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**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

## **Agenda**

### **New Castle Town Council Regular Virtual Meeting Tuesday, January 19, 2021, 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.

**Due to concerns related to COVID-19, this meeting will be held as a virtual meeting only. The public is invited to attend.**

**[To join by computer, smart phone or tablet click HERE](#)**

**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.**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Meeting Notice**

**Conflicts of Interest**

**Agenda Changes**

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

-Comments are limited to three minutes-

**Consultant Reports**

Consultant Attorney

Consultant Engineer

**Items for Consideration**

**A. Consider a Letter of Interest from Ruth Fletcher for Appointment to a Seat on the Historic Preservation Commission (7:05 p.m.)**

**B. Executive Session (1) to discuss the purchase, acquisition, lease, transfer or sale of real, personal or other property interest under CRS 24-6-402(4)(a) (7:15 p.m.)**

**C. 2021 Capital Improvement Plan (7:35 p.m.)**

**D. Consider Agenda Items for the February 2, 2021 Combined Meeting with the Garfield County Board of County Commissioners (8:00 p.m.)**

**Consent Agenda (8:15 p.m.)**

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.

[January](#) 5, 2021 minutes

[Updated](#) Resolution TC 2021-1 - a Resolution of the Town Council of the Town of New Castle, Colorado, Designating Public Notice Posting Places

[Resolution](#) TC 2021-5 - Adopting a Directory of Fees and Charges

[Trash](#) & Recycling Contract Third Amendment - 2021

**Staff Reports (8:20 p.m.)**

Town Administrator

Town Clerk

Town Treasurer

Town Planner

Public Works Director

**Commission Reports (8:30 p.m.)**

Planning & Zoning Commission

Historic Preservation Commission

Climate and Environment Commission

Senior Program

RFTA

AGNC

GCE

EAB

**Council Comments (8:40 p.m.)**

**Adjourn (9:00 p.m.)**

I am interested in serving on the Historic Preservation Commission for the Town of New Castle. I have lived here for over 6 years and love our town!

Thank you,

Ruth Fletcher  
462 Silverhorn Drive  
970-366-8878



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## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Capital Improvement Plan  
**Date:** 1-19-21

**Purpose:**

The purpose of this agenda item is review and discuss the 2021 Capital Improvement Plan. In late fall of 2020, the Capital Improvement Committee held meetings which identified short term and long-term capital projects. Using funding identified in the 2021 Council approved budget, the team was able develop a Capital Improvement Plan which identifies capital projects that will be targeted in 2021 and beyond. The team was also able to identify a 2021 grant strategy which will help offset project costs and help identify the order of projects.

Thank you to Council members Graham and Scott for their dedication to this project. Thank you to our Department Heads for working through this project and helping to identify capital needs.

In your packet, please find the *2021 Capital Improvement Plan*.



# Town of New Castle

2021 Capital Improvement Plan

# 2021 Budget

- General Fund
  - Unassigned Fund Balance (“Rainy Day Fund”) – Increased by \$350,000 to \$1.2 Million Fund Balance
  - Remaining Balance of \$539,702 in General Fund assigned as “TBD Capital Improvements”
- Utility Fund
  - \$1,244,169 Fund Balance
  - \$932,998 Minimum Utility Fund Balance (3 Month Emergency + Minor Capital Expense)
  - \$311,171 Available for Utility Fund Capital Improvement Projects
- Conservation Trust Fund
  - \$114,344 Fund Balance

# Project Identification & Selection

- Department Heads Submitted Project Lists with following criteria:
  - Estimated Cost
  - Urgency – Needed within 3 Years
  - Critical – Needed to provided existing Level of Service to Town
- Projects Broken out by Tier
  - Tier 1 – Urgent & Critical (9 Identified Projects)
  - Tier 2 – Non-Urgent & Critical (9 Identified Projects)
  - Tier 3 – Non-Urgent & Non-Critical (8 Identified Projects)
- Capital Improvement Committee meets to recommend funding for Council approval.

# Proposed 2021 Capital Improvement List

- General & Conservation Trust Fund
  - Facilities
    - Community Center Kitchen Upgrade (\$35,000) – FMLD Mini Grant
    - South Alley Fence (\$20,000) – FMLD Mini Grant
    - Town Hall Roof Repair (\$35,000)
  - Streets
    - Pavement Rehabilitation & Preventative Maintenance (\$300,000) – Existing General Funds & FMLD Traditional Grant
    - CR 335 Guardrail Replacement
  - Police
    - Rifle & Pistol Purchase with Hardware (\$27,000)
    - 3 Vehicle Replacements (\$180,000)
  - Fleet
    - Street Sweeper Replacement (\$125,000)
    - Large Area Mower (\$58,000)
- Utility Fund
  - Wastewater Treatment Plant Blowers (\$350,000) – FMLD Traditional Grant
  - Control Upgrade for Water Treatment Plant (\$50,000)

# Proposed 2021 Capital Improvement List

- Project Priority
  - Tier 1 Projects (7/9 Projects Funded)
  - Tier 2 Projects (3/9 Projects Funded)
  - Tier 3 Projects (1/8 Projects Funded)
  
- Project Funding
  - \$427,000 from General Fund - “TBD Capital Improvement”
  - \$140,000 from General Fund – Existing Line Items
  - \$58,000 from Existing Conservation Trust Fund
  - \$190,000 from Existing Utility Fund
  - **\$410,000 from Outside Sources**

# CIP/Council Considerations

- Limited FMLD Funds
  - Mini & Traditional Grants
    - Traditional Grants Applications require 30% Match Minimum (10% Cash) up to maximum contribution of \$1 Million. Mini Grants require no match.
    - Past Traditional Grant Applications have not be accepted for full amounts resulting in reduced scopes or unexpected budget supplements
    - **CIP Committee Recommendation: Adjust future expectations of reduced FMLD Funds by requesting less than maximum amounts at great match amounts.**
- Fleet Rotation
  - With three Police Vehicle Purchase in 2021 the Town Fleet Rotation will be ready to fully implement
    - **CIP Committee Recommendation: Assign \$200,000 in the 2022 & Future Budgets to maintain “Fleet Rotation”**
- Park Projects
  - Burning Mountain Park & Frank Breslin Park will both have completed improvement designs in 2021.
    - **CIP Committee Recommendation: Allocate Remaining ~\$112k of Capital Improvement Funds to implement Park Projects as needed.**

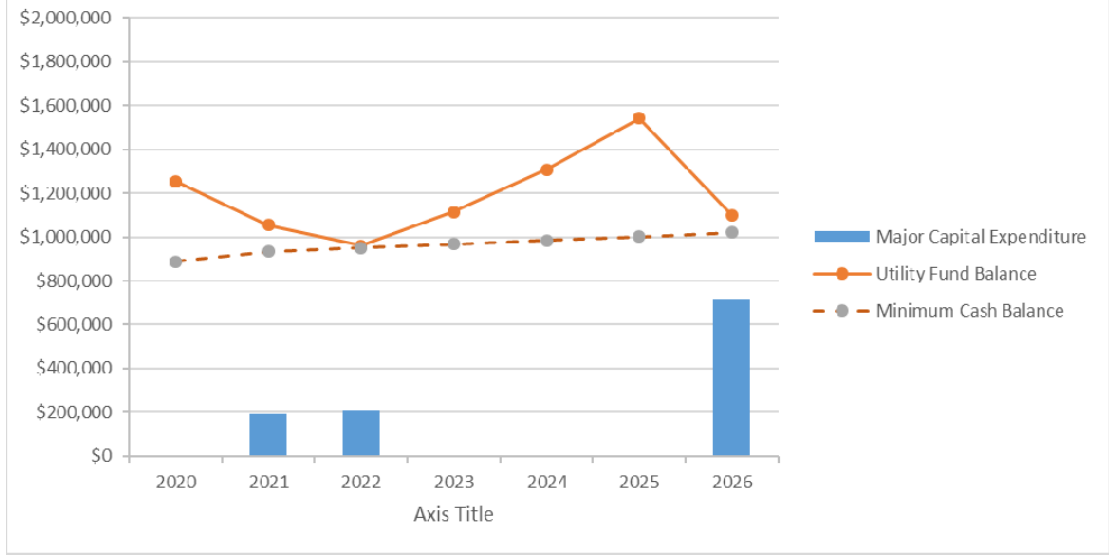
# CIP/Council Considerations

- Police Department Funding
  - Additional Planned Officer in 2021 will require additional vehicle and equipment.
  - **CIP Committee Recommendation: Allocate Additional Funds in 2022 Budget for additional Police Officer.**
- Utility Fund
  - Several High Cost Tier 2 (Critical & Non-Urgent) Projects remain on the horizon
    - Raw Water System Capacity Upgrade (\$1,200,000)
    - South Side Intercept (\$2,000,000)
    - New WWTP Office Building & Shop (\$700,000)
  - **CIP Committee Recommendation:**
    - **Maintain 3 Months of Expenses + \$100k/year for minor capital expenses (Utility Fund Only)**
    - **Maintain 3% Annual Rate Increase**
    - **Complete Raw Water System Capacity Upgrade and New WWTP Office Building & Shop by 2026.**

**UTILITY FUND PLAN**

Year	Revenue	Expenses	Surplus	Major Capital Expenditure	Utility Fund Balance	Minimum Cash Balance	Available CIP Cash
2020	\$ 3,258,303.00	\$ 3,154,605.00	\$ 103,698.00		\$ 1,253,804.00	\$ 888,651.25	\$ 365,152.75
2021	\$ 3,412,357.00	\$ 3,331,992.00	\$ 80,365.00	\$ 190,000.00	\$ 1,054,169.00	\$ 932,998.00	\$ 121,171.00
2022	\$ 3,514,727.71	\$ 3,398,631.84	\$ 116,095.87	\$ 210,000.00	\$ 960,264.87	\$ 949,657.96	\$ 10,606.91
2023	\$ 3,620,169.54	\$ 3,466,604.48	\$ 153,565.06		\$ 1,113,829.93	\$ 966,651.12	\$ 147,178.82
2024	\$ 3,728,774.63	\$ 3,535,936.57	\$ 192,838.06		\$ 1,306,668.00	\$ 983,984.14	\$ 322,683.85
2025	\$ 3,840,637.87	\$ 3,606,655.30	\$ 233,982.57		\$ 1,540,650.56	\$ 1,001,663.82	\$ 538,986.74
2026	\$ 3,955,857.00	\$ 3,678,788.40	\$ 277,068.60	\$ 716,431.38	\$ 1,101,287.79	\$ 1,019,697.10	\$ 81,590.68

Utility Fund Spending Plan - 2021 to 2026



Questions?

Tier 1 Projects (Critical & Urgent)				
Department	Description	Estimated Cost		
Facilities	WWTP Office & Shop	\$ 700,000.00		
Facilities	Town Hall Roof	\$ 35,000.00		
Police	Firearm Purchase (Rifles, Pistols, & Hardware)	\$ 27,000.00		
Police	2020 Vehicle Replacements	\$ 180,000.00		
Police	2021 Additional Tahoe (New Officer)	\$ 60,000.00		
Street	CR 335 Guardrail Replacement	\$ 40,000.00		
Street	Annual Street Capital	\$ 220,000.00		
Utilities	WWTP Digester Blowers	\$ 350,000.00		
Utilities	Control Upgrade for Filters 3, 4, & 5	\$ 50,000.00		
			Total Tier 1 Need	\$ 1,662,000.00
Tier 2 Projects (Critical & Non-Urgent)				
Department	Description	Estimated Cost		
Facilities	Ware & Hines Property Purchase	\$ 2,400,000.00		
Facilities	Community Center Kitchen	\$ 40,000.00		
Fleet	Street Sweeper	\$ 125,000.00		
Fleet	Large Area Mower	\$ 58,000.00		
Streets	Resurface Asphalt Trail System	\$ 300,000.00		
Streets	Downtown Sidewalk Project	\$ 450,000.00		
Utilities	WTP Fence	\$ 25,000.00		
Utilities	Raw Water Irrigation Upgrade	\$ 1,200,000.00		
Utilities	South Side Interceptor	\$ 2,000,000.00		
			Total Tier 2 Need	\$ 6,998,000.00
Tier 3 Projects (Non-Critical & Non-Urgent)				
Department	Description	Estimated Cost		
Facilities	Town Hall Reconstruction	\$ 2,400,000.00		
Facilities	Asphalt Paving of PW Yard & PD Parking	\$ 50,000.00		
Parks & Recreation	Burning Mountain Park Reconstruction	\$ 450,000.00		
Parks & Recreation	Frank Breslin Park Reconstruction	\$ 1,400,000.00		
Parks & Recreation	C Avenue Trail	\$ 350,000.00		
Streets	6th Street Reconstruction	\$ 600,000.00		
Streets	3rd Street Reconstruction	\$ 600,000.00		
Streets	South Alley Fence Replacement	\$ 20,000.00		
			Total Tier 3 Need	\$ 7,870,000.00

**CAPTIAL & CONSERVATION TRUST FUND CIP PROJECT**

	Estimated Cost	Funding Source	Proposed Outside Amount	Remaining Funds Needed	Existing General Fund	Conservation Trust Fund	Capital Fund	Notes
<b>FACILITIES PROJECTS</b>								
Community Center Kitchen	\$ 35,000.00	Fall FMLD Mini	\$ 25,000.00	\$ 10,000.00			\$ 10,000.00	100/0 Match with FMLD
South Alley Fence	\$ 25,000.00	Spring FMLD Mini	\$ 25,000.00	\$ -				
Town Hall Roof	\$ 35,000.00			\$ 35,000.00			\$ 35,000.00	
<b>STREETS PROJECTS</b>								
Capital Streets	\$ 300,000.00	Spring FMLD Traditional	\$ 150,000.00	\$ 150,000.00	\$ 130,000.00		\$ 20,000.00	
CR 335 Guardrail Replacement	\$ 40,000.00			\$ 40,000.00			\$ 40,000.00	
<b>POLICE PROJECTS</b>								
Rifle, Pistol, & Hardware Purchase	\$ 27,000.00			\$ 27,000.00			\$ 27,000.00	
2020 Vehicle Replacements	\$ 180,000.00			\$ 180,000.00			\$ 180,000.00	
<b>FLEET PROJECTS</b>								
Street Sweeper Replacement	\$ 125,000.00			\$ 125,000.00	\$ 10,000.00		\$ 115,000.00	
Large Area Mower	\$ 58,000.00			\$ 58,000.00		\$ 58,000.00		
					\$ 140,000.00	\$ 58,000.00	\$ 427,000.00	
							\$ 539,702.00	
							\$ 112,702.00	Remaining GF CIP Funds

**UTILITY FUND CIP PROJECT**

	Estimated Cost	Funding Source	Proposed Outside Amount	Remaining Funds Needed	Utility Fund CIP	Notes
<b>UTILITIES PROJECT</b>						
WWTP Digester Blowers	\$ 350,000.00	Fall FMLD Traditional	\$ 210,000.00	\$ 140,000.00	\$ 140,000.00	60/40 Match with FMLD
Control Upgrade for Filters 3, 4, & 5	\$ 50,000.00			\$ 50,000.00	\$ 50,000.00	
				<b>TOTAL</b>	<b>\$ 190,000.00</b>	



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## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Board of County Commissioners & New Castle Town Council Annual Meeting  
**Date:** 1-19-21

### Purpose:

The purpose of this agenda item is establishing talking points for Town Council's annual meeting with the Board of County Commissioners (BOCC). Last year, due to scheduling issues and COVID related restrictions this meeting was not able to be held. This year the joint session is scheduled to be held during our regular Council meeting on February 2<sup>nd</sup>. Because of current meeting restriction, the Board of County Commissioners are expected to join the meeting virtually.

Staff would like to provide the BOCC with our anticipated talking points prior to the meeting. We'd like to take this time to discuss any needs, thoughts, updates or reports that might be appropriate for this meeting.

Possible items for discussion might include:

- ✚ Update on New Castle development
- ✚ Update on New Castle Trails systems and LOVA progress
- ✚ Update on Rt 6 Roundabout planning
- ✚ Upcoming Capital Projects
- ✚ Updates concerning the effects of COVID-19 on the Town of New Castle

1  
2  
3 **New Castle Town Council Regular Virtual Meeting**  
4 **Tuesday, January 05, 2021, 7:00 PM**

5  
6 **Due to concerns related to COVID-19, this meeting was held as a virtual**  
7 **meeting only. The public was invited to attend.**

8  
9 **To join by computer, smart phone or tablet:**  
10 **<https://us02web.zoom.us/j/7096588400>**

11  
12 **If you prefer to telephone in:**  
13 **Please call: 1-346-248-7799**  
14 **Meeting ID: 709 658 8400**

15  
16  
17 **Call to Order**

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

19  
20 **Pledge of Allegiance**

21  
22 **Roll Call**

23 Present	Councilor Owens
	Councilor Hazelton
	Mayor A Riddile
	Councilor Copeland
	Councilor Leland
	Councilor G Riddile
29 Absent	Councilor Mariscal

30  
31 Also present at the meeting were Town Administrator Dave Reynolds, Town Clerk Melody  
32 Harrison, Town Treasurer Loni Burk, Public Works Director John Wenzel, Police Chief Tony  
33 Pagni and members of the public.

34  
35 **MOTION: Mayor A Riddile made a motion to excuse Councilor Owen's absence.**  
36 **Councilor Copeland seconded the motion and it passed unanimously.**

37  
38 **MOTION: Mayor A Riddile made a motion to excuse Councilor Mariscal's absence.**  
39 **Councilor Hazelton seconded the motion and it passed unanimously.**

40  
41 **Meeting Notice**

42 Town Clerk Melody Harrison verified that her office gave notice of the meeting in  
43 accordance with Resolution TC 2020-1.

44  
45 **Conflicts of Interest**

46 There were no conflicts of interest.

1 **Agenda Changes**

2 There were no agenda changes.

3  
4 **Citizen Comments on Items not on the Agenda**

5 There were no citizen comments.

6  
7 **Consultant Reports**

8 Consultant Attorney – not present.

9 Consultant Engineer - not present.

10  
11  
12 **Items for Consideration**

13  
14 **Update: Police Chief Tony Pagni**

15 Police Chief Tony Pagni greeted the council. Referring to the report in the council packet,  
16 he noted that the volume of calls to the police and incidents were down overall for the  
17 first three quarters of 2020. Chief Pagni said that his department had experienced COVID  
18 but had remained able to operate without assistance from other agencies. In addition, he  
19 and the police clerk had been able to work remotely. Chief Pagni said that the following  
20 day his staff would begin receiving the COVID vaccine.

21 Chief Pagni told the council that he had been with the Town of New Castle for fifteen years  
22 and for the first time, there were ten registered sex offenders in New Castle. He said that  
23 information was available on the Garfield County website if anyone was interested. He  
24 also said that he had a report, but did not share the report in the council packet because  
25 he was not certain it was legal for him to do so. Chief Pagni said that the registration  
26 process took the clerk approximately 45 minutes, and registrants were required to  
27 register twice per year. In addition, officers did quarterly checks on registrants, which cost  
28 a lot of staff time. He said that the additional clerk position that would be hired in the  
29 police department would share the workload with the current clerk, Jessica Hernandez.  
30 Chief Pagni said that the evidence bay construction was under way and making good  
31 progress.

32 Chief Pagni said that the 9<sup>th</sup> district court system had been moving very slowly because of  
33 the pandemic. Court cases were delayed or held virtually. It was impossible for law  
34 enforcement agencies to arrest offenders because the jail was not taking anyone. A  
35 judge's order was required released felony offenders, and misdemeanors went to  
36 arraignment. He said it was a slow process, and he felt it might go on for a long time  
37 because cases were becoming backlogged.

38 Chief Pagni said that he will put an employment ad out in mid-February for the additional  
39 clerk position, and hoped to have that person on board by April. He said that Police Clerk  
40 Hernandez would decide what job duties the new clerk will perform. Chief Pagni said that  
41 the two police clerks would have a lot of work to do when the new body-camera  
42 requirements for law enforcement were effective in 2022.

43 Chief Pagni said that he had two reserve officers in testing. He said he will be scheduling  
44 an oral board within a month and will ask some council to sit on that board.

45 The council thanked Chief Pagni.

46  
47  
48 **Update: Public Works Director John Wenzel**

1 Public Works Director John Wenzel greeted the council.  
2 Director Wenzel said that the bulk water station project had been completed and was now  
3 operational. In the first three weeks, more than 59,000 gallons of water was sold. He said  
4 that he felt the water station in time would generate something closer to three thousand  
5 dollars per month.  
6 Director Wenzel said that the electric vehicle charging station had provided approximately  
7 4 megawatt-hours of electricity, saving approximately 3,700 lbs. of greenhouse gasses.  
8 He said the station was used over 560 times with as many as six different vehicles using  
9 the station in a single day.  
10 Director Wenzel said that the materials for the CDOT Downtown Revitalization grant had  
11 been received, and tents, furniture and heaters would be set up in early spring.  
12 Director Wenzel said that three new crosswalk systems had been installed in the  
13 downtown.  
14 Director Wenzel said a lot of progress had been made with the parks redesign projects. He  
15 said that his staff had been working with Zahren & Associates and had completed a  
16 second set of revisions for Burning Mountain Park. He said that they felt they had a design  
17 sufficient to solicit grant funding and public input.  
18 Director Wenzel said that the student team from the University of Colorado Denver had  
19 put together a great survey for the Frank Breslin Park that netted some interesting  
20 results. He said the team was on winter break but will provide preliminary design ideas in  
21 the spring.  
22 Director Wenzel said that the recreation department had a crazy year having to reinvent  
23 and reorganize because of the COVID pandemic. He said they spend a tremendous  
24 amount of time learning the state and county social-distancing protocols. He said they had  
25 worked hard to keep the recreation department moving and he felt that had come up with  
26 some very creative ideas for programs.  
27 Director Wenzel said that in summer 2020 two staff members, Colton Odykirk and Bart  
28 Mendoza, had been repurposed into parks, and he complimented them for being team  
29 players.  
30 Director Wenzel said that \$285k had been invested into streets maintenance in 2020.  
31 \$200k of that money came from a grant from the Federal Mineral Lease District (FMLD).  
32 Director Wenzel said that his department had made a number of fleet purchases in 2020,  
33 including two new trucks, a zero-turn track mower and electronic message board.  
34 Director Wenzel said that his department had continued to invest in and develop staff.  
35 Tyler Rust had obtained his class D and class C wastewater treatment licenses from the  
36 state. Josh Ellis obtained his class D water and class D wastewater licenses. Daniel Becker  
37 obtained his class B wastewater license which was significant because it qualified him to  
38 be the responsible operator in charge for the town.  
39 Director Wenzel said that they had been awarded a grant for a cake-drying station which  
40 would be constructed in 2021. The significance was that the town was trying to protect  
41 the town's land application permit. Land application was the best, most environmentally  
42 friendly way to dispose of the waste materials. It was also inexpensive for the town. The  
43 issue was that it smelled terrible. The properties that neighbored the land application site  
44 were complaining, and had complained about the odor not only to New Castle but also to  
45 the State of Colorado. Director Wenzel said that he was concerned the town could lose  
46 their land-application site, which would mean that the waste materials would then have to  
47 go to the landfill at great expense to the town.

1 Director Wenzel said that Administrator Reynolds had written an FMLD grant to replace  
2 the windows in the town hall. He said that public works would assist in the project. He  
3 said that they were also exploring replacing the roof of town hall as well.  
4 Director Wenzel said that there were some unique COVID funding opportunities coming up  
5 with Great Outdoors Colorado (GoCo) and he said they would be applying for them for the  
6 reconstruction of Burning Mountain Park.  
7 Director Wenzel said that his department would make some improvements to the control  
8 system at the water treatment plant in 2021.  
9 Director Wenzel said they will be working with the town engineer on a new blower system  
10 at the wastewater treatment plant in 2021. He said they might pursue some grant funding  
11 in 2021 and pursue construction in 2022.  
12 The council thanked Director Wenzel and complimented him and his staff for their hard  
13 work.

14  
15 **Discussion: 2021 Trash & Recycling Contract**

16 Town Administrator Dave Reynolds told the council that the town had entered into a  
17 contract with Mountain Waste and Recycling (MWR) in 2016 for trash and recycling  
18 services. That contract expired in 2019 at which time the council approved two one-year  
19 extensions. He said that staff had been discussing a possible modification of the contract  
20 during 2020. After receiving some competitive bids, he said staff realized that Mountain  
21 Waste & Recycling would be the company with whom the town would stay.

22 Administrator Reynolds introduced District Manager Mike Hinkley and Sales Manager Doug  
23 Goldsmith to the council.

24 Administrator Reynolds reviewed the proposed said that staff had been working with Mr.  
25 Hinkley and Mr. Goldsmith and they created an addendum to the existing contract. He  
26 reviewed some of the specific items in the addendum that were different from the  
27 contract.

28 Administrator Reynolds told the council that Mountain Waste had agreed to not increase  
29 their rates for 2021, but said that the town would be increasing rates to balance the  
30 budget. Currently, he said that the main reason that the trash budget was not balanced  
31 was because of the costs associated with the fall clean-up days.

32 Mr. Hinkley said that they had been working on the addendum for a while. He said his  
33 company had been very transparent. He said they had discussed the cause and effect of  
34 recycling and the challenges thereafter. He felt that the changes in the addendum from  
35 the original contract were simple. He said they would no longer be accepting e-waste  
36 because they had lost their resource for that. Mr. Hinkley said that bulk items were a  
37 challenge because often when a customer said they had a couch for pick-up it would turn  
38 out to be a sectional and that caused a challenge for pick up. They could not always put  
39 those items in a regular route truck, so the bulk items will be collected with a completely  
40 separate truck and on a specific day of the month.

41 Mr. Hinkley introduced his new sales representative, Heather Haffener, and said that she  
42 will be working on connectivity of municipal web pages to Mountain Waste's page as well  
43 as more educational materials regarding the recycling process. He also introduced Mike  
44 Mooney who was a new sales representative for Mountain Waste & Recycling.

45 Mr. Hinkley thanked the council for their time.

46  
47 **Consider Resolution TC 2021-1 - A Resolution of the Town Council of the Town of**  
48 **New Castle, Colorado, Designating Public Notice Posting Places**

1 Clerk Harrison told the council that each year the council approved a short list of  
2 resolution that staff called 'housekeeping' items, and generally, they were on the consent  
3 agenda. She said that she thought it might prove interesting to provide background  
4 information about each of the resolutions.

5 Regarding Resolution TC 2020-1, Clerk Harrison said that both the Home Rule Charter of  
6 New Castle and the Colorado Revised Statutes required that municipalities designate  
7 public notice posting places annually at the council's first regular meeting of the year. She  
8 said that the posting boards selected were all locked boards, and while locked boards  
9 were not required, it ensured that no public notice was removed or blown away by the  
10 wind, thereby preventing the town from being in violation of posting requirements.

11 **MOTION: Mayor A Riddile made a motion to approve Resolution TC 2021-1, A**  
12 **Resolution of the Town Council of the Town of New Castle, Colorado, Designating**  
13 **Public Notice Posting Places. Councilor Copeland seconded the motion and it**  
14 **passed unanimously.**

15  
16  
17 **Consider Resolution TC 2021-2 - A Resolution of the Town Council of the Town of**  
18 **New Castle, Colorado, Waiving the Requirement for Posting of Bonds by Certain**  
19 **Town Officers**

20 Clerk Harrison said that when the town's municipal code was revised in 1909, provisions  
21 were added via Ordinance 87 that required an oath and bond from any person elected or  
22 appointed to any office, conditioned that they perform the specific duties of their  
23 respective offices. The ordinance specified particular bond amounts for different positions  
24 including the town treasurer, town clerk and others.

25 Subsequently, Colorado Revised Statute §31.20.301 provided that a town may waive the  
26 bonding requirements. The town carried insurance coverage to protect itself from  
27 employee dishonesty. Therefore, in 2001 the council adopted Ordinance 2001-1 that  
28 amended the requirement for town officer bonds, adding a provision to waive that  
29 requirement if the council found it appropriate.

30 **MOTION: Mayor A Riddile made a motion to approve Resolution TC 2021-2, a**  
31 **Resolution of the Town Council of the Town of New Castle, Colorado, Waiving the**  
32 **Requirement for Posting of Bonds by Certain Town Officers. Councilor Leland**  
33 **seconded the motion and it passed unanimously.**

34  
35  
36  
37 **Consider Resolution TC 2021-3 - A Resolution of the Town Council of the Town of**  
38 **New Castle, Colorado, Authorizing Bank Accounts and Signers on Bank Accounts**

39 Clerk Harrison explained that for many years the town's financial auditor had  
40 recommended that the town council review and authorize all town bank accounts and  
41 signers on such accounts on an annual basis to insure that access to such accounts was  
42 restricted to appropriate personnel.

43 Clerk Harrison said that whole there was no municipal code or state statutes that required  
44 the resolution of authorization, it seemed appropriate for the comfort of the auditor and  
45 the edification of the council.

46 **MOTION: Councilor Leland made a motion to approve Resolution TC 2021-3, a**  
47 **Resolution of the Town Council of the Town of New Castle, Colorado, Authorizing**

1 **Bank Accounts and Signers on Bank Accounts. Councilor Copeland seconded the**  
2 **motion and it passed unanimously.**  
3  
4

5 **Consider Resolution TC 2021-4 - A Resolution of the Town Council of the Town of**  
6 **New Castle, Colorado, Approving a Memorandum of Understanding with Garfield**  
7 **County Senior Programs**

8 Clerk Harrison said that the resolution was to approve a memorandum of understanding  
9 (MOU) with Garfield County Senior Programs. She said that the MOU was renewed  
10 annually.

11 **MOTION: Mayor A Riddile made a motion to approve Resolution TC 2021-4, a**  
12 **Resolution of the Town Council of the Town of New Castle, Colorado, Approving a**  
13 **Memorandum of Understanding with Garfield County Senior Programs. Councilor**  
14 **G Riddile seconded the motion and it passed unanimously.**  
15  
16  
17

18 **Consent Agenda**

19 December 1, 2020 minutes

20 December 15, 2020 minutes

21 December Bills of \$556,340.23

22 Spirit Liquors Retail Liquor Store License Renewal

23 **MOTION: Mayor A Riddile made a motion to approve the consent agenda.**  
24 **Councilor Leland seconded the motion and it passed unanimously.**  
25  
26

27 **Staff Reports**

28 Town Administrator – Administrator Reynolds told the council that the Governor had  
29 moved Garfield County to orange on the COVID dial, which gave restaurants a little relief  
30 as they were able to open up at 25% capacity for indoor dining. Administrator Reynolds  
31 said that the county will be collaborating with municipalities and chambers of commerce  
32 to create a 5 Star Program. Siobahn Milholm and Mari Riddile of the New Castle Chamber  
33 had stepped up and were helping a lot with the development of the program. He said the  
34 program will be established over the course of the next month or so. Administrator  
35 Reynolds said that the program would give the restaurants an increased level of indoor  
36 seating, but only after the county’s COVID case levels went down. Administrator Reynolds  
37 said that on New Year’s Eve there was a great fireworks show. He said that several people  
38 in town were grateful and had thanked the town, and one person had offer to contribute.  
39 He said staff would be speaking to the Talbots to thank them for their hard work. Mayor A  
40 Riddile asked that the town send a thank you to the Talbots.

41 Administrator Reynolds said that staff had received a concern over the speed limit on  
42 Castle Valley Boulevard and the crosswalk area near south and north Wild Horse Drives.  
43 He said that he knew the subject had come up and been addressed in years past. He said  
44 that the resident wanted the speed reduced to 20mph. Administrator Reynolds said that  
45 he was not convinced that was the first step and suggested that a flashing crosswalk sign  
46 might be a solution. He said that recently received news of a refund from the town’s  
47 insurance company, CIRSA, and the refund amount was double the cost of one of the  
48 flashing crosswalk signs. Councilor Leland said that the flashing crosswalk signs in the

1 downtown were wonderful, had been well received by the residents and were used often.  
2 Councilor Copeland agreed. Councilor G Riddile said that he thought that the signs were a  
3 good idea. He asked Chief Pagni how long he had worked for New Castle, how many car  
4 accidents there had been on Castle Valley Boulevard, and how many pedestrians had been  
5 hit. Chief Pagni said he had been with the town fifteen years, and he said there had been  
6 perhaps five (5) car accidents on Castle Valley Boulevard and no pedestrians hit in his  
7 fifteen years with the town. Chief Pagni said that the worst area for accidents was not in  
8 Castle Valley Ranch, but down near City Market at the Walters Lane intersection.  
9 Councilor G Riddile said he was not in favor of reducing the speed limit on Castle Valley  
10 Boulevard. Councilor Copeland and Chief Pagni agreed. Mayor A Riddile said the council  
11 may remember when the speed limit was reduced on Castle Valley Boulevard from 35mph  
12 to 30mph, and there was some push-back on that. He did not feel lowering the speed limit  
13 was a good idea. Mayor A Riddile said that it was probably good to explore the flashing  
14 crosswalk sign.  
15 Administrator Reynolds said that staff has posted the job opening for the support position  
16 that will assist the treasurer and planner. He said that they had received eight applications  
17 and after reviewing them, had decided to extend the job listing for another two weeks. He  
18 said that it was not ideal to list a job opening over the holidays.  
19 Administrator Reynolds said that the council was set to have virtual-only meetings  
20 through January, and he thought it might be a good idea to discuss at the next meeting  
21 how the council wanted to conduct them moving forward, whether virtual, or in-person or  
22 a hybrid. He said that the town had ordered a sound system for the community center,  
23 but like everything else it was on back-order.  
24 Town Clerk – Clerk Harrison told the council that her office had been very busy with year-  
25 end chores archiving reports and documents from 2020 as well as sending out 2021  
26 applications for business/contractor/dog licenses/tobacco. She said there were four  
27 tobacco vendors that had applied; City Market, Kum & Go, Stop n Save and New Castle  
28 Liquors. Clerk Harrison said she had sent ordinances from 2020 to MuniCode for  
29 codification and codebook updates should be available in March. Clerk Harrison apologized  
30 for the technology issues that were being experienced. She said that most of the  
31 equipment purchased by the town did not anticipate virtual meetings and did not have  
32 advanced graphics ability.  
33 Town Treasurer – Treasurer Burk said she was working on W2s and they would be mailed  
34 out soon. She said that CARES Act fund spending deadline had been extended until  
35 December 31, 2021 with the signing of the new stimulus bill. She said that whatever the  
36 town had left, they had until the end of the year to spend it. Treasurer Burk said there  
37 were eight active grants on the books, two should be closed out soon. Treasurer Burk said  
38 that the town’s workers compensation quote for 2021 had come in at \$36k, and the  
39 town’s agent was not happy with that and had managed to get a \$4k reduction on that  
40 quote which was great news. Treasurer Burk said her department was wrapping up 2020  
41 and getting ready for 2021.  
42 Town Planner – not present.  
43 Public Works Director – nothing to report.

44  
45 **Commission Reports**

46 Planning & Zoning Commission – nothing to report.  
47 Historic Preservation Commission – Councilor Copeland said they had scheduled two  
48 meetings but did not have a quorum for either.

1 Climate and Environment Commission – Councilor Leland said that Mike Hinkley from  
2 Mountain Waste & Recycling would attend the next CEC meeting.  
3 Senior Program – nothing to report.  
4 RFTA – Mayor A Riddile said that the January 14 would be his last meeting as Chair of the  
5 RFTA board, but that he would remain on the board. He said that the RFTA staff was  
6 wonderful like New Castle’s staff.  
7 AGNC – nothing to report.  
8 GCE - nothing to report.  
9 EAB – nothing to report.

10  
11

12 **Council Comments**

13 Mayor A Riddile asked if there was a site manager at senior housing. Administrator  
14 Reynolds said there was one but he had to reach out to Arturo Alvarado, the Executive  
15 Director of CRHDC to get assistance. Mayor A Riddile said that it was looking messy there  
16 with unsightly stuff being stored on balconies. Administrator Reynolds said that he had  
17 brought that to Mr. Alvarado’s attention just before Christmas as well as the fact that  
18 there were senior housing residents driving on the neighboring school property to access  
19 their units. Administrator Reynolds said that he had not seen a lot of improvement.

20  
21

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

24  
25

The meeting adjourned at 8:07 p.m.

26  
27

28 Respectfully submitted,

29  
30

31 \_\_\_\_\_  
32 Mayor A Riddile

33  
34

35 \_\_\_\_\_  
36  
37 Town Clerk Melody Harrison, CMC

38



**Town of New Castle**  
450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716  
[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

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## Memorandum

**To:** Mayor & Council  
**From:** Melody Harrison  
**Re:** Consent Agenda Item: Resolution TC 2021-1 – Revised Posting PLaces  
**Date:** 1-19-21

**Purpose:**

The purpose of this agenda item is to update Resolution TC 2021-1 – Designating Public Notice Posting Places. As advised by Town Attorney David McConaughy, the resolution originally adopted on January 5, 2021 has been revised to reflect new legislation implemented by HB 19-1087.

Attorney McConaughy noted that the council could designate only one official place for public notice posting and use the other two locations as courtesy posting places. As the resolution is written, staff will be required to post physical notices in all three locations as well as on the town website. It is worthy to note that staff has been posting in three designated locations and on the town website for more than ten years without issue, but welcomes any direction provided by the council.

**TOWN OF NEW CASTLE  
RESOLUTION NO. TC-2021-1**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE,  
COLORADO, DESIGNATING PUBLIC NOTICE POSTING PLACES.

WHEREAS, the Home Rule Charter of the Town of New Castle contains various provisions requiring that notices be posted in at least two public places within the Town; and

WHEREAS, Colorado Revised Statutes §24-6-402(2)(c) requires local governments to designate public notice posting places annually at the local public body's first regular meeting of each calendar year; and

WHEREAS, consistent with House Bill 19-1087, the Town hereby desires to post notice of the Town's public meetings not only in physical locations, but also on the Town's website as the Town's official online presence to the greatest extent practicable; and

WHEREAS, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-four (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

WHEREAS, the Town Council finds and determines that the Public Notice Bulletin Boards located at the New Castle Post Office, New Castle Town Hall and Kay Williams Park as well as on the Town's website at [www.newcastlecolorado.org](http://www.newcastlecolorado.org) are appropriate places within the Town for the posting of notices required by the Charter, by C.R.S. §24-6-402(2)(c). and House Bill 19-1087.

NOW, THEREFORE, Be it Resolved by the Town Council of the Town of New Castle, Colorado:

1. The Council incorporates in this resolution the foregoing recitals as findings by the Council.

2. For the purposes of all provisions of the Home Rule Charter of the Town of New Castle, Colorado, and the provisions of C.R.S. §24-6-402(2)(c), and House Bill 19-1087 requiring the posting of notices within the Town, such notices shall be posted at the following locations:

Public Notice Bulletin Board  
New Castle Town Hall  
450 West Main Street  
New Castle, Colorado

Public Notice Bulletin Board  
New Castle Post Office  
112 West Main Street  
New Castle, Colorado

Public Notice Bulletin Board  
Kay Williams Park  
802 Alder Avenue  
New Castle, Colorado

[www.newcastlecolorado.org](http://www.newcastlecolorado.org)

3. If, for any reason, any of the locations listed in Paragraph 2 is not available at the time that a posting of a public notice is required, then the Town Clerk is authorized to post notices in other public places in the Town without violating the provisions of the Charter or this Resolution.

THIS RESOLUTION was read and adopted by the Town Council of the Town of New Castle, Colorado, at its regular meeting on January 19, 2021.

TOWN OF NEW CASTLE

---

Mayor Art Riddle

ATTEST:

---

Town Clerk Melody Harrison, CMC



**Town of New Castle**

450 W. Main Street  
PO Box 90  
New Castle, CO 81647

**Administration Department**

**Phone:** (970) 984-2311

**Fax:** (970) 984-2716

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**Memorandum**

**To:** Mayor & Council

**From:** Melody Harrison

**Re:** Consent Agenda Item: Resolution TC 2021-5 – Adopting a Directory of Fees and Charges

**Date:** 1-19-21

**Purpose:**

The purpose of this agenda item is to update the Directory of Fees and Charges to reflect the three percent increase in trash rates as discussed at the January 5, 2021 meeting, and approved in the 2021 budget.

Those fees appear on the last page of the directory.

**TOWN OF NEW CASTLE  
RESOLUTION NO. TC-2021-5**

**A Resolution of the Town Council of the Town of New Castle Adopting a Directory of Fees and Charges for the Town.**

WHEREAS, Town of New Castle Ordinance 2007-11 adopted a schedule of fees for Town services; and

WHEREAS, due to changing circumstances, certain fees in the current fee schedule are not necessarily reflective of current conditions; and

WHEREAS, the Town Council wishes to adopt fees that reflect current conditions.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of New Castle, Colorado:

1. The Town Council adopts the foregoing recitals as findings of fact and determinations of the Council.
2. The Directory of Fees and Charges attached to this resolution as Exhibit A is adopted until such time as it is altered by resolution.

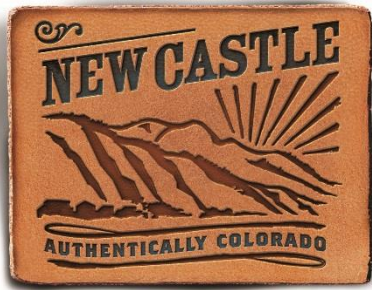
Introduced, Read and Adopted at a Regular Meeting of the Town Council of the Town of New Castle, Colorado, on January 19, 2021.

TOWN OF NEW CASTLE

\_\_\_\_\_  
Mayor Art Riddile

ATTEST:

\_\_\_\_\_  
Town Clerk Melody L Harrison, CMC



**Town of New Castle**

**Directory  
of  
Town Fees  
and  
Charges**

**Directory of Town Fees and Charges**  
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**Section 1: Administrative Services**

A. Photocopying

- 1. Customer documents
  - a. Black and white copies ..... \$0.25 per page
  - b) Color copies..... \$0.50 per page
- 2. Town documents – see Section 14: Town Records

B. Fax

- 1. Send to local phone number..... \$0.25 per page
- 2. Send to long distance phone number ..... \$0.50 per page
- 3. Receive ..... \$0.25 per page

C. Notary Public

- 1. For Town residents .....no charge
- 2. For non-residents ..... \$2.00 per document

D. Administrative Staff Time ..... \$45.00/hr

**Section 2: Animals**

A. Dog Licenses

- 1. Unneutered male or unspayed female ..... \$25.00 per year
- 2. Neutered male or spayed female ..... \$10.00 per year

B. Impound Fees

- 1. Dog or cat ..... \$120.00 Initial Intake/Day one  
..... \$20.00 per day thereafter
- 2. Other animal..... \$120.00 Initial Intake/Day one  
..... \$20.00 per day thereafter

### Section 3: Building Permits

#### A. Valuation of Structures

Valuation of Structures. Pursuant to Municipal Code Section 15.08.020, the building valuation for new construction within the scope of the IBC that is used to calculate permit fees shall be based exclusively on the valuation schedule set forth in the most current edition of the Building Safety Journal (“BSJ”) published by the International Code Council. Pursuant to Municipal Code Section 15.10.020, the building valuation for new construction within the scope of the IRC that is used to calculate permit fees shall be the valuation most representative of the work based on either the applicant’s estimate or the valuation schedule set forth in the most current version of the BSJ, as determined by the Building Official.

#### B. Building Permit Fees

<i>Total Valuation</i>	<i>Fee</i>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.65 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof

C. Plan Review Fee ..... 65% of building permit fee

D. Other Fees

<i>Other Inspections and Fees</i>	<i>Fee</i>
Inspections outside of normal business hours (minimum charge 2 hours)	\$65.00/hr*
Re-inspection fees (minimum charge 1 hour)	\$65.00/hr*
Inspections for which no fee is specifically indicated (minimum charge ½ hr)	\$65.00/hr*
Additional plan review required by changes, additions or revisions to plans	
For use of outside consultants for plan checking and inspections, or both	Actual cost**
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	
**Actual costs include administrative and overhead costs.	
Basement finish on existing structure	\$450.00
Re-roofing of one building or structure	\$65.00
Backflow Preventer	\$50.00
Fence	\$25.00
HUD Manufactured Home Installation Permit	\$375.00
HUD Manufactured Home Plan Review	\$275.00
Installation of mechanical appliances	\$70.00
Mechanical systems: addition, alteration or remodel (includes 2 inspections)	\$70.00
Mechanical systems: new construction residential or commercial	\$70.00
Water heater installation and inspection	\$70.00
Plumbing systems: new construction residential or commercial	\$70.00
Plumbing systems: addition, alteration or remodel (includes 2 inspections)	\$70.00

E. Deposits – Plan Review Fees

Basement Finish (Plan Review)	\$150.00
Manufactured Home	\$275.00
New Home or New Commercial Project:	
Value up to \$500,000	\$500.00
Value \$501,000 or more	\$1,000.00

Remodels or Additions:

Value up to \$2,000 to \$25,000	\$100.00
Value \$25,001 to \$100,000	\$250.00
Value \$100,001.00 to \$5,000.00	\$500.00
Value \$500,000 +	\$1,000.00

## Section 4: Business and Contractor Licensing

### A. Business Licenses

1. General Business License.....\$25.00

### 2. Special Business Licenses

#### a. Adult Entertainment Establishment Licenses

Adult Entertainment Establishment License - Initial	\$1,200.00
Adult Entertainment Establishment Employee Permit - Initial	\$75.00
Adult Entertainment Establishment License - Renewal	\$600.00 per year
Adult Entertainment Establishment Employee Permit - Renewal	\$50.00 per year
Adult Entertainment Establishment License - Transfer	Non-Transferable

b. Arborist License..... \$25.00 per year

c. Special Event Business License ..... \$5.00

e. Contractor Business License.....\$25.00

d. Tobacco Retailer License .....\$25.00

**Section 5: Cemetery**

A. Burial Plots

- 1. For Town residents ..... \$400.00 per plot
- 2. For non-residents ..... \$650.00 per plot

**Section 6: Historic Preservation**

A. Fee to Appeal Historic Preservation Commission  
Decision Regarding Acceptability of Application  
for Building or Demolition Permit.....\$45.00

## Section 7: Land Development

### A. Annexation

<i>Acreage</i>	<i>Fee</i>	<i>Deposit</i>
Less than 5 acres	\$625.00	\$3,000.00
5 to 35 acres	\$2,250.00	\$3,000.00
Over 35 acres to 100 acres	\$3,550.00	\$3,000.00
Over 100 acres	\$6,500.00	\$3,000.00

B. Conditional Use/Special Review Use Permit . . . .	\$275.00	\$275.00
C. Condominium . . . . .	\$275.00	\$275.00
D. Floodplain Development Permit . . . . .	\$150.00	\$150.00
E. Grading Permit . . . . .	\$125.00	\$125.00
F. Lot Line Adjustment/ Dissolution. . . . .	\$175.00	\$175.00
G. Lot Split. . . . .	\$275.00	\$275.00
H. Mobile Home Park Permit. . . . .	\$275.00	\$275.00

### I. Planned Unit Development\*

<i>Application</i>	<i>Fee</i>	<i>Deposit</i>
1. Sketch Plan	\$600.00	\$3,000.00
2. Preliminary or Master Plan	\$750.00	\$6,000.00
3. Final Plan	\$350.00	\$6,000.00

J. Site Specific Development Plan (vested property rights).	\$500.00	\$3,000.00
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### K. Subdivision\*

<i>Application</i>	<i>Fee</i>	<i>Deposit</i>
1. Sketch Plan	\$600.00	\$3,000.00
2. Preliminary Plat	\$750.00	\$6,000.00
3. Final Plat	\$350.00	\$6,000.00
4. Amended Plat	\$300.00	\$800.00
5. Minor Subdivision	\$285.00	\$800.00

L. Variance . . . . .	\$250.00	\$250.00
M. Zoning Amendment. . . . .	\$275.00	\$800.00
N. Zoning/Rezoning . . . . .	\$275.00	\$800.00
O. Interest on Delinquent Land Use Application Costs	1.5% per month	
P. Cash Payment in Lieu of Parkland Dedication . . .	\$120,000.00 per acre	
Q. Fee to Appeal to Board of Zoning Adjustment	\$175.00	

\*In the case of combined PUD/subdivision applications, only one fee shall be required.

R. Review of Wireless Communication Facilities: base stations, alternative tower structures, alternative tower structures in the ROW, small cell facilities and eligible facilities. . . . .	\$275.00
S. Review of Applications for Wireless Communications Towers. . . . .	\$660.00
T. Building Permit for the Installation of Each Wireless Communication Facility. . . . .	\$50.00

**Section 8: Liquor Licensing**

**A. Application Fees**

- 1. New License..... \$1000.00
- 2. New License with concurrent review by state ..... \$1000.00
- 3. Transfer of Ownership ..... \$750.00
- 4. Annual Renewal..... \$100.00

**B. Annual License Fees**

- 1. Art License.....\$41.25
- 2. Beer & Wine License .....\$48.75
- 3. Brew-Pub License .....\$75.00
- 4. Distillery Pub .....\$75.00
- 5. Club License .....\$41.25
- 6. Hotel & Restaurant License .....\$75.00
- 7. Hotel & Restaurant License with optional premises.....\$75.00
- 8. Liquor Licensed Drugstore .....\$22.50
- 9. Lodging & Entertainment License .....\$75.00
- 10. Optional Premises License.....\$75.00
- 11. Racetrack License .....\$75.00
- 12. Retail Gaming Tavern.....\$75.00
- 13. Resort Complex License.....\$75.00
- 14. Fermented Malt Beverage On Premises..... \$3.75
- 15. Fermented Malt Beverage Off Premises..... \$3.75
- 16. Fermented Malt Beverage On/Off Premises ..... \$3.75
- 17. Retail Liquor Store License.....\$22.50
- 18. Tavern License .....\$75.00
- 19. Vintner’s Restaurant.....\$75.00

**C. Special Event Liquor Permits and Other Permits**

- 1. Alcohol Beverage Tasting Permit.....\$25.00
- 2. Art Gallery Permit..... \$3.75
- 3. Art Gallery Renewal Application ..... \$100.00
- 4. Bed & Breakfast Permit ..... \$3.75
- 5. Each Resort-Complex-Related Facility Permit .....\$15.00
- 6. Mini Bar Permit with Hotel/Restaurant license .....\$48.75
- 7. Special Events Permit (Liquor) .....\$50.00
- 8. Special Events Permit (3.2%).....\$50.00
- 9. Temporary Permit..... \$100.00

D. Other Liquor-Related Applications

1. Addition of related facility permits to existing Resort Complex License ..... \$100.00
2. Change of Location ..... \$750.00
3. Corporate/LLC Change ..... \$100.00 per person
4. Hotel/Tavern Manager's Registration ..... \$75.00
5. Late Renewal Application ..... \$500.00

**Section 9: Parks, Open Space, and Trails**

A. Recreational Facilities Development Fee ..... \$500.00

B. Private Encroachment Permit

1. Application Fee..... \$150.00

2. Fee to maintain property  
encroached upon..... To be set by Town Administrator

C. Special Event Permit Fee

- Event of 25 to less than 40 people: \$25.00 *per day*
- Event of 40 to less than 100 people: \$25.00 *per day*
- Event of 100 to less than 500 people: \$50.00 *per day*
- Event of more than 500 people: \$100.00 *per day*

D. Park Amenity Memorial Fees ..... To be set by Town Council

## Section 10: Police Department Fees

### A. Vehicle Identification Number Inspection

1. For Town residents .....\$20.00
2. For non-residents .....\$30.00

### B. Fingerprints

1. For Town residents .....\$20.00
2. For non-residents .....\$30.00

### C. Police Reports

NOTE: Criminal Histories are referred to CBI – [www.cbirecordscheck.com](http://www.cbirecordscheck.com)

1. Application for Police Reports (inc. first 2 pages) ..... \$5.00
2. For each page following first 2 pages ..... \$.25
3. Records Check .....\$15.00
4. Crime Report (copies) ..... \$.25 per page
5. Research – Intensive Check ..... (1<sup>st</sup> hr. free) \$30.00 per hour
6. Accident Report ..... \$1.00
7. Photographs (digital) ..... \$30.00 per CD
8. Application for Sex Offender List..... \$5.00

### D. Fire/Fireworks Ban Exemption Permit .....\$25.00

### E. Sex Offender Registration

1. Initial Registration .....\$35.00
2. Renewal, Information updates, etc. ....\$15.00

### F. Animal Impound Fees

1. Dog or cat ..... \$120.00 Initial Intake/Day one  
..... \$20.00 per day thereafter
2. Other animal..... \$120.00 Initial Intake/Day one  
..... \$20.00 per day thereafter

### G. Vehicle Tow & Impound Fee

1. Impound Fee.....\$40.00
2. Storage Fee ..... Per Day \$40.00
3. Towing Fee ..... \*\*\$205.00

\*\*Towing Fees are Charged by the Towing Company and are Subject to Change\*\*

### H. Parking Permits

1. First Permit: 2-week maximum ..... FREE
2. Second Permit: 1-week maximum.....\$20.00
3. Third Permit: 1-week maximum.....\$40.00

### I. Other Services

1. Breath Test (Portable Breath Tester Only) ..... \$5.00

**Section 11: Public Works**

A. Fees for Use of Town Equipment

- 1. Light Truck .....\$30.00 per hour
- 2. Heavy Truck.....\$120.00 per hour
- 3. Light Equipment/Tools.....\$50.00 per hour

B. Fees for Use of Town Labor

- 1. Maintenance 2 Worker.....\$35.00 per hour
- 2. Supervisor .....\$45.00 per hour

## **Section 12: Sign Permits**

A. \$35.00 base fee, plus \$2.50 for each square foot of sign area

**Section 13: Recreation Fees**

1. Park Shelter Fee .....\$30.00 per 2 hours
2. Athletic Field Fee .....\$60.00 per 2 hours
3. Community Center Rental Fees:
  - Non-Profit/Govn't. Rate.....\$25.00/hr. Small Room
  - Non-Profit/Govn't. Rate.....\$35.00/hr. Large Room
  - Private Parties/General Public .....\$30.00/hr. Small Room
  - Private Parties/General Public .....\$50.00/hr. Large Room

**Section 14: Streets and Rights-of-Way**

A. Right-of-Way Excavation Permits

- 1. Permit.....\$10.00 per square yard of right-of-way
- 2. Deposit .....\$90.00 per square yard of right-of-way

B. Business Parking Space Licenses ..... \$20.00 per foot of curb

**Section 15: Town Records**

A. Duplication

- 1. Records in 8½ x 11 inch format..... \$0.25 per page, plus  
Research & Retrieval Costs
- 2. Records in other formats .....Actual reproduction cost, plus  
Research & Retrieval Costs

B. Certification .....\$1.00 for each certificate and seal

C. Research and Retrieval Costs ...\$33.58 per hour (1<sup>st</sup> hour free per statute)

## Section 16: Water, Sewer, and Trash Removal Services

### A. Utility Account Administration

1. Administrative charge for ownership change (transfer fee).....\$15.00
2. Administrative charge for adding tenant to account..... \$5.00
3. Utility hookup charge ..... estimated costs of labor, materials, and other expenses incident to the installation of corporation stop, curb stop, curb box, meter, remote readout, and appurtenances, plus a 10 percent administration charge
4. Short check fee .....\$25.00
5. Administrative charge for processing shutoff notice .....\$30.00
6. Delinquency charge on unpaid utility charges ..... 1%
7. Disconnect charge for delinquent accounts.....\$75.00
8. Reconnect charge for delinquent accounts .....\$75.00
9. Charge to certify delinquent utility charges to County Treasurer ..... 10%
10. Lien Filing Fee ..... \$100.00
11. Disconnect charge for vacancy request .....\$15.00
12. Reconnect charge for vacancy request.....\$15.00
13. Reduced water charges for vacancy period ..... per month: \$19.14 plus charge for sewer maintenance and operations.. .....per EQR: \$5.26
14. Reduced sewer charges for vacancy period..... per month: \$34.61 plus charge for sewer maintenance and operations.. .....per EQR: \$4.41
15. Administrative charge for inactive water tap.....per year: \$25.00
16. Administrative charge for inactive sewer tap .....per year: \$25.00
17. Reconnect fee after disconnect for watering restriction violation: ... \$50.00

### B. Water Meters

1. Water meter and accessories (3/4-inch) ..... \$260.00
2. Water meter and accessories (1-inch) ..... \$380.00
3. Deposit for removal/testing of meter.....\$75.00
4. Fee to reinstall water meter .....amount charged by licensed plumber pursuant to plumber's contract with Town
5. Service charge for water meter by-passing, tampering or unauthorized metering ..... \$1,000.00

### C. Raw Water Service

1. For raw water diverted from East Elk Creek via Red Rock Ditch for 2,500 sf or part thereof of irrigated lawn/garden .....per month: \$6.26
2. For raw water diverted from Colorado River via CO. River Pump Station for 2,500sf or part thereof of irrigated lawn/garden .....per month: \$9.12

- D. Bulk Water ..... per thousand gallons: \$12.21

## E. Water Rates

Water Usage (gallons per month per EQR)	Monthly Water Service Charges	
	Users within Town Limits	Users outside Town Limits
Minimum monthly charge Includes up to 12,000 gallons of water usage	<b>\$30.37</b>	<b>\$46.61</b>
Each additional 1,000 gallons (or part thereof) over 12,000 gallons, up to 20,000 gallons	<b>\$2.89</b>	<b>\$4.19</b>
Each additional 1,000 gallons (or part thereof) over 20,000 gallons, up to 30,000 gallons	<b>\$4.51</b>	<b>\$6.77</b>
Each additional 1,000 gallons (or part thereof) over 30,000 gallons, up to 40,000 gallons	<b>\$9.02</b>	<b>\$12.89</b>
Each additional 1,000 gallons (or part thereof) over 40,000 gallons	<b>\$10.24</b>	<b>\$16.13</b>

Monthly water service charges for the following "special users" only shall be computed as follows:

Category of Special User	Monthly Water Service Charges
<u>Senior:</u> Users <i>within</i> Town limits in where the owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be <b>\$20.89</b> per EQR.  Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the in-Town rate schedule set forth in Subsection above.
<u>Senior:</u> Users <i>outside</i> Town limits where the owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be <b>\$31.72</b> per EQR.  Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to the out-of-Town rate schedule set forth in the water usage table above.
Schools	The minimum monthly charge, including up to 12,000 gallons of water usage per EQR, shall be <b>\$25.53</b> per EQR.  Charges for each additional 1,000 gallons (or part thereof) of water usage per EQR over 12,000 gallons shall be computed according to

	the in-Town rate schedule set forth in the water usage above.
Vacant Property qualifying under municipal code §13.16.050(A)	<b>63%</b> of applicable monthly charges

#### F. Fees for No Meter and Broken Meters

Period	Surcharge Fee
For first month (or part thereof) without water meter	\$125.19 per EQR per month
For second consecutive month (or part thereof) without water meter	\$250.37 per EQR per month
For third consecutive month (or part thereof) without water meter	\$500.74 per EQR per month
For fourth consecutive month (or part thereof) and each subsequent month (or part thereof) without water meter	\$625.93 per EQR per month

#### G. Sewer Rates

Category of User	Monthly Sewer Service Charges	
Users within Town Limits	<u>Senior</u> : Owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be <b>\$47.96</b> per EQR.  Charges for water usage over 6,000 gallons per EQR shall be <b>\$6.56</b> per EQR for each additional 1,000 gallons (or part thereof).
	All other users	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be <b>\$54.92</b> per EQR.  Charges for water usage over 6,000 gallons per EQR shall be <b>\$7.73</b> per EQR for each additional 1,000 gallons (or part thereof).
Users outside Town limits	<u>Senior</u> : Owner (or primary tenant who is a co-signer on the account) is 65 or older, has applied for and been approved for a senior discounted rate	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be <b>\$64.34</b> per EQR.  Charges for water usage over 6,000 gallons per EQR shall be <b>\$8.16</b> per EQR for each additional 1,000 gallons (or part thereof).
	All other users	The minimum monthly charge for up to 6,000 gallons of water usage per EQR shall be <b>\$65.53</b> per EQR.

		Charges for water usage over 6,000 gallons per EQR shall be <b>\$9.60</b> per EQR for each additional 1,000 gallons (or part thereof).
Vacant Property qualifying under municipal code §13.16.050(A)	<b>63%</b> of applicable monthly charges	

H. Fee in Lieu of Water Rights Dedication..... \$6,000.00  
per Equivalent Residential Unit

I. Watershed Protection District Permit

- 1. Activity to take place on single-family residential property
  - a. Application fee ..... \$150.00
  - b. Deposit ..... \$500.00
- 2. All other activity
  - a. Application fee ..... \$500.00
  - b. Deposit ..... \$1,500.00

J. Trash Removal Service

- 1. Users in owner-occupied residences occupied by one or more senior citizens..... ~~\$26.65~~ **\$27.45**per month
- 2. All other users..... ~~\$30.14~~ **\$31.04**per month

**THIRD AMENDMENT TO MOUNTAIN WASTE AND RECYCLING, INC.  
PROFESSIONAL SERVICES AGREEMENT**

THIS THIRD AMENDMENT TO MOUNTAIN WASTE AND RECYCLING, INC. PROFESSIONAL SERVICES AGREEMENT effective as of the 1st day of January, 2021 (“Effective Date”), by and between the **TOWN OF NEW CASTLE SANITATION ENTERPRISE** (“Town”) and **MOUNTAIN ROLL-OFF, INC., D/B/A MOUNTAIN WASTE & RECYCLING, A WASTE CONNECTIONS COMPANY**, a Colorado corporation (“Mountain Waste”).

**RECITALS**

**WHEREAS**, the Parties entered into a professional services agreement dated August 2, 2016, subject to a First Amendment in 2016 and Second Amendment dated August 1, 2019 (collectively and as amended the “Agreement”); and

**WHEREAS**, pursuant to the Agreement, the Town exercised a one-year right of renewal of the Initial Term of the Agreement providing for a renewal period that expired on December 31, 2020; and

**WHEREAS**, the parties desire to renew the Agreement subject to additional amendments as set forth below.

**NOW, THEREFORE**, for and in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **TERM OF AGREEMENT.** The Agreement is hereby renewed for an Initial Term from January 1, 2021 through December 31, 2025, subject to annual budgeting and appropriation by the Town Council as required by the Colorado Constitution. The Town shall have the option of renewing the Agreement for two consecutive two-year periods (“Renewal Periods”) pursuant to the notice provisions in Section 5.1 of the Agreement.

2. **RATES.** Beginning on the Effective Date, the rate charged by Mountain Waste for the 2-yard cardboard recycling container outside Town Hall as described in Section 3.4(a) of the Agreement shall be \$40 per month. Section 3.4(d) of the Agreement is amended to provide that Mountain Waste shall continue to deliver, haul, and dispose of two 40-yard containers for the Town “Clean Up Days” at no charge except that the Town shall pay the applicable landfill disposal fees, and each additional haul and disposal after the two 40-yard containers shall be billed to the Town at the general rates provided by the Agreement, as amended. Section 4.4 of the Agreement is amended to provide that the annual rate increase, if applicable, shall be based upon the Consumer Price Index for all urban consumers (CPI-U or CPI-traditional, whichever is higher) but shall be at least 2.5% and no more than 4% over the prior year; provided, however, the rates for 2021 shall not be adjusted for the Consumer Price Index and shall remain the same as 2020 except as expressly provided herein.

3. **OTHER AMENDMENTS.**

Section 3.3(b) is amended to add the following:

No later than December 31, 2021, Mountain Waste shall conduct an audit of all addresses and equipment located within the Town relating to the services provided by Mountain Waste. Upon completion of the audit, if any customer addresses receiving service have additional containers for trash removal, Mountain Waste shall bill such customers directly for any associated charges for the extra containers.

Section 3.3(c) is deleted.

Section 3.3(d) is amended to add the following:

Bulk items and yard waste are the responsibility of each property owner and customer to schedule with Mountain Waste and to be paid directly to Mountain Waste by the owner/customer. E-waste as defined on Exhibit A is prohibited.

Section 3.6 is deleted and replaced with the following:

Mountain Waste and the Town shall cooperate to provide a link on the Town's website to the Mountain Waste website providing educational material, training, and service schedules.

Section 4.5 is amended by deleting the first sentence and replacing it with the following:

Mountain Waste delivers its collected recyclable materials at various facilities in Colorado (each a "Facility") which are subject to change.

Section 10.4 is amended to add the term "*Force Majeure*" after "acts of God" and to add "pandemic" after "epidemic."

Section 11.2 is deleted and replaced with the following:

Mountain Waste shall provide the Town with semi-annual reports that include residential data on costs and other relevant information for trash collection, recycling, and clean-up materials.

4. **EFFECTIVE DATE.** This Amendment shall be effective as of the Effective Date notwithstanding the date it is signed and approved by both parties.

5. **CORPORATE NAME CHANGE.** Mountain Waste's name for notices and all other purposes is Mountain Roll-Off, Inc. d/b/a Mountain Waste & Recycling – A Waste Connections Company.

6. **REMAINDER UNCHANGED.** All parts of the Agreement not specifically amended herein remain unchanged and shall continue in full force and effect.

SO AGREED and made effective as of the Effective Date.

**TOWN:**

By: \_\_\_\_\_  
Art Riddile, Mayor

ATTEST:

\_\_\_\_\_  
Melody Harrison, Town Clerk

**MOUNTAIN WASTE:**

By: \_\_\_\_\_  
Mike Hinkley, District Manager