

New Castle Town Council Regular Meeting
Tuesday, June 4, 2024, 7:00 PM

Call to Order

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

Pledge of Allegiance

Roll Call

Present	Councilor Mariscal
	Councilor Carey
	Councilor Hazelton
	Mayor A. Riddile
	Councilor Copeland
	Councilor Leland (ZOOM)
	Councilor G Riddile

Absent	none
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Also present at the meeting were Town Clerk Mindy Andis, Town Treasurer Viktoriya Ehlers, Administrator Reynolds, and members of the public.

Meeting Notice

Clerk Andis verified that her office gave notice of the meeting in accordance with resolution TC 2024-1.

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 – not present

Consultant Engineer – not present

Items for Consideration

Consider a Letter of Interest from Nancy Barnes for Appointment to Seat on Climate and Environment Commission

Nancy Barnes, New Castle resident, explained to the council for her interest for being on Climate and Environment Commission (CEC). She said she feels deeply committed to sustainability and environmental stewardship. She is eager to contribute to the community's efforts to address climate change and support the principles of the U.S. Mayors Climate Protection Agreement. She said she would like to serve her community by educating and engaging the residents and businesses about sustainable practices and the importance of reducing the carbon footprint.

Motion: Mayor A. Riddile made a motion to appoint Nancy Barnes to the Climate and Environment Commission. Councilor Carey seconded the motion and it passed unanimously.

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

MOTION: Councilor Hazelton made a motion to recess the Town Council Meeting and Convene the Local Liquor Licensing Authority. Councilor Mariscal seconded the motion and it passed unanimously.

Consider an Application from the New Castle Chamber of Commerce for a Special Event Liquor License for their Block Party Event on June 28, 2024

Clerk Mindy Andis said her office had received the special event liquor license on May 3, 2024. The event is for the Chamber of Commerce Block Party. The event will be held on June 28, 2024, from 5:30pm to 9:00pm. The license is from 9:00am – 11:00pm which would give the Chamber of Commerce enough time to set up and tear down. Staff is recommending the last call to be half an hour before the end of the event. New Castle Chamber of Commerce has legal possession of the intended premises through a rental agreement. The event includes one food truck, The Rolling Fork has been approved by Garfield County Health Department. Scott Owens, Siobahn Milholm, Scott Gauldin and Amanda Gauldin are ServSafe certified and will oversee alcohol service. If the Authority's consensus is to approve the attached application for a special event liquor permit for the Town of New Castle, the Clerk's Office staff recommends that Authority consider the following conditions:

- That a 100% ID check be conducted because only individuals that meet the eligible drinking age of 21 should be served alcohol.
- That 'last call' for service of alcoholic beverages be a half-hour prior to the end of the event to allow patrons to finish their beverages before leaving the venue.

The Clerk's Office staff recommends approval of the application.

MOTION: Councilor G. Riddile made a motion to approve a Special Event Liquor License from the New Castle Chamber of Commerce for their Block Party Event on June 28, 2024. Councilor Mariscal seconded the motion and it passed unanimously.

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

MOTION: Councilor Hazelton made a motion to recess the Local Liquor Licensing Authority and Convene the Town Council Meeting. Councilor G. Riddile seconded the motion and it passed unanimously.

Consider Tap Fee Agreement for Drifters/Down Valley Brewing

Town Administrator Reynolds said during a regular town council meeting held on May 7, 2024, town staff discussed the new location for Drifters Coffee at the old Texaco and reviewed the EQR requirements for the brewery portion of the business as well as the restaurant (coffee shop) portion of the business. Staff presented recommendations for how to adjust the EQR count by allowing for a seasonal count of outdoor seating as well as adjustments for the specialized type

of brewing process that Drifters intends to use. Administrator Reynolds reviewed the fees that have been waived for building permits, mechanical permit, plumbing permit and plan review. After discussion with the council, the council agreed to waive the 3 percent interest to a 0 percent interest and waive the cost for the second water meter.

MOTION: Mayor A. Riddile made a motion to approve Tap Fee Agreement for Drifters/Down Valley Brewing. Amending the agreement to have a 0 percent interest and waiving the cost of the second meter. Councilor Carey seconded the motion and it passed 6/1.

Consider Grants to Outside Agencies

Administrative Assistant Rochelle Firth said she was the person who worked on the grants to outside agencies. Admin Asst. Firth had reached out to various organizations that had applied for the town's grant program previously. She said that each year the town distributed \$18k to organizations that support the residents of New Castle. The grants were done in two rounds, one in late spring, and one in late fall.

Admin. Asst Firth said there were three non-profits that requested funding, and there were no new applicants, and that all of them received funding from other entities, other than the town. Admin. Asst. Firth described each non-profit, what services they provided and how much they had requested, as well as the staff suggestions for awards.

Council directed staff to increase Advocate Safehouse from \$1,000 to \$2,000.00 and increase Lift-Up from \$2,500 to \$5,000.00.

Consider a Motion to Cancel or Reschedule the July 2, 2024, Regular Council Meeting

Administrator Reynolds stated staff has been scheduling council agenda items around July 4, 2024 date. Therefore, canceling the meeting would not cause any issues.

MOTION: Councilor Carey made a motion to Cancel July 2, 2024, Regular Town Council Meeting. Councilor Mariscal seconded the motion and it passed unanimously.

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.

May Bills \$765,816.84

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

Staff Reports

Town Administrator – Administrator Reynolds said he would like to meet with Councilor G. Riddile and Council Copeland for a Capital Committee meeting. The meeting would be to review the current projects and the money the town received for the round-about project. Get an

128 understanding of what the second half of the year would look like. Administrator Reynolds said
129 the 6th Street lot is closing Wednesday, June 5, 2024, at 10am. Administrator Reynolds said on
130 Tuesday, June 11, 2024, from 5:30pm – 7:00pm will be the open house for the round-about
131 landscaping project and what the plans look like for the landscaping. The open house will be at
132 the Community Center. Administrator Reynolds said Thursday, June 13, 2024, town staff will be
133 hosting BINGO for the Chamber of Commerce. Doors open at 6pm. The theme for the BINGO is
134 Redneck Bard Yard. There will be prizes to be given away. Staff will also be doing the concession
135 stand. By making the concessions the money that is raised will be for the town. Staff would like
136 to use the money raised to go towards the employee Christmas party. Administrator Reynolds
137 said staff have been in contact with a company who travels around the state doing casino
138 parties. Staff would like to switch up the Christmas party and have a casino night. Councilor G.
139 Riddile said he would like to have the Christmas party at the Lakota Rec Center. Then, there
140 would be nothing for staff to do. Administrator Reynolds said on Friday, July 12, 2024, from 3pm
141 -5pm is the Ice Cream Social. Currently there are 16 organizations to have a table set up to
142 speak and interact with the community and have ice cream. Administrator Reynolds reminded
143 the council of the CML Conference is June 18-June 21, 2024, in Loveland. He will not be at the
144 next council meeting since he will be at conference. He will try to ZOOM into the meeting.
145 Administrator Reynolds said the PD Bike Rodeo was on Saturday, June 1, 2024, and was a great
146 success. Administrator Reynolds said there was some confusion with the Memorial Day
147 ceremony at the cemetery. He was in contact with the Boy Scout leaders at the last minute and
148 was told there would be no ceremony. Councilor Carey said John Harcourt and her son did the
149 flag ceremony and she officiated. Administrator Reynolds said the council had received an
150 invitation to the Historical Society annual potluck dinner. The potluck is Saturday, June 8, 2024,
151 from 5pm – 7pm. Administrator Reynolds said there is a weekly update from CDOT for the
152 round-about project that residents can sign up for. Administrator Reynolds said Paula Stepp with
153 the Colorado River Watershed has announced she is leaving. Staff is working with Ms. Stepp on
154 the Wildfire Mitigation Collaborative. Administrative Reynolds said the window replacement
155 project is underway. His office and Asst. Firth's office have been relocated to the council
156 chambers room for the duration of the project. Administrator Reynolds said staff is off for the
157 July 4th holiday, he is asking council if staff could have Friday, July 5th off as a paid holiday. The
158 council agreed. Administrator Reynolds said Asst. Firth and himself have been brainstorming
159 about the outgoing grants and how they are for non-profits. The thought of going into the 2025
160 budget season is to see how the town could help the downtown businesses if there is money
161 available. He would like to have a work session with council to discuss ideas on how to help.

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163 Town Clerk – Clerk Andis she said she had nothing to report.

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165 Town Treasurer – Treasurer Viktoriya Ehlers said the town had received addition bags for the
166 first quart of 2024. Treasurer Ehlers said there will be a sealed bid for three town vehicles which
167 staff will be able to bid on. Any vehicles that were not bid on will go out to the public for bid.
168 Treasurer Ehlers reviewed the first quarter financials with the council.

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170 Town Planner – not present

171 Public Works Director – not present

172 **Commission Reports**

173 Planning & Zoning Commission – have not met

Town Council Meeting
Tuesday, June 4, 2024

Historic Preservation Commission – have not met
Climate and Environment Commission – have not met
Senior Program – have not met
RFTA – have not met
AGNC – Asst. Firth said AGNC had money left over from their grant cycle, so they opened for another round of first come first serve. The town applied for another grant for a new flashing cross walk signs for 7th Street and a speed limit flashing sign on Castle Valley Boulevard. The town had applied in the first round and received grant for \$5,000 for concrete chess table and ping pong table to go into the towns pocket parks with the order the company gave the town \$3,000 cornhole set to put into another park.
GCE – Councilor Leland said CLEER had sent out a quarterly report on the town's energy use on the town's public buildings.
EAB – unable to attend
Detox – Councilor Mariscal said Detox had the ribbon cutting and the open house.

Council Comments

Councilor Mariscal said she will be at the CML conference will try to ZOOM into the meeting. She would like to meet with Administrator Reynolds to have the round-about updates translated into Spanish. Administrator Reynolds said CDOT already offers the Spanish version. Administrator Reynolds offered to show Councilor Mariscal where to go for the Spanish version.
Councilor Hazelton said to expect more comments and conversions regarding the green bridge project. Administrator Reynolds said CDOT have been meeting with property owners regarding the project. CDOT is still in the planning stages of the project as far as how much property they will need and what to do with the old bridge. Councilor Hazelton said there are more questions than there are answers. Councilor Hazelton asked if the town's trash service allows for an additional container for yard waste. Administrator Reynolds said not anymore. The residents would need to make a special pick up with Mountain Waste and Recycling.
Mayor A. Riddile said he will be out of town from June 13, 2024- June 19, 2024. He also acknowledges how great the turnout was for the bike rodeo.

Items for Future Council Agenda

Councilor G. Riddile said the council should consider a lawn conversion program.
Councilor G. Riddile said the council should review the land use application process for Additional Dwelling Unit (ADU). Possibly simplifying the process to have it as an administrative review instead of a Condition Use Permit (CUP).

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

The meeting adjourned at 8:46p.m.

Respectfully submitted,

Mayor A. Riddile

Town Council Meeting
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Town Clerk Mindy Andis, CMC

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