

**New Castle Town Council Meeting  
Tuesday, October 21, 2014, 7:00 p.m.  
Town Hall  
450 W. Main Street**

**Call to Order**

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

**Pledge of Allegiance**

**Roll Call**

Present	Councilor Means
	Councilor Riddile
	Councilor Metzger
	Mayor Gordon
	Councilor Breslin
	Councilor Leland
	Councilor Stuckey

Also present at the meeting were Town Clerk Melody Harrison, Human Resources Manager Mike Edgar, Finance Director Lyle Layton, Public Works Director John Wenzel, Interim Police Chief Tony Pagni, Town Planner Tim Cain 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-2014-1.

**Conflicts of Interest**

Councilor Stuckey stated that he may have the appearance of a conflict with the Warrior item and said he would recuse himself.

**Agenda Changes**

Clerk Harrison asked the council to move two items off the consent agenda to the regular agenda: The proclamation for Elk Creek Elementary because there was a representative from the school in attendance, and the Lease Purchase agreement for a possible executive session and council discussion. The council agreed.

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

David Souders, owner of the New Castle Diner at 820 Castle Valley Boulevard. Mr. Souders told the council that Lazy Bear had placed a sandwich board at the intersection of Castle Valley Boulevard and Highway 6. Mr. Souders knew this was not within the municipal code guidelines for sandwich board signs, and felt that the council or town staff should require the sign be removed. He stated he had consistently abided by the sign

code rules, and felt other businesses should also be required to abide by them. Staff agreed to look into the sign code section and ask Lazy Bear to comply.

### **Consultant Reports**

Consultant Attorney – present for agenda items

Consultant Planner – not present

Consultant Engineer – not present

### **Items for Consideration**

#### **Proclamation – Elk Creek Elementary Blue Ribbon School**

Mayor Gordon congratulated Lisa Pierce, Principal of Elk Creek Elementary School, for the Blue Ribbon Award won by the school.

He read the proclamation into the record, and then presented it to Ms. Pierce.

She thanked each council member, and told them that it was the hard work and dedication of the school staff, parents and students that caused the school to be eligible for the award. Ms. Pierce said she hoped to carry forward with high achievements.

#### **Downtown Group Funding Request**

Kathy Kopf, 280 Elk Run Road. Ms. Kopf identified herself as the spokesperson for the Downtown Group. She described the short history of the group and their vision and mission statements for beautification of the downtown area. She detailed the Group's accomplishments for the past year.

Ms. Kopf told the council that they had spent approximately \$2,600.00 of the \$4,000.00 the council budget them in 2014. She said the Group would like to use the remaining \$1,400.00 to continue the project regarding the exterior design of the Community Center. Councilor Breslin said that he felt the project to change the façade of the community center was likely a half-million dollar project, and he wanted to know how the council felt about supporting an expensive project that had not gone to the public.

Councilor Leland said he wanted to see the community center façade updated, but said there was a procurement procedure the council and staff were required to go through. He said the project would have to be added to the council's project list, and said that he would accept the Downtown Group's presentation as their request that council consider it for a future project. Councilor Leland further stated that there were not funds in the 2015 budget for a grant match for the project. He said it was more likely in 2016 budget, and that the town would be required to put out a Request for Proposals from architects and contractors because the town was not allowed to spend that amount of money without closely following the adopted procurement code.

Ms. Kopf said the Group understood the process. They felt it was their job to identify projects that were worthy, and to complete enough research to be able to make a proper presentation to the council and public as simply ideas for a future project. This provided an opportunity to set aside funds and consider grant opportunities.

Councilor Stuckey said he had been involved in producing some of the renderings, and felt that what had already been produced was more than enough to do what Ms. Kopf was suggesting. He felt the remaining \$1,400.00 could be used for something else, such as more Christmas lights for the downtown or additional flower baskets for next spring.

Councilor Leland added that it would be inappropriate for the town money to be spent on one version of the drawings when the RFP for the architects would require them to submit drawings.

Ms. Kopf said the Group's idea was to present the renderings to the council and public as a way to communicate a fuller, more robust idea of what is possible.

Councilor Leland and Councilor Stuckey both felt that the work done thus far reached the level that Ms. Kopf was suggesting. Ms. Kopf said the group did not feel they had reached that level yet.

Councilor Means agreed that the project was worth doing, but said that the procedures needed to be followed.

Mayor Gordon said he felt the group understood the procedure and had agreed to move forward appropriately.

Councilor Metzger said she felt the project was vital to the downtown economic development, and was concerned that the drawings may not be enough.

Councilor Stuckey felt that it might be valuable to look at rebuilding rather than remodeling, because it may be similar in cost. He also felt that it was probably a project lower on the priority list.

Councilor Leland said the Historic Preservation Committee (HPC) would have to weigh in on the project. He said that council would need some idea of the cost so it could be prioritized on the council's list of projects. Councilor Leland suggested that the Downtown Group take their idea to HPC for them to consider.

Councilor Breslin said that he liked the aesthetic idea, and agreed it would increase economic development. Nonetheless, he felt that the condition of the Town Hall building was a bigger priority for staff morale and retention.

Ms. Kopf asked if he saw the town hall needs in conflict with the community center project, and Councilor Breslin said yes, he did see a conflict in terms of financing.

Ms. Kopf reviewed the future projects list in the packet, and told the council the Group was requesting \$6,000.00 for 2015.

Councilor Leland said that there were a few things on the list that had already been explored. One was the Railroad Closure Gates, which would require the town to bear the entire cost, and the second was the Economic Development Loan Fund. He said that the Rifle Regional Economic Development Corporation provided those types of loans for businesses in New Castle. He said he would get more information to Ms. Kopf about the loan fund.

Councilor Breslin felt that the cost of staff time, dumpsters and equipment provided for the clean-up day should be considered as part of the town's contribution to the Group. He also felt it was appropriate to itemize for the benefit of the taxpayers.

Councilor Breslin also said that he did not appreciate the anxiety the Group caused some of the downtown business owners who felt singled out. Ms. Kopf disagreed and said that the Group did not intend to cause anyone anxiety and certainly did not single out anyone. She stated that the Group's intention was to build partnerships and work with people and she felt they had done a good job. Councilor Breslin agreed they had done a good job, and said he was proud of their effort, but stated that some people felt threatened and they were worried because they thought the town was going to come after them. Councilor Breslin said he thought it was arbitrary and capricious to say that they liked one property and not another. Ms. Kopf apologized if the Group's efforts were perceived in that way, and said it certainly was not meant that way.

Councilor Breslin and Downtown Group member Michael Watts discussed an issue with a sign, and clarified what happened. Councilor Leland said that since the council understood the group's efforts and intentions they could correctly inform residents and business

owners of the Group's goal. Mayor Gordon said he felt the council was responsible to help the Downtown Group to continue to do good things for the community, and said it was also their responsibility to say something to them if there were issue regarding their approach to property owners.

Councilor Metzger said she and Ms. Kopf had walked around downtown in the beginning looking at properties, but she felt the group had never been critical of anyone.

Councilor Stuckey suggested the council award them \$4,000.00. The council agreed that because it had been their standard to award seventy-five percent of requests, and because the Group still had \$1,400.00 left over from 2014, and because there were a few items on their list they would not have to fund, that \$4,000.00 would be more appropriate.

Mayor Gordon said the council would speak to Town Finance Director Layton and get back to her.

Councilor Breslin suggested Ms. Kopf speak with the RREDC regarding the revolving loan fund for businesses to use to improve their facades. Councilor Leland said he would get more information about it for Ms. Kopf.

### **Lease Agreement Discussion**

Assistant Town Attorney Haley Carmer reviewed the lease agreement drafted by her office, and pointed out some details that had been changed according to the discussion with the developer at the previous council meeting. She said the CHRDC had already approved the lease in the current format and was waiting to hear from the town.

Attorney Carmer said the lease could be approved by motion and that staff could make any non-substantive changes.

Councilor Means said he wished to be recused from the vote. The council agreed.

**MOTION: Councilor Leland made a motion to approve the lease and purchase option agreement with CRHDC, allowing non-substantive changes to be made by staff. Councilor Breslin seconded the motion and it passed unanimously with Councilor Means recused.**

Mayor Gordon congratulated Attorney Carmer for passing her Colorado BAR examination. Attorney Carmer said she would take her oath on November 3.

Councilor Stuckey left council chambers.

### **Progress Report – Warrior**

Attorney Carmer told the council that Warrior had provided updated letters of credit that expired on November 28. Staff would need to determine what work could be completed by November 28, and amend the agreement and require additional letters of credit for the work that would be completed in 2015. Attorney Carmer said she would meet with the Town Engineer for that information.

Public Works Director John Wenzel said he spoke with the project engineer and Town Engineer Jeff Simonson. Concrete crews should be completing the concrete work on Spur Drive as well as Faas Ranch Road. Paving work would not be completed until the first week of November at the earliest. He also said that Engineer Simonson felt that placing chip and seal and crack seal this late in the season would not be a good idea because it would not have time to cure properly, and snow plows would damage or ruin it come. He said that leaving the road open for a single season would not further damage the substructure.

Mayor Gordon asked what they felt would be the best plan to mitigate the water coming off landscaping and damaging sidewalks and roadways. Director Wenzel said that would be a difficult problem to solve. Going forward, he felt that there would have to be more consideration of that drainage during construction, but that they had not yet determined a solution for existing homes/landscaping.

Councilor Stuckey returned to council chambers.

Mayor Gordon introduced Ms. Patti Payne. Ms. Payne said she was the office manager for Grand River Construction as well as being the part time administrative assistant for the Garfield County Mineral Lease District. The council was very pleased to meet Ms. Payne.

### **Incident Command System (ICS) Planning Model**

Director Wenzel described the planning model for the council. He explained that the Incident Command System was developed as a method to manage emergency or crisis situations. Staff had completed the ICS training online and was using a modified ICS template to organize and manage special events. He provided an outline from Burning Mountain Festival for the council to review.

Debbie Nichols, who along with her husband and daughter organized the Festival, gave the council a brief update of the festival's successes, and areas where things could be improved. The council congratulated Debbie on a job well done.

### **Name the Bridge, Name the Trail Results & Selection**

The council discussed the various names suggested for the Pedestrian Bridge. Councilor Riddile felt that using the name suggested by Greg Russi was appropriate.

**MOTION: Councilor Riddile made a motion to select "Flat Tops Bridge" as the name for the pedestrian bridge. Mayor Gordon seconded the motion.**

Councilor Means felt they should name the bridge after Jasper Ward, the founder of New Castle.

**MOTION: Councilor Means made a motion to select "Jasper Ward Bridge" after the founder of New Castle. Councilor Breslin seconded the motion.**

Discussion: The council discussed the merits of the two names. Councilor Riddile felt that because Greg Russi had been instrumental in the bridge project, it would be appropriate to name the bridge as Mr. Russi suggested.

Councilor Means withdrew his motion.

**VOTE: The motion to select "Flat Tops Trail" passed unanimously.**

The council discussed the various names suggested for the pedestrian trail.

**MOTION: Councilor Metzger made a motion to name the trail Talbott Trail. Councilor Breslin seconded the motion.**

**MOTION: Councilor Stuckey made a motion to name the trail the Vulcan Trail. Councilor Means seconded the motion.**

**VOTE: Mayor Gordon asked for a show of hands for those in favor of naming the trail Talbott Trail. There were four hands in the affirmative, and three hands in the negative. The affirmative won and the motion was adopted.**

### **Consent Agenda**

Minutes of the September 16, 2014 meeting

Minutes of the October 7, 2014 meeting

**MOTION: Councilor Leland made a motion to approve the consent agenda. Councilor Riddile seconded the motion and it passed unanimously.**

### Staff Reports

Town Administrator – not present -

Town Clerk – Clerk Harrison told the council that she and Deputy Clerk Andis had been reviewing applications for the vacant position, and would be conducting interviews the rest of the week. She said the Administrative office had been very busy.

Town Planner – present for agenda items

Public Works Director – present for agenda items

### Commission Reports

Planning & Zoning Commission – nothing to report

Historic Preservation Commission – nothing to report

Economic Advisory Committee – nothing to report

Senior Programs – nothing to report

RFTA – nothing to report

### Council Comments

Councilor Metzger said she had been unable to access the agenda on the town website.

Councilor Riddile said he had the same problem. Clerk Harrison said that in Internet Explorer the agenda seemed to be available, but she would certainly check. She asked the council to please contact her as soon as possible with any errors or problems they find.

Councilor Breslin wanted to know if the council was interested in seeking someone to do a community correspondence about New Castle. Councilor Leland said he was doing a similar thing on Facebook.

**MOTION: Mayor Gordon made a motion to adjourn. Councilor Metzger seconded the motion and it passed unanimously.**

The meeting adjourned at 8:55 p.m.

Respectfully Submitted,



Mayor Bob Gordon



Town Clerk Melody Harrison, CMC

