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4 **New Castle Town Council Meeting**  
5 **Tuesday, August 4, 2015, 7:00 p.m.**  
6  
7

8 **Call to Order**

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

10  
11 **Pledge of Allegiance**  
12

13 **Roll Call**

14 Present	Councilor Riddile
	Councilor Metzger
	Mayor Gordon
	Councilor Breslin
	Councilor Leland
	Councilor Stuckey
20 Absent	Councilor Means

21  
22 Also present at the meeting were Public Works Director John Wenzel, Town Clerk  
23 Melody Harrison, Police Chief Tony Pagni, Officers Al Walker, Brian Dominguez, Town  
24 Planner Tim Cain and Town Attorney Haley Carmer.  
25

26 **Meeting Notice**

27 Clerk Harrison verified that her office gave notice of the meeting in accordance with  
28 Resolution TC-2015-01.  
29

30 **Conflicts of Interest**

31 Councilor Stuckey said he had a conflict with an item on the consent agenda and  
32 asked to be recused. The council agreed.  
33

34 **Agenda Changes**

35 There were no agenda changes.  
36

37 Police Chief Tony Pagni introduced his new officer, Matt Polen. Officer Polen greeted  
38 the council and told the council about himself. The council welcomed Officer Polen.  
39

40 Councilor Metzger said that the pedestrian signs on Main Street did not seem to  
41 influence motorists to slow down and be aware of pedestrians. Chief Pagni agreed that  
42 drivers did not seem to be heeding the signs, and his department would have to  
43 increase enforcement. Chief Pagni, Public Works Director John Wenzel and the council  
44 discussed options to make the signs more visible or noticeable to drivers.  
45

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

47 There were no citizen comments.  
48

49 **Consultant Reports**

50 Consultant Attorney – present for agenda items

1 Consultant Planner – not present  
2 Consultant Engineer – not present

3  
4

5 **Items for Consideration**

6  
7

8 **Consider License Agreement with the 4<sup>th</sup> Street Plaza Owners Association**

9 Attorney Carmer explained the license agreement and described the reason the town  
10 was choosing a license agreement rather than an easement.

11 **MOTION: Councilor Riddile made a motion to approve the license agreement**  
12 **with the 4<sup>th</sup> Street Plaza Owners Association. Councilor Metzger seconded**  
13 **the motion and it passed unanimously.**

14

15 **Consider Resolution TC-2015-8 - A Resolution of the New Castle Town**  
16 **Council Adopting the Garfield County Emergency Operations Plan**

17 Planner Cain explained the requirement to have an emergency operations plan, and  
18 what benefit it gave the town in the event of a disaster.

19 Planner Cain said he included a memo in the packet regarding Emergency Support  
20 Functions (ESFs). There were fifteen ESFs used during the FEMA training exercise.  
21 Planner Cain said that town staff would conduct an exercise to determine which of the  
22 ESFs staff could perform, and would adopt as part of the town emergency operations  
23 plan.

24 **MOTION: Councilor Riddile made a motion to approve Resolution TC-2015-8,**  
25 **A Resolution of the New Castle Town Council Adopting the Garfield County**  
26 **Emergency Operations Plan. Councilor Breslin seconded the motion.**

27 Discussion: Councilor Leland asked if the language suggested by Attorney  
28 McConaughy language was in the resolution. Planner Cain said it was.

29 **The motion passed unanimously.**

30

31 **Consider Resolution TC-2015-9 - Regarding C-1 Off Street Parking**  
32 **Requirements**

33 Planner Cain explained that for the past five years the council has waived, by  
34 resolution, the requirement for businesses in the C-1 zone district to provide two off-  
35 street parking spaces. The waiver resolution expired in May 2015, and Planner Cain  
36 felt that renewing the waiver was appropriate. He asked the council to consider a  
37 waiver of three years.

38 **MOTION: Councilor Leland made a motion to approve Resolution TC-2015-9 –**  
39 **A resolution of Town of New Castle, Colorado Extending the Expiration of the**  
40 **Requirements for Off-Street Parking in the C-1 Zone District for Three Years.**  
41 **Councilor Stuckey seconded the motion and it passed unanimously.**

42

43 Planner Cain told the council that unfortunately, CHFA had not chosen the New Castle  
44 Senior Housing project for the tax credit program. He told the council that Community  
45 Resource Housing Development Program would continue to move forward with the  
46 project and they would apply in 2016 for the tax credit program.

47

48

49 **Consider Ordinance TC-2015-2 – An Ordinance of the New Castle Town**  
50 **Council Adopting by Reference the 2010 Model Traffic Code (second reading)**

1 Chief Pagni told the council that every few years the model traffic codes are updated  
2 and that the adoption of the 2010 version put the town in alignment with the rest of  
3 the county.

4 **MOTION: Councilor Riddile made a motion to approve Ordinance TC-2015-2,**  
5 **an Ordinance of the New Castle Town Council Adopting the Model Traffic**  
6 **Code for Colorado, 2010 Edition, and Amending Title 10 of the New Castle**  
7 **Municipal Code. Councilor Stuckey seconded the motion.**

8 Discussion: Councilor Leland asked if there was a reason to communicate the  
9 adoption of the newer traffic code to the citizens. Chief Pagni said the changes were  
10 not ones that would be problematic to motorists, and he did not feel notification to  
11 citizens was necessary.

12 **The motion passed on a roll call vote: Councilor Metzger: yes; Councilor**  
13 **Breslin: yes; Councilor Riddile: yes; Councilor Stuckey: yes; Mayor Gordon:**  
14 **yes; Councilor Leland: yes.**

### 16 **Discussion Regarding Appointment to the Colorado Municipal League Policy** 17 **Committee**

18 Clerk Harrison explained to the council that the Colorado Municipal League (CML) had  
19 formed a Policy Committee. Membership in CML afforded the town a seat on the  
20 Committee.

21 Clerk Harrison said that the policy committee was the organization that was  
22 responsible to review legislative and policy proposals from members, and to  
23 recommend specific positions to the CML Executive Board.

24 There would be three meetings; one in October 2015, one in December 2015 and one  
25 in February, 2016.

26 Councilor Stuckey agreed to represent the Town of New Castle. Councilor Breslin  
27 agreed to be the alternate.

28 **Mayor Gordon made a motion to appoint Councilor Stuckey as representative**  
29 **on the CML Policy Committee and Councilor Breslin as alternate. Councilor**  
30 **Leland seconded the motion and it passed unanimously.**

### 33 **Consent Agenda**

34 Minutes of the July 21, 2015 meeting

35 July Bills of \$601,348.34

36 Letter of Support RFTA - Park N Ride

37 Fleet Vehicle Lease Contract

38 Agreement for Website Services

39 **MOTION: Councilor Breslin made a motion to approve the consent agenda as**  
40 **presented. Councilor Leland seconded the motion and it passed with**  
41 **Councilor Stuckey recused.**

### 44 **Staff Reports**

45 Public Works Director – Director Wenzel told the council that his department was  
46 working with Randi Lowenthal to nominate the pedestrian bridge and pedestrian trail  
47 projects for the Colorado Chapter of the APWA Small Community Project of the Year.  
48 New Castle had previously received the award for Grand River Park, and he felt  
49 confident they could be considered for the award again. He felt it would be a great  
50 way to recognize everyone involved in the projects.

1 Director Wenzel said he, Utilities Supervisor Daniel Becker and Town Engineer Jeff  
2 Simonson had traveled to Steamboat Springs, Colorado to present the water  
3 treatment plant upgrades grant to DOLA. They had been invited to attend the hearing  
4 which is a good first step. Director Wenzel described the upgrades that were being  
5 proposed.

6 Councilor Metzger asked if the pedestrian bridge lighting had been delayed because of  
7 funding. Director Wenzel said that the FMLD had denied funding for the bridge  
8 lighting. He explained that the FMLD did not accept two projects in a single grant  
9 application, so they denied the bridge lighting because it was included in the  
10 application for streetscape.

11 Director Wenzel told the council that Engineer Simonson had finalized the streetscape  
12 plans, and those plans had been provided to the property owners that will be affected  
13 by the project. He hoped to have the property owner's comments by the end of the  
14 week, and barring any major changes based on the comments received, they should  
15 go out to bid for the project the week of August 10. There would be a two week bid  
16 window, and bid opening August 24, 2015. Construction should begin shortly  
17 thereafter. The goal was to break ground this year.

18 Councilor Metzger asked about the Sports Park in Lakota. Director Wenzel said they  
19 had done nothing regarding the sports park since they had been denied the GoCo  
20 grant, but he understood that the town would reapply for a grant in the fall 2015.

21 Police Chief – Chief Pagni told the council that he had received the certificate of  
22 occupancy for the new facility, and that they would begin the move on Friday. He said  
23 the grand opening would be at the end of September.

24 Town Clerk – Clerk Harrison told the council that the new VoIP phone system had  
25 been installed for all the town facilities the week prior and the system now connected  
26 everyone. Each staff member could direct-dial one another. Director Wenzel said it  
27 was great to finally have a functioning phone system at public works.

28 Clerk Harrison told the council that her Deputy, Mindy Andis, completed her second  
29 year at clerk school and came back with some great ideas and enthusiasm. Clerk  
30 Harrison said Deputy Andis had one more year to attend school, and then likely  
31 several more years to earn the necessary experience points. She explained the point  
32 system used to certify clerks through the International Institute of Municipal Clerks.  
33 Clerk Harrison showed the council the t-shirts that had been made for Burning  
34 Mountain Festival this year, and she explained that the committee had selected the  
35 logo as the winner in the logo contest for this year's festival. She said the shirts were  
36 available for purchase at the community market.

37 Town Administrator – not present

38 Town Planner – not present

39

40

#### 41 **Commission Reports**

42 Planning & Zoning Commission – nothing to report

43 Historic Preservation Commission – Councilor Breslin said HPC had spoken with the  
44 Downtown Group who had concerns about the paint colors downtown, particularly the  
45 Livery Building. The owner of the Livery indicated the yellow color would be softer  
46 than what was selected originally.

47 Economic Advisory Committee – nothing to report

48 Senior Program – nothing to report

49 RFTA – nothing to report

1 AGNC – Councilor Breslin gave the councilors a copy of the planning assistance  
2 program documents the AGNC had put out some time ago. He said it was a good tool  
3 for seniors. Councilor Breslin also gave Mayor Gordon a “Friend of Coal” bracelet.  
4 GCE – nothing to report

### 6 **Council Comments**

7 Councilor Riddile hung a map of Grand River Park. He told the council that he and  
8 Mayor Gordon met with John Lee regarding the Will Dubois memorial. Mr. Lee is ready  
9 to head up the fundraising efforts. Councilor Riddile said the sculptor had visited New  
10 Castle and chosen a proposed location in Grand River Park. Ham and Donna Dubois  
11 were supportive of the project. He said they discussed fundraising possibilities, and  
12 those included the Garfield RE2 School District, VFW and Elks Clubs, CU Alumni,  
13 Kappa Sigma Social Fraternity and John Scalzo who organized the Veterans Memorial  
14 in Rifle. A bank account is set up at Alpine Bank to receive funds. Mayor Gordon said  
15 the town would be willing to help, but will not know how much until after September 1  
16 when the federal mineral lease and severance tax distribution amounts are known.  
17 Councilor Riddile said the sculptor will create sketches of the statue that the Dubois  
18 family will approve and then a brochure will be created that could be given to  
19 potential donors.

20 Councilor Riddile said he would keep the council informed of progress.

21 Councilor Riddile thanked Director Wenzel for cleaning up the trash that had gathered  
22 against the fence on the freeway onramp.

### 24 **Consider Funding Request for Pocket Park (Watts Property)**

25 Greg Russi, 271 Buckthorn Road. Mr. Russi introduced Sue Ruggles and Patty Ringer  
26 who are a part of the ad-hoc committee to develop a park in the lot donated to the  
27 town by Michael Watts. Mr. Russi said the park proposal was for an interactive park.  
28 The committee would hold a charrette at the end of the month further develop the  
29 concept plans. Some ideas were a small stage, water features, viewing areas, fruit  
30 trees, herb gardens, perhaps a place to host after-school programs, mosaic patterns  
31 and many other things.

32 Mr. Russi felt the park could be opened by summer 2016.

33 Mr. Russi said that there were two reasons they would get the design concepts  
34 complete very soon was because the town would be entering their 2016 budget  
35 process soon, and because there was a LiveWell grant application process they could  
36 utilize. He asked that the council consider that in the coming months he would be  
37 back to ask them to create a line item for the park project which would use  
38 conservation trust funds.

39 Mr. Russi and the committee felt that with their fundraising efforts, and with a  
40 LiveWell grant and the support of the town, construction could begin in March 2016.

41 Mr. Russi asked the council to consider reserving a line item in the 2016 budget for  
42 conservation trust funds in the amount of \$20,00.00.

43 He also asked the council if they would consider committing some staff time towards  
44 the project, and last, he asked if the council would allow the committee to apply for  
45 the LiveWell grant, which is due September 1, 2016.

46 Mr. Russi gave the council an outline of the project and the committee’s mission  
47 statement.

48  
49 **MOTION: Councilor Breslin made a motion to authorize citizen Greg Russi to**  
50 **apply for Livewell, provided the town did not have another prioritized need**

1 **for the fall grant process. Councilor Riddile seconded the motion and it**  
2 **passed unanimously.**

3 Mr. Russi said he would come back in October to discuss budget considerations. He  
4 said he would need some proof or commitment of the in-kind contribution from the  
5 town.

6 **MOTION: Councilor Leland made a motion to offer in-kind services as a**  
7 **match for the LiveWell Grant. Mayor Gordon seconded the motion and it**  
8 **passed unanimously.**

9  
10  
11 **Council Comments**

12 Councilor Metzger said there had been a problem with electricity going out in Burning  
13 Mountain Park during the River Center Spaghetti Dinner, and no one could get into  
14 the fuse box. It was finally resolved, but she thought there could be an information  
15 sheet provided to special events applicants on who to contact if there are problems.  
16 Staff agreed to do that.

17 Councilor Leland said that POSTR would be at the meeting with a request for funding  
18 for the LoVa Trail planning. That has moved to the August 18 council meeting.

19 Councilor Leland said that Dave Cross started Facebook page called New Castle Old  
20 Photos and History. Mr. Cross and Steve Rippy have been posting photos and  
21 discussing history and characters of New Castle. He asked that everyone 'friend' the  
22 page.

23 Councilor Stuckey said there was an article in the Kappa Sigma fraternity's quarterly  
24 newsletter about Will Dubois. Councilor Stuckey said he would see what he could do  
25 to have the fraternity to help with the sculpture.

26 Mayor Gordon said he felt the memorial for Will Dubois was a very important project  
27 for the town, and the CU Alumni quarterly had the largest response ever to the article  
28 about Will.

29 Mayor Gordon said that the town staff was great, they worked well together, and  
30 great things were happening. He said he was proud of the New Castle staff.

31  
32 **MOTION: Mayor Gordon made a motion to adjourn. Councilor Metzger**  
33 **seconded the motion and it passed unanimously.**

34  
35 The meeting adjourned at 8:38 p.m.

36  
37 Respectfully Submitted,  
38  
39  
40  
41

42 \_\_\_\_\_  
43 Mayor Bob Gordon  
44

45 \_\_\_\_\_  
46 Town Clerk Melody Harrison, CMC  
47  
48

**TOWN OF NEW CASTLE  
RESOLUTION NO. TC-2015-10**

**RESOLVED, that the Town of New Castle hereby authorizes the opening of an account at the Colorado State Employees Credit Union.**

The following individuals are permitted to transact business on this account; including authorization of credit cards to be issued, canceling credit cards, establishing credit card limits and requesting credit limit increases.

_____	<u>Finance Director/Treasurer</u>	<u>Lyle L. Layton</u>
(Signature)	(Title)	(Name)

_____	<u>Town Administrator</u>	<u>Thomas M. Baker</u>
(Signature)	(Title)	(Name)

Introduced, Read and Adopted at a Regular Meeting of the Town Council of the Town of New Castle, Colorado, on August 18, 2015.

TOWN OF NEW CASTLE

\_\_\_\_\_  
Mayor Bob Gordon

ATTEST:

\_\_\_\_\_  
Town Clerk Melody L. Harrison, CMC

84-6000700  
(Tax ID Number)

## Agreement to Accept Liability

I, Tom Baker, Town Administrator of the Town of New Castle, certify that the Town of New Castle is willing to accept the liability of \$43,000.00 aggregate credit limit for the credit cards listed below:

<b>Cardholder Name</b>	<b>Credit Limit</b>	<b>Date of Birth</b>
Timothy L Cain	1,000.00	
Kelly L Bates	1,000.00	
Deborah M. Nichols	1,000.00	
Brian Dominguez	1,000.00	
Robert Gordon	1,500.00	
David Gray	2,500.00	
Lyle L Layton	2,500.00	
Tony Pagni	5,000.00	
Kimberly A Rider	2,000.00	
Travis Westcott	1,000.00	
Mindy L Andis	1,000.00	
Gerald R Grunski	1,000.00	
Michael H Callas	2,000.00	
Peter Chiodo III	1,000.00	
Betsey L Ridlon	1,000.00	
Thomas M. Baker	2,500.00	
Daniel R. Becker	1,000.00	
John J Wenzel	2,500.00	
Justin Reynolds	1,000.00	
Joseph Velasquez	1,000.00	
Gregory Jacob	1,000.00	
Charles Burrows II	1,000.00	
Matthew Polen	1,000.00	
Hannah M. Bihr	1,000.00	
Melody L Harrison	2,500.00	
Al Walker	1,000.00	
Loal Donaldson	1,000.00	
Larry D. McDonald	1,000.00	
Ryan Muse	1,000.00	

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Date

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Tom Baker, Town Administrator

**Memorandum**

**To: Mayor and Council**  
**From: Tom Baker, Town Administrator**  
**Date: August 18, 2015**  
**Re: Information: Contracts for Bike Racks**

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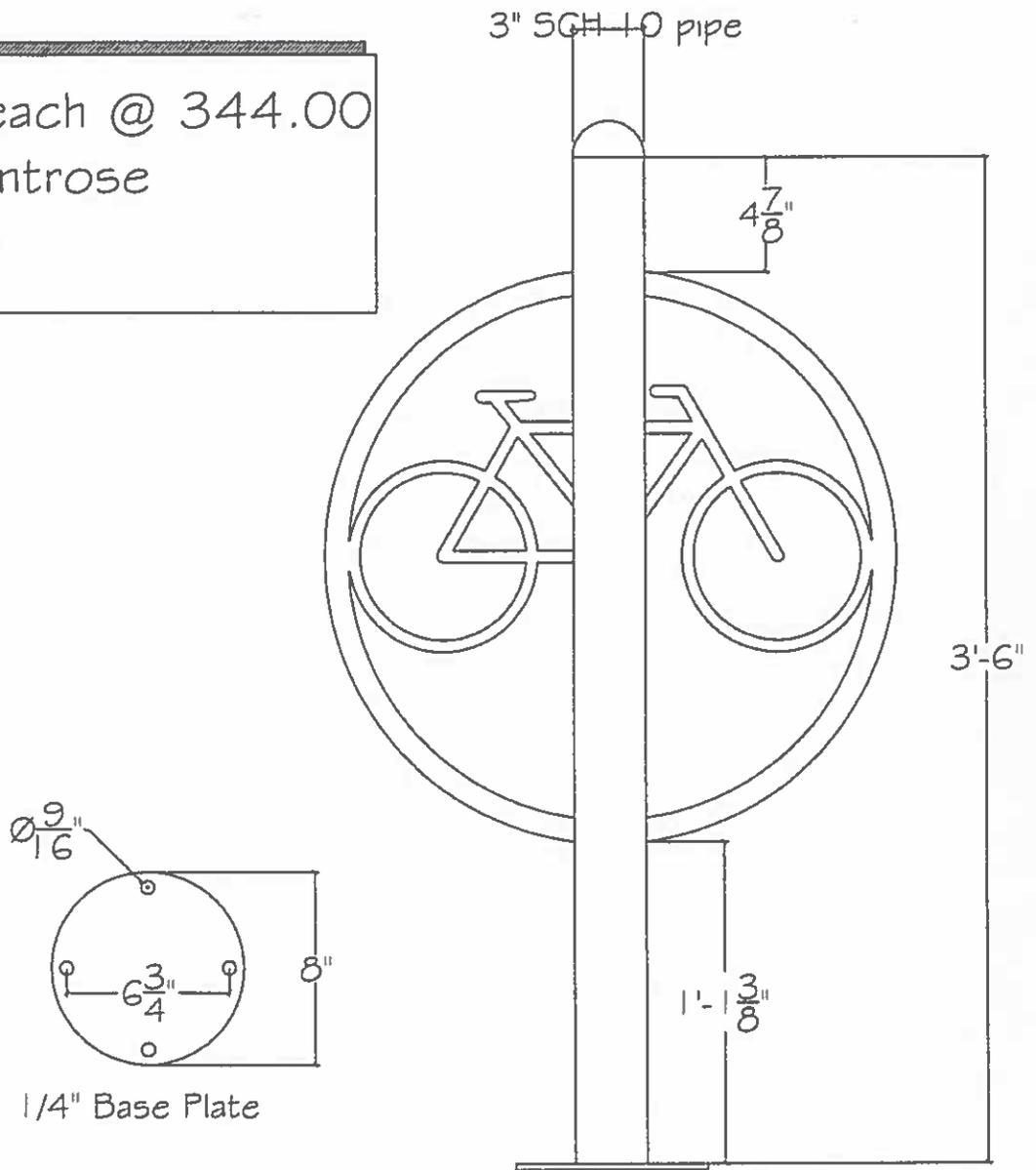
**The three contracts for bike racks are the final actions to secure these racks from the three artists. The racks will be stored at Public Works until they are installed this summer – Library, RFTA bus stops, and other locations in the downtown.**

**As you may recall this was an idea that Graham Riddile brought to Council and Greg Russi wrote a successful LiveWell grant. Graham, Greg, Patty Ringer and Debbie Nichols reviewed artist proposals and selected the artists identified in the contracts. All the funding is in place and payment will be made to the artists once Graham inspects and accepts the bike racks. This project is within budget.**

**Attached are the artist designs.**

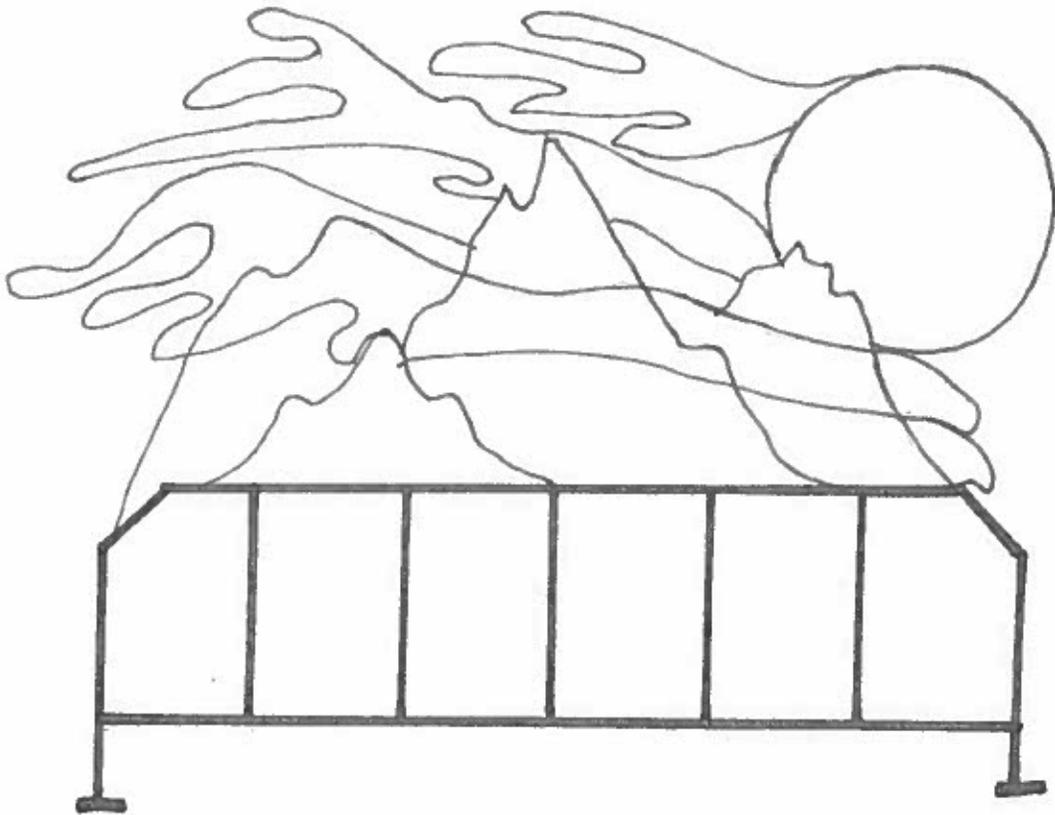
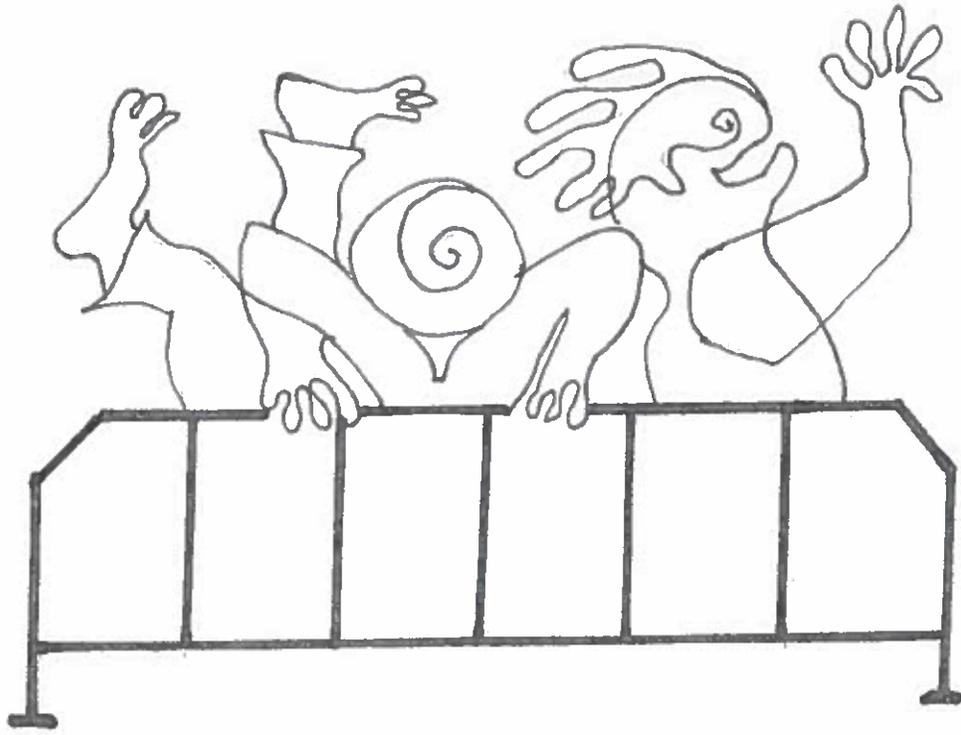
Library & River Center

Quote: 1 each @ 344.00  
FOB - Montrose  
05/11/15



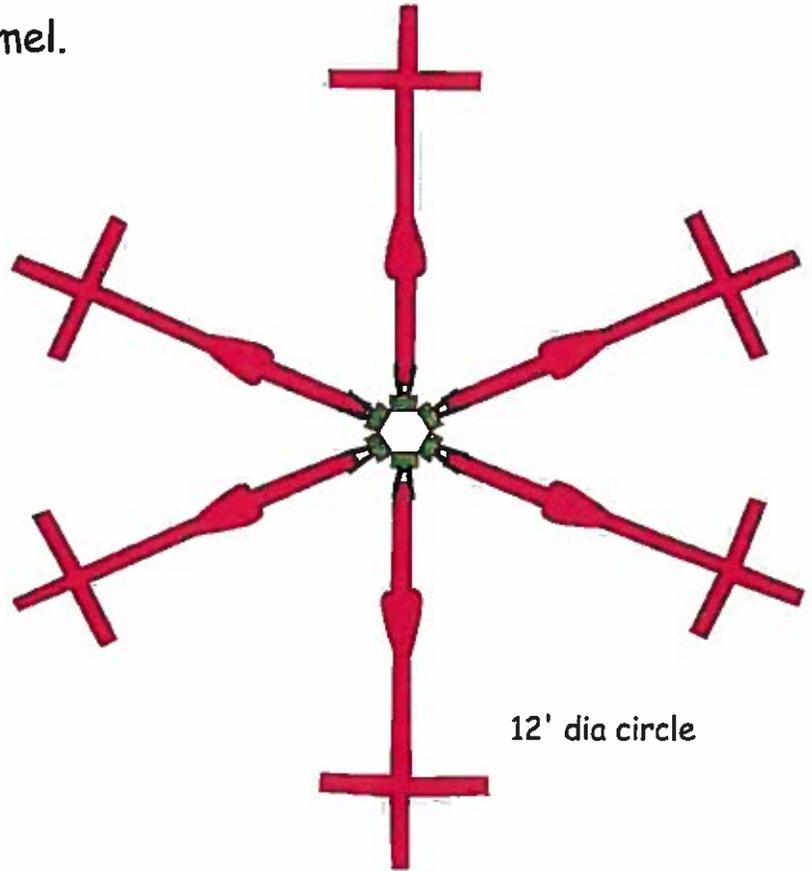
Install @ BM PARK

C. Beyer

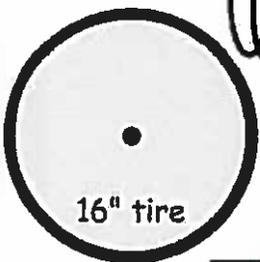
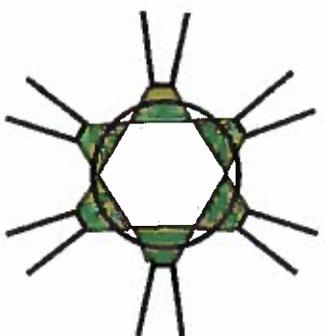


# Town of Gypsum Bike Flowers

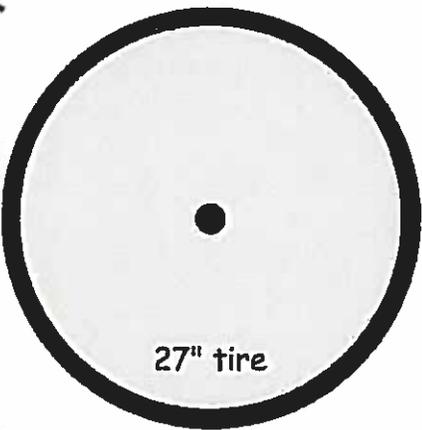
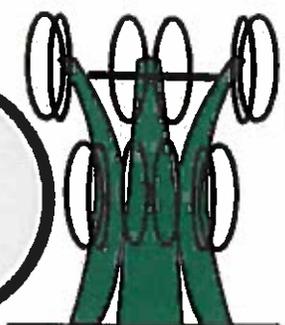
a 20" tall stand with 6.5" dia tire grabbing  
spring steel rings centered at 8" and 13".  
5" wide vertical members are forge tapered  
and hot bent.  
Painted with green acrylic emamel.



12' dia circle



16" tire



27" tire

3 for \$1200

scale 1" = 1'



618 Buggy Cir C-Dale CO 81623 970-963-1930



**Town of New Castle Administration Department**  
450 W. Main Street **Phone:** (970) 984-2311  
PO Box 90 **Fax:** (970) 984-2716  
New Castle, CO 81647 [www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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**Contract of Sale and Liability Waiver for the Town of New Castle’s  
“2015 Artistic Bike Rack Competition”**

For the sum indicated below, Charles Beyer (now referred to as “the Seller” or “Seller”) agrees to provide the Town of New Castle (now referred to as “the Town” or “Town”) with an assembled bike rack as per the specifications outlined in the Project Specifications and Provisions for the Town of New Castle’s “2015 Artistic Bike Rack Competition” (now referred to as “the Specifications” or “Specifications”) (Attachment 1).

In exchange, the Seller will provide an artistically themed bike rack (now referred to as “the artwork” or “artwork”). The artwork shall conform to the Specifications. The artwork shall also conform to the specifications and details provided by the Seller to the Town (Attachment 2 and 3). In the event of specifications conflicting, the Town’s Specifications hold precedence.

Upon delivery of the artwork to the Town, the Town will assume ownership of the artwork, releasing the Seller from all liability relating to the artwork.

The artwork will be accepted by the Town “where is” and “how is”.

The Town agrees to pay the total purchase price of \$1,200 (one thousand two hundred dollars) for the artwork within 10 business days of the finished installation and submission of an invoice to the Town from the Seller. The Town will provide only check payment. No cash payment will be made on behalf of the Town to the Seller. By signing below, the Town completely understands and agrees to the terms and conditions set forth herein.

**Purchase Price:** \$1,200.00

**Date of Contract:** August 18, 2015

**Seller:** Charles Beyer

**Signature (Seller):** \_\_\_\_\_

**Purchaser:** Town of New Castle, CO

**Signature (Mayor Robert Gordon):** \_\_\_\_\_



**Town of New Castle Administration Department**  
450 W. Main Street **Phone:** (970) 984-2311  
PO Box 90 **Fax:** (970) 984-2716  
New Castle, CO 81647 [www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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**Contract of Sale and Liability Waiver for the Town of New Castle’s  
“2015 Artistic Bike Rack Competition”**

For the sum indicated below, John Hoffman (now referred to as “the Seller” or “Seller”) agrees to provide the Town of New Castle (now referred to as “the Town” or “Town”) with an assembled bike rack as per the specifications outlined in the Project Specifications and Provisions for the Town of New Castle’s “2015 Artistic Bike Rack Competition” (now referred to as “the Specifications” or “Specifications”) (Attachment 1).

In exchange, the Seller will provide an artistically themed bike rack (now referred to as “the artwork” or “artwork”). The artwork shall conform to the Specifications. The artwork shall also conform to the specifications and details provided by the Seller to the Town (Attachment 2). In the event of specifications conflicting, the Town’s Specifications hold precedence.

Upon delivery of the artwork to the Town, the Town will assume ownership of the artwork, releasing the Seller from all liability relating to the artwork.

The artwork will be accepted by the Town “where is” and “how is”.

The Town agrees to pay the total purchase price of \$1,200 (one thousand two hundred dollars) for the artwork within 10 business days of the finished installation and submission of an invoice to the Town from the Seller. The Town will provide only check payment. No cash payment will be made on behalf of the Town to the Seller.

By signing below, the Town completely understands and to the terms and conditions set forth herein.

**Purchase Price:** \$1,200.00

**Date of Contract:** August 18<sup>th</sup>, 2015

**Seller:** John Hoffman

**Signature (Seller):** \_\_\_\_\_

**Purchaser:** Town of New Castle

**Signature (Town of New Castle Representative):** \_\_\_\_\_



**Town of New Castle Administration Department**  
450 W. Main Street **Phone:** (970) 984-2311  
PO Box 90 **Fax:** (970) 984-2716  
New Castle, CO 81647 [www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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**Contract of Sale and Liability Waiver for the Town of New Castle’s  
“2015 Artistic Bike Rack Competition”**

For the sum indicated below, Vic Richards (now referred to as “the Seller” or “Seller”) agrees to provide the Town of New Castle (now referred to as “the Town” or “Town”) with an assembled bike rack as per the specifications outlined in the Project Specifications and Provisions for the Town of New Castle’s “2015 Artistic Bike Rack Competition” (now referred to as “the Specifications” or “Specifications”) (Attachment 1).

In exchange, the Seller will provide an artistically themed bike rack (now referred to as “the artwork” or “artwork”). The artwork shall conform to the Specifications. The artwork shall also conform to the specifications and details provided by the Seller to the Town (Attachment 2). In the event of specifications conflicting, the Town’s Specifications hold precedence.

Upon delivery of the artwork to the Town, the Town will assume ownership of the artwork, releasing the Seller from all liability relating to the artwork.

The artwork will be accepted by the Town “where is” and “how is”.

The Town agrees to pay the total purchase price of \$1,456 (one thousand four hundred ninety six dollars) for the artwork within 10 business days of the finished installation and submission of an invoice to the Town from the Seller. The Town will provide only check payment. No cash payment will be made on behalf of the Town to the Seller.

By signing below, the Town completely understands and agrees to the terms and conditions set forth herein.

**Purchase Price:** \$1,456.00

**Date of Contract:** August 18, 2015

**Seller:** Vic Richards

**Signature (Seller):** \_\_\_\_\_

**Purchaser:** Town of New Castle, CO

**Signature (Mayor Robert Gordon):** \_\_\_\_\_