Town of New Castle
450 W Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Agenda
New Castle Town Council 7.21.2026
July 21, 2026 at 7:00 PM

Virtual Meetings are subject to internet and technical capabilities.

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

Follow the prompts as directed. Be sure to set your phone to mute until called on

Call to Order

Pledge of Allegiance

Roll Call

Meeting Notice

Conflicts of Interest

Agenda Changes

Citizen Comments on Items not on the Agenda
Comments are limited to three minutes

Consultant Reports
Consultant Attorney
Consultant Engineer

Items for Consideration

A. **Consider Ordinance TC2026-6 - Renewal of Comcast's Cable Television System Permit (2nd reading)**

B. **Presentation – Department of Local Affairs (DOLA) Orientation and Updates**

Consent Agenda
Items on the consent agenda are routine and non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed from the consent agenda.

C. Liquor License renewal – CRS Frens, LLC dba: New Castle Liquors

D. CRS Frens, LLC dba: New Castle Liquors Tasting License Application

Minutes

E. Minutes from 07/07/26

Staff Reports
Town Administrator
Town Clerk
Town Treasurer
Town Planner
Public Works Director

Commission Reports
Planning & Zoning Commission
Historic Preservation Commission
Climate and Environment Commission
Senior Program
RFTA
AGNC
GCE
EAB
POSTR

Items for Future Council Agenda

Council Comments

Adjourn

Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Memorandum

To: Mayor & Council

From: David Reynolds

Re: Agenda Item: Consider Ordinance TC 2026-6 Comcast Franchise Agreement

Date: 07/21/2026

Purpose:

The purpose of this agenda item is to consider Ordinance TC 2026-6**,** approving an updated Comcast Franchise Agreement on second reading.

At its regular meeting on July 7, 2026, the Town Council reviewed and approved the proposed Franchise Agreement on first reading. No changes to the agreement were requested or recommended during that meeting. Accordingly, the agreement returns for second reading in the same form as previously approved.

The Town's existing Franchise Agreement with Comcast was originally executed in 2003. While it has served the Town well, the agreement is now due for renewal to reflect current operational needs and applicable legal and regulatory requirements.

The attached Franchise Agreement renews the Town's cable television franchise with Comcast for a five-year term. The agreement authorizes Comcast to continue operating within the Town's rights-of-way, establishes a franchise fee equal to five percent (5%) of gross cable service revenues, preserves the Town's audit rights, and requires compliance with all applicable federal, state, and local laws and regulations. Overall, the agreement maintains the Town's existing franchise relationship while updating its provisions to align with current legal and regulatory standards.

TOWN OF NEW CASTLE, COLORADO
ORDINANCE NO. TC 2026-06

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO REGARDING THE RENEWAL OF COMCAST'S CABLE TELEVISION SYSTEM PERMIT

WHEREAS, the Town of New Castle, Colorado ("Town") is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Home Rule Charter of the Town of New Castle Adopted January 12, 1999, as amended ("Charter"); and

WHEREAS, Article X of the Charter grants the Town Council the authority to grant and renew a franchise within the Town and requires that any renewal of a franchise be approved by ordinance; and

WHEREAS, Comcast of California/Colorado/Florida/Oregon, Inc. ("Comcast), held a Cable Television System Permit ("Permit") with the Town, which was executed on August 5, 2003; and

WHEREAS, Comcast has submitted an informal request to renew the Permit for a five-year term through [five years from effective date]; and

WHEREAS, the Town Council has reviewed the request pursuant to Section 15.16.200 of the New Castle Municipal Code; and

WHEREAS, the Town Council hereby approves a renewal of the Permit as follows.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO:

1. Recitals. The foregoing recitals are incorporated herein as findings and determinations of the Town Council.

2. Extension of Permit. The Town Council hereby renews the Permit for an additional 5 years, through [five years from effective date]. The Town Council also hereby approves the Cable Television Franchise Agreement, attached hereto as **Exhibit 1**, subject to minor edits made by Town staff.

5. Effective Date. This Ordinance shall become effective fourteen (14) days after final passage and publication pursuant to Section 19(b) of the Charter.

INTRODUCED on July 7, 2026, at which time copies were available to the Town Council and to those persons in attendance at the meeting, read by title, passed on first reading, and ordered published as required by the Charter.

TOWN OF NEW CASTLE, COLORADO

By: ______________________________
Mayor

ATTEST:

____
City Clerk

INTRODUCED a second time at a meeting of the Town Council on July 21, 2026, read by title and number, passed, approved, and ordered published as required by the Charter.

TOWN OF NEW CASTLE, COLORADO

By: ______________________________
Mayor

ATTEST:

____
City Clerk

Exhibit 1

CABLE TELEVISION FRANCHISE AGREEMENT

BY AND BETWEEN THE

The Town of New Castle, Colorado

AND

Comcast of California/Colorado/Florida/Oregon, Inc.

THIS FRANCHISE AGREEMENT (hereinafter, the "Agreement" or "Franchise Agreement") is made between The Town of New Castle, Colorado (hereinafter, the "Town"), and Colorado municipal corporation and Comcast of California/Colorado/Florida/Oregon, Inc. (hereinafter, "Grantee"), this ____ day of_________, 2026 (the "Effective Date").

The Town, having determined that the financial, legal and technical abilities of the Grantee are reasonably sufficient to provide the services, facilities, and equipment necessary to meet the future cable-related needs of the Town, desires to enter into this Franchise Agreement with the Grantee for the construction, operation and maintenance of a Cable System on the terms and conditions set forth herein.

This Agreement is entered into by and between the parties under the authority and shall be governed by the Cable Communications Policy Act of 1984, as amended from time to time, 47 U.S.C. Sections 521 *et seq,* and the Colorado revised statutes, as amended from time to time; provided that any provisions of the Colorado revised statutes that are inconsistent with Cable Act shall be deemed to be preempted and superseded.

Article I – Franchise Hereby Granted

a. The Town hereby agrees to permit the Grantee to construct, operate and maintain a cable system in the Town subject to the terms and provisions of the Town generally applicable ordinances governing the streets and rights of way of the Town.

b. The Town hereby agrees that, provided the Grantee is in compliance with all generally applicable Town codes and ordinances, this Franchise Agreement shall be effective for a period of five (5) years from and after the Effective Date.

Article II – Operations within the Town's Rights of Way

a. The Grantee hereby agrees to occupy the rights of way in accordance with the terms and provisions of Colorado State law and the Town's generally applicable ordinances governing the streets and rights of way of the Town including, but not limited to, the provisions of the Town Municipal Code, Construction Of Facilities On The Rights of Way, as currently in effect and as may be subsequently amended.

b. The Grantee shall at all times maintain insurance and shall provide the Town with certificates of insurance in accordance with the provisions of the Town Municipal Code, Construction of Facilities On the Rights of Way, as currently in effect and as may be subsequently amended. Said certificates of insurance shall name the Town and its elected and appointed officers, officials, agents and employees as an additional insured.

Article III – Franchise Fee

a. The Grantee shall pay a franchise fee to the Town for the privilege of operating in the Town's rights of way in a manner consistent with the provisions of the Cable Communications Policy Act of 1984, as now in effect and as may be subsequently amended from time to time. The franchise fee shall be in an amount equal to five percent (5%) of annual Gross Revenues received from the operation of the cable system to provide cable service in the Town, and shall be made on a quarterly basis, and shall be due forty-five (45) days after the close of each calendar quarter. If mailed, the Franchise Fee shall be considered paid on the date it is postmarked. The Town hereby agrees that the total franchise fee, as interpreted under the Cable Communications Policy Act of 1984, shall not exceed the greater of the percentage of fees any other video service provider, under state authorization or otherwise, providing service in the Franchise Area pays to the Town.

b. As used in this agreement, gross revenue means the cable service revenue derived by the Grantee from the operation of the cable system in the Town's right of Way to provide cable services, calculated in accordance with generally accepted accounting principles. Gross revenues shall also include such revenue sources from the provision of cable service as may now exist or hereafter develop from or in connection with the operation of the cable system within the Town, provided that such revenues, fees, receipts, or charges may lawfully be included in the gross revenue base for purposes of computing the Town's permissible franchise fee under the Cable Communications Policy Act of 1984, as may be amended from time to time.

Article IV – Franchise Fees Subject to Audit

a. Upon reasonable prior written notice, the Franchising Authority shall have the right to inspect the Grantee's financial records used to calculate the Franchising Authority's franchise fees; provided, however, that any such inspection shall take place within two (2) years from the date the Franchising Authority receives such payment, after which period any such payment shall be considered final.

b. Upon the completion of any such audit by the Franchising Authority, the Franchising Authority shall provide to the Grantee a final report setting forth the Franchising Authority's findings in detail, including any and all substantiating documentation. In the event of an alleged underpayment, the Grantee shall have thirty (30) days from the receipt of the report to provide the Franchising Authority with a written response agreeing to or refuting the results of the audit, including any substantiating documentation. Based on these reports and responses, the parties shall enter into discussions related to agreement upon a Final Settlement Amount. For purposes of this Section, the term Final Settlement Amount(s) shall mean the agreed upon underpayment, if any, to the Franchising Authority by the Grantee as a result of any such audit. If the parties cannot agree on a Final Settlement Amount, the parties shall submit the dispute to a mutually agreed upon mediator within sixty (60) days of reaching an impasse. If an agreement is not reached at mediation, either party may bring an action to have the disputed amount determined by a court of law.

c. Any Final Settlement Amount(s) due to the Franchising Authority as a result of such audit shall be paid to the Franchising Authority by the Grantee within sixty (60) days from the date the parties agree upon the Final Settlement Amount. Once the parties agree upon a Final Settlement Amount and such amount is paid by the Grantee, the Franchising Authority shall have no further rights to audit or challenge the payment for that period. The Franchising Authority shall bear the expense of its audit of the Grantee's books and records.

d. Any Franchise Fee payment due to the Franchising Authority as a result of the Franchise Fee review shall be paid to the Franchising Authority by Grantee within forty-five (45) days from the date the Franchising Authority notifies Grantee of its final determination, or if the matter is submitted to mediation or litigation, within forty-five (45) days from the final disposition of such action. If the Franchise Fee review shows that Franchise Fees have been underpaid, then Grantee shall pay the underpaid amount plus interest from the due date equal to the then-current prime rate of interest as published in *The Wall Street Journal* on the underpayment amount. If Franchise Fees have been underpaid by five percent (5%) or more, then Grantee shall also pay up to three thousand dollars ($3,000) of documented out-of-pocket costs of the Franchise Fee review. Any entity employed by the Franchising Authority that performs an audit or franchise fee review shall not be permitted to be compensated on a success-based formula, e.g. payment based upon underpayment of fees, if any.

e. Technical Standards. The Grantee shall comply with all applicable technical standards of the FCC.

f. File for Public Inspection. Throughout the term of this Franchise Agreement, the Grantee shall maintain for public inspection during normal business hours, those documents required pursuant to the FCC's rules and regulations.

g. Proprietary Information. Grantee shall not be required to disclose information which it reasonably deems to be proprietary or confidential in nature, provided it specifically identifies such information at the time of submission and states the legal basis for confidentiality. The Franchising Authority agrees to treat any information disclosed by the Grantee as confidential and only to disclose it to those employees, representatives, and agents of the Franchising Authority that have a need to know in order to enforce this Franchise Agreement and who agree, through the execution of a Non-Disclosure Agreement, to maintain the confidentiality of all such information. The Grantee shall not be required to provide Customer information in violation of Section 631 of the Cable Act or any other applicable federal or state privacy law. For purposes of this Section, the terms "proprietary or confidential" include, but are not limited to, information relating to the Cable System design, customer lists, marketing plans, financial information unrelated to the calculation of franchise fees or rates pursuant to FCC rules, or other information that is reasonably determined by the

Grantee to be competitively sensitive. Grantee may make proprietary or confidential information available for inspection, but not copying or removal of information by the Franchising Authority's representative. In the event that the Franchising Authority has in its possession and receives a request under a state "sunshine," public records, or similar law for the disclosure of information the Grantee has designated as confidential, trade secret or proprietary, the Franchising Authority shall notify Grantee of such request and cooperate with Grantee in opposing such request

Article V – Customer Service Standards

Customer Service Obligations. The Town and Grantee acknowledge that the customer service standards and customer privacy protections are set forth in the MUNICIPAL CODE and enforcement provisions are included in the MUNICIPAL CODE. Enforcement of such requirements and standards and the penalties for non-compliance with such standards shall be consistent with that Act.

IN WITNESS WHEREOF, this Franchise Agreement has been executed by the duly authorized representatives of the parties as set forth below, as of the date set forth below:

For The Town of New Castle, Colorado	**For Comcast of California/Colorado/Florida/Oregon, Inc.**
Signed: ______________________________	Signed: ____________________________
Name: ______________________________	Name: ____________________________
Title: ______________________________	Title: ____________________________
Date: ______________________________	Date: ____________________________

Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Memorandum

To: Mayor & Council

From: David Reynolds

Re: Agenda Item: Department of Local Affairs Council Orientation and Updates

Date: 07/21/2026

Purpose:

The purpose of this agenda item is to allow time for a presentation and updates from Dana Hlavac, the Northwest Regional Manager for the Department of Local Affairs.

The Colorado Department of Local Affairs (DOLA) Regional Manager serves as the State's primary liaison and advisor to local governments, providing guidance on governance, strategic planning, community development, and organizational management. They help communities identify and secure grant funding, connect local governments with state and federal resources, facilitate planning and Council retreats, and provide technical assistance on a wide range of municipal issues. Acting as a trusted partner, Regional Managers help communities navigate challenges, advance local priorities, and strengthen relationships with other governmental agencies.

Dana will present a Town Council orientation session that will include topics such as: Roles & Responsibilities (governance vs. daily management), Legal & Ethical Duties (open meeting laws and conflict of interest), Municipal Finance (budgeting and taxation), and Meeting Procedures (agendas and parliamentary rules), Communications & Crisis Management.

Dana will also provide an update on DOLA’s current state-of-affairs, programs, grant opportunities, and tools available for municipal use.

DR 8400 (05/05/25)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Submit to Local Licensing Authority

NEW CASTLE LIQUORS
820 CASTLE VALLEY BOULEVARD
NEW CASTLE CO 81647

Fees Due	
Annual Renewal Application Fee	$
Renewal Fee	477.50
Storage Permit $100 X ______	$
Sidewalk Service Area $75.00	$
Additional Optional Premise Hotel & Restaurant $100 X ______	$
Related Facility - Campus Liquor Complex $160.00 per facility	$
Amount Due/Paid	$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one- time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☐ Paid by check
☐ Paid Online

Uploaded to MoveIt on Date

Licensee Name
CRS FRENS LLC

Doing Business As Name (DBA)
NEW CASTLE LIQUORS

Liquor License Number	License Type
03-21876	Retail Liquor Store (city)

Sales Tax License Number	Expiration Date	Due Date
96358538-0000	09/23/2026	08/09/2026

Business Address

Street Address	Phone Number
820 CASTLE VALLEY BOULEVARD	9709843707

City, State, ZIP Code
NEW CASTLE CO 81647

Mailing Address

Street Address
820 CASTLE VALLEY BOULEVARD

City, State, ZIP Code
NEW CASTLE CO 81647

Email
[redacted]

Operating Manager	Date of Birth
Rajesh Rangitkar	[redacted]

Home Address

Street Address	Phone Number
[redacted]	[redacted]

City	State	ZIP Code
New Castle	CO	81647

1. Do you have legal possession of the premises at the street address? ☒ Yes ○ No

Are the premises owned or rented? ○ Owned ☒ Rented*

*If rented, expiration date of lease

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? ○ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit? ☒ Yes ○ No

(**Note:** must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) If selecting 'Yes', an additional $11.00 is required to renew the permit.

If so, which are you renewing? ○ Delivery ○ Takeout ☒ Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? ○ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ○ Yes ☒ No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? ○ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? ○ Yes ☒ No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? ○ Yes ☒ No

If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? ○ Yes ☒ No

If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Rajesh M Ranjitkar

Title

Chairman

Signature

Ranjitkar

Date (MM/DD/YY)

06/16/26

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I, Rajesh M Ranjitkar

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

New Castle Liquors

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

New Castle Liquors

Social Security Number/Tax Identification Number	Home Phone Number	Business/Work Phone Number
		970-984-3707

Street Address

820 Castle Valley Blvd #104

City	State	ZIP Code
New Castle	CO	81647

Printed name of person signing on behalf of the Applicant/Licensee

Rajesh M Ranjitkar

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)	Date Signed
R Ranjitkar	06/16/2026

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

Town of New Castle
PO Box 90
450 West Main Street
New Castle, CO 81647
970-984-2311
Fax: 970-984-2716
www.newcastlecolorado.org

ALCOHOL BEVERAGE TASTING PERMIT APPLICATION

Applicant Name: Rajesh Ranjitkar	
Address of Licensed Premises (must be Retail Liquor Store or Liquor-Licensed Drugstore): 820 Castle Valley Blvd Ste#104 New Castle, CO 81647	
Mailing Address: 820 Castle Valley Blvd Ste#104, New Castle	
Phone Number: 970-984-3707	Fax Number:
E-Mail Address: [redacted]	Web Site Address: newcastleliquors.com

Attach the following items:

- [x] Employees' certificates of completion of a server training program that meets the standards established by the Colorado Department of Revenue Liquor Enforcement Division.
- [ ] A written Control Plan to establish how the Licensee will conduct tastings without violating the provisions of the Colorado Revised Statutes and applicable provisions of the New Castle Municipal Code.
- [ ] A list of tasting event dates. If unsure of future dates, submit list to Town Clerk's Office at least one week prior to the event.
- [x] $25 permit fee. This fee is nonrefundable. If Council grants this permit, this fee would pay for a permit for one year running and expiring concurrently with the license of the retail liquor store or liquor-licensed drugstore. First-year tastings permits shall be prorated as to the permit fee based on an average of two (2) tastings events per week.

I acknowledge that if the Town grants this permit, the alcohol beverage tastings conducted under this permit shall be subject to the following limitations:

- Tastings shall be conducted only by a person who has completed a server training program that meets the standards established by the Colorado Department of Revenue Liquor Enforcement Division, and who is either a retail liquor store licensee or a liquor-licensed drugstore licensee, or an employee of a licensee, and only on a licensee's licensed premises.
- The alcohol used in tastings shall be purchased through a licensed wholesaler, licensed brew pub, or winery licensed pursuant to Colorado Revised Statute 12-47-403 at a cost that is not less than the laid-in cost of such alcohol.
- The size of an individual alcohol sample shall not exceed one ounce of malt or vinous liquor or one-half of one ounce of spirituous liquor.
- Tastings shall not exceed a total of five hours in duration per day, which need not be consecutive.

• Tastings shall be conducted only during the operating hours in which the licensee on whose premises the tastings occur is permitted to sell alcohol beverages, and in no case earlier than 11 a.m. or later than 7 p.m.
• The licensee shall prohibit patrons from leaving the licensed premises with an unconsumed sample.
• The licensee shall promptly remove all open and unconsumed alcohol beverage samples from the licensed premises or shall destroy the samples immediately following the completion of the tasting.
• The licensee shall not serve a person who is under twenty-one years of age or who is visibly intoxicated.
• The licensee shall not serve more than four individual samples to a patron during a tasting.
• Alcohol samples shall be provided in open containers and shall be provided to a patron free of charge.
• Tastings may occur on no more than four of the six days from a Monday to the following Saturday, not to exceed one hundred four days per year.
• No manufacturer of spirituous or vinous liquors shall induce a licensee through free goods or financial or in-kind assistance to favor the manufacturer's products being sampled at a tasting. The licensee shall bear the financial and all other responsibility for a tasting.
• The licensee shall notify the Town Clerk and the New Castle Police Department at least seven days prior to any alcohol beverage tasting event.

07/OCT 26

Applicant Signature Date

Local Licensing Authority for:	Date:
Signature:	Title:
Signature (attest)	Title:

New Castle Town Council Regular Meeting
Tuesday, July 7, 2026, 7:00 PM

Call to Order
Mayor Art Riddile called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Mayor Hazelton asked for a moment of silence for the anniversary of the Storm King Fire where 14 firefighters lost their lives, 50th anniversary of the Battlement Creek Fire and most recently the three firefighters Emily Barker, Mick Hucherson and Syndey Waston last their lives in the Snyder Fire.

Roll Call

Councilor Mariscal
Councilor Carey
Mayor Hazelton
Councilor Copeland
Councilor Sampley (ZOOM)

Absent
Councilor Leifeld
Councilor G Riddile

Also present at the meeting were Town Clerk Mindy Andis, Administrator Dave Reynolds, Town Planner Paul Smith and members of the public.

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

Meeting Notice
Clerk Andis verified that her office gave notice of the meeting in accordance with Resolution TC 2026-1.

Conflicts of Interest
There were no conflicts of interest

Agenda Changes
There were no agenda changes

Citizen Comments on Items not on the Agenda
Art Riddile New Castle resident, explained First Baptist Church on 7th Street has partnered with Food Bank of the Rockies to start a food bank. The food bank is at the church on the second and fourth Fridays of each month from 1:00pm – 3:00pm. He said everyone is invited to get a box of food. There are no requirements.

DRAFT

Consultant Reports

Consultant Attorney –present for agenda items

Consultant Engineer – not present

Items for Consideration

Proclamation Recognizing July as Parks and Recreation Month

Administrator Reynolds introduced Parks Manager Devon Fruetel and Athletics and Activities Coordinator Alan Behena to the council. Mr. Fruetel and Mr. Behena introduced themselves and gave some of their background to the council. The council welcomed Mr. Fruetel and Mr. Behena.

Mayor Hazelton read the proclamation into the record.

Consider Ordinance TC2026-6 - Renewal of Comcast's Cable Television System Permit (1st reading)

Josh Miller Executive Director of Government and Community Affairs, said he and Administrator Reynolds had discovered the existing agreement that had been in place actually expired several years ago. Mr. Miller said for the sake of both Comcast and the Town of New Castle to have a current agreement versus a month-to-month agreement. He said the agreement was to allow Comcast to operate and to deliver broadband and cable services to town residents in the town's Right-of-Way. Mr. Miller said the agreement allows the town to collect a franchise fee that's 5% gross on sales which amounts to about $6,500 to $7,000 a quarter. He said the original franchise agreement started in 2003 and expired in 2013 and has been a month to month since.

Administrator Reynolds said there is a stipulation in the agreement that would allow for the town treasurer to ask for an audit if the town treasurer doesn't agree with the amount.

Assistant Town Attorney Kat Sommers said this is a standard ordinance for a renewal.

Administrator Reynolds said the agreement is for five years.

MOTION: Councilor Carey made a motion to approve Ordinance TC2026-6 – Renewal of Comcast's Cable Television System Permit (1st reading). Councilor Mariscal seconded the motion, and it passed unanimously on a roll call vote. Councilor Mariscal: yes; Councilor Sampley: yes; Councilor Carey: yes; Mayor Hazelton: yes; Councilor Copeland: yes.

Consider Ordinance TC2026-5 – Amending Chapter 15.25 of the New Castle Municipal Code with the Adoption of the 2025 Edition of the Colorado Wildfire Resiliency Code with Amendments (2nd reading)

Administrator Reynolds said there were no changes between first and second reading.

Planner Smith said in 2023 council had adopted the Wildland Urban Interface Code (WUI).

Planner Smith said both codes are equivalent with a couple of changes. One being some

DRAFT

changes to existing structures would be affected moving forward. The second is adopting a higher level of hazard per the recommendation from the fire marshal.

Mayor Hazelton said on the first reading of the ordinance the vote was 6 to 1.

Administrator Reynolds said was had met with Councilor Leifeld and explained the ordinance and he believes Councilor Leifeld is comfortable with the ordinance.

MOTION: Councilor Marical made a motion to approve Ordinance TC2026-5 – 2025 Colorado Wildfire Resiliency Code (2nd reading). Councilor Carey seconded the motion, and it passed unanimously on a roll call vote. Councilor Copeland: yes; Councilor Mariscal: yes; Mayor Hazelton: yes; Councilor Carey: yes; Councilor Sampley: yes.

Consider Regional Housing Needs Report – Liz Axberg

Liz Axberg Housing Policy Analyst for City of Aspen, introduced herself to council. Ms. Axberg reviewed the power point presentation with council. (**Exhibit A**).

Mayor Hazelton said in the report there was mentation of having 109 acres for the upper valley was available for housing. Ms. Axberg said staff completed a land assessment of land plots which could be used for housing development. The assessment would have excluded any public lands or open space. Mayor Hazelton asked what makes the land a viable opportunity. Ms. Axberg said they look at who owns the land. Open space including any types of national forest land depending on who owns it. She said they just looked at what is in our region, and what could be an option for development. Mayor Hazelton said he would like to know more and would also like to know if that same criterion is used for the lower areas as well. Councilor Carey said the assessment doesn't take this into account is a resource-based analysis such as water and physical infrastructure to support the housing needs. Ms. Axberg said that information could be explained in the Action Housing Plan here’s all the reasons why this may be difficult. Mayor Hazelton said his concern is he see’s the need but without the infrastructure to support the need becomes counterproductive to what's the reality of it is. Ms. Axberg said the housing needs assessments can be tricky because here is the number of needs but the need comes from across the different places in the valley.

Introduction to Colorado River Wildfire Coalition - Program Manager Sam Feuerborn

Kate Collins, Executive Director for Middle Colorado Watershed Council introduced Colorado River Wildfire Coalition Program Manager Sam Feuerbon to the council. Ms. Collins and Mr. Feuerborn reviewed their presentation with the council (**Exhibit B**).

Councilor Carey said she had an assessment done at her house and found it to be very helpful.

Mayor Hazelton asked has there been continued discussions between the Upper and Lower Basin’s. Ms. Collins said she hopes that there can be plan that everybody can agree on

DRAFT

based on real hydrology, such as how much water we actually get in this headwater state. She said the lower basin states have gotten what is mandated. To make a real plan on the real hydrology such as how much water the state actually receives.

Consider a Letter of Interest from Sarah Benson for Appointment to Seat on Climate and Environment Commission

MOTION: Councilor Copeland made a Motion to Appoint Sarah Benson to Seat on Climate and Environment Commission. Councilor Mariscal seconded the motion, and it passed unanimously.

Presentation – Stepping Stones Youth Program – Assistant Director Jonathan Greener

Assistant Jonathan Greener introduced himself to the council. Mr. Greener reviewed his slide show presentation with the council (**Exhibit C**).

Councilor Mariscal asked if Stepping Stones was in Coal Ridge High School since Stepping Stones are in Rifle and Glenwood Springs. Mr. Greener explained the program is more of an urban model with a brick-and-mortar space which would be accessible to young people. He said it’s more effective if the child can come to them. He said the model is to have an actual physical safe space for the child come to.

Councilor Mariscal asked if Mr. Greener has any data showing how many kids from New Castle have attended Stepping Stones. Mr. Greener said yes, there was roughly 20 kids, but he would get that information back to council.

Councilor Carey said this is a great program and hopes there would be an opportunity for New Castle since there are three schools and close to Cloal Ridge High School. Mr. Greener said most of their work is based on word of mouth. He the program is completely by choice. The child can come as much or as little as they want. Councilor Carey asked if they thought about doing drop ins into the schools. Mr. Greener said yes that is how they started in Glenwood Springs. They were in the school multiple times a week.

DRAFT

Consent Agenda

Items on the consent agenda are routine and non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed from the consent agenda.

June 16, 2026, minutes

June Bills $829,159.08

Liquor License renewal – RG Lakota Golf Ops, LLC

MOTION: Mayor Hazelton made a motion to approve the Consent Agenda. Councilor Carey seconded the motion, and it passed unanimously.

Staff Reports

Town Administrator –Administrator Reynolds said he has been in meetings with RFTA regarding ebikes. He said the funding for the Traveler has been cut back by the county. The county would pay half of the Traveler and RFTA pays for the other half. The county has informed RFTA that they are pulling the funding that would apply to New Castle, Glenwood Springs and Carbondale. The reasoning is because the county needs to cut back on the budget and how expensive it is to operate the Traveler. New Castle, Glenwood Springs and Carbondale are in Garfield County and are members of RFTA and why isn't the membership paying for the Traveler. Administrator Reynolds said RFTA would like to rebuild and redesign the Park-N-Ride at the east end of town. RFTA has asked if the town could like to take the lead on the project of if RFTA should handle it. Administrator Reynolds said in the past when there was been anything wrong with the bus stops or shelters RFTA has told the town it's the town responsibility to maintain. Staff's position is and has been those are RFTA bus stops not the town's.

Administrator Reynolds said he had a conversation with P&Z Commissioner Brian Westerlind and Mr. Westerlind has decided to step down from P&Z Commission.

Administrator Reynolds said CDOT has notified the town that on July 15, 2026, from 9:00am -4:30pm they will be closing the eastbound I70 105 off ramp for guardrail repairs.

Administrator Reynolds said Chief Stu Curry has been active with SPEAR and all of the police chiefs are participating and the MOU is being worked on.

Administrator Reynolds said Treasurer Viktoriya Ehlers has reported that the 2025 audit is done and in the hands of the auditor. The audit will be presented to council in August.

Administrator Reynold said AGNC has their annual Economic Summit on August 19, 2026, in Grand Junction. If council wants to attend, please let him know.

Town Clerk – Clerk Andis said next week Assistant Michelle Huster will be attending her third and final year of clerk school and would be able to start working on her certification for her CMC. Clerk Andis said the new platform for the agenda, packets and minutes went live on July 1, 2026. One new feature with the platform is there is an email list that will send out agenda and packets once they are published. She said the agenda and packets are no longer attached to the homepage calendar, however the clerk's office has found away around that to be able to post a link on the calendar for the agenda and packets. Clerk and said she would continue to email the council directly with agenda and packet information.

Town Treasurer – not present

Town Planner – not present

Public Works Director – not present

Commission Reports

Planning & Zoning Commission –Administrator Reynolds said they will meet tomorrow

DRAFT

night to hear the final application for TC Midwest.

Historic Preservation Commission – have not met

Climate and Environment Commission – have not met

Senior Program – Clerk Andis said the ridership of the Traveler is down and trying to come up with a plan to increase the ridership. The meal site for New Castle in May was 58 meals served which is down from April of 91 meals served. She said the meal site she believes will be moving to the Community Center the first of the year.

RFTA –have not met

AGNC –Mayor Hazelton said met in Grand Junction. He said the meeting is in person only no ZOOM options. He said the Associate Deputy Secretary of the U.S. Department of Interior. The meeting pertained more to the county and state issues and not so much with municipalities.

GCE – have not met.

EAB – have not met

POSTR – Councilor Sampley said the meeting went well. Public Works Director John Wenzel explained during the meeting what the proposals were regarding the pump track and pickleball courts. Mayor Hazelton said when the town looks at things, the town looks at it from all angles. He said the town has had a good working relationship with the bike and trails group. The town has been active and put a lot of money into the trails. Mayor Hazelton said he believes people left the meeting with a better understanding than what they did when they showed up. He said staff explained what the process is for a development to develop in New Castle and there are open houses and community involvement.

DRAFT

Council Comments

Councilor Mariscal said the 4th of July Parade was amazing and the Rec Department did a great job. She said she was able to meet Senator Hickenlooper here in town. She said to celebrate Colorado 150 anniversary is a statewide effort for 150 Tables that is inviting individuals, organizations and cities across the state to set a long table of any size between May and November 2026, bringing people from all walks of life together to share a meal, spark connection, and create a Colorado where everyone feels like they belong. Councilor Mariscal said she would like to do a potluck with the community.

Councilor Carey said the CML presentation staff did was amazing, staff did such a great job. The session was well attended.

Mayor Hazelton said the 4th of July Parade was great and the Rec Department tries not to compete with other towns events. He said the Town of Silt brought town staff lunch on Thursday. Dirty Hog Dash is Saturday. Thursday is the first Community Market for the season. Mayor Hazelton said the Police Youth Academy was great. The Police Department does a great job. He said he picked up the maps that were being restored and they did a good job. They are now getting framed. He said he did the bus tour with Senator Hicklenlooper. Mayor Hazelton was able to speak with Senator Hickenlooper about the

South Side Intercept and the town is shovel ready. Mayor Hazelton was also able to talk about the town's bulk water station and the new CDOT bridge.

Items for Future Council Agenda

There were no items for future council agenda

Adjourn

MOTION: Mayor Hazelton made a motion to adjourn.

The meeting adjourned at 9:48 p.m.

Respectfully submitted,

____

Mayor Grady Hazelton

____

Town Clerk Mindy Andis, CMC

DRAFT