

**New Castle Town Council Meeting  
Tuesday, March 21, 2017, 7:00 p.m.**

**Call to Order**

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

**Pledge of Allegiance**

Cub Scout Pack 221, Cubmaster Rob Glassmire and former Cubmaster John Harcourt presented and posted the U.S. flag and Colorado flag, and then led the council, staff and members of the public in the pledge of allegiance.

**Roll Call**

Present	Councilor Metzger Mayor A Riddile Councilor Russi Councilor Leland Councilor G Riddile
Absent	Councilor Owens Councilor Hazelton

Also present at the meeting were Public Works Director John Wenzel, Town Clerk Melody Harrison, Town Planner Tim Cain and members of the public.

Clerk Harrison told the council the both Grady Hazelton and Scott Owens had requested excused absences.

**MOTION: Mayor A Riddile made a motion to excuse Councilor Grady Hazleton's absence. Councilor Russi seconded the motion and it passed unanimously.**

**MOTION: Mayor A Riddile made a motion to excuse Councilor Scott Owens' absence. Councilor Russi seconded the motion and it passed unanimously.**

**Meeting Notice**

Town Clerk Melody Harrison verified that her office gave notice of the meeting in accordance with Resolution TC-2017-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Agenda Changes**

There were no agenda changes.

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

There were no citizen comments.

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## **Consultant Reports**

Consultant Attorney – nothing to report

Consultant Engineer – not present

## **Items for Consideration**

### **Proclamation Honoring Cub Scout Pack 221**

John Harcourt, former Pack 221 Cubmaster, greeted the council and introduced Cubmaster Rob Glassmire. Mr. Glassmire told the council that he was relatively new as Cubmaster, and that he was very proud of the pack and their volunteerism. He said that he only had a small part in the food drive for which the pack was being honored. Mr. Harcourt explained that when he and the pack had their first food drive, they collected 2,000 pounds and he felt that was a lot. Each year they collected more, finally exceeding 6,000 pounds of donated food. Mr. Harcourt said that he thought that if the pack really worked hard, they could collect an extraordinary amount of food, and at the last drive, they collected 25,388 pounds.

Mayor A Riddile read the proclamation honoring Pack 221 into the official records of the town.

The council thanked the scouts for be excellent community volunteers.

### **RFTA ITSP Study Update**

Dan Blankenship, CEO of Roaring Fork Transportation Authority (RFTA) introduced himself to the council.

Ralph Trapani with Parsons Transportation Group said that his company was the consulting team assisting RFTA with the Integrated Systems Transportation Plan.

Mr. Trapani told the council that New Castle was been the only municipality he had presented to thus far that had the presentation loaded, and he appreciated it.

Mr. Trapani began the power point presentation. He and Mr. Blankenship described the draft Integrated Systems Plan, and spoke with the council at length.

Recess Town Council Meeting, Convene as Local Liquor Licensing Authority

**MOTION: Councilor Russi made a motion to recess the town council meeting and to convene the local liquor license authority. Councilor Leland seconded the motion and it passed unanimously.**

### **Consider Lakota Canyon Ranch Clubhouse Modification of Premises for Optional Premises Liquor License**

Town Clerk Melody Harrison told the council that Lakota Canyon Ranch Golf Course had renewed their liquor license in January, however, they were anticipating the opening of the new clubhouse, and the application being considered was to modify the existing license to include the new clubhouse. The areas in the new clubhouse that would be liquor licensed will be the grand room, foyer, kitchen, restaurant, pro shop and outside patio. She said the application was complete, all fees had been paid, and

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background investigations had been done on all the principal members. Clerk Harrison said that before the liquor license could be issued to the clubhouse, the certificate of occupancy (CO) for the building would need to be issued, so the license would be held until the CO was approved. Public Works Director John Wenzel explained that the purpose for Lakota obtaining the liquor license early was so that they would be ready for the grand opening that will be held once they obtain their CO. Clerk Harrison agreed, and further explained that if the council chose to approve the application for modification, the application would then go to the state for approval, which could take several weeks. If there were problems with the state approval, Lakota would have to amend it before their grand opening.

Jeremy Schmitz, General Manager of Lakota Canyon Ranch. Mr. Schmitz agreed that Lakota was being pro-active in obtaining their liquor license early so they could serve as soon as they can open. He said their goal was late April or early May for the opening.

Clerk Harrison clarified that the golf course already had an optional premises liquor license to serve on the golf course itself, and that the application under consideration was to add the new clubhouse to the licensed premises. Councilor Leland asked how the patio area would be monitored to prevent patrons from walking off the patio with alcohol. Clerk Harrison said that the patio area overlooked the golf course. If a person walked off the patio, they would walk onto the putting green, which was an already licensed area. Alcohol, however, would not be allowed in the parking lot.

Councilor G Riddile asked if Warrior or Lakota would hire additional staff, and Mr. Schmitz said they would likely hire ten to fifteen additional people to work the recreation center and clubhouse. He said the clubhouse was close to completion, although there were still things to be done. Kitchen and bar equipment needed to be installed. As soon as the carpeting was in, they would place all the tables and chairs. Councilor Metzger asked if there would be a restaurant manager. Mr. Schmitz said that the food and beverage manager would manage the restaurant and front of the house. The council thanked Mr. Schmitz for coming in.

**MOTION: Councilor Russi made a motion to approve the modification of premises liquor license application for Lakota Food and Beverage Golf Course to include the new clubhouse located at 1000 Clubhouse Drive, the license to be held until such time the clubhouse received their certificate of occupancy. Mayor A Riddile seconded the motion.**

Discussion: Councilor Russi asked if the motion as stated was sufficient. Clerk Harrison said that it was.

**The motion passed unanimously.**

Adjourn Local Liquor Licensing Authority, Reconvene Town Council

**MOTION: Councilor Leland made a motion to adjourn the local liquor license authority and to reconvene the town council meeting. Councilor G Riddile seconded the motion and it passed unanimously**

### **New Castle Trails: Mt. Medaris Trail Concept Plan**

Adam Cornely greeted the council. Mr. Cornely showed a power point presentation to the council that detailed the trail work that was complete, and the trail work that was planned. In addition, he described the work that New Castle Trails was proposing to expand the Mt. Medaris Trail. The council felt that signs listing trails rules or regulations would be appropriate to reduce conflict between runners, hikers, bikers

and equestrians. They also thought that the Parks, Open Space, Trails and Recreation Committee (POSTR) should review the regulations.

The council asked if Mr. Cornely may be over-tasking himself with projects, and Mr. Cornely said that it was going to take a little longer to be able to work on the trails in the BLM, probably several months so the Mt. Medaris project would be a good interim project. He asked that the council approve the project, pending a community POSTR meeting on April 5, 2017. He said if any concerns came out of the community meeting, the project would come back to council for reconsideration. The council felt that it would be appropriate to notify the homeowners that live below the ditch trail at the northeast side of Medaris of the proposed expansion plans. Mr. Cornely and Director Wenzel said they would notify the public, utilizing the electronic message boards, flyers, town website and posting boards.

The council also wanted any signage of the trails to incorporate historic information: identifying who Medaris was on the Mt. Medaris trail sign.

### **Consider Public Works Request for Vehicle Funding**

Director Wenzel told the council that he was looking for approval from the town council to purchase four new fleet vehicles from Stevenson Chevrolet for the public works department; two pick-up trucks with snowplows, and two pick-up trucks with utility beds. He said the purchase would be a continuation of the department's fleet rotation program that was started in 2008.

**MOTION: Councilor G Riddile made a motion to approve funding for the purchase of four new public works vehicles. Mayor A Riddile seconded the motion.**

Discussion: Councilor Russi asked that the memo in the packet be considered part of the motion so that there was a record of the specifics.

**MOTION: Councilor G Riddile amended his motion to include the staff memo. Mayor A Riddile seconded the motion and it passed unanimously.**

Recess Town Council Meeting, Convene as the Water & Sewer Enterprise

**MOTION: Mayor A Riddile made a motion to recess the town council meeting and to convene the water and sewer enterprise. Councilor G Riddile seconded the motion and it passed unanimously.**

### **Consider Ordinance 2017 E -1 – An Ordinance of the New Castle Water & Sewer Enterprise Amending Section 13-16-020(H) Regarding Water Utility Charges (second reading)**

**MOTION: Councilor Russi made a motion to approve Ordinance TC-2017 E-1, An Ordinance of the New Castle Water & Sewer Enterprise Amending Section 13-16-020(H) Regarding Water Utility Charges on second reading. Councilor G Riddile seconded the motion and it passed unanimously on a roll-call vote: Mayor A Riddile: yes; Councilor Metzger: yes; Councilor Leland: yes; Councilor G Riddile: yes and Councilor Russi: yes.**

Adjourn the Water & Sewer Enterprise, Reconvene as Town Council

**MOTION: Mayor A Riddile made a motion to adjourn the water and sewer enterprise and to reconvene the town council meeting. Councilor G Riddile seconded the motion and it passed unanimously.**

### **Consider Funding Request for Associated Governments of Northwest Colorado Grant Match**

Town Planner Tim Cain told the council that the grant was an AGNC technical grant that was available only once per year. Because there has been significant interest in remodeling the small room in the Community Center to include a visitor center and office space for the chamber of commerce, staff felt the technical grant would be appropriate for the project. The grant was for up to \$10k, with a one-to-one match. The grant application will be due April 7, 2017.

Planner Cain said he did not have all the documents yet, but a preliminary estimate on the cost of constructing the walls was at \$5,500, which he felt was low. The project ultimately will include new walls, carpet, a new conference table and chairs, and an upgrade of the existing staff office space to make it more efficient. Additionally, the hallway between the small and large rooms will have a storage area built into it.

Planner Cain said that the grant application would be written from an economic development perspective. Director Wenzel said that although there was as much as \$50k available, the intent was to use \$5k from the economic development fund for the match, and that the project would have to be phased.

The council discussed what other meeting spaces were available for mid-sized groups. **MOTION: Councilor Leland made a motion to allocate \$5k from the economic development fund as a match for an AGNC grant to remodel the front room of the community center, and to authorize the AGNC representative, Grady Hazelton, to sign the application. Councilor Russi seconded the motion and it passed unanimously.**

### **Consent Agenda.**

Minutes of the March 7, 2017 council meeting

Road and Bridge Replacement Funds

Hongs Garden Hotel & Restaurant Liquor License Renewal

**MOTION: Councilor Russi made a motion to approve the consent agenda. Councilor G Riddile seconded the motion and it passed unanimously.**

### **Staff Reports**

Town Administrator – Mayor A Riddile said that Administrator Baker had wanted to comment on the CVB/6&24 crosswalks, but there was an issue with CDOT and it could be discussed at another time. Director Wenzel said he would confirm that the town had the proper permitting in place for the crosswalk project. The money was available in the streets fund for the project, and RFTA had contributed \$4,500.00 towards it as well. Public Works was working with contractors to have appropriate bid numbers.

Town Clerk – Clerk Harrison told the council that work had begun on the foyer. She told Councilor Metzger she would appreciate her assistance with rehangng the pictures. Clerk Harrison told the council that she was looking into a way to secure the front counter because the glass would eventually be removed.

Town Planner – Planner Cain told the council that there was a duplex in the approval process for a building permit; there were two single-family home permits on N Wildhorse, and two more applications expected to come in. He said that the Lakota Design Review Committee had received four applications. Planner Cain said that Castle Valley Ranch Investors had purchased Lakota Whitehorse, Phase II.

Public Works Director - Director Wenzel said that the water treatment plant project was progressing well. He said that he would be requesting an extension on the grant deadline for the water plant project just to ensure that the work was complete in time. Director Wenzel said that he had met with the architect for the sports park to discuss the site plan final details. Once that was complete, the site plan would go to the irrigation designers, and then the plans would go out to bid. Director Wenzel said the project should go out to bid in April, and groundbreaking at the end of June. Director Wenzel said they were working on the 5<sup>th</sup> Street engineering so they could apply for an FLMD grant, and if the grant was awarded the project should be completed in 2017.

Councilor Metzger asked how much money public works had saved since there had been so little snow. Director Wenzel said he thought there was several thousand dollars in fuel costs, and several thousand dollars in equipment. In addition, they had not paid overtime.

Councilor Metzger said that she did not understand where on Castle Valley Boulevard there were places for people to park for the sports park because she did not see there was anything available. The council discussed it briefly and Director Wenzel said that the parking along the north side of Castle Valley Boulevard was proposed during one of the public meetings, and it was part of the concept. The idea was that if it became necessary, the parking could be developed in the next phase.

Councilor Metzger asked about the parking at the new senior housing because she was concerned there would not be enough. The council agreed that the parking for the new senior housing had met the code requirements.

### **Commission Reports**

Planning & Zoning Commission - nothing to report

Historic Preservation Commission - nothing to report

Climate Action Advisory Committee - nothing to report

Senior Program - nothing to report

RFTA - nothing to report

AGNC - nothing to report

GCE - Councilor Leland said he had asked Clerk Harrison to upload the reports from GCE into the information folder so the council could review them. Councilor Leland told the council that currently he was the primary representative on the GCE board and Councilor Russi was the alternate, but if the council approved it, they would switch roles. The council agreed.

BEWG - Councilor Russi said that the proposed bike lane on Main Street would need way finding signs. He said he had walked the 25-foot piece near Hotshot Park with the Mayor, and saw the value in completing that connection.

### **Council Comments**

Councilor Metzger said that when she arrived at the town hall earlier, there was no parking available and she ended up parking in the parking lot behind the building. She suggested that the all the council could park out back to allow for more parking for citizens.

Councilor Metzger felt that thank you cards should be sent to everyone who volunteered for the New Castle Trails Movie Night.

Councilor Metzger asked if the comments in Brad Gates' email should be discussed at a future meeting. Councilor G Riddile thought an expansion of the Museum on the

Street was the answer. Councilor Leland said the Downtown Groups felt it would be a project for 2018.

Councilor Metzger said Dave Reynolds of New Hope Church had been in contact with Symphony of the Valley to see if they would consider using the church auditorium as a venue.

Councilor Leland asked the council if they would allow him to draft a letter to the local businesses inquiring as to what they would consider an incentive. The council agreed. Mayor A Riddile said that Garfield County had given the town a \$33k grant in lieu of mill levy funds, and that Administrator Baker was the only one that had attended the county commissioner meeting to thank them. Mayor A Riddile said he wanted to keep up the good rapport with the commissioners.

Mayor A Riddile said he and Administrator Baker had attended the Garfield Healthy Communities event and because LiveWell had been so generous to the town it was great that they attended.

Mayor A Riddile said that Gus the Bus had requested the town council to read to the preschool children. He said that any council member who was interested should contact Debbie Nichols.

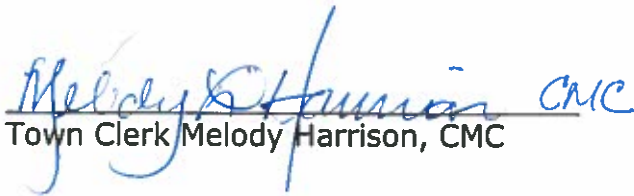
**MOTION: Councilor Metzger made a motion to adjourn. Mayor A Riddile seconded the motion and it passed unanimously.**

The meeting adjourned at 9:19 p.m.

Respectfully submitted,



Mayor Art Riddile



Town Clerk Melody Harrison, CMC

