

**New Castle Town Council Regular Virtual Meeting
Tuesday, September 15, 2020, 7:00 PM**

**Due to concerns related to COVID-19, this meeting was open to
the public as a virtual meeting only.**

**To join by computer, smart phone or tablet:
<https://us02web.zoom.us/j/7096588400>**

**To telephone in:
Please call: 1-346-248-7799
Meeting ID: 709 658 8400**

Call to Order

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

Pledge of Allegiance

Roll Call

Present	Councilor Owens Councilor Hazelton Mayor A Riddile Councilor Copeland Councilor Leland Councilor G Riddile
Absent	Councilor Mariscal

Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody Harrison, Town Treasurer Loni Burk, Town Planner Paul Smith and members of the public.

MOTION: Mayor A Riddile made a motion to excuse Councilor Mariscal's absence. Councilor Owens seconded the motion and it passed unanimously.

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 – not present.

Consultant Engineer – not present.

Items for Consideration

Proclamation Supporting Library Card Sign-Up Month

Town Administrator Dave Reynolds introduced Lisa Girardot, Community Engagement Coordinator for the Garfield County Library District.

Ms. Girardot greeted the council and thanked them for the opportunity to speak. She said that the National Library Association ran a campaign every September to make sure that everyone had access to everything the library had to offer by making sure everyone had a library card.

Mayor A Riddile asked how the library had faired through the pandemic.

Ms. Girardot said that libraries had been part of the complete shutdown and they had been closed for about three months. During that time, they still had online resources available. She said that had started phase II of reopening that allowed people in to the building and people seemed to be thrilled.

Mayor A Riddile read the proclamation into the record.

Ms. Girardot thanked the council for the proclamation.

Ms. Girardot told the council that there was a vacancy on the library board for New Castle, and she wanted to make sure that the town was properly represented. She asked that if anyone was interested or knew someone who might be to send them her way.

Consider Resolution TC 2020-28 - Approving a Conditional Use Permit for a Quilting Studio on Property Located in the Commercial-1 Zone District

Town Planner Paul Smith told the council that the application was for a conditional use permit for a 280 square-foot quilting studio on property located in the downtown at 333 W. Main Street. The applicant was Ms. Dara Marquardt.

Planner Smith said that the application met the necessary criteria, and staff felt that it would be an asset to the downtown.

Ms. Marquardt greeted the council. She told them she was a quilter, and was currently quilting inside their home. Her quilting machine was in one of their bedrooms and was approximately twelve feet long. Ms. Marquardt said that the studio would allow her business to be at the same location as her children, and with the pandemic and school attendance being questionable that was important. The studio would also remove her business from the house and allow her family to continue to plan their future there.

Ms. Marquardt showed the council a quilt that she had done. She said that her customers brought her the top portion of the quilt, and she provided the batting in the middle which made the quilt warm, and the backing as well. She stitched everything together on the quilting machine to make it something that could be used.

Mayor A Riddile asked how many customers Ms. Marquardt had.

Ms. Marquardt said that she had a dedicated client base, but once the pandemic started, she quit advertising. She said that she had enough to keep her busy and that she had clients from all over the valley. Ms. Marquardt said she was the only long-arm quilter in the valley.

Mayor A Riddile told Ms. Marquardt that staff had recommended approval of her application but that there were some conditions, and he asked if she had any issue with any of the conditions. Ms. Marquardt said she did not have any issues with the conditions.

MOTION: Mayor A Riddile made a motion to approve Resolution TC 2020-28, a Resolution of the New Castle Town Council Approving a Conditional Use Permit for a Quilting Studio on Property Located in the Commercial-1 Zone District. Councilor Owens seconded the motion and it passed unanimously.

Ms. Marquardt thanked the council and said the Planner Smith had been great to work with.

Councilor Leland said that Ms. Marquardt's business was exactly what he felt New Castle should have because it was unique and innovative and did not compete with businesses in Rifle or Glenwood Springs. He wished Ms. Marquardt well.

Review Updated Strategic Plan

Administrator Reynolds said that at the council retreat, they had reviewed the strategic plan line by line, and he committed to bring the plan back to the council along with his notes. He said that if the council agreeable, his notes would be incorporated into the strategic plan.

Administrator Reynolds and the council reviewed the strategic plan and notes in detail.

MOTION: Councilor Leland made a motion at 7:50 p.m. to go into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402 (f)(I) regarding an evaluation of the Town Treasurer and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Mayor A Riddile seconded the motion and it passed unanimously.

Executive session concluded.

At the end of the executive session, Mayor A Riddile made the following statement:

"The time is now 8:06 p.m. and the executive session has been concluded. The participants in the executive session were: Councilors Owens and Hazelton; Mayor A Riddile; Councilors Copeland, Leland and G Riddile; Town Administrator Dave Reynolds and Town Treasurer Loni Burk. For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in

the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record."

Consent Agenda

August 4, 2020 minutes

2 Coronas Hotel & Restaurant Liquor License Renewal

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

Town Administrator – Administrator Reynolds told the council that there had been a delay in the LoVa Trail construction. He said there had been complications with the permitting. Administrator Reynolds said there would be a meeting on October 14 and he hoped that the permitting issues would be resolved, but it was likely that construction would be delayed in to 2021. Administrator Reynolds said that the town was able to lease Coryell Ditch water from Steve Craven. He said it was a bit late on the year, but there was the potential that Elk Creek water rights with more seniority could be called, so the lease from Craven secured the town's ability to obtain water. Administrator Reynolds said that he and Public Works Director John Wenzel and Utility Supervisor Daniel Becker would meet the following day with the fire recovery team in regard to the Grizzly Creek fire and how that will affect water quality in the short and long term. He said it was fortunate that New Castle did not draw a lot of water from the river. He said that it would be good to be part of those meetings in case there was ever a fire event in the town's watershed. Administrator Reynolds said that he had been working from home since Labor Day weekend because his grandson and wife both tested positive for COVID. He said he would be out until the following week. He said he appreciated the council being patient while he was out of the office.

Councilor Leland asked Administrator Reynolds to tell them about the new parks manager.

Administrator Reynolds said that the new parks manager was Charlie Moore and he had a lot of experience working for property management companies. He said that Director Wenzel was very excited to have Charlie on board.

Town Clerk – Clerk Harrison said that her office had another successful, socially-distanced municipal court the day prior. Clerk Harrison said that they had seen an increase in interest in the town's cemetery since New Castle still had plots available and many other municipalities did not. Clerk Harrison said her office was working on an application process with the Colorado Bureau of Investigations to receive background results for liquor applicants. Clerk Harrison said there was an update for the code books, and she offered to collect everyone's book if they wished. Clerk Harrison said that the ballot box had been received by the county but an install date had not been scheduled yet, but it would be available for the upcoming election. Clerk Harrison said she had looked at the tobacco tax issue on the ballot, and all proceeds from that state tax would be kept by the state of Colorado. Clerk Harrison said that she and her Deputy Clerk, Mindy Andis had been attending online classes as they could, and she thanked the council for that opportunity.

Town Treasurer – Treasurer Burk said that her assistant, Viktoriya Ehlers was doing a

great job. She also said they had a Caselle conference coming up in October that would be virtual and free, so they were deciding what classes they would attend. Treasurer Burk said that she had been studying the 2020 budget and there was some discrepancies in what was budgeted and what was projected. She said that she had analyzed it and was glad to share the information with anyone who wanted it.

Town Planner – nothing to report.

Public Works Director – not present.

Administrative Assistant Debbie Nichols - Update: Business Assistance Grants

Commission Reports

Planning & Zoning Commission – nothing to report.

Historic Preservation Commission – nothing to report.

Climate and Environment Commission – Councilor Leland said the commission had put together several handouts on fire mitigation and fire planning. He said they would be handing out the information at the community market on Thursday. Councilor Leland said the commission had also submitted their budget request. Councilor Leland said that Fire Prevention Chief Orrin Moon would be attending the next CEC meeting because fire was an environmental issue, so that was CEC's focus.

Senior Programs – nothing to report.

RFTA – Mayor A Riddile said that Senator Cory Gardner had called him to let him know that RFTA had received a \$13 million dollar grant. Mayor A Riddile said that the exciting part was that RFTA had also received an FTA grant for \$11 million dollars, which meant they had \$24 million dollars to go towards expanding the maintenance facility in Glenwood Springs.

AGNC – nothing to report.

GCE – Councilor Leland said that GCE had a program called 'Reenergize' and GCE had a limited number of \$150.00 rebates on Home Energy Audits as well as a \$1,500.00 commercial rebate.

EAB – nothing to report.

Council Comments

Councilor Leland said that there was a new business in town: a sign maker called Cloud 9 Design. They will be opening an office and it will double-duty as a pet supply store.

The shop will be on Main Street and will open in November.

Councilor Leland said that the house next door to Hogback Pizza was now a Bed & Breakfast.

Councilor Leland said that Tapatios in the City Market Plaza was getting great reviews.

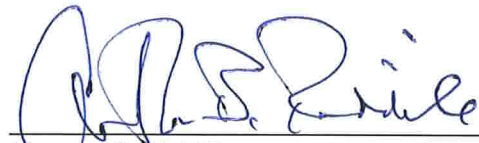
Councilor G Riddile shared a very rough draft of the new trails map. He said it was a bit blurry and some of the names were still being determined. Councilor G Riddile said that the network was essentially doubling. He also said that New Castle Trails was still working on trail building and working with private landowners. He said there would be more to come.

Mayor A Riddile said that the town clean up would be October 16 and 17.

Mayor A Riddile said that the Community Market would be on Thursday from 4:30 to 7:30 and he asked if the council members could be there because it was the only community market there would be.

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

Respectfully submitted,



Mayor A Riddile



Town Clerk Melody Harrison, CMC

