

**New Castle Town Council Meeting
Tuesday, September 1, 2015, 7:00 p.m.**

Call to Order

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

Pledge of Allegiance

Roll Call

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

Also present at the meeting were Town Administrator Tom Baker, Town Clerk Melody Harrison, Town Finance Director Lyle Layton, Accounting Technician Debra Guccini, and Town Planner Tim Cain.

Meeting Notice

Clerk Harrison verified that her office gave notice of the meeting in accordance with Resolution TC-2015-1.

Conflicts of Interest

Councilor Stuckey said he had a potential conflict with the Warrior item and asked to be recused. The council agreed.

Agenda Changes

Clerk Harrison asked that the Police Department Vehicle Lease item be removed from the consent agenda because it was not ready for approval. The council agreed.

Citizen Comments on Items not on the Agenda

There were no citizen comments.

Consultant Reports

Consultant Attorney – not present

Consultant Engineer – present for agenda items

Code Enforcement – Planner Cain reported that the weeds on the Anderson property were being cut and he agreed to make certain the piles were removed. Planner Cain said he had sent notices of violation to a number of addresses and had some moderate success encouraging people to comply. He described the various areas of concern and what had been done thus far, and what the next steps were.

Items for Consideration

Consider a Motion to Accept the 2014 Audit as Presented by J. Cutler & Associates

MOTION: Councilor Leland made a motion to accept the 2014 Audit as presented by J. Cutler & Associates. Councilor Means seconded the motion and it passed unanimously.

Consider a Bid Award for Downtown Streetscape Project

Town Administrator Tom Baker explained to the council that Johnson Construction was the low bidder on the Downtown Streetscape project. Unfortunately, there was a shortfall of approximately \$42k. Administrator Baker showed the council a map of the proposed changes to the project to adjust the financing. He explained that schedule D in the bid package was the item that could be eliminated. Engineer Simonson told the council that the project included snow melt in the gutter pans, water to the planters, power and old-fashioned street lights.

MOTION: Councilor Leland made a motion to award the bid for the downtown streetscape project to Johnson Construction, removing bid schedule D and authorizing the Mayor to sign necessary documents. Councilor Stuckey seconded the motion and it passed unanimously.

Councilor Stuckey left council chambers at 7:27 p.m.

Consider a Motion to Release the Letter of Credit from Warrior Acquisitions

Engineer Simonson explained to the council the remaining items that the construction company had to complete. He proposed that staff have the ability to release the funds once work is done. Councilor Leland noted for the record that the warranty work in Lakota was first discussed at council in 2009, and that the developer was requesting release of the letter of credit within moments of completion of the work. Councilor Leland said he felt this reflected the incredible good will of the town

MOTION: Councilor Riddile made a motion to release the letter of credit from Warrior Acquisitions for the road warranty work in Lakota Canyon Ranch and authorized either the Town Administrator or Mayor to sign the release upon approval from Town Engineer Jeff Simonson. Councilor Metzger seconded the motion and it passed unanimously.

Councilor Stuckey returned to council chambers at 7:32 p.m.

Health & Wellness Campus/Kuersten Update

Engineer Simonson said the mapping and soil survey had been done. He described the variations of the site. He felt that much of the materials on the site could be sold but had not yet determined how much would first be needed for preparation of the site for development.

Administrator Baker said that the site analysis to help council understand what the cost of development would be was well under way. Another piece of the development will be a market analysis. This would demonstrate to potential businesses that there is something for them to look at in New Castle. He asked the council if they felt the September 15 meeting would be appropriate to bring in a

professional to discuss the industry with them. The council felt it was a good idea. Administrator Baker asked the council to authorize him to sign the letter of engagement included in the packet to bring Elisabeth Borden to speak at the September 15 council meeting.

MOTION: Councilor Leland made a motion to instruct the Town Administrator to engage Elisabeth Borden to come to the September 15 meeting to discuss a market study with the council. Councilor Means seconded the motion and it passed unanimously.

Policy Discussion 2016 Budget Revenue & Expenditure Projections

Administrator Baker told the council that he and Finance Director Lyle Layton had created a framework for the staff to prepare the budget. For expenditures, the operations budgets were expected to be within two percent. On the revenues side, he and Director Layton have studied the trends and tried to make a reasonable determination what revenues will be through the end of 2015 and into 2016. Administrator Baker reviewed the various revenues with the council and explained how they came up with their numbers.

Mayor Gordon said he appreciated the approach staff was taking with the budget.

Councilor Riddile passed out photographs of a prototype of the statute proposed for the Will Dubois memorial. He also passed out a sample of brochure that will go out about Will Dubois to begin the fundraising efforts.

Councilor Riddile said that the sculptor was honored to be part of the project.

Mayor Gordon Thanked Councilor Riddile for his efforts regarding the memorial.

Consider Ordinance TC-2015-3 – An Ordinance of the New Castle Town Council Amending Portions of Chapters 17.20, 17.36, and 15.44 of the New Castle Municipal Code Concerning the Certificate of Approval Process in the C-1 and R-1 Zone Districts (second reading)

MOTION: Councilor Riddile made a motion to approve Ordinance TC-2015-3 - An Ordinance of the New Castle Town Council Amending Portions of Chapters 17.20, 17.36, and 15.44 of the New Castle Municipal Code Concerning the Certificate of Approval Process in the C-1 and R-1 Zone Districts on second reading. Councilor Stuckey seconded the motion and it passed on a roll-call vote: Councilor Leland: yes; Mayor Gordon: yes; Councilor Stuckey: yes; Councilor Metzger: yes; Councilor Means: yes; Councilor Riddile: yes.

Consider Ordinance TC-2015-4 – An Ordinance of the New Castle Town Council Amending Chapter 1.16 of the New Castle Municipal Code Concerning Elections (second reading)

MOTION: Councilor Riddile made a motion to approve Ordinance TC-2015-4 - An Ordinance of the New Castle Town Council Amending Chapter 1.16 of the New Castle Municipal Code Concerning Elections on second reading. Councilor Means seconded the motion and it passed on a roll-call vote: Councilor Riddile: yes; Councilor Metzger: yes; Councilor Leland: yes;

**Councilor Means: yes; Councilor Stuckey: yes; Mayor Gordon: yes;
Councilor Breslin: yes.**

Recess Council, Convene as Water & Sewer Enterprise

MOTION: Councilor Riddile made a motion to recess the council meeting and convene as the Water & Sewer Enterprise. Councilor Stuckey seconded the motion and it passed unanimously.

Consider a Motion to Approve a Grant Agreement with DOLA for Improvements to the Water Treatment Plant

MOTION: Councilor Leland made a motion to authorize mayor to sign a grant agreement with the Department of Local Affairs (DOLA) for Improvements to the Water Treatment Plant. Councilor Means seconded the motion and it passed unanimously.

Adjourn Water & Sewer Enterprise, reconvene as Council

MOTION: Councilor Riddile made a motion to adjourn the Water & Sewer Enterprise and to reconvene the Council meeting. Councilor Stuckey seconded the motion and it passed unanimously.

Garfield Clean Energy Update & 2016 Funding

Leo McKinney – City of Glenwood Springs Council, and Board Member of Garfield Clean Energy.

Heather McGregor – Administrative Manager of Garfield Clean Energy and a resident of Glenwood Springs.

Ms. McGregor provided handouts to the council regarding air quality monitoring and a 2011 through 2013 progress report.

Ms. McGregor gave the council information about how GCE had stimulated the local economy while saving energy for consumers. She reminded the council that local government partners received free technical advice for energy savings in their facilities. She said GCE had assisted RFTA in converting their busses to compressed natural gas (CNG), and that the Grand Hogback route now used a CNG bus. The Traveler is also going to use a CNG bus.

GCE is working towards public CNG fueling in the county as well.

Ms. McGregor said an inventory of solar arrays owned by government had been done, and there are twenty-seven with a generating capacity of 8.4 gigawatts of electricity, enough to power almost 1200 homes.

Ms. McGregor invited everyone to a solar workshop on Friday, September 25 at 10:30 a.m. at Colorado Mountain College in Rifle.

She also said that GCE would be funding a study for renewable energy sources in Garfield County.

Mr. McKinney thanked Mayor Gordon for the time he dedicated to GCE and was sorry to see him leave. He also said that GCE was a source of economic development, and hoped the council would consider them in their 2016 budget. The GCE board was proposing a slight increase in all the member's contributions, and

Mr. McKinney asked the council to consider an increase of \$1,500.00, for a total contribution of \$17,000.00 in 2016.

Mr. McKinney also asked the council to consider sending a letter of support to the Garfield County Commissioners to express the value of the program and what it has meant to New Castle and to ask the commissioners to continue funding their portion of the GCE efforts.

Mr. McKinney and Ms. McGregor thanked the council for their time.

Consent Agenda

Minutes of the August 18, 2015 meeting

August Bills of \$547,465.43

New Castle Diner Liquor License Renewal

Hacienda El Patron Liquor License Renewal

~~PD Vehicle Lease~~ **Removed from consent agenda**

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

Staff Reports

Town Administrator – gave his report during work session

Town Clerk – Clerk Harrison told the council she had written a memo and provided some general information regarding EQRs and water use. The memo was in the information folder, and she said she had found that the EQR table the town used seemed to be more accurate than previously thought. Clerk Harrison also reviewed her memo regarding the land use process. She described the different types of applications and who reviewed them as well as the process for public notifications. Clerk Harrison said her office had received transfer applications for both Lazy Bear restaurant and Elmer Suds, which are both under new ownership. Both liquor applications would come to council on October 20.

Clerk Harrison told the council that she and Deputy Town Clerk Mindy Andis would be attending the International Institute of Municipal Clerks Region VIII conference in November. Last, Clerk Harrison told the council that the annual joint meeting with the Garfield County Commissioners would be on February 2, 2016.

Town Planner – not present

Public Works Director – not present

Commission Reports

Planning & Zoning Commission – nothing to report

Historic Preservation Commission – nothing to report

Economic Advisory Committee – nothing to report

Senior Program – Councilor Metzger told the council that the Traveler had ordered C&G Busses, but they were unable to accommodate two wheelchairs and will need to be retrofitted.

RFTA – nothing to report

AGNC – nothing to report

GCE – nothing to report

Council Comments

Councilor Stuckey said he had attended a webinar for the CML Policy Committee and it seemed the committee was a way to include municipalities in assisting the state to enact laws. Every municipality had the opportunity to propose something. Councilor Means said that someone had ridden a horse on the Alder Park Trail and some trail cleanup was necessary.

Councilor Means asked if plans for remodeling the town hall were still being considered. Administrator Baker confirmed that progress was being made plans were in progress.

Councilor Means asked if the town was considering annexation of the Anderson property. Mayor Gordon said the property had been annexed in to the town some years ago.

Councilor Means asked about the RFTA Park and Ride in New Castle. Mayor Gordon said it would likely happen in 2016.

Councilor Means asked if there were any updates from CRHDC, and Administrator Baker said he had not gotten an update since they heard about not winning the award for the tax credit program. Councilor Means said that CRHDC was moving forward with the project. They would sit down with neighboring properties to discuss the project. They will also meet with CHFA to better understand any weaknesses in the tax credit application. He said it really did not make sense to CHFA to fund the project in 2015 because the funds will sit for two years before being used. Administrator Baker said it was good they were still moving forward with the project because no time would be lost.

Councilor Riddile said at the Garfield County Energy Advisory meeting, the health department gave a presentation on air quality. He passed out a synopsis. He said the report indicated the county's air quality had improved since 2008.

Councilor Metzger asked what was being done with website marketing.

Administrator Baker said that there was a marketing strategy for 2015 and 2016, and that there was \$20k available for it. He said the committee would meeting in September to discuss the strategy and to conduct interviews.

Councilor Metzger asked about the dentist who had come to council a while back, if she had found a place for her practice. Administrator Baker said she looked at a residence, but dentistry was not a home occupation. She had also looked at the unit owned by Patty Ringer, but he did not know if that would work either.

Councilor Metzger said during the last few rain storms, there seemed to be a lot of water in the gutters, and she asked if there was something the town could do to better mitigate storm water. Administrator Baker said that urban storm water runoff was something mountain communities had to deal with. There was capacity in the gutter system, but a cloudburst often exceeded the capacity for a short time.

Councilor Leland reminded the council of the prior discussion about the Apple Tree community garden, and the problematic video. He said that he, Mayor Gordon, and Administrator Baker had met with the Talbotts and the meeting went very well.

Ross Mark will create a garden board that will include someone from the town, the Talbott Industries property manager and some Apple Tree residents. They have decided they will lay out plots that people can use. He said the problem video was taken down, and that Administrator Baker had spoken to Kim Willey about it, and told her Mr. Talbott had disinvited her from the garden. Ms. Willey wrote an apology letter to the board. Administrator Baker said he did not know if she would be invited

back, but he felt the meeting was good to reinforce the town's relationship with the Talbotts.

Councilor Leland said that Councilor Means was the council representative on Climate Action Advisory Committee (CAAC), and he thought that perhaps it was time to recruit members and to have CAAC work with GCE. Clerk Harrison said she would provide Councilor Means with information about CAAC.

Councilor Leland felt it would be a good idea to invite Representative Bob Rankin to a council meeting.

Councilor Stuckey said he spoke to Engineer Simonson and offered him some information that had been developed for the Kuersten property several years ago, if it was acceptable to the council. The council agreed.

Councilor Stuckey said that the Clubhouse Trail had been resealed and he thanked the town for doing it.

Councilor Stuckey said that Lakota Canyon Ranch had hired a new management company and had a new HOA representative and he felt they were good changes that will be beneficial for the subdivision.

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

The meeting adjourned at 9:27 p.m.

Respectfully Submitted,



Mayor Bob Gordon



Town Clerk Melody Harrison, CMC

