategies that enhance recreation while protecting natural resources. With a track record of designing award-winning trail networks, DHM applies a multidisciplinary approach to create resilient, maintainable, and connected outdoor spaces that serve both people and the landscape for generations to come. Our project experience demonstrates the following:

- 1 **Trail Planning & Design** – DHM has extensive experience in trail planning, realignments, and sustainable design for high-use open spaces. Our team evaluates trail networks, connectivity, user circulation, and accessibility to create safe, enjoyable, and ecologically responsible routes. We balance recreation needs with natural resource protection, ensuring that trails are resilient to heavy use while minimizing environmental impact.
- 2 **Environmental & Ecological Assessments** – With in-house ecologists and natural resource specialists, DHM provides wildlife habitat assessments, wetland delineations, noxious weed management strategies, and ecological restoration plans. Our expertise ensures that planning efforts align with resource conservation goals while supporting recreation and park improvements.
- 3 **Public Engagement & Stakeholder Collaboration** – Meaningful public participation is essential to a successful master plan. DHM facilitates inclusive outreach strategies, including interactive GIS maps, pop-up engagement events, stakeholder meetings, and digital public input platforms. Our ability to navigate diverse perspectives and complex land-use discussions ensures that final recommendations reflect the community's needs and values.
- 4 **Park Access, Trailheads & Circulation** – How visitors enter, move through, and experience the park is a key design consideration. We assess and improve entry points, trailhead layouts, parking efficiency, wayfinding, and pedestrian connections to reduce congestion and enhance safety. Our team also incorporates universal accessibility standards to create an inclusive outdoor experience for all users.
- 5 **Visitor Use Management & Recreation Planning** – Managing increasing visitation while protecting natural resources requires a strategic approach. DHM evaluates visitor behavior, user conflicts, and recreational demands to develop zoning strategies, signage recommendations, and capacity management plans that enhance user experience while safeguarding sensitive areas.
- 6 **Habitat Restoration & Erosion Control** – Steep terrain and high-use trails require thoughtful erosion control and vegetation management. Our team specializes in soil stabilization, native revegetation, habitat restoration, and sustainable drainage solutions to mitigate trail impacts and preserve ecological integrity.
- 7 **Implementation, Phasing & Funding Strategies** – A strong master plan must be realistic and actionable. DHM develops prioritized, phased implementation plans aligned with funding opportunities, grant programs, and long-term maintenance considerations. Our team's expertise in securing state and federal funding ensures that projects move from planning to reality.



Crown Mountain Park | El Jebel, Colorado



Coffman Ranch | Roaring Fork Valley, CO

**Full Project Sheets are included in the Appendix*

CROWN MOUNTAIN PARK

El Jebel, Colorado

DHM Design has collaborated with the Crown Mountain Recreation District for over 15 years to realize the vision of a vibrant, legacy community park in the heart of Colorado's mid-valley near Basalt and Carbondale. The master plan for the 124-acre Crown Mountain Park was developed by DHM to provide a rich diversity of recreational opportunities while preserving natural character and views. The plan includes a range of community-oriented amenities such as soccer and baseball fields, a skate park, BMX track, tennis and basketball courts, a spray park, playgrounds, dog parks, picnic areas, trails, and natural open space buffers. DHM provided full design services for the first phase of construction, completed in 2006, and continued to support the district through subsequent planning efforts in 2017 and 2018. These included conceptual designs for future phases, grant application graphics, soil and weed management strategies, and stewardship-focused site planning. DHM's work directly supported a successful 2018 ballot initiative that secured funding for long-term capital improvements and maintenance, helping to ensure that Crown Mountain Park remains a treasured public asset for generations to come. DHM continued to provide support on planning efforts through 2022.



1 3 4 5 6 7

BLUE RIVER TRAIL

Silverthorne, Colorado

DHM Design was part of the team that finalized the master plan design and provided construction documents for the Blue River Trail in the mountain resort town of Silverthorne, Colorado. Silverthorne had a vision to be a distinctive mountain community by creating a town defined by a pedestrian scale - a network of easily accessible trails. By preserving attributes such as scenic vistas, community gathering spaces, places of cultural and artistic expression, places of spiritual renewal and a high quality park and recreation system sufficiently, the plan sufficiently meets the needs of the community.



The team prepared construction documents for the trail improvements along the Blue River and worked extensively with the Town of Silverthorne and the community to design and implement extensions of the trail. The trail was designed to be compatible with homes, businesses, roads and the natural environment. Trail design strived to integrate the trail with the surrounding environment by using grading, landscaping and decking to avoid disturbing the native wetlands.

1 2 3 4 5 6 7

ASPEN COMMUNITY CAMPUS, MOORE FIELDS

Aspen, Colorado

DHM Design was hired by the City of Aspen to refine initial concepts for the Aspen Community Campus Master Plan. The master plan accommodated the addition of several facilities to the campus core including a high school addition, bus facility, the Aspen Ski Club, and the Iselin Ice Rink and Pool as well as a variety of outdoor recreational amenities. The master plan includes parking improvements, Nordic Trail and sidewalk improvements, supplemental native plantings, and new wetlands. The overall site planning effort required an ability to integrate new facilities and amenities within an existing framework and to minimize impact to the surrounding topography and native Gambel oak stands.



Phase One of the Aspen Community Campus Master Plan, Moore Fields has a unique sense of place because the design team blended the fields cohesively into the mountain surroundings, bordering neighborhoods and schools. The fields were strategically designed allowing for sound to travel away from neighboring homes. Natural landforms with native planting were built to increase that buffer. The design team worked with a steel fabricator to construct backstops, dugouts, and restroom enclosures from weathering steel and corrugated metal. Seasonal run-off into the site was utilized in the creation of wetland dunes and streams. Students introduced wetland plants and trees to enhance wildlife habitat.

1 2 3 4 5 6 7

HARVIE OPEN SPACE

Parker, Colorado

In early January 2017, the Board of Douglas County Commissioners conveyed a 72-acre property known as Ray J. Harvie Park to the Town of Parker. The property, located just north of Mainstreet and Canterbury Parkway, will be maintained by Parker and used for open space and passive recreation. The property holds a conservation easement allowing for minimal improvements that is designed to protect the long-term open space values of the site. DHM Design was pleased to be tasked with site improvements keeping conservation easement in mind. These added amenities include soft-surface trails, interpretive signage, gravel parking lot with up to 20 spaces, picnic shelters, tables, benches, one restroom facility, wood/smooth wire fencing, plus a maximum of two historic structures. Based upon input received from residents regarding improvements, DHM will also include modifications of relocating several soft-surface trails and trailside seating. Completion of this renovation project will add significant passive recreation to the total 912-acres of open space Parker currently holds.



PELICAN PONDS OPEN SPACE

Adams County, Colorado

Pelican Ponds Open Space is a 240-acre property that was acquired by Adams County from Aggregate Industries, Inc. at which DHM Design was involved in the early master planning in 2003. The site was used for gravel extraction and processing until the early 1990's and although reclamation has occurred, the site still shows signs of impacts and degradation from the mining activity. DHM Design is helping implement the extensive multi-faceted project that focuses on environmental restoration and developing public access amenities. The scope of work also includes restoration and realignment of the South Platte River Trail, creating public access to the river and fishing ponds, restoring habitat and improving flood conveyance through the property. Site improvements will focus on about 90-acres of land to include a parking lot, restroom, picnic shelters, fishing access improvements, trails, signage, wildlife viewing, and will enhance the public's understanding of the importance and value of wildlife.



RIDGWAY ATHLETIC PARK MASTER PLAN

Ridgway, Colorado

Ridgway Athletic Park is 18.5 acres in size and is adjacent to the Town's southernmost boundary off of County Road 23. The Park is highly utilized and treasured by residents and offers recreational activities for many different user groups including, but not limited to: tennis, pickleball, basketball, the skate park, soccer, baseball, the bike park, informal dog walking, and passive recreation. The Master Plan for the Ridgway Athletic Park summarizes the public process that DHM used to guide the proposed future park development plan. DHM's public process consisted of three community meetings that took place at Town Hall as well as a series of informal web meetings, phone calls, and site visits with interested stakeholders. At the public meetings, community members were able to give input on precedent images and conceptual plan layouts. A public survey and comments platform via the Town website was also made available to community members—of which 270+ people provided responses and evaluated the draft park plans. The input from the public ultimately resulted in the final preferred master plan layout that the Town of Ridgway can use as a guide for implementation as funding is acquired. The report synthesizes this information and provides direction on funding opportunities, recommended phasing, and offers a clear vision for the future development of Ridgway Athletic Park.



PAINT MINES INTERPRETIVE PARK MASTER PLAN

El Paso County, Colorado

DHM has been tasked by El Paso County to develop a comprehensive Master Plan for the Paint Mines Interpretive Park. This plan will serve as a roadmap for managing, protecting, and enhancing the park while elevating the visitor experience. By incorporating input from the community and stakeholders, the plan will establish realistic objectives for future enhancements. Situated approximately 1.5 miles southeast of Calhan, Colorado, Paint Mines Interpretive Park encompasses thirteen parcels of rolling prairie land. These lands boast some of Colorado's most distinctive and historically significant geological formations. Featuring a mix of rolling prairie terrain, pinion pine trees, scrub oak clusters, and dry creek beds, the park offers approximately 3.9 miles of hiking trails and three parking areas, allowing visitors to explore the unique formations up close and enjoy hikes through the surrounding grasslands. The popularity of this area has led to challenges such as the creation of unauthorized trails, damage to sensitive grasslands, and harm to the formations themselves. Designated as the Calhan Paint Mines Archaeological District and listed on the National Register of Historic Places in 2000, the park holds significant archaeological importance, with evidence of indigenous peoples' activities spanning thousands of years. The Master Plan aims to consolidate existing reports and plans into a single document, aligning with the broader 2022 El Paso County Parks Master Plan. It will strike a balance between public access and the preservation of the park's delicate geological features, ensuring that future generations can continue to appreciate its natural and historical significance.



1 2 3 4 5 6 7

BEAR CREEK LAKE PARK MASTER PLAN

Lakewood, Colorado

Bear Creek Lake Park is an important open space and recreational resource for the City of Lakewood and its surrounding communities. DHM is preparing an updated park Master Plan with campground improvements and expansion, conservation and enhancement of open space and wildlife habitat, enhanced mixed-use trails to accommodate equestrians, hikers, and bicyclists, realigned roadways to reduce traffic impacts, accommodated diverse water-based recreation demands by programming conflicting uses at separate sites, and constructed a visitor/education center for visitor orientation with easy access by trails to other park destinations. DHM did similar updates in decades prior, having developed the original recreation infrastructure plans for Bear Creek Lake Park in 1998 and updating the visitor center plan in 2012.



1 2 3 4 5 6 7

AVLT COFFMAN PROPERTY

Roaring Fork Valley, Colorado

DHM worked closely with Aspen Valley Land Trust (AVLT) to preserve and transform the historic Coffman Ranch near Carbondale, Colorado. AVLT won a Great Outdoors Colorado grant to assist in their efforts to purchase, save, and manage the property. Future plans include maintenance of existing ranching operations, habitat protection and enhancement along approximately a mile of gold medal waters of the Roaring Fork River, community access to the river, and a place for outdoor education. DHM Design developed a master plan and renderings that demonstrated how the site could be used for active and passive use, while protecting the important habitat. The ranch, and especially the unique riparian areas, are some of the most important undeveloped lands along the lower Roaring Fork River. Conserving Coffman Ranch provided unique opportunities for the entire community to learn about and engage directly with conservation, habitat restoration, and agriculture. This demonstration ranch invested in the next generation of land stewards, helped promote regenerative management strategies, demonstrated natural climate solutions, and helped re-connect additional people in the community to the land. Educational experiences ranged from early-childhood immersion in nature, to advanced scientific research, to community awareness around agriculture and the complementary relationship between nature and livestock.



1 2 3 4 5 6 7

MARKEL + WOTTGE OPEN SPACES

Broomfield, Colorado | Team Members: DHM Design

DHM worked with the City and County of Broomfield to provide master planning and concept design services for the Markel Property and Wottge Property Open Spaces. We evaluated the natural resources on each of the Open Space properties, developing a Natural Resources Assessment Report and a Wetland Delineation Report for future planning use. The project also included numerous public outreach events and surveys, and input from the community was directly communicated in each revision of the conceptual plans. Each concept plan included new soft surface trails, minimal site furnishings, and designated restoration zones. These passive recreational opportunities allow access to the Open Spaces, but keep the vast majority of the site vegetated and free of programming. Another important component to the master plan was to provide trail connections to adjacent regional and local trails, connecting the local community to a wider trail network in Broomfield and beyond. DHM Design ecological staff conducted an ecological site assessment to evaluate current site conditions and a wetland delineation to document wetlands present at the site, prior to starting the Trails Master Planning Process. The team mapped resources (vegetation communities, wetlands, raptor sightings, plant inventory), created aesthetically-pleasing map products, and ultimately provided useable, on-the-ground site restoration and enhancement opportunities for the City and County of Broomfield. Options included recommendations for wetland creation, pollinator habitat enhancement, locations for installing wildlife habitat enhancement features (bluebird boxes, bat houses, etc.), and non-native plant management. The ecological survey results were used by DHM Design's landscape architects to create a sustainable, resource-conscious Master Plan that balanced the need for recreation and preservation of the site's ecological resources.



1 2 3 4 5 6 7

WINTER PARK PARKS, OPEN SPACE, TRAILS, AND CAMPGROUNDS

Winter Park, Colorado | Team Members: DHM Design

DHM is working with the Town of Winter Park to develop a parks, trails, campgrounds, and open space master plan suited to a mountain town that is known for its seasonal recreational activities and surrounding natural beauty. The plan requires a comprehensive assessment of the town's existing outdoor recreation and open space facilities, policies, codes, and standards, as well as their connections and relationships to those administered by neighboring land managers such as Winter Park Resort, the US Forest Service, and the Town of Fraser. The public engagement process seeks to involve broad representation of Town residents, stakeholders, advocacy groups, and special use groups to develop a deep understanding of the full spectrum of outdoor recreation priorities and experiences. The final plan will include a written report summarizing findings, discussions, and decisions with the Town of Winter Park, including existing conditions, site analysis, proposed plans, graphic renderings, GIS mapping, and public feedback documentation. Analysis and recommendations will be provided for land use and acquisition, outdoor recreation standards and typical details, improvements to existing facilities, provision and distribution of community spaces, recreation use types provided and needed, standards and requirements for new development, interconnection with neighboring and regional facilities, and management and protection of natural resources.



1 2 3 4 5 6 7

REFERENCES

Crown Mountain Park

Rebecca Wagner, Executive Director
Crown Mountain Park
crownmtdirector@sopris.net | 970.319.8041

Hanging Lake Trail Redesign | Glenwood, CO

White River National Forest
Sam Massman, Project PM, Recreation Program Manager
970.827.5162 | smassman@fs.fed.us

Winter Park Parks, Open Space, Trails, and Campgrounds Master Plan

Town of Winter Park
James Shockey, Director of Community Development
970.726.8081, ext. 206 | jshockey@wpgov.com

APPENDIX: RECENT WORK & PROJECT TEAM RESUMES



CROWN MOUNTAIN PARK

El Jebel, Colorado

DHM Design has collaborated with the Crown Mountain Recreation District for over 15 years to realize the vision of a vibrant, legacy community park in the heart of Colorado's mid-valley near Basalt and Carbondale. The master plan for the 124-acre Crown Mountain Park was developed by DHM to provide a rich diversity of recreational opportunities while preserving natural character and views. The plan includes a range of community-oriented amenities such as soccer and baseball fields, a skate park, BMX track, tennis and basketball courts, a spray park, playgrounds, dog parks, picnic areas, trails, and natural open space buffers. DHM provided full design services for the first phase of construction, completed in 2006, and continued to support the district through subsequent planning efforts in 2017 and 2018. These included conceptual designs for future phases, grant application graphics, soil and weed management strategies, and stewardship-focused site planning. DHM's work directly supported a successful 2018 ballot initiative that secured funding for long-term capital improvements and maintenance, helping to ensure that Crown Mountain Park remains a treasured public asset for generations to come. DHM continued to provide support on planning efforts through 2022.



CLIENT

Eagle County Crown Mountain
Recreation District

DATES OF SERVICE

2003-2022

PROJECT SIZE

124-acres

PROJECT DATA/ NUMBER OF COMPONENTS

- 1 Ice Rink
- 4 Tennis Courts
- 1 Basketball Court
- 2 Baseball/ Softball Fields
- 4 Soccer Fields
- 1 Playground
- 1 Spray Park
- 1 Volleyball Court
- 1 Skate Park
- Dog Park
- Amphitheater
- Picnic Area
- Parking
- Batting Cages
- Restrooms and Concessions Facilities
- Trails

SERVICES

- Landscape Architecture
- Conceptual Design
- Master Planning
- Recreation Planning
- Site Design
- Funding Support

MOORE FIELDS

Aspen, Colorado

Land Stewardship Award, 2002

CCASLA Merit Award for Design & Land Stewardship Designation, 1999

Phase One of the Aspen Community Campus Master Plan, Moore Fields has a unique sense of place because the design team blended the fields cohesively into the mountain surroundings, bordering neighborhoods and schools. The fields were strategically designed allowing for sound to travel away from neighboring homes. Natural landforms with native planting were built to increase that buffer. The design team worked with a steel fabricator to construct backstops, dugouts, and restroom enclosures from weathering steel and corrugated metal. Seasonal run-off into the site was utilized in the creation of wetland dunes and streams. Students introduced wetland plants and trees to enhance wildlife habitat.

CLIENT

City of Aspen

PROJECT SIZE

30-acres

PROJECT DATA/ NUMBER OF COMPONENTS

4 Baseball/ Softball Fields

4 Multi-Use Fields

2 Tennis Courts

Track

Parking

Seating

Restroom Facilities

Dugouts

SERVICES

Sustainable Design

Master Planning

Site Design

Landscape Architecture



BLUE RIVER TRAIL

Silverthorne, Colorado

DHM Design was part of the team that finalized the master plan design and provided construction documents for the Blue River Trail in the mountain resort town of Silverthorne, Colorado. Silverthorne had a vision to be a distinctive mountain community by creating a town defined by a pedestrian scale - a network of easily accessible trails. By preserving attributes such as scenic vistas, community gathering spaces, places of cultural and artistic expression, places of spiritual renewal and a high quality park and recreation system sufficiently, the plan sufficiently meets the needs of the community.

The team prepared construction documents for the trail improvements along the Blue River and worked extensively with the Town of Silverthorne and the community to design and implement extensions of the trail. The trail was designed to be compatible with homes, businesses, roads and the natural environment. Trail design strived to integrate the trail with the surrounding environment by using grading, landscaping and decking to avoid disturbing the native wetlands.

CLIENT

Town of Silverthorne

PROJECT TEAM

DHM Design

The Greenway Team

PROJECT DATA

Approximately 3 Miles of Trail
Along the Blue River

SERVICES

Master Planning

Site Design

Landscape Architecture

Construction Documents

STATUS

Completed



BOHN PARK

Lyons, Colorado

Bohn Park was one of the parks in the Town of Lyons parks that was destroyed by the 2013 floods. DHM evaluated the extent of the flood damage in relation to pre-flood conditions, including FEMA damage assessment documents, and conducted a robust public engagement process that allowed for the entire community to get involved with flood recovery planning of this park. The public process was extensive and often sensitive, garnering more comments on a DHM managed project web site than any other we have maintained. In the end, community support for the project was attained and the residents were very excited to see that their voices were heard and incorporated into the final plans. Plans for enhancing Bohn Park, instream recreation opportunities, trails and upland park recreation opportunities were developed.

The 35 acre Park will have instream improvements, river access that supports fishing habitat, two baseball/softball fields, post tension tennis court, batting cage, playground, multi-use soccer field, custom restroom and shade shelters, picnic areas, Lyons Dirt Jump Bike Skills Park, Dog Park, and 3 multi-use sport courts. The St. Vrain Creek (north and south fork) runs along the north boundary of the Park. Flood mitigation measures and overflow channels were incorporated into the design. A Design Development Submittal was prepared that showed the layout of athletic fields, parking lots, roads, sidewalks, trails, picnic shelters, and restroom facilities. Final drawings, specifications and bid documents were completed by DHM for the construction of these Park improvements in Fall 2016/ Winter and Summer 2017.

CLIENT

Town of Lyons

PROJECT TEAM

DHM Design
ICON Engineering
HydroSystems*KDI
AE Design

PROJECT DATA

35 Acres
FEMA
River Restoration Master Plan
Recreation Opportunities
Trails
Multi-use Fields + Courts
Playground
Restrooms
Shade Shelters + Picnic Areas
Bike Trails

SERVICES

Final Design Services
Master Planning
Public Facilitation
Bid Services
Construction Documents
Construction Administration



HARVIE OPEN SPACE

Parker, Colorado

In early January 2017, the Board of Douglas County Commissioners conveyed a 72-acre property known as Ray J. Harvie Park to the Town of Parker. The property, located just north of Mainstreet and Canterbury Parkway, will be maintained by Parker and used for open space and passive recreation. The property holds a conservation easement allowing for minimal improvements that is designed to protect the long-term open space values of the site. DHM Design was pleased to be tasked with site improvements keeping conservation easement in mind. These added amenities include soft-surface trails, interpretive signage, gravel parking lot with up to 20 spaces, picnic shelters, tables, benches, one restroom facility, wood/smooth wire fencing, plus a maximum of two historic structures. Based upon input received from residents regarding improvements, DHM will also include modifications of relocating several soft-surface trails and trailside seating. Completion of this renovation project will add significant passive recreation to the total 912-acres of open space Parker currently holds.

CLIENT

Town of Parker

PROJECT TEAM

DHM Design
CVL Engineering
JCAA Engineering
Applied Design Services, LLC

PROJECT DATA

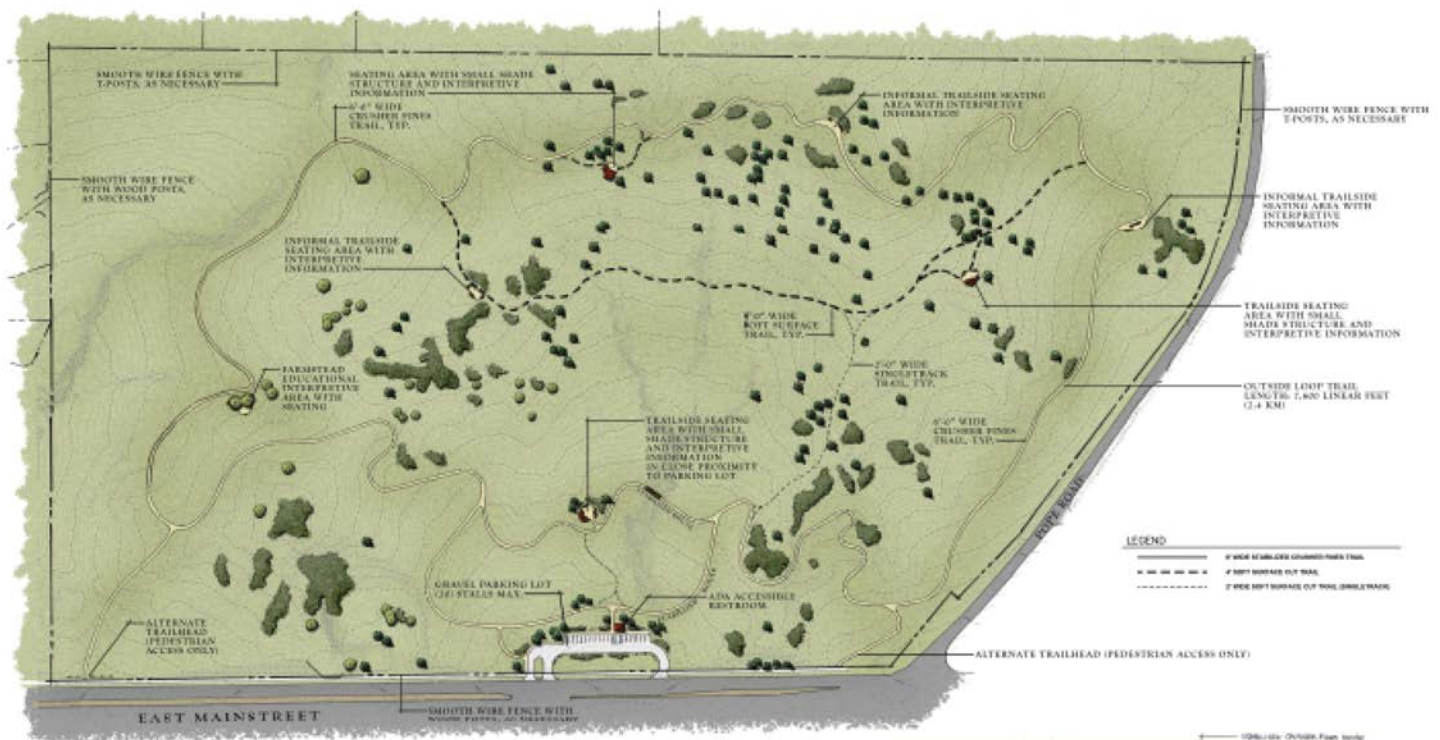
72-Acres
Picnic Shelters
Interpretive Signage
ADA Restroom Facility
Trailside Seating
Low Impact Drainage Crossings

SERVICES

Final Site Clean-up
Property Annexation
Zoning and Plat
Master Planning
Conceptual & Schematic Design
Construction Documents
Public Outreach
Construction Administration
Environmental Graphic Design

STATUS

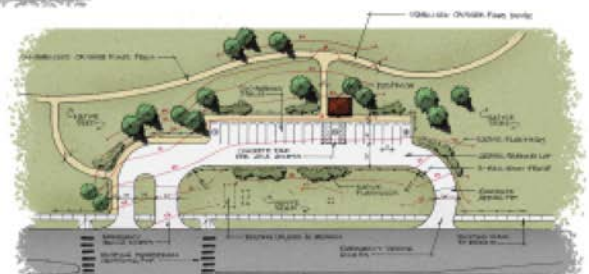
In Progress



CONSERVATION EASEMENT PERMITTED USES:

(APPROVED FEBRUARY 1996)

- SOFT SURFACE TRAILS
- PICNIC SHELTERS WITH MAX. SEATING OCCUPANCY OF 25 PEOPLE
- SOFT-SURFACE PARKING LOT FOR MAX. OF 20 VEHICLES
- FENCING AS NEEDED (WIRE AND/OR WOOD)
- INTERPRETIVE SIGNAGE INCLUDING PARK IDENTIFICATION SIGN
- ONE RESTROOM FACILITY



PELICAN PONDS OPEN SPACE

Adams County, Colorado

Pelican Ponds Open Space is a 240-acre property that was acquired by Adams County from Aggregate Industries, Inc, at which DHM Design was involved in the early master planning in 2003. The site was used for gravel extraction and processing until the early 1990's and although reclamation has occurred, the site still shows signs of impacts and degradation from the mining activity. DHM Design is helping implement the extensive multi-faceted project that focuses on environmental restoration and developing public access amenities. The scope of work also includes restoration and realignment of the South Platte River Trail, creating public access to the river and fishing ponds, restoring habitat and improving flood conveyance through the property. Site improvements will focus on about 90-acres of land to include a parking lot, restroom, picnic shelters, fishing access improvements, trails, signage, wildlife viewing, and will enhance the public's understanding of the importance and value of wildlife.

CLIENT

Adams County

PROJECT TEAM

DHM Design

CDM Smith

PROJECT DATA

90 Acre Open Space

Parking Lot

Restroom

Picnic Shelters

Fishing Access

Trails

Signage

Wildlife Viewing Areas

SERVICES

Master Planning

Design

Site Planning

Recreational Design

Ecological Restoration

Riparian Habitat Restoration

STATUS

Completed



ATHLETIC PARK MASTER PLAN

Ridgway, Colorado

Ridgway Athletic Park is 18.5 acres in size and is adjacent to the Town's southernmost boundary off of County Road 23. The Park is highly utilized and treasured by residents and offers recreational activities for many different user groups including, but not limited to: tennis, pickleball, basketball, the skate park, soccer, baseball, the bike park, informal dog walking, and passive recreation. The Master Plan for the Ridgway Athletic Park summarizes the public process that DHM used to guide the proposed future park development plan. DHM's public process consisted of three community meetings that took place at Town Hall as well as a series of informal web meetings, phone calls, and site visits with interested stakeholders. At the public meetings, community members were able to give input on precedent images and conceptual plan layouts. A public survey and comments platform via the Town website was also made available to community members—of which 270+ people provided responses and evaluated the draft park plans. The input from the public ultimately resulted in the final preferred master plan layout that the Town of Ridgway can use as a guide for implementation as funding is acquired. The report synthesizes this information and provides direction on funding opportunities, recommended phasing, and offers a clear vision for the future development of Ridgway Athletic Park.

CLIENT
Town of Ridgway

PROJECT TEAM
DHM Design

PROJECT DATA
Park Planning
Public Meetings
Land Use Studies
Cost Estimating

SERVICES
Athletic Park Master Plan
Drone Imagery

STATUS
Completed



PAINT MINES PARK MASTER PLAN

El Paso County, Colorado

DHM has been tasked by El Paso County to develop a comprehensive Master Plan for the Paint Mines Interpretive Park. This plan will serve as a roadmap for managing, protecting, and enhancing the park while elevating the visitor experience. By incorporating input from the community and stakeholders, the plan will establish realistic objectives for future enhancements. Situated approximately 1.5 miles southeast of Calhan, Colorado, Paint Mines Interpretive Park encompasses thirteen parcels of rolling prairie land. These lands boast some of Colorado's most distinctive and historically significant geological formations. Featuring a mix of rolling prairie terrain, pinion pine trees, scrub oak clusters, and dry creek beds, the park offers approximately 3.9 miles of hiking trails and three parking areas, allowing visitors to explore the unique formations up close and enjoy hikes through the surrounding grasslands.

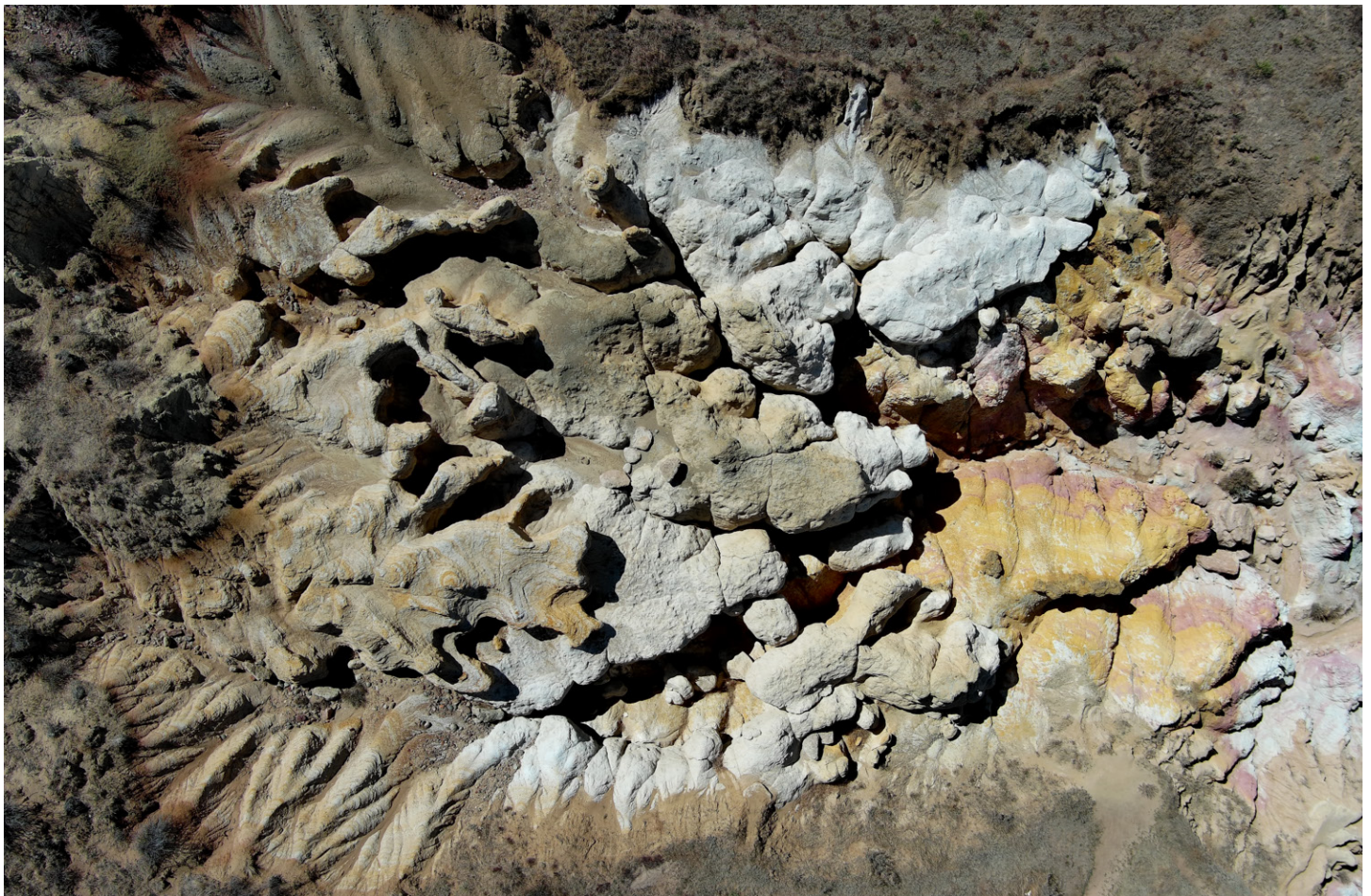
The popularity of this area has led to challenges such as the creation of unauthorized trails, damage to sensitive grasslands, and harm to the formations themselves. Designated as the Calhan Paint Mines Archaeological District and listed on the National Register of Historic Places in 2000, the park holds significant archaeological importance, with evidence of indigenous peoples' activities spanning thousands of years. The Master Plan aims to consolidate existing reports and plans into a single document, aligning with the broader 2022 El Paso County Parks Master Plan. It will strike a balance between public access and the preservation of the park's delicate geological features, ensuring that future generations can continue to appreciate its natural and historical significance.

CLIENT
El Paso County

PROJECT TEAM
DHM Design

PROJECT DATA
Visitor Use Management
Trails
Parking
Geological Features

SERVICES
Landscape Architecture
Master Planning
Recreation Planning
Site Inventory + Analysis
Circulation + Parking
Cost Estimating
Ecological Services
Drone



BEAR CREEK LAKE PARK MASTER PLAN

Lakewood, Colorado

Bear Creek Lake Park is an important open space and recreational resource for the City of Lakewood and its surrounding communities. DHM is preparing an updated park Master Plan with campground improvements and expansion, conservation and enhancement of open space and wildlife habitat, enhanced mixed-use trails to accommodate equestrians, hikers, and bicyclists, realigned roadways to reduce traffic impacts, accommodated diverse water-based recreation demands by programming conflicting uses at separate sites, and constructed a visitor/education center for visitor orientation with easy access by trails to other park destinations. DHM did similar updates in decades prior, having developed the original recreation infrastructure plans for Bear Creek Lake Park in 1998 and updating the visitor center plan in 2012.

CLIENT
City of Lakewood

PROJECT TEAM
DHM Design

PROJECT DATA
Campground Improvements
Enhancement of Open Space
and Wildlife Habitat
Equestrian and Hiking Trails
Diverse Water-Based Recreation

SERVICES
Parks, Recreation & Open
Space Master Planning
Landscape Architecture

STATUS
In Progress



COFFMAN RANCH

Roaring Fork Valley, Colorado

DHM has been working closely with the Aspen Valley Land Trust (AVLT) to preserve and transform the historic Coffman Ranch near Carbondale, Colorado. AVLT recently won a Great Outdoors Colorado grant to assist in their efforts to purchase, save, and manage the property. Future plans include maintenance of existing ranching operations, habitat protection and enhancement along nearly a mile of gold medal waters of the Roaring Fork River, community access to the river, and a place for outdoor education. DHM Design developed a master plan and renderings that demonstrate how the site can be used for active and passive use, while protecting important habitat. The ranch, and especially the unique riparian areas, are some of the most important undeveloped land along the lower Roaring Fork River.

Conserving Coffman Ranch will provide unique opportunities for the whole community to learn about and engage directly with conservation, habitat restoration, and agriculture. This demonstration ranch will invest in the next generation of land stewards, help promote regenerative management strategies, demonstrate natural climate solutions, and help re-connect more people in the community to the land. Educational experiences may range from early-childhood immersion in nature, to advanced scientific research, to community awareness around agriculture and the complementary relationship between nature and livestock.

CLIENT
Aspen Valley Land Trust

PROJECT TEAM
DHM Design

PROJECT DATA
River Access
Ranch Buildings
Riparian Habitat
Wetlands

SERVICES
Ranch Master Planning
Ecological Site Analysis and Design
Landscape Architecture
Graphic Design

STATUS
In Progress



MARKEL + WOTTGE OPEN SPACES

Broomfield, Colorado

DHM worked with the City and County of Broomfield to provide master planning and concept design services for the Markel Property and Wottge Property Open Spaces. We evaluated the natural resources on each of the Open Space properties, developing a Natural Resources Assessment Report and a Wetland Delineation Report for future planning use. The project also included numerous public outreach events and surveys, and input from the community was directly communicated in each revision of the conceptual plans. Each concept plan included new soft surface trails, minimal site furnishings, and designated restoration zones. These passive recreational opportunities allow access to the Open Spaces, but keep the vast majority of the site vegetated and free of programming. Another important component to the master plan was to provide trail connections to adjacent regional and local trails, connecting the local community to a wider trail network in Broomfield and beyond.

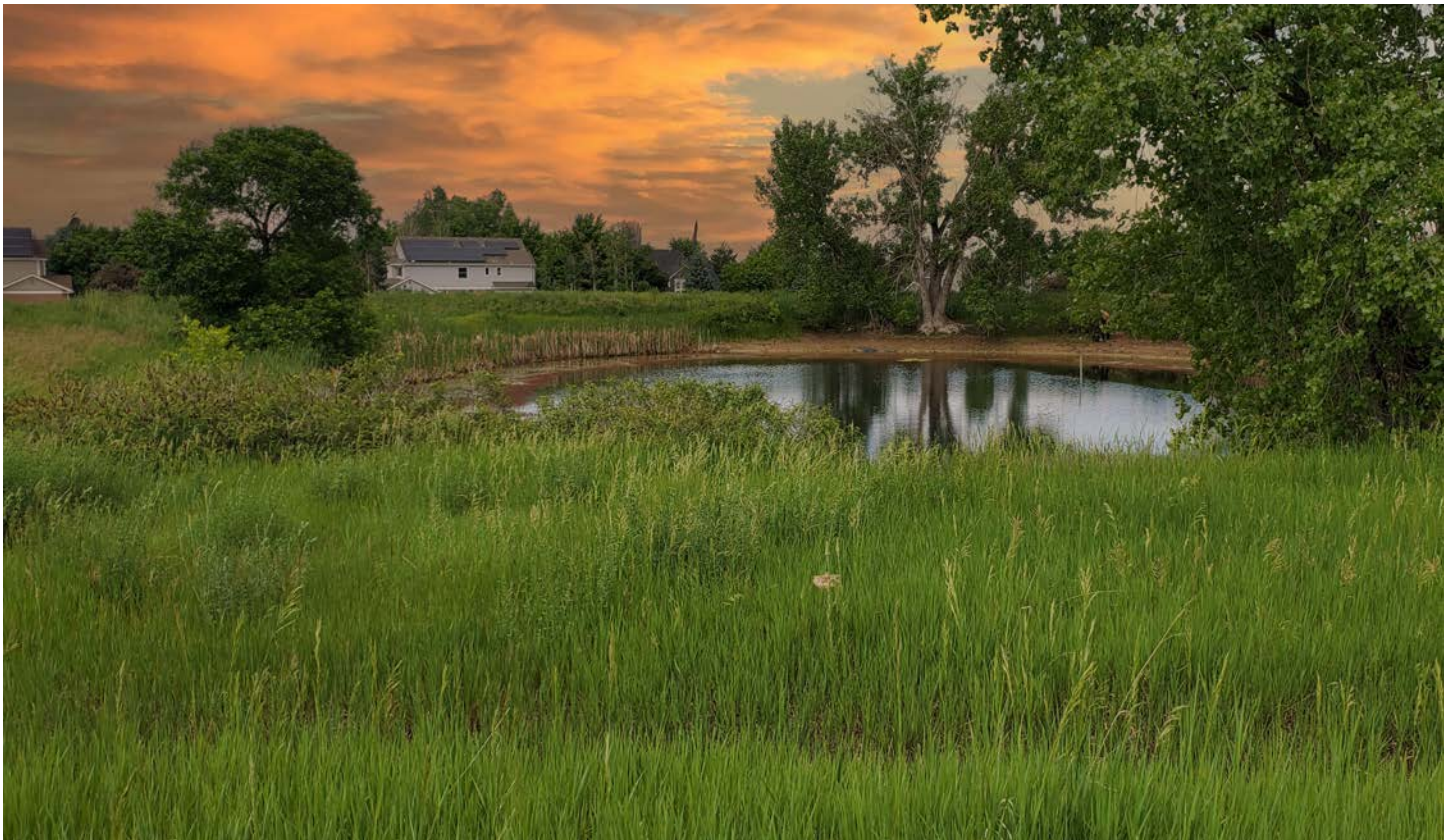
DHM Design ecological staff conducted an ecological site assessment to evaluate current site conditions and a wetland delineation to document wetlands present at the site, prior to starting the Trails Master Planning Process. The team mapped resources (vegetation communities, wetlands, raptor sightings, plant inventory), created aesthetically-pleasing map products, and ultimately provided useable, on-the-ground site restoration and enhancement opportunities for the City and County of Broomfield. Options included recommendations for wetland creation, pollinator habitat enhancement, locations for installing wildlife habitat enhancement features (bluebird boxes, bat houses, etc.), and non-native plant management. The ecological survey results were used by DHM Design's landscape architects to create a sustainable, resource-conscious Master Plan that balanced the need for recreation and preservation of the site's ecological resources.

CLIENT
City of Broomfield

PROJECT TEAM
DHM Design

PROJECT DATA
Trails
Natural Resources Assessment
Wetland Delineation Report

SERVICES
Landscape Architecture
Ecology
GIS



WINTER PARK PARKS, OPEN SPACE, TRAILS, AND CAMPGROUNDS

Winter Park, Colorado

NEEDS REVIEW

DHM is working with the Town of Winter Park to develop a parks, trails, campgrounds, and open space master plan suited to a mountain town that is known for its seasonal recreational activities and surrounding natural beauty. The plan requires a comprehensive assessment of the town's existing outdoor recreation and open space facilities, policies, codes, and standards, as well as their connections and relationships to those administered by neighboring land managers such as Winter Park Resort, the US Forest Service, and the Town of Fraser. The public engagement process seeks to involve broad representation of Town residents, stakeholders, advocacy groups, and special use groups to develop a deep understanding of the full spectrum of outdoor recreation priorities and experiences. The final plan will include a written report summarizing findings, discussions, and decisions with the Town of Winter Park, including existing conditions, site analysis, proposed plans, graphic renderings, GIS mapping, and public feedback documentation. Analysis and recommendations will be provided for land use and acquisition, outdoor recreation standards and typical details, improvements to existing facilities, provision and distribution of community spaces, recreation use types provided and needed, standards and requirements for new development, interconnection with neighboring and regional facilities, and management and protection of natural resources. Check out the project website at: publicinput.com/wpmasterplan

CLIENT

Town of Winter Park

PROJECT TEAM

DHM Design JVA Incorporated

PROJECT DATA

Parks Open Space Campgrounds
Trails

SERVICES

Conceptual Design
Drone
GIS
Landscape Architecture
Master Planning
Public Facilitation
Recreation Planning
Site Inventory/Analysis
Visualization



PUBLIC ENGAGEMENT STRATEGIES

DHM Design serves communities and the specific needs of their residents from a deep understanding of their perspectives, expectations, and measures of success. We have successfully facilitated public meetings in both large and small municipalities. In particular, small mountain town communities tend to be especially engaged and well-informed about potential development in their area. They care deeply and want their concerns to be understood as projects move through the decision-making process. Our job is to listen and guide the conversations toward a balance of priorities that achieve multiple goals.

Meaningful Public Engagement Requires:

- Proactive and timely public notice
- Readily accessible information about plan assumptions and findings
- Creative public engagement solutions
- A consistent message of listening
- Wide variety of opportunities for comment
- An attitude of responsiveness on the part of the design team
- Understanding the need for defensible, measurable, and quantifiable results

Innovative Strategies

People are busy. Engagement activities are more effective if they are done where the community members themselves already gather. We tap into local community centers, active summer/winter events, or other locally-focused forums to get the word out about the project and ways to be involved.

Community Building

Event-based participation encourages attendance from all walks of life, especially from families. We have brought s'mores to a regional park gathering and invited neighborhood families for an ice cream social to make the event fun and inclusive.

Inclusive Outreach Strategies

We understand the barriers that people of color and immigrant and refugee communities experience in accessing City government or participating in the public process. We work diligently to design outreach and public engagement strategies that takes into account our communities' racial, cultural, and socio-economic complexity.

Bring the Discussion Online

DHM has been working with communities through web-based platforms for many years. Our firm is fully capable of hosting virtual community meetings, allowing citizens to comment from their homes in real time. We've used robust feedback software, such as Bang the Table, Social Pinpoint, Playce, and more, to make the process transparent, fun and inclusive.



Summer Music Festivals



Activities to Make Personal Connections



Virtual Outreach



Bike Trail Pop Up Booths

MOUNTAIN PARKS

Every town has its story, but beneath the standard histories lies another origin story rooted in the landscape—a river confluence, a mountain's sheltering flank, or rich natural resources that first drew people to settle. Parks, in particular, play a vital role in this process. At DHM, we understand that recreation is no longer just about leisure—it's deeply interconnected with public health, local economies, the protection of fragile ecosystems, and the preservation of cultural and natural treasures. Today's parks must serve broader purposes, offering diverse activities for users of all ages and abilities while addressing sustainability, maintenance, and operations. Our expertise in park planning, public involvement, design, and construction administration allows us to create solutions that honor a town's unique character, support vibrant community spaces, and meet practical needs. By fostering collaboration among stakeholders and community members, we balance multiple priorities to design parks and public spaces that not only reflect a community's heritage but also shape its future. DHM also has mountain offices in Carbondale and Durango, allowing us to understand the specific needs of mountain communities.



- Crown Mountain Park | El Jebel, CO
- Trent Park Expansion | Silverthorne, CO
- Three Springs Community Park | Durango, CO
- Silverthorne Parks, Trails, & Open Space Master Plan | Silverthorne, CO
- Santa Rita Park | Durango, CO
- Twin Buttes | Durango, CO

ACTIVE RECREATION

DHM Design approaches active recreation design for community parks with a holistic understanding of its broader impacts on public health, local economies, and the environment. We create spaces that accommodate a variety of activities, attracting users of all ages and abilities. From sports fields and courts to innovative bike tracks, our designs are tailored to meet community needs while respecting the surrounding landscape. Bike tracks, in particular, have become a popular feature in our projects, offering an engaging and active outlet for cyclists of all skill levels. Our collaborative design process ensures functionality, sustainability, and long-term usability, incorporating input from diverse experts such as lighting engineers and irrigation specialists. Whether designing for pickleball, soccer, or skateboarding, we aim to create vibrant, versatile spaces that foster recreation and community connection.



- Moore Fields | Aspen, CO
- Fort Missoula Regional Park | Missoula, MT
- Smith Fields | Durango, CO
- Three Springs Pickleball Courts | Durango, CO
- Santa Rita Park | Durango, CO
- Frisco Peninsula Recreation Area | Frisco, CO
- Sloan's Lake Park | Denver, CO
- Firefly | Salt Lake City, UT
- Adams County Riverdale Regional Park and Midway Design | Adams County, CO

PASSIVE RECREATION

DHM Design is dedicated to planning and designing passive recreation opportunities that prioritize harmony with the natural landscape. We specialize in crafting Parks, Recreation, Open Space, and Trails Plans for mountain and rural communities across the western United States. Our holistic approach balances ecological preservation with community access, ensuring each project aligns with local needs and aspirations. By conducting thorough site analyses and fostering community engagement—both online and in-person—we identify programming requirements and design approaches tailored to each location. Our designs integrate sustainable practices, preserving the natural and cultural landscapes while providing inviting, low-impact spaces for residents and visitors. With long-term client relationships, we often guide communities through multi-year plans, bringing visions for passive recreation to life and fostering enduring connections to the land.



- Coffman Ranch | Roaring Fork Valley, CO
- Bohn Park | Lyons, CO
- Pelican Ponds | Adams County, CO
- Basalt River Restoration and Old Pond Park | Basalt, CO
- Crystal Riverfront Park | Garfield County, CO
- Red Hill Access Trails | Carbondale, CO
- 19th and Fourmile Canyon Creek | Boulder, CO
- Clear Creek Canyon Master Plan | Clear Creek County, CO
- Nissen Channel | Broomfield, CO
- Upper Two Mile and Goose Creek Master Plan | Boulder, CO
- Weir Gulch Improvements | Denver, CO

PLAYGROUNDS

At DHM Design, we have come to understand that recreation is not just recreation anymore. It is interconnected with a myriad of issues, from public health and local economies, to the protection of fragile ecosystems and the preservation of community treasures. Today's parks can offer opportunities for diverse sports and activities than traditional picnic and playfield parks have ever provided. These activities can expand the reach to a broader range of users with a wider range of ages and physical abilities. Play environments can be designed to allow children to experience risks and test their boundaries. More organic types of spaces not only benefit the child's play, but also allows for more budget flexibility. DHM believes that theming creates successful, memorable public spaces. Many of our parks are inspired by nature, art, history and literature. Theming helps direct design decisions and provides continuity within the park. A refined theme can add a tremendous amount of interest and uniqueness to a park that sparks the imagination of park users without adding substantial cost. Architecture, furniture, paving materials, layout, plantings and site detailing will all evolve based upon theming concepts. Maintenance is key – we work with owners to integrate adequate maintenance programs in the design. DHM works towards designing these spaces to facilitate unexpected fun in a safe environment.

- Adams County City View Park and Playground | Adams County, CO
- Alamo Placita Park and Playground | Denver, CO
- Silverthorne Arctic Placer & Rainbow Park and Playground | Silverthorne, CO
- Bennett Civic Park and Playground | Bennett, CO
- Central Park at the Farm | Arapahoe County, CO
- Creekside Park at the Farm | Arapahoe County, CO
- Ft. Missoula Regional Park and Playground | Missoula, MT
- Johnson Habitat Park | Denver, CO
- McCormick Park Playground | Missoula, MT
- Rendezvous Park | Fraser, CO
- Rhyolite Community Park | Castle Rock, CO
- Pathfinder Park Playground Area | Canon City, CO
- Sanderson Gulch Park | Denver, CO
- Silverthorne Trent Park | Silverthorne, CO
- Sloan's Lake Playground and Tennis Courts | Denver, CO
- University Hills Park Master Plan | Denver, CO
- Ute Indian Museum Naturescape Playground | Durango, CO
- Weir Gulch Riverfront Park | Denver, CO



SHELTERS, RESTROOMS, PICNIC AREAS

DHM Design approaches the design of shelters, restrooms, and picnic areas with a focus on functionality, sustainability, and integration with the natural environment. With decades of experience in creating spaces that balance user needs with the character of the surrounding landscape, our designs emphasize durability, accessibility, and minimal environmental impact. Whether in National Parks, recreational areas, or community spaces, we consider material selection, site context, and long-term maintenance to ensure each structure enhances the user experience while blending seamlessly with its setting. Our collaborative process involves input from clients, stakeholders, and users to create spaces that are welcoming, practical, and in harmony with the land.

- Crown Mountain Shelter, Picnic Areas, and Bathrooms | El Jebel, CO
- Pelican Ponds Open Space Shelter and Picnic Areas | Adams County, CO
- Four Acre Lake Park Shelter | Arvada, CO
- Croke Reservoir at Huron Street Shelter | Northglenn, CO
- Oxbow Park Bathrooms and Shelters | Durango, CO
- South Platte River Run Shelter and Picnic Areas | Denver, CO
- Mather Point and Canyon View Information Center Shelter, Picnic Areas, and Bathrooms | Grand Canyon National Park, AZ
- Prairie Gateway Shelter and Picnic Areas | Commerce City, CO
- Griffith Station Park Shelter and Picnic Areas | Arvada, CO
- Fort Missoula Regional Park Shelter and Picnic Area | Missoula, MT
- Esther Simplot Park Shelter and Picnic Area | Boise, ID



POLLINATOR GARDENS

At DHM, the collaboration between our ecologists and landscape architects enhances our Team's ability to create resilient, biodiverse pollinator habitats in previously disturbed or degraded areas. In urban corridors of the Front Range, where environmental stressors are prevalent, we select native plant species that are resilient to urban conditions while still providing ample resources for pollinators. Our plans and designs incorporate diverse plantings such as native wildflowers that attract a range of species, including bees, butterflies, and hummingbirds. Adding elements that provide additional necessary resources, such as water features and sheltering structures, also enhance habitat quality for native pollinators. In state parks and more rural mountain properties, the challenge shifts to accommodating a wider range of species and accounting for altitudinal and microclimate variations. DHM's team has ample experience working in these unique environments and has an understanding of what native plants provide for pollinators and naturally thrive in these environments. Our strategic placement of flowering plants in clusters and corridors encourages pollinator movement and genetic diversity. By integrating ecological knowledge with design principles, we work to provide vibrant, resilient pollinator gardens that support local wildlife populations while enhancing the beauty of our region's diverse landscapes.

Our team also considers the importance of plant-pollinator relationships and the potential impacts of climate change. By anticipating shifts in flowering times and the potential mismatches between the emergence of pollinators and the availability of nectar and pollen, we can select plant species with staggered blooming periods and incorporate a diversity of floral shapes and sizes. The goal is for each garden to provide a continuous food source throughout the growing season, ensuring pollinator populations remain supported even amidst changing environmental conditions. Integrating native grasses and other structural elements into the garden design provides nesting sites and shelter for pollinators during extreme weather events. This holistic approach enhances the garden's resilience and contributes to the overall health and stability of local ecosystems.



3D VISUALIZATION

At DHM Design we believe the best way to convey ideas and purpose is through a high level of graphics and 3D representation. Ranging from photorealistic rendering, hand drawings and animations, clients deserve a clear, concise delivery of information to best understand DHM's approach for their projects. DHM has pioneered a tried and true 3D modeling process from project inception through completion. Our visuals assist clients to see the heart of the design process and provide important feedback and focus on program and aesthetics. Our presentation graphics, live modeling charrettes and interactive online tools bring information graphics to our clients and the public creating a valuable interactive experience, key to a successful design process. We take pride in exploring new tools and ways to convey our ideas to clients, including the use of virtual reality, drones and other new technology, providing a fresh perspective and delivery. DHM's goal is to bring a project to life through the various design stages creating a sense of excitement and ownership for all involved from start to finish.





DHM DESIGN

MARC DIEMER

Principal | PLA

Marc is an accomplished landscape architect and land use planner with over 25 years of experience in the profession. His diverse project portfolio includes mixed-use communities, town planning, campuses, estate properties, gardens, parks, and world-class destination resorts. Marc's work reflects a deep commitment to the artistry and craftsmanship of both landscape design and graphic communication. Additionally, his experience and expertise extend to construction management and economic development planning.

NOTABLE WORK

ABOUT

EDUCATION

M. of Business Administration, University of Denver, Daniels College of Business, 2012
M. of Landscape Architecture, University of Colorado, College of Architecture & Planning, 1997
B.S. Natural Resources Management/Environmental Policy, University of Michigan, 1994

REGISTRATIONS

Professional Landscape Architect
CO (386)

AWARDS

Basalt River Park; Basalt, CO
True Nature Healing Arts; Carbondale, CO
Glenwood Hot Springs; Glenwood Springs, CO

AREAS OF EXPERTISE

Resort & Hospitality
Community Planning & Urban Design
Gardens & Estate Properties
Parks & Recreation

Parks & Recreation

Marc's experience in parks and recreation projects includes work with National Parks, forest service recreation plans, and on-mountain summer-use programs at ski resorts like Copper Mountain and Vail. He has contributed to the design of award-winning regional and community parks, such as Denver's Central Park, Westminster City Park, The Chapungu African Sculpture Park in Loveland, Colorado, and Mushrif Central Park in Abu Dhabi, U.A.E. Marc recognizes the importance of balancing recreation with environmental stewardship, emphasizing the vital role of thoughtful design in creating memorable and responsible public spaces.

Community Planning & Urban Design

Marc's community planning and urban design work encompasses large-scale master planning, mixed-use developments, and new urbanism town planning principles. His experience as a custom home builder in successful new urbanism communities, such as Prospect New Town and Bradburn Village in Colorado, provides him with a unique perspective on neighborhood design. Marc has also had the opportunity to work on community planning projects internationally, including a neighborhood design in Karuizawa, Japan, where he collaborated with Kajima Corp. to thoughtfully integrate roads, home sites, trails, and gardens into a wooded, hilly landscape. In St. George's, Grenada, Marc led a DHM summer internship program that studied the threats posed by rising sea levels and explored opportunities for revitalizing the historic Carenage harbor area.

Crown Mountain Park | El Jebel, Colorado

DHM Design worked with the Crown Mountain Recreation District for more than 15 years, helping the district to work towards its goal of a legacy community park in the mid-valley near Basalt and Carbondale. DHM's master plan for this 124 acre park included the design of playing fields, a skate park, BMX track, basketball and tennis courts, playgrounds, trails, picnic shelters, natural areas, and ponds. The first phase of construction was completed in 2006. In 2017 and 2018 DHM worked with the operations and management staff of the park to develop conceptual plans for future improvements, graphics for grant funding applications, management recommendations for soil improvement and weed control, and new site design and stewardship consulting in support of a ballot initiative approved in 2018 which provided capital maintenance and improvement funds to the park.



DHM DESIGN

BILL GOTTHELF

Senior Associate | PLA

Bill has a broad range of design and project management experience across the public and private sectors, from the densest urban settings in the East to the wide expanses of western national parks. As a landscape architect with the New York City Parks Department, he gained extensive experience designing and constructing city parks, playgrounds, piers, and promenades, as well as restoring coastal wetlands and preserving historic structures and landscapes. Bill's work in the West includes projects with the National Park Service and National Forest Service, state and local governments, and developers of commercial, residential, and resort properties. Bill's diversity of experience is a valuable resource in developing solutions that enhance the unique qualities of each project.

NOTABLE WORK

Master Planning

Bill brings a robust background in master planning, land use analysis, and long-range park and open space planning, with a focus on creating accessible, sustainable, and community-driven outdoor environments. His work is grounded in a strong understanding of regional needs, environmental stewardship, and stakeholder collaboration. While working at a previous firm, Bill contributed to a range of impactful planning initiatives across Colorado, including work on the Beaver Ranch Park Master Plan, in Conifer and the Kane Ranch Open Space Master Plan in Fountain. These projects demonstrate Bill's ability to lead multi-disciplinary planning processes that result in implementable and community-supported outcomes. His expertise lies in creating adaptable plans that respect natural systems while enhancing recreational value for diverse user groups.

Winter Park Parks, Trails, Open Space, and Campground Master Plan | Winter Park, CO

DHM is working with the Town of Winter Park to develop a parks, trails, campgrounds, and open space master plan suited to a mountain town that is known for its seasonal recreational activities and surrounding natural beauty. The plan requires a comprehensive assessment of the town's existing outdoor recreation and open space facilities, policies, codes, and standards, as well as their connections and relationships to those administered by neighboring land managers such as Winter Park Resort, the US Forest Service, and the Town of Fraser.

Project Management

Bill has successfully led and coordinated multidisciplinary teams on projects to improve the visitor experience, circulation and trails for National Parks across the country. His expertise includes the restoration and rehabilitation of historic resources, bringing together the design specialists needed to deliver high quality outcomes uniquely tailored to each project's unique requirements. Notable projects under his management include the rehabilitation of bridges and monuments, historic site assessments, site stabilization, and project management. Bill's meticulous approach and commitment to excellence have consistently resulted in the successful completion of these critical preservation efforts. His project sites include Capulin Volcano National Monument, George Washington Birthplace Memorial House, Yorktown Victory Monument, and the George Rogers Clark National Historical Park.

ABOUT

EDUCATION

Master of Landscape Architecture
Cornell University, 1997
Bachelor of Arts, Russian Area Studies
Colorado College, 1989

REGISTRATIONS

LEED AP, 2006

CERTIFICATIONS

Professional Landscape Architect
CO (585)

ORGANIZATIONS

ASLA, 1997 - present

AREAS OF EXPERTISE

Project Management
National Parks
Recreation Planning and Design
Mission 66
Public Facilitation



DHM DESIGN

JENNIFER DICUOLLO

Principal-Advisory | Local Support | PLA

With a strong background in architectural studies, art, and landscape architecture, Jen believes in the transformative value of detail. She uses color, texture, and materiality to shape the client's experience and to define the personal expression of the space. She focuses on nature and uses natural elements as inspiration for the built environments that she helps shape.

NOTABLE WORK

Crown Mountain Park | El Jebel, CO

DHM Design worked with the Crown Mountain Recreation District for more than 15 years, helping the district to work towards its goal of a legacy community park in the mid-valley near Basalt and Carbondale. DHM's master plan for this 124 acre park included the design of playing fields, a skate park, BMX track, basketball and tennis courts, playgrounds, trails, picnic shelters, natural areas, and ponds. The first phase of construction was completed in 2006. In 2017 and 2018 DHM worked with the operations and management staff of the park to develop conceptual plans for future improvements, graphics for grant funding applications, management recommendations for soil improvement and weed control, and new site design and stewardship consulting in support of a ballot initiative approved in 2018 which provided capital maintenance and improvement funds to the park.

Basalt River Park | Basalt, CO

The Basalt Community Campus represents a collaborative and comprehensive approach to achieving long-standing social, environmental, economic and community goals including public access to the river, a riverfront park, redefinition of the floodplain and the transformation of a prominent downtown corner location. DHM was retained by both the Town of Basalt and The Roaring Fork Community Development Corporation to assist with master planning and land use approvals for the five-acre parcel. The proposed riverfront park served as an active recreation hub for the town, provided event space, fishing access, and safe "off-stream" play alternatives for children, while preserving views of the river from the downtown core. Proposed uses for the parcel, in addition to a riverfront park, included a 75-room hotel, mixed use retail, commercial and office, a branch location for Colorado Mountain College, and a non-profit center that provided affordable rental space for vital community services.

Old Pond Park | Basalt, CO

The preservation and restoration of various types of open space throughout the Basalt Community Campus were central to the success of the project as a vital connection between community and river. To the north of the river, our work in Old Pond Park preserved and expanded a series of wetlands, providing a crucial aspect of the site's stormwater management. Trails and fishing access along the river and pond provided opportunities for passive recreation. The Riverfront Park will eventually provide space for active recreation, events and community gatherings. To the south of the river, the newly restored wetlands and spawning channel provided some of the most beautiful natural areas on the site. The wetlands on both sides are experienced through a series of boardwalks, which made them accessible for education and enjoyment, as well as linking the Town core and adjacent developed parcels to the river corridor.

ABOUT

EDUCATION

- M. of Landscape Architecture, University of Colorado Denver, 2008
- B. of Architectural Studies, Brown University, 2002
- B. of Visual Arts, Brown University, 2002

CERTIFICATIONS

Professional Landscape Architect
CO (1140)

COMMITTEES

- RVR Design Review Committee
January, 2014 - Present
- Planning and Zoning Commission
Town of Carbondale, CO 2010 - 2018
- Aspen Glen DRC 2021- Present

AREAS OF EXPERTISE

- Residential Design
- Ecological Design
- River Restoration
- Project Management
- Public Process
- Hot Springs Design
- Healing Gardens



DHM DESIGN

LANDYN GREEN

Senior Designer

Landyn is a motivated early-career landscape architectural designer passionate about ecologically responsive and dynamic projects. With strong communication skills, a solid work ethic, and a collaborative mindset, she brings creativity, adaptability, and a commitment to thoughtful design. Her experience spans residential, multi-family, parks, and restoration projects, with growing proficiency in grading, drafting, planting design, construction documentation, and 3D visualization. She contributes effectively through all phases of design, from early concepts to construction.

ABOUT

EDUCATION

B. of Landscape, Architecture, University of Arkansas, 2023

NOTABLE WORK

2561 Frying Pan | Basalt, CO

At Frying Pan River Ranch, DHM Design developed a comprehensive site master plan that integrates new structures, enhanced recreational amenities, and environmental preservation. Key elements of the project include the creation of multiple ponds with enhanced riparian habitats, fishing platforms, and trail connections along the river. Additionally, DHM designed new guest accommodations, including the pond pavilion, warming huts, and guest houses, while incorporating vegetative screening and firepit areas to maintain the natural aesthetic. The plan also emphasizes improved water management with a constructed side channel and island, ensuring sustainable use of the ranch's natural resources.

Powers Art Center | Carbondale, CO

DHM is leading a multi-phase master planning effort for the Powers Art Center and its surrounding 420-acre ranch in Carbondale, Colorado. In Phase 1, DHM conducted site assessments including stakeholder interviews, ecological evaluations, and zoning research, supported by high-resolution drone imagery and topographic data. The team developed a preliminary site program and outlined design opportunities ranging from ranch infrastructure and workforce housing to public arrival areas and gathering spaces. In Phase 2, DHM refined this program and developed conceptual design studies for three focus areas: the visitor arrival zone and parking; the barn, workshop, and ponds area; and a future staff residence site. Each design included annotated site plans and incorporated goals for site function, flexibility, and ecological integration, while maintaining alignment with the foundation's long-term stewardship vision.

Silt Park | Silt, CO

DHM provided landscape architecture services for the enhancement of Silt Community Park, advancing the project through design development, permitting, and documentation phases. The work focused on improving recreation and community amenities within the park, including the design and layout of a new splash pad, two shade structures, and planting areas, as well as refined circulation and parking. DHM's plan integrated new tree plantings, a proposed monument sign, and a reconfigured lawn area to enhance usability and shade while maintaining views and open space. The design also retained existing amenities like the tennis, volleyball, and basketball courts, and addressed stormwater management through designated retention areas.



DHM DESIGN

JEREMY ALLINSON

Associate Principal | Natural Resource Programs Manager

Jeremy has extensive experience in environmental project planning; NEPA compliance; natural resource investigations; aquatic and hydrological assessments; Impact assessment and analysis; permitting compliance; restoration design; mitigation planning and construction administration. His experience involves managing a wide range of planning and development projects both in the public and private sectors across the Western US and Alaska. A native to Colorado and living in Montrose, Jeremy gets his inspiration from being outdoors, hunting and fishing. Professionally, he works to find a balance between environmentally responsible development and protection of natural resources.

ABOUT

EDUCATION

B.S. in Land Use - Environmental Resources,
Metropolitan State University, Denver, 2009

REGISTRATIONS

Safeland USA/PEC
Western Association of Fish & Wildlife Agencies
Certified Technical Service Provider

AWARDS

CCASLA Merit Award for Design 2017 - Basalt
River Restoration
CASFM Honor Award for Outstanding
Achievement 2015 - Basalt River Restoration

AREAS OF EXPERTISE

Environmental Permitting & Planning
Project Siting & Resource Avoidance
Mitigation & Restoration Planning
National Environmental Policy Act (NEPA)
Biological Resource Investigations
Site Planning & Resource Avoidance
Environmental Compliance Monitoring
Clean Water Act Section 404 Permitting
Wetland Delineation & Restoration
Stream Habitat Assessments & Restoration
Fisheries & Natural Resource Management
Threatened, Endangered and Sensitive Species
(T&E) Surveys

ORGANIZATIONS

Uncompahgre Watershed Partnership River
Advisory Board

NOTABLE WORK

Coffman Ranch | Roaring Fork Valley, Colorado

DHM worked closely with Aspen Valley Land Trust (AVLT) to preserve and transform the historic Coffman Ranch near Carbondale, Colorado. AVLT won a Great Outdoors Colorado grant to assist in their efforts to purchase, save, and manage the property. Future plans include maintenance of existing ranching operations, habitat protection and enhancement along approximately a mile of gold medal waters of the Roaring Fork River, community access to the river, and a place for outdoor education. DHM Design developed a master plan and renderings that demonstrated how the site could be used for active and passive use, while protecting the important habitat. The ranch, and especially the unique riparian areas, are some of the most important undeveloped lands along the lower Roaring Fork River. Conserving Coffman Ranch provided unique opportunities for the entire community to learn about and engage directly with conservation, habitat restoration, and agriculture. This demonstration ranch invested in the next generation of land stewards, helped promote regenerative management strategies, demonstrated natural climate solutions, and helped re-connect additional people in the community to the land. Educational experiences ranged from early-childhood immersion in nature, to advanced scientific research, to community awareness around agriculture and the complementary relationship between nature and livestock.

West Meadows Pond | Telluride, CO

This property in the West Meadows Neighborhood of Telluride is set amidst rolling terrain. DHM Design worked with the owner's representative and contractor for planning efforts related to positioning a pond with specific surface area and storage volume within the tight site constraints. The goal was to achieve pond buildout while not impacting the undeveloped building envelope for a future residence. The effort was successfully completed, which protected the water rights of the site owner. The project included garden design, trails throughout the property, significant tree planting, and measures such as restoration seeding to enhance and protect the natural resources on site.

RFP# 0414205- South Rifle Master Plan																	
Committee Member		RFP 1		RFP 2		RFP 3		RFP 4		RFP 5		RFP 6		RFP 7		RFP 8	
		\$50,000.00	\$	49,922.00	\$	49,831.00	\$46,600.00	\$66,500.00	\$39,940.00	\$	49,440.00	\$49,989.00					
1	80		81	\$	73.00		74		81		70		81		83		
2	82		98	\$	99.00		87		90		81		89		86		
3	86		85	\$	86.00		81		83		89		89		86		
4	77		70	\$	74.50		76		70.5		79		76.5		75		
Total	325		334	\$	332.50		318		324.5		319		335.5		330		
Average	81.25		83.5	\$	83.13		79.50		81.13		79.75		83.875		82.50		

04142025 - Parks and Recreation-South Rifle Master Plan			
Committee Member	DHM Design	Mundus Bishop Design, Inc.	Design Concepts
1	90	79	85
2	98	65	96
3	87	68	91
4	84	63	82
Total	359	275	354
Average	89.75	68.75	88.5



Memo

To: Rifle City Council
CC: Patrick Waller, City Manager, Austin Rickstrew, Parks and Recreation Director
From: Iris Trevisano, Procurement and Grant Reporting Manager
Date: August 20, 2025
Subject: Parks and Recreation-South Rifle Master Plan

Background

The City of Rifle Parks and Recreation Department would like to begin the South Rifle Master Planning process. The goal is to create a comprehensive, community-driven plan for the thoughtful development of a 112-acre city-owned parcel into a passive-use park that preserves the land's natural character while offering meaningful recreational opportunities. The plan will identify and prioritize amenities such as trails, picnic areas, a disc golf course, natural play features, and interpretive elements, while ensuring accessibility, environmental stewardship, and long-term sustainability.

Request for Proposal Process

An RFP was issued via Bidnet and remained open for five weeks, inviting proposals from qualified firms. A mandatory pre-bid meeting, held via Zoom, drew 28 participants. At the close of the submission period, the City received eight qualified proposals.

RFP# 0414205- South Rifle Master Plan								
Committee Member	RFP 1	RFP 2	RFP 3	RFP 4	RFP 5	RFP 6	RFP 7	RFP 8
	\$50,000.00	\$ 49,922.00	\$ 49,831.00	\$46,600.00	\$66,500.00	\$39,940.00	\$ 49,440.00	\$49,989.00
1	80	81	\$ 73.00	74	81	70	81	83
2	82	98	\$ 99.00	87	90	81	89	86
3	86	85	\$ 86.00	81	83	89	89	86
4	77	70	\$ 74.50	76	70.5	79	76.5	75
Total	325	334	\$ 332.50	318	324.5	319	335.5	330
Average	81.25	83.5	\$ 83.13	79.50	81.13	79.75	83.875	82.50

A selection committee was established to evaluate and score the proposals. Based on the initial scoring, the three highest-rated firms were invited for interviews. Proposals and interviews were assessed on several criteria, including qualifications, relevant experience, project approach, proposed timeline, cost, and inclusion of a landscape architect. A scoring rubric—outlined in the RFP—guided the evaluation, with emphasis on technical expertise, implementation plan, previous experience, phasing and cost management and communication.





04142025 - Parks and Recreation-South Rifle Master Plan			
Committee Member	DHM Design	Mundus Bishop Design, Inc.	Design Concepts
1	90	79	85
2	98	65	96
3	87	68	91
4	84	63	82
Total	359	275	354
Average	89.75	68.75	88.5

Staff Recommendation

After a careful evaluation process, the selection committee recommends that City Council approve DHM Design to conduct the South Rifle Master Plan for \$49,922. DHM stood out for its qualified team, strong experience with similar projects, and a clear plan that includes community input, site analysis, design concepts, and financial planning. Their proposal meets all RFP requirements, including the inclusion of the community, and offers a cost-effective solution with a realistic timeline. DHM's approach aligns with the City's vision, making them the best choice to lead this important project.

Thank you,
Iris Trevisano

Procurement and Grant Reporting Manager





**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 and ongoing contracts)	
Land, easements, ROW	

7.	Purchasing Process Required (Rifle Municipal Code sections for guidance)		
Cooperative Purchasing:		Sec 4-3-50	
Emergency Procurement		Sec. 4-3-235	
Small Purchases		Sec. 4-3-225	
Request for Proposal:		Sec. 4-3-220(b)	(attach bid tab)
Competitive Sealed Bid:		Sec.4-3-215	(attach bid tab & advertisement)
Miscellaneous Exemptions		Sec. 4-2-230	(attach memo)

8.	Authorization Required
City Manager	
City Council	

9.	Signatures		
Position		Signature	Date
Department Director		<i>Austin Rickstrew</i>	
City Manager			
City Council Approval (meeting date)			

10.	Purchase Order # assigned by Finance	
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TABLE 1 - IS A PURCHASE ORDER NECESSARY

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

TABLE 2 - METHODS OF SOURCE SELECTION

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

TABLE 3 - LOCAL VENDOR PREFERENCE

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



DEPARTMENT OF PARKS AND RECREATION

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6570

MEMORANDUM

TO: Iris Trevisano, Procurement & Grant Manager

FROM: Austin Rickstrew, Parks and Recreation Director

DATE: August 13, 2025

SUBJECT: Recommendation – South Rifle Master Planning

Following the release of the RFP for the South Rifle Open Space Master Plan, the City received eight proposals ranging from \$39,940 to \$66,500. Proposals were evaluated on qualifications, approach, relevant experience, timeline, fee schedule, and understanding of the scope of work. Three firms—DHM Design, Mundus Bishop Design, and Design Concepts—were interviewed.

I recommend awarding the contract to DHM Design in an amount not to exceed \$49,922. Their proposal demonstrated a clear understanding of the City's vision for the 112-acre parcel, a strong and inclusive community engagement strategy, and a highly qualified team with relevant passive-use park planning experience.

The project is fully budgeted for 2025 for \$50,000. We secured \$25,000 funded through a DOLA Planning No-Match Grant. City staff from multiple departments will support the project by providing site information, participating in meetings, and coordinating feedback throughout the process.

Please let me know if you need any additional information or supporting documentation.



Agenda Item #9.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
8/15/2025

Notification Requirements:

None

Prepared By:

Alexis Ramirez, City Clerk

Attachments:

1. 08.20.2025 Report to City Manager
2. PD Report to City Manager Aug 20
3. Engineering Dept. Report 8.13.25
4. Director_Update_Memo_08_20_2025

WORK REPORT TO CITY MANAGER

08.20.2025

PIO

- Continuing updates on website and social media on local issues and citizen concerns.
- Press release on the new interactive park map on our website. Immediate positive feedback!
- Obviously, we are fielding more questions about the smoke and fire than about construction projects. Kyle Mills has done an excellent job keeping our social media up to the minute with updates on both.

COURT

- Handled 62 adult cases and 07 juvenile cases on August 6 court day.
- Held 03 telephone hearings with inmates in custody.
- Deputy Court Clerk Janet Grossman attended a two day conference for court administrators.

There were presentations from the DMV, CBI and other organizations. It was not only a valuable networking experience, but an interactive opportunity to establish best practices with other governmental organizations. She did learn that Rifle is far ahead of most municipalities in terms of the statutorily mandated sealing requirements and ADA compliance so that was encouraging!

PUBLIC WORKS

Admin

- On-going AutoCAD work for Rifle Specifications Manual
- Bid Package for the Veteran's Memorial Renovation project for release to Bidnet by July 31, 2025 – complete
- MaintainX CMMS subscription purchase to manage Public Works and Fleet assets. Implementation over the next three weeks.
- 2026 Budget preparations

Fleet

- Normal fleet maintenance operations.
- Unit 2679 – Elgin Sweeper: acquired Marmon-Harrington software for VPD diagnosis; ran software and determined the part failure; ordered the same.
- Completed GovDeals Auction: sales of vehicles and small equipment/attachments totaling \$66,365.00
- Repaired frontend leaks and hydraulic function for various cylinders and hoses on Unit 0117 – Caterpillar Road Grader: complete; preparation for Phase 2 repairs to mold board hydraulics and functions
- Fleet Administrator catalogued Supply Room parts; next task – ordering on-hand parts for critical pieces of machinery.
- CDL training

Operations & Maintenance

- Improvements to “bicycle symbols” stenciled on Acacia Ave.; acquired the bicycle stencil.
- Parking striping: E. 3rd. Street; E. 4th Street Parking Lot (near Whiteriver Ave.); all parking lots have been re-striped – complete; striping of Deerfield Park Sports Complex parking – complete.
- Traffic Signal light maintenance
- Assisting Fleet Mechanic with repairs and upgrades to Unit 0117 (Cat. Blade)
- Slip Lane maintenance at Roundabouts on south side of I-70: removed dirt, debris and vegetation on outside of curve – all by hand.
- Cleaned storm drain and adjoining swales at Centennial Pkwy & Railroad Ave.; removed several truck loads of mud and debris from drainage swale adjacent to the CDOT parking lot
- Pulled (re-defined) ditch along west side of Hospital Hill Road

Looking Ahead Two Weeks

- Parking garage deck caulking and sealing; this will have ramifications to deck utilization; waiting on contractor services.
- Installation of School Zone flashing lights on Acacia – part of the new Wamsley Elementary School sidewalk along Acacia Ave.

HUMAN RESOURCES

July and so far in August:

- -HR has been recruiting and interviewing for the vacant positions of Finance Bookkeeper/Utility Back-up Billing, Administration-Administrative Assistant, Recreation Coordinator I, Parks & Recreation Director Administrative Assistant, Patrol Officer, Ute Theatre Event Center Server, IT Technician Intern and some fall seasonal positions.
- -Onboarding and transfers for the positions of Patrol Officer, Finance Bookkeeper/Utility Back-up Billing, Recreation Coordinator-Aquatics, Ute Theatre Event Center Server, Communications & Engagement Specialist, IT Technician Intern, and some fall seasonal positions.
- -4 FT staff members separated.
- -August Lunch-N-Learn highlighted Rifle’s Retirement benefits and provided an Investment Market update for staff and well as offered individual meetings with our Retirement Advisor.
- -HR provided a City Department Tour for new staff to attend and a benefits overview over lunch in July for new hires since December.
- -HR coordinated a training for Department Heads, 2 half days on Essentials for Management and Leaders.
- -Summer seasonal off boarding has begun and will continue through mid-September.
- -Prepared wage estimates for 2026 current staff and projections for new staff requests.
- -Continuing to work with consultants on 2025 Market Salary Study.

CITY CLERK

- Reviewed Liquor License Renewal for Plaza Liquors, LLC dba Plaza Liquors
- Reviewed Liquor License Renewal for City of Rifle dba Ute Theatre & Events Center
- Reviewed Liquor License Renewal for Walmart Inc. dba Walmart #5232
- Working with County Clerk to coordinate the 2025 Elections
 - Provided County Library Address list & signed Appendix B – Address Verification
 - Provided County the signed Intergovernmental agreement to proceed and conduct coordinated elections for 2025
- Made the 2025 City Council Candidate Packets available
 - Have assisted candidates with questions
 - Notarized Affidavits of Candidacy & Petitions
- Administrative Assistant position opened and interviewed 6 candidates on Friday, August 8th

WORK REPORT TO CITY MANAGER (08-20-2025)

POLICE

- RPD officers issued a total of 193 citations in July. Of those citations, officers initiated 197 traffic contacts yielding 129 traffic citations.
- Officers responded to 1325 calls for service in July, yielding 66 cases requiring follow-up and additional investigation.
- Officers made 43 arrests in July.

Comparison

Activity	Jul-25	Jun 25	Diff.	Jul-24	Diff.
Cases	66	68	-2	74	-8
Incidents	1325	1123	202	1435	-110
Tickets	193	98	95	190	3
Traffic Stops	197	132	65	215	-18
Traffic Violations	129	74	55	109	20
Arrests	43	46	-3	59	-16

This is an overview of the types of arrests in July.

Arrests, Offense Description	Count		
Aggravated Assault	1	Shoplifting	2
Burglary/Breaking & Entering	2	Simple Assault	4
Careless Driving	1	Tampering and Unauthorized Connection	1
Disorderly Conduct/Disturbing The Peace	1	Theft	3
Driving Under the Influence	2	Trespass of Real Property	5
Harassment	1	Vicious Animals Prohibited	1
Potentially Dangerous Animals	1	Violation of Court Order	3
Reckless Endangerment	1	Warrant	14
		Grand Total	43

Records

Who is requesting records ?

DA's Office	29
City Prosecutor	1
Citizen	25
Other LE Agency	6
DHS	2
CBI	0
Insurance	8
Total	71

Code Compliance

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

- CSOs responded to 124 calls for service and wrote 77 citations in July.
- These are the types of calls our CSOs issued citations for:

CSO, Cited Violations	Count
Abandonment of Vehicles Prohibited - (1st Offense within 12 months)	1
Accumulation to Constitute Nuisances	2
Animals Running At Large (failed to physically restrain)	6
Care and Treatment (Cruelty to animals)	3
Chicken Regulations (Type permitted)	1
Dangerous or Vacant Structure	1
Disturbance (allow animal to disturb)	1
Expired License Plates	15
Inoperable Vehicles Prohibited (leave on any public property...1st violation w/in 12 months)	3
Inoperable Vehicles Prohibited (permit to remain on property over 30 days...1st violation w/in 12 months)	2
Parking at Curb or Edge of Roadway (2-way road - wrong side or within 12 inches)	4
Parking in excess of 72 hrs (vehicle, unattached trailer, recreational vehicle)	7
Prohibited by Sign	11
Prohibitions - (weeds in excess of 8 inches in height)	4
Promulgation of Rules and Regulations	1
Recreational Vehicle Parked in Excess of 72 hrs	1
Removal of Animal Excrement; damage to property	1
Removal of Animal Excrement; damage to property (fail to promptly remove; properly dispose of)	1
Removal of Animal Excrement; damage to property (fail to remove from common thoroughfare, etc)	1
Stopping, Standing, or Parking Prohibited - On Sidewalk	2
Streets, Streams and Water Supply	1
Trespass Order	2
Vicious Animals & Potentially Dangerous Animals Prohibited (unlawful possession - potentially dangerous)	3
VOID	3
Grand Total	77

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

The SPEAR team continues to work hard in Rifle and Garfield County.

Incidents responded to: 50

New cases pulled: 12

Arrests: 8

Seized	Property	Count
Recovered Vehicles		0
Seized Guns		2
Fentanyl Pills	sm amnt	
Methamphetamine	69 g TGW	
Cocaine	11 g TGW	
Crack Cocaine	4 g TGW	
Unkn. Pills		806



Garfield County Fair

Officers from the Rifle Police Department, Garfield County Sheriffs Department, Colorado State Patrol, Silt Police Department, Glenwood Police Department, members of Garfield County SPEAR Task Force and Parachute Police Department worked together alongside Citadel Security and Fair Volunteers to make this year's event safe for everyone.

The Rifle Police Department offers their sincere thank you to the assisting agencies and all who volunteered their time towards the success of the Garfield County Fair!

Lee Fire

The Rifle Police Department would like to extend our gratitude to the hard working men and women who are fighting fire and working towards keeping the residents and visitors of Rio Blanco County and Garfield County safe. We also appreciate the amount of information available to the public to keep our residents up to date.

As things materialize with this large scale incident, the Rifle Police Department is dedicated to continuing our work here in Rifle while making ourselves available when possible to assist the efforts surrounding the fire. We appreciate the patience and support of our community during this busy period.



DEPARTMENT OF ENGINEERING
DIRECTOR'S REPORT
13-AUG-25

	Project Projected Over/(Under)	2025 Budgeted Amount	Awarded Bid/Grant	Description	2025					2026				
					May	June	July	August	September	October	November	December	January	February
					May	June	July	August	September	October	November	December	January	February
Street Projects	Net Maintenance Expenses \$615,000	\$ (68,488.38)		Crack Seal, preventative patience extending roadway life of: Baron Lane, Blacktail, Wapiti, Wapiti Ct, Smith St, S 7th St, S Whiteriver, Access Road, Pioneer Mesa I, Park Ave, Creekside Dr, Howard, Birch, Columbine Ct, 26th St, Meadow Circle, W 29th St, Willow Circle, Acacia						completed				
			\$ (150,000.00)	\$ (48,898.82)										
			\$ (380,000.00)	\$ (377,612.80)										
			\$ (50,000.00)	\$ (85,000.00)										
Street Projects	Morrow Drive Net \$1,250,000.00	\$ 10,146.00	\$ (1,500,000.00)	\$ (1,260,146.00)										
			\$ 250,000.00	\$ -										
	Ute/5th Net \$400,000 Expense	\$ (71,721.00)	\$ (850,000.00)	\$ (778,279.00)										
			\$ 450,000.00	\$ 450,000.00										
			\$ (1,250,000.00)	\$ (1,116,592.00)										
	Riverbridge Overlay Net \$1,000,000.00 Expense	\$ (36,613.00)	\$ 250,000.00	\$ 153,205.00										
			\$ (775,000.00)	\$ (291,130.76)										
	Park Ave Extension Net \$155,000 Expense	\$ (483,869.24)	\$ 620,000.00	\$ 620,000.00										
Street Projects	Park Ave/ Rifle Creek Trail													
			\$ (250,000.00)	\$ (530,000.00)										
	Park Ave Bridge Net \$1,312,680.28 Expense		\$ (3,740,000.00)	\$ (3,740,000.00)										
		\$ 280,000.00	\$ 2,677,319.72	\$ 2,677,319.72										
			\$ (2,750,078.52)	\$ (2,750,078.52)										
	Park and Ride Net \$187,606.04 Expense	\$ -	\$ (65,000.00)	\$ (65,000.00)										
			\$ (115,000.00)	\$ (115,000.00)										
			\$ 2,742,472.48	\$ 2,742,472.48										
Street Projects	SEP Waterquality		\$ 110,000.00	\$ 110,000.00										
	Penwell Transmission	\$ (500,000.00)	\$ 9,500,000.00	\$ 9,000,000.00										
			\$ 1,800,000.00	\$ 1,800,000.00										
	Second Pond Inlet		\$ 185,000.00	\$ (434,079.93)										
	Whiteriver and 9th													
	Rifle Village South Distribution Line Design		\$ 150,000.00	\$ 150,000.00										
	East Avenue Design		\$ 135,000.00	\$ 135,000.00										
	Safe Streets for All		\$ 50,000.00	\$ 50,000.00										

Summary: All 2025 construction projects are either completed or under way with the exception of the Park Avenue Bridge is on schedule to bid in November 2025 and the Chip Seal which is still coordinating striping and other projects to avoid conflicts.

Two Week Look Ahead: The waterline along Birch will be complete and restoration will be ongoing. The waterline up Graham Mesa will have began and the waterline in 16th may have began if additional resources are available. Sewer replacement on 9th Street will be ongoing. Retaining walls on Morrow Draw will be complete and roadway activities will be ongoing.



COMMUNITY DEVELOPMENT DEPARTMENT

202 Railroad Avenue, Rifle, CO 81650

Phone: 970-665-6490

MEMORANDUM

TO: City of Rifle City Council
FROM: Zach Higgins, Community Development Director
DATE: August 20, 2025
SUBJECT: Director Update

Community Development Department, JULY – 2025 Update

- CloudPermit continues meeting with Staff and is working on building out our portal/site. Staff training is ongoing on Building Permits and Contractor Licenses which will be the first two modules to go live. We plan to internally launch the program in the next week.
- Housing Needs Assessment – Staff has received the final edit of the HNA which will be brought to City Council for formal adoption.
- Energy Resilience Action Plan – Action Plan has been formally adopted. Planning Commission has requested a joint workshop in the future to identify items from the ERAP to implement.
- August Third Thursday on Third will be held on 08/21/2025 from 5-8pm.

Attached – Building Permit Data (July, 2025)

CITY OF RIFLE BUILDING PERMIT REPORT

July 2025

Summary (see note 1)	Total No. of Permits	Total Units *New SFD & New MFD (is not part of total permit amount)	*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
July	49	1	16	0	0	33	\$ 4,269,928.48	\$ 78,735.45	\$ 33,159.24	\$ 19,451.21	\$ 18,093.20	\$ 64,005.76	\$ 20,787.10	\$ 27,629.50
Year to Date	207	27	42	0	2	150	\$ 25,236,798.18	\$ 326,642.88	\$ 143,989.51	\$ 80,360.78	\$ 115,607.72	\$ 134,122.34	\$ 167,493.05	\$ 169,894.16
Jul-24	33	2	1	1	1	30	\$ 2,102,671.20	\$ 44,681.62	\$ 12,884.84	\$ 6,794.16	\$ 13,111.08	\$ 6,583.75	\$ 36,826.87	\$ 37,386.71
Year to Date 2024	208	16	14	2	4	188	\$ 12,362,809.76	\$ 246,855.26	\$ 77,704.92	\$ 37,984.66	\$ 61,805.09	\$ 21,704.64	\$ 216,672.79	\$ 222,735.35
End of Year 2024	298	27	22	5	5	266	\$ 35,037,950.26	\$ 328,267.35	\$ 175,314.59	\$ 97,116.19	\$ 311,540.07	\$ 189,305.28	\$ 470,584.16	\$ 461,680.00

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
001773	217709120007	7/30/2025	1366 MUNRO AVE	ALVARADO, SILVARIO	MDR	RESIDENTIAL NEW	\$ 436,022.94	\$ 9,265.47	\$ 2,875.48	\$ 1,869.06	\$ 4,523.00	\$ 4,000.36	\$ 7,541.71	\$ 7,656.37	
001816	217710210105	7/11/2025	1249 E 17TH STREET	GOMEZ, FREDY	LDR	RESIDENTIAL NEW	\$ 369,083.15	\$ 7,842.99	\$ 2,500.62	\$ 1,625.40	\$ 4,523.00	\$ 4,000.36	\$ 6,558.01	\$ 6,657.71	
001823	217709404007	7/8/2025	547 E 12TH STREET	SAUCEDO CONSTRUCTION	LDR	RESIDENTIAL IMPROVEMENTS	\$ 3,000.00	\$ 63.75	\$ 83.25	\$ -	\$ -	\$ -	\$ -	\$ -	
001825	217718102008	7/17/2025	2463 CONESTOGA CIRCLE	CRAIG, NICOLE	LDR	DECK	\$ 2,000.00	\$ 42.50	\$ 69.25	\$ -	\$ -	\$ -	\$ -	\$ -	
001829	217716300027	7/14/2025	719 GARDEN LANE	LANNIE AND RUND	CS	COMMERCIAL ADDITION	\$ 65,000.00	\$ 1,381.25	\$ 748.75	\$ 486.59	\$ -	\$ -	\$ -	\$ -	
001831	217718143001	7/21/2025	410 CROCKETT CIRCLE	DALE AND SHEILA SCHIESSER	LDRPUD	RESIDENTIAL NEW	\$ 598,579.40	\$ 12,719.78	\$ 3,702.00	\$ 2,406.30	\$ 4,523.60	\$ 4,000.36	\$ 6,558.01	\$ 6,657.71	
001837	217709107003	7/22/2025	1416 BEECH STREET	HIGH MOUNTAIN REPAIR & CONSTRUCTION	LDR	DECK	\$ 8,000.00	\$ 170.00	\$ 153.25	\$ -	\$ -	\$ -	\$ -	\$ -	
001840	217709120029	7/11/2025	1384 RIFLE HEIGHTS DRIVE	CHAVEZ, JOSE ANTONIO	LDR	RESIDENTIAL NEW	\$ 454,679.55	\$ 9,661.91	\$ 2,979.96	\$ 1,936.97	\$ 4,523.60	\$ 4,000.36	\$ 129.37	\$ 6,657.71	
001841	217704434002	7/10/2025	223 W 28TH COURT	RENEWAL BY ANDERSON	LDR	WINDOW/DOOR REPAIR	\$ 6,401.00	\$ 136.00	\$ 130.86	\$ -	\$ -	\$ -	\$ -	\$ -	
001842	217704215027	7/10/2025	3016 HOWARD AVENUE	RENEWAL BY ANDERSON	LDR	WINDOW/DOOR REPAIR	\$ 8,325.00	\$ 176.89	\$ 157.80	\$ -	\$ -	\$ -	\$ -	\$ -	
001851	217704314012	7/1/2025	2419 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001852	217704314011	7/1/2025	2421 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001853	2177041314010	7/1/2025	2423 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001854	2177041314009	7/1/2025	2425 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001856	217704314007	7/8/2025	2410 RAIL AVE	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 4,417.50	\$ 93.84	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001857	217704314018	7/8/2025	2407 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001858	217704314017	7/8/2025	2409 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001859	217704314006	7/8/2025	2412 RAIL AVENUE	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 4,417.50	\$ 93.84	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001860	217704314008	7/8/2025	2408 RAIL AVENUE	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 4,417.50	\$ 93.84	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001861	217704314005	7/8/2025	2414 RAIL AVENUE	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 4,417.50	\$ 93.84	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001862	217704314020	7/8/2025	2403 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001863	217704314019	7/8/2025	2405 W 24TH PL	TOP-TIER SERVICES LLC	MDR	REROOF	\$ 3,605.25	\$ 76.59	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001864	217709307037	7/16/2025	957 PARK AVENUE	SMART ENVIRONMENTAL	MDRX	SOLAR	\$ 27,552.00	\$ 585.48	\$ 417.03	\$ -	\$ -	\$ -	\$ -	\$ -	
001865	217715317014	7/10/2025	800 AIRPORT ROAD	A-1 HEATING AND COOLING	CS	AC/SWAMP COOLER	\$ 20,551.29	\$ 436.69	\$ 335.25	\$ -	\$ -	\$ -	\$ -	\$ -	
001866	217709246001	7/21/2025	282 COWBOY DR	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001867	217709246003	7/21/2025	260 COWBOY DR	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001869	217709246004	7/21/2025	176 COWBOY DR	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001870	217704305020	7/16/2025	404 W 26TH STREET	A-1 HEATING AND COOLING	LDR	AC/SWAMP COOLER	\$ 12,912.25	\$ 274.38	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001871	217709246005	7/21/2025	258 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001872	217709246006	7/21/2025	154 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001873	217709246007	7/21/2025	246 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001874	217709246008	7/21/2025	132 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001875	217709246009	7/21/2025	224 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001876	217709246010	7/21/2025	100 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001877	217709246011	7/21/2025	212 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001878	217709246012	7/21/2025	294 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001879	217709246002	7/21/2025	188 COWBOY DRIVE	KUERSTEN CONSTRUCTION	CS-PUD	RESIDENTIAL NEW	\$ 175,000.00	\$ 2,718.75	\$ 1,413.75	\$ 918.94	\$ -	\$ 4,000.36	\$ -	\$ -	
001880	217704304007	7/16/2025	2428 EAST AVE	GONZALEZ, LORENZO	LDR	RESIDENTIAL IMPROVEMENTS	\$ 2,500.00	\$ 53.13	\$ 76.25	\$ -	\$ -	\$ -	\$ -	\$ -	
001883	217709130023	7/18/2025	1656 WALNUT LOOP	JBS CONSTRUCTION	MDR	FENCE	\$ 2,000.00	\$ 42.50	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001885	217709308005	7/31/2025	931 RANDOLPH AVENUE	FULL CURL ROOFING	MDRX	REROOF	\$ 11,381.00	\$ 241.83	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001886	217710214003	7/21/2025	1175 E 16TH STREET	BIG DOG RENEWABLE ENERGY	EZ	SOLAR	\$ 33,565.20	\$ 713.24	\$ 477.76	\$ -	\$ -	\$ -	\$ -	\$ -	
001887	217709308005	7/31/2025	927 RANDOLPH AVENUE	FULL CURL ROOFING	MDRX	REROOF	\$ 10,165.00	\$ 215.99	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001888	217709416002	7/18/2025	756 WHITERIVER AVENUE	JONES, SAMSON	LDR	RESIDENTIAL IMPROVEMENTS	\$ 2,500.00	\$ 53.13	\$ 76.25	\$ -	\$ -	\$ -	\$ -	\$ -	
001889	217716200012	7/18/2025	509-525 W 2ND STREET	MULLENLAW CONSTRUCTION	CBD	REROOF	\$ 8,000.00	\$ 170.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001890	217716226002	7/19/2025	115 PARK AVENUE	SHAW CONSTRUCTION	CBD	RETAINING WALL	\$ 8,000.00	\$ 170.00	\$ 153.25	\$ 99.61	\$ -	\$ -	\$ -	\$ -	
001891	217709427010	7/24/2025	526 JARRAD AVENUE	BIG DOG RENEWABLE ENERGY	LDR	SOLAR	\$ 18,998.70	\$ 403.71	\$ 307.23	\$ -	\$ -	\$ -	\$ -	\$ -	
001892	217710337001	7/22/2025	1116 HICKORY DRIVE	GARCIA IRGOYEN, IRVING	LDR	REROOF	\$ 7,200.00	\$ 153.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001893	217716224006	7/21/2025	101 EAST AVENUE	MILE HIGH CITY ROOFING	CBD	REROOF	\$ 6,200.00	\$ 131.75	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
001896	217716224006	7/25/2025	101 EAST AVENUE	MILE HIGH CITY ROOFING	CBD	REROOF (ADU)	\$ 800.00	\$ 17.00	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Total =							\$ 4,269,928.48	\$ 78,735.45	\$ 33,159.24	\$ 19,451.21	\$ 18,093.20	\$ 64,005.76	\$ 20,787.10	\$ 27,629.50	