

**New Castle Town Council Meeting
Tuesday, April 17, 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 Leland Councilor G Riddile
Absent	Councilor Russi

Also present at the meeting were Town Administrator Tom Baker, Town Clerk Melody Harrison, Public Works Director John Wenzel, Town Attorney Haley Carmer 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

Clerk Harrison told the council that staff would like to add the selection of a Mayor Pro Tem to item H. The council agreed.

Citizen Comments on Items not on the Agenda

There were no citizen comments.

Consultant Reports

Consultant Attorney – Assistant Town Attorney Haley Carmer told the council that several weeks earlier staff discovered that a private citizen had made alterations to the Red Rocks Ditch, and it had been necessary to place a stop work order. A demand letter had been sent to the citizen instructing him to take certain actions to restore the ditch within a certain amount of time. Attorney Carmer also told the council that there was a tenant in one of the town-owned condominiums at Windridge who was behind on their rent. Staff has served notice on the tenant that they had three days to pay the rent that was in arrears.

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Consultant Engineer – not present

Oaths of Office – Mayor Art Riddile, Councilor Scott Owens, Councilor Bruce Leland and Councilor Brandy Copeland

Clerk Harrison swore in the newly elected members of the council: Mayor Art Riddile, Councilor Bruce Leland, Councilor Scott Owens and Councilor Brandy Copeland.

Items for Consideration

Recess the Town Council Meeting, Convene as the Local Liquor Licensing Authority

MOTION: Councilor Leland made a motion to recess the Town Council meeting and convene as the local liquor licensing authority. Councilor G Riddile seconded the motion and it passed unanimously.

Consider Resolution TC-2018-9, A Resolution of the New Castle Town Council Approving a Hotel & Restaurant Liquor License for Capital Deli, LLC

Clerk Harrison introduced Dusti Budd, Owner, Capital Deli LLC. Clerk Harrison said that the Lakota HOA had recently purchased the recreation center in Lakota from Warrior, and the lease that Warrior had on the recreation center had been dissolved, providing the HOA full control of the property. The HOA had subsequently leased property to Capital Deli, LLC, who intended to open a restaurant. Clerk Harrison told the council that the liquor licensed area will include the pool deck and other areas required to provide contiguity for liquor service.

Clerk Harrison said that Ms. Budd had submitted the liquor license in an appropriate time. The application was complete, all necessary documents were included and all the fees had been paid.

Clerk Harrison said that staff recommended approval.

Mayor A Riddile welcomed Ms. Budd, and asked what type of food she would serve.

Ms. Budd said that she would serve east coast deli foods such as philly cheese steak and ruben sandwiches. She said that her father would be working with her and he had owned the original Capital Deli in El Jebel some years ago. Their hours of operation would be from 11:00 a.m. to 8:00 p.m. on weekdays, and a little later on Friday and Saturday.

MOTION: Councilor G Riddile made a motion to approve Resolution TC 2018-9, A Resolution of the New Castle Town Council Approving a Hotel & Restaurant Liquor License for Capital Deli, LLC. Councilor Owens seconded the motion and it passed unanimously.

Adjourn the Local Liquor Licensing Authority, Reconvene the Town Council Meeting

MOTION: Councilor Leland made a motion to adjourn the local liquor licensing authority and to reconvene as the Town Council. Councilor G Riddile seconded the motion and it passed unanimously.

Consider Proposal for Paint Colors on the Kamm Building

Clerk Harrison said that Ms. Barham and Ms. Nalley were unable to attend the council meeting because they were in California at a Marine Corps graduation, but had

submitted the photo in the packet for the council's consideration. She said that the lease was effective on April 15, 2018.

The council asked when the tenants intended to install windows and a façade, and Clerk Harrison said that they wanted to complete the construction inside the building to bring it up to their needs for the business before they start on outside improvements. They would paint the building.

Councilor Metzger asked if there were paint chips to view. Clerk Harrison gave the paint chips to the council.

MOTION: Mayor A Riddile made a motion to accept the paint colors presented. Councilor Hazelton seconded the motion and it passed unanimously.

Consider Ordinance TC-2018-2, An Ordinance of the New Castle Town Council Approving a Major Amendment to the Lakota Ridge Senior Apartments, LLP's PUD Development Plan (second reading)

Administrator Baker told the council that Building Inspector David Reynolds had reviewed the plans submitted by CRHDC, and everything was in order, consistent with the ordinance.

JV DeSousa, Architect for the project, said that the documents submitted to the town included the necessary items to incorporate the changes into the permanent plans and permitting with the town.

MOTION: Mayor A Riddile made a motion to approve Ordinance TC-2018-2, An Ordinance of the New Castle Town Council Approving a Major Amendment to the Lakota Ridge Senior Apartments, LLP's PUD Development Plan on second reading. Councilor Leland seconded the motion and it passed on a roll-call vote: Councilor Leland: yes; Mayor A Riddile: yes; Councilor Hazelton: yes; Councilor G Riddile: yes; Councilor Copeland: yes; Councilor Owens: yes; Councilor Metzger: yes.

Draft Downtown Plan Distribution

Administrator Baker told the council that he had provided each council member with a copy of the draft downtown plan in preparation for the May 15, 2018 council meeting when the Planning & Zoning Commission would attend to discuss it.

Consider Letter of Interest from Susane Ruggles for Reappointment to Planning & Zoning Commission

Ms. Susane Ruggles greeted the council. She said that she was interested in serving on the Planning & Zoning Commission for another term because she enjoyed being helpful to the town. The council thanked Ms. Ruggles.

MOTION: Councilor Leland made a motion to appoint Susane Ruggles to another term on the Planning & Zoning Commission. Mayor A Riddile seconded the motion and it passed unanimously.

Consider Letter of Interest from Chuck Apostolik for Reappointment to the Planning & Zoning Commission

Clerk Harrison told the council that Chuck Apostolik was unable to attend the meeting because he was working on the Front Range.

MOTION: Councilor G Riddile made a motion to appoint Chuck Apostolik to another term on the Planning & Zoning Commission. Councilor Owens seconded the motion.

Discussion: Mayor A Riddile said that he felt fortunate to have Mr. Apostolik on P&Z because he was very knowledgeable, and a great asset.

The motion passed unanimously.

Lane Diet Open House and Funding Request

Administrator Baker said that an open house was held regarding the lane diet. There were some concerns, but the majority opinion was in support of the project.

Indicating an engineered drawing, Administrator Baker explained that there would be a center turn lane, two drive lanes, and bike lanes from 7th Street to D Avenue. One consideration was to eliminate the parking between the bus stop and 7th street to improve the line of sight, and if the council felt it was a good idea, he would speak to the residents.

The council discussed removing the turn lane, maintaining the parking and the possible benefits and problems. They also discussed line-of-sight issues, lighting and crosswalks.

Administrator Baker said that the town had \$10k in LiveWell grant funds, and \$10k in match money. The project was likely to cost \$28k, causing a need for an additional \$8k in funds. Administrator Baker said that the 5th Street Project bids had come in lower than expected, and it was likely that the \$8k could come from there in the form of matching funds that the town does not have to pay on the 5th Street Project. He asked the council to authorize staff to proceed with the project if they were comfortable.

The council agreed that staff could move forward with the project.

Consider Letter of Interest from Amanda N. Maurer, P.C. for Reappointment as Municipal Judge

Mayor A Riddile greeted Amanda Maurer, P.C. Ms. Maurer reviewed some of the new laws that had gone into effect since her last update with the town council, as well as training. She also spoke of how well the New Castle Municipal Court ran with Mindy Andis as the court clerk and Angela Roff as prosecutor. She offered to answer any questions, and invited the council to visit the court any time.

MOTION: Councilor Owens made a motion to appoint Amanda N. Maurer, P.C. as the New Castle Municipal Court Judge. Councilor Metzger seconded the motion and it passed unanimously.

Administrator Baker asked the council if he could be excused from the remainder of the meeting and the council agreed.

Consider Setting Terms for Council Members on Planning & Zoning Commission, Historic Preservation Commission, Economic Advisory Committee, Climate Action Advisory Commission, Public Works, Public Safety, Personnel and Finance Committees. Also, RFTA, GCE, AGNC, EAB, BEWG

MOTION: Councilor Leland made a motion to nominated Grady Hazelton as Mayor Pro Tem. Mayor A Riddile seconded the motion and it passed unanimously.

Clerk Harrison told the council that they would decide which council members would serve as the council representatives on Planning & Zoning Commission, Historic Preservation and Climate Action Advisory Committee in six-month rotations for the next two years. In addition, council members sat on other committees such as finance, personnel, board of adjustment and others on an as-needed basis. The council discussed the assignments in detail. Clerk Harrison said she would make the changes to the calendar and send it to the council when it was complete.

MOTION: Councilor Leland made a motion at 8:19 p.m. to go into Executive Session (1) for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators under C.R.S. Section 24-6-402(4)(e) concerning the Town Administrator Position. Councilor Hazelton seconded the motion and it passed unanimously.

Executive session concluded.

Mayor A Riddile noted for the record that Public Works Director John Wenzel, Administrative Assistant Debbie Nichols and Finance Director Lyle Layton had been excused from the executive session, during the executive session.

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

"The time is now 9:28 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 Copeland, Leland and G Riddile; Assistant Town Attorney Carmer and Clerk 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 March 6, 2018 council meeting

Minutes of the March 20, 2018 council meeting

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Minutes of the April 3, 2018 special council meeting
March Bills of \$502,468.78

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

Staff Reports

Town Administrator – not present

Town Clerk – Clerk Harrison told the council that she had received the newest edition of the CML Elected Officials Handbook for those who wanted a copy. Clerk Harrison told the council that the CML conference was coming up in June and each of them should have received information about it in the mail. She said she had a copy of the conference information for those who had not seen it, and was happy to register anyone who wanted to attend. Mayor A Riddile said he wanted to go, but there was so much construction in Vail that it caused issues with hotel reservations. Clerk Harrison said she had also received information packets from CML for candidates. Clerk Harrison said that staff had been talking with Cedar Networks who had fiber optic service in town. The cost was approximately \$180.00 per month more than the town was currently paying. Staff felt that the additional cost was minimal compared to the cost of the down time, IT expense and staff time it took to repair the existing service repeatedly.

Clerk Harrison told the council that the lease agreement for the Kamm building had been signed, and staff had moved all the stored documents to the Conex box located in the public works yard. Clerk Harrison said the town had received an invitation to Alpine Bank's 25th Anniversary party being held on the 23rd at the Ute Theater in Rifle. Clerk Harrison said that there had been a question posed several meetings back about the security of the town's computers and servers, particularly in light of the ransomware attacks on the City of Rifle and CDOT's computer systems. Clerk Harrison said she had spoken to Executech who assured that there were a number of protections in place, including a real-time ransomware and malware protection and daily back-ups to an off-site storage that is not directly accessible through the town server. Clerk Harrison said that there were some improvements that could be made and staff would explore those. Clerk Harrison said that the admin office had gotten an upgraded postage machine, and that the staff had managed the election and recount very well. She thanked the council for allowing her the budget to use the county's counting machines. Clerk Harrison said she would be in Chicago for the next week.

Town Planner – not present

Public Works Director – not present

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 – Mayor A Riddile said he had attended the last meeting in Palisade and there was a discussion with the woman who runs the dinosaur welcome center and they had

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approximately 30,000 visitors per year. New Castle would be providing them with brochures for the center.

GCE – nothing to report

BEWG – nothing to report

EAB – nothing to report

Council Comments

Councilor Owens said he was happy to have been elected to another term on the council, and he welcomed new Councilor Brandy Copeland.

Councilor Hazelton offered his congratulations to the three newly elected councilors, and thanked the council for the confidence in choosing him for the position of Mayor Pro Tem.

Councilor G Riddile thanked the staff for a smooth election and recount. He also was happy that the no parking signs on had been placed on Castle Valley Boulevard near the park, and thanked staff for dealing with any issues that arose from them.

Councilor G Riddile also welcomed new council members.

Councilor Leland said that the town had received certificate of thank you from Literacy Outreach for the towns Spellebration team. He showed the council a picture of the team.

Councilor Leland said that the wellness committee members had attended a wellness seminar the previous Friday and come away with new information that was helpful.

They learned that the town's health insurance who had clinics in Rifle and Glenwood also had a wellness program that staff could use.

Councilor Leland invited everyone to visit the new visitor's center across the street in the community center.

Councilor Leland said that staff was working on the trails brochure and it would be completed very soon.

Councilor Leland said he had given Administrative Assistant Debbie Nichols a copy of the revised business directory. Unfortunately, there were several long-standing businesses in town that had not obtained a business license and therefore were not in the directory.

Councilor Leland said that the Adessa Community held a community meeting the previous Saturday. They were proposing to purchase six acres of Steve Cravens land, across from VIX Ranch Park. The proposal was for as many as fifty units, mostly townhomes ranging from \$200k to \$500k. Councilor Leland said that it was intended to be a communal organization that will be self-governing with a commercial kitchen and dining room, and group care for children and the elderly. He also said that nothing in the presentation violated any zoning code, and like other developments, they will be required to go through the land use process. The organization was looking for outside investors, as they did not have any money.

Mayor A Riddile explained to Councilor Copeland the purpose of council comments.

Councilor Copeland thanked the council for their support.

Councilor Leland encouraged Councilor Copeland to ask questions because the rest of the council had been working on various projects for years, and it was likely she would not understand everything.

Mayor A Riddile said he felt that the town should do something to recognize Greg Russi for his last two years on council. Clerk Harrison said she would look into it. Mayor A Riddile encouraged the council members to read the charter, and reminded everyone that they were not to contact staff and assign tasks. He said that the charter directed council members to go through the mayor or town administrator if they wanted to offer directions to staff.

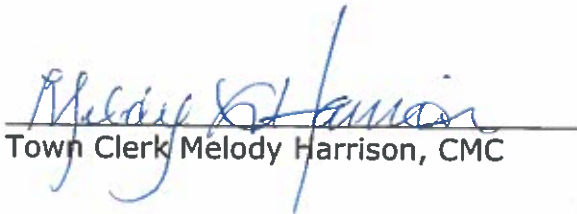
MOTION: Councilor Metzger made a motion to adjourn. Councilor Owens seconded the motion and it passed unanimously.

The meeting adjourned at 9:57 p.m.

Respectfully submitted,



Mayor Art Riddile



Town Clerk Melody Harrison, CMC

