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5 **New Castle Town Council Meeting**
6 **Tuesday, April 19, 2016, 7:00 p.m.**
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 Means
	Councilor Riddile
	Councilor Metzger
	Mayor Gordon
	Councilor Breslin
	Councilor Leland
20 Absent	Councilor Stuckey

21
22 Also present at the meeting were Town Administrator Tom Baker, Town Clerk
23 Melody Harrison, Town Planner Tim Cain, Police Chief Tony Pagni, Assistant Town
24 Attorney Haley Carmer and members of the public.

25
26 **Meeting Notice**

27 Town Clerk Melody Harrison verified that her office gave notice of the meeting in
28 accordance with Resolution TC-2016-1.

29
30 **Conflicts of Interest**

31 There were no conflicts of interest.

32
33 **Agenda Changes**

34 There were no agenda changes.

35
36 **Citizen Comments on Items not on the Agenda**

37 Brad Gates, Castle Valley Ranch resident and member of the CVR HOA board. Mr.
38 Gates told the council that the previous week. Sylvia Duchscher, who is six years
39 old, and Tom Regan organized a clean-up of the Alder Park trail. They contacted the
40 town public works department who supplied pick-up tools and garbage bags.
41 Originally, they were only going to clean the trail, but there were so many
42 volunteers that they were able to clean up the park as well. Grady Hazelton said his
43 family was able to participate and it was a great event.

44
45 **Consultant Reports**

46 Consultant Attorney – present for agenda items

47 Consultant Engineer – not present

48 Code Enforcement – Planner Cain told the council that he was addressing a number
49 of open space violations he had received.

Town Council Meeting
Tuesday, April 19, 2016

1 Town Planner - Planner Cain said he had been in contact with Waste Management
2 and Mountain Waste and should have responses to the RFPs very soon. Those
3 responses will go to Climate Action Advisory Commission for their input. The RFPs
4 will come back to the council for consideration. In addition, a request to extend the
5 contract with Mountain Waste will come to council on May 3, 2016.

6
7 **Oaths of Office – Councilor Metzger, Councilor Hazelton and Councilor G.
8 Riddile.**

9 Town Clerk Melody Harrison swore in the newly elected members of the town
10 council: Councilor Graham Riddile, Councilor Grady Hazelton and Councilor Mary
11 Metzger.

12
13 **Presentation of Appreciation – Councilor Means and Councilor Stuckey**

14 Mayor Gordon presented plaques to Councilor Means and Councilor Stuckey for
15 their service to the citizens of the Town of New Castle.

16
17 **Break**

18
19 **Items for Consideration**

20
21
22 **LiveWell Inspire Grant Update**

23 Administrative Assistant Debbie Nichols gave an update of the LiveWell Inspire
24 Initiative Planning Grant. She told the council that the LiveWell Inspire Grant was to
25 inspire Coloradoans, particularly kids, to appreciate, enjoy and take care of the
26 outdoors. They were beginning the process of hiring a consultant, hiring a Youth
27 Liaison and forming a Youth Council for each community. The Youth visioning
28 sessions will create a list of projects or ideas for methods to get youth outdoors.
29 The goal was to begin implementation of selected projects in each community by
30 the spring of 2017. Admin. Asst. Nichols said she would keep the council informed
31 of progress. The council complimented Admin. Asst. Nichols on a job well done.

32
33 **Consider Request from Community Market**

34 Town Clerk Melody Harrison explained to the council that the Community Market
35 organizers wanted to have two wine tastings in Burning Mountain Park, hosted by
36 Spirits Liquor. Tastings are only permitted on the licensed premises of a retail liquor
37 store or liquor licensed drug store. Spirits Liquor is very small and a tasting on that
38 premises would be nearly impossible. Spirits cannot hold a tasting in the Burning
39 Mountain Park with the Community Market. The Community Market organization is
40 not a designated non-profit, and cannot apply for or obtain a special events liquor
41 license. They approached staff and asked what the opportunity was to hold the
42 event. Clerk Harrison said that the town as a government agency could obtain a
43 special events liquor license on behalf of the Community Market. She suggested
44 that if the council was willing to consider obtaining the license, certain limitations
45 could be included such as limiting the licensed area to a small, manageable
46 sampling garden; requiring that both liquor retailers in town be offered the
47 opportunity to host the garden, and that ServSafe certified town staff assist in
48 operating the sampling garden. She also suggested that sampling by patrons be
49 limited so that over-consumption was contained.

1 Clerk Harrison said that since alcohol was intended to be donated by the retail
2 liquor stores, a 'per drink' charge could not be implemented, but a small fee could
3 be collected for wristbands. By including both liquor retail stores, it gave them the
4 opportunity to display their products at the Community Market. Other businesses in
5 town are able to get a booth or space and sell their products, whereas a liquor store
6 cannot. If patrons found something they liked at the sampling garden, the liquor
7 store staff could pass out sampling cards that described the wine and provided a
8 coupon for purchase of products at the store.

9 Clerk Harrison told the council that if they were willing to consider obtaining the
10 liquor license for the Community Market, the application would come back to the
11 liquor authority at a future date. After a brief discussion, the council agreed to
12 consider a special events liquor license obtained by the town for the community
13 market provided that both retail liquor stores were given the opportunity to host;
14 that a limit be set on how many samples a patron could have and that town staff
15 work the ID/wristband booth and the sampling garden.

16
17 **Consider Ordinance TC 2016-1, An Ordinance of the New Castle Town**
18 **Council Amending Publication Requirements Throughout the New Castle**
19 **Municipal Code (first reading)**

20 Clerk Harrison explained that in 2010 the voters approve a change in the Home
21 Rule Charter to define 'publication' as being the posted on the town website. There
22 were sections of the municipal code that referenced publication in a newspaper of
23 general circulation that had not been changed to reflect the Charter definition. The
24 ordinance was to clean up the errant sections of the code. Attorney Carmer clarified
25 that there were statutory requirements to publish in the newspaper for certain
26 items such as annexations and budget, which would not change.

27 **MOTION: Councilor A. Riddile made a motion to approve Ordinance TC-**
28 **2016-1, An Ordinance of the New Castle Town Council Amending**
29 **Publication Requirements Throughout the New Castle Municipal Code on**
30 **first reading. Councilor Metzger seconded the motion and it passed on a**
31 **roll call vote: Mayor Gordon: yes; Councilor Metzger: yes; Councilor G.**
32 **Riddile: yes; Councilor Leland: yes; Councilor A. Riddile: yes; Councilor**
33 **Hazelton: yes and Councilor Breslin: yes.**

34
35 **Trails Update and Request for Funds**

36 Administrator Baker said he would update the council on trails that are on private
37 lands as well as public lands. He also said that the request for funding was
38 premature.

39 Administrator Baker said that Adam Connelly had been in discussion with the
40 owners of the Lakota property for access to the Colorow Trail, and with the owners
41 of the Castle Valley Ranch property for access to an extension of the Jolley Trail.
42 There was concern from the property owners regarding liability. CIRSA, the town's
43 insurance carrier, provided information on how the property owners could be
44 protected. Town staff and Roaring Fork Mountain Bike Association (RFMBA) felt they
45 had a strategic approach to their negotiations with the property owners.

46 Administrator Baker said that RFMBA will be holding a trail building class in May,
47 and will work on local trails as well. One of the problems they felt needed to be
48 addressed in New Castle was the lack of parking on Lariat Loop for the Colorow
49 Trail access. ~~They suggested that an adjacent open space be used for parking to~~
50 ~~show the BLM the town was partnering with them. The Alder Park parking lot could~~

1 ~~serve as parking for a new access to the Colorow Trail.~~ They suggested that
2 formalizing Colorow trailhead parking at Alder Park, with adequate signage, would
3 demonstrate to the BLM that the Town was a partner committed to addressing
4 problems that the BLM raised, such as the trailhead parking at Lariat Loop.
5 Administrator Baker said he and Mr. Connelly had met with the BLM who were
6 supportive of completing the necessary environmental studies to complete
7 formalizing some of the existing bandit trails north of the Colorow, and building new
8 ones as well. The cost will be around \$20k. The thought is the town might give
9 \$10k, Castle Valley HOA may consider \$7500 and RFMBA may consider \$2500. This
10 financial partnership will show the BLM that the town was serious about the trail
11 system.

12
13 Mr. Connelly told the council that if the town funded the first phase of the trail
14 project, it would create a marketable trail system in 2017. If not, it could be several
15 years before the project got into the BLM's funding cycle.

16 The council had a brief discussion about trail maintenance, advertising and
17 marketability of a formal trail system.

18 ~~Administrator Baker asked the council for permission to use the open space as~~
19 ~~parking for trail use, and the Alder Park lot as an alternate parking area. The~~
20 ~~council agreed to allow it.~~ Administrator Baker asked Council for permission to use
21 the open space, on the north side of Alder Avenue between Wagon Wheel and
22 Lariat Loop, to create an alternate access to the Colorow Trail using the
23 International Mountain Bike Association Trail Care Crew class to begin building the
24 trail and use Alder Park parking lot for trailhead parking.

25 Administrator Baker asked if the council was comfortable with staff working with
26 CIRSA, private property owners and the town attorney, and they were.

27 Administrator Baker asked for permission to give the BLM MOU to the town attorney
28 for review. They agreed.

29 Councilor Breslin said he thought there were people in town who could assist in the
30 environmental study.

31 Administrator Baker said they would work on the MOU and negotiating with the
32 private property issues, and everything would come back to the council at a future
33 meeting.

34 35 36 **Consider Letters of Interest in Appointment to Planning & Zoning 37 Commission from Larry Borgard and Brad Gates**

38 Clerk Harrison explained that there were two persons interested in appointment to
39 the three open seats on P&Z. Because Graham Riddile was now on council, that
40 seat was now available for appointment as well. Appointing Mr. Borgard and Mr.
41 Gates left two seats open on P&Z, and she said that staff would advertise them.

42 **MOTION: Councilor Leland made a motion to appoint Brad Gates and Larry
43 Borgard to the Planning & Zoning Commission. Councilor A. Riddile
44 seconded the motion and it passed unanimously.**

45 Discussion: The council spoke briefly with Mr. Gates.

46 **The motion passed unanimously.**

47 48 **Consider Letters of Interest in Appointment to Climate Action Advisory 49 Commission from Jean Brown and Greg Russi**

1 **MOTION: Councilor Leland made a motion to appoint Jean Brown and Greg**
2 **Russi to the Climate Action Advisory Commission. Councilor A. Riddile**
3 **seconded the motion and it passed unanimously.**
4
5

6 **Consider Letter of Interest in Appointment as Municipal Judge from**
7 **Amanda N. Maurer, P.C.**

8 Ms. Amanda Maurer greeted the council. She explained how the New Castle
9 Municipal Court had been working the past several years, and some of the changes
10 she, Prosecutor Angela Roff, and Court Clerk Mindy Andis had implemented. After a
11 lengthy discussion on court proceedings and procedure, the council thanked Ms.
12 Maurer for her continued service.

13 **MOTION: Councilor A. Riddile made a motion to appoint Amanda Maurer as**
14 **Municipal Judge. Councilor Metzger seconded the motion and it passed**
15 **unanimously.**
16

17 Mayor Gordon told the council that people's situations create their activities. He
18 said his situation is that he has purchased a house in Battlement Mesa, and that it
19 was his last day as Mayor. He said he felt the council was in good hands. He felt
20 there were two rules to abide by. The first was whether something was good for the
21 town. The second was whether it was good for the people. He asked that they
22 consider both questions for every subject. The other thing to consider was
23 transparency, and that their activities should always remain transparent to the
24 people. He felt that any one councilor's idea was not good without the other
25 councilors. He felt the council was great.
26

27 **Consider Appointing Mayor Pro Tem**

28 Administrator Baker told the council that appointment of a mayor was not
29 something that could be done immediately, but had to be done within sixty days.
30 Regardless of who is appointed, a councilor or citizen, that person will have to run
31 for election in the November 2016 coordinated election. He said that if the council
32 chose to fill the mayor seat from the council, they would then have sixty days to fill
33 the council seat. If the council chooses to appoint someone to the council seat, that
34 person would be seated for the remainder of the term; they would not have to run
35 for election in November. For clarification, he said that a seated councilor appointed
36 to the mayor seat would lose their council seat, and if they are not elected in
37 November, they are then off the council completely.

38 Mayor Gordon said that the town attorney advised that a mayor pro-tem should be
39 appointed, and he felt that Councilor Leland would be a good choice.

40 **Mayor Gordon made a motion to appoint Councilor Leland as Mayor Pro**
41 **Tem. Councilor A. Riddile seconded the motion.**

42 Discussion: Councilor Hazelton said he had wondered why Mayor Gordon had not
43 planted his garden. Mayor Gordon said the people that purchased his home were
44 great people and he felt everyone would feel the same.

45 **The motion passed unanimously.**
46

47 **Consider Setting Terms for Council Members on Planning & Zoning**
48 **Commission, Historic Preservation Commission, Economic Advisory**
49 **Committee, Climate Action Advisory Commission, Public Works, Public**
50 **Safety, Personnel and Finance Committees. Also, RFTA, GCE**

1 Councilor G. Riddile asked not to be considered for RFTA because it was something
2 of a conflict. After some discussion, the council decided who would sit on which
3 committees.
4
5

6 **Warrior Development Agreement Amendment**

7 Assistant Town Attorney Haley Carmer explained that the original development
8 agreement included a requirement that the owner dedicate parkland, including the
9 sports park or Park # 2. When Warrior bought Lakota, the agreement was amended
10 and the sports park was to include tennis courts and volleyball courts. Construction
11 was to be funded through a GoCo grant with matching funds from Warrior and the
12 town. If the town was not able to obtain the grant, Warrior would be required to
13 construct the park at its own expense by December 1, 2015. The town has obtained
14 a GoCo grant, although it is past the December 2015 deadline. A third-party
15 contractor will construct the sports park with SGM serving a project manager. The
16 amendment memorialized the new arrangement.

17 In addition, Community Resource Housing & Development Corporation (CRHDC)
18 has pursued development of a lot in Lakota for affordable senior housing. The lot
19 2A, Phase 7 was not incorporated into the area governed by the Lakota HOA, and
20 Warrior agreed that the CRHDC senior development need not be subject to HOA
21 dues or governance. Attorney Carmer felt that there was some pushback from the
22 HOA and she asked for the council's thoughts. The council felt the senior
23 development should not be subject to HOA dues, and Carly Johannsen from CRHDC
24 indicated that HOA dues were not something they had budgeted for, nor was it
25 likely that the seniors would use Lakota amenities. She offered that the HOA issue
26 could be removed from the amendment

27 **MOTION: Councilor Leland made a motion to approve the Warrior**
28 **Development Agreement Amendment with the following changes:**
29 **That section 7 shall include a sentence providing the town sole discretion**
30 **to alter the sports park plans to keep the project within the proposed**
31 **budget; and**

32 **The section 8 be removed completely.**

33 **Councilor A. Riddile seconded the motion.**

34 Discussion: Councilor G. Riddile asked if there was a way to not penalize the senior
35 development regarding the number of units allowed. Administrator Baker said that
36 the approval stood as it was, but there was the opportunity that Warrior could ask
37 for a rezoning to increase the density in the future.

38 **The motion passed unanimously.**
39

40 **Consent Agenda**

41 Minutes of the March 15, 2016 council meeting

42 March Bills of 385,379.32

43 Resolution TC-2016-5 – Amending the Retention Schedule

44 Hongs Garden Hotel & Restaurant Liquor License Renewal

45 Senior Programs MOU

46 RFTA IGA

47 **MOTION: Councilor A. Riddile made a motion to approve the consent**
48 **agenda. Councilor Leland seconded the motion and it passed unanimously.**
49
50

1 **Staff Reports**

2 Town Administrator – Administrator Baker told the council that public works had
3 installed the new trail signs that the town had gotten a LiveWell grant for, and they
4 looked wonderful. He said that Councilor Metzger had alerted him that construction
5 of the clubhouse in Lakota seemed to have stopped, and he would check in with
6 Warrior on what their plans were. Administrator Baker told the council that the
7 town had purchased admission to the Oil and Gas Symposium, and he encouraged
8 the council to attend. He also reminded the council that the Volunteer New Castle
9 Appreciation dinner was on Sunday. He said that the PD had organized a “BBQ with
10 a Cop” event on May 22 in the lower parking lot at Kathryn Senior.

11 Police Chief – Chief Tony Pagni told the council that he was glad they had appointed
12 Amanda Maurer as municipal judge and said that she was great to work with.

13 Town Clerk – Clerk Harrison said that Councilor Breslin had mentioned at last
14 council meeting that there was a special events class in Glenwood that staff may be
15 interested in. She said that she and Debbie Nichols had attended, and the
16 organization was called W.I.N., a women’s business network. The class didn’t
17 necessarily apply to New Castle, but connecting with other business women was
18 great. Clerk Harrison said she had created a new folder in the DropBox called
19 “reference materials” and placed the comprehensive plan and public works manual
20 in it for the council. She asked that they let her know if there were other
21 documents they wanted in the folder. She told the council that she had received a
22 brochure for the 23016 CML conference, and she was glad to register anyone who
23 wished to attend. Clerk Harrison said that her new employee, Darlene Harrison,
24 would attend the May 3 council meeting to meet them.

25 Town Planner – not present

26 Public Works Director – not present

27
28 **Commission Reports**

29 Planning & Zoning Commission – nothing to report

30 Historic Preservation Commission – nothing to report

31 Climate Action Advisory Committee – nothing to report

32 Senior Program – nothing to report

33 RFTA – nothing to report

34 AGNC – Councilor Breslin told the council that the OHV bill had passed all
35 committees.

36 GCE – nothing to report

37
38 **Council Comments**

39 Councilor Metzger thought it would be nice for the council to recognize resident
40 Jacob Morgan for accomplishments, and Sylvia Duchscher for the Alder Park clean-
41 up.

42 Councilor Metzger asked why Warrior Golf was unhappy. Administrator Baker said
43 that Warrior felt they were not well-received by the community, which may be due
44 to the criticism they had received with the road repairs, the swimming pool and
45 now the clubhouse.

46 Councilor Metzger said she had been into the new dress store and they had many
47 lovely items. She also said there would be a ribbon-cutting.

48 Councilor Metzger suggested that the daffodils in front of town hall could be cleaned
49 up.

1 Councilor A. Riddile reminded everyone about the Volunteer New Castle event on
2 April 24.

3 Councilor Metzger told the council that a friend of her who was a CPA was looking
4 for office space in New Castle and there did not seem to be any. She thought the
5 council could consider selling the 6th Street lot.

6

7 **MOTION: Councilor A. Riddile made a motion to extend the meeting past**
8 **10:00 p.m. Councilor Breslin seconded the motion and it passed**
9 **unanimously.**

10 Councilor Hazelton thanked the council for the warm welcome, and he said the staff
11 and everyone had made him feel very welcome.

12 Councilor Breslin wished Mayor Gordon the best, and said he knew the council was
13 grateful for his service. He also said that he knew the council was great and he was
14 proud to be part of it.

15 Councilor Breslin said he was concerned about the ladder on the Dubois Memorial
16 and thought they should consider a solution. Councilor A. Riddile said the Memorial
17 Board was discussing it.

18 Councilor Leland said the Northwest Colorado Cultural Heritage Tourism will hold a
19 meeting for the sixteen towns in the northwest and one topic will be adding the
20 Buford Road to the Flattops Byway, and signing it. They were also considering
21 hiring a college student to design the signage for the four-regions, and also
22 designing a brochure.

23 Councilor Leland said he would write a proclamation for Lee Price if the council was
24 okay with it. They were.

25 Councilor Leland said there had been a lot of support on Facebook from the
26 townspeople regarding the sports park.

27 Councilor Leland said when he was a new councilor, the seated council was very
28 patient with him, and he said that they would try to be patient with the new
29 councilors.

30 Councilor Breslin said that the AGNC had approved the town for the museum on the
31 streets grant.

32 Councilor G. Riddile thanked the council and staff for welcoming him as they had
33 and said he looked forward to serving.

34 Mayor Gordon told they council he felt they were great, and said he was proud to
35 have served with them. He also said that his resignation was not something
36 planned, and he was sad to leave.

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

39

40 The meeting adjourned at 10:14 p.m.

41

42 Respectfully submitted,

43

44

45

46

47

48

49

50 _____
Town Clerk Melody Harrison, CMC

Mayor Pro Tem Bruce Leland

Memo

To: Tom Baker
From: John Wenzel
Date: May 12, 2016
Re: Community Sport Park Request for Proposal

Recommendation: The Public Works Department is seeking approval from Town Council to advertise a Request for Proposal for the landscape design of the Community Sport Park. The intent of the Request for Proposal is to evaluate the cost of services. Our experience has shown that this approach has been successful in the past. Richard Kemp, the Landscape Architect for the Grand River Park, developed several innovative design elements that were incorporated into the final construction drawings. His design ideas included, the river beach, the pond configuration, the pond deck, the wet land interpretive shelter, and the river overlook shelter. We feel like the Community Sport Park could benefit from similar innovative design elements.

Policy Implications: The Public Works Department presented this ideas to the Parks, Open Space, and Trails Committee (POST) on May 4, 2012. Attendants at the meeting gave unanimous support to the idea of posting a Request for Proposal for the landscape design of the new Community Sport Park.

Budget Implications: We anticipate that the cost associated with the Request for Proposal advertisement will be less than \$500.00.

Background: Please see attachment of draft Request for Proposal.

REQUEST FOR PROPOSALS
Landscape Architectural Design Services
For
New Castle Community Sport Park
DRAFT

PROPOSAL DUE DATE:

Proposals are due by.....

QUESTIONS:

Questions regarding this RFP can be addressed to:

John Wenzel, Public Works Director

(970)984-0669 ext. 200

jwenzel@newcastlecolorado.org

INTRODUCTION:

The Town of New Castle is requesting proposals from professional and innovative landscape architectural firms for design services of the Community Sport Park. The intent of the Project is for the Firm to provide landscape design services including community outreach, conceptual design, final architectural plans and specifications for the construction of the Community Sport Park. Detailed working drawing will be completed in coordination with the Town's engineering consultant. The Town's engineering consultant will provide all necessary engineering drawings, details, bidding, and construction management services. Irrigation design will be provided by a materials vendor.

BACKGROUND:

The Community Sport Park is a public-private partnership that will benefit the entire Town of New Castle, visitors, and residents in surrounding areas. The Town of New Castle was recently awarded a GOCO grant to assist in the construction of the project. New Castle is a residential community on the western slope of Colorado, located equidistant between Glenwood Springs and Rifle on Interstate 70. The Town's branding philosophy is to provide residents and visitors with an "Authentically Colorado" lifestyle/experience. New Castle has a population of 4,565 residents.

The Sport Park will be located on 6.06 acres off a well-traveled arterial named Castle Valley Boulevard, which connects four of six major neighborhoods in Town. The residential neighborhood adjacent to the proposed park site is called Lakota Canyon Ranch. The design must meet certain funding parameters including two tennis courts, two pickleball courts, two

grass volleyball courts, a playground for children ages 2-12, an internal trails system, landscaping and irrigation, shade structures, bike racks, trash receptacles, team benches, water fountains, and an enclosed portable restroom. The landscaping should focus on native design principles, using drought tolerant plant materials. Structures should be specifically selected to match the surrounding architectural detail (Western Adirondack). Different gravel textures and colors may be used, along with boulders, to enhance the native landscape.

SCOPE OF WORK:

The scope of work is as follows:

- Preliminary Sketch Plan showing the general location structures, entry features, trails, fences, playgrounds, planting, grading, and any other design elements.
- Provide potential phasing of the project based on future funding.
- Public presentation meetings - two (2)
- Conceptual Site Plan incorporating revisions to the Preliminary Sketch Plan
- Construction Drawings providing any changes to the Conceptual Site Plan.
- Architectural construction details.
- Construction observation of no more than 30 hours

LOCATION OF PROJECT:

The Park is located at the corner of Castle Valley Boulevard and Club House Drive in New Castle, Colorado.