

New Castle Town Council Regular Meeting

Tuesday, June 20, 2023, 7:00 PM

Starting times on the agenda are approximate and intended as a guide for Council. The starting times are subject to change by Council, as is the order of items on the agenda.

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet:

<https://us02web.zoom.us/j/7096588400>

If you prefer to telephone in:

Please call: 1-346-248-7799

Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on

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Call to Order

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

Pledge of Allegiance

Roll Call

Present	Councilor Mariscal Councilor Carey Councilor G Riddile Mayor Pro Tem Hazelton Councilor Copeland
Absent	Mayor A Riddile Councilor Leland

Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody Byram, Deputy Town Clerk Mindy Andis, Town Treasurer Loni Burk, Assistant Treasurer Viktoriya Ehlers, Town Attorney Haley Carmer and members of the public.

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

MOTION: Mayor Pro Tem Hazelton made a motion to approve Councilor Leland absence. Councilor Copeland seconded the motion and it passed unanimously.

Meeting Notice

Town Clerk Melody Byram verified that her office gave notice of the meeting in accordance with Resolution TC 2023-1.

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Conflicts of Interest

No conflicts stated.

Agenda Changes

Town Clerk Melody Byram told council the minutes from May 16, 2023 minutes were not completed and needed to be removed from the consent agenda. The council agreed.

Citizen Comments on Items not on the Agenda

Town Administrator Dave Reynolds and council presented Town Clerk Melody Byram with a crystal plaque memorializing her service and dedication to the Town of New Castle. Town Clerk Byram has announced her retirement.

Consultant Reports

Consultant Attorney – present for agenda items

Consultant Engineer – not present

Items for Consideration

Proclamation Recognizing July as Parks and Recreation Month

Mayor Pro Tem Hazelton read the proclamation into the record.

Council Thanked the Park and Recreation staff for a great job they do.

Appointment: Interim Town Clerk

Deputy Town Clerk Mindy Andis thanked town council for the opportunity to provide support to council, staff and citizens of New Castle as the Interim Town Clerk.

MOTION: Councilor Carey made a motion to appoint Mindy Andis as Interim Town Clerk for a period of 90 days. Councilor Mariscal seconded the motion and it passed unanimously.

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

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

Consider an Application from the New Castle Chamber of Commerce for a Special Event Liquor License for their Block Party Event on June 23, 2023

Mari Riddile and Cori Webber were requesting a special event liquor license for their "Block Party" event. The purpose of the event was to showcase chamber members. The chamber member would set up a table in order to showcase to the public what they offer. There will be a local band and food trucks to supply the food for the event.

Interim Town Clerk Andis told the council that the application was for a special events liquor license for the Chamber of Commerce for their 'Block Party' located in Burning Mountain Park, on Friday, June 23, 2023. The license times requested for the application are from 12:00 p.m. to 10:00 p.m. which includes appropriate time for set-up and tear down of the event.

MOTION: Councilor Riddile made a motion to approve the special events liquor license from the Town of New Castle for the Chamber of Commerce event on June 23, 2023, and that service hours will be as stated in the application. Councilor Copeland seconded the motion and it passed unanimously.

Consider an Application from the New Castle Recreation Department for a Special Event Liquor License for the Community Market on July 27 and August 31, 2023

Interim Clerk Andis said the event was something the town had been doing for a number of years as well. She said it was a way for the two liquor stores in town to be included in the community market. Each store will host one sampling garden Clerk Andis said that the recreation department would handle both events.

MOTION: Councilor G. Riddile made a motion to approve the special events liquor license application from the Town of New Castle for the community market. Councilor Carey seconded the motion and it passed unanimously.

Consider an Application from the New Castle Recreation Department for a Special Events Liquor License for Burning Mountain Festival on September 8 & 9, 2023

Interim Clerk Andis told the council that the application was for Burning Mountain Festival that will be held on Friday and Saturday, September 8 and 9, 2023. Again, she said the event will be as in past years with the Clerk's Office staffing the alcohol tent along with two volunteers. She said that the Clerk's Office staff were all responsible service of alcohol certified, and that the alcohol will be in the gazebo, and drink tickets sold at a different location. She said that the recreation department is waiting on the final approval from Garfield County Health Department for one food truck. No license will be issued until the town receives the approval. The recreation department was handling that.

MOTION: Mayor Pro Tem Hazelton made a motion to approve the special events liquor license application from the Town of New Castle for the Burning Mountain Festival pending the approval from Garfield County. Councilor Copeland seconded the motion and it passed unanimously.

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

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

Motion: Councilor G. Riddile made a Motion at 7:21 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 Kamm lot lease.

Councilor Copeland seconded the motion and it passed unanimously.

Executive session concluded.

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

"The time is now 7:52 p.m. and the executive session has been concluded. The participants in the executive sessions were: Councilors Mariscal and Carey; Mayor Pro Tem Hazelton; Councilors Copeland, G Riddile; Town Treasurer Burk, Assistant Town Treasurer Ehlers, Town Administrator Reynolds, Interim Town Clerk Andis, Town Attorney Carmer. 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

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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.

Discussion and Review of Wildlife Meetings

Administrator Reynolds said Councilor Carey has hosted a series of public meetings regarding bear aware safety, bear prevention and bear encounters. Residents who attended found the meetings to be informative and helpful.

Councilor Carey gave an update on the community meetings. She said after talking with the Parks and Wildlife Officers, the town might look into having wildlife ordinance regarding trash cans and fruit trees. For instance, if a fruit tree is removed then the replacement tree can't be fruit bearing tree. Another suggestion was placing an informational flyer into the utility bills or an article in the town monthly newsletter in the fall and spring.

Discussion: November Coordinated Election

Interim Clerk Andis said Garfield County had sent out the election calendar for the November election. The town's deadline to notify the county on the intent to place an item on the November ballot will be July 28, 2023. Throughout this year, the council had not had any discussions to consider ballot issues, but staff did want to bring it to council's attention.

Discussion: Senior Programs Representative

Interim Clerk Andis reminded the council that Clerk Byram currently sits as the town's representative on the Garfield County Senior Programs Board. Councilor Grady Hazelton sits as the alternate. Since Clerk Byram will be retiring at the end of the month, another representative will need to be selected. Interim Clerk Andis has volunteered to take Clerk Byram's place if there is not a council member who would want to attend the meetings since this is a council appointed seat. Senior Programs meetings are on the 4th Friday of each month at 9:00 a.m. Councilor Hazelton agreed to sit as the alternate and the council agreed to appoint Clerk Andis as the representative.

Consent Agenda

Items on the consent agenda are routine and non-controversial and will be approved by one motion. There will be no separate discussion of these items unless a council member or citizen requests it, in which case the item will be removed from the consent agenda.

April 18, 2023 minutes

May 2, 2023 minutes

June 6, 2023 minutes

EAT Bistro & Drinks H&R Liquor License Renewal

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

Staff Reports

Town Administrator – Currently there are three public works vehicles going for a sealed bid. Public Works Director John Wenzel will research fair market value (Kelly Blue Book). Some staff members are interested in the vehicles and would submit a sealed bid. Staff would like to know if they could have first right for a sealed bid process. Then, the

vehicles that are not sold would be opened to the public for a sealed bid process. There would be the same reserve amount on all the vehicles for staff and public bids.

Administrator Reynolds said the CEC are making up flyers and banners for the pollinators month. CEC would place the banners in parks and flower beds to help people to be aware of what pollinators are. There was a question that came up regarding the town's brand and if council would be all right with a variation of the brand. The brand would have the town's logo and the words "Climate Environmental Commission around the logo. There was a consensus from council CEC could move forward with the signs and the change with the town brand since CEC is a town commission.

Administrator Reynolds reported that Colorado River Fire Recue (CRFR) are working off of Buford Road to help with the fire mitigation. Administrator Reynolds said he met with the county manager and assistant regarding funding and best approach to the county commissioners for the roundabout. There are a couple of people who will try to find other funding on behalf of the town.

Town Clerk – Hired someone for the front desk and she will start July 3, 2023. Clerk's office is hard at work training and preparing for the new person and a smooth transition.

Town Treasurer – presented council the 2023 budget schedule. Continued to train and had an in-person interview. Hired someone for the Staff Account position and she will start July 31, 2023.

Town Planner – not present

Public Works Director – not present

Commission Reports

Planning & Zoning Commission - Will meet June 26, 2023.

Historic Preservation Commission – reported the commission is looking at creating a historic district in the downtown.

Climate and Environment Commission – nothing to report

Senior Program – nothing to report

RFTA – nothing to report

AGNC – nothing to report

GCE – nothing to report

EAB – nothing to report

Council Comments

Councilor Mariscal said she will be gone July 18, 2023 council meeting.

Councilor Carey asked to have information like the fire mitigation handouts to be available to the public such as the weekly and monthly newsletter.

Mayor Pro Tem Hazelton asked about the police car that had hail damage. Administrator Reynolds said the chief was able to go get the car and bring it to a local body shop for repair. Then, once the hail damage repair is complete, the vehicle will need to go back to Denver to have the police equipment installed.

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

The meeting adjourned at 8:50 p.m.





Mayor Pro Tem Grady Hazelton



Interim Town Clerk Mindy Andis, CMC