

**New Castle Town Council Regular Meeting
Tuesday, March 17, 2020, 7:00 PM**

Call to Order

Mayor A Riddile called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call

Present	Councilor Mariscal (via conference call)
	Councilor Hazelton
	Mayor A Riddile
	Councilor Copeland
	Councilor Leland
	Councilor G Riddile
Absent	Councilor Owens

Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody Harrison, Town Treasurer Loni Burk (via phone conference) and Assistant Town Attorney Haley Carmer.

Meeting Notice

Town Clerk Melody Harrison verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

There were no agenda changes.

Citizen Comments on Items not on the Agenda

There were no citizen comments.

Consultant Reports

Consultant Attorney – present for agenda items.

Consultant Engineer – not present.

Items for Consideration

Consider Ordinance TC 2020-4, An Ordinance of the Town Council of the Town of New Castle, Colorado Establishing the Compensation of the Mayor and Council Members (first reading)

Administrator Reynolds said that the council had discussed the issue at the last council meeting. He said that a pay rate had been added for the mayor pro tem, and the mayor

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and council member rates had been increased. One of the parameters of a council compensation increase was that a council member could not vote for their own pay raise, therefore, the raises would not be effective until after the next election cycle for each seat. Unfortunately, that meant that part of the council would receive the new rate two years earlier than the remaining members. Staff felt that some seats receiving the increase before the others was unfair. The effective date of the rate increase was proposed to be May 1, 2022, which would be after the next two election cycles allowing all council members to receive the new rates at the same time.

The council and staff discussed the ordinance briefly and felt that tabling it was appropriate until there was a more suitable environment for the public to comment.

MOTION: Councilor Leland made a motion to table Ordinance TC 2020-4 until a future meeting to be determined by the Mayor. Councilor Hazelton seconded the motion and it passed unanimously.

Update: Public Health & Welfare Plan

Administrator Reynolds gave each council member a packet of information. The first item in the packet were snapshots of the town website that provided information and links for citizens to learn the most up-to-date facts regarding COVID-19. Administrator Reynolds said that Administrative Assistant Debbie Nichols would be keeping up with the town's Visit New Castle Facebook page as well as providing informational flyers to City Market. The second item in the packet was the town's infectious disease response plan. He said it was put together by staff and was an addition to the town's emergency operations plan. Administrator Reynolds reviewed the plan thoroughly with the council, noting that section four provided direction to staff regarding continuity of essential services regarding water and wastewater, police, streets, court, clerk's office, events, recreation, finance, building & planning and trash collection. The council offered some suggestions for minor language changes to the plan. The council also felt that there should not be any water shut-offs and suggested that staff work from home as they could. Administrator Reynolds said that the clerk's office had set up laptop computers that had been programmed by IT so that staff members could work from home.

Administrator Reynolds said that Garfield County has set up an incident command center and had issued their chain of command earlier in the evening. The chain of command directed various public and private entities to a specific county person/office that will be responsible for that entity and its needs. Those entities included town managers, police, faith-based organizations, fire, businesses and others.

Administrator Reynolds told the council that the recreation department was busy closing down their programs and issuing refunds. After that was complete, the department will work on creating other recreation opportunities that meets the guidelines of social distancing.

Administrator Reynolds reviewed the sick leave policy that the council had implemented for those employees who had flu-like symptoms. The policy allowed sick time off without the time off being charged against their banked time. He said it did not address parents who had to take time off because schools were closed, but that may come as a federal mandate very soon. The council felt that parents caring for children who are out of school because of COVID-19 should be allowed to use their banked sick leave.

Administrator Reynolds discussed the two proposed press releases in the packet, the first being a press release that announced that the council had adopted a COVID-19 response plan and that the town hall will be temporarily closed to visitors although the town hall staff will still be working and available to the public by phone. The second press release announced that all recreation activities and programs were temporarily suspended. He

said that the closures would be reassessed in a few weeks. Administrator Reynolds said that the press releases were purposefully written to be less urgent-panicky than some he had seen. He said they were meant to calmly respond to the situation and provide information to the public about town services that were still available to the residents. Administrator Reynolds said that if the council felt it was a suitable step, the press releases would be issued the following day.

Councilor G Riddile asked if the town was being asked to declare a public health emergency, and Administrator Reynolds said that the town was not being asked, and that declaring an emergency was entirely up to the council.

Administrator Reynolds and the council discussed utility bills and decided that water shut-offs should not take place during the pandemic situation and that language will be added to the press release encouraging residents who were financially affected to contact the town regarding their utility bill.

Administrator Reynolds said that the next item was a Memorandum of Understanding (MOU). He said that the town managers from Carbondale to Parachute had been meeting regularly and had formulated some ideas on how they could help one another. The result was the MOU in the packet that had been written by the attorney for Glenwood Springs. The purpose was to define what the problems were with the COVID-19 virus and how it affected the towns. It also provided guidelines on how the towns could provide assistance should another town have staffing issues due to the pandemic. Administrator Reynolds said that the agreement was necessary to protect each town as well because there would be no money involved, no one will be billing another town for assistance.

MOTION: Councilor G Riddile made a motion to approve a memorandum of understanding between the Town of Carbondale, City of Glenwood Springs, Town of New Castle, Town of Parachute, City of Rifle and the Town of Silt for the Sharing and Expertise and Critical Personnel in the Response to the COVID-19 Pandemic, Dated March 17, 2020. Councilor Copeland seconded the motion.

Discussion: Councilor G Riddile asked if Garfield County was involved and Administrator Reynolds said they had sat in on the meetings but declined any involvement.

The motion passed unanimously.

Administrator Reynolds said that the last item of discussion was a resolution declaring an emergency. He asked Clerk Harrison if the council could vote on the resolution and she said that they could but it would have to be brought back for ratification at the next council meeting.

Administrator Reynolds said that there seemed to be no consistency with municipalities in Colorado on the issue of declaring a local emergency. He said that based on the town's emergency operations plan it was up to the council to determine if it was necessary to elevate anything to the level of officially declaring an emergency. He said on the pro side, declaring an emergency could open up federal funding for disaster relief as well as funding for small business. On the con side, he said that it could tell your constituents that things were bad and possibly create an undue level of concern since no one really knew how the situation would play out. Administrator Reynolds said that he and Town Attorney David McConaughy had discussed the pros and cons and felt a discussion with council was necessary.

The council and Administrator Reynolds discussed the nationwide situation, how the Whitehouse and governor were reacting with funding, declarations of emergency and shutdowns. They also discussed the necessity of issuing a clear press release regarding what the council actions were, and how the shutdowns will negatively affect businesses.

MOTION: Councilor G Riddile made a motion to approve Resolution TC 2020-11, A Resolution of the New Castle Town Council Declaring a Public Health Emergency. Councilor Mariscal seconded the motion and it passed unanimously.

Mayor A Riddile asked for staff to speak to the idea of virtual meetings. Administrator Reynolds said that in the infectious disease plan, the clerk's office instructed to set the town up for virtual meetings. He said that staff had cancelled the Historic Preservation and Climate Action Advisory Commission meetings. That left Planning & Zoning Commission and Town Council Meetings. There would be a P&Z meeting on March 25 that will be held as a phone-in meeting that both commission members and the public would attend. The April 7 council meeting was planned to be the same, at least for the time being. Other towns were using an audio-visual platform that staff was not certain was necessary. Administrator Reynolds said that the council agendas will be pared down to include only absolutely necessary items, and everything else will be postponed until a future meeting where members could attend in person.

The council thanked Administrator Reynolds, Clerk Harrison and the entire staff for their hard work attending meetings and creating the infectious disease plan to keep the town safe.

Recess the Town Council Meeting, Convene as the Local Liquor Licensing Authority

MOTION: Mayor A Riddile made a motion to recess the Town Council meeting and convene as the local liquor licensing authority. Councilor Copeland seconded the motion and it passed unanimously.

Councilor G Riddile asked if the three items could be combined into a single discussion. Clerk Harrison said they could be combined, however, there would need to be three separate motions, one for each application.

Consider a Special Events Liquor License Application from the Roaring Fork Mountain Bike Association for their Spring Awakening Event on April 18, 2020

Consider a Special Events Liquor License Application from Roaring Fork Mountain Bike Association for their Registration Event in Ritter Plaza on August 7, 2020

Consider a Special Events Liquor License Application for the Town of New Castle for the Rides & Reggae Event in VIX Ranch Park on August 8, 2020

Clerk Harrison described each application. She noted that New Castle Trails had stated that the April 18 Spring Awakening event would likely be cancelled due to the COVID-19 pandemic.

Clerk Harrison said that the April 18 and August 7 events were for special event liquor licenses to be held by the Roaring Fork Mountain Bike Association, and the August 8 event was for a special event liquor license to be held by the Town of New Castle. All three events were organized and will be managed by New Castle Trails. She said that the applicant had submitted serving schedules, and all involved members were TiPS or ServSafe certified. Clerk Harrison said that the April 18 and August 7 events will be held in Ritter Plaza, and the Rides & Reggae event will be held in VIX Ranch Park. She said that the applicant had requested approval for an alternate location at the New Castle Community Center, 423 W. Main Street, for all three dates in the event of inclement weather. Clerk Harrison said that the application were complete, and that staff recommended approval.

MOTION: Mayor A Riddile made a motion to approve the Special Events Liquor License Application from the Roaring Fork Mountain Bike Association for their Spring Awakening Event on April 18, 2020. Councilor Copeland seconded the motion and it passed unanimously.

MOTION: Mayor A Riddile made a motion to approve a special events liquor license application from the Roaring Fork Mountain Bike Association for their Registration event in Ritter Plaza on August 7, 2020. Councilor G Riddile seconded the motion and it passed unanimously.

MOTION: Mayor A Riddile made a motion to approve a special events liquor license application from the Town of New Castle for the Rides & Reggae event in VIX Ranch Park on August 8, 2020. Councilor Hazelton seconded the motion and it passed unanimously.

Adjourn the Local Liquor Licensing Authority, Reconvene the Town Council Meeting

MOTION: Councilor Hazelton made a motion to adjourn the local liquor licensing authority and to reconvene the town council meeting. Mayor A Riddile seconded the motion and it passed unanimously.

Consent Agenda

March 3, 2020 minutes

MOTION: Councilor Leland made a motion to approve the consent agenda. Councilor G Riddile seconded the motion and it passed unanimously.

Council Comments

Mayor A Riddile thanked Town Treasurer Loni Burk for showing the \$32.00 savings on the solar charges. He said that the final payment for the bond loan had been made, so the new mil levy would begin. Treasurer Burk confirmed that the final bond payment had been paid, and that the ballot language had clarified that the levy rate will stay the same as when there were still bond payments due. In 2021, the rate would be the same as in 2019 when the ballot item was approved.

Treasurer Burk said that she had hired someone for the Assistant Treasurer position. She had experience with similar duties and software. She said that Accounting Assistant Debbie Guccini would cut back to two days per week in mid-April.

Treasurer Burk said she had planned to return to Colorado to help train, but she was uncertain what travel would be like given the circumstances.

Councilor Mariscal apologized to be attending the meeting via phone. She said she had not been active during the meeting, but had spent time discussing issues with Administrator Reynolds and was comfortable in her knowledge of the issues.

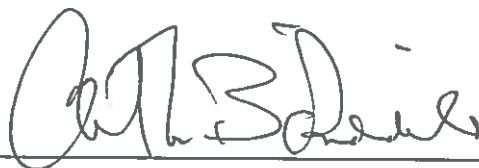
Mayor A Riddile asked if there was an opportunity for the town to set up a separate website featuring local businesses, because several were ready to provide assistance for residents. Administrator Reynolds said that had been a discussion but he had not considered a website.

Clerk Harrison said that staff could add a page to the town website quite easily and staff had contact information for all the licensed businesses in town. After a brief discussion, the council agreed that a page on the town website would be great.

MOTION: Mayor A Riddile made a motion to adjourn. Councilor G Riddile seconded the motion and it passed unanimously.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Art Riddle", written over a horizontal line.

Mayor Art Riddle

A handwritten signature in blue ink, appearing to read "Melody Harrison CMC", written over a horizontal line.

Town Clerk Melody Harrison, CMC

