

1 **New Castle Town Council Regular Meeting**  
2 **Tuesday, April 7, 2026, 7:00 PM**  
3

4 **Call to Order**

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

6 **Pledge of Allegiance**  
7

8 **Roll Call**

9 Councilor Mariscal  
10 Councilor Carey  
11 Councilor Hazelton  
12 Mayor A. Riddile  
13 Councilor Copeland (ZOOM)  
14 Councilor Leland  
15 Councilor G Riddile

16  
17 Absent none  
18

19 Also present at the meeting were Town Clerk Mindy Andis, Administrator Dave Reynolds, ,  
20 Attorney David McConaughy, Police Chief Stu Curry, Rec Director Kelley Cox, and  
21 members of the public.  
22

23 **Meeting Notice**

24 Clerk Andis verified that her office gave notice of the meeting in accordance with  
25 Resolution TC 2026-1.  
26

27 **Conflicts of Interest**

28 There were no conflicts of interest  
29

30 **Agenda Changes**

31 There were no agenda changes  
32

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

34 New Castle resident Tasha Rischmiller, said she wanted to bring some concerns to the  
35 attention of the council regarding the trails. She said there are concerns in accessing the  
36 trails due to the construction behind VIX Park. She said she would like to get information  
37 to the residents from council what the trails will look like during the construction. Ms.  
38 Rischmiller asked what the commitment from council would be to continue to fund the  
39 trails.

40 Mayor A. Riddile said the concerns have been addressed by council.  
41

42 **Consultant Reports**

43 Consultant Attorney –David McConaughy said he would be attending the CML Conference.  
44 He said he and Attorney Haley Carmer will be doing a presentation during the conference.

Town Council Meeting  
Tuesday, April 7, 2026

1 Consultant Engineer – not present

2

3 **Items for Consideration**

4

5 **Consider Right-of-Way License Agreement with Duck Blind Tavern**

6 Administrator Reynolds said Duck Blind Tavern is requesting partial use of the sidewalk  
7 area in front of their business. They wish to add limited outdoor seating during nice  
8 weather days. Administrator Reynolds said staff have reviewed the concept well as  
9 limitations due to overall sidewalk width and has the following recommendations:

10 Seating area must leave no less than 4’ of usable flat sidewalk service for  
11 pedestrians to comfortable pass between the designated seating area and the sloped  
12 portion of adjoining sidewalk.

13 Due to sidewalk width limitations, seating area shall be limited to “two person”  
14 tables only.

15 Seating area shall be separated from remaining sidewalk by a suitable barrier.

16 Duck Blind Tavern will acquire and maintain appropriate liquor licenses for the  
17 expanded service space.

18 Owner Kevin Jones, said they were planning on having four “two top” tables, two on the  
19 east side of the entrance and two on the west side of the entrance. He said they would  
20 rope it off and would have the proper signage.

21

22 Clerk Mindy Andis said Duck Blind is asking for one parking spot in front of the restaurant  
23 a couple times during the summer. Duck Blind would like to do a special menu such as a  
24 Crawfish Broil. Clerk Andis said Duck Blind would use the parking spot for the broil.

25 Mr. Jones said he would let town staff know ahead of time when they were going to cook  
26 outside. Administrator Reynolds said it could be a staff decision and staff would make sure  
27 it’s coned off and safe. The council gave their approval.

28

29 **MOTION: Councilor G. Riddile made a motion to approve the Right-of-Way**  
30 **License Agreement with Duck Blind Tavern. Councilor Carey seconded the**  
31 **motion, and it passed unanimously.**

32

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

34

35 **MOTION: Councilor Hazelton made a motion to Recess the Town Council Meeting,**  
36 **Convene as the Local Liquor Licensing Authority, Councilor Mariscal seconded**  
37 **the motion, and it passed unanimously.**

38

39 **Public Hearing – Opened 7:11pm.**

40

41 **Consider Application from Pig & Duck, LLC DBA: Duck Blind Taverns to Modify**

1 **Liquor License Premise to Add Sidewalk Service Area Located at 316 W. Main**  
2 **Street.**

3 Clerk Andis said since council has approved the license agreement for Duck Blind to use  
4 the sidewalk as their outdoor seating. Duck Blind has to apply for a modification to their  
5 liquor license to add sidewalk seating. Clerk Andis said she has communicated with the  
6 owners of Duck Blind that they would need to rope off the seating area to show control of  
7 the space. She said she had reviewed the application and the mapping, and staff had no  
8 concerns for the modification.

9  
10 **Public Hearing – Closed 7:12pm.**

11  
12 **MOTION: Councilor G. Riddile made a motion to Approve Application from Pig &**  
13 **Duck, LLC DBA: Duck Blind Taverns to Modify Liquor License Premise to Add**  
14 **Sidewalk Service Area Located at 316 W. Main Street. Councilor Carey seconded**  
15 **the motion, and it passed unanimously.**

16  
17 **Public Hearing – Opened 7:17pm.**

18 **Consider an Application from the Captain William H. “Pyro” DuBois Jr. Memorial**  
19 **Pilot Training Scholarship Fund for a Special Event Liquor License for Pyro’s Push**  
20 **It Up River Trail Run on May 25, 2026, at Grand River Park**

21 Clerk Andis said William (Ham) DuBois Sr. met with her to discuss the Pyro Run. She said  
22 the Pyro Run use to be held at the Flat Tops, this year the organizers decided to move it  
23 down to New Castle to Grand River Park. The run would be along County Road 335. Clerk  
24 Andis said after the run there would be a BBQ where the alcohol would be served. Clerk  
25 Andis said she explained to Mr. DuBois that the area would need to be roped off to show  
26 control of alcohol area. She said there would be TIPS trained servers there at the event  
27 and she said staff had no concerns.

28 Councilor G. Riddile asked Mr. Dubois if the current mapping of the alcohol area would be  
29 sufficient. Mr. Dubois said he believed so but asked if he could expand the area just  
30 before the playground.

31 Mayor A. Riddile asked how many participants they have had. Mr. Dubois said they have  
32 had a maximum of 170 participants with 30-40 volunteers. He said they are not  
33 anticipating that many people but don’t know since they are moving it.

34  
35 **Public Hearing – Closed 7:18pm.**

36  
37 **MOTION: Councilor Carey made a motion to Approve Application from the**  
38 **Captain William H. “Pyro” DuBois Jr. Memorial Pilot Training Scholarship Fund**  
39 **for a Special Event Liquor License for Pyro’s Push It Up River Trail Run on May**  
40 **25, 2026, at Grand River Park With the Expansion of the Licensed Area. Councilor**  
41 **Hazelton seconded the motion, and it passed unanimously.**

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

2  
3 **MOTION: Councilor Hazelton made a motion to Adjourn the Local Liquor**  
4 **Licensing Authority, Reconvene the Town Council Meeting. Mayor A. Riddile**  
5 **seconded the motion, and it passed unanimously.**

6 **Consider Ordinance TC-2026-01 An Ordinance of the New Castle Town Council**  
7 **Granting Conditional Approval of a Final PUD Development Plan, Final Plat, and**  
8 **Vested Rights for Riverside Park Lot 1 (2<sup>nd</sup> reading)**

9  
10 **Public Hearing Vested Rights – Opened 7:20pm.**

11 Attorney McConaughy explained what changes have been made between first and second  
12 reading. He said there is an updated sight plan (Exhibit A). He said the development  
13 agreement is now attached to the ordinance. Attorney McConaughy said the applicant has  
14 requested to pay the water and sewer taps and the water dedication fees over time. There  
15 is already some president for doing that in New Castle especially for commercial  
16 businesses. The request is for the payment made over 10 years; however, staff has  
17 suggested 5 years. In order to do that there would need to be a promissory note with zero  
18 interest. The note would be signed at the time the fees would be due. The water  
19 dedication fee would be at the time the plat is recorded, and the tap fees would be at the  
20 time of building permit.

21 Councilor G. Riddile asked if the tap fees are at the price they are today or when they pull  
22 permit. Attorney McConaughy said it would be the price at the time the note is signed and  
23 first payment would be due.

24 Attorney McConaughy said the second issue is the cost estimates. The ordinance as  
25 already written says the final cost estimates which are used to determine the security  
26 which has to be posted. Town Engineer Simonson has not approved the version of the  
27 cost estimate that the applicant has submitted. Attorney McConaughy said the ordinance  
28 is written to defer to Engineer Simonson to approve the final document.

29 Attorney McConaughy said the last issue is the vested rights period. He said the  
30 presumptive period under town code and state statues for vested rights is three years.

31 The applicant is asking for a longer period. The council had total discretion of what the  
32 period would be and there are some criteria to grant them. Attorney McConaughy  
33 explained that nothing changes if the vested rights expire.

34 Applicant Abdi Pirzadeh said he wants to work with the town. He said the water and sewer  
35 taps fee and the water dedication fee would impact them dramatically since they are small  
36 developers. Mr. Pirzadeh said once the development is completed it would be great  
37 revenue source for the town.

38 Councilor Carey asked for a specific time from the applicant. Mr. Pirzadeh said he is asking  
39 for 10 years' Vested Rights.

1 **Public Hearing Vested Rights – Closed 7:28pm.**

2  
3 Councilor Leland asked Attorney McConaughy of it would be the same agreement used  
4 before. Attorney McConaughy said it would be a promissory note.

5 Councilor G. Riddile said he would agree with year one would be zero and then over the  
6 next 5 years have a payment plan with it being fully paid off in 5 years. Councilor Carey  
7 agreed with the 5-year plan.

8 Councilor Leland said he proposes a promissory note for the payment of tap fees and the  
9 water dedication fees with no interest and no payment the first year and 1/5 payment  
10 made each year for 5 years.

11 Mr. Pirzadeh said it would take them at least a couple of years to build and a couple of  
12 years after that to get established.

13 Mr. Pirzadeh asked the council if they would be willing to give three years to get built and  
14 established before payments are to start. Councilor Carey said she has a concern with  
15 that proposal because it is subjective standard and it's hard because the council may see  
16 it differently than the applicant.

17 Councilor G. Riddile suggested having a 10 percent down payment with no payments for  
18 three years, but it would need to be completely paid off at the end of year 5. The idea is  
19 to have the business up and running with a level of financing.

20 Councilor Carey said a 10 percent down payment and a minimum payment each year so  
21 the applicant doesn't get into a situation with a large sum that would be due at the end of  
22 5 years.

23 Administrator Reynolds said the water dedication fees are due at the time the plat is  
24 reordered. The tap fee are due at the time of building permit. Therefore, there would be  
25 two separate due dates. Administrator Reynolds suggested having the water dedication  
26 fees paid in full and enter into a payment plan for the tap fees. Could defer a year to allow  
27 for the buildings to be built and start payments after the first year for 5 years.

28 Councilor G. Riddile said 10 percent down payment of total tap fees due at building permit  
29 and 10 percent dedication fees would be down payment at time of recording of plat. Then,  
30 year one and two is deferred, then the next three years would be a 10 percent payment  
31 and rest would be due at the end of year 5.

32 Councilor Copeland asked if the agreement is approved and the property is sold would  
33 there be a new agreement with the new owner. Attorney McConaughy said there would  
34 need to be a new development agreement.

35 Administrator Reynolds said finance had a concern about the need for tracking the  
36 payments and how often they would need to be made. Finance would like to have an  
37 annual payment versus a monthly payment. Council agreed to an annual payment.

38 Attorney McConaughy asked council how long they would like the vested rights to be.

39 Council agreed to 5 years effective when the ordinance goes into affect.

40 **MOTION: Mayor A. Riddile made a motion to approve Ordinance TC-2026-01 An**  
41 **Ordinance of the New Castle Town Council Granting Conditional Approval of a**

1 **Final PUD Development Plan, Final Plat, and Vested Rights at 5 Years and**  
2 **Promissory Note With 10 Percent Down for Each Water Dedication Fees at Time**  
3 **of Recoding of Plat and the First Two Years No Payments and Minimum of 10**  
4 **Percent Annually for the Next Three Years With Being Fully Paid at the End of the**  
5 **Third Year; Promissory Note Would be the Same for the Tap Fees Starting at the**  
6 **Time of Building Permit for Riverside Park Lot 1 (2<sup>nd</sup> reading)**  
7 **Councilor Mariscal seconded the motion, and it passed on a roll call vote.**  
8 **Councilor G. Riddile: yes; Councilor Mariscal: yes; Councilor Leland: yes;**  
9 **Councilor Carey: yes; Councilor Hazelton: yes; Councilor Copeland: yes; Mayor A.**  
10 **Riddile: yes.**

## 11 **Items for Consideration**

### 12 **Review MOU with SPEAR and Consider Ratification, Withdrawal, or Other** 13 **Directives to Police Department**

14 Attorney McConaughy said there is an Mou with SPEAR which is a contract however there  
15 is no fiscal obligations listed in the MOU. Council should have voted on the MOU. Chief  
16 Curry said the department has a very limited role with SPEAR. Chief Curry explained at  
17 one point Garfield County had two entities, one was TAG which was the gang unit and the  
18 other was TRIEDENT which was the drug task force. The two units joined as one to form  
19 SPEAR. When SPEAR was formed area police chiefs were asked to be part of the board  
20 whether their departments participated or not. Chief Curry said New Castle Police  
21 Department is too small to assign personnel to it. He said the town doesn't provide any  
22 money or resources to SPEAR. Chief Curry said the department will attend meetings and  
23 have a voice at the meeting to discuss concerns, policy, and procedures. Chief Curry  
24 explained SPEAR can serve search warrants, arrests and operations in town without  
25 letting the police department know that they are in town. He said he has spoken with  
26 Sheriff Vallario to what his desire is with other agencies in the county to be part of SPEAR.  
27 Chief Curry said the main purpose is to supply resources and support major crime  
28 investigations. He said SPEAR has been able to assist with resources to the department in  
29 three major crimes that have occurred in town. He said at the meetings the department  
30 get a lot of information and the department gives nothing. He said New Castle participates  
31 with SPEAR is very limited.

32 Councilor G. Riddile asked if New Castle Police Departments interact with ICE. Chief Curry  
33 said the department does not. ICE is an agency that does not tell the police department  
34 when they are in town and doesn't include the department in anything. Chief Curry said  
35 the agencies that provide most of the information at the meetings are the FBI and DEA.  
36 Councilor Carey said 6.2 in the MOU states "*Utilize pooled intelligence and information*  
37 *resources of all participating agencies..*" she voiced a concern about personal information  
38 being bought and sold easily on the web. She said she is grateful that information can be  
39 shared between agencies, the concern is the potential for abuse of the information if it  
40  
41

1 gets outside of the agencies. Chief Curry said it's no different that how dispatch and  
2 CCIC/NCIC all share information. The department gives very little information, and the  
3 department is more on the receiving information.  
4 Councilor Carey said the state legislature has been tightening up where information can  
5 be shared with. She said she doesn't want information to be shared outside what state law  
6 allows for. Chief Curry said they are prohibited from sharing anybody's immigration  
7 status that is not already publicly available. He said as far as sharing criminal behavior or  
8 activities that is not prohibited.  
9 Attorney McConaughy said there is conflict between federal law and state law, therefore,  
10 the town follows state law.

11  
12 Mayor A. Riddile opened to the public at 7:57pm.

13  
14 Rachael Degraffenried New Castle resident, said SPEAR has an online database which all  
15 law enforcement put information into. She said HSI is a branch of ICE and can freely  
16 share information with law enforcement.

17  
18 Sally Boughton New Castle resident, said she strongly urges the town to withdraw from  
19 the MOU. She shared a story with the council where ICE was involved with a local law  
20 enforcement call for help.

21  
22 Kat McAlpine New Castle resident, said she strongly opposes local law enforcement's  
23 partnership with SPEAR and its involvement with ICE, DHS and HSI. She urges the council  
24 to consider withdrawing participation until there is full public review and formal  
25 ratification.

26  
27 Lee Teran New Castle resident, she is an immigration lawyer and with the kind of  
28 information that is being put into a database for ICE to see or share is opening the town  
29 up to a lawsuit, whether local law enforcement is participating or not.

30  
31 Mayor A. Riddile closed the public at 8:11pm.

32  
33 Attorney McConaughy said the council's options are to make a motion to ratify the MOU  
34 and formalize the signatures, Council could tell the police department that the MOU is not  
35 in effect and to tell the other parties, or to continue to get more information.  
36 Mayor A. Riddile asked Chief Curry if the MOU was not to be ratified by how it would affect  
37 the department and protection of New Castle residents. Chief Curry said it wouldn't  
38 change anything. SPEAR would not, not come assist the town because the town was not  
39 part of the MOU. The only difference is the department would not have a voice at the  
40 meetings. Mayor A. Riddile asked if the department has seen an increase in gang or drug  
41 activity in town. Chief Curry said SPEAR has done a great job in controlling the activities.

1 Councilor Mariscal asked Chief Curry to explain why it is so important to be part of the  
2 meeting. Chief Curry explained it is important to get information on what SPEAR is  
3 working on such as problems and concerns. If, the town is not there while the information  
4 is being shared, the department won't get the information ahead time of SPEAR being in  
5 town. He said having the information ahead time helps the department not to focus on the  
6 same home or suspect at the same time. Not having the information could be dangerous  
7 for law enforcement and officer safety.

8 Councilor Carey said she was concerned about HSI had signed the MOU and didn't see a  
9 reason for them to sign. She said if HSI was not part of MOU she would be more  
10 comfortable with the MOU. Councilor Carey said she would like to know if other  
11 municipalities would be willing to move forward with the MOU without HSI being on it and  
12 would like to stop sharing information. She said she doesn't want to lose the benefit from  
13 SPEAR. Councilor Carey said if HSI was off of the MOU for the time being until there is  
14 better parameters put into the MOU and again stop information sharing.

15 Mayor A. Riddile asked Councilor Carey that she is asking for more research before  
16 decision is made to either ratify or withdrawing from the MOU. Councilor Carey said yes,  
17 but in the interim the police department stop sharing information until we have a better  
18 handle on our liability and whether or not we can proceed without information sharing.

19 Administrator Reynolds said every police agency uses a database that is not SPEAR  
20 sharing database. The database is for when an officer makes a traffic stop it goes from  
21 dispatch and is recorded into the database which has nothing to do with SPEAR. Then,  
22 there is how SPEAR and other agencies are allowed to pull the information from the  
23 database. How SPEAR is getting information as nothing to do with the MOU. Administrator  
24 Reynolds said SPEAR gets information the same way other agencies get information.

25 Councilor Carey asked Chief Curry if the town withdrew from the MOU, would that stop  
26 information from getting uploaded to a database. Chief Curry said no, it would do nothing.

27 Councilor Hazelton said Chief Curry explained that the town's involvement is very limited  
28 for what we put into it but still allows the town to be part of the meetings. He said he is  
29 not willing to withdraw until we have a better understanding.

30 Councilor Leland asked if HSI has access to the database because of SPEAR. If HSI was to  
31 be removed from the MOU would they still have access to the database. Chief Curry said  
32 federal agencies don't have access to local jurisdiction databases unless they were given  
33 access by a local agency. Councilor Leland said he would like staff to speak with other  
34 agencies about how they are handling the MOU. Councilor Leland said Chief Curry said the  
35 department doesn't collect information about immigration status or shar the information.

36 Councilor G. Riddile said he would like more information specifically on the database that  
37 SPEAR has access to and the town complying with state law. Attorney McConaughy said  
38 the MOU in his opinion is not enforceable because it was not approved by the council.

39 Councilor Mariscal suggested leaving the MOU as it is and bringing it back to council at a  
40 later date. She said our police department gets paid to protect our community and that is  
41 what she supports. She said she is comfortable with Chief Curry being at the meetings

1 and being formed on what is happening in our community.  
2 Councilor Copeland said she also doesn't have an issue with the MOU and want to be at  
3 the meetings and have a voice there.  
4 Councilor Carey asked why HSI is on the MOU and would like to have a clear  
5 understanding. She asked if there is a pause on the MOU what are the ramifications for  
6 SPEAR and for the town. Attorney McConaughy said to make it clear for the police  
7 department the council should tonight either ratify or make a motion to direct the police  
8 department to say we are not part of the MOU and can be determined at a future date.  
9 Administrator Reynolds asked for more specific directions from council. Councilor Carey  
10 said ask other municipalities about what they are doing and how they evaluated it. She  
11 said she would like to know what HSI is getting and how they are getting it. Councilor  
12 Carey said she would also like to know what the town's liability is. Councilor Leland said  
13 he would like to have a better understanding of the resources the residents provided to  
14 the council and can it be verified.

15  
16 **MOTION: Mayor A. Riddile made a motion to Continue the Review of the MOU**  
17 **with SPEAR Do Not Consider Ratifying or Withdrawing Until May 19, 2026.**  
18 **Councilor Mariscal seconded the motion, and it passed 6 yes and Councilor**  
19 **Copeland voting no.**

20  
21 **Consider Ordinance TC-2026-03 – Creating Chapter 10.28 of Town Code**  
22 **Concerning Electric Assisted Bicycles (1<sup>st</sup> reading)**

23 Administrator Reynolds said at previous council meetings, and following council  
24 recommendations, staff and our town attorneys have drafted Ordinance TC 2026-3 which  
25 creates Municipal Code Section 10.28 addressing areas of concern related to the use of E-  
26 Bikes within town limits. The recent concern is the growing number of younger e-bike  
27 operators and the safe operations of all e-bikes riders on town trails, pathways, sidewalks  
28 and roads. TC 2026-3 targets safe responsible operations of e-bikes while also recognizing  
29 the importance of allowing riders of all ages the ability to safely operate various types of  
30 e-bikes in all areas of town. Ordinance TC 2026-3 addresses topics such as "Safety  
31 Requirements, Area Where Allowed, Definitions, and Proposed Penalties."

32 Administrator briefly reviewed the ordinance with the council. He said the ordinance would  
33 give the police department a tool to help educate the public. Administrator Reynolds said  
34 for the most part people are behaving while riding their e-bikes.

35 Mayor A. Riddile asked Chief Curry if there is someone under the age of 16 on a class 3 e-  
36 bike they would not be allowed to ride anywhere. Chief Curry said correct state law  
37 doesn't allow anyone under the age of 16 to be on a class 3 e-bike. Mayor A. Riddile  
38 asked the rider would need to prove age with an ID or Drivers License. Chief Curry said  
39 there is no requirement for anybody to prove their age on a bicycle.

40 Councilor Carey said there was discussion about scooters does there need to be language  
41 added for scooters. Chief Curry said state law says they have to be treated equally.

1 Councilor Carey asked if there could add language that would adopt state changes that  
2 would automatically be adopted. Attorney McConaughy said yes, if state statute has a  
3 definition change, then the town code would automatically change.

4 **MOTION: Mayor A. Riddile made a motion to approve Ordinance TC-2026-03 –**  
5 **Creating Chapter 10.28 of Town Code Concerning Electric Assisted Bicycles (1<sup>st</sup>**  
6 **reading). Councilor Leland seconded the motion, and it passed on a roll call vote.**  
7 **Councilor Copeland: yes; Mayor A. Riddile: yes; Councilor Mariscal: yes; Councilor**  
8 **Hazelton: yes; Councilor G. Riddile: yes; Councilor Carey: yes; Councilor Leland:**  
9 **yes**

### 10 11 **Discussion of Town Event Policy**

12 Administrator Reynolds said staff was looking at creating a policy for the town events  
13 since the town currently does not. For the Thursday evening Community Market would  
14 have vendors that have arts, crafts and vegetables. There is a question of whether there  
15 should be guardrails around what each event should look like. The recreation department  
16 is giving out a vendor application to have some guidelines. There have been all sorts of  
17 organizations at the events. Administrator Reynolds said the town doesn't want to shut  
18 anybody down but how to give space for different vendors that wouldn't necessarily fit  
19 into an arts, craft or vegetable vendor spot.

20 Recreation Director Kelley Cox said they don't have a policy, but they do have a mission  
21 statement, and they do have criteria's that help guide them through what vendors are  
22 acceptable and which ones are not. Director Cox reviewed the mission statement with the  
23 council. *"New Castle Community Market focuses on celebrating both the artists and*  
24 *farmers, handmade quality products, yummy food, and friendly community connections.*  
25 *Our weekly markets create a vibrant, welcoming, gathering place, sparking community*  
26 *connections through food, music, arts, and local economic impacts. We strive to be the*  
27 *premier community marketplace where local talent and ecommerce thrive together. Our*  
28 *family-oriented markets will provide a fun-filled showcase for people of all ages,*  
29 *neighbors, friends, and thoughtful consumers."* Director Cox said there are criteria for the  
30 market. She said the criteria *"Our vendor applications will be reviewed and approved by*  
31 *the event organizers based on space availability, unique product descriptions, with giving*  
32 *priority acceptance to past successful vendors, Local Community Based Organizations.*  
33 *Reasons to exclude a vendor are non-local, products too similar to another vendor, mass-*  
34 *produced items, politically-motivated, failure to pay vendor fees, or unsuccessful past*  
35 *experience at a market as deemed by market agents".*

36 Councilor Leland said he has seen vendors at the market that don't fall into the criteria  
37 such as the library selling used books, a couple of religious organizations passing out  
38 materials, the chamber of commerce and Dog adoption. Director Cox said the agreement  
39 she had with the religious groups is that they would not approach anyone and let the  
40 people come to you.

41 Director Cox said she gets dozens and dozens of applications, and they get rejected for

1 many different reasons. She said she doesn't want to lose the option of rejecting an  
2 application because they are political. For an example if she has a baker already in the  
3 market and another baker has an application, she should be allowed to reject the second  
4 application. She said should she would like to have the museum or chamber at the event  
5 even if they are not selling anything and be able to represent the town and bring us  
6 together.

7 Councilor Leland said he doesn't have a problem with political candidates or organizations  
8 have a presence at the event. He said it could be very helpful to people to be able to meet  
9 with the candidates or organizations that they would not otherwise be able to.

10 Councilor Carey suggested adding Community Organizations to the list of criteria which  
11 could catch organizations such as the museum and dog adoption.

### 12 **Discussion Regarding Mayor Pro Tem Appointment Process**

13 Administrator Reynolds said per Article III of the Town of New Castle Charter – “At the  
14 first regular meeting following a general election, the Council shall appoint one of its  
15 Members as Mayor Pro Tem, who shall act as Mayor during the absence of the Mayor  
16 with all powers herein granted to the Mayor. Such appointment shall be made by a  
17 majority of the Council Members present constituting a quorum.”

18  
19  
20 As the general election is to be held on the first Tuesday following the first Monday of  
21 April in each even numbered year, which would be April 7, 2026; New Castle's Town  
22 Charter requires that the Mayor Pro Tem be appointed during the April 21, 2026, regular  
23 Town Council meeting.

24  
25 Because the Town Charter does not specify the exact selection and appointment process,  
26 town staff would like to discuss and suggest the following:

- 27 ▪ Council members who are interested in serving as the Mayor Pro Tem shall submit  
28 a letter of interest to the Town Clerk prior to April 15, 2026.
- 29 ▪ Town Clerk shall distribute the letters of interest to all Town Council members no  
30 later than close of business on April 17, 2026.
- 31 ▪ Town Council members may review the letters of interest prior to the April 21,  
32 2026, Town Council meeting.
- 33 ▪ During the April 21, 2026, meeting, Town Council may hear directly from each  
34 Council member who submitted a letter of interest.
- 35 ▪ Directly following a short informational word from all candidates, Town Council  
36 members shall each cast a written ballot vote for one of the Mayor Pro Tem  
37 Candidates.
- 38 ▪ This process shall remain the same regardless of the number of Mayor Pro Tem  
39 candidates.

1 Attorney McConaughy said the ballots cannot be secret; they are still public record. He  
2 said it is not a binding vote; it is a tool to assist with the motion.  
3 Councilor Hazelton said he would not only like to see letters of interest but also letters of  
4 recommendations.

5  
6 **Consent Agenda**

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

10  
11 March 17, 2026, Minutes

12 March Bills \$837,325.18

13  
14 **MOTION: Mayor A. Riddile made a motion to approve the Consent Agenda.**  
15 **Councilor Carey seconded the motion, and it passed unanimously.**

16  
17 **Staff Reports**

18 **Town Administrator** –Administrator Reynolds said he and Assistant Rochelle Firth has  
19 been working with the organization that will be running the recycling program. He said  
20 they are on application “C” which is lengthy and they had to reach out Mountain Waste  
21 and recycling for information. Administrator Reynolds said he has been working with First  
22 Baptist Church who has a few ideas to help the homeless senior to possible renovate the  
23 garage that is on the property. Administrator Reynolds said the town did receive a thank  
24 you from Western Slope Veterans for the grant money. Administrator Reynolds said he  
25 met Noreen Nolan who was part of the Downtown Group a few years ago. She would like  
26 to get the group back together. He said the group dissolved due to lack of interest. Ms.  
27 Nolan would like to know if council would like to bring the group back together again and  
28 it would involve money. He said he could point them to the Chamber of Commerce.  
29 Councilor Leland said when the Downtown Group was active there was a purpose such as  
30 cleaning up downtown and placing historic markers in front of historic buildings with an  
31 AGNC grant. He said if Ms. Nolan has an idea, she can start the group back up with  
32 volunteers. Councilor Mariscal said she would like to be involved with conversations with  
33 the business owners. Councilor Carey said the town can support them but at this time it  
34 doesn’t need to be a commission that would take staff time. Administrator Reynolds said  
35 LOVA Trail Jeanne Golay would like to pursue a short trail from the pedestrian bridge to  
36 the driveway Elk Creek Elementary School. Ms. Golay would like the town to apply for a  
37 grant application, manage the project and get a ROW permit from the school.  
38 Administrator Reynolds said its school property and the school has not been approached  
39 yet. He said the first thing is for LOVA to approach the school to see if this is something  
40 that they would want. Ms. Golay did mention Safe to School Grant. The trail would not be  
41 meant to go to the front of the school; the trail would go as far as the driveway to the

1 school. Administrator Reynolds said Earth Day is April 23, 2026. CEC will be handing out  
2 door hangers regarding the watering restrictions. Administrator Reynolds said he is out on  
3 vacation from April 23, 2026- May 1, 2026. Administrator Reynolds said CCCMA and  
4 Garfield County Energy Symposium will be next. He said he would be bouncing back and  
5 forth between the two. Administrator Reynolds said the town was named 2026 Trail Town  
6 USA by International Mountain Bike Association. He said there were only 28 towns that  
7 were named Trail Town USA. The criteria is it has to be assessable trails from the town,  
8 community investment, vibrant culture and a variety of surface tops. Administrator  
9 Reynolds said the fencing that has gone up around the new development across from VIX  
10 Park the trails will still be accessible around the fencing. The developer will rebuild the  
11 trails once the development is finished. The town has worked with the developers to  
12 protect as much of the open space as possible. Administrator Reynolds said the town was  
13 awarded the Best Place Small Town Main Street Award. He said there are no boarded-up  
14 buildings downtown and there are things for people to do. The town has the ice-skating  
15 rink, gaming tables at Ritter Plaza and all the events downtown. Administrator Reynolds  
16 said he and Assistant Firth were in Glenwood Springs for the work session on Emergency  
17 Evaluation. There were questions about wildfire evacuations. There were discussions  
18 about how evacuations work and don't work.

19 **Town Clerk** – Clerk Andis reminded the council about the CML Conference at the end of  
20 June. If you would like to attend to please contact her. Clerk Andis said the water  
21 department will start reading all meters starting this month for summertime usage. The  
22 meters will be read from April – October. Clerk Andis said she has received letters of  
23 interest from the various commissioners for reappointments. She asked the council if they  
24 would like to interview for the reappointments. Council said the letters would be sufficient.  
25 Clerk Andis said she had handed out the council current assigned schedule for different  
26 commissions and committees. At the next council meeting there will need to be new  
27 appointments to the commissions and committees. Clerk Andis said a question had arisen  
28 regarding how the raw water was being calculated for a commercial account. Staff is doing  
29 research on the calculation.

30 **Town Treasurer** – not present

31 **Town Planner** – not present

32 **Public Works Director** – not present

33

### 34 **Commission Reports**

35 **Planning & Zoning Commission** –Mayor A. Riddile said they have met

36 **Historic Preservation Commission** –Councilor Copeland said she was not able to attend  
37 the meeting.

38 **Climate and Environment Commission** – Councilor Leland said the commission agreed  
39 to purchase more disposable ware for the community center. He they have not gotten any  
40 grant applications therefore, they are going to leave the grants open. He said there is a  
41 commissioner on CEC who has a friend that is a accomplished mural artist who is will to

1 give the town a quote for the mural.  
2 **Senior Program** –Clerk Andis said the BOCC had approved the changed to the Bylaws.  
3 She said the Traveler had 60 one-way riders for the month of February, which is down  
4 slightly. There were 67 participants at the New Castle meal site which is also down  
5 slightly.  
6 **RFTA** – have not met. Councilor Copeland said they will be meeting Thursday, April 9,  
7 2026, but will not be able to attend.  
8 **AGNC** – Councilor Hazelton said he was not able to attend but Assistant Firth did.  
9 **GCE** - Councilor Leland said he was not able to attend.  
10 **EAB** – have not met  
11 **POSTR** – Administrator Reynolds said they will be meeting tomorrow at VIX Park at  
12 4:00pm, to explore options for pickleball courts and possible reconfiguration of the pump  
13 track.  
14 **Council Comments**  
15 Councilor G. Riddile reminded council and staff about emails being subject to CORA  
16 requests.  
17 Councilor Leland said there is some concern about fish endangerment due to low water in  
18 Elk Creek. He said Evergreen Zero scaping has changed their route in New Castle. They  
19 have been picking up buckets at homes, now they are picking up at a central location  
20 behind the New Castle Coffee Shop at the plaza.  
21 Councilor Mariscal thanked Councilor Carey for all of her work with e-bikes. She thanked  
22 everyone who came to the mayor’s forum at CMC.  
23 Councilor Carey said she last Saturday she did Coffee with a Councilor regarding water.  
24 She said the R2 construction has started and wanted to make sure there was a finalized  
25 traffic plan.  
26 Councilor Hazelton asked if there would be a link on the town’s Facebook page about  
27 development. Councilor Carey suggested having a “Hot Topic” on the town’s website.  
28 Councilor Hazelton said starting the Downtown Group is a great idea but don’t want to get  
29 involved in a lot of projects. He said if there is concern about the fish, CPW should be  
30 contacted.  
31 Mayor A. Riddile said thanked everyone who attended the meeting and stayed for the  
32 meeting. He said the IMTPR is important to have a representative from the town to be on  
33 the board as a voice for New Castle. He said in the next 10-15 years there will need to be  
34 a bridge replacement over I70.  
35 **Items for Future Council Agenda**  
36 There were no items for future council agenda.  
37  
38 **Adjourn**  
39 **MOTION: Mayor A. Riddile made a motion to adjourn.**  
40 The meeting adjourned at 9:57 p.m.

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Respectfully submitted,

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Mayor A. Riddile

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Town Clerk Mindy Andis, CMC

DRAFT