



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

Agenda

New Castle Town Council Regular Meeting

Tuesday, June 17, 2025, 7:00 PM

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

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. Proclamation Honoring the Coal Ridge High School Boys Baseball Team**
- B. Proclamation Recognizing July as Parks and Recreation Month**
- C. Update Presentation by Colorado River Wildfire Collaborative**

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

- D. Consider a Special Events Liquor License from the Town of New Castle for the Rides & Reggae Event on August 2, 2025**

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

- E. Consider Proclamation Policy**

F. Consider a Motion to Cancel or Reschedule July 1, 2025, Regular Council Meeting

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.

[June 3, 2025 minutes](#)

Staff Reports

Town Administrator
Town Clerk
Town Treasurer
Town Planner
Public Works Director

Commission Reports

Planning & Zoning Commission
Historic Preservation Commission
Climate and Environment Commission
Senior Program
RFTA
AGNC
GCE
POST

Council Comments

Items for Future Council Agenda

Adjourn



Town of New Castle, State of Colorado

Proclamation

WHEREAS, Coal Ridge High School serves the students of the Town of New Castle; and

WHEREAS on May 31, 2025, the Coal Ridge Titan baseball team won the school's first ever state baseball championship; and

WHEREAS, the 3A championship in Greeley was a marathon lasting 21 innings over six hours and two games; and

WHEREAS, Coal Ridge needed to win just one of their two games against the University Bulldogs; and

WHEREAS, after losing the fourteen-inning first game, the Titans came back and won the second game and the championship; and

WHEREAS, pitcher Ben Simons was named Colorado 3A Player of the Year, and Coach Dan Larson was named 3A Coach of the Year; and

WHEREAS, the team ended the season with a 27-3-1 record; and

WHEREAS, Coach Larson called 2025 "clearly the greatest season in the history of Coal Ridge Baseball."

NOW, THEREFORE, the Town Council of the Town of New Castle concurs with Coach Larson and congratulates the state's newest 3A baseball champions; and

FURTHERMORE, on behalf of the residents of the town, the Council thanks the students and their coaches, teachers and parents for the honor have brought to the RE-2 School District and to the Town.

Let this Proclamation be entered into the official records of the Town

Art Riddile, Mayor

ATTEST:

Mindy Andis, Town Clerk



Town of New Castle, State of Colorado

Proclamation

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including New Castle; and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS New Castle recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, I, Art Riddile, Mayor of New Castle do hereby proclaim that July is recognized as Park and Recreation Month in the Town of New Castle.

Let this Proclamation be entered into the officials of the Town.

Art Riddile, Mayor

ATTEST:

Mindy Andis, Town Clerk



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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Colorado Wildfire Collaborative Presentation
Date: 06/17/2025

Purpose:

The purpose of this agenda item is to provide time for Kate Collins, Executive Director of the Middle Colorado Watershed Council, to update the Town Council on the activities of the Colorado Wildfire Collaborative.

As the Town Council may recall, the Collaborative was established to strengthen partnerships among local fire agencies, the U.S. Forest Service, municipalities, and private landowners. Its goal is to identify shared opportunities for pre- and post-wildfire risk reduction and mitigation efforts. Because wildfire does not adhere to jurisdictional or property boundaries, regional planning and collaboration are critical to effectively addressing wildfire impacts.

The Town of New Castle has been a signatory to the Wildfire Collaborative Memorandum of Understanding (MOU) for the past three years and has remained an active and engaged partner. This update will highlight recent progress, ongoing initiatives, and future plans for collaborative wildfire preparedness and response in the region.

Memo

To: Local Liquor Authority

From: Mindy Andis, Town Clerk

Date: 6/17/2025

Re: Town of New Castle Special Event Liquor Permit for the August 2, 2025, New Castle Trails Rides & Reggae Event

The Town of New Castle through its representative Tyler McAnelly requests that the Town of New Castle obtain a special events liquor license for the New Castle Trails Rides & Reggae Event, located in VIX Ranch Park, on Saturday, August 2, 2025.

If Council's consensus is to approve the attached application for a special event liquor permit for the Town of New Castle/New Castle Trails, the Clerk's Office staff recommends that Council consider the following conditions:

That although the application requests a permit time until 11:00 p.m. on August 2, 2025 staff recommends alcohol be served only until 10:30 p.m., and alcohol be allowed on premises until 11:00 p.m. Staff also suggests that a 100% ID check be conducted, and that wristbands or handstamps be provided to guests over the legal drinking age of 21.

Currently, all of the representatives or members of RFMBA/New Castle Trails are SafeServ (TIPS) Certified.

Staff notes that Garfield County Public Health requires an event plan review application/approval be completed. Staff suggest that New Castle Trails complete the application and submit it since they are the event coordinators. Staff further suggests that approval from Garfield County Public Health must be submitted to the clerk's office before a liquor license may be issued.

Town Administrator Dave Reynolds filed the application on behalf of the Town of New Castle and New Castle Trails through its representative Tyler McAnelly on May 16, 2025, which is acceptable by the State Liquor Code. The public hearing has been properly noticed. The application is properly completed.

Mindy Andis, CMC

Town Clerk

Application for a Special Events Permit

Departmental Use Only

State Only Permit/State Property

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- | | | |
|------------------------------------|---|---|
| <input type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input type="checkbox"/> Philanthropic Institution |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution | |

LIAB Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate Town of New Castle, CO	State Sales Tax Number (Required)
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) 450 Main Street PO Box 90 New Castle, CO 81647	3. Address of Place to Have Special Event (include street, city/town and ZIP) VIX Ranch Park 627 N. Wild Horse Dr. New Castle, CO 81647
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4. Authorized Representative of Qualifying Organization or Political Candidate David Reynolds	Date of Birth [REDACTED]	Phone Number 970-984-2311
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Authorized Representative's Mailing Address (if different than address provided in Question 2.)

5. Event Manager Tyler McAnelly	Date of Birth [REDACTED]	Phone Number [REDACTED]
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Event Manager Home Address (Street, City, State, ZIP) [REDACTED] New Castle, CO 81647	Email Address of Event Manager tyler.mcanelly@gmail.com
--	--

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes How many days? <u>1</u>	7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes License Number _____
--	---

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

List Below the Exact Date(s) for Which Application is Being Made for Permit											
Date	Hours From	To	Date	Hours From	To	Date	Hours From	To	Date	Hours From	To
08/02/25	2 p.m.	11 p.m.									

Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature 	Title Town Administrator	Date 5-27-25
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Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$.

NEW CASTLE TRAILS' RIDES & REGGAE FESTIVAL MAP

Alcohol Service located only
within Perimeter Fencing

NORTH





INTERNATIONAL MOUNTAIN BICYCLING ASSOCIATION

January 15, 2025

To whom it may concern:

The International Mountain Bicycling Association (IMBA) is pleased to write a letter acknowledging that Roaring Fork Mountain Bike Association is a Chapter of IMBA is in good standing as a subordinate under IMBA's 501-c3 non-profit IRS Group Exemption status (GEN # 5486).

Roaring Fork Mountain Bike Association - RFMBA came on as an IMBA Chapter on 10/25/2013. New Castle Trails is a committee of RFMBA, and is a registered DBA trade name for RFMBA.

In order to be a Chapter of our organization Roaring Fork Mountain Bike Association has completed all the required legal documents and has been current in its dues and its required responsibilities to keep its charter with us current. As such, any donations to Roaring Fork Mountain Bike Association are tax deductible.

IMBA is extremely pleased to work with Roaring Fork Mountain Bike Association and if you have any further need of information from us please feel free to contact us.

Roaring Fork Mountain Bike Association - RFMBA
PO Box 2635
Aspen, CO 81612
www.RFMBA.org
EIN Number: 46-5412595

Regards,

Dave Wiens

Executive Director
International Mountain Bicycling Association
www.imba.com



KIDLES & RINGOAL

Colorado Drifters Cafe - Main St., New Castle, CO - August 1st
VIX Ranch Park, New Castle, CO - August 2nd

FRIDAY 8/1

STILL HOUSE STRING BAND
HIGH COUNTRY HUSTLE

New Castle
Dirty Dozen

Presented By Harrison Painting & Kim and Dakton Sallee

TRAIL RUNNING RACE August 1st 6:00 p.m.
MOUNTAIN BIKE RACE August 2nd 7:00 a.m.

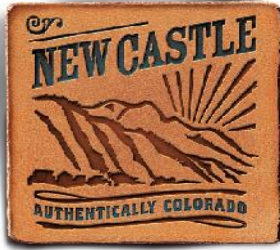
SATURDAY 8/2

THE MOTET
MIGHTY MYSTIC
WOOD BELLY
THE KNOW BODIES

Visit newcastletrails.com for tickets and more information



Visit newcastletrails.com for tickets and more information



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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Discussion and Consideration of Town Proclamation Policy
Date: 06/17/2025

Purpose:

The purpose of this agenda item is to discuss and consider the adoption of a formal **Proclamation Policy** for the Town of New Castle.

For many years, the Town Council has issued proclamations recognizing various events, individuals, organizations, and causes. Proclamations have been made at the direction of the Town Council as well as in response to requests from residents and outside organizations.

During a recent Town Council meeting, members expressed interest in establishing a more consistent and transparent process for how proclamations are requested, reviewed, and approved. In response to this direction, staff has researched common practices in other municipalities and developed a **draft Proclamation Policy** for the Council's review.

The intent of the proposed policy is to:

- Clarify who may submit proclamation requests.
- Outline appropriate reasons for issuing proclamations.
- Identify types of proclamations that will not be considered (e.g., political, religious, or controversial).
- Establish a clear and fair review and approval process.

The council is asked to review the draft policy and provide comments or suggested changes. Should the Council determine whether the policy—with any recommended revisions—is suitable, staff will return with a final version and an accompanying resolution for formal adoption at a future meeting.

Attachments:

- Draft Proclamation Policy

Town of New Castle

Policy on Town Council Proclamations

Purpose

This policy outlines the criteria and process for the consideration and issuance of official proclamations by the Town Council. Proclamations serve as a ceremonial recognition of events, people, or issues that have community-wide significance.

Who May Submit a Proclamation Request

Proclamation requests may be submitted by:

- Community organizations or civic groups
- The Mayor
- Members of the Town Council
- Individual community members
- Regional, state, or national organizations with a connection to the local community

Acceptable Reasons for a Proclamation

Proclamations may be considered if they:

- Recognize a local event or activity
- Honor a person, group, or organization that has had a meaningful impact on the Town
- Bring attention to an issue or opportunity of interest or benefit to the overall community
- Declare a local policy stance on a non-political and non-controversial topic
- Acknowledge regional, statewide, or nationally recognized events or activities that have local relevance

Prohibited Proclamations

The Town will not issue proclamations that are:

- Political in nature or support a political position, candidate, or campaign
- Religious in nature or promote any religious ideology or group
- Controversial, divisive, or inconsistent with the Town's values of inclusivity, civility, and neutrality in governance

Review and Approval Process

1. Initial Consideration by Council:

A Town Council member may propose an idea for a proclamation at a regular Council

meeting. The council will briefly discuss whether the idea meets the criteria set forth in this policy.

2. **Submission and Staff Review:**

Requests may be formally submitted to the Town Clerk. Town staff will review the request to confirm compliance with policy requirements.

3. **Draft Circulation and Feedback:**

If the request meets the criteria, staff will prepare a draft proclamation and distribute it to the Council for review. Council members may provide feedback or raise concerns during the Council comment period.

4. **Determining Consensus:**

- If there is a clear consensus from the Council, the proclamation will be placed on the agenda for formal recognition at the next regular Council meeting.
- If there is no consensus, the proclamation will not move forward.

Proclamation Request Submission Requirements

All proclamation requests must include the following:

- Contact name
- Mailing address
- Phone number
- Email address
- Proclamation title
- Name of individual who will present or receive the proclamation
- Desired date to appear on the proclamation
- Full proclamation text, including appropriate "WHEREAS" and "THEREFORE" clauses

Proclamation Timeline

- Proclamation requests must be submitted no later than **one (1) month prior** to the proposed date of the proclamation.
- Every effort will be made to ensure proclamations are made **just before or at the beginning** of the time period being recognized.

Additional Notes

- All proclamations are ceremonial in nature and do not carry the force of law.
- The Town Council reserves the right to decline any proclamation request for any reason consistent with this policy.

**TOWN OF NEW CASTLE
PROCLAMATION REQUEST FORM**

Thank you for your interest in submitting a proclamation request to the Town of New Castle. Please complete the form below. Incomplete submissions may not be considered. All proclamations must align with Town policy and may not be political, religious, or controversial in nature.

Contact Information

Contact Name:

Mailing Address:

Phone Number:

Email Address:

Proclamation Details

Proclamation Title:

Name of Individual Who Will Present or Receive the Proclamation:

Desired Date to Appear on the Proclamation:

Proclamation Text

Please include the full proclamation language, including a series of “WHEREAS” clauses that describe the purpose and importance of the proclamation, followed by a “THEREFORE” clause that states the formal declaration.

(Attach additional pages if needed.)

Full Proclamation Text:

Submission Instructions

Submit your completed form to:
Mindy Andis
Email: mandis@newcastlecolorado.org

Requests must be submitted at least four weeks in advance of the desired proclamation date.



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Memorandum

To: Mayor & Council
From: David Reynolds
Re: Agenda Item: Consider Cancellation or Rescheduling of the July 1st Town Council Meeting
Date: 06/17/2025

Purpose:

The purpose of this agenda item is to consider the cancellation or rescheduling of the regularly scheduled Town Council meeting on Tuesday, July 1st.

Over the past three years, the Town Council has either cancelled or rescheduled the meeting that falls during the week of Independence Day. Adjusting the meeting schedule has allowed Council members and staff additional time to enjoy the holiday.

This year, the 4th of July falls on a Friday and does not directly conflict with the scheduled meeting. However, staff would like to confirm whether Council wishes to maintain, reschedule, or cancel the July 1st meeting. At this time, there are no items scheduled for the agenda.

1 **New Castle Town Council Regular Meeting**
2 **Tuesday, June 3, 2025, 7:00 PM**
3

4 **Call to Order**

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

6 **Pledge of Allegiance**

7 **Roll Call**

8 Councilor Carey
9 Councilor Mariscal (ZOOM 7:25)
10 Councilor Hazelton
11 Mayor A. Riddile
12 Councilor Leland
13 Councilor G Riddile

14
15 Absent Councilor Copeland

16
17 Also present at the meeting were Town Clerk Mindy Andis, Administrator Dave Reynolds,
18 Town Planner Paul Smith, Town Treasurer Viktoriya Ehlers, Deputy Town Clerk Samantha
19 Sorensen and members of the public.
20

21 **MOTION: Mayor A. Riddile made a motion to excuse Councilor Copeland's**
22 **absence. Councilor Carey seconded the motion and it passed unanimously.**
23

24 **MOTION: Mayor A. Riddile made a motion to excuse Mariscal's absence.**
25 **Councilor G. Riddile seconded the motion and it passed unanimously.**
26

27 **Meeting Notice**

28 Clerk Andis verified that her office gave notice of the meeting in accordance with
29 Resolution TC 2025-1.

30 **Conflicts of Interest**

31 There were no citizen comments
32

33 **Agenda Changes**

34 There were no agenda changes

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

36 There were no citizen comments

37 **Consultant Reports**

38 Consultant Attorney – not present

39 Consultant Engineer – not present

40 **Items for Consideration**

41 **Proclamation Recognizing June as Pride Month**

42 Administrator Dave Reynolds said Ashley Stahl Executive Director at Queer Resource
43 Center ran by Cook Inclusive made a request to the town to observe June as Pride Month.

Town Council Meeting
Tuesday, June 3, 2025

1 Staff asked the council at the last meeting for their thoughts about the proclamation. The
2 council agreed to have a proclamation and Councilor Leland and Councilor Carey made a
3 few edits of the proclamation that was provided by Ashley.
4 Mayor A. Riddile asked the council if they had any comments.
5 Mayor A. Riddile stated he was not in favor of the proclamation because he objects to
6 people asking for proclamations.
7 Mayor A. Riddile read the proclamation into the record.
8 Ashley said she is the founder of Queer Resource Center and thanked the council for
9 recognizing June as Pride Month. Ashley gave a brief speech explaining the importance of
10 the proclamation.

11
12 Councilor Hazelton said there is a remarkable story from Kaleb Cook about how the
13 resource center had come about. He would like to hear his story at a future council
14 meeting.

15
16 **Presentation: Jake Staton – Colorado Parks and Wildlife – Bears**

17 CPW Officer Jake Staton gave an update for what they are forecasting of bears this year.
18 Officer Staton reviewed his report of bear conflicts since 2022 with the council
19 (**Exhibit A**). Officer Staton said the hot spots for the town is between 4th & 5th Streets,
20 which is largely due to trash. Another hot spot is Rodriack Lane due to the fruit trees.
21 Officer Staton said there is a nonprofit that he works with "Uproot Colorado" who will
22 come and pick the fruit and donate the fruit to food banks. He said another hot spot is the
23 Lakota Senior Apartments because of the trash container not being enclosed or a bear
24 proof container. He said another issue that CPW is running into is bee keeping. Officer
25 Staton said CPW will provide fencing if it's practical. Officer Staton asked if there was a
26 way to get information out to new homeowners about bears. They have a lot of
27 information in their office and would be willing to share with the town.

28 Councilor Carey asked staff to add bear aware material to the "Welcome Packet" for new
29 tenants and homeowners.

30 Councilor G. Riddile asked if there is information that could be put on doors knockers and
31 placed in the troubled parts of town. Administrator Reynolds said yes, that is something
32 that the town has done in the past. Mayor A. Riddile suggested hiring high school kids to
33 pass out door knockers and don't want to see staff doing it. Officer Staton said that NOAA
34 is predicting a severe drought for Garfield County for this year. Officer Staton said with
35 the prediction of drought means there would be more conflicts with bear due to lack of
36 foliage in the high country.

37 Officer Staton said that he just finished the fishing clinics for the year at Alder Park. Every
38 3rd grade class from New Castle for the past 28 years and the state has given out about
39 700 fishing poles to kids who attends the fishing clinics. Officer Staton Thanked the Parks
40 Department for keeping the park looking nice and clean; and they are doing a great job.

41 Councilor Leland invited Officer Staton to the Earth Day Celebration for 2026, and it would

1 be great to have some bear information.
2 Councilor Carey asked if CPW has seen an increase of Mountain Lion cases. Officer Staton
3 said CPW relies on harvesting to help control the lion population. He said they have seen a
4 decline of harvested lions. Therefore, it is likely to start having encounters with lions.

5 **Introduction to New Staff Member – Deputy Town Clerk Samantha Sorensen**

6 Town Clerk Mindy Andis introduced Deputy Town Clerk Samantha Sorensen to the council.
7 Clerk Andis said Deputy Clerk Sorensen started on Tuesday, May 27, 2025, and has
8 already attended a P&Z Commission Meeting. Clerk Andis said Deputy Clerk Sorensen is
9 fitting in well and learning very quickly. Deputy Clerk Sorensen introduced herself and
10 explained some of her background to the council. The council welcomed Deputy Clerk
11 Sorensen to the team.

12 **Bag Fee Business Grant Application - CEC**

13 Councilor Leland explained the CEC has created a Business Grant Application to give grant
14 money to local businesses from the Bag Fee money. CEC will distribute the application to
15 town businesses before the end of June. On the application describes what the grant
16 money is for and how it can be used. Included in the application is information about the
17 business and what the business wants to do with the grant money.
18 Councilor Carey asked if the business have to come up with a new project on their own.
19 Councilor Leland said the money is for new projects not to pay for products bought last
20 year.

21 Administrator Reynolds asked if the grant was a prepay grant money or the business
22 needs to show proof they have already spent the money, and the town would reimburse
23 with the grant money. Councilor Leland said the business would need to bring in a receipt
24 and then a check would be cut for the grant money. Councilor Leland said he would add
25 that requirement as part of the application.

26 Administrator Reynolds asked how the grant applications would be sent out, distributed or
27 advertised. Councilor Leland said either by mail, email, hand delivered, Visit New Castle
28 Facebook page and the Friday e-newsletter.

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

30 **MOTION: Councilor A. Riddile made a motion to recess the Town Council**
31 **Meeting and Convene the Local Liquor Licensing Authority. Councilor**
32 **Hazelton seconded the motion, and it passed unanimously.**

33 **Consider an Application from the New Castle Chamber of Commerce for a Special**
34 **Event Liquor License for their Block Party Event on June 13, 2025**

35 Clerk Mindy Andis said her office had received the special event liquor license on May 2,
36 2025. The event is for the Chamber of Commerce Block Party. The event will be held on
37 June 13, 2025, from 5:30pm to 9:00pm. The license is from 9:00am – 11:00pm which
38 would give the Chamber of Commerce enough time to set up and tear down. Staff is

1 recommending the last call to be half an hour before the end of the event. New Castle
2 Chamber of Commerce has legal possession of the intended premises through a rental
3 agreement. The event includes one food truck, The Rolling Fork has been approved by Garfield
4 County Health Department. Siobahn Milholm is ServSafe certified and will oversee alcohol
5 service. If the Authority's consensus is to approve the attached application for a special event
6 liquor permit for the New Castle Chamber of Commerce, the Clerk's Office staff recommends
7 that Authority consider the following conditions:

- 8 • That a 100% ID check be conducted because only individuals that meet the eligible
9 drinking age of 21 should be served alcohol.
- 10 • That 'last call' for service of alcoholic beverages be a half-hour prior to the end of the
11 event to allow patrons to finish their beverages before leaving the venue.

12
13 The Clerk's Office staff recommends approval of the application.

14
15 Councilor Leland asked what time the event starts. Chamber Vice President Kevin Hansen said
16 the event is from 5pm-9pm. Councilor Leland asked if the alcohol was going to be at the park
17 at 9am for a 5pm start. Mr. Hansen said the alcohol would probably be delivered to the park
18 between noon & 5pm. Mr. Hansen said the chamber does have a few staff members and
19 business members and volunteers that are Tips trained who would also help to serve. Mr.
20 Hansen said they have not had any issues with overserving or serving minors during the
21 event. Mr. Hansen said the chamber has hired Citadel Security for professional security during
22 the event.

23
24 **MOTION: Councilor G. Riddile made a motion to approve a Special Event Liquor**
25 **License from the New Castle Chamber of Commerce for their Block Party Event**
26 **on June 13, 2025. Councilor Carey seconded the motion, and it passed**
27 **unanimously.**

28 **Consider an Application from the New Castle Recreation for a Special Event**
29 **Liquor License for their Sampling Events on July 31, 2025, and August 28, 2025;**
30 **Special Event for Burning Mountain Festival on September 12 &13, 2025; Special**
31 **Event for Chili Cook-off on December 5, 2025.**

32 Town Clerk Mindy Andis said the event was something the town had been doing for a
33 number of years. She said it was a way for the two liquor stores in town to be included in
34 the community market. Each store will host one sampling garden. Clerk Andis said that
35 the Recreation Department would handle both events. The samplings will take place on
36 July 31, 2025, and again on August 28, 2025.

37 Clerk Andis said that the application was complete and had been properly noticed.

38
39 Clerk Andis told the council that the application was for Burning Mountain Festival that will
40 be held on Friday and Saturday, September 12 and 13, 2025. Again, she said the event
41 will be like in past years with the Town Hall Staff would staffing the alcohol garden. She
42 said that Town Hall staff were all Tips trained certified, and that the alcohol will be in the
43 gazebo, and drink tickets sold at a different location. Clerk Andis said that the application

1 was complete and had been properly noticed.

2
3 Clerk Andis said the New Castle Recreation Department is requesting a special event
4 liquor license for Chili Cook-off Competition on December 5, 2025, in Burning Mountain
5 Park. The application requests a permit time from 5:00pm to 9:00pm. The event will be
6 held from 5:30pm to 8:00pm. The extra time is to allow for set up and teardown. Town
7 Staff will be serving and are Tips trained. Staff recommend approval of the special event
8 liquor license.

9
10 **MOTION: Mayor A. Riddile made a motion to approve a Special Event Liquor**
11 **License for their Sampling Events on July 31, 2025, and August 28, 2025; Special**
12 **Event for Burning Mountain Festival on September 12 & 13, 2025; Special Event**
13 **for Chili Cook-off on December 5, 2025. Councilor Hazelton seconded the motion,**
14 **and it passed unanimously.**

15
16 Adjourn the Local Liquor Licensing Authority, Reconvene the Town Council Meeting

17 **MOTION: Councilor Hazelton made a motion to recess the Local Liquor**
18 **Licensing Authority and Convene the Town Council Meeting. Mayor A.**
19 **Riddile seconded the motion and it passed unanimously.**

20 **Resolution TC2025-15 – Approving an Agreement with the Colorado Bridge and**
21 **Tunnel Enterprise.**

22 Administrator Reynolds said the replacement of the Green Bridge at the west end town is
23 being replaced. The current bridge has an attached pedestrian bridge to the vehicle bridge
24 and the new design for the bridge will have a separate pedestrian bridge. Administrator
25 Reynolds explained that in order for the town to take possession of the old bridge CDOT,
26 Colorado Bridge and Tunnel Enterprise is asking the town for a resolution that the town
27 will consider an agreement. There is no agreement yet. The agreement will come after
28 they have received a resolution from the town.

29 **MOTION: Councilor Leland made a motion Approve Resolution TC2025-15 –**
30 **Approving an Agreement with the Colorado Bridge and Tunnel Enterprise. Mayor**
31 **A. Riddile seconded the motion and it passed unanimously.**

32 33 **Consent Agenda**

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

37
38 May 20, 2025 minutes

39 May Bills \$946,765.98

40 **MOTION: Mayor A. Riddile made a motion to approve the Consent Agenda.**

1 **Councilor Hazelton seconded the motion, and it passed unanimously.**

2
3 **Staff Reports**

4 **Town Administrator** – Administrator Reynolds said the town officially owns the 335 W.
5 Main Street. The seller of the property has donated \$25,000 to the town. Mayor A. Riddile
6 asked for a thank you card to be sent to the seller. Administrator Reynolds said he has
7 gotten a request from Lift-Up for money. He said he has directed them to the grant
8 application and asked them to fill out an application. Administrator Reynold said he has
9 spoken with Executive Director Jeanne Goley of Lova Trails about the MOU between the
10 town, Lova Trail and Nutrient Farms for building a trail across Nutrient Farms property.
11 The MOU has expired and Lova Trails is asking to renew the MOU. The MOU would be Lova
12 Trail, Town of New Castle and Nutrient Farms working together in the future for building
13 trail. Councilor Carey said she had a concern with Nutrient Farms wanting us not to give
14 them a negative referral in order for them to sign the MOU. Administrator Reynolds said
15 the town has some concerns not necessarily negative; there was just not enough
16 information for the town to make a referral. Administrator Reynolds suggested if there is
17 an MOU to be considered to have owner of Nutrient Farms Andy Bruno come to a council
18 meeting and give another presentation. Councilor G. Riddile said he was fine with the
19 MOU as long as it is the same as the old MOU. Administrator Reynolds said the MOU would
20 be slightly different because the MOU was before Mr. Bruno actually owning the property.
21 Administrator Reynolds said Devereux Polo Cup is June 15, 2025, at Stout Ranch. The
22 event is a fund raiser for the New Castle Historical Society. Administrator Reynolds said
23 the face of the museum has new paint and staff is in the process of ordering a new sign
24 with the AGNC grant money the town was awarded. He said he had received a letter from
25 the historical society with a list of repair items for the town to do. Administrator Reynolds
26 said New Castle Trails Group have been doing some maintenance on the bike trails.
27 Administrator Reynolds said he had spoken to some of the racers who participated in the
28 Adventure Race on Sunday, June 1, 2025. He said the racers really enjoyed our trails.
29 Administrator Reynolds said he has also been working with RFMBA and New Castle Trails
30 on the bike park. Administrator Reynolds said he has gotten the report from Colorado
31 River Fire Rescue (CRFR) regarding the gas leak incident from a few weeks ago if council
32 would like to see it. Administrator Reynolds said staff has been researching proclamation
33 policies in other towns. He said generally they are straight forward. Councilor Mariscal
34 said she would like to have a work session on creating a proclamation policy.
35 Administrator Reynolds said there was police activity on County Road 335 with shots fired.
36 The New Castle Police Department had four officers on duty and called in two more. He
37 said every agency in the area responded to the call. The New Castle Police Department
38 had to call in the Garfield County Swat to assist. The police were able to extract two
39 suspects out of a Conex box that they were hiding in. The New Castle Police Officers did a
40 great job handling the situation. Administrator Reynolds said after the arrests were made
41 there had to be a search to be done, to make sure there were no other suspects or

1 victims. The incident is still under investigation. Councilor G. Riddile asked with so many
2 agencies involved. Will there be a period of debriefing? Administrator Reynolds said yes
3 there will be multiple debriefings. Administrator Reynolds said Drifters were before the
4 council two weeks ago and discussed how they were going to clean up the backyard. The
5 backyard is still not cleaned up and now there are some other issues with the food truck
6 that is over at Drifters. Administrator Reynolds said he will be sending a letter of violation
7 to Drifters along with Conditional Use Permit questions. Administrator Reynolds said the
8 town has been working with the family of someone who is currently in jail to clean up his
9 property. The owner of the property was issued a ticket for maintenance of property
10 shortly before he got arrested. The property has been cleaned up.

11 **Town Clerk** – Clerk Andis said she been busy training Deputy Sorensen.

12 **Town Treasurer** – Treasurer Ehlers said her department is finishing up the property and
13 casualty insurance renewal. She said the audit has been fully submitted. Treasurer Ehlers
14 said she had received an email from CEBT the town’s health insurance company, about
15 the prediction of rates for next year. The prediction for next year’s increase will be
16 between 10-16 percent. She will know more in July.

17 **Town Planner** – no present

18 **Public Works Director** – not present

19 **Commission Reports**

20 **Planning & Zoning Commission** – Councilor G. Riddile said they did meet. The meeting
21 was for a Preliminary and Final land use application Coal Seam. The meeting was
22 continued to July 23, 2025, because the application was incomplete. The development will
23 be next River View Park Condos.

24 **Historic Preservation Commission** – Councilor Copeland was not present to give an
25 update.

26 **Climate and Environment Commission** – Councilor Leland said they had created the
27 Business Grant Application form. He said CEC had worked with Roaring Fork Outdoor
28 Volunteers for a cleanup on the Colorow Trail. RFOV also made some repairs to the trail.
29 Councilor Leland said their next project is working on the CEC webpages on the town’s
30 website.

31 **Senior Program** – Clerk Andis said there is nothing new to report.

32 **RFTA** – have not met

33 **AGNC** – Councilor Hazelton said there was discussions on funding and Severance Tax.
34 There is a possibility that the towns won’t be getting the Severance Tax from the state.

35 **GCE** – have not met

36 **EAB** – have not met

37 **POSTR** - have not met

38 **Council Comments**

39 Councilor Mariscal said she missed having the ZOOM link on the council agenda. She
40 reminded the council to be respectful to each other.

41 Councilor Carey said she has concern about how short the last couple sets of minutes
42 were and the minutes are the towns legal document for the council.

1 Councilor Hazelton said with the incident that occurred on County Road 335 the town
2 needs to make sure the New Castle Police Department have everything they need and feel
3 comfortable doing their job safely along with training. Councilor G. Riddile said he would
4 like to see at least two officers on duty at all times if possible. Councilor Mariscal said the
5 town needs to make sure the officers have access to good mental health services if
6 needed. Councilor Hazelton said there have been great events over the past weekend.
7 Mayor A. Riddile said there was some vandalism reported on the property on County Road
8 335 across from the River View Park Condos. There was a backhoe that had the windows
9 smashed out. Mayor A. Riddile suggested making a proclamation for Coal Ridge High
10 School Boys Baseball winning the 3A state championship. Councilor Leland said he would
11 work on the proclamation. Mayor A. Riddile said the Memorial Day event at the cemetery
12 was good with a good turnout. He said the Police Department Bike Rodeo had roughly 150
13 – 200 kids. He said there was also a volleyball tournament going on at the same time with
14 16 teams. He said the Adventure Race also happened with 100 participants. Mayor A.
15 Riddile said the town needs to look at marketing the events and get staff together to have
16 a celebration on the great job that is done with the events.

17 **Items for Future Council Agenda**

18 Consider proclamation policy work session.

19 Proclamation for Coal Ridge High School Boys Baseball winning the 3A state
20 championship.

21 **Adjourn**

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

24
25 The meeting adjourned at 8:31p.m.

26
27 Respectfully submitted,

30
31 _____
32 Mayor Art Riddile

33
34 _____
Town Clerk Mindy Andis, CMC