



RIFLE CITY COUNCIL

REGULAR MEETING

December 17, 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 Clint Hostettler.

Present at Roll Call:

Councilor Chris Bornholdt, Councilor Scott Marsh, Councilor Michael Clancy, Councilor Jonathan Rice, Councilor Karen Roberts, Councilor Alicia Gresley and Mayor Clint Hostettler

Roll Call: Yes - Chris Bornholdt, Scott Marsh, Michael Clancy, Clint Hostettler, Jonathan Rice, Karen Roberts and Alicia Gresley.

No – None.

Others Present:

City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, Parks & Recreation Director Austin Rickstrew, Chief of Police Debra Funston, Procurement & Grant Manager Iris Trevisano, IT Network & Systems Administrator Jake Statler, IT Director Kelly Thompson, Human Resources Director Danielle Hogan, Finance Director Scott Rust, Community Development Director Zach Higgins, Communication & Engagement Specialist Kyle Mills, Court Administrator/ PIO Kathy Pototsky, Main Street Manager Kim Burner, Parks & Facilities Manager Keith Gray, Recreation Manager Matt Rowe, Executive Director of the Garfield County Libraries Jaime LaRue, Maria Hernandez, Salvador Contreras, Trish O'Grady, Shawn Brainard, Rick Sleffen, and Abdon Rivera.

PUBLIC COMMENT

Public comment was heard from Trish O' Grady.

CONSENT AGENDA – CONSIDER THE FOLLOWING ITEMS:

- A. Consider Minutes of the December 3, 2025 Regular Meeting.
- B. Consider Liquor License Renewal for Kum and GO, LC dba Maveirk 5012
- C. Consider Liquor License Renewal for Super Kidz, LLC dba Super Kidz, LLC
- D. Consider Approving the 2026 Cleaning Service Purchase Order Request
- E. Consider Approving the 2026 Landscape Maintenance Purchase Order Request
- F. Consider the Re-appointment of Annie MacGregor and John Douglas to the Park and Recreation Advisory Board (PRAB)

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

Roll Call: Yes - Karen Roberts, Jonathan Rice, Alicia Gresley, Chris Bornholdt, Michael Clancy, Scott Marsh, and Mayor Clint Hostettler.

No – None.

PRESENTATION

Rifle Library Annual Update

Garfield County Library Executive Director Jamie LaRue presented an annual update for the Rifle Branch Library. The Rifle branch library remains financially stable and organizationally strong despite a reduced 2026 budget of \$13.8 million, driven by lower oil and gas revenues. All approximately 100 staff positions have been retained. The Rifle branch library board representative appointment is underway, in which is considered important as Rifle is now the county's largest municipality. Community engagement continues to guide library operations through a long-range strategic plan and partnerships that position libraries as community hubs. Digital materials now account for more than half of library use, though traditional checkout remains central. In 2026, the Rifle and Silt branches will undergo facility refreshes, with Rifle's planned addition of meeting rooms, expanding youth spaces, and updating the building. Library hours will shift to a 9:00 a.m. opening at all branches beginning January 2026, based on usage data. The Rifle branch will also transition its community partner space to Lift-Up to support food distribution and address local

food insecurity.
Executive Director of the Garfield County Libraries Jaime LaRue answered questions for Council.

Comments were heard from Councilor Alicia Gresley.

PUBLIC HEARING

Mayor Clint Hostettler opened public hearing

(Acting as Liquor Licensing Authority) Consider Application by The Catrina, LLC dba The Catrina for Hotel and Restaurant Liquor License at 101 E. 26th St.

Restaurant owner Maria Hernandez applied for a Hotel and Restaurant Liquor License for The Catrina, LLC., dba The Catrina, located at 101 East 26th Street. This license authorizes the sale of malt, vinous, and spirituous liquors for on-premises consumption within the licensed establishment. The application was received on October 22, 2025, and forwarded to the Colorado Liquor Enforcement Division on November 21, 2025 for concurrent state review. A preliminary walkthrough was conducted by the City Clerk on December 1, 2025, at which time the required public notice was posted on the premises and published in the newspaper. A final inspection is scheduled for January 6th, to be conducted by the City Clerk and Chief of Police, following state approval and prior to local license issuance. The application is complete, all required fees have been paid, and proper public notice requirements have been met. Applicant Maria has provided proof of Colorado Responsible Service of Alcohol training for staff, and a background check revealed no areas of concern. A petition demonstrating neighborhood and community support has also been received. The location meets all state requirements for a Hotel and Restaurant Liquor License, including compliance with Colorado Liquor Code provisions requiring an approved sanitary kitchen and that at least 25 percent of gross revenue be derived from the sale of full meals during business hours. Issuance of the local Liquor License is contingent upon final state approval and successful completion of the final inspection.

City Clerk Alexis Ramirez and applicant Maria Hernandez answered questions for Council.

Comments were heard from Councilor Alicia Gresley, Councilor Jonathan Rice and Councilor Karen Roberts.

Mayor Clint Hostettler closed the public hearing

Councilor Michael Clancy moved to approve the new Hotel & Restaurant Liquor License application for The Catrina, LLC. dba The Catrina located at 101 E 26th St.; seconded by Councilor Jonathan Rice.

Roll Call: Yes - Scott Marsh, Karen Roberts, Michael Clancy, Chris Bornholdt, Alicia Gresley, Jonathan Rice, and Mayor Clint Hostettler.

No – None

Consider Amending the 2025 Budget-Supplement Appropriation Request #2

Resolution No. 27, 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

Ordinance No. 17, Series of 2025

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

Mayor Clint Hostettler opened the public hearing.

Finance Director Scott Rust presented request to consider to amend the 2025 budget, with confirmation that all public notice requirements were met. This item represents the second supplemental appropriations request of the year. The proposed amendment includes a net increase of \$65,000 to revenue lines and a net increase of \$2,257,835 to expenditures, with a detailed, itemized list of changes provided in the meeting packet. Supplemental appropriations include increases within several funds. The Tourism and Industry Fund requests additional funding for events production (\$15,000), Ticket Reimbursement Expenses (\$45,000). The Water Fund includes a significant increase for the Penwell transmission line replacement (\$1,800,000), along

with increases for water plant chemicals (\$25,000), utility services (\$100,000), water meters (\$15,000), and pipes, valves, and fittings (\$15,000). The Wastewater Fund requests a \$200,000 increase for utility services, and the Fleet Fund includes a \$42,835 increase for equipment expenses related to a truck purchase.

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

Comments were heard from Councilor Michael Clancy, Councilor Alicia Gresley, and Councilor Jonathan Rice.

Mayor Clint Hostettler closed the public hearing.

Councilor Jonathan Rice moved to approve Resolution No. 27, Series of 2025 to Amend the 2025 Budget as well as Ordinance No.17, Series of 2025 to adopt supplemental Appropriations #2 for the 2025 Budget on its first and only reading, as presented and order it to be published in full as required by charter: seconded by Councilor Scott Marsh.

Roll Call: Yes - Scott Marsh, Karen Roberts, Michael Clancy, Chris Bornholdt, Alicia Gresley, Jonathan Rice and Mayor Clint Hostettler.

No – None.

REGULAR AGENDA

Consider Direction to Initiate Acquisition Process for the Rifle Creek Golf Course

Parks & Recreation Director Austin Rickstrew presented the evaluation in the acquisition and the operation for the Rifle Creek Golf Course. The estimated purchase price is approximately \$1.2 million, which includes water rights valued at about \$906,900 that may be eligible for funding through the existing water funds. The most significant financial impacts would occur in the first five years, driven primarily by capital improvements. The irrigation system represents the largest and most critical investment at an estimated \$5.5 million for a full HDPE (High-Density Polyethylene) pipe replacement, essential to the course's long-term viability. Additional near-term needs include HVAC (Heating, Ventilation, and Air Conditioning) replacement, ADA (Americans with Disabilities Act) and concrete improvements, parking upgrades, clubhouse stair renovations, and driving range concrete work. Operationally, acquiring the course would add 2 full-time and 30 seasonal employees, significantly increasing HR (Human Resources) and management workload. This may necessitate an additional full-time HR position and potentially an Assistant Parks and Recreation Director to help manage an expanded workforce of roughly 200 employees during peak seasons. Equipment needs include decisions on golf cart leasing versus purchase (leasing at \$12,500 per month seasonally, or \$500,000 to purchase outright) and replacement of aging maintenance equipment, estimated at \$150,000 – \$200,000 annually for 3–5 years. From a financial perspective, the course could break even on annual operations after capital investments, but near-term profitability is unlikely due to the scale of required improvements. Long-term success depends on addressing the major capital needs, particularly irrigation. The course would be operated as an enterprise fund, with staff favoring full City operations to maintain control over pricing, access, and service levels. Overall, staff characterizes this analysis as a worst-case scenario, with heavy upfront costs that may be phased, especially for large capital projects.

Parks & Recreation Director Austin Rickstrew, City Manager Patrick Waller and City Attorney Jim Neu answered questions for Council.

Comments were heard from Councilor Scott Marsh, Councilor Jonathan Rice, Councilor Alicia Gresley, Councilor Chris Bornholdt, Councilor Karen Roberts, Councilor Michael Clancy and Mayor Clint Hostettler.

Public comment was heard from Jake Statler.

Councilor Scott Marsh moved to approve to direct staff to begin negotiations to acquire the Rifle Creek Golf Course; seconded by Councilor Chris Bornholdt.

Roll Call: Yes - Alicia Gresley, Chris Bornholdt, Michael Clancy, Jonathan Rice, Karen Roberts, Scott Marsh and Mayor Clint Hostettler.

No – None.

Consider Amending Rifle Municipal Code Section 10-2-20 Obstruction of Government Operations - Ordinance No.16, Series of 2025 (1st Reading)

Court Administrator/PIO Kathy Pototsky presented request to consider amending the Rifle Municipal Code Section 10-2-20 with Ordinance No.16, Series of 2025 on first reading related to the obstruction of government operations. The amendment is to update the existing language to address misuse of government communication systems and align local code with current state statutory language for consistency and enforceability. The proposed changes expand protections beyond emergency dispatch and emergency personnel to include other public servants and frontline government staff, such as police department employees, court staff, and the city clerk. This broader coverage is intended to prevent obstructive or abusive conduct that interferes with government operations across departments. The ordinance also adds a clear definition of “contact,” based on language from a prior harassment ordinance, to reflect modern communication methods beyond in-person or telephone interactions. Overall, the amendment improves clarity, modernizes the code, and strengthens protections for government operations while maintaining alignment with state law.

Court Administrator/PIO Kathy Pototsky answered questions for Council.

Comments were heard from Councilor Micheal Clancy, Councilor Karen Roberts, Councilor Jonathan Rice and Mayor Clint Hostettler.

Councilor Alicia Gresley moved to approve the amendment to the Rifle Municipal Code Section 10-2-10 (definitions) and Section 10-2-20, Obstruction of Government Operations- Ordinance No.16, Series of 2025 on first reading and order it to be published as required by charter; seconded by Councilor Karen Roberts.

Roll Call: Yes - Scott Marsh, Chris Bornholdt, Karen Roberts, Michael Clancy, Alicia Gresley, Jonathan Rice and Mayor Clint Hostettler.

No – None.

Consider Engagement of Hinkle & Company, PC for 2025 Financial Audit

Finance Director Scott Rust presented the request to consider the purchase order and engagement letter for Hinkle & Company, PC to conduct the City of Rifle’s 2025 financial audit. Hinkle and Company, PC has successfully completed the City’s previous seven audit cycles. Based on the firm’s familiarity with City operations, strong track record and no performance concerns, Finance Director Scott Rust recommends continuing the engagement. The City is currently in the third year of a five-year contract structure, consisting of a one-year commitment with four optional one-year extensions. Continuing with the current auditor avoids the additional time and administrative burden associated with onboarding a new firm, while preserving institutional knowledge and audit efficiency. Hinkle and Company, PC maintains quality control through internal staff rotation, assigning different senior auditors and potentially rotating the audit partner, ensuring fresh perspectives while maintaining continuity at the firm level. A pre-audit conference was held in advance of fieldwork. The 2025 audit is budgeted at \$20,500. Finance Director Scott Rust noted the potential to avoid a single audit, which could save approximately \$7,000, contingent on total federal expenditures—specifically remaining under \$1 million for the LWCF (Land and Water Conservation Fund) grant. While this threshold may be difficult to meet, the Finance Department continues to monitor expenditures.

Finance Director Scott Rust answered questions for Council.

Comments were heard from Councilor Alicia Gresley and Mayor Clint Hostettler.

Councilor Scott Marsh moved to approve the purchase order request in the amount of \$20,500 to Hinkle & Company, PC and sign the engagement letter for the 2025 Annual Audit; seconded by Councilor Jonathan Rice.

Roll Call: Yes - Karen Roberts, Chris Bornholdt, Michael Clancy, Scott Marsh, Alicia Gresley, Jonathan Rice, and Mayor Clint Hostettler.

No – None.

Consider Approving the 2026 Microsoft Licensing Renewal

Procurement & Grant Manager Iris Trevisano and IT Director Kelly Thompson presented request to consider Purchase Order for the Microsoft Licensing and Maintenance Agreement totaling \$65,390.26. This request is presented now to secure pricing and avoid anticipated cost increases before the 2026 budget year. Section 4350 will be applied for cooperative purchasing through

NASBA (The National Association of State Boards of Accountancy), ensuring compliance and cost-effectiveness. The upgrade transitions from the current Office 365 platform (limited to basic office suite and hosting) to Microsoft 365, which offers expanded functionality, most notably enhanced security and domain control capabilities. Key benefits of the new Microsoft 365 solution include improved control over domain and network security, stronger email security protocols, and consolidated enterprise security management. These enhancements address critical organizational security needs and justify the slight increase in licensing costs compared to the previous Office 365 agreement. While the cost represents a moderate budget increase, it reflects the expanded platform and vital security improvements that support the City's operational resilience and data protection objectives.

Procurement & Grant Manager Iris Trevisano and IT Director Kelly Thompson answered questions for Council.

Comments were heard from Councilor Karen Roberts and Mayor Clint Hostettler.

Councilor Jonathan Rice moved to approve the purchase request of Microsoft Licensing and Maintenance for 2026 totaling \$65,390.26; seconded by Councilor Alicia Gresley.

Roll Call: Yes- Chris Bornholdt, Karen Roberts, Scott Marsh, Jonathan Rice, Michael Clancy, Alicia Gresley, and Mayor Clint Hostettler.

No – None.

Consider Approving the Update to the Police Department HVAC Controls Purchase Order Request

Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented request to consider approving the Purchase Order Request to replace the Rifle Police Department's HVAC (Heating, Ventilation, and Air Conditioning) controls at the Justice Center, totaling \$38,448.71. Originally budgeted at \$35,000, the increase of \$3,448.71 will be covered by existing funds allocated for unforeseen repair and maintenance expenses. The Justice Center's HVAC controls are approximately 20 years old and have recently failed due to reaching their operational lifespan and compatibility issues caused by the system upgrade from Windows 7 to Windows 10. The new HVAC control software will match the system currently used at City Hall, ensuring seamless integration and no additional staff training.

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

Comments were heard from Councilor Alicia Gresley and Mayor Clint Hostettler.

Councilor Scott Marsh moved to approve the purchase order request for an update to the Police department HVAC Controls to Trane US Inc. in an amount not to exceed \$38,448.71; seconded by Councilor Chris Bornholdt.

Roll Call: Yes - Michael Clancy, Scott Marsh, Chris Bornholdt, Jonathan Rice, Alicia Gresley, Karen Roberts, and Mayor Clint Hostettler.

No – None.

Consider Approving the Musco Lighting Retrofit Project Purchase Order Request

Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented to consider approving request for the Musco Lighting Retrofit project. The request is being made to upgrade and retrofit lights for the Booklifts Field using the current vendor Musco Lighting. The project is budgeted at \$190,000.00, showing an increase from the original quote of \$130,000.00 due to an initial oversight of labor cost. Despite being over budget, proceeding is recommended due to several existing lights being out, creating unsafe conditions on the field. The higher cost ensures replacement of old light mounts and secures a 25-year warranty for parts and labor. Efforts are underway to secure a \$50,000 T-Mobile grant, and other grants, to help cover the increased cost, with the purchase timed to align with potential grant awards.

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

Comments were heard from Councilor Michael Clancy, Councilor Alicia Gresley and Mayor Clint Hostettler.

Councilor Alicia Gresley moved to approve the Purchase Order Request in the amount not to exceed \$190,000.00 to Musco Lighting for the lighting retrofit project; seconded by Councilor Jonathan Rice.

Roll Call: Yes - Michael Clancy, Scott Marsh, Chris Bornholdt, Jonathan Rice, Alicia Gresley, Karen Roberts, and Mayor Clint Hostettler.

No – None.

Consider Awarding contract for Portable Restroom Services

Procurement & Grant Manager Iris Trevisano and Parks & Recreation Director Austin Rickstrew presented the request to consider awarding contract for the Portable Restroom Services covering all City Parks including the Rifle Mountain Park. No pre-bid meeting was held. The contract term is for three years with an option for a one-year renewal. There is a total of 19 restrooms, nine (9) in City Parks and ten (10) in Rifle Mountain Park. Two bids were received from Alpine Waste & Recycle and Mountain Waste & Recycle. Both bids met the city's requirements and were competitively priced. Alpine Waste offered a local discount, while Mountain Waste provided a Garfield County discount. Alpine Waste was selected as the most cost-effective bidder with an annual bid amount of \$45,720, slightly above the budgeted \$45,000 per year. The contract includes a fixed price with no annual increases over the term.

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

Comments were heard from Councilor Alicia Gresley, Councilor Jonathan Rice, Councilor Michael Clancy, and Mayor Clint Hostettler.

Councilor Michael Clancy moved to approve a 3-Year Agreement with Alpine Waste & Recycling for 2026, 2027 and 2028 for an amount not to exceed \$142,560.00; seconded by Councilor Scott Marsh.

Roll Call: Yes - Karen Roberts, Jonathan Rice, Alicia Gresley, Chris Bornholdt, Michael Clancy, Scott Marsh, and Mayor Clint Hostettler.

No – None.

Consider Awarding City Marketing Services Bid to Align Multimedia

Procurement & Grant Manager Iris Trevisano and Main Street Manager Kim Burner introduced the City's Marketing Services Request for Proposal (RFP), with Align Multimedia for a three-year marketing services contract after a comprehensive bid process. The RFP was posted on BidNet platform, signaling a major spending project for the city. A total of 20 proposals were received, after an initial evaluation, three firms were selected and reviewed by Main Street Manager Kim Burner, Community Development Director Zach Higgins, and Communications Coordinator Kyle Mills. Proposals were assessed based on alignment with current City services, RFP requirements, and considerations. Many proposals were eliminated early due to cost, with bids ranging from \$75,000 to more than \$1 million. Align Multimedia, the only local applicant based in Garfield County and Rifle, scored favorably and received a local preference consideration. Following interviews and additional follow-up discussions, the evaluation committee comfortably awarded the contract to Align Multimedia. While their proposal slightly exceeds the budgeted amount, it includes additional services such as expanded event support and marketing for the UTE Theater.

Procurement & Grant Manager Iris Trevisano and Main Street Manager Kim Burner answered questions for Council

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

Councilor Alicia Gresley to approve Align Multimedia for a Three-Year Contract for Marketing Services in the amount not to exceed \$135,000.00 over three years.; seconded by Councilor Scott Marsh.

Roll Call: Yes - Scott Marsh, Karen Roberts, Michael Clancy, Chris Bornholdt, Alicia Gresley, Jonathan Rice, and Mayor Clint Hostettler.

No – None.

Report to City Manager

Reports were heard from City Manager Patrick Waller, City Clerk Alexis Ramirez, City Attorney Jim Neu, HR Director Danielle Hogan, Finance Director Scott Rust, Community Development Director Zach Higgins, Chief of Police Debra Funston, Main Street Manager Kim Burner, and IT Director Kelly Thompson.

Comments from Mayor and Council

Comments were heard from Councilor Scott Marsh, Councilor Michael Clancy, Councilor Alicia Gresley, Councilor Karen Roberts, Councilor Chris Bornholdt, Councilor Jonathan Rice and Mayor Clint Hostettler.

Adjournment

Meeting adjourned at 9:04 p.m.

Alexis Ramirez
City Clerk



Clint Hostettler
Mayor