

**New Castle Town Council Meeting  
Tuesday, January 20, 2015, 7:00 p.m.**

**Call to Order**

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

**Pledge of Allegiance**

**Roll Call**

Present	Councilor Merle Means Councilor Art Riddile Councilor Mary Metzger Mayor Bob Gordon Councilor Frank Breslin Councilor Bruce Leland Councilor Patrick Stuckey
Absent	None

Also present at the meeting were Town Administrator Tom Baker, Town Clerk Melody Harrison, Police Chief Tony Pagni, Finance Director Lyle Layton, 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 he had a conflict with the Police Department Bid Award, not because of any monetary issue, but because he was the project architect, ethics dictated that he not be part of the contractor selection process.

**Agenda Changes**

Town Clerk Melody Harrison told the council that staff wanted to remove Item G, the Funding Request for a Visitor's Center, from the agenda. The council agreed.

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

Joe Herrman, Paramount Wildlife Management, Rifle Colorado. Mr. Herrman introduced himself to the council. He spoke briefly about the pigeon issue in Lakota, and offered some solutions. He left business cards for anyone who was interested in contacting him.

**Consultant Reports**

Consultant Attorney – nothing to report  
Consultant Planner – nothing to report

Consultant Engineer – nothing to report

### **Items for Consideration**

#### **Consider an Amendment to the Lease Option Agreement with Community Resource Housing Development Corporation**

Assistant Town Attorney Haley Carmer described the amendment to the agreement with Community Resource Housing Development Corporation (CRHDC). She said that it created an opportunity for both CRHDC and the Town to use their own appraisers and split the cost of both.

**MOTION: Councilor Breslin made a motion to approve the amendment to the lease and purchase option agreement with CRHDC. Councilor Gordon seconded the motion and it passed unanimously.**

#### **Consider Ordinance TC-2015-1 – An Ordinance of the New Castle Town Council Amending the Town Procurement Code (second reading)**

**MOTION: Councilor Leland made a motion to approve Ordinance TC-2015-1 – An Ordinance of the New Castle Town Council Amending the Town Procurement Code on second reading. Councilor Stuckey seconded the motion and it passed on a roll call vote: Councilor Leland: yes; Mayor Gordon: yes; Councilor Breslin: yes; Councilor Means: yes; Councilor Stuckey: yes; Councilor Metzger: yes; and Councilor Riddile: yes.**

#### **Chamber of Commerce Introduction and Discussion**

Terri Knobb, 62 Mt. Princeton Court, New Castle. Ms. Knobb greeted the council, and explained that she had taken on the task of reviving the New Castle Chamber of Commerce. She said that she was one of the people who helped start up the River Center five years ago, and felt that the same methods would be helpful to get the Chamber started up again. Ms. Knobb gave an outline to the council with some of her ideas for engaging and networking with the business community. The council felt Ms. Knobb's vision for the Chamber was great. Ms. Knobb thanked the council for their support, and asked the council if they would consider becoming a Chamber Member. The council thanked Ms. Knobb for her effort to resurrect the Chamber.

**MOTION: Councilor Breslin made a motion to become a New Castle Chamber of Commerce Member. Councilor Means seconded the motion and it passed unanimously.**

Administrator Baker asked the council for the opportunity to allow the Chamber to utilize utility billing to get Chamber information out when necessary. Clerk Harrison told the council that adding additional pages to utility billing cost approximately \$70.00 per page, per month, and that no more than three pages could be in one envelope before the cost of postage went up. The council felt this was an acceptable cost to support the Chamber.

#### **Consider a Funding Request for the Police Department Remodel Project**

Administrator Baker told the council that the request was for up to an additional \$30k for the Police Department Remodel Project. He said the money would come out of the general reserve funds. He noted that the general reserve fund had more than \$100k additional money in it than at the time the 2015 budget was approved. He asked that if the council was inclined to provide the additional funds to the project, that they do so by motion.

**MOTION: Councilor Means made a motion to approve additional funding for the police department remodel project in the amount of \$30,000.00. Councilor Metzger seconded the motion and it passed unanimously.**

Councilor Stuckey left council chambers

### **Consider Awarding the Police Department Construction Bid**

**MOTION: Councilor Leland made a motion to Award the Police Department Construction Bid to TSC Construction. Councilor Riddile seconded the motion and it passed unanimously.**

Administrator Baker asked the council for a motion to direct the town attorney to draft a construction contract for the mayor to sign.

**MOTION: Mayor Gordon made a motion to direct the Town Attorney to draw up a construction contract and authorize the mayor to sign the contract. Councilor Riddile seconded the motion and it passed unanimously.**

Councilor Stuckey returned to council chambers

### **Review Bridge Sign Language**

Councilor Leland explained that the document in the packet showed the original language as presented previously, a redline of the proposed changes, and a final draft. The council discussed a few details.

### **~~Funding Request – Visitor’s Center~~**

Item was removed from the agenda.

### **Founder’s Day Proclamation**

Mayor Gordon read the Founders Day Proclamation into the record.

### **Joint Council/BOCC Meeting Topics**

Administrator Baker explained each suggested topic to the council. Administrator Baker said he would send the list to the BOCC if the council was comfortable with it.

### **Consider Resolution TC-2015-4 – Amending the Fee Schedule**

Clerk Harrison said that the water department had recently been reviewing and working on water meters around town that were not providing proper water use readings. While implementing the project, the water department discovered that the fees the town had been charging for the meter set-ups included radio-read devices that the town was not using. Staff was proposing the change in the fee schedule.

**MOTION: Councilor Breslin made a motion to approve Resolution TC-2015-4, Amending the Fee Schedule. Councilor Riddile seconded the motion and it passed unanimously.**

### **Marketing Plan**

Administrator Baker told the council that at the retreat in October 2014, council had identified a marketing strategy goal for 2015-2016. He said he wanted to begin the discussion on how that would be achieved. He suggested two options. One was that a scope of work be developed for an RFP. The second was that an RFQ could go out to locate a qualified firm, and then a scope of work and budget could be negotiated for the council to consider. Administrator Baker said he wanted authorization to consult with Randi Lowenthal for up to five hours of consulting time to determine which approach might be best.

**MOTION: Councilor Leland made a motion to authorize the Town Administrator to consult with Randi Lowenthal. Councilor Metzger seconded the motion and it passed unanimously.**

### **Consent Agenda**

Minutes of the January 6, 2015 meeting  
Spirits of New Castle Liquor License Renewal  
Maud's on Main Liquor License Renewal

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

### **Staff Reports**

Town Administrator – Administrator Baker said that Pastor Eddie Piker was helping collect contributions for the family of Milton Huffine who had recently passed away. Pastor Piker was concerned that the family did not have the funds to finance a funeral. He asked if the town council would be willing to make a contribution. Administrator Baker said he told Pastor Piker that he would ask. Mayor Gordon said that medicare would cover funeral expenses, and that the family would be ok financially for the time being.

Councilor Breslin felt that it was not an appropriate position for the council to finance a private citizen's funeral. The council agreed.

Administrator Baker said he would find out where donations could be sent if any council member was interested.

Human Resources – Manager Mike Edgar told the council that tonight was his last official council meeting. He also told the council that he had attended the state's first Public Health & Safety Conference. He said thirty-nine states, Washington DC and several countries were represented. The topic was recreational marijuana and its impacts on youth. He gave some examples of some of the regulations that were being considered, as well as some of the problems that came with the legalization of recreations uses. Manager Edgar told the council he would provide them with additional information he received from the conference.

Town Clerk – Clerk Harrison told the council that she had ordered name badges and they should be ready soon. She also said the clerk's office had been working hard to move all the records from the public works basement in anticipation of the start of

the remodel project. Last she said there was a website training class on Friday that everyone from the clerk's office would attend.

Town Planner – nothing to report

Public Works Director – not present

### **Committee Reports**

Planning & Zoning Commission – nothing to report

Historic Preservation Commission – Councilor Leland said that HPC had met the night before and had discussed naming a town street after Mrs. Pendergast, who had been the New Castle Town Clerk for more than twenty-five years. Members of HPC felt that South C Avenue could be renamed. There were no residents living on the street so changing the name would not cause any difficulties for anyone. Councilor Leland said there was nothing in town named after a historic woman, so this would be a first.

Economic Advisory Committee – nothing to report

Senior Programs – nothing to report

RFTA – Councilor Stuckey said that the Grand Hogback rider report from October 2014 indicated an increase of ridership of 24 percent. He said he asked about increasing daytime routes. Councilor Stuckey felt that RFTA would likely consider adding a BRT route. Councilor Metzger asked if the New Castle Park and Ride had gone out to bid, Administrator Baker said he did not know, but would find out.

### **Council Comments**

Councilor Metzger asked when the FEMA presentation was going to be. Administrator Baker said they would be holding classes June 16-17-18, 2015 here in Garfield County. He thought this was something the council could discuss at the joint meeting. The council briefly discussed the ICS class everyone had gone to in Rifle. Metzger asked about LaRoca property. Administrator Baker said there was some interest in the property, but it was too early to discuss it in an open meeting. Metzger asked about street signs again, and Administrator Baker said it was a developer responsibility to install street signs at the time of infrastructure. After that, it was either an HOA or a town responsibility.

Councilor Metzger said she had an idea in regard to the memorial for Will Dubois. She thought that the money collected for the memorial could be utilized to remodel the Community Center and then the center could be named after Will. Administrator Baker said that he, and Mayor Gordon and Councilor Riddile were going to visit with the family to understand their thoughts on the memorial. Councilor Breslin said there was a new program through the Air Force that helped deceased airmen. There was also a large group of alumni that could be invited to be on the planning committee. Councilor Metzger asked if there was a map of New Castle on the website. Councilor Leland said there was.

Councilor Metzger said there was a product she had heard about that deterred pigeons from roosting. It was a sticky substance that was applied to the area the birds roosted, and the birds did not like it. Councilor Stuckey said that he had provided information to the property management company.

Paula Derevensky, Mason Morse Real Estate. Ms. Derevensky introduced herself to the council. She said she was the property manager. She said that she understood that the sticky substance mentioned earlier would melt and drip in warm weather, and perhaps was not a great solution. She said she also understood the limitations

and concerns with poisoning. Ms. Derevensky said she would be meeting with Joe Herrman later in the week to discuss options.

Councilor Stuckey said that the RFTA 2015 goals included the New Castle Park and Ride. Apparently, the New Castle and Carbondale projects would be bid together because they would receive better pricing.

Councilor Breslin asked permission from the council to allow staff to research the alignment of a specific trail between Lakota and Castle Valley, and to name it after Mike Miller. Councilor Leland thought some of it might be privately owned, but Administrator Baker thought it might be possible to have the land dedicated as it developed.

Councilor Breslin said that the museum wanted to transcribe some old audio recordings, and to have the recordings digitized too. He felt that the town should be ready in case there were grants for historical projects.

Councilor Breslin reminded the council that the police department and town should have a chaplain and should consider finding one

Councilor Breslin said that he was not particularly happy that the trainer at the ICS class made derogatory comments about volunteers, because everyone in attendance was a volunteer. He said he felt that volunteers were vital, and felt the town should credential the volunteers

Councilor Breslin asked that an employee assistance program be investigated. It would offer counseling to employees. Administrator Baker said that there were EAP programs that provided three or five visits with a counselor. The town health insurance provided mental health services, and he offered that maybe the town could pay the copay for the employees.

Mayor Gordon said that he was proud of the council. He felt they had asked good questions of Chief Pagni and they had done a good job.

Administrator Baker said he had received an e-mail from a Randy Fricke who suggested the town consider soliciting FedEx to bring their facility here. Administrator Baker said he said he would investigate it.

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

The meeting adjourned at 9:25 p.m.

Respectfully Submitted,

  
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 Mayor Bob Gordon

  
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 Town Clerk Melody Harrison, CMC

