



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 REVISED

New Castle Town Council Regular Meeting- Tuesday, December 17, 2024, 7:30 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. Consider Police K-9 Unit

B. Consider Ordinance TC 2024-4 - An Ordinance of the Town of New Castle, Colorado summarizing additional expenditures for the General Fund, Utility Fund, Conservation Trust Fund and Cemetery Fund, and adopting a supplemental budget for the Town of New Castle, Colorado, for the calendar year beginning on the first day of January, 2024 and ending on the last day of December, 2024 (2nd reading)

C. Consider Resolution TC 2024-25 - a Resolution of the New Castle Town Council Approving a Memorandum of Understanding with Garfield County Older Adult Programs

D. Presentation: The Year in Review

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.

[December 3, 2024 minutes](#)

Liquor License Renewal – K2 Spirits Liquor Store

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

EAB

Detox

Council Comments

Items for Future Council Agenda

Adjourn

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Memorandum

To: Mayor & Council

From: David Reynolds

Re: Agenda Item – Discussion and consideration of K-9 Unit in NCPD

Date: 12/17/2024

Purpose:

The purpose of this agenda item is to consider the addition of a K-9 Unit in the New Castle Police Department. During the past several weeks town staff has been weighing the pros and cons of adding a Police Dog to our Police Department. Staff has concluded that a K-9 Officer has the potential to provide additional safety to our officers and enhance our operational capacity while improving community safety and trust.

Attached please find a brief review of the program including background, objectives, budget impacts, training, and anticipated outcomes. Officers Alcorta and Curry will attend this meeting to present additional information and answer any questions that may come up.

Proposal for Establishing a K-9 Unit

To: Chief Burrows, Lt. Curry and the New Castle Town Council

From: Ofc J. Alcorta

Date: 11/11/2024

Subject: Proposal for the Implementation of a K-9 Unit in NCPD

Executive Summary

This proposal outlines the benefits, requirements, and anticipated outcomes of establishing a K-9 Unit within New Castle Police Department. The addition of a K-9 Unit will provide invaluable support in law enforcement operations, community engagement, and the improvement of public safety. A K-9 Unit is a vital resource that will enhance our capability to conduct searches, apprehend suspects, detect drugs, tracking, and more.

Background

Many law enforcement agencies across the nation and within Garfield County have demonstrated the effectiveness of K-9 units in crime prevention and resolution. K-9 units are specifically trained in critical skills, such as scent detection, tracking, and suspect apprehension, which are difficult to replicate with human officers alone. The need for a K-9 Unit in New Castle and the greater Garfield County has become more evident with the increase in specific types of crime and the rising demand for specialized response teams. There have been numerous requests from Law Enforcement Officers across Garfield County for a K-9 Units to assist in various tasks. With fewer K-9's available across the county, the community of New Castle would benefit by having one as well as benefiting its neighbors throughout the Colorado River area from Rifle to Glenwood and the greater Garfield County.

Purpose and Objectives

The primary purpose of the K-9 Unit is to enhance the operational capacity of NCPD. Key objectives include:

- 1. Improving Officer Safety:** K-9 teams provide critical support in high-risk situations such as drug investigations, search warrants, and apprehension of violent and potentially armed suspects.
- 2. Enhancing Crime Prevention and Detection:** K-9s trained in scent detection can identify narcotics, and contraband, offering a powerful tool in combating crime.
- 3. Increasing Efficiency in Tracking/Searching Operations:** K-9s trained in search and rescue can locate missing persons/evidence and articles more quickly than human search teams, especially in difficult terrains.

4. **Strengthening Community Relations:** K-9 units are widely appreciated in the community. Through regular demonstrations, community events, and school visits, the K-9 Unit will foster positive relationships between the police and the public.

Proposed Structure and Operations

The NCPD K-9 Unit will initially comprise one highly trained dog, partnered with Ofc Alcorta. The K-9 and Ofc Alcorta will undergo specialized training, including but not limited to:

- **Tracking and Apprehension:** For suspect location and capture
- **Narcotics Detection:** To detect illegal drugs and substances
- **Tracking/Searching:** For locating items/evidence or missing persons or assisting during natural disasters

Budget and Funding Requirements

The annual cost for a K-9 unit with a single dog can vary widely. Annual costs would not begin until the 2026 fiscal year. The budget should include the following.

Initial Acquisition and Training:

- **Cost of the Dog: \$0.** The cost to acquire a trained police dog can range from \$8,000 to \$15,000 or more. Ofc Alcorta is providing the K-9 for NCPD use
- **Initial Handler/K-9 Training:** Training/Certification (Patrol Operations/Case Law course) for both the K-9 and Handler is approximately \$3,000 to \$5,000 (depending on location and course).
- **Vehicle Modifications:** \$7000 to \$9000 (for safe transportation of K-9)(Paid w/2026 budget)

With acquisition and training, the first-year cost can be **\$20,000 to \$35,000 or more.** However, the Town of New Castle is in a unique position to be able to acquire a K-9 at a much-reduced price.

Funding options may include local government grants, state and federal law enforcement assistance programs, and community fundraising initiatives.

Estimated Total Annual Cost:

Taking the following into account, the estimated total annual cost for maintaining a single police K-9 unit typically ranges between **\$3,300 and \$8,500** per year, excluding initial acquisition and training.

Ongoing Training:

- K-9 teams require regular, ongoing training to maintain skills, typically costing between \$1,000 and \$5,000 annually (depending on type of training and any travel involved).

Veterinary Care:

- Routine veterinary care (vaccinations, check-ups, dental care) \$500 to \$1,500 per year.
- *Emergency or specialized care* can add an additional \$1,000 to \$5,000 annually, depending on health issues.

Food and Supplies:

- Quality dog food: \$800 to \$1,000 per year.
- Equipment (leashes, harnesses, muzzles, and toys) \$500 to \$1,000.

Insurance:

- Some departments carry liability insurance for K-9 units, which can add several hundred to a few thousand dollars per year.

Housing Stipend:

- Many departments offer a stipend for handlers to cover the cost of caring for the dog at home, \$500 to \$2,000 per year.

Expected Outcomes and Impact

The establishment of a K-9 Unit in New Castle is expected to result in the following:

- **Increased Crime Resolution:** Enhanced ability to locate suspects and detect illegal substances will lead to more successful investigations.
- **Improved Public Safety:** Faster response times in high-risk situations and better control over public events will contribute to community safety.
- **Enhanced Officer Safety:** Officers will be better supported in dangerous operations with trained K-9 assistance.

Risk and Mitigation

Risks associated with the K-9 Unit include potential injury to K-9s, maintenance costs, and challenges in community perception. We will mitigate these risks through:

- **Regular Training and Health Monitoring:** To ensure the health and readiness of K-9s.
- **Proper Allocation of Funds:** Regular reviews of the budget to maintain optimal operation without overrunning costs.
- **Community Engagement Programs:** Regular demonstrations and engagement efforts to maintain positive public perception and transparency.

Conclusion

A K-9 Unit would significantly enhance the operational capabilities of the New Castle Police Department while fostering community trust and improving public safety. With an investment in this program, our department will be better equipped to respond to the demands of modern policing. Thank you for your continued support and consideration in establishing a K-9 Unit at the New Castle Police Department.

Respectfully submitted

Officer Jerry Alcorta

TOWN OF NEW CASTLE, COLORADO
ORDINANCE NO. 2024-4

An Ordinance of the Town of New Castle, Colorado summarizing additional expenditures for the General Fund, Utility Fund, Conservation Trust Fund and Cemetery Fund, and adopting a supplemental budget for the Town of New Castle, Colorado, for the calendar year beginning on the first day of January, 2024 and ending on the last day of December, 2024.

WHEREAS, on December 5, 2023, the Town Council of the Town of New Castle adopted Resolution No. TC-2023-11, approving a budget for the calendar year beginning on the first day of January 2024, and ending on the last day of December 2024; and

WHEREAS, pursuant to the Home Rule Charter of the Town of New Castle, the Town Administrator has certified that during 2024, there became available for appropriation revenues in excess of those estimated in the 2024 budget, as indicated on Exhibit A attached to and incorporated by reference into this ordinance; and

WHEREAS, the Town Administrator and the Town Finance Director/Treasurer have prepared and submitted a proposed supplemental budget for the 2024 calendar year to the Council for its consideration; and

WHEREAS, on December 3, 2024, the Council held a public hearing on the proposed supplemental budget, after publication in accordance with the Charter of notice of such public hearing and notice that the proposed budget was on file for public inspection in the office of the Town Clerk; and

WHEREAS, after the public hearing, the Council gave due consideration to the input of the public and any issues raised at the hearing; and

WHEREAS, the Council desires to adopt the supplemental budget, as amended in accordance with discussion at the public hearing; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance as required by law.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEW CASTLE, COLORADO THAT:

1. The Town Council incorporates the foregoing recitals as findings of fact and determinations by the Town Council.

2. Estimated additional expenditures for each fund are as follows:

General Fund	\$125,885
Utility Fund	\$0
Conservation Trust Fund	\$0
Cemetery Fund	\$0

3. The supplemental budget as submitted, amended, and summarized in this ordinance by fund, is approved and adopted as the supplemental budget of the Town of New Castle for the year stated above.

4. The supplemental budget approved and adopted at public meeting by a majority vote of the Town Council, as required by law, shall be signed by the Mayor and the Town Clerk and made a part of the public records of the Town of New Castle.

INTRODUCED on December 3, 2024, at which time copies were available to the Council and to those persons in attendance at the meeting, read by title, passed on first reading, and ordered published in full and posted in at least two public places within the town as required by the Charter.

INTRODUCED a second time at a regular meeting of the Council of the Town of New Castle, Colorado on December 17, 2024, read by title and number, passed without amendment, approved, and ordered published as required by the Charter.

TOWN OF NEW CASTLE, COLORADO

Attest:

By: _____
Mayor Art Riddile

Town Clerk Mindy Andis, CMC

**EXHIBIT A
TO
TOWN OF NEW CASTLE
ORDINANCE NO. 2024-4**

I, David Reynolds, Town Administrator for the Town of New Castle, County of Garfield, State of Colorado, do certify that during 2024 there became available for appropriation revenues in excess of those estimated in the 2024 budget for the Town as follows:

General Fund	\$125,885
Utility Fund	\$0
Conservation Trust Fund	\$0
Cemetery Fund	\$0

TOWN OF NEW CASTLE, COLORADO

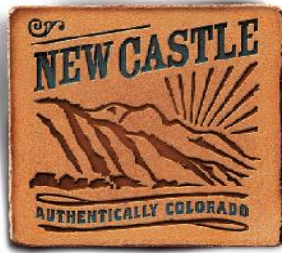
By: _____
David Reynolds, Town Administrator

STATE OF COLORADO)
COUNTY OF GARFIELD) SS.

Subscribed before me this _____ day of _____, 2024, by David Reynolds, as
Town Administrator for the Town of New Castle, Colorado.

My commission expires:_____

Notary Public

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Memorandum

To: Mayor & Council

From: David Reynolds

Re: Agenda Item – Consider MOU with Garfield County Older Adult Programs for 2025

Date: 12/17/2024

The purpose of this agenda item is to consider a Memorandum of Understanding (MOU) between the partnering organizations of Garfield County, Glenwood Springs, Rifle, Carbondale, Silt, RFTA, and New Castle. This MOU, which is considered by each of the partners annually, spells out an agreement between the partners to provide Congregate Meal Services and transportation services (the Traveler) to senior residents throughout our area. Based on the figures provided in the MOU, staff anticipates that New Castle's share of the meals program will be approximately \$10,955.07. The MOU also anticipates that New Castle's estimated net responsibility for the Traveler program will be \$37,368.00 but will be paid directly by RFTA on our behalf based on our current membership status.

Attached please find a copy of the MOU for your review and consideration.

TOWN OF NEW CASTLE, COLORADO
RESOLUTION NO. TC 2024-25

A RESOLUTION OF THE NEW CASTLE TOWN COUNCIL APPROVING A
MEMORANDUM OF UNDERSTANDING WITH GARFIELD COUNTY OLDER
ADULT PROGRAMS.

WHEREAS, the Garfield County Older Adult Program provides transportation (the “Traveler”) and nutrition (congregate meals); and

WHEREAS, the Town of New Castle (“Town”) benefits from said services/program/resources to support New Castle’s senior population; and

WHEREAS, the Town Council finds that entering into the Memorandum of Understanding (“MOU”) attached hereto as Exhibit “A” will further the Town’s goals and is in the Town’s best interest.

NOW, THEREFORE, BE IT RESOLVED BY THE NEW CASTLE TOWN COUNCIL:

1. Recitals. The foregoing recitals are incorporated by reference as findings and determinations of the Council.
2. Adoption. Pursuant to Section 14.4 of the Town Charter, the MOU attached hereto as Exhibit A is hereby adopted by the Council, and the Mayor is authorized to execute the same.

INTRODUCED, PASSED, AND ADOPTED by a vote of ___ to ___ at a regular meeting of the New Castle Town Council held on December 17, 2024.

TOWN COUNCIL OF TOWN OF
NEW CASTLE, COLORADO

Mayor Art Riddile

ATTEST:

Town Clerk Mindy Andis, CMC

**7-PARTY MEMORANDUM OF UNDERSTANDING
REGARDING GARFIELD COUNTY OLDER ADULT PROGRAMS
FOR 2025**

This Memorandum of Understanding is entered into between:

The Garfield County Board of County Commissioners, ("BOCC")

The City of Rifle, Colorado,

The City of Glenwood Springs, Colorado,

The Town of Carbondale, Colorado,

The Town of New Castle, Colorado,

The Town of Silt, Colorado,

Roaring Fork Transportation Authority, ("RFTA")

(collectively, the "7-Parties") in order to set forth the terms and conditions of their cooperative provision, administration, and funding of a county-wide meal and transportation services for the Garfield County Older Adult Programs for calendar year 2025 (the "MOU"). This MOU is effective as of January 1, 2025, regardless of the dates on which it is signed.

BACKGROUND

- A. Each of the 7-Parties is authorized to make the most efficient and effective use of their governmental powers, responsibilities, and monies by cooperating and contracting with other governments. Colo. Const. art. XIV §§ 18(2)(a) and (2)(b); Colorado Revised Statutes § 29-1-201.
- B. In 2009, 9-Parties entered into an Intergovernmental Agreement to set forth the terms and conditions of their cooperative provision, administration, and funding of meal and transportation services to senior and disabled citizens of Garfield County ("the 9-Party MOU"). This 9-Party MOU is recorded in records of the Garfield County Clerk and Recorder at Reception No. 776142.
- C. In accordance with the 9-Party MOU, in 2009 and each consecutive year thereafter, the now 7 parties have also entered into a Memorandum of Understanding that sets forth each party's annual commitment to share the administrative and operational costs of the Older Adult Programs meal and transportation services and determines the methodology by which those costs will be allocated among them (the "MOU").
- D. In 2016, The Town of Parachute withdrew from membership and opted not to participate in the services provided by Garfield County Older Adult Programs in 2017. In 2017, it was determined that Colorado Mountain College no longer needs to be part of the MOU beginning 2019.

- E. Each of the remaining Parties desires to continue to provide meal and transportation services to eligible Garfield County senior citizens in 2025 in accordance with the original 9-Party MOU.

NOW, THEREFORE, for and in consideration of mutual covenants and agreements set forth below, the 7-Parties agree as follows:

AGREEMENT

1. Incorporation of Recitals. The foregoing Recitals are incorporated as if set forth in full.
2. Purpose of this Agreement. The purpose of this MOU is to define the terms and conditions by which the 7-Parties will collectively provide, administer and fund county-wide meal and transportation services for the Garfield County Older Adult Programs for calendar year 2025.
3. Term of Agreement. This Agreement shall have an Effective Date of January 1, 2025, regardless of the dates signed and shall terminate on December 31, 2025.
4. Senior Services to be Provided. The BOCC, through its Department of Human Services Older Adult Programs, will organize and administer the congregate meal and transportation services described in this MOU for eligible senior and disabled citizens of Garfield County on behalf of Rifle, Glenwood Springs, Carbondale, New Castle, Silt (collectively, the "Municipalities"). In exchange, the Municipalities will reimburse the BOCC for their proportionate shares of the cost of such services as calculated in accordance with the Cost Methodologies defined in this Agreement.
5. Congregate Meal Services. The BOCC and Municipalities agree that Senior Program meals will be provided at seven (7) locations throughout Garfield County on the days and times, and further agree that the costs to provide such services will be allocated among them as follows:
 - a. Cost Methodology - Nutrition: The BOCC agrees to pay forty percent (40%) of total budgeted cost to provide Congregate Meal Services in 2025.
 - b. The Municipalities each agree to pay a proportionate share of the remaining balance, less all anticipated grant and program funding income, based upon the percentage of total meals served between July 2023 and June 2024 to the residents of each Municipality. The BOCC agrees to be responsible for all meals served to residents of unaffiliated Garfield County and Battlement Mesa as well as any shortfall in grant and program funding income.

- c. Application of Cost Methodology to the 2025 Budget: As illustrated in **Attachment A**, which is incorporated here for all purposes, the total budgeted cost to provide Congregate Meal Services in 2025 is **\$655,682.00.00**. The BOCC's 40% share of that amount equals **\$262,272.80**. Anticipated grant and program funding income for 2025 is **\$207,217.00**. The remaining balance is **\$186,192.20**.

Municipality	Number of Meals	Percent of Total	Amount Due
Carbondale	2,114	12.49%	\$23,252.03
Glenwood Springs	6,221	36.75%	\$68,425.19
New Castle	996	5.88%	\$10,955.07
Silt	2,052	12.12%	\$22,570.08
Rifle	5,545	32.76%	\$60,989.82
TOTAL	16,928	100.00%	\$186,192.20

6. Transportation Services. The BOCC, RFTA and Municipalities agree that Senior and Disabled transportation services funded by this Agreement are wheelchair accessible, curb to curb, driver assisted transportation services to assessed Garfield County residents who have difficulty utilizing public transportation and have an assessed functional disability affecting the ability to use public transportation. The Traveler provides transportation to destinations throughout Garfield County. In order to achieve the stated purpose, the BOCC specifically grants RFTA the authority to operate outside RFTA's boundaries and within the unincorporated boundaries of Garfield County, consistent with the provisions of C.R.S. § 43-4-605(1)(f) as required to comply with this IGA. Riders must make reservations 48 hours in advance. The cost to provide these transportation services will be shared by the BOCC, RFTA, and the Municipalities in accordance with the following Cost Methodology.

7. Definitions:

- a. Initial Pickup Location: The initial pickup location for cost allocation purposes is the Municipality in which the first leg of a passenger's trip occurs, whether it is a round trip, a one-way trip, or a multi-legged trip. For example, if a passenger is picked up in municipality A to be transported to Municipality B and is later picked up in Municipality B for a return ride to Municipality A, the initial pickup location for cost allocation purposes is Municipality A for both trip legs.
- b. One-Way Passenger Trips: This represents vehicles transporting passengers one way from their origins to their destinations on any leg of their trips. This does not mean round trips or vehicle trips, since more than one passenger can be riding on a vehicle at the same time resulting in "X" number of one-way passenger trips.
- c. Loaded Miles: Loaded miles are the total distance driven while a passenger is in the vehicle.

- d. Loaded Minutes: Loaded minutes are the total duration of time while a passenger is in the vehicle.

8. Cost Methodology – Transportation

- a. The BOCC agrees to be responsible for fifty percent (50%) of the total budgeted net County and RFTA expenses to provide Traveler Services in 2025. The remaining fifty percent is paid for by grant and program funding, a refund of 2021 excess revenue and allocated payments from the Municipalities based upon the fully allocated cost of providing services. Costs will be allocated to the Parties based on the total number of trips provided in each Jurisdiction, and total estimated Loaded Miles, and total estimated Loaded Minutes consumed by each Jurisdiction/Municipality. Costs will be considered allocable to a Jurisdiction/Municipality based upon the Initial Pickup Location as defined in Paragraph 7.a. herein, regardless of the number of trip legs or Jurisdictions/Municipalities visited by the passenger.
- b. RFTA agrees to be responsible for the fully allocated net cost of the Traveler transportation services provided to the three Municipalities that are current RFTA members: the Town of Carbondale, the City of Glenwood Springs, and the Town of New Castle.
- c. The remaining non-RFTA member Municipalities, the City of Rifle and the Town of Silt agree to pay the fully allocated net cost of Traveler transportation services allocable to their municipalities.
- d. The BOCC agrees to be responsible for any remaining Traveler transportation service costs, including any shortfalls in anticipated grant and program funding income.

9. 2025 Budgeted Contributions: As illustrated in Attachment B, the total budgeted cost to provide Senior and Disabled Transportation Services in 2025 is **\$828,998.00**. This cost represents the costs to the BOCC and to RFTA to provide such services in the amounts of **\$23,118.00** and **\$835,880.00**, respectively. This cost less the amount of **\$30,000.00** received by RFTA from other sources who utilize the Traveler bus system pursuant to a contractual agreement that is unrelated to this MOU, equals the net total County and RFTA expense for the Traveler transportation services in 2025 of **\$828,998.00**.

The BOCC's 50% share of this amount equals **\$414,499.00**. Anticipated grant and program funding income for 2025 is **\$75,000.00**. The total amount of the contribution from the County, including grants, program income is **\$489,499.00**. Subject to the recommendation of the Senior Advisory Board and the approval of the BOCC, any year-end excess budget funds in 2022 may also be applied to the County's contribution in 2025 for the Senior and Disabled Transportation Services budget. However, pursuant to the provisions of paragraph 13. Annual Reconciliation and True-Up, below, after 2023 there should not be any significant excess budget revenue to apply as a refund to a subsequent year's County contribution.

10. Allocation of County Contribution and Grant and Program Income: The County's contribution, inclusive of its 50% commitment and anticipated grant and program income, shall be

allocated first to the cost of rides originating in unincorporated Garfield County. Any remaining balance shall be allocated on a pro rata basis relative to each other party's fully allocated cost.

11. Estimated Contributions: On the Chart below, the following estimates are offered to aid the Municipalities in planning and budgeting for their portion of the 2025 Traveler transportation services costs. The amounts shown are based on the 2025 budgeted amounts identified above and a forecast of ridership and services levels for 2025.

Jurisdiction	Est. One-Way Passenger Trips	Est. Loaded Miles	Est. Loaded Minutes	Est. Fully Allocated Cost	Est. Allocation of County Contribution, Grants & Program Income	Est. Net Responsibility for Each Municipality
Carbondale*	80	744	2,091	\$8,209	\$4,185	\$4,024
Glenwood Springs*	4,077	11,951	73,257	\$294,549	\$150,153	\$144,396
New Castle*	576	8,399	20,209	\$76,226	\$38,858	\$37,368
Silt	43	365	875	\$3,819	\$1,947	\$1,872
Rifle	4,409	14,940	73,004	\$309,731	\$157,892	\$151,839
Garfield County	1,451	13,212	32,267	\$136,465	\$136,465	-
Total	10,636	49,611	201,703	\$828,998	\$489,499	\$339,499

12. Monthly Billing: RFTA will pay directly for the fully allocated net costs attributable to its member jurisdictions and each of the remaining Parties will pay the County the amount shown on their respective lines in the Chart above.

13. Annual Reconciliation & True-up: No later than February 15, 2026 RFTA will publish a reconciliation statement. Actual expenditures for the year will be allocated based on the actual trips, and estimated loaded miles and loaded minutes provided to the Parties in 2025. If the total fully allocated net costs calculated for any Party during the preceding year exceeds the amount paid by the Party during the preceding year, a reconciliation credit or debit in the amount of the difference will be made for each such Party by the County. If a credit is due, RFTA will pay back to the County the amount it has been overpaid by the County for any Party or Parties within 30-days of the reconciliation statement. If a debit is owed, the Party or Parties owing the debit will pay the County the amount owed within 30 days of the reconciliation statement, and the County will remit any additional payments received and owed to RFTA within 30 days of receipt of the Party or Party's debit payment(s) to the County.

14. County Payments to RFTA for the Traveler Program. The amount to be paid by the BOCC to RFTA in 2025 for the provision of the Traveler Transportation Services contemplated by this Agreement is **Six Hundred Twenty Thousand, Ninety-one Dollars and Seventy-nine cents (\$620,091.79)**. This amount is based upon RFTA's estimated cost to provide the services in 2025 (\$835,880.00) less amounts received by RFTA from other sources who utilize the Traveler bus system (\$30,000.00) and less the cost to provide such services to the Town of Carbondale (\$4,024.21), the City of Glenwood Springs (\$144,395.91), and the Town of New Castle (\$37,368.08), each of

which is a member of RFTA. Amounts are projected and should the actual cost exceed the budgeted costs, those funds will be paid through the Restricted Fund Balance/The Traveler, and reimbursed at year end by following the Annual Reconciliation and True-Up procedures described in Paragraph 13., above.

- a. RFTA's Estimated Cost: The Parties recognize that RFTA's estimate of its costs to provide Traveler services is solely RFTA's responsibility; the BOCC is not responsible in any way for verifying or assuring the accuracy of RFTA's calculation. For 2025, RFTA estimates that its cost to provide these services is **\$835,880.00**.
- b. Other Traveler Services: The Parties recognize that RFTA's operation of the Traveler by means of this MOU does not include funding for ADA complementary paratransit services in the City of Glenwood Springs. Funding for this complementary paratransit service is provided by a separate contract between the City of Glenwood Springs and RFTA, which RFTA represents to be **\$30,000.00** for 2025.
- c. Payment: The BOCC and RFTA have entered into a separate intergovernmental agreement pursuant to which the BOCC agrees to pay RFTA the total amount of \$620,091.79 in seven (7) monthly payments of \$51,674.32 and five (5) monthly payment of \$51,674.31 for Senior and Disabled Transportation Services (the "Traveler IGA"). This amount represents RFTA's estimated cost to provide such services in 2025 less amounts received by RFTA from other sources and less the cost to provide such services to the RFTA Member Municipalities identified with an asterisk above. The non-RFTA member Municipalities agree to pay the respective amounts set forth above upon receipt of an invoice from the BOCC.
- d. Appropriation: This MOU is expressly contingent upon appropriation and budgeting for the costs required herein. If any Municipality, including RFTA on behalf of its member jurisdiction Municipalities, fails to appropriate or have available sufficient funds to pay for the costs of the obligations set forth in this MOU, services to residents of the failing Municipality shall end. The attached budget was adopted by the RFTA Board on December 12, 2024, and is considered final. If the actual cost of the Traveler program exceeds the amount set forth in this MOU, the additional cost will be covered through the Restricted Fund Balance/The Traveler, which would then be reimbursed at year end by following the Annual Reconciliation and True-Up Procedures described in Paragraph 13., above.
- e. COVID 19 Accommodations. Traveler services will be adjusted because of Governor orders or Public Health recommendations.

15. Combined Costs: The combined cost for 2025 Congregate Meal, Well and Wise,

and Traveler Transportation Service are set forth on Attachment C.

16. Whole Agreement: This MOU sets forth the whole agreement of the Parties. No representation, either verbal or written, shall be considered binding to the extent it is not set forth herein.

17. Amendment and Assignment. This MOU may be amended, altered, or modified solely through a written agreement executed with equal formality. This MOU may not be assigned by any Party without the written agreement of all.

18. Facsimiles and Counterparts. This MOU and all documents required for performance may be signed in counterparts. Facsimile signatures may be substituted for originals on such documents.

19. Authority. Each person signing this MOU represents and warrants that said person is fully authorized to enter into and execute this document and bind the Party represented.

20. Governing Law. The laws of the State of Colorado shall govern the validity, performance, and enforcement of this MOU. Venue for any action instituted pursuant to this MOU shall lie in Garfield County.

21. Notice. Notices to be provided under this MOU shall be given in writing either by hand delivery or by certified return receipt requested United States mail, to the following:

Carbondale: Lauren Glister, Town Manager
Town of Carbondale
511 Colorado Avenue
Carbondale, CO 81623
970-510-1207
lgister@Carbondaleco.net

Garfield County: Sharon Longhurst-Pritt, Director
Garfield County Department of Human Services
195 West 14th Street, Building B
Rifle, CO 81650
(970) 625-8282 ext. 3265
spritt@garfield-county.com

Glenwood Springs: Steve Boyd, City Manager
City of Glenwood Springs
101 W. 8th Street
Glenwood Springs, CO 81601
(970) 384-6522
steve.boyd@cogs.us

New Castle: Dave Reynolds, Town Administrator
New Castle Town Hall
450 West Main Street,
PO Box 90
New Castle, CO 81647
(970) 984-2311
dreynolds@newcastlecolorado.org

RFTA: Kurt Ravenschlag, Chief Executive Officer
Roaring Fork Transportation Authority
2307 Wulfsohn Road
Glenwood Springs, CO 81601
(970) 384-4981
kravenschlag@rfta.com

Rifle: Patrick Waller, City Manager
City of Rifle
202 Railroad Ave
P. O. Box 1980
Rifle, CO 81650
(970) 625-6266
pwaller@riflco.org

Silt: Jim Mann, Town Administrator
Town of Silt
231 N. 7th Street, PO BOX 70
Silt, CO 81652
(970) 876-2353, ext. 813
jmann@townofsilt.org

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IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS OF
GARFIELD COUNTY, COLORADO, and
BOARD OF SOCIAL SERVICES**

Clerk to the Board

By: _____
John Martin, Chairman

DATED: _____

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST:

CITY OF GLENWOOD SPRINGS, COLORADO

City Clerk

By: _____
Ingrid Wussow , Mayor

DATED: _____

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST:

**ROARING FORK TRANSPORTATION
AUTHORITY**

Clerk to the Bd. Of Directors

By: _____
Greg Poschman, Chair

DATED: _____

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST: **TOWN OF CARBONDALE, COLORADO**

Town Clerk

By: _____
Ben Bohmfalk, Mayor

DATED: _____

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST: **TOWN OF SILT, COLORADO**

Town Clerk

By: _____
Keith Richel, Mayor

DATED: _____

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST: **TOWN OF NEW CASTLE, COLORADO**

Town Clerk

By: _____
Art Riddile, Mayor

DATED: _____

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed effective January 1, 2025.

ATTEST:

CITY OF RIFLE , COLORADO

City Clerk

By: _____
Sean Strode, Mayor

DATED: _____

ATTACHMENTS TO MEMORANDUM OF UNDERSTANDING
RE: OLDER ADULT PROGRAMS

ATTACHMENT A: 2025 CONGREGATE MEAL BUDGET AND COST METHODOLOGY

ATTACHMENT B: 2025 TRANSPORTATION BUDGET AND COST METHODOLOGY

ATTACHMENT C: 2025 CONGREGATE MEAL, WELL AND WISE, AND TRAVELER
TRANSPORTATION SERVICE

ATTACHMENT A

2025 CONGREGATE MEAL BUDGET AND COST METHODOLOGY

ATTACHMENT A: 2025 CONGREGATE MEAL BUDGET AND COST METHODOLOGY

Nutrition Budget	Annual
Wages	\$ 166,972.00
Employee Benefits	\$ 88,199.00
Professional Services	\$ 6,000.00
Professional - Other	\$ 355,091.00
Technical Services	\$ 150.00
Repair and maintenance	\$ 200.00
Rental of Land & Buildings	\$ 1,200.00
Communications	\$ 1,600.00
Printing and Binding	\$ 150.00
DHS - Destruction of Records	\$ 250.00
Travel	\$ 300.00
Motor Pool Charges	\$ 12,220.00
Professional Affiliations	\$ 100.00
Training	\$ 600.00
Office Supplies	\$ 500.00
Operating Supplies	\$ 10,000.00
Freight, postage, Delivery	\$ 2,500.00
Other Supplies	\$ 200.00
Other Supplies-NSIP	\$ 250.00
Copy Machine Usage	\$ 1,200.00
Food - non travel related	\$ 4,000.00
Computers & computer equipment	\$ 4,000.00
Total 12 Month Budget	\$866,882.00
Less AAA funding	\$ 167,217.00
Less NSIP Incentives	\$ 10,000.00
Less Program Income	\$ 30,000.00
Grant & Program Income Total	\$ 207,217.00
40% County Share of Total Expenses	\$ 262,272.80
Garfield County Share	\$ 262,272.80
Projected Income/County Share	\$ 469,489.80
Income less expenses	\$196,192.20
Municipal Budget Share for Distribution	\$186,182.20

NUTRITION BREAKDOWN SUMMARY FOR MUNICIPALITIES				2024		2023		2022	
2025	# of Meals Served	Percent of Total	Municipal Nutrition Contribution	# Meals	Contributions	# Meals	Contributions	# Meals	Contributions
Jurisdiction									
Carbondale	2,114	12.49%	\$23,262.00	2,126	\$ 19,287.15	1,284	\$ 10,920.06	1,157	\$ 8,555.53
Glenwood Springs	6,221	36.75%	\$68,426.10	6,509	\$ 59,049.89	6,196	\$ 52,686.76	6,812	\$ 50,371.89
New Castle	996	5.88%	\$10,866.07	1,019	\$ 9,244.41	696	\$ 5,910.78	996	\$ 7,365.00
Silt	2,052	12.12%	\$22,670.08	2,225	\$ 20,185.28	1,761	\$ 14,976.82	1,778	\$ 13,147.57
Rifle	5,545	32.76%	\$60,888.82	5,465	\$ 49,578.68	5,924	\$ 50,381.98	7,529	\$ 55,673.81
Municipal Total	16,928	100.00%	\$186,192.20	17,344	\$ 157,345.40	15,859	\$ 134,876.40	18,272	\$ 135,113.80
Garfield County	4,793			5,798		5,073		3,325	
Grand Total	21,721			23,142		20,932		21,597	
Based on July 2023 - June 2024 Usage				Based on July 2022 - June 2023		Based on July 2021 - June 2022		Based on July 2020 - June 2021	

ATTACHMENT B

2025 TRANSPORTATION BUDGET AND COST METHODOLOGY

ATTACHMENT B: 2025 TRANSPORTATION BUDGET AND COST METHODOLOGY

Cost Methodology—2025

Transportation Budget	Annual
Wages	\$ 14,849.00
Employee Benefits	\$ 7,569.00
Communication	\$ 200.00
Training	\$ 100.00
Office Supplies	\$ 100.00
Computer Supplies	\$ 200.00
Freight, Postage, Delivery	\$ 100.00
Total County Expenses	\$ 23,118.00
RFTA	\$ 835,880.00
MINUS GWS Paratransit	\$ 30,000.00
Total RFTA Expenses	\$ 805,880.00
Total Expenses	\$ 828,998.00
Less Program Income	\$ 12,000.00
Less CSBG	\$ 63,000.00
Total G/P Income	\$ 75,000.00
Less County Share	\$ 414,499.00
Total 50% County Share	\$ 414,499.00
Total Revenue	\$ 489,499.00
Total Expenses	\$ 828,998.00
Income less expenses	\$ 339,499.00
Municipal Budget Share for Distribution	\$ 339,499.00

2025 Traveler Forecast Service And Cost Data

A B C D E F G

Jurisdiction	Est. One-Way Passenger Trips	Est. Loaded Miles	Est. Loaded Minutes	Est. Fully Allocated Cost	Est. Allocation of County Contribution, Grants & Program Income	Est. Net Responsibility for Each Municipality
Carbondale	80	744	2,091	\$ 8,209	\$ 4,185	\$ 4,024
Glenwood Springs	4,077	11,951	73,257	\$ 294,549	\$ 150,153	\$ 144,396
New Castle	576	8,399	20,209	\$ 76,226	\$ 38,858	\$ 37,368
Silt	43	365	875	\$ 3,819	\$ 1,947	\$ 1,872
Rifle	4,409	14,940	73,004	\$ 309,731	\$ 157,892	\$ 151,839
Garfield County	1,451	13,212	32,267	\$ 136,465	\$ 136,465	\$ -
Total	10,636	49,611	201,703	828,998	489,499	339,499

Check Total 10,636 49,611 201,703 \$828,998 \$489,499 \$339,499

Difference +/- - - - - -

ATTACHMENT C:

2025 CONGREGATE MEAL, WELL AND WISE, AND TRAVELER TRANSPORTATION SERVICE

ATTACHMENT C: 2025 CONGREGATE MEAL, WELL AND WISE, AND TRAVELER TRANSPORTATION SERVICE

COMBINED CONTRIBUTION BREAKDOWN

<i>Jurisdiction</i>	<i>2025 Nutrition Contribution</i>	<i>2025 Transportation Contribution</i>	<i>2025 Well & Wise Contribution</i>	<i>2025 Total Contributions</i>	<i>RFTA Transportation Contribution</i>	<i>2025 Nutrition Contribution</i>	<i>2025 Transportation Contribution</i>	<i>2025 Well & Wise Contribution</i>	<i>2025 Net Adjusted Total</i>
Carbondale	\$23,252.03	\$4,024.21	-	\$27,276.24	\$4,024.21	\$23,252.03	-	-	\$23,252.03
Glenwood Springs	\$68,425.19	\$144,395.91	-	\$212,821.11	\$144,395.91	\$68,425.19	-	-	\$68,425.19
New Castle	\$10,955.07	\$37,368.08	-	\$48,323.15	\$37,368.08	\$10,955.07	-	-	\$10,955.07
Silt	\$22,570.08	\$1,872.12	-	\$24,442.21		\$22,570.08	\$1,872.12	-	\$24,442.21
Rifle	\$60,989.82	\$151,838.67	-	\$212,828.49		\$60,989.82	\$151,838.67	-	\$212,828.49
Garfield County	\$262,272.80	\$414,499.00	-	\$676,771.80		\$262,272.80	\$414,499.00	-	\$676,771.80
Totals	\$448,465.00	\$753,998.00	\$0.00	\$1,202,463.00	\$185,788.21	\$448,465.00	\$568,209.79	\$0.00	\$1,016,674.79

New Castle Town Council Regular Meeting
Tuesday, December 3, 2024, 7:00 PM

Call to Order

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

Pledge of Allegiance

Roll Call

Councilor Carey
Councilor Hazelton
Councilor Copeland
Mayor A. Riddile
Councilor Leland - ZOOM
Councilor G Riddile

Absent Councilor Mariscal

Also present at the meeting were Town Clerk Mindy Andis, Administrator Dave Reynolds, Town Treasurer Viktoriya Ehlers, and members of the public.

MOTION: Councilor Hazelton made a motion to excuse Councilor Mariscal and absence. Councilor Copeland seconded the motion and it passed unanimously.

Meeting Notice

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

Conflicts of Interest

There were no conflicts on interest.

Agenda Changes

There were no agenda changes

Citizen Comments on Items not on the Agenda

There were no citizen comments

Consultant Reports

Consultant Attorney – not present

Consultant Engineer – not present

Presentation – Rocky Mountain Adventure Series – Bruce Goshorn Race Director

Town Administrator Reynolds introduced Bruce Goshorn to the council. Mr. Goshorn thanked the council for allowing him some time to explain what Genesis Adventure is and how New Castle fits for the race (Exhibit A).

Mayor A. Riddile asked what the entry fee is for the race. Mr. Goshorn said the fee is about \$250.00 per person for the 12-hour race.

Council Carey asked if the trail racers were required to stay on the trail. Mr. Goshorn said bicycles are required to stay on the trail. If, the racer is on foot, the racer doesn't need to stay on trail as long as they are n BLM property.

Town Council Meeting
Tuesday, September 17, 2024

1 Councilor Carey asked if he calls for weather or trails conditions. MR. Goshorn said when
2 sets up a course he would also set up a contingency course and the contingency course is
3 for bad weather. He said the racers would not go onto the trails if they were muddy or
4 cause damage. He said if the trail is snowy or muddy then they use the road system.
5 Councilor Carey said one of the needs was camping, staging, start/finish and transitioning
6 areas. Are there any areas that would be preferable. Mr. Goshorn said he has not scouted
7 enough to know. Councilor Carey said the trails are closed from January to May for biking.
8 Mr. Goshorn said he would be scouting by foot.

9 Councilor Carey voiced some concerns about the river access since the river is the other
10 side of I-70. Mr. Goshorn said he had been looking at that as well. He said he was not
11 sure how the river portion of race would work since he has not scouted the area. He said
12 he welcomes any suggestions for when he comes to New Castle to scout out for the race.
13 Mr. Goshorn said the transition areas would need to be fairly open areas because the
14 racers would be coming in on bikes and going out to run or vice versa. In the open areas
15 there would have bikes ready for the runners to use and a bin for the runners to place
16 their gear into.

17 Councilor Hazelton asked if he has dates for the race. Mr. Goshorn said the dates have
18 been planned for the race to take place on June 1, 2025. May 31, 2025, would be for
19 orienteering and climbing clinics.

20 Administrator Reynolds asked what he would need from town staff. Mr. Goshorn said he
21 doesn't expect to use any town staff. He said has volunteers to help with the race, for the
22 roadways he puts up "race in progress" signs, set up/clean up, unless there is something
23 the town would require.

24 Mayor A. Riddile asked what percentage of the entry fee could go to the Town of New
25 Castle. Mr. Goshorn said he is open to what the town would suggest or need. He said he
26 has not worked with a municipality before and likes the opportunity to work with the
27 town.

28 Councilor Copeland asked how much river time would be needed for the race. Mr. Goshorn
29 said he needs enough river 3-4 miles to make it worthwhile to rent the boats. Mr. Goshorn
30 said the race is designed around the area. Councilor Leland said there is not may routes
31 between Silt and New Castle.

32 Councilor G. Riddile said the town has lot of public land and river going through New
33 Castle, the problem is there is we don't have the level of access that you might have
34 experience with. Mr. Goshorn said he had lined out where the private property areas are
35 on the map in the presentation. The racers are not allowed to go into the property areas,
36 and they would need to find away around those properties. If the racers do go onto
37 private property, then the racer/team is disqualified from the race.

38 Councilor G. Riddile said he liked the idea and appreciate the opportunity to have the race
39 in New Castle. Councilor G. Riddile suggested putting a plan together and to come back to
40 council with a formal plan.

41 The council thanked Mr. Goshorn for his presentation and look forward to him coming
42 back.

1 **Presentation – Historic Preservation Commission regarding Historic Designation**
2 **for Cemetery**

3 Administrator Reynolds said the Historic Preservation Commission is seeking to designate
4 the Highland Cemetery as a historic landmark. Chair Mari Riddile said the Historic
5 Commission is exploring the idea of designating Highland Cemetery as a historic landmark
6 and would like to get the council's approval to move forward with the designation. The
7 commission would like to leave the cemetery as a rustic cemetery. Councilor Carey asked
8 if the designation would give the commission any authority on what types of decorations
9 or headstones could be placed in the cemetery. Chair M. Riddile said no and the
10 commission is not looking to have that type of authority. Councilor Leland said there are
11 some restrictions on historic buildings, for example the exterior wouldn't be allowed to
12 change. Commissioner Leland asked if there would be any types of restrictions there
13 would be for a cemetery. Chair M. Riddile said no there are no restrictions and that is one
14 reason why the commission would like to designate the cemetery. Councilor Hazelton said
15 there have been concerns about keeping the cemetery as rustic as it is now. The only
16 restrictions would be what the town has in place for rules and regulations. He said having
17 the designation shows the town's commitment to the town's rich history.
18 Mayor A. Riddile asked what the process is to have the cemetery designated. Chair M.
19 Riddile the commission is unclear on what the next step are since this is different than
20 designating a building. Councilor Hazelton said there are other cemeteries throughout the
21 state have been designated and the commission would contact the municipalities have
22 designated their cemeteries and would also contact the state for the process.

23
24 **MOTION: Councilor Copeland made a motion to allow the Historic Preservation**
25 **Commission to move forward with designating Highland Cemetery as a Historic**
26 **Landmark Councilor Carey seconded the motion and it passed unanimously.**
27

28 **PUBLIC HEARING – Opened at 7:54pm**

29 **Consider Resolution TC2024-24 A Resolution of the Town Council of the Town of**
30 **New Castle Adopting a Budget for the Town of New Castle, Colorado, for the**
31 **Fiscal Year Beginning on January 1, 2025 and Ending on December 31, 2025,**
32 **Appropriating the Amounts Specified in the Budget as Expenditures from the**
33 **Funds Indicated, Levying the Property Tax Proposed in the Budget, and**
34 **Reserving and Designating Certain Amounts in Each Fund.**

35 Town Treasurer Viktoryia Ehlers said she there were no major adjustments to report. She
36 said there is a surplus of \$14,000.00 in the General Fund, \$114,000 in the Utility Fund,
37 \$166,000 in the CTF and \$90,000 in the Cemetery Fund.
38

39 **Mayor A. Riddile closed the public hearing at 7:56pm.**

40 Councilor Leland said the budget message was really good and the message should be
41 published on the website and be put in the e-newsletter. Treasurer Ehlers said the
42 message would be part of the budget when published on the website.

1 The Council thanked Treasurer Ehlers for her hard work on balancing the budget.

2
3 **MOTION: Mayor A. Riddile made a motion to approve Resolution TC2024-24 A**
4 **Resolution of the Town Council of the Town of New Castle Adopting a Budget for**
5 **the Town of New Castle, Colorado, for the Fiscal Year Beginning on January 1,**
6 **2025 and Ending on December 31, 2025, Appropriating the Amounts Specified in**
7 **the Budget as Expenditures from the Funds Indicated, Levying the Property Tax**
8 **Proposed in the Budget, and Reserving and Designating Certain Amounts in Each**
9 **Fund Councilor Carey seconded the motion and it passed on a roll call vote.**
10 **Councilor Carey: yes; Councilor Hazelton: yes; Mayor A. Riddile: yes; Councilor**
11 **Copeland: yes; Councilor Leland: yes; Councilor G. Riddile: yes.**

12
13 **PUBLIC HEARING – Opened at 8:01pm**

14 **Consider Ordinance TC 2024-4 - An Ordinance of the Town of New Castle,**
15 **Colorado summarizing additional expenditures for the General Fund, Utility Fund,**
16 **Conservation Trust Fund and Cemetery Fund, and adopting a supplemental**
17 **budget for the Town of New Castle, Colorado, for the calendar year beginning on**
18 **the first day of January, 2024 and ending on the last day of December, 2024 (1st**
19 **reading)**

20 Treasurer Ehlers said supplemental is for just the General Fund. The reason for the
21 supplemental budget is due to the LOVA grant passthrough. The funding was supposed to
22 have been done in 2023, however, the additional funding was not received until February
23 2024.

24
25 **Mayor A. Riddile closed the public hearing at 8:02pm.**

26
27 **MOTION: Councilor Hazelton made a motion to approve Ordinance TC 2024-4 -**
28 **An Ordinance of the Town of New Castle, Colorado summarizing additional**
29 **expenditures for the General Fund, Utility Fund, Conservation Trust Fund and**
30 **Cemetery Fund, and adopting a supplemental budget for the Town of New Castle,**
31 **Colorado, for the calendar year beginning on the first day of January, 2024 and**
32 **ending on the last day of December, 2024 (1st reading) Mayor A. Riddile**
33 **seconded the motion and it passed on a roll call vote.**
34 **Councilor G. Riddile: yes; Councilor Leland: yes; Councilor Copeland: yes; Mayor**
35 **A. Riddile: yes; Councilor Hazelton: yes; Councilor Carey: yes.**

36
37 Recess the Town Council Meeting, Convene as the Local Liquor Licensing Authority

38
39 **PUBLIC HEARING – Opened at 8:04pm**

40
41 **MOTION: Councilor Hazelton made a motion to Recess the Town Council Meeting,**
42 **Convene as the Local Liquor Licensing Authority Councilor Carey seconded the**
43 **motion and it passed unanimously.**

1 **Consider a Special Events Liquor License Application from New Castle Recreation**
2 **Department for an Event to be Held on January 11, 2025 (Bad Art Night)**

3 Town Clerk Mindy Andis said the New Castle Recreation Department is requesting a
4 special event liquor license for Bad Art Night on January 11, 2025, in New Castle
5 Community Center. The application requests a permit time from 5:00pm to 10:00pm. The
6 event will be held from 6:00pm to 10:00pm. The extra time is to allow for set up and
7 teardown. Alcohol server will be Tips trained. There will be bagged snacks during the
8 event which satisfies the food requirement for the liquor license. Staff has no concerns
9 and are recommending approval of the special event liquor license.

10
11 **Mayor A. Riddile closed the public hearing at 8:05pm.**

12
13 **MOTION: Councilor Hazelton made a motion to approve a Special Events Liquor**
14 **License Application from New Castle Recreation Department for an Event to be**
15 **Held on January 11, 2025 (Bad Art Night) Councilor Carey seconded the motion**
16 **and it passed unanimously.**

17
18 Adjourn the Local Liquor Licensing Authority, Reconvene the Town Council Meeting

19 **MOTION: Councilor Hazelton made a motion to recess the Local Liquor Licensing**
20 **Authority and reconvene Town Council meeting and to convene as the local**
21 **liquor licensing authority. Councilor Carey seconded the motion and it passed**
22 **unanimously.**

23
24 **Items for Consideration**

25
26 **Consider Resolution TC 2024-23 - A Resolution of the Town Council of the Town**
27 **of New Castle Adopting a Directory of Fees and Charges for the Town**

28 Clerk Andis explained each year staff presents council with proposed changes and updates
29 to the Town's Directory of Fees and Charges. This year staff would like to recommend
30 additions and updates to the list of Fees and Charges which include: Water, sewer and
31 affiliated services 5% increase; Bulk Water 10% increase; Raw Water \$6.00 increase;
32 Trash Removal Service 5% increase. The new fees would go into effect January 1, 2025.

33
34 **MOTION: Mayor A. Riddile made a motion to approve Resolution TC 2024-23 - A**
35 **Resolution of the Town Council of the Town of New Castle Adopting a Directory**
36 **of Fees and Charges for the Town. Councilor Carey seconded the motion and it**
37 **passed unanimously.**

1 **Consent Agenda**

2 Items on the consent agenda are routine and non-controversial and will be approved by
3 one motion. There will be no separate discussion of these items unless a council member
4 or citizen requests it, in which case the item will be removed from the consent agenda.
5

6 November 19, 2024 minutes

7 November Bills \$612,991.17

8 Liquor License Renewal – Black Bear Bar & Grill, INC.
9

10 **MOTION: Councilor G. Riddile made a motion to approve the Consent Agenda.**
11 **Copeland seconded the motion and it passed unanimously.**
12

13 **Staff Reports**

14 **Town Administrator** – Administrator Reynold said to beware of scams. If the council
15 receives e-mails from staff, it is likely a scam. He gave an update of a senior citizen
16 resident who lost her home in a fire a couple of weeks. Staff are currently working with
17 organizations to provide additional help or aid. Councilor Hazelton suggested setting up a
18 GoFundMe account or Alpine Bank account. Administrator Reynolds said while speaking
19 with the Red Cross and the Salvation Army they have a specific order as they do things
20 and if you get ahead of the order then funding could be cut off. Administrator Reynolds
21 should have more information by the end of the week. Administrator Reynolds has met
22 with a local contractor to evaluate the home, and he has a meeting with a local realtor on
23 Friday, December 6, 2024. Councilor Leland said the Red Kettle campaign for the
24 Salvation Army has kicked off. Is there a way that the money from the Red Kettle for a
25 day could be donated to the resident. Administrator Reynolds said he would look into that.
26 Councilor Hazelton asked if there is a small trailer that could be used or placed on the
27 property. Administrator Reynolds is currently looking into that option. Councilor G. Riddile
28 asked how far Administrator Reynolds is willing to take on this. Administrator Reynolds
29 said he wants to see the resident is getting full use of all the services available and being
30 able to get the resident through the holidays. Councilor Copeland suggested having a
31 fund-raising event at the Chili-Cookoff. Administrator Reynolds said staff is
32 sponsoring/hosting Senior BINGO Wednesday, December 11, 2024, at the Community
33 Center from 1pm-3pm. Administrator Reynolds reminded the council about the annual
34 Tree Lighting and Chili-Cookoff Friday, December 6, 2024, at Burning Mountain Park from
35 5:30pm-8pm. Administrator Reynolds said the Garfield County Commissioners is hosting a
36 Colorado Parks & Wildlife public meeting to the community regarding the Gray Wolf
37 Reintroduction in Garfield, Eagle and Pitkin Counties. The meeting will be Tuesday,
38 December 17, 2024, at New Hope Church from 6:00pm-8:00pm. Administrator Reynolds
39 said he & Assistant Rochelle Firth had attended a Public Information Officer (PIO) meeting
40 there was a presenter who talked about police use of force and how PIO's, council and
41 managers should speak to the press when there is an incident. Administrator Reynolds

1 said the staff Christmas party is planned for Friday, December 20, 2024, at the Lakota
2 Clubhouse. The doors open at 5:15pm and dinner will be served at 5:30pm. Wingnuts will
3 be catering for the dinner. Councilor Hazelton asked for some help with setting up and
4 keeping the food full. Administrator Reynolds handed out an update from the Detox
5 Center and wanted council to review. Administrator Reynolds said staff have received
6 several thank you letters from the organizations who received grant money from the
7 town. Administrator Reynolds verified with the council to let Mr. Goshorn know to pursue
8 the adventure race in New Castle. The council agreed. Councilor Carey said she would be
9 more than happy to help Mr. Goshorn scout out the area. Mayor A. Riddile said an early
10 childhood teacher at Elk Creek Elementary School had passed away a few days ago. He
11 said he has been doing some fund raising. So, far there are two churches, several private
12 donors and Elk Creek PTAC. Mayor A. Riddile asked if the town could help with \$250.00.

13 **Town Clerk** – Clerk Andis said starting the month of November only the commercial
14 utility accounts meters are being read. With just reading the commercial accounts the
15 billing time has been cut almost in half. Assistant Michelle Huster has started cross
16 training with Assistant Firth on some of her duties and that has been going well.

17 **Town Treasurer** – not present

18 **Town Planner** – not present

19 **Public Works Director** – not present

20 **Commission Reports**

21 **Planning & Zoning Commission** – have not met

22 **Historic Preservation Commission** – Councilor Hazelton said they discussed
23 designating the cemetery as a historic landmark.

24 **Climate and Environment Commission** – Councilor Leland said with the new
25 Wastewater Plant Office's if there could be more storage. He has items that need to be
26 stored other than at his house.

27 **Senior Program** – have not met

28 **RFTA** – have not met

29 **AGNC** – Councilor Hazelton said they will be working on engagement with councils and
30 the community to give a better understanding of what AGNC does. One of the topics that
31 they are looking at is the depression and suicide rates in the oil communities.

32 **GCE** – Councilor Leland said the third quarter report is in the packet (Exhibit B)

33 **EAB** - have not met

34 **Council Comments**

35 Councilor G. Riddile said it was beneficial to have the non-profits present to the council.
36 Moving forward as long as the non-profits it in compliance with the town, then they
37 would only need to present every other year. Councilor Copeland thanked Administrator
38 Reynolds for all he does for the residents of New Castle and especially for the victim of the
39 fire. Councilor Hazelton said to enjoy the holidays. Councilor Carey said she has a friend
40 who is trying to set up a trails committee with Roaring Fork Mountain Bikers Association
41 (RFMBA) to continue on with the races without the party. Councilor Carey asked if the new
42 pond will be permanently full and stocked with fish. Administrator Reynolds said no, the

1 pond will fill as an overflow for the raw water irrigation, because of the unstable water
2 level there will not be any fish in the pond. The only fish will be in the Alder Park Pond.

3 **Items for Future Council Agenda**

4 Councilor Carey said the town need to set up a trails community and how the trails will be
5 managed in 2025.

6 **Adjourn**

7 **MOTION: Mayor A. Riddile made a motion to adjourn. Councilor Hazelton**

8 The meeting adjourned at 8:45p.m.

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10 Respectfully submitted,

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Mayor Art Riddile

Town Clerk Mindy Andis, CMC

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Submit to Local Licensing Authority

SPIRITS OF NEW CASTLE
PO BOX 105
New Castle CO 81647

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	477.50
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$477.50

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.



Paid by check

Uploaded to MoveIt on Date



Paid Online

Licensee Name

K2 SPIRITS INC

Doing Business As Name (DBA)

SPIRITS OF NEW CASTLE

Liquor License Number

07-92463-0000

License Type

Retail Liquor Store (city)

Sales Tax License Number

07924630000

Expiration Date

02/27/2025

Due Date

01/13/2025

Business Address

Street Address

302 WEST MAIN STREET

Phone Number

9709843225

City, State, ZIP Code

New Castle CO 81647

Mailing Address

Street Address

PO BOX 105

City, State, ZIP Code

New Castle CO 81647

Email

wintkristi@aol.com

Operating Manager

Kristi Wint

Date of Birth

02/27/1985

Home Address

Street Address		Phone Number
		
City	State	ZIP Code
New Castle	CO	81647

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented?

☒ Owned

*If rented, expiration date of lease

☐ Rented*

1. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

2. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No

(**Note:** must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

3. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?.....

☐ Yes ☒ No

4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

1. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? ☐ Yes ☒ No
- If yes, attach a detailed explanation.

2. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? ☐ Yes ☒ No
- If yes, attach a detailed explanation.

3. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? ☐ Yes ☒ No
- If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Kristi Wirt

Title

Pres

Signature

Kristi Wirt

Date (MM/DD/YY)

11/20/24

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I, Kristi Wirt

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of

(the "Applicant/Licensee")

K2 Spirits Inc

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

K2 Spirits Inc.

Social Security Number/Tax Identification Number

20-5888037

Home Phone Number



Business/Work Phone Number

970 984-3225

Street Address

302 W main St, PO Box 105

City

New Castle

State ZIP Code

CO

81647

Printed name of person signing on behalf of the Applicant/Licensee

Kristi Wirt

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed

Kristi Wirt

11/20/24

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).