

**New Castle Town Council Regular Meeting
Tuesday, August 17, 2021, 7:00 PM**

This meeting was available virtually.

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

If you prefer 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 Hazelton Mayor A Riddile Councilor Copeland Councilor Leland Councilor G Riddile
Absent	Councilor Mariscal Councilor Owens

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

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

MOTION: Mayor A Riddile made a motion to excuse Councilor Mariscal's absence. Councilor Copeland 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 2021-1.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

Town Council Meeting
Tuesday, August 17, 2021

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 Honoring the Coal Ridge High School Girls Track Team

Mayor A Riddile said that the council was always glad to do proclamations for people who do wonderful things. He said they were all very proud of the Coal Ridge athletes and noted that there should already be several proclamations in the school's trophy case.

Mayor A Riddile read the proclamation into the record.

Mayor A Riddile asked the team members and coaches to introduce themselves and invited them to take part in the Burning Mountain Festival parade.

Administrator Reynolds took photographs of the team.

The council congratulated the team for their state win and thanked them for coming in.

Consider Ordinance TC 2021-6 - An Ordinance of the New Castle Town Council Amending the Municipal Code Regarding Membership of the Planning Commission (1st reading)

Town Planner Paul Smith told the council that the ordinance would add up to two alternate members to the commission and those alternates will sit in place of commissioners who were unavailable due to recusal, absence or other disqualification.

Planner Smith said that the purpose was to make certain that the commission could provide the most fair and appropriate consideration to an applicant. He noted that on occasion there were one or two members that were not in attendance, and the alternates would make a full commission of seven members.

The council and staff discussed the issue at length including of how alternate member seat would work and what the responsibilities of the alternates will be.

MOTION: Mayor A Riddile made a motion to approve Ordinance TC 2021-6, An Ordinance of the New Castle Town Council Amending the Municipal Code Regarding Membership of the Planning Commission on 1st reading. Councilor Copeland seconded the motion and it passed on a roll-call vote: Councilor Copeland: yes; Mayor A Riddile: yes; Councilor G Riddile: yes; Councilor Leland: yes; Councilor Hazelton: yes.

Consider Letters of Interest from Julie Martinez, Dara Marquardt and Tim Williams for Appointment to a Vacant Seat on the Planning & Zoning Commission

Mayor A Riddile greeted each applicant. The council spoke with each applicant regarding the open P&Z seat and their individual experience with land use and their feelings about growth for the town.

Mayor A Riddile told the applicants that the council had just passed an ordinance on first reading that will create two alternate seats on P&Z, but that there was only one seat currently available for appointment until alternate seats were available later in September. He invited the applicants to apply for an alternate seat.

The mayor called for a ballot process to select an applicant. Clerk Harrison collected the ballots and counted the votes: Dara Marquardt: 0; Tim Williams: 2; Julie Martinez: 3. The council thanked the applicants and invited them to apply for the open seat on the Climate and Environment Commission or the P&Z alternate seats.

Update from Garfield County Senior Programs Manager Judy Martin

Senior Programs Manager Judy Martin greeted the council. She said that the Town of New Castle had two people that sat on the senior programs board, Councilor Crystal Mariscal and Town Clerk Melody Harrison.

Manager Martin said that she enjoyed attending meetings with town council so she could update them on what was happening with Senior Programs, and to thank them for their support.

Manager Martin said that 2020 had been a challenge, but they had managed to continue to provide support programs for seniors through grab-and-go lunches and home delivery service but beginning September 1 they will be back to congregate meals. She said they had also been able to add fresh produce to the home delivery meals as well.

Manager Martin said that the Traveler had been in limited use because people were unable to leave their homes due to the pandemic, but that was slowly beginning to change, and people were venturing out.

Manager Martin said that they had begun teaching classes again, Tai Chi, and Cooking Matters and they hoped to begin In-Balance classes again soon but some of the restrictions were difficult to accommodate.

Manager Martin and the council discussed the cost of the Traveler and the concerns of the City of Rifle, which had conducted a study to determine the cost of the Traveler. The study showed that the Traveler was less expensive the privately contracting bus service and it also suggested that calculating hours and mileage as well as number of rides per city may be valuable. Manager Martin said she will be able to provide that information in the near future.

Manager Martin and the council discussed what the county and RFTA were doing to understand and redefine the Traveler costs.

The council thanked Manager Martin for her presentation and for doing a great job with Senior Programs.

Presentation: Colorado River Fire Rescue Fire Prevention Chief Orrin Moon

Colorado River Fire Rescue Fire (CRFR) Prevention Chief Orrin Moon greeted that council and introduced Fire Chief Leif Sackett.

Chief Moon said that Dan Nelson from Interagency was supposed to have attended the meeting but was not able to. Chief Moon said that Mr. Nelson put the presentation together.

Chief Moon gave a power point presentation that explained how agencies in the central region, that went from Frisco west to the state line, met weekly to determine fire concerns for that week. Those agencies included the BLM, Forest Service, county sheriffs' departments and fire departments.

Chief Moon's presentation described in detail the consistent, ongoing efforts of all the agencies to keep communities safe and to determine where problems may occur. Chief Moon also addressed other fire concerns such as fuel loading, evacuation routes, fire restriction determinations, fire preparedness levels and resources, equipment, and staffing of CRFR.

The council and fire department staff also discussed fire risks regarding open space and new development. Chief Moon stated that Rifle, Silt and New Castle were all considered urban interface areas because of the proximity of residential to undeveloped lands. He noted that the homes that burned in the Waldo Canyon Fire burned because of ember showers, not because the fire swept through the neighborhoods. Those embers came from the fuels that burned around the urban space. Chief Moon said that was also the danger in New Castle. Chief Moon said that the town had a subdivision plan coming in for consideration, adding more homes to that urban interface area. He felt it might be time to consider requiring ignition-resistant building materials on some of the homes on the exterior of the subdivision. He suggested a website called Firewise that listed suggestions for fire-resistive materials. Chief Moon said that Rifle and New Castle had begun the discussion of requiring fire-resistive materials, and Basalt and Pitkin County had adopted regulations requiring fire-resistive building materials for those home on the fringe or edges of subdivisions.

Chief Moon said that this was probably the first time they had done such a presentation at a town council meeting, and they were glad for the opportunity.

The council thanked Chief Moon and Chief Sackett.

Consider Ordinance TC 2021-5 - an Ordinance of the New Castle Town Council Amending Chapter 5.32 of the Municipal Code Concerning Tobacco Retailer Licenses (2nd reading)

Administrator Reynolds said that there had been no changes to the ordinance since first reading.

MOTION: Councilor Leland made a motion to approve Ordinance TC 2021-5, an Ordinance of the New Castle Town Council Amending Chapter 5.32 of the Municipal Code Concerning Tobacco Retailer Licenses on 2nd reading. Councilor Hazelton seconded the motion and it passed on a roll-call vote: Councilor G

Riddile: yes; Councilor Hazelton: yes; Councilor Copeland: yes; Mayor A Riddile: yes; Councilor Leland: yes.

Discussion: Federal Mineral Lease District Grant Agreement Amendment

Administrator Reynolds said that the reason the item was on the agenda as a discussion rather than an approval was because the FMLD board had approved it earlier in the day and the changes were received by the town early in the evening, too late for the item to be an approval for the evening. He said the intent was to share the amendment with council and then it will come back to council on September 7 on the consent agenda for approval.

Administrator Reynolds said that CDOT had an objection to the FMLD joint grant agreement because it had language in it that called for a 25-year guarantee of the facility which impeded CDOT's ability to expand their roadway if they needed to. He said he went to the LoVa board with CDOT, FMLD, and the Partners and engineers and discussed CDOT's objection to the language in the grant agreement. The FMLD board graciously offered to remove the 25-year obligation.

The amendment also extended the grant to December 31, 2022 providing an additional 14 months to complete the project as well as eliminating the 25-year ownership language. The council and Administrator Reynolds discussed the complications that had been encountered attempting to accommodate the CDOT restrictions in the right-of-way.

MOTION: Councilor Leland made a motion at 9:00 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 of 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. Councilor Hazelton 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 9:21 p.m. and the executive session has been concluded. The participants in the executive session were: Councilor Hazelton, Mayor A Riddile, Councilors Copeland, Leland and G Riddile and 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."

No concerns were stated.

MOTION: Mayor A Riddile made a motion to raise Treasurer Loni Burk's Salary to \$96,000.00 per year, beginning on September 1, 2021. Councilor Copeland seconded the motion and it passed unanimously.

Consent Agenda

July 20, 2021 minutes

Resolution TC 2021-11 - Adopting a Directory of Fees and Charges

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

Staff Reports

Town Administrator – Administrator Reynolds reminded the council that the retreat will be on Saturday, September 25. Administrator Reynolds said that he and Town Planner Paul Smith had met with Steve Craven who was asking how the land use processes had changed for the town. Mr. Craven apparently had a buyer for his property and was providing that buyer with information about how the land use processes worked in New Castle. The council and Administrator Reynolds briefly discussed potential development in New Castle and at what point more staffing may be necessary. Administrator Reynolds reminded the council that the police department had moved up the hiring timeline for a new officer from October 2021 to immediately, and they had a candidate in mind for that position. The candidate decided to take a position with the City of Rifle. Administrator Reynolds said that the world of officer recruitment was changing, and most towns sponsored candidates through the academy rather than recruiting them after they graduate. Administrator Reynolds said that there were a couple strategies that could be explored including recruiting nationally from officers who wanted to leave larger agencies or to find someone to put through the academy with a contract for reimbursement to the town should they wash out or refuse the job later. The other thing that could happen is that the candidate can pay for it themselves with the town reimbursing them later. The council and Administrator Reynolds discussed the options briefly. Administrator Reynolds said that he and Public Works Director John Wenzel and other PW staff were working with a resident on a storm water run-off issue on Faas Ranch Road. He said that he and Planner Smith were also working with a citizen regarding some concerns with a business in town making a lot of noise. He said there had also been some concern with the manner in which the police department had handled an issue at River Park Condominiums and he and the mayor had handled that with the HOA. Administrator Reynolds said that he and staff were working hard on everything parade and Burning Mountain Festival related.

Town Clerk – Clerk Harrison said that she had been working on more technology for council chambers. Clerk Harrison said that her office had issued their first private party alcohol permit for a rehearsal dinner in VIX Ranch Park. She said that the Chamber of Commerce will be applying for a private party permit for a business-after-hours event in September. Clerk Harrison said that her office was working hard on the beer garden for Burning Mountain Festival and were thinking to the future as well for the Chili Cook-Off and employee Christmas Party. Clerk Harrison reported that Administrative Assistant Remi

Town Council Meeting
Tuesday, August 17, 2021

Bordelon had completed her utility billing training and would be on her own doing billing in October. She said that Admin. Asst. Bordelon had also written herself an SOP guideline for utility billing. Clerk Harrison said that it was refreshing to have someone in the department that helped with redundancy and reliability which was something they had not had in the past. Clerk Harrison said that her office was beginning to consider the April 2022 election at which there will be four council seats up for reelection. She said that they were looking at changes in the law and tracking issues that were at the legislature. She said they will also be taking some election classes to refresh their knowledge. Clerk Harrison said they will begin creating the election calendar next month and that calendar began in December 2021. Clerk Harrison said that her staff had crafted a new virtual meeting notice at the top of the agenda that accounted for technology failures. She said that at the August 3 council meeting internet service was down, but because the meeting had been noticed as available virtually, staff was required to provide the virtual meeting option otherwise the meeting would have been cancelled. Clerk Harrison said she had been able to activate a Verizon Hot Spot and provide the virtual meeting. She said that the new virtual meeting notice will alleviate potential issues should there be an internet or power failure in the future.

Town Treasurer – Treasurer Burk said that it was hard to know what the rates would be each year for health insurance and that in 2021 it had increased 5.5%. For 2022, she reported that the increase will only be 2%. Treasurer Burk said she was busy with budgets, and that all the department heads had gotten their worksheets turned in.

Town Planner -

Public Works Director -

Commission Reports

Planning & Zoning Commission – nothing to report.

Historic Preservation Commission – nothing to report.

Climate and Environment Commission – Councilor Leland said they had gotten their fire prevention videotape done with Mayor A Riddile, Ed Mooney and Orrin Moon. He said it had gone very well.

Senior Program – nothing to report.

RFTA – Mayor A Riddile said that RFTA came up with a Youth Fare of \$1.00 for kids up to 19 years old.

AGNC – nothing to report.

GCE – nothing to report.

EAB – nothing to report.

Council Comments

Councilor Leland asked about the traffic jam on the bridge on Main Street. He said there had been a complaint about the town causing a traffic jam on the first day of school, and that Administrative Assistant Rochelle Firth had provided correct information to that person.

Councilor Leland said that it was obvious that Mr. Merrifield was interested in serving and they should utilize that.

Mayor A Riddile complimented Councilor Mariscal for the article in the newspaper.

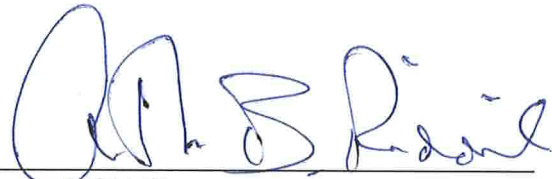
Mayor A Riddile told everyone that he had been bitten by a dog the week prior in River Park and he subsequently attended the River Park HOA meeting and advised them the incident had scared him to death and advised them to speak to their attorney about creating better rules.

Councilor Copeland said that maybe it would be a good idea to move the timeline up on implementing the leash law.

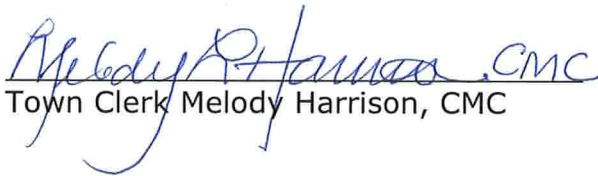
MOTION: Mayor A Riddile made a motion to adjourn. Councilor G Riddile seconded the motion and it passed unanimously.

The meeting adjourned at 9:56 p.m.

Respectfully submitted,



Mayor A Riddile



Town Clerk Melody Harrison, CMC

