

**New Castle Town Council Regular Meeting
Tuesday, January 17, 2023, 7:00 PM**

Call to Order

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

Pledge of Allegiance

Roll Call

Present	Councilor Mariscal Councilor Carey Councilor Hazelton Mayor A Riddile Councilor Copeland Councilor Leland Councilor G Riddile
Absent	None

Also present at the meeting were Town Administrator Dave Reynolds, Town Attorney David McConaughy, Town Police Chief Chuck Burrows, Deputy Town Clerk Remi Bordelon, Town Treasurer Loni Burk, Assistant Town Treasurer Viktoriya Ehlers and Administrative Assistant Rochelle Firth.

Meeting Notice

Deputy Town Clerk Remi Bordelon verified that her office gave notice of the meeting in accordance with Resolution TC 2022-1.

Conflicts of Interest

There were no conflicts of interest.

Agenda Changes

Deputy Bordelon told the council that Town Clerk Melody Harrison was ill and although the January 3, 2023 minutes were listed on the consent agenda, they had not made it into the packet. Deputy Bordelon said they were on the dais for council's review but could be moved to the next meeting if that was council's preference. The council agreed to remove them from the consent agenda since no one had a chance to review them.

Citizen Comments on Items not on the Agenda

There were no citizen comments.

Consultant Reports

Consultant Attorney – Town Attorney David McConaughy told the council that he had met with the CIRSA attorney appointed in the CVR Filing 11 lawsuit, and they were working on a brief that was due in a few weeks. He said there will be an executive session with the

CIRSA lawyer to discuss it.
Consultant Engineer – not present.

Items for Consideration

Police Department Update - Police Chief Chuck Burrows

Police Chief Chuck Burrows greeted the council.

Chief Burrows reviewed everything going on in the police department which included potential officer candidates and staffing; training and training schedules; equipment such as vehicles, radios, and body cameras; an evidence cage in the PD garage; a fully equipped workout room for the officers; new weaponry for the department; interactions and involvement with other agencies; recent call-types; and the health of the department. The council expressed their appreciation to Chief Burrows for his leadership of the department and to the officers for their hard work and dedication to their jobs.

Town Administrator Dave Reynolds addressed an earlier comment made by Councilor Leland regarding Narcan.

Administrator Reynolds explained that Narcan was a drug that was meant to help persons who were suffering from opioid overdoses. The drug had been de-regulated and was available without a prescription from a pharmacy and Councilor Leland had suggested that perhaps it was something the town should have, whether at town hall or in the police department. Administrator Reynolds found out that the drug still had to be cleared by a doctor before being administered.

Administrator Reynolds and Chief Burrows both felt that it was too early to consider. Chief Burrows said that he felt that administering any drug or anti-drug was not a police function and they had policies against it. He confirmed that police were typically the first responder, and they stay at a scene, administering CPR or other assistance, until medical personnel arrived. He also said that the officers carried Narcan, but that was for themselves because their potential of exposure to illegal substances was very high and they needed to keep themselves safe.

The staff and council agreed that it was something to continue to watch as regulations and science developed.

Town Evacuation Plan Update - Administrative Assistant Rochelle Firth & Town Administrator Dave Reynolds

Administrator Reynolds told the council that he had invited Administrative Assistant Rochelle Firth to the meeting because she was the team lead on the work towards completing a town evacuation plan. He noted that the council did not have a copy of the evacuation plan because it was still in draft form, and there were many other agencies involved in the development of the end product. He said the update was to let the council know where they were in the process of developing the plan, but not a review of the plan itself.

Admin. Asst. Firth greeted the council. She began by providing a background on why a plan was being developed, followed by information on her research and initial development of the first draft. The first draft went to the first meeting of the collaborative agencies, who reviewed it and provided ideas and input for changes and/or additions.

Admin. Asst. Firth then provided a detailed outline of the document for the council.

MOTION: Councilor Leland made a motion at 7:54 p.m. to go into Executive Session for discussion with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b) (land use, tax, and real estate issues); for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instruction negotiators under C.R.S. Section 24-6-402(4)(e); and to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a). Councilor Carey 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 8:25 p.m. and the executive session has been concluded. The participants in the executive session were: Councilors Mariscal and Hazelton; Mayor A Riddile; Councilors Copeland, Leland, Carey and G Riddile; Town Treasurer Burk, Town Administrator Reynolds, Assistant Treasurer Ehlers and Deputy Town Clerk Bordelon. 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.

Spirits of New Castle Retail Liquor License Renewal

December 6, 2022 minutes

December 20, 2022 minutes

~~January 3, 2023 minutes (removed from consent agenda)~~

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

Staff Reports

Town Administrator – Administrator Reynolds told the council that Planner Smith was working on some code updates. He said that Planner Smith was looking at adding a wildfire mitigation code which was now part of the International Code Council list of building codes. In addition, an update from the 2015 building codes to the 2021 which will include the 2021 energy code. Administrator Reynolds said that several meetings back there was a discussion about an unnamed street up near the Lakota Senior Housing.

Councilor G Riddile had an idea to name that street after former Council Member Mary Metzger. Administrator Reynolds said that he had taken Mary's husband up there and spoken with him about the idea, and he was overwhelmed with the kindness of the gesture. Administrator Reynolds said the Mr. Metzger had reached about the Mary's family for their input, and they chose 'Mary's Way". Unfortunately, it was discovered that there was already a street named Mary's Way in Lakota. Administrator Reynolds said that the Metzger family was currently exploring alternative names. Administrator Reynolds said that there was a Capital Committee meeting on Friday and he thanked Councilors G Riddile and Copeland for that. Administrator Reynolds said that he had spoken to Jeanne Golay and she had a request. The LoVa meetings were held quarterly, in the small meeting room in the community center. He said that the request was to waive the \$25 per hour charge for the meeting room, and he noted that the town did not donate to LoVa in any other way. The council agreed. Administrator Reynolds said that he and Planner Smith and Assistant Planner Lauren Prentice had a lengthy meeting with a man who was interested in purchasing the hotel in town with the idea of converting it into some kind of affordable housing. Administrator Reynolds said they had discussed what the process might be in terms of zoning changes or conditional uses that might allow an apartment building. Administrator Reynolds said that there will be a guest attending an upcoming council meeting. He said that he had been attending meetings with other town managers and discussed what economic development may look like up and down the valley on a regional basis. He said they had received some assistance from someone from the Aspen Institute who had an interest in bringing new business to the lower valley so that there was not so much dependence on 'up-valley' to employ lower valley residents. Administrator Reynolds said that the ideas generally focused on the airport, and the gentleman was working on finding ways to utilize the Rifle Airport more. Administrator Reynolds said the gentleman will be attending town council meetings at all the towns and the council will be able to provide input. Administrator Reynolds said that the next council meeting will be held in the community center and the BOCC will be there. He said that the BOCC always wanted to understand beforehand what the discussion topics were. He said that the county manager had let staff know what the commissioners wanted to talk about: the Apple Tree Community; an Update on the Roundabout Planning; RFTA; and Growth in New Castle. He asked if anybody had anything. Mayor A Riddile suggested Nutrient Farms and their water since there was a lot of pipe delivered to them; the junkyard that appears to be on Rippy property where there were vehicles leaking contaminants; and RFTA. Administrator Reynolds said that he knew what the pipe was for on the Nutrient Farms. Andy Bruno, the owner, had historical water rights that started up Canyon Creek. The water came down Canyon Creek, across the river and siphoned across the property. The underground pipe was destroyed some years ago and Mr. Bruno was exploring the idea of re-piping and he was working on a way to go under the river and CDOT properties. Mr. Bruno wanted to get ahead of rising steel prices and purchased the pipe although he had not completed the permit. Administrator Reynolds said that he and Engineer Simonson, Public Works Director John Wenzel and Planner Smith had met with the county regarding the issues with the Rippy Property. He said that he agreed it would be good to have on the agenda for the BOCC meeting. After a brief discussion the council agreed that the discussion about the Unita Basin Railway should also be on the agenda. Administrator Reynolds said that the next council meeting will be in the community center at 6:00 p.m. and there will be dinner. Administrator Reynolds said that staff was working on the 'Text

My Gov' project and there were already almost 300 people signed up for it. He said that staff had purchased door hangers announcing the program and staff had spent time walking town, putting them out. Administrator Reynolds said that 'Know Be4' was a training that had been active on the town computers, and although the training videos were a little corny, they were helpful, and the town received discounted insurance rates through CIRSA. In addition, CIRSA was giving the town a grant for another year for the service. Administrator Reynolds said that the town had received a follow-up thank you from some of the grant recipients.

Town Clerk – Deputy Bordelon told the council that the clerk's office had been busy with business and dog licenses. Deputy Bordelon said that the clerk's office had attended some webinars by CML that provided points towards certification. Deputy Bordelon said her office had done some website updates, and in particular, she had converted some of the forms online to fillable forms which made it easier for people to fill out and submit to the town. Deputy Bordelon said that the clerk's office had been studying recent legislative changes that affected the town. Deputy Bordelon said that she and Clerk Harrison had help distribute door hangers regarding the new Text My Gov program. Deputy Bordelon said that in regard to IT and cyber security, the clerk's office had purchased an external hard drive to store files on. She told the council that last year the City of Wheat Ridge had been ransomed, and rather than pay the ransom, they rebuilt all of their own systems and files. Unfortunately, they lost everything, including simple items such as a dog license application. Deputy Bordelon said that the clerk's office was backing up their files to the external hard drive every few weeks. In addition, Deputy Bordelon said that Clerk Harrison had been cleaning up unneeded files on the town server.

Town Treasurer – Treasurer Burk said that one of the incentives to clean up the server was that ProVelocity, the town's IT company, was now charging the town for cloud storage and it was expensive. Treasurer Burk said that Administrative Assistant Rochelle Firth had been working on Safety Training for the town staff over the past few years and that had provided a \$7,400 savings on the town's worker compensation premiums. Treasurer Burk welcomed Assistant Treasurer Viktoriya Ehlers to the council meetings. She said they were beginning work on transition, and they felt that one thing Asst. Treasurer Ehlers should do was attend council and get familiar with the council and how the meeting went. Treasurer Burk said that Asst. Treasurer Ehlers and Finance Assistant Michelle Mills had worked hard on W-2s and 1099s. Treasurer Burk said that another training item for Asst. Treasurer Ehlers was some training with Colorado Government Finance Officers Association who had some very good sessions on Colorado accounting and Colorado Law for people who were new finance officers. Treasurer Burk said that the November sales tax came in the previous week. They came in at 21% over 2021 which equated to \$318k. Administrator Reynolds said that staff will be inviting the council to an upcoming safety meeting, and that staff was working on a safety fashion show where staff members will have the chance to walk the runway showing off their safety glasses or hardhats. He said that it will help the town save money on future insurance premiums.

Town Planner – not present.

Public Works Director – not present.

Commission Reports

Planning & Zoning Commission – nothing to report.

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Historic Preservation Commission – Deputy Bordelon said that Cameron Weiskopf, Field Historian from Pinon Environmental who was the company hired to complete the historic survey, shared his reporting on the progress that Pinyon had made.

Climate and Environment Commission – nothing to report.

Senior Programs – nothing to report.

RFTA – Mayor A Riddile said that they had re-elected the board chair, secretary and treasurer. Mayor A Riddile said that Glenwood Springs wanted to form a subcommittee to speak to the Town of Silt and the City of Rifle about joining RFTA. Mayor A Riddile said that in the seven years had had been on the RFTA board he had tried to get them to join, but the elected officials on both towns believed that RFTA only provided service for the up-valley businesses and they were very opposed. Mayor A Riddile also said that the county commissioners had been giving Silt and Rifle a free lunch by subsidizing the Hogback Route to Silt and Rifle. Mayor A Riddile said New Castle was a member of RFTA which was why the town did not pay for the Traveler.

AGNC – Councilor Hazelton said that AGNC had not met, but he mentioned to the council the Perry Will was now their senator and was also a valued member of AGNC.

GCE – Councilor Leland said that at the last meeting the head of the Colorado Energy Office met with them and he was there to discuss the requirement that towns adopt the 2021 Energy Code by 2026. He said it was more complicated in that adoption of the 2021 Energy Code was triggered by adopting any changes to any code. Councilor Leland said there were grants funds available to assist with the adoption of the energy codes and the grants will pay for consultants to assist with the adoption process; the purchased of the paper codes as well as training for contractors on how to use and abide by the new energy codes. Councilor Leland said that GCE will assemble a group called the Regional Code Roundtable which will consist of planners from the six municipalities and the idea was to have them all adopt the new code at about the same time with the same amendments which would make it easier on the contractors in the area. Councilor Leland said that Heidi McCullough with CLEER was the Energy Code Specialist, and she would be glad to assist.

EAB – nothing to report.

Council Comments

Councilor Carey said that had a very good conversation with Kirk Oldham with Colorado Parks and Wildlife and will be meeting with him to work out the content for the community meetings on bears. She said the three meetings will be Education, Prevention and What to Do When You Encounter a Bear. She said that the goal was to have the first two meetings done before April.

Councilor Leland told the council that Spellebration will be on March 3, 2023.

Mayor A Riddile said that Bad Art Night the previous weekend was fun. He said there were about 20 people who all left as friends.

Mayor A Riddile asked if Clerk Harrison had arranged for the Titan Cheer Team and proclamation. Councilor Leland said that he had sent her the proclamation and Administrator Reynolds said that she had scheduled the team to come to a future council meeting.

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

The meeting adjourned at 9:12 p.m.

Respectfully submitted,



Mayor A Riddile



Town Clerk Melody Harrison, CMC

