

**New Castle Town Council Meeting
Tuesday, March 6, 2018, 7:00 p.m.**

Call to Order

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

Pledge of Allegiance

Roll Call

Present	Councilor Metzger Councilor Owens Councilor Hazelton Mayor A Riddile Councilor Russi Councilor Leland Councilor G Riddile
Absent	none

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

Meeting Notice

Town Clerk Melody Harrison verified that her office gave notice of the meeting in accordance with Resolution TC-2018-1.

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.

Consultant Reports

Consultant Attorney – not present
Consultant Engineer – not present

Items for Consideration

Consider Letter of Interest from Oli Johannsson for Appointment to Seat on the Planning & Zoning Commission

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The council greeted Mr. Johannsson.

Mr. Oli Johannsson said that he was an architect and lived and worked in town. He said he had always been interested in planning and would very much like to be on the P&Z. Mr. Johannsson and the council discussed his ideas of a balanced town that included more live/work/play opportunities.

The council thanked Mr. Johannsson.

MOTION: Councilor Russi made a motion to appoint Oli Johannsson to the planning & Zoning Commission. Councilor Owens seconded the motion and it passed unanimously.

Community Counts Funding Request

Ms. Nita Smith, Executive Director of Community Counts. Ms. Smith passed out packets to each councilor and described how the program had begun. In 2007 the oil and gas industry expanded on the western slope, and residents became frustrated because there was no one to contact if there were problems with operators. A small group of Garfield County oil and gas operators got together and established Community Counts to help resolve issues in a more efficient manner. Community Counts had subsequently expanded to service Mesa and Rio Blanco counties as well as Garfield County. She said a response line was available 24 hours a day, seven days per week, so people could call any time with concerns related to the oil and gas industry. Ms. Smith described the notification service that included things such as livestock moves, special events, wildfires, weather issues, construction projects, lane closures and rig moves that could affect the oil and gas operations as well as the community.

MOTION: Councilor G Riddile made a motion to approve funding the Community Counts in the amount of \$100.00. Councilor Owens seconded the motion and it passed unanimously.

Mountain Waste & Recycling Update

Mike Hinkley, District Manager, Mountain Waste & Recycling. Mr. Hinkley greeted the council. Doug Goldsmith, Sales Manager, greeted the council. Mr. Hinkley introduced Herman Aardsma, Operations Manager, and Scott Detlefsen in Sales.

Mr. Hinkley said that he had condensed the service issues report to one page. He also said he had a diversion rates report from Kelly McGregor, Public Communications Specialist for the Colorado Department of Public Health and Environment. The study showed that Colorado had a waste diversion rate of 19% compared to the national average of 35%. He said they collected almost three million pounds of garbage from New Castle the previous year, which was average for the size of the community. New Castle had 513,000 pounds of recycling that was diverted from the landfill and delivered to a recycling center in Denver. That represented an increase of approximately 13% from previous years. Mr. Hinkley felt that some of the increase of recycling in town was due to the education and public outreach they had done at the schools and community events.

Mr. Hinkley, Mr. Goldsmith and the council spoke briefly about the issues regarding the moratorium China had placed on recyclables exported from the U.S., noting that all recyclables were being housed in the U.S. until the moratorium was lifted. Mr. Hinkley also said that the cost of recycling was cost prohibitive, and he felt that things

were likely to change sometime soon because transporting waste to the South Canyon Landfill was approximately \$58.00 per ton, while it cost almost \$300.00 per ton to deliver recyclables to Denver.

The council thanked Mr. Hinkley and his staff for coming in.

Consider Draft Lease Agreement for Kamm Property

Ginny Nalley, Owner, Rustic Furniture Designs, LLC. Ms. Nalley greeted the council and introduced her partner and sister, Emily Barham.

Ms. Nalley told the council that her business was located at her home on Buford Road, but it had expanded so much she needed to find a new location. She said that she and her sister wanted to move into New Castle, and the town building was ideal because they could work in the building, their customers could pick up and drop off furniture at the location, and they could have a small retail/sales area.

Ms. Nalley and Ms. Barham said that they wanted to make some improvements to the building such as fresh paint on the outside; they wanted to add a few windows and perhaps a concrete apron out front where they could put potted flowers and give it more of a 'front porch' look. Ms. Barham and Ms. Nalley also said that they had considered a façade on the front of the building. The council said that before any improvements were made, they would be required to seek approval from the town, and they agreed.

The council felt that the lease should not include both the building lot and the vacant lot.

The council also felt that they needed to review the driveway agreement with the neighboring property, and suggested that Ms. Nalley and Ms. Barham speak to the neighbor to determine if the shared driveway agreement will continue to be acceptable.

Councilor Russi told Ms. Nalley and Ms. Barham that the lease did not include a security deposit, and he asked if they would be willing to pay one month's rent as security, refundable once the lease ended. Ms. Nalley and Ms. Barham agreed.

Councilor Leland told Ms. Nalley and Ms. Barham that they would be responsible for the utilities at the building, and Ms. Nalley said they expected they would be responsible for utilities but they did not know which utilities they were or their cost. The council said it would be water & sewer and the electric bill. Clerk Harrison said she would get utilities costs for them.

Councilor Russi said that at the end of the lease, Ms. Nalley and Ms. Barham would have right of first refusal to renew the lease provided they notified the town of their interest sixty days in advance.

The council also agreed that an accelerator would be placed in the lease, providing for a rent increase of 2% or CPI, whichever is lower, after the first year.

Councilor Russi asked that Clerk Harrison report to Assistant Town Attorney Haley Carmer that the tenant agreed to be responsible for all utilities, and to pay one month's rent as a security deposit.

The council asked when Ms. Nalley and Ms. Barham wanted to be in the building because the town stored things in the building and storage elsewhere would have to be secured. Ms. Nalley said May would be great, as they wanted to have a Spring Blowout" event for their customers.

Councilor Leland felt that although the council was comfortable with the type of work Ms. Nalley and Ms. Barham will perform in the building, he felt that in section 10 on

page 2 of the lease, language should be added that more thoroughly described the scope of the business.

Ms. Nalley and Ms. Barham told the council that they had not decided on a name for the business, but wanted something fun and catchy that both their individual businesses would be under.

The council thanked Ms. Nalley and Ms. Barham, and said that they were excited to have a new business in town.

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

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

Consider Ordinance 2018 E-1, An Ordinance of the Town of New Castle Water & Sewer Enterprise Increasing Water and Sewer Service Charges (second reading)

Clerk Harrison told the council that the version of the ordinance in the packet included an added paragraph specifying that the effective date of the rate increase to be May 1, 2018 as requested at the last council meeting.

MOTION: Mayor A Riddile made a motion to approve Ordinance 2018 E-1, An Ordinance of the Town of New Castle Water & Sewer Enterprise Increasing Water and Sewer Service Charges on second reading. Councilor Owens seconded the motion and it passed on a roll-call vote: Councilor G Riddile: yes; Councilor Russi: yes; Councilor Metzger: yes; Councilor Leland: yes; Councilor Hazelton: yes; Mayor A Riddile: yes; Councilor Owens: yes.

Adjourn the Water & Sewer Enterprise, Reconvene as the Town Council

MOTION: Mayor A Riddile made a motion to adjourn the water & sewer enterprise. Councilor G Riddile seconded the motion and it passed unanimously.

Consider Town Administrator Process

Mayor A Riddile asked if everyone had had an opportunity to review the documents. Clerk Harrison said that she had made the changes to the job description as requested, but there had been an additional discussion regarding the "Equipment and Tools Used" section, removing 'typewriter' and 'fax machine' and adding other items that was not included in the version in the packet. She asked the council for the language they wanted, saying that she would add it.

The council discussed the hiring process, added dates for application submittal, and created a sub-committee to review applications.

The council directed Clerk Harrison to make the changes to the hiring process, and the job description and then send the job opportunity to all the town staff.

Councilor Leland made a motion at 8:54 p.m. to go into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402 (f)(I) regarding the Town Administrator position, and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body of any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Councilor Russi seconded the motion and it passed unanimously.

Executive session concluded.

At the end of the executive session, Mayor A Riddile made the following statement:

"The time is now 9:03 p.m. and the executive session has been concluded. The participants in the executive session were: Councilors Metzger, Owens and Hazelton; Mayor A Riddile; Councilors Leland and G Riddile; Public Works Director John Wenzel and Town Clerk Melody Harrison. For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into the executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record."

No concerns were stated.

Consent Agenda

Minutes of the February 20, 2018 council meeting

February Bills of \$454,319.34

Resolution TC-2018-8 – Supporting the Reallocation of Colorado Lottery Division

Resolution TC-2019-9 – Supporting a Grant Agreement with GoCo and an MOU with Garfield County for the Inspire Grant

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

Staff Reports

Town Administrator – not present

Town Clerk – Clerk Harrison told the council that RFTA intended to hold five open houses throughout the region, and that they wanted to hold one in New Castle in April, preferably not on a regularly scheduled council meeting.

Clerk Harrison told the council that the RE 2 school superintendent Brent Curtis had requested the opportunity to meet with the town council. Clerk Harrison told the council that the 'Meet the Candidates' event would be the following evening at the community center, from 7 to 9 p.m. She asked if there were any specific questions the council wished to be asked of the candidates.

Clerk Harrison told the council that she had been involved with Colorado River Fire and Rescue's Strategic Planning Focus Group as a facilitator. There had been three focus groups, and the purpose was to provide the department with information on how they were serving the community, what was good and what perhaps needed

attention. Clerk Harrison told the council that in the past six months, since the Comcast relay station had burned down, the town had experienced repeated issues with the internet connections. Unfortunately, the police department and public works were at the end of a tower-relay connection from the town hall to recreation to public works/P.D., which caused an exaggeration of the issue at the police department. Clerk Harrison said that she had solicited proposals from two companies for services via fiber optics. Clerk Harrison said that she had received a liquor license application from a company called Capital Deli, who intended to open the restaurant in the Lakota Recreation Center. She said the application should come to the town council at the April 17, 2018 meeting. Clerk Harrison told the council that New CPUs had been ordered for the administration office, for Mindy Andis and Darlene Harrison. She explained that the old systems were more than five years old, and Mindy's computer was not compatible with the Caselle court module. Clerk Harrison told the council that the 2017 codification was available for code books for the councilors who had physical books, and she asked that they bring their code books in for updating. Clerk Harrison said she had received a number of responses from staff members regarding the wellness survey and would be compiling the results and providing that to the committee.

Town Planner - not present

Public Works Director - nothing to report

Commission Reports

Planning & Zoning Commission - Mayor A Riddile explained that CRHDC had presented their changes to the senior housing project at a special P&Z meeting on Monday March 5, 2018. He felt that the meeting had gone well, and said that the changes, although CRHDC had failed to notify the town of them in a timely manner, made the project better than originally proposed.

Historic Preservation Commission - Councilor Metzger said that they had not met, but she was concerned because she heard that Virginia Erickson would be moving to Parachute.

Climate Action Advisory Committee - nothing to report

Senior Program - nothing to report

RFTA - nothing to report

AGNC - nothing to report

GCE - nothing to report

BEWG - Councilor Russi said that BEWG had funded several projects through their grant program.

EAB - nothing to report

Council Comments

Councilor Metzger said that the fundraiser held at Kathryn Senor Elementary was wonderful. There was a potato bar and dessert, a room to play bingo and a silent auction.

Councilor Hazelton said he and the Mayor would be serving hotdogs and bratwurst at the Elk Creek Elementary School fundraiser, and he hoped everyone could attend.

Councilor Hazelton said he would not be at the March 20 council meeting because he had a family trip planned for spring break.

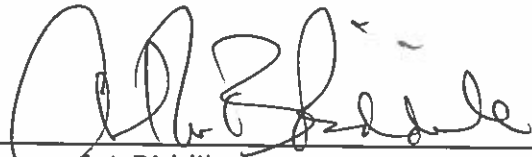
Councilor Russi said that LoVa had received the GoCo grant for trails planning, and since LoVa had been awarded both grants, they would be able to fully fund the design.

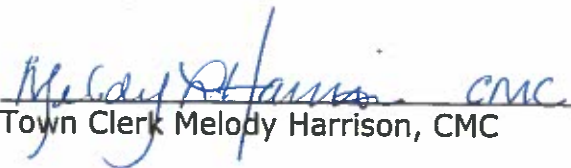
Councilor Leland said that he learned from the chamber that City Market would allow a public bulletin kiosk on the property adjacent to their store.

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

The meeting adjourned at 9:47 p.m.

Respectfully submitted,


Mayor Art Riddile


Town Clerk Melody Harrison, CMC

