

**New Castle Town Council Regular Meeting
Tuesday, November 15, 2022, 7:00 PM**

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Call to Order

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

Pledge of Allegiance

Roll Call

Present	Councilor Mariscal Councilor Carrey Councilor Hazelton Mayor A Riddile Councilor Copeland Councilor Leland Councilor G Riddile
Absent	None

Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody Harrison, Town Treasurer Loni Burk, Public Works Director John Wenzel, Town Planner Paul Smith, Interim Police Chief Chuck Burrows and members of the public.

Meeting Notice

Town Clerk Melody Harrison verified that her office gave notice of the meeting in accordance with Resolution TC 2022-1.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

Clerk Harrison said that staff wanted to remove the service agreement for the town prosecutor because the attorneys were still making some edits to the agreement. The council agreed.

Citizen Comments on Items not on the Agenda

There were no citizen comments.

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Consultant Reports

Consultant Attorney – not present.

Consultant Engineer – not present.

Items for Consideration

Oath of Office: New Castle Police Chief

Mayor A Riddile greeted Interim Police Chief Chuck Burrows and said it was an honor for him to be able to swear Chuck in as Chief. He also greeted the crowd and thanked everyone for attending the meeting. He said it was a great honor to have police chiefs and officers from the surrounding municipalities present and that it was a good indication of the collaboration between law enforcement agencies.

Mayor A Riddile asked that everyone introduce themselves. Administrator Reynolds also introduced Jessica Hernandez and Robin Miller, the two New Castle Police Clerks, and Melissa Burrows, Chief Burrows' wife. Administrator Reynolds briefly spoke to the audience about Interim Police Chief Chuck Burrows, and the process over the past months that was culminating in his swearing in. He noted that the interview process was an independent panel that consisted of two town council members, several human resource professionals, several fellow chiefs and members of the public.

Administrator Reynolds spoke of Mr. Burrow's qualifications and experience.

Mayor A Riddile swore Mr. Burrows in as Chief of Police.

Mrs. Burrows pinned chief emblems on Chief Burrows' uniform collar.

The council, staff and audience congratulated Chief Burrows.

Mayor A Riddile announced that for those who were interested, there was a reception for Chief Burrows being held immediately across the street in the Community Center.

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

MOTION: Councilor Hazelton made a motion to recess the town council meeting and to convene as the local liquor license authority. Councilor G Riddile seconded the motion and it passed unanimously

Consider Resolution TC 2022-27, A Resolution of the New Castle Town Council Approving an Application from Hacienda San Miguel, Inc. for a Hotel & Restaurant Liquor License

Clerk Harrison introduced Carolina Herrera and Salvador Corona, the applicants. She also introduced Sophia Clark who was an interpreter and would be interpreting on behalf of the applicants and town. Clerk Harrison asked the council to speak somewhat slowly so that Ms. Clark had time to interpret, and she also asked that they speak one person at a time. Clerk Harrison told the council that Deputy Town Clerk Remi Bordelon will present the application because she had been involved with the application since the beginning, and had written the staff report on the application.

Deputy Town Clerk Remi Bordelon greeted the council. She thanked Clerk Harrison for her leadership and training and for the opportunity to learn about liquor licensing because there were a lot of rules and it was very complicated.

Deputy Bordelon reviewed her staff report for the council.

MOTION: Mayor A Riddile made a motion to approve Resolution TC 2022-27, A Resolution of the New Castle Town Council Approving an Application from Hacienda San Miguel, Inc. for a Hotel & Restaurant Liquor License. Councilor Hazelton seconded the motion and it passed unanimously.

Consider a Special Events Liquor License Application from the Town of New Castle Special Events Office for the Chili Cook Off

Clerk Harrison told the council that the special events staff was unable to attend the meeting. She said that the application was for the Chili Cook-Off and Mac & Cheese Competition event that will be held in Burning Mountain Park on December 2, 2022. Clerk Harrison said that staff will be in charge of the beer tent whose location had yet to be determined. Clerk Harrison said the whole park was licensed, but with the removal of the fencing in the park, the special events staff had not decided what exactly the set up would be which included the specific location of the beer tent

MOTION: Councilor Copeland made a motion to approve the Special Events Liquor License Application from the Town of New Castle Special Events Office for the Chili Cook Off. Councilor Carey seconded the motion and it passed unanimously.

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

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

Consider Resolution TC 2022-28 - a Resolution of the New Castle Town Council Approving an Update to the Public Works Manual

Administrator Reynolds told the council that the updates to the public works manual were exciting for the staff and that Public Works Director John Wenzel, Town Planner Paul Smith, Assistant Town Attorney Haley Carmer and Town Engineer Jeff Simonson had been working for months on the changes.

Public Works Director John Wenzel greeted the council. He said the manual had not been updated in many years and said that there was a lot of work to be done on it. He noted that they had focused on the streets design section first because it was the most important with all the upcoming development. Director Wenzel said that the manual had not been updated since 1998 and thus had not kept up with modern street design standards and that there were a lot of inconsistencies between the manual and the municipal code.

Director Wenzel and Planner Smith reviewed some of the changes that were being proposed for the public works manual.

The council and staff discussed a number of details and edits.

MOTION: Councilor Leland made a motion to approve Resolution TC 2022-28, a Resolution of the New Castle Town Council Approving an Update to the Public Works Manual with minor edits as noted. Councilor Mariscal seconded the motion and it passed unanimously.

Consider Ordinance TC 2022-12, An Ordinance of the New Castle Town Council Amending Chapters 16.04 and 16.28 of the Town Municipal Code Concerning Street and Other Design Standards (1st reading)

Administrator Reynolds told the council that the ordinance will change the municipal code by removing any street design standards from the code and referencing the public works manual for those standards, eliminating any contradictions in the information.

MOTION: Councilor Leland made a motion to approve Ordinance TC 2022-12, An Ordinance of the New Castle Town Council Amending Chapters 16.04 and 16.28 of the Town Municipal Code Concerning Street and Other Design Standards on 1st reading. Councilor Carey seconded the motion and it passed on a roll-call vote: Mayor A Riddile: yes; Councilor Leland: yes; Councilor Carey: yes; Councilor G Riddile: yes; Councilor Copeland: yes; Councilor Mariscal: yes; Councilor Hazelton: yes.

Mayor A Riddile told the council that Director Wenzel had been with the town for fifteen years. He presented Director Wenzel with a crystal plaque commemorating his service to the Town of New Castle and thanked him for his hard work and dedication.

~~**Consider a Motion to Approve a Service Agreement for Town Prosecutor**~~
~~**Councilor made a motion to approve the Service Agreement for the Town Prosecutor.**~~ Item was removed from the agenda.

Consent Agenda

New Castle Liquors Retail Liquor Store Renewal Application

New Castle Liquors Tastings Permit Renewal

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

Staff Reports

Town Administrator – Administrator Reynolds said that unfortunately there had been a couple unfortunate events take place. He said that a local resident and employee of the library was killed by a train. Administrator Reynolds said that the town sent condolences to the library. Administrator Reynolds said that he had met with the family who had a rock fall through their home, and building had done inspections on the home and it ended much better than expected. Administrator Reynolds said that Rolling Fork Food Truck had reached out wanting to know if they could have some time on Main Street throughout the winter. He asked the council if staff should bring Rolling Fork to council to have a discussion. The council agreed they would like to hear from Rolling fork Food Truck. Administrator Reynolds said that staff had created something of a permitting process a few years ago. Clerk Harrison explained the permitting process that she and former Administrator Tom Baker had come up with utilizing the recreational special event application. Administrator Reynolds said that the town was still involved in the 'Meet-Me-In-The-Middle' grant for the LoVa Trail project. He said the town was the fiscal agent for that joint grant, and two bids had come in for that project. He said that 1.2 million dollars were dedicated for that project and the bids came in at 1.4 million and 2 million. He said the engineers in Glenwood Springs were researching the 1.4 million dollar bid to determine if the project could be performed for that amount. Administrator Reynolds said

that Jeanne Golay had found a private donor who had given \$300K which then was in excess of the 1.4 million bid. He said Ms. Golay was going to go to RFTA and try to get some more funding so there was enough for contingency. He said that LoVa was still alive, and the town was involved. Administrator Reynolds said that the tree lighting ceremony and chili cook-off and Mac and cheese competition would be on Friday December 2. Administrator Reynolds said that he and Councilors Leland and Mariscal had been working on a Spanish translation for the newsletter. He said that Colorado Mountain College had a job posting for a translator for their staff and the job had been posted for eight months and still could not fill the position. He said that there was not enough time for the police clerk Jessica Hernandez to do it because it took a lot of work. Administrator Reynolds told the council that the police department kept copies of the public works on-call schedule, so in the event of some emergency, if a council member received a call from a citizen about a water line break or whatever, they could call 911. Administrator Reynolds said that he had spoken with an attorney from Grand Junction who was settling an estate and that estate had 24 shares of senior water rights on the Ware and Hines Ditch. He said that as staff learned more about it, he will update the council. Administrator Reynolds said that the town ice rink started being assembled by the parks department today. Administrator Reynolds said there was an annual Chamber of Commerce meeting on Thursday evening, which was something required by their bylaws, and a certain attendance of members was required. He said that he wanted to attend the meeting, but he was not available and said that if anyone on council wanted to attend that would be great. Administrator Reynolds said that the detox center MOU had been signed by all the entities, and an initial meeting will be held the next afternoon to kick off the project. Administrator Reynolds said that he will be out of town on Thursday and Friday but would be available by phone. Administrator Reynolds told the council that it was unfortunate but one of the officers had been dismissed earlier in the day, and if anyone on council needed more detail, they could contact him directly. He said that they had tried to work with the officer for some time, but it did not work out.

Town Clerk – Clerk Harrison said that the town had received a request from Garfield County Senior Programs to identify the town representative for 2023. She said that she currently sat on that board and was happy to continue unless someone else wanted to. The council told Clerk Harrison she could continue on the board if she wished. Clerk Harrison thanked the council and said she enjoyed the assignment. Clerk Harrison said she had received the FMLD grant agreements, completed all the necessary portions of those agreements and they had been returned to the FMLD. Clerk Harrison said that she and others had noticed that the town hall phone number comes up in a number of unusual ways on caller ID and she said that because she administered the phone system, she will look into whether the name on caller ID could be changed. Clerk Harrison said that she had applied for a seat on the Colorado Municipal Clerk's Association Liquor Enforcement Committee and hoped to be selected for the seat. Clerk Harrison told the council that the legislature was considering a review of the election code and Colorado clerks had a window of opportunity to offer input for changes or updates to the election statutes. Clerk Harrison said that the public notices for the budget adoption had gone to the newspaper. Clerk Harrison said that her office had been working on end of year and gearing up for 2023, and she had already sent out the 2023 tobacco license renewals. Clerk Harrison said that the 2023 meetings and holidays calendar should be complete and that she will send it out the following week. Clerk Harrison said that she wanted to brag and told the council that her daughter had been hired to do a coal miner themed mural for the Ore House.

Town Treasurer – Treasurer Burk said that she had been wrapping up insurance policies and quotes for 2023. Treasurer Burk said she will bring the final budget to the next council meeting for the council's consideration. Treasurer Burk said she was also busy with year-end preparations.

Town Planner – Planner Smith said that he and Assistant Planner Lauren Prentice had been very busy with inspections because they had 32 open permits which was a lot of inspections. Planner Smith said there were four more that were getting close to approval. Mayor A Riddile asked what was going on with Colombo. Planner Smith said that they were installing the retaining wall for the eight units on the back of the property and they will also be putting in the road and cul-de-sac once the retaining wall was done. He said he also expected another seven permit from the Colombo project.

Public Works Director – Director Wenzel said that they had recently completed the Bio-solids drying facility. Director Wenzel said they had a water line break on the 105 overpass, which was quite involved because they had to work with CDOT. Director Wenzel said that they had a number of facility tours scheduled. Director Wenzel said that his department had recently gone through CDOT flagger certification training. Director Wenzel said that they were prepping their snow removal equipment. Director Wenzel said that the recreation department had been going strong with slam league basketball program.

Director Wenzel said they had completed some in-house tree removal work and were expecting a contracted service to come out to remove some larger trees for the town. Mayor A Riddile asked who was responsible for the pump house issue that flooded two units in River Park. Director Wenzel said that the same thing had happened some years ago and he said public works felt they had done everything they could to prevent that from happening again, including additional alarms, a warning light on the outside of the building, but something they did not anticipate happened: the level sensor malfunctioned and it is an electronic device and it said that there was a negative feed in the tank, which is not possible. He said that the level sensor controls the pumps, turning them on and off. The level sensor thought there was a negative capacity and never turned on the pumps. Director Wenzel said they were doing a number of new things to that system. They are installing a new alarm. They knew the pumps should run about every hour and the new alarm will call if the pumps do not run for more than an hour. Director Wenzel said the alarm will also call if there is a malfunction with the sensor.

Mayor A Riddile asked who will pay for the cleanup. Director Wenzel said that he thought the town would be paying for it. Director Wenzel said that he did not know the costs of the clean up yet, but if it was a lot, they will likely submit a claim to insurance.

Commission Reports

Planning & Zoning Commission – nothing to report.

Historic Preservation Commission – nothing to report.

Climate and Environment Commission – nothing to report.

Senior Program – nothing to report.

RFTA – Mayor A Riddile said that at the RFTA meeting they talked about how the Hogback ridership was up. They also talked about the budget, and the idea of contactless payment options.

AGNC – nothing to report.

GCE – nothing to report.

EAB – nothing to report.

Council Comments

Councilor Mariscal commented that Deputy Bordelon had done a good job.

Councilor Carey said that the funeral for Lisa Detweiler would be the following evening if anyone wanted to attend.

Councilor Carey said that the bear meeting was also the following evening.

Councilor Carey said that she will be at the effective governance conference and will miss the chili and mac and cheese cook off.

Councilor Leland said that there was no news regarding the compostable bags at City Market. Director Wenzel commented that there was a significant difference between biodegradable and compostable. He said that compostable bags had to go through a composter to actually compost, and if they were just thrown in the landfill, they would not degrade.

Councilor Copeland asked if she could tour the new biosolids facility and Director Wenzel said absolutely.

Mayor A Riddile said that the New Castle Chamber of Commerce meeting will be on Thursday at 6:30 p.m.

Mayor A Riddile told the council that the town Christmas party will be on December 20.

Mayor A Riddile said that he had heard a third-hand story about kids throwing rocks off the pedestrian bridge onto the highway.

Mayor A Riddile said that finally the CMC banner with Officer Rubio's photo had arrived.

MOTION: Councilor Carey made a motion to adjourn. Councilor Mariscal seconded the motion and it passed unanimously.

The meeting adjourned at 8:33 p.m.

Respectfully submitted,


Mayor Art Riddile


Town Clerk Melody Harrison, CMC

