

**New Castle Town Council Meeting  
Tuesday, February 5, 2019, 7:00 p.m.  
New Castle Community Center  
423 W. Main Street**

**Call to Order**

Mayor A Riddile called the meeting to order at 7:07 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Councilor Mariscal Councilor Owens 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 Planner Paul Smith, Town Treasurer Loni Burk and Assistant Town Attorney Haley Carmer.

**Meeting Notice**

Town Clerk Melody Harrison verified that her office gave notice of the meeting in accordance with Resolution TC 2019-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Agenda Changes**

There were no agenda changes.

**Citizen Comments on Items not on the Agenda**

There were no citizen comments.

**Consultant Reports**

Consultant Attorney – present for agenda items.

Consultant Engineer – not present.

## **Items for Consideration**

### **Thank you – Susane Ruggles**

Mayor A Riddile greeted Ms. Ruggles and told her how much the council appreciated her dedication to New Castle through her efforts on Liberty Park, the Downtown Group, Lions Club, the Ritter Plaza Music series and Planning & Zoning Commission. He presented her with an appreciation award. Ms. Ruggles thanked the council for recognizing her, and said that she was happy to have been able to dedicate her efforts to the community. The council and staff applauded her extraordinary contributions to the town.

### **Finance Update: Loni Burk**

Town Treasurer Loni Burk greeted the council. Treasurer Burk told the council that she was still receiving invoices for 2018, but would have a 2018 year-end report to the council soon. She said she had been with the town for four months and had spent quite a bit of that time cleaning up things from the past such as old, outstanding checks and accounts receivable. She said that she and Accounting Assistant Debbie Guccini had also spent a lot of time streamlining processes for added efficiency. Treasurer Burk said they were reviewing the sales tax reports to ensure those revenues were being properly managed, and her department was also going to make sure that monthly financial reports were provided in a timely manner to the department heads so they would know where their budgets stood. Treasurer Burk said her department was working hard to organize and manage all the various grants the town had in process.

Treasurer Burk also told the council that she was going to keep a close eye on the 2019 budget and keep the council informed on it throughout the year. The council asked that Treasurer Burk provide some explanation with the monthly bills report so they could understand when there are infrequent large payments such as the wastewater plant loan. They also asked for a summary sheet for items such as salaries since those were allocated to many different line items and were difficult to read.

The council thanked Treasurer Burk.

### **Discussion: Public Comments Policy**

Assistance Town Attorney Haley Carmer explained that Attorney David McConaughy had taught a class at the CML conference regarding public comment policies. She said that residents had a constitutional right to free speech, however council meetings were considered a 'limited public forum' which meant that residents could not say anything and everything at a council meeting, and that the council could place a reasonably limited amount of time on a public comment and what happened at a meeting. There were many benefits of adopting a public comment policy, including order during the meeting and avoidance of any liability issues regarding free speech by providing an even-handed set of rules for all public comments.

The council reviewed the proposed policy and made a few, minor changes. Administrator Reynolds said it would come back to the council for approval at the next meeting.

### **Update: Employee Handbook Committee**

Mayor A Riddile thanked Councilor Owens and Councilor Copeland for the time they put into reviewing the employee handbook.

Administrator Reynolds said that because there were some concerns about some sections of the handbook, a committee had been formed to review it. The committee consisted of himself, Public Works Director John Wenzel, Police Chief Tony Pagni as well as Councilors Owens and Copeland.

Administrator Reynolds had a thorough conversation with the council on the sections of the handbook they had reviewed.

**Consider Ordinance TC 2019-1, An Ordinance of the Town Council of the Town of New Castle, Colorado, Amending Chapters 5.12 and 15.04 of the Town Municipal Code (second reading)**

Clerk Harrison told the council that the item was the second reading of the ordinance to move the contractor licensing requirement into business licensing to streamline the process.

**MOTION: Councilor Leland made a motion to approve Ordinance TC 2019-1, An Ordinance of the Town Council of the Town of New Castle, Colorado, Amending Chapters 5.12 and 15.04 of the Town Municipal Code on second reading.**

**Councilor Mariscal seconded the motion and it passed on a roll-call vote:**

**Councilor G Riddile: yes; Councilor Mariscal: yes; Councilor Hazelton: yes;**

**Councilor Copeland: yes; Mayor A Riddile: yes; Councilor Owens: yes; Councilor Leland: yes.**

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

**MOTION: Mayor A Riddile made a motion to recess the town council meeting and to convene the local liquor licensing authority. Councilor Owens seconded the motion and it passed unanimously.**

**Consider a Special Events Liquor License Application for the Roaring Fork Mountain Bike Association Winter Event at the Community Center on February 15, 2019**

Clerk Harrison told the council that the Roaring Fork Mountain Bike Association (RFMBA), which is a 501 c-3 organization, is applying for a special event liquor license for the New Castle Trails Winter Movie Night that would be held on February 15, 2019. Food will be served, and beer and wine would also be served from 5:00 p.m. to 9:30 p.m. She said the application was complete, and all fees were paid. Clerk Harrison also said that several members from RFMBA and New Castle Trails would be obtaining their TIPS certification. Staff recommended approval.

**MOTION: Mayor A Riddile made a motion to approve a Special Events Liquor License Application for the Roaring Fork Mountain Bike Association's Winter Movie Night in the Community Center on February 15, 2019. Councilor Hazelton seconded the motion and it passed unanimously.**

**Consider a Special Events Liquor License Application for the Roaring Fork Mountain Bike Association Summer Event in Ritter Plaza on August 9, 2019**

Clerk Harrison told the council that RFMBA had planned their summer conference for August 9 and 10, 2019. The Friday, August 9 event will be held in Ritter Plaza, and will be a registration event for the conference in VIX Ranch Park the following day. Again, Clerk

Harrison said that the application was complete and all fees were paid and that staff recommended approval.

**MOTION: Councilor Owens made a motion to approve a Special Events Liquor license application for the Roaring Fork Mountain Bike Association's registration event in Ritter Plaza on August 9, 2019. Councilor Mariscal seconded the motion and it passed unanimously.**

**Consider a Special Events Liquor License Application for the Town of New Castle, for the RFMBA Summer Event in VIX Ranch Park on August 10, 2019**

Clerk Harrison noted for the council that at the January 15, 2019 council meeting, Adam Cornely of New Castle Trails, had provided an overview of the groups' 2019 goals and events. Those included the summer conference that will be held in VIX Ranch Park on August 10, 2019. Mr. Cornely had asked the council to consider obtaining the liquor license for the New Castle Trails event. RFMBA preferred the town to hold the license because they are limited to 14 special events liquor days per year. The council had verbally agreed to obtain the liquor license at that time. Clerk Harrison said that the town had 14 days per year that they could hold a special events liquor license. She said that in 2018 the town had used six days for town events and five for the Music in Ritter Plaza events, for a total of 11 days. It appeared that there would be plenty of liquor-licensed days remaining for the town to use in 2019.

Councilor Hazelton said that the time period they were asking for, 10:00 a.m. to 10:00 p.m., was a very long day. He asked if they had provided any kind of a shift schedule for the servers, who those servers were and whether the town had any control of the license at all. Clerk Harrison said that it was also one of her concerns when other entities used a town liquor license, because the town would have liability should something unfortunate happen related to alcohol service.

Clerk Harrison advised the council that because the event was not until August, there was time bring the application back with some clarification on scheduling.

After a brief discussion, the council agreed to table the application until there was more information.

**MOTION: Councilor Leland made a motion to table the special events liquor license application for the Summer Conference Event on August 10, 2019 until there was more information. Councilor Mariscal seconded the motion and it passed unanimously.**

**Consider a Special Events Liquor License Application for the Town of New Castle Recreation Department Event on February 23, 2019**

Clerk Harrison told the council that the last special events liquor license application was for an event in recreation called 'Bad Art Night', which would be for adults 21 and over. There will be cheese and crackers and other snacks available as well as beer and wine. The application was complete, and staff recommended approval.

**MOTION: Councilor Leland made a motion to approve the special events liquor license application for the Town of New Castle Recreation event on February 23, 2019. Councilor G Riddile seconded the motion and it passed unanimously.**

Adjourn the Local Liquor Licensing Authority; Reconvene as Town Council

**MOTION: Councilor Leland made a motion to adjourn the local liquor licensing authority and to reconvene the town council meeting. Councilor Owens seconded the motion and it passed unanimously.**

### **Consent Agenda**

January Bills of \$784,753.13

Spirits of New Castle Retail Liquor Store Liquor License 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 told the council that the staff had been discussing the budget every week at staff meeting with the intent to keep close watch on it. In addition, staff had looked at other ways to reduce spending or make adjustments. Several steps had already been taken to reduce spending. One was that the town hall staff had agreed to clean their own offices, and they would take turns cleaning public spaces like the bathrooms, rather than paying a cleaning service. Another reduction was the use of porta-johns in the parks, and several unused ones were eliminated. Administrator Reynolds said that Clerk Harrison was in the process of obtaining competitive bids for hosting of the town website which could result in a savings of \$4k. Also, Town Planner Paul Smith was taking over more of the inspection duties, reducing the cost of the contract inspector. Staff was also working on consolidating the Comcast and trash services, providing a saving of about \$6k. Staff was looking at IT services and obtaining competitive bids on that too. Administrator Reynolds said he and Treasurer Burk were looking at a handful of other things. Administrator Reynolds said that he would be out of the office at a three-day conference specifically for new town managers, and he was very excited about it. Administrator Reynolds said that the public works department was working on their annual plan that was very extensive and thorough. The remodel of the community center should be completed by the end of the month. Planner Smith was working hard on the inspections for senior housing, which was losing their general contractor on Friday. Administrator Reynolds said that he and Planner Smith and Clerk Harrison were working on the town code, rewriting outdated sections, particularly in land use because there were many holes in the code making it difficult to understand. Mayor A Riddile said that he was impressed with the work that staff was doing, and he appreciated how hard they were working to update.

Town Clerk – clerk Harrison said that at the back of the room was a banner that staff had made, thanking Alpine Bank for how much they help the community. Recently, with the government shutdown, they had offered people interest-free loans to tide them over. In addition, they were always great supporters of everything going on in town. Clerk Harrison said that recently there was a new phishing e-mail scam going around where town e-mail addresses were being hijacked and to be wary of any e-mails that looked suspicious. Clerk Harrison said she was working on the Founders Day presentation. She also said she was looking at companies that provided website hosting and the costs associated with migrating the website. She said she was considering applying to the AGNC technical grant to offset the costs. Councilor Leland said that there were a number of pages on the current site that needed updating and they should be redone before any migration took place and Clerk Harrison agreed. Clerk Harrison also thought that it might

be a consideration in the next few years to apply for the AGNC grant for a better sound system for council chambers.

Town Planner – not present

Public Works Director – not present

### **Commission Reports**

Planning & Zoning Commission – Councilor Hazelton said they had

Historic Preservation Commission – nothing to report.

Climate Action Advisory Committee – nothing to report.

Senior Program – Councilor Mariscal said they had reviewed their budget and how they would pay for the Traveler. She also said that Leslie Means was retiring and would not work for Senior Housing any more.

RFTA – nothing to report.

AGNC – nothing to report.

GCE – nothing to report.

EAB – nothing to report.

### **Council Comments**

Councilor Mariscal said that she attended the senior lunch and really enjoyed it and wanted to attend at least once per month.

Councilor Mariscal said that she and Norma Teran were working on funding for developing Spanish classes, a walking club and a cooking matters classes for seniors.

Councilor Owens said he wanted to begin a conversation to look at marijuana in town, possibly with a non-binding ballot issue. Councilor Owens felt that there could be revenues the town was leaving behind. Administrator Reynolds said that he would have staff do some thorough research on the marijuana question and bring it back to the council. The council agreed.

Councilor Hazelton said that he thought the town hall staff doing the cleaning of the town hall was pretty fantastic.

Councilor Hazelton said that he really liked that the town staff rallied around Colton Odykirk and donated sick time for his recovery. He felt that staff having the opportunity to donate time to a specific person was a good thing. He also thought the town could do something like a welcome back/fundraiser party when Colton returned. Councilor Owens said there was already a GoFundMe account for Colton.

Councilor Hazelton said he would not be at the next council meeting.

Councilor Copeland said she had been doing some online reading about hemp and marijuana and there were links to sales tax information. Councilor Owens asked if CML had more thorough information.

Councilor Leland told the council that Spellebration would be on April 5, 2019. The town-sponsored team was ready to go. The event will be held at the La Quinta Inn in Glenwood Springs.

Councilor Leland said that he had heard from Northwest Colorado Cultural Heritage & Tourism and the town's permanent sign will be the next to be produced.

Councilor Leland said that he had participated in oral boards for a police department applicant two weeks earlier and although the applicant was impressive, he did not meet all qualifications, so the Chief was again looking for officers.

Councilor Leland said that Founders Day would be on Saturday and he asked that everyone come if they can.

Councilor G Riddle said he was impressed with the meeting with the BOCC.

Councilor G Riddile asked that the savings that staff was implementing be documented because people should probably know that the town hall staff was cleaning their own toilets to save money.

Councilor G Riddile said he knew that Rifle had outsourced their payroll and he wondered if that could be a less-expensive option for some savings.

Councilor G Riddile said that he thought the town should begin charting out the ballot issue for the vehicle use tax idea again.

Mayor A Riddile said that perhaps it would be a good idea to get a workshop set with the department of agriculture regarding hemp.

Mayor A Riddile asked that everyone come to Founders Day if they could make it.

Mayor A Riddile said that Silt would not disclose what their revenues were from their pot shops, but Carbondale would, and he suggested that Administrator Reynolds contact them.

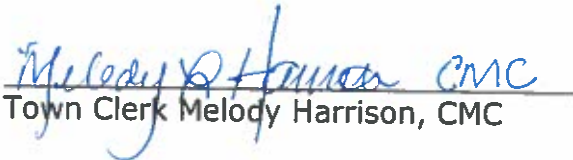
**MOTION: Mayor A Riddile made a motion to adjourn. Councilor Owens seconded the motion and it passed unanimously.**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,



Mayor Art Riddile



Town Clerk Melody Harrison, CMC

