

**New Castle Town Council Regular Meeting  
Tuesday April 2, 2024, 7:00 PM**

**Call to Order**

Mayor Pro Tem Grady Hazelton called the meeting to order at 7:00 p.m.

**Pledge of Allegiance**

**Roll Call**

Present	Councilor Carey Councilor Mariscal Mayor Pro Tem Hazelton Councilor Copeland Councilor Leland Councilor G Riddile
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Absent	Mayor A. Riddile
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Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Mindy Andis, Town Treasurer Viktoriya Ehlers, Assistant Town Attorney Haley Carmer, and members of the public.

**MOTION: Pro Tem Hazelton made a motion to excuse Mayor A. Riddile’s absence. Councilor Mariscal seconded the motion and it passed unanimously.**

**Meeting Notice**

Clerk Andis verified that her office gave notice of the meeting in accordance with resolution TC 2024-1.

**Conflicts of Interest**

Councilor G. Riddile he would be recusing himself from item E, the discussion regarding the sale of the 6<sup>th</sup> Street lot.

**Agenda Changes**

There were no agenda changes.

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

There were no Citizen Comments.

**Consultant Reports**

Consultant Attorney –present for agenda items only.  
Consultant Engineer – not present

**Items for Consideration**

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## **Thank You – Municipal Judge Amanda Maurer Miller for Seventeen Years of Service to the Residents of the Town of New Castle**

Town Clerk Mindy Andis said Judge Amanda Maurer Miller will not be asking for reappointment as municipal judge. Municipal Judge Amanda Maurer Miller has been judge for the Town of New Castle for seventeen years. Clerk Andis said Judge Maurer was originally appointed as Assistant Municipal Judge to Judge Hugh Warder in 2007. In 2009 Judge Maurer became the New Castle's Traffic Judge. Following Judge Warder's retirement in 2012, Judge Maurer was named as New Castle's full time Municipal Judge. The Town of New Castle is grateful for Judge Maurer's years of service to the town. Amanda Maurer made a huge difference in our community and will be missed by all.

Town Council thanked Judge Maurer for her seventeen years of service to the Town. Clerk Andis present Judge Maurer with a plaque and crystal gavel.

Judge Maurer thanked town council and town staff for the opportunity to serve as the municipal judge for those years. She has enjoyed being the judge for New Castle and she will miss it.

## **Presentation from Garfield County Libraries**

Town Administrator Dave Reynolds said Jamie LaRue Garfield County Library's Executive Director, will present a county wide project that the library staff worked on in late 2023 and completed in early 2024. (Exhibit A)

Mr. LaRue said staff members from each branch of Garfield County Library took time to personally interview 85 community, business, and volunteer leaders from various parts of the county to ask them what drives them, what are they passionate about, what matters most over the next two years, and what are their aspirations for the community.

Councilor Carey said she was grateful for all the work that has been done and she will continue to support the county libraries.

Mayor Pro Tem Hazelton asked about the effects of social media on children. Mr. LaRue said studies have shown that a screen should not be put in front of a child before the age of four unless it is educational, and the parent is interactive with the child.

Councilor Leland said the library has rejoined Garfield Clean Energy. They were charter members and member for a long time until the library budget went down.

## **Introduction: Professional Assistant Michelle Huster and Assistant Treasurer Jolene (Josie) Wood**

Clerk Andis introduced Michelle Huster to the council. Ms. Huster joined the Clerk's Department as the Professional Assistant to the Town Clerk on March 4, 2024 and has been doing a terrific job of learning the many responsibilities and roles that come with her front office position. Staff is excited to have Ms. Huster as part of the New Castle team.

Town Treasurer Viktoryia Ehlers introduced Jolene (Josie) Wood to the council. Treasurer Ehlers said Ms. Wood joined the Finance Department as Assistant Town Treasurer on February 26, 2024. Ms. Wood will be concentrating on payroll, she has done a great job of learning our systems and is working toward becoming our payroll administrator. Ms. Wood

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has been a huge help to the department and assistant to Treasurer Ehlers.

Parks Manager Ryan Barkman introduced Cody Hunstad, Parks Foreman. Manager Barkman said Mr. Hunstad has been with the town for a couple of years working and taking care of the town's parks.

The council welcomed new town employees and new team members.

### **Arbor Day Proclamation**

Mayor Pro Tem Hazelton read the proclamation into the record.

Parks Manager Barkman said the Town of New Castle is celebrating 20 years of being part of Tree City USA. There is a lot of work that goes into being part of the program such as how many trees are planted and taking care of the trees. The Arbor Day celebration will be April 26, 2024, at 10:30am at Bear Dance Park. The Boys Scouts have been invited to join in on the celebration. Manager Barkman also extended an invitation to the town council and to staff to participate. Foreman Hunstad said a Sienna Glenn Maple tree has been picked out to be planted this year. The tree will grow to be about 50 feet tall and it's a fast-growing tree. Currently the tree is about 12 feet tall and easy to plant.

Mayor Pro Tem said three of the trees from the plaza area were able to be transplanted.

Manager Barkman said those trees were planted at Public Works by the bulk water station. The other trees could not be saved because of the underground utilities.

Administrator Reynolds thanked the parks department for doing such a great job in keeping the parks looking great. He said the parks department is currently looking for parks seasonals and they were also at the CMC job fair recruiting for the parks department.

### **Proclamation Recognizing Parkinson's Awareness Month**

Mayor Pro Tem Hazelton read the proclamation into the record.

Mayor Pro Tem Hazelton presented the proclamation to Mr. Larry Metzger, a New Castle resident. Mr. Metzger's wife Mary Metzger, former town councilor, passed away from Parkinsons. Mr. Metzger said the summer of 2023 was a 5k and a 10k run/walk in Basalt. The run/walk was to raise awareness and a fundraiser. The event raised over \$52,000.00.

### **Discussion Regarding Appointing a Municipal Prosecutor**

Administrator Reynolds said during the regular council meeting held on March 19, 2024, the council appointed our current Municipal Prosecutor Tim Graves to become our new Town Judge beginning in April. The town's current Assistant Municipal Prosecutor John Collins has voiced an interest in moving up and filling the open Municipal Prosecutor position on a full-time basis. Mr. Collins has been the Assistant Prosecutor for little over two years and has done a great job of filling in for Mr. Graves when needed. Staff would like to review Mr. Collins qualifications with the town council and determine the best path forward for selecting a new Town Prosecutor.

Councilor Leland asked if Mr. Collins prosecuted cases in this court.

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Clerk Andis said yes. Mr. Collins has had a handful of cases and is familiar with this court. She said she is comfortable working with him and is easy to work with. Mr. Collins is the Municipal Prosecutor in Glenwood Springs and the Municipal Judge in Carbondale and Basalt.

The council discussed having Mr. Collins come to the next council meeting for an interview and to meet him.

**Executive Session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under CRS Section 24-6-402(4)(b) regarding pending litigation against Castle Valley Ranch Investors**

**Motion: Councilor Leland made a Motion at 8:05p.m. to go into Executive Session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under CRS Section 24-6-402(4)(b) regarding pending litigation against Castle Valley Ranch Investors. Councilor Copeland seconded the motion and it passed unanimously.**

**Executive Session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) for the purpose of determining positions relative to matters that may be subject to negotiations concerning the 6<sup>th</sup> Street Lot.**

**Motion: Councilor Leland made a Motion at 8:05p.m. to go into Executive Session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) for the purpose of determining positions relative to matters that may be subject to negotiations concerning the 6<sup>th</sup> Street Lot. Councilor Copeland seconded the motion and it passed unanimously.**

Councilor G. Riddile left at 9:00 pm.

Councilor G. Riddile returned at 9:07p.m

Executive session concluded.

At the end of the executive session, Mayor Pro Tem Hazelton made the following statement:

"The time is now 9:07p.m. and the executive session has been concluded. The participants in the executive sessions were: Councilor Mariscal, Councilor Carey, Councilors Copeland, Councilor G Riddile, Councilor Leland, Town Administrator Reynolds, Town Clerk Andis, Assistant Town Attorney Haley and Town Treasurer Ehlers. 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."

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No concerns were stated.

### **Consent Agenda**

March 19, 2024

March Bills \$639,411.17

Resolution TC 2024-11 - Approving an MOU with Garfield County for Mosquito Control

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

### **Staff Reports**

**Town Administrator** – Administrator Reynolds said at the last council retreat there was not a decision made on when to have the next retreat. The next council retreat was decided to be on September 28, 2024. He said council had discussed having a work session to discuss building a rec center and preparing a survey. Administrator Reynolds met with the manager of Town of Debeque since they have a new rec center. He also took a tour of the rec center at Battlement Mesa. The rec centers are two different operations and he saw what that looks like. Administrator Reynolds said town staff will be hosting the New Castle Chamber BINGO on June 13, 2024. He said the town is applying for an AGNC Technical Grant which is due next week. There are a couple of different grants written: 1) traffic control devices specifically for Midland Ave. 2) help downtown businesses. The town can only submit one. AGNC will give a technical grant and the town is asking for \$5,000.00, then the town would match from the downtown group budget. Then, the town would open outgoing grants to downtown businesses which are forward faces to Main Street. The money could be used for new paint, new signs and etc. The council agreed to apply for the grant to help the businesses. Administrator Reynolds said the City of Glenwood Springs completed a regional traffic study. From the study the City of Glenwood Springs wants to create a traffic coalition and wants the Town of New Castle to be part of the coalition. Administrator Reynolds said the Carrier Neutral Location (CNL) had meetings with Garfield County and the other towns. The discussion was since there is a building for CNL what happens next. There was an RFP to internet providers to see who is interested and what it would look like. There have been interviews with 6 different internet providers. Out of the 6 there are two providers for second interviews. The ownership of the building and the equipment is becoming complicated. Garfield County Commissioners have said they are not in the internet business and the CNL's go to the towns. The town was very deliberate up front by stating the town would lease the property, but the town doesn't want the maintenance of the facility until we know more about the pros and cons to the town.

Mayor Pro Tem Hazelton asked about the insurance. Administrator Reynolds said the insurance is all part of the maintenance and ownership of the building. He said the purpose of this was the federal and state was putting out money to provide services to the underserved communities. The privilege was for smaller towns to have competing providers. When the state started to map what they considered underserved didn't include the town proper because the town already has high speed internet. Administrator Reynolds said there was a gas line that was hit at the round-about construction site. He said he has been going through council retreat notes, there was discussion about open houses for residents to come talk to council and to staff. Staff had an idea to make the

open house more appealing. Staff suggested having an ice cream social at Burning Mountain Park in June, serve ice cream and talk with residents. Administrator Reynolds said Town Attorneys David McConaughy and Haley Carmer will be doing an orientation to council and commissioners on "do's and don'ts.") Administrator Reynolds said he and staff had a meeting with a realtor to talk about the old schoolhouse. Administrator Reynolds said he will be going on vacation in May and will not be available from May 8-21, 2024.

**Town Clerk** – Clerk Andis handed out the council appointment list for council to review. She said the clerk's office has started working 4-day 10 hour work week. Staff will come in at 6am and work until 5pm with an hour lunch. The Town Hall hours of operation will not change. Assistant Huster will have Tuesdays off, Clerk Andis will have Wednesdays off and Deputy Clerk Bordelon will have Thursdays off. The reasoning for the days off is because of the meeting nights. However, the nights of the meeting staff will come in at 8am and work until 5pm and be back for the meeting. This is a month's trial to see how staff likes the new hours. Since town hall hours are not being affected there is no harm no foul if it doesn't work or if the new hours don't work for a staff member they can work the normal 8am-5pm week.

**Town Treasurer** – Treasurer Ehlers said the parks department has received the 2024 Chevy Silverado. She said the audit is scheduled for the 3<sup>rd</sup> week in April and the auditor will be on site for a few days. Treasurer Ehlers said she will be moving temporarily due to demolition in her office to put in a window. Treasurer Ehlers said the sales tax revenue for 2023 is up 4 ½% over budget. She said the bag fee collected for 2023 was \$15,395.72. She said the tobacco tax revenue 2023 increased with a surplus \$37,000 over the budget. The trend so far for January and February 2024 is -4%.

**Town Planner** – not present

**Public Works Director** – not present

### **Commission Reports**

**Planning & Zoning Commission** – has not met

**Historic Preservation Commission** - has not met

**Climate and Environment Commission** – Commissioner Leland said the commission did elect a chair. The chair is Tom Elder. They discussed Earth Day plans. The Earth Day theme this year is Reducing Plastic. The commission ordered water bottles with the town logo on them to give away during the event. Glenwood Springs traffic group is working with CLEER grant and need a support letter from the town. A letter was sent from the commission.

**Senior Program** – Clerk Andis handed out a presentation by John Dougherty Human Services Innovations. The meeting was a joint meeting with Garfield Council on Ageing. Mr. Dougherty did a presentation on what the Senior Advisory Board and Garfield Council on Ageing can do better and looking for recommendations for budgeting more wisely, how to get the seniors more involved, how to better outreach to the seniors and let them know of the different programs available to them. Mr. Dougherty invited town council and town trustees to who are part of the program to come to the next meeting. The next meeting is April 26, 2024 at 9am here at town hall. Councilor Copeland said she would come for the council.

**RFTA** – no report

**AGNC** – Councilor Hazelton said they discussed wolves.

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**GCE** – Councilor Leland nothing to report

**EAB** - has not met

**Detox** – Administrator Reynolds said the grand opening will be Thursday, April 11, 2024 @3:30pm on site.

**Council Comments**

Councilor Mariscal said CMC reached out to her to talk about the book "Common Ground" She will be the Town of New Castle representative.

Councilor Carey will be talking to Kathryn Senor Elementary School Gifted and Talented students about what it means to be an elected official.

Councilor G. Riddile said Mayor A. Riddile is recovering and thanked everyone for what they have done.

Councilor Leland said the town does have a Spellabration team.

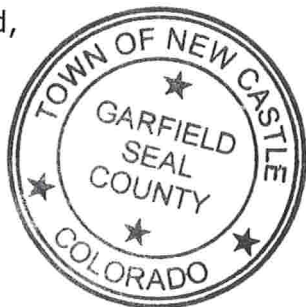
**Items for Future Council Agenda**

Councilor Carey said the CPW could like to come and give a presentation about bears.

**MOTION: Mayor Pro Tem Hazelton made a motion to adjourn. Councilor Carey seconded the motion and it passed unanimously.**

The meeting adjourned at 9:47p.m.

Respectfully submitted,



  
\_\_\_\_\_  
Mayor Pro Tem Grady Hazelton

  
\_\_\_\_\_  
Town Clerk Mindy Andis, CMC

Exhibit A  
to  
4.2.2024 Council Minutes



# Community Interviews: What you told us

Garfield County Libraries  
New Castle Branch Library  
February 5, 2024



# Our Process

- Brainstormed list of “movers and shakers” across Garfield County
- Each branch scheduled and held interviews with their community members over 2 months
- Interview questions:
  - What’s your story?
  - What’s your driver or personal passion?
  - What issues matter most to your constituents in the next 18-24 months?
  - What are your aspirations for the community?
  - Who else should we talk to?

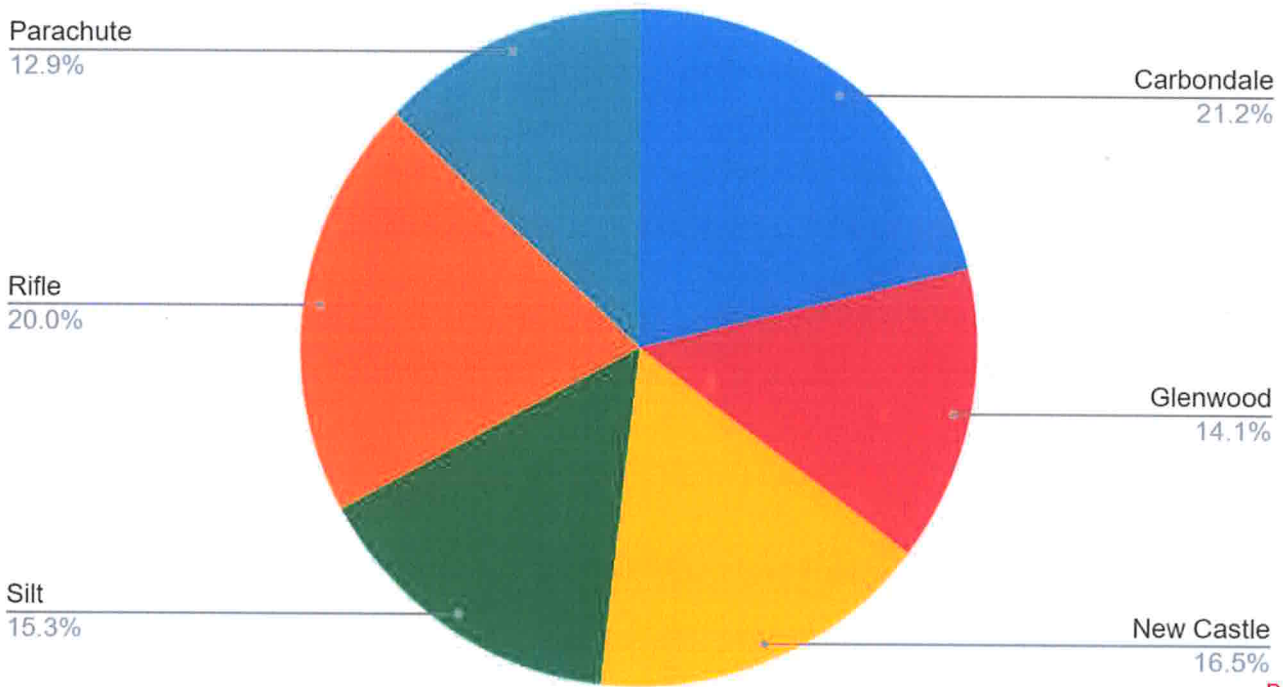
# Our Process

- Compiled and analyzed data to determine county and individual community themes
- Presented findings to library board
- Currently, presenting findings to all six communities (Jan-Feb)

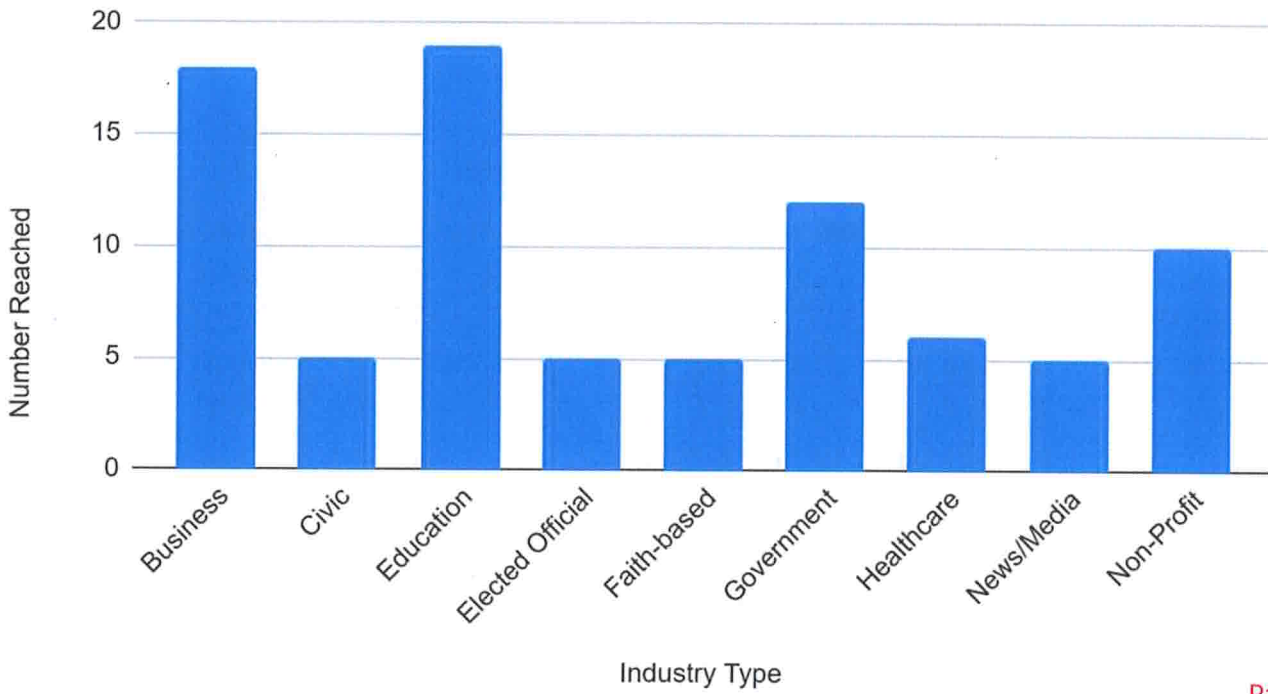
# Who Participated

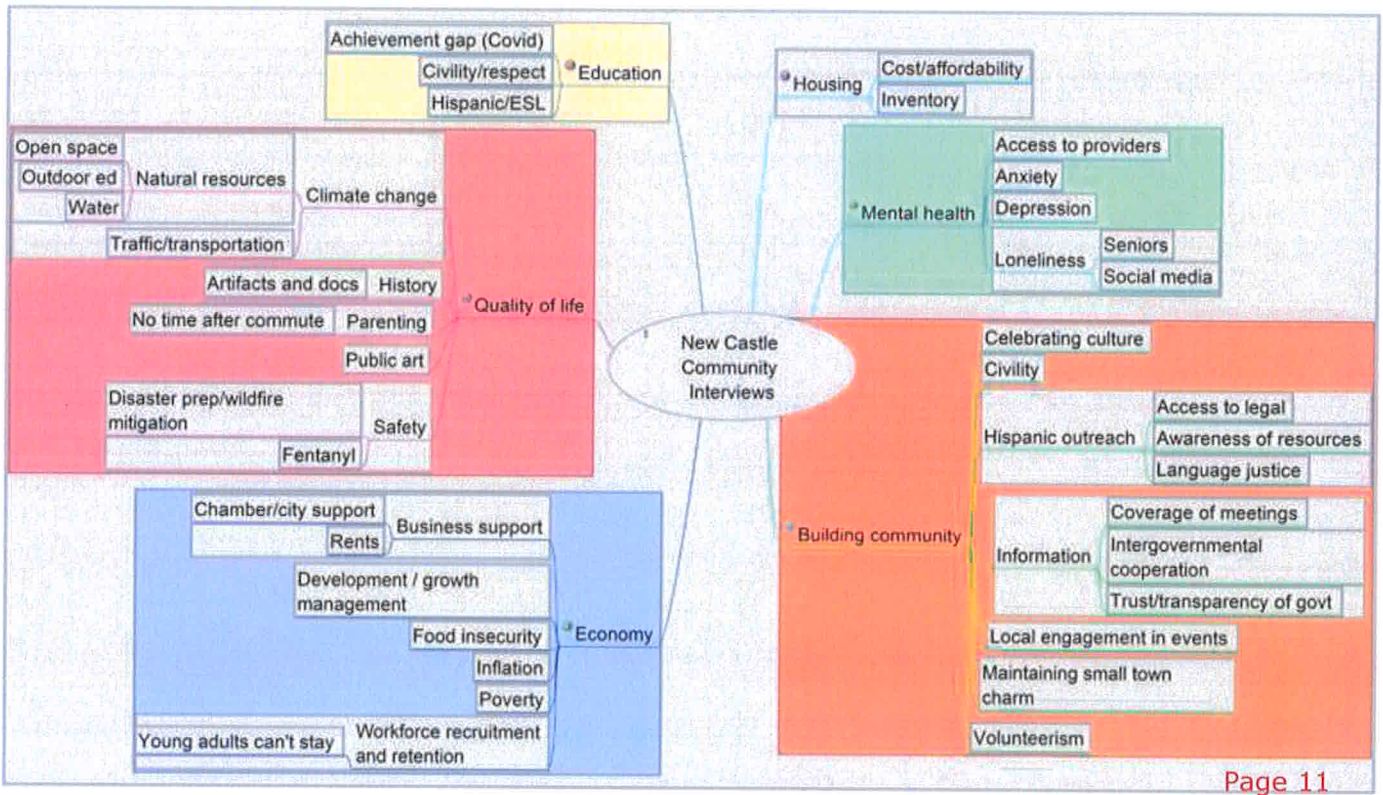
- 62 unique staff; 1 library board member
- 85 people interviewed - county-wide
  - 14 interviews - New Castle; 11 staff participants

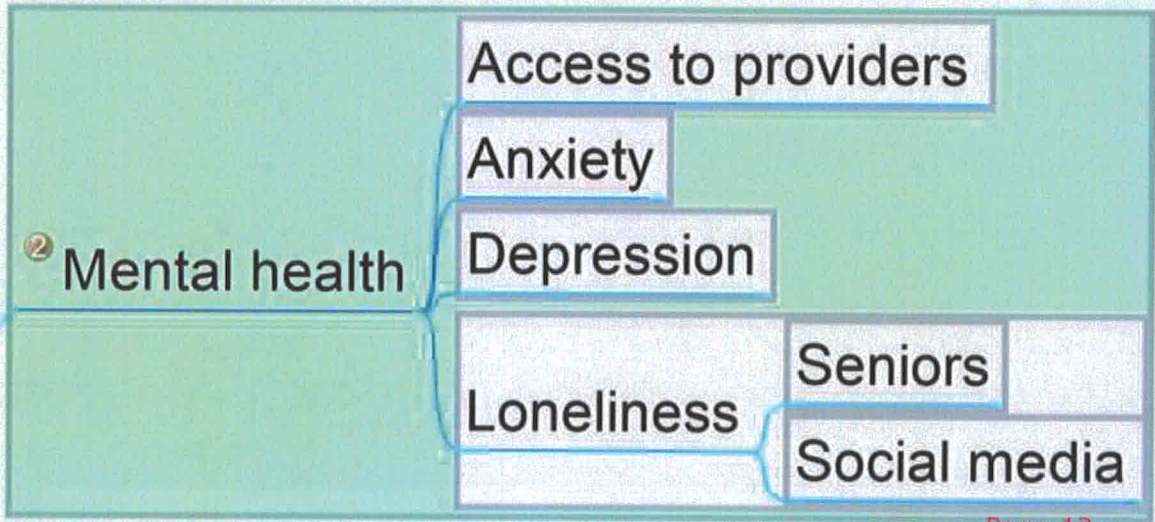
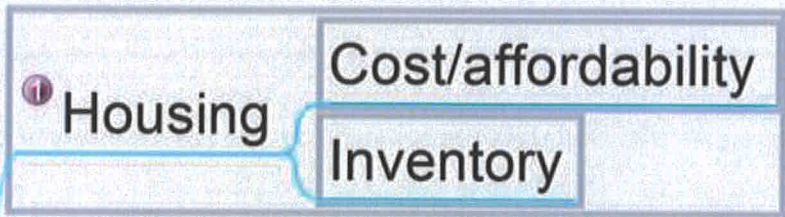
## Completed Interviews



## Movers and Shakers Interviews by Industry



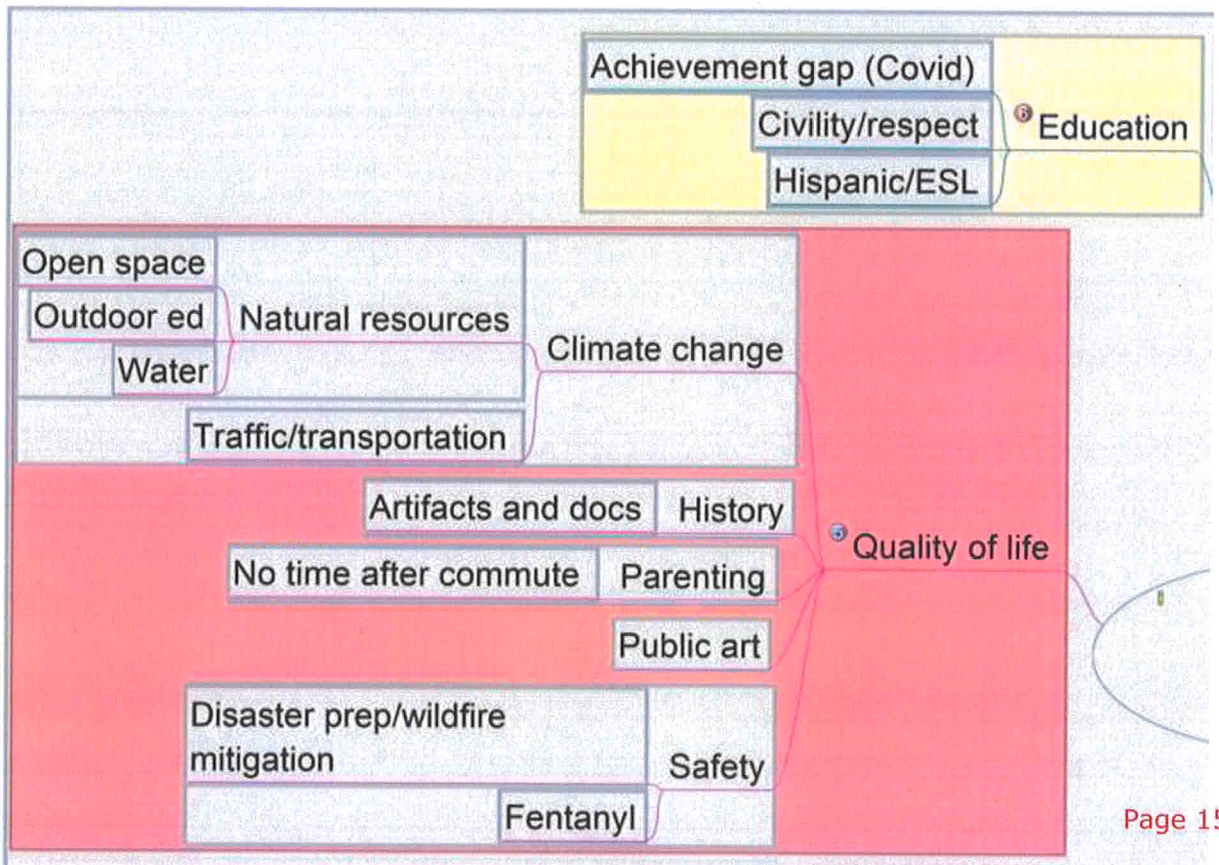












# Community Comments

"Concerned about parents working long hours and commuting a great distance. Kids are left for long periods of time on their own."

"We need more forums where people civilly and respectfully discuss issues."

"Housing and the economy make it difficult for people to engage with their community...commuting impacts community participation."

"It's hard to have a business downtown...it's expensive to rent commercial space and there aren't enough places to buy in New Castle."

"The primary concern is development, wildfire preparedness and mitigation, and protecting what makes New Castle so unique."

"There are Spanish speakers that are afraid to ask...they are in great need of services and knowledge."

"Our people deserve being able to access information in their primary language."

# Review

- What did we get right?
- Is anything missing?
- What occurs to you now that didn't before (new issues)?

## Next Steps

- Use community interview data to inform long range planning
- Establish key strategic initiatives that address community concerns
- Examples:
  - Housing summit, Feb 22nd, 2pm, Ute Theater in Rifle
  - Work with County on mental health awareness and resources
  - Cultural Celebrations (active & passive) at all branches
  - Convene civic discussions
  - Partnership with Glenwood Springs Historical Society

Thanks!

Contact us:

Jamie LaRue, Executive Director

Garfield County Libraries

[jlague@gcpld.org](mailto:jlague@gcpld.org)

Find Your  
STORY



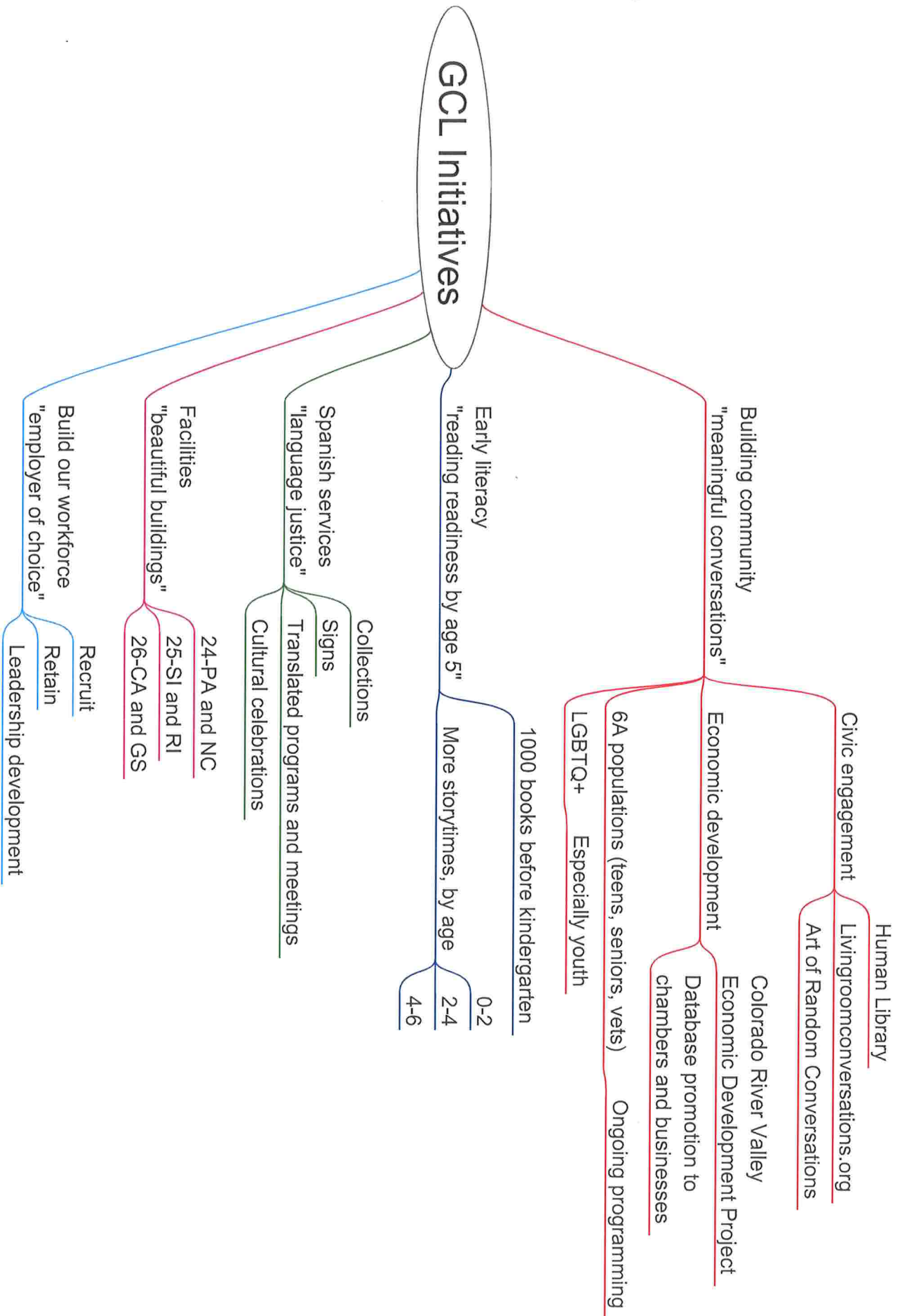


Exhibit B

422024

to  
Council Minutes



Senior Services Program

EVALUATION & RECOMMENDATIONS

March 22, 2023



## MEETING GOALS



*Garfield County*

1. Get to know “us”
2. Review the Evaluation & Recommendations
3. Discuss Next Steps
4. Questions & Answers

WHAT'S YOUR WHY?



*Garfield County*

I/“we” believe there is an opportunity to **strengthen** access, effectiveness, efficiency and the satisfaction of services on behalf of the seniors in Garfield County.

## PROJECT DESCRIPTION

- Garfield County Department of Human Services engaged Human Service Innovations to conduct a review and analysis of the department's Senior Services Program. The purpose of the evaluation was to assess the effectiveness and efficiency of current programs in meeting the County's senior population needs.
- Human Service Innovations assessment included:
  - Review and analysis of external data,
  - Collection and analysis of existing program utilization and satisfaction data, and
  - On-going consultation with DHS staff.
- In partnership with Garfield County Department of Human Services staff, HSI has identified program and services gaps and opportunities.
- This report offers high-level findings and recommendations to the Garfield County BOCC for the purposes of program and service planning and budgeting for enhancing program impact.

## INTERNAL & EXTERNAL DATA ANALYSIS

- Review & Analysis of Existing Senior Service External Data
  - Public Health Planning Survey
  - Secondary Research on Senior Service Programs (Local, Regional, National)
    - Measuring the Value of AAA Services – National Association of Area Agencies on Aging
    - Support Fiscal Responsibility – Denver Region Council of Governments/Area Agency on Aging
    - Community Assessment Survey for Older Adults – Garfield County, September 2022
    - Older Adults 2020 Housing Needs Assessment – Northwest Colorado Council of Governments
    - The Effects of Aging on Colorado's Revenue and Expenditures: A View to 2030 – Colorado Futures Center, Colorado State University
- Collection of Internal Senior Services Program Data
  - Utilization of each program
  - Cost of each program
  - Consumer satisfaction
- Department of Human Services Staff Consultation

## RECOMMENDATIONS

1. Restructure Garfield DHS Senior Services staffing to function as a contract administrator and manager for delivery of senior service programs by private vendors and increasing senior engagement and access.
2. Contract with a vendor/vendors to administer a comprehensive senior food and nutrition program offering the full continuum of food preparation, congregate lunch, pantries of choice and home delivery services (explore multi-county strategy).
3. Restructure senior transportation services contract with RFTA to more clearly define transportation purposes, eligibility and frequency guidelines.
4. Contract with a vendor/vendors to administer health & wellness programs, co-located and adjacent to food and nutrition programs (explore multi-county strategy).

## RATIONALE

- Garfield County Senior Services program is currently operating a highly satisfying, quality program that is serving ~5.8% of the total senior population of Garfield County (assuming transportation, food and wellness are unduplicated).
- Total costs for administering and implementing senior programs and services is costing approximately \$2,457/ person, based on current utilization across all programs.
- Transitioning from serving as the administrator and provider of programs and services to a contract administrator allows the County to reduce staff costs and focus on improving access and utilization, while maintaining quality and efficiency.

- **Outsourcing program and service delivery creates opportunity for programs and services to:**
  - Operate in a more flexible and nimble manner to best respond to citizen's needs.
  - Explore opportunities for leveraging a multi-jurisdiction service delivery network to improve accessibility and achieve greater economies of scale.
  - Establish greater coordination among private sector resources and solutions to advance whole-person health.

## RATIONALE

**Total Senior Program Cost - \$1,252,946**  
**Total Garfield County Population - 62,271 (U.S. Census July, 2022)**  
**Total Senior Population (65+) = ~9,340 (15% - U.S. Census July, 2022)**



## CURRENT UTILIZATION DATA

- **Food and Nutrition - \$539,799 (2023)**
  - Current data indicates a per person cost of \$1,687/senior per year, serving ~320 unduplicated individuals which represent 3.4% of the total estimated senior population (65+) in Garfield County.
- **Transportation - \$653,836 (2023)**
  - Current data suggests a per person cost of \$5,998/senior per year, serving 109 individuals which represent 1.2% of the total estimated senior population (65+) in Garfield County.
  - Additionally, the highest utilization is for work related activities, followed by errands.
- **Health & Wellness - \$59,311 (2023)**
  - Current data shows a per person cost of \$524/senior per year, serving 113 individuals which represent <1.2% of the total senior population (65+) in Garfield County.
  - Additionally, the delivery of services independent of other programming creates both barriers to ease of access and potential increased transportation costs.

## RECOMMENDATIONS

1. Restructure Garfield DHS Senior Services Staffing to function as a contract administrator and manager for delivery of senior service programs by private vendors and increase senior engagement and access.
2. Contract with a vendor/vendors to administer a comprehensive senior food and nutrition program offering the full continuum of food preparation, congregate lunch, pantry and home delivery services (explore multi-country strategy).
3. Restructure senior transportation services contract with RFTA to more clearly define transportation purposes, eligibility and frequency guidelines.
4. Contract with a vendor/vendors to administer health & wellness programs, co-located and adjacent to food and nutrition programs (explore multi-county strategy).

## PROPOSED NEXT STEPS

1. **Conduct a Senior Services survey to identify opportunities for strengthening senior programs for a larger segment of the population. Establish a community informed and clearly defined:**
  - **Vision**
  - **Values**
  - **Goals**
  - **Strategies**
2. **Develop an RFP, based on survey responses, for outsourcing Food & Nutrition.**
3. **Develop an RFP, based on survey responses, for outsourcing Health & Wellness.**
4. **Engage RFTA in renegotiating a contract under a redefined eligibility, purpose and frequency requirements, based on survey responses.**

## WHERE WE ARE

# Community Engagement

- Establish a single guiding committee/workgroup to inform the planning process.
- Develop a community feedback questionnaire to inform the purpose, vision, values, goals and strategies for the future of Garfield Senior Services.
- Elicit maximum community feedback from seniors, senior service providers and other key stakeholders.

## WHAT'S NEXT

# Plan Development & Implementation

- Develop & Adopt an action plan.
- Develop requisite Requests for Proposal for vendors to implement the plan.
- Establish a clear method for monitoring and measuring performance by Garfield County Senior Services Staff with support from an advisory group.
- Elicit proposals.
- Deliver accessible, effective, efficient, and consumer satisfying Senior Services programming.

# QUESTIONS

**THANK YOU!**

John Dougherty, Owner & Principal  
**Human Service Innovations**