

11. a.

Memorandum

To: Mayor and Council
From: Tom Baker, Town Administrator
Date: May 6, 2014
Re: **Retreat Follow-Up: Review September Action Items and Discuss Additional Projects**

Purpose: The purpose of this memorandum is to provide Council with information to allow a full Council discussion on the Town's Strategic Plan, Economic Development Priorities, and Project List.

Follow-Up on September Action items: September action items will be bolded and comments on progress for these items will be in regular type.

Action: Bruce and Tom are directed to meet with Randi Lowenthal of the Roaring Fork Business Center to determine if RFBRC scope of services includes:

- Providing guidance for Chamber operations, fund raising, membership, etc.
- Facilitate a strategic plan to develop mission, goals and direction.

Council agreed that funding for RFBRC would come from the Chamber's annual \$15,000 budget line item in the Town's 2014 Budget.

Progress: Bruce and Tom met with Randi Lowenthal and determined that she is able and prepared to meet with business people and the Chamber to meet the above actions. I (Tom) have been reluctant to ask Ms. Lowenthal to proceed because the Chamber is a stand alone entity with a governing body. I'm concerned that the relationship between the Town and Chamber will be damaged if we don't handle this properly. In February, I had a brief meeting with Bob McRae, current Chamber President, and carefully brought up the ideas of moving the office to the CC and collaborating on the website. It was my opinion that little interest existed; however, I feel that I was very oblique since I do not yet have a relationship with Bob. I am aware that the Chamber Board has three members Bob, Anne and Susan. They have few resources and their part-time person recently left their employ. Another approach to this problem is for Council to meet with the Chamber Board, ask them if the above guidance would be desired?

Action:

- Participate in the development of a county-wide trail planning and implementation group. (Tom and Tim) Only one meeting has been held to-date. Tim attended the first meeting and will continue to be involved.
- Provide Council with a packet of information regarding Streetscape Plans – elements, costs, etc. (John) SGM has all this information, but this item is on hold because GFMLD

funding for 2014 is significantly reduced from 2013. Our current grant strategy does not include streetscape in 2014 due to cost.

- **Explain the scope of the Raw Water Irrigation Improvements Project. (John)** John will give Council an overview of this project at tonight's meeting.
- **Schedule a follow-up Public Meeting for the Sports Park at the Lakota Recreation Center. The meeting should be held in November once we have information about the grants. (Tim)** A follow-up meeting will be scheduled when we are successful with the Sports Park grant to explain plan modifications and construction schedule. If we are not successful with the grant we will communicate that via email and newsletter.
- **Send a letter to Dale Grey encouraging them to pursue their coffee shop idea – welcome them and explain possible incentives. (Tom and Bruce)** Tim informed that the Grey's have decided not to pursue this business.
- **Garfield Communications????**
- **Consult Town Attorneys regarding how Town, New Hope Church and City Market can partner to address the community's economic development interests and enhance the community's quality of life in the recreation and social services areas. (Tom, Lyle and Council).** City Market is not pursuing store expansion at this time. The fuel facility is still an option.
- **Facilitate, with Coal Ridge High School, a community event that introduces all the elements of the high school – band, sports teams, clubs, etc. Perhaps this event can be one of the first events at the New Hope Church gathering place. (Tim and Melody)** Tim has had preliminary discussions with the new principle but no commitments were made. New Hope is not yet open. If Council desires we can revisit this later in the year when school is back in session.
- **Explore converting the Lakota Recreation Center into a "Stay and Play" facility. (Tom and Tim)** Tom spoke to Bob Gibson and expressed the Town's willingness to discuss this idea. Bob indicated some interest but other events have over taken this idea. Stay and Play may still have merit once the clubhouse/cart barn projects are complete.
- **Schedule a November public meeting at the Lakota Recreation Center to update the neighbors/community regarding revisions to the Sports Park site plan, as well as the grant status and construction schedule. (Tim)** See this item above.
- **Encourage Lazy Bear restaurant to pursue outdoor seating in 2014. (Mel)** Council has encouraged staff to work with restaurant owners to encourage outdoor seating as a way to add street life in the downtown – the city planning literature is loaded with case studies that confirm the connection between successful downtowns and outdoor dining. Melody and I surveyed the restaurants in town and realized that many of them have outdoor tables/seating – the Dinner, Lazy Bear, Hogback, Elk Creek Mining, Black Dog - Maud's and Hacienda El Patron have made inquiries and intend to have outdoor seating.

It is our belief that restaurants would increase their outdoor seating as an attractive summer option for diners if feasible opportunities existed – physical and financial. Many restaurants find that diners prefer outdoor seating when the weather is pleasant and restaurant owners use the outdoor seating as a way to get an edge on the competition. In New Castle it is rare (perhaps never) for both inside and outside seating to be completely occupied – restaurants always have one person at two-top tables and two people at four-top tables or seats at the counter/bar that are unoccupied. In terms

of aggregate impact on our sewer and water systems, outdoor seating poses little or no increase to the theoretical capacity that the restaurant owner anticipated when water and sewer taps were purchased. In terms of the service of alcohol, staff will always follow state law and require owners to apply for a change of premises license if outdoor alcohol service is desired. Therefore, staff will continue to encourage outdoor restaurant seating and be creative in doing so. When public land is used (other than sidewalk space in front of the restaurant) staff will seek the appropriate licenses.

Regarding tap fees for outdoor seating, staff finds that this seating is both seasonal and sensitive to changing weather conditions on a daily basis. It will be a very rare situation (Sunday mornings? Friday nights?) when the theoretical restaurant capacity is reached. Therefore, staff's administrative procedure for 2014 and 2015 is to encourage outdoor restaurant seating, in compliance with liquor license and public space license rules, monitor the situation, but not require a fee payment for utilities. Staff will report findings to Council at the 2015 retreat.

- **Contact LaRocca Church to clean-up their property west of public works (Downtown Group)** Kathy Kopf and Mary Metzger have talked to LaRocca's pastor and some clean-up has been accomplished.
- **Use Community Center as a model for trash management – recycling, breakdown cardboard. Offer restaurants an incentive (recycle container free for 6 months) to recycle. (Larry)** The CC has a recycling system. Kathy and Tom have spoken to other downtown businesses but interest is low. FYI – Elk Creek Mining uses corn starch flatware and recyclable boxes for their to-go orders.
- **Contact MRI regarding contract commitments: lids for the recycle containers and information on special materials pick-up. (Tim)** Tim worked with MRI and they added this information to their website.
- **Develop an RFP for development services for the town-owned Cam property: Police offices, business incubator, retail... (Tom and John)** Council decided to proceed with PW office work to give PD more space in Town Hall.
- **Balance wellness, fitness, training, salary and appreciation in the Retention Plan (Mike, Lyle, Council)** Mike is developing this plan and will report to Council soon.

Discussion of Additional Projects: In January the Council discussed several project ideas and requested a discussion at the retreat follow-up to determine if any of these projects were ready for work in 2014 as part of the Strategic Plan. I met with Jeff Simonson and John Wenzel to develop discussion points for tonight's meeting.

Hydroelectric – As you know, the Federal Regulatory Energy Commission (FERC) has revised its application and permitting requirements for small scale hydro. The Porter family has one installation and an application for a second installation. Bob Gordon is scheduling a site visit to the Porter Ranch so we can pick their brain on this matter. The possible opportunities for town hydro appear to be:

- In the winter only, install a turbine in our existing raw water pipeline and divert Elk Creek water down to the river.
- Substitute our three existing and one future pressure reduction valves with turbines.
- Pipe the Red Rocks ditch and install a turbine. This also will reduce water loss.

All these ideas merit discussion and both Jeff and John will attend the meeting. Jeff is also asking his SGM colleagues to estimate the costs associated with these ideas. Ultimately we will need to request a feasibility study to give Council enough information to make a decision.

Raw Water Irrigation – John will explain the Raw Water Irrigation Plan. Staff’s opinion is that due to the defined “watering window” (the time when water can be placed on parks without curtailing park use, approximately 7PM to 7AM) the priority projects for raw water irrigation are:

1. Install an additional storage pond, pump house and lines to allow more simultaneous park watering;
2. Pipe RR Ditch to minimize water loss.

Solar – Bob Gordon and Greg Russi participated in the recent GCE Retreat. At the GCE Retreat the idea of using a Clean Energy Collective model for a solar garden was discussed. Bob and Greg brainstormed potential New Castle sites and thought that the open space below Silverhorn Drive may be appropriate for community solar garden. GCE may invite the Clean Energy Collective group to visit several Garfield County sites and New Castle can participate.

Co-Generation – The only possible co-generation project is methane capture at the WWTP. In theory the methane can be burned to produce electricity or heat. Is any of this within our reach given the facilities? SGM will conceptually review this idea.

Request: Staff requests a Council discussion and staff direction for amending the Strategic Plan and Implementation Schedule.