

**New Castle Town Council Regular Meeting
Tuesday April 2, 2024, 7:00 PM**

Call to Order

Mayor Pro Tem Grady Hazelton called the meeting to order at 7:20 p.m.

Pledge of Allegiance

Roll Call

Present	Councilor Carey Mayor Pro Tem Hazelton Councilor Copeland Councilor Leland Councilor G Riddile
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Absent	Mayor A. Riddile
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Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Mindy Andis, Town Treasurer Viktoriya Ehlers, Assistant Town Attorney Haley Carmer, and members of the public.

MOTION: Pro Tem Hazelton made a motion to approve Mayor A. Riddile absence. Councilor Mariscal 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 2024-1.

Conflicts of Interest

Councilor G. Riddile he would be recusing himself from item E. The discussion regarding the sale of the 6th Street lot.

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 only.
Consultant Engineer – not present

Items for Consideration

1 **Thank You – Municipal Judge Amanda Maurer Miller for Seventeen Years of**
2 **Service to the Residents of the Town of New**

3 Town Clerk Mindy Andis said Judge Amanda Maurer Miller will not be asking for
4 reappointment as municipal judge. Municipal Judge Amanda Maurer Miller has been judge
5 for the Town of New Castle for seventeen years. Clerk Andis said Judge Maurer was
6 originally appointed as Assistant Municipal Judge to Judge Hugh Warder in 2007. In 2009
7 Judge Maurer became the New Castle's Traffic Judge. Following Judge Warder's retirement
8 in 2012, Judge Maurer was named as New Castle's full time Municipal Judge. The Town of
9 New Castle is grateful for Judge Maurer's years of service to the town. Amanda Maurer
10 made a huge difference in our community and will be missed by all.
11 Town Council thanked Judge Maurer for her seventeen years of service to the Town. Clerk
12 Andis present Judge Maurer with a plaque and crystal gavel.
13 Judge Maurer thank town council and town staff for the opportunity to serve as the
14 municipal judge for those years. She has enjoyed being the judge for New Castle and she
15 will miss it.

16
17 **Presentation from Garfield County Libraries**

18 Town Administrator Dave Reynolds said Jamie LaRue Garfield County Library's Executive
19 Director, will present a county wide project that the library staff worked on in late 2023
20 and completed in early 2024. (Exhibit A)
21 Mr. LaRue said staff members from each branch of Garfield County Library took time to
22 personally interview 85 community, business, and volunteer leaders from various parts of
23 the county to ask them what drives them, what are they passionate about, what matters
24 most over the next two years, and what are their aspirations for the community.
25 Councilor Carey said she was grateful for all the work that has been done and she will
26 continue to support the county libraries.
27 Mayor Pro Tem Hazelton asked about the effects of social media on children. Mr. LaRue
28 said studies have shown that a screen should not be put in front of a child before the age
29 of four unless it is educational, and the parent is interactive with the child.
30 Councilor Leland said the library has rejoined Garfield Clean Energy. They were charter
31 members and member for a long time until the library budget went down.

32
33 **Introduction: Professional Assistant Michelle Huster and Assistant Treasurer**
34 **Jolene (Josie) Wood**

35 Clerk Andis introduced Michelle Huster to the council. Ms. Huster joined the Clerk's
36 Department as the Professional Assistant to the Town Clerk on March 4, 2024 and has
37 been doing a terrific job of learning the many responsibilities and roles that come with her
38 front office position. Staff is excited to have Ms. Huster as part of the New Castle team.
39
40 Town Treasurer Viktoriya Ehlers introduced Jolene (Josie) Wood to the council. Treasurer
41 Ehlers said Ms. Wood joined the Finance Department as Assistant Town Treasurer on
42 February 26, 2024. Ms. Wood will be concentrating on payroll, she has done a great job of
43 learning our systems and is working toward becoming our payroll administrator. Ms. Wood

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1 has been a huge help to the department and assistant to Treasurer Ehlers.

2
3 Parks Manager Ryan Barkman introduced Cody Hunstad, Parks Foreman. Manager
4 Barkman said Mr. Hunstad has been with the town for a couple of years working and
5 taking care of the town's parks.

6
7 The council welcomed new town employees and new team members.

8 9 **Arbor Day Proclamation**

10 Mayor Pro Tem Hazelton read the proclamation into the record.

11 Manager Barkman said the Town of New Castle is celebrating 20 years of being part of
12 Tree City USA. There is a lot of work that goes into being part of the program such as how
13 many trees are planted and taking care of the trees. The Arbor Day celebration will be
14 April 26, 2024, at 10:30am at Bear Dance Park. The Boys Scouts have been invited to join
15 in on the celebration. Manager Barkman also extended an invitation to the town council
16 and to staff to participate. Foreman Hunstad said a Sienna Glenn Maple tree has been
17 picked out to be planted this year. The tree grown to be about 50 feet tall and it's a fast-
18 growing tree. Currently the tree is about 12 feet tall and easy to plant.

19 Mayor Pro Tem said three of the trees from the plaza area were able to be transplanted.

20 Manager Barkman said those trees were planted at Public Works by the bulk water
21 station. The other trees could not be saved because of the underground utilities.

22 Administrator Reynolds thanked the parks department for doing such a great job in
23 keeping the parks looking great. He said the parks department is currently looking for
24 parks seasonals and they were also at the CMC job fair recruiting for the parks
25 department.

26 27 **Proclamation Recognizing Parkinson's Awareness Month**

28 Mayor Pro Tem Hazelton read the proclamation into the record.

29 Mayor Pro Tem Hazelton presented the proclamation to Mr. Larry Metzger, a New Castle
30 resident. Mr. Metzger wife Mary Metzger former town councilor passed away from
31 Parkinsons. Mr. Metzger said the summer of 2023 was a 5k and a 10k run/walk in Basalt.
32 The run/walk was to raise awareness and a fundraiser. The event raised over \$52,000.00.

33 34 **Discussion Regarding Appointing a Municipal Prosecutor**

35 Administrator Reynolds said during the regular council meeting held on March 19, 2024,
36 the council appointed our current Municipal Prosecutor Tim Graves to become our new
37 Town Judge beginning in April. The town's current Assistant Municipal Prosecutor John
38 Collins has voiced an interest in moving up and filling the open Municipal Prosecutor
39 position on a full-time basis. Mr. Collins has been the Assistant Prosecutor for little over
40 two years and has done a great job of filling in for Mr. Graves when needed. Staff would
41 like to review Mr. Collins qualifications with the town council and determine the best path
42 forward for selecting a new Town Prosecutor.

43 Councilor Leland asked if Mr. Collins prosecuted cases in this court.

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1 Clerk Andis said yes. Mr. Collins has had a handful of cases and is familiar with this court.
2 She said she is comfortable working with him and is easy to work with. Mr. Collins is the
3 Municipal Prosecutor in Glenwood Springs and the Municipal Judge in Carbondale and
4 Basalt.
5 The council discussed having Mr. Collins come to the next council meeting for an interview
6 and to meet him.

7
8 **Executive Session for a conference with the Town Attorney for the purpose of**
9 **receiving legal advice on specific legal questions under CRS Section 24-6-**
10 **402(4)(b) regarding pending litigation against Castle Valley Ranch Investors**

11
12 **Motion: Councilor Leland made a Motion at 8:05p.m. to go into Executive Session**
13 **for a conference with the Town Attorney for the purpose of receiving legal advice**
14 **on specific legal questions under CRS Section 24-6-402(4)(b) regarding pending**
15 **litigation against Castle Valley Ranch Investors. Councilor Copeland seconded**
16 **the motion and it passed unanimously.**

17
18 **Executive Session for a conference with the Town Attorney for the purpose of**
19 **receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) for**
20 **the purpose of determining positions relative to matters that may be subject to**
21 **negotiations concerning the 6th Street Lot.**

22
23 **Motion: Councilor Leland made a Motion at 8:05p.m. to go into Executive Session**
24 **for a conference with the Town Attorney for the purpose of receiving legal advice**
25 **on specific legal questions under C.R.S. 24-6-402(4)(b) for the purpose of**
26 **determining positions relative to matters that may be subject to negotiations**
27 **concerning the 6th Street Lot. Councilor Copeland seconded the motion and it**
28 **passed unanimously.**

29 Councilor G. Riddile left at 9:00 pm.

30 Councilor G. Riddile returned at 9:07p.m

31
32 Executive session concluded.

33 At the end of the executive session, Mayor Pro Tem Hazelton made the following
34 statement:

35 "The time is now 9:07p.m. and the executive session has been concluded. The
36 participants in the executive sessions were: Councilor Mariscal, Councilor Carey,
37 Councilors Copeland, Councilor G Riddile, Councilor Leland, Town Administrator Reynolds,
38 Town Clerk Andis, Assistant Town Attorney Haley and Town Treasurer Ehlers. For the
39 record, if any person who participated in the executive session believes that any
40 substantial discussion of any matters not included in the motion to go into the executive
41 session occurred during the executive session, or that any improper action occurred
42 during the executive session in violation of the Open Meetings Law, I would ask that you
43 state your concerns for the record."

1 No concerns were stated.

2
3 **Consent Agenda**

4 March 19, 2024

5 March Bills \$639,411.17

6 Resolution TC 2024-11 - Approving an MOU with Garfield County for Mosquito Control

7 **MOTION: Councilor G. Riddile made a motion to approve the consent agenda.**

8 **Councilor Carey seconded the motion and it passed unanimously.**

9
10 **Staff Reports**

11 **Town Administrator** – Administrator Reynolds said at the last council retreat there was
12 not a decision made on when to have the next retreat. The next council retreat was
13 decided to be on September 28, 2024. He said council had discussed having a work
14 session to discuss building a rec center and preparing a survey. Administrator Reynolds
15 met with the manager of Town of Debeque since they have a new rec center. He also took
16 a tour of the rec center at Battlement Mesa. The rec centers are two different operations
17 and to see what that looks like. Administrator Reynolds said town staff will be hosting the
18 New Castle Chamber BINGO on June 13, 2024. He said the town is applying for an AGNC
19 Technical Grant which is due next week. There are a couple of different grants written: 1)
20 traffic control devices specifically for Midland Ave. 2) help downtown businesses. The town
21 can only submit one. AGNC will give a technical grant and the town is asking for
22 \$5,000.00, then the town would match from the downtown group. Then, the town would
23 open outgoing grants to downtown businesses which are forward faces to Main Street. The
24 money could be used for new paint, new signs and etc. The council agreed to apply for the
25 grant to help the businesses. Administrator Reynolds said the City of Glenwood Springs
26 completed a regional traffic study. From the study the City of Glenwood Springs wants to
27 create a traffic coalition and wants the Town of New Castle to be part of the coalition.
28 Administrator Reynolds said the Carrier Neutral Location (CNL) had meetings with Garfield
29 County and the other towns. The discussion was since there is a building for CNL what
30 happens next. There was an RFP to internet providers for who is interested and what it
31 would look like. There have been interviews with 6 different internet providers. Out of the
32 6 there are two providers for second interviews. The ownership of the building and the
33 equipment is becoming complicated. Garfield County Commissioners has said they are not
34 in the internet business and the CNL's to go to the towns. The town was very deliberate
35 up front by stating the town would lease the property, but the town doesn't want the
36 maintenance of the facility until we know more about the pros and cons to the town.
37 Mayor Pro Tem Hazelton asked about the insurance. Administrator Reynolds said the
38 insurance is all part of the maintenance and ownership of the building. He said the
39 purpose of this was the federal and state was putting out money to provide services to the
40 underserved communities. The privilege was for smaller towns to have competing
41 providers. When the state started to map what they considered underserved didn't include
42 the town proper because the town already has high speed internet. Administrator
43 Reynolds said there was a gas line that was hit at the round-about construction site. He
44 said he has been going through council retreat notes, there was discussion about open
45 houses for residents to come talk to council and to staff. Staff had an idea to make the
46 open house more appealing. Staff suggested having an ice cream social at Burning

1 Mountain Park in June, serve ice cream and talk with residents. Administrator Reynolds
2 said Town Attorneys David McConaughy and Haley Carmer will be doing an orientation to
3 council and commissioners on "do's and don'ts.) Administrator Reynolds said he and staff
4 has a meeting with a realtor to talk about the old schoolhouse. Administrator Reynolds
5 said he will be going on vacation in May and will not be available from May -21, 2024.

6 **Town Clerk** – Clerk Andis handed out the council appointment list for council to review.
7 She said the clerk's office has started working 4-day 10 hour work week. Staff will come
8 in at 6am and work until 5pm with an hour lunch. The Town Hall hours of operation will
9 not change. Assistant Huster will have Tuesday's off, Clerk Andis will have Wednesday's
10 off and Deputy Clerk Bordelon will have Thursday's off. The reasoning for the days off is
11 because of the meeting nights. However, the nights of the meeting staff will come in at
12 8am and work until 5pm and be back for the meeting. This is a month's trial to see how
13 staff likes the new hours. Since town hall hours are not being affected there is no harm no
14 foul if it doesn't work or if the new hours don't work for a staff member they can work the
15 normal 8am-5pm week.

16 **Town Treasurer** – Treasurer Ehlers said the parks department has received the 2024
17 Chevy Silverado. She said the audit is scheduled for the 3rd week in April and the auditor
18 will be on site for a few days. Treasurer Ehlers said she will be moving temporarily do to
19 demolition in her office to put in a window. Treasurer Ehlers said the sales tax revenue for
20 2023 is up 4 ½% over budget. She said the bag fee collected for 2023 was \$15,395.72.
21 She said the tobacco tax revenue 2023 with a surplus \$37,000 over the budget. The trend
22 so far for January and February 2024 is -4%.

23 **Town Planner** – not present

24 **Public Works Director** – not present

25 **Commission Reports**

26 **Planning & Zoning Commission** – has not met

27 **Historic Preservation Commission** - has not met

28 **Climate and Environment Commission** – Commissioner Leland said the commission
29 did elect a chair. The chair is Tom Elder. They discussed Earth Day plans. The Earth Day
30 theme this year is Reducing Plastic. The commission ordered water bottles with the town
31 logo on them to give away during the event. Glenwood Springs traffic group is working
32 with CLEER grant and need a support letter from the town. A letter was sent from the
33 commission.
34

35 **Senior Program** – Clerk Andis handed out a presentation by John Dougherty Human
36 Services Innovations. The meeting was a joint meeting with Garfield Council on Ageing.
37 Mr. Dougherty did a presentation on what the Senior Advisory Board and Garfield Council
38 on Ageing can do better and looking for recommendations for budgeting more wisely and
39 how to get the seniors more involved. How to better outreach to the seniors and let them
40 know of the different programs available to them. Mr. Dougherty invited town council and
41 town trustees to who are part of the program to come to the next meeting. The next
42 meeting is April 26, 2024 at 9am here at town hall. Councilor Copeland said she would
43 come for the council.

44 **RFTA** – no report

45 **AGNC** – Councilor Hazelton said they discussed wolves.

46 **GCE** – Councilor Leland nothing to report

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1 **EAB** - has not met

2 **Detox** – Administrator Reynolds said the grand opening will be Thursday, April 11, 2024
3 @3:30pm on site.

4 **Council Comments**

5 Councilor Mariscal said CMC reached out to her to talk about the book

6 "Common Ground" she will be the Town of New Castle representative.

7 Councilor Carey will be talking to Kathryn Senor Elementary School Gifted and

8 Talented students about what it means to be an elected official.

9 Councilor G. Riddile said Mayor A. Riddile to recovering and thanked everyone
10 for what they have done.

11 Councilor Leland said the town does have a Spellabration team.

12
13 **Items for Future Council Agenda**

14 Councilor Carey said the CPW could like to come and give a presentation about
15 bears.

16
17 **MOTION: Mayor Pro Tem Hazelton made a motion to adjourn. Councilor**
18 **Carey seconded the motion and it passed unanimously.**

19
20 The meeting adjourned at 9:47p.m.

21
22 Respectfully submitted,

23
24
25
26
27 _____
28 Mayor Pro Tem Grady Hazelton
29
30
31

32 _____
33 Town Clerk Mindy Andis, CMC