



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

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

## **Agenda**

**New Castle Town Council Regular Meeting**  
**New Castle Community Center**  
**423 W Main Street**

**Tuesday, May 19, 2026, 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. Review MOU with SPEAR**

**B. Possible Executive Session pursuant to C.R.S. § 24-6-402(4)(b) for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions regarding SPEAR memorandum of understanding.**

**C. Consider Ratification, Withdrawal, or Other Directives to Police Department regarding MOU with SPEAR**

**D. Recognition Trails Town Designation**

**E. Consider Ordinance TC2026-4 Creating a Background Check process for Prospective Massage Facility Operators, Owners and Employees (2<sup>nd</sup> reading)**

**F. Consider Letters of Interest From: Esther Von, Phil Weir, Steven Kyle, Chris Pezsel, Mark Kinghorn, Mari Riddile, Alison Cotey, Katrina McAlpine, Daniel Leifeld to Fill Vacant Council Seat**

**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.

[May](#) 5, 2026, Minutes

Resolution TC2026-12 – Approving Supporting the Availability of Healthier Beverage Choices and Alternative Offerings to Sugary Beverages and Promoting Public Health

**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  
POSTR

**Council Comments**

**Items for Future Council Agenda**

**Adjourn**



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## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Consider Ratification of SPEAR MOU  
**Date:** 05/19/2026

### **Purpose:**

The purpose of this agenda item is to review the SPEAR MOU and consider ratification, withdrawal, or other directives to the Police Department.

During the regular Town Council meeting held on April 7, 2026, Town Council reviewed the SPEAR MOU and discussed potential ratification, withdrawal, and other available options. During that meeting, four residents provided public comment expressing a variety of concerns regarding the MOU and the Town's continued participation in the SPEAR Task Force.

To ensure a complete understanding of the concerns raised, Town Council continued the agenda item to a future meeting and directed staff to gather additional information and report back to Council.

Since that time, staff has met with residents, spoken with SPEAR representatives and neighboring law enforcement agencies, and reviewed the MOU along with applicable state and federal guidelines relating to criminal intelligence sharing and the dissemination of personal information. Through this process, staff has worked to develop a more comprehensive understanding of the concerns raised, the operational structure of the SPEAR Task Force, and the legal frameworks governing information-sharing practices.

Residents' collective concern can generally be summarized as follows:

Residents appear primarily concerned that a multijurisdictional criminal intelligence-sharing arrangement, as described in Section 6 of the SPEAR MOU, involving agencies such as Homeland Security Investigations (HSI), could unintentionally or structurally allow information collected by local law enforcement agencies to be used for federal immigration enforcement purposes in ways that may conflict with Colorado Article 74. Residents further express concern that such information sharing could expose the Town to legal liability and negatively impact public trust in local policing.

Colorado Article 74 generally limits state and local agencies from sharing non-public personal identifying information for civil immigration enforcement purposes, while 28 CFR Part 23 permits

properly managed criminal intelligence sharing for legitimate criminal investigations when supported by reasonable suspicion and appropriate safeguards.

These legal frameworks can coexist when information sharing remains focused on criminal investigations rather than civil immigration enforcement. However, some residents perceive the potential for a blurring of these distinctions if routine law enforcement information were to become accessible to federal agencies involved in immigration enforcement activities.

While reviewing these concerns, staff has noted the following provisions contained within the SPEAR MOU:

- The SPEAR MOU states that information gathering and sharing between participating agencies shall comply with all applicable provisions of Colorado law and federal regulations.
- The MOU establishes and maintains a centralized computerized criminal intelligence information system for the purpose of assisting local, state, and federal law enforcement personnel in ongoing multijurisdictional criminal investigations and prosecutions relating to specified criminal activity. (MOU Section 6.1)
- The MOU establishes criteria governing information submission, inquiry/access, dissemination, retention and purging, security, audit trails, and agency representation. (MOU Section 6.1)
- The MOU requires compliance with U.S. Department of Justice operating policies, including 28 CFR Part 23, where applicable. (MOU Sections 6.1 and 6.2)
- The MOU places responsibility on participating agencies to maintain the confidentiality of intelligence information and prohibits dissemination except as authorized by SPEAR and applicable policy. (MOU Section 6.2)
- The MOU states that the agreement shall be governed and construed in accordance with Colorado law. (MOU Section 10.4)

Staff's current understanding regarding data gathering and sharing practices is as follows:

- Town police officers do not collect immigration status information as part of routine law enforcement activities.
- Town police officers do not knowingly share confidential personal information in violation of Colorado law.
- Routine information gathered and stored within the New World database is not automatically accessible to HSI or other outside agencies.
- The Town Police Department follows Colorado law regarding the collection, maintenance, and dissemination of personal information.
- Information shared with SPEAR is intended for legitimate criminal investigative purposes and staff does not currently understand those practices to conflict with either Colorado law or 28 CFR Part 23.

## **Conclusion**

- Staff understands that residents' concerns are sincere and stem from a desire to ensure that personal information is handled lawfully, appropriately, and transparently.

- Staff recognizes the value that the SPEAR Task Force partnership provides for regional law enforcement coordination and criminal investigations.
- Staff also understands that recent incidents, combined with what some perceive as ambiguity within portions of the SPEAR MOU, have contributed to public concern.
- Based on staff's present understanding of applicable laws, policies, and current practices, staff believes the Town is operating in compliance with both Colorado and federal law.
- Staff recommends remaining a partner agency within SPEAR while continuing efforts to strengthen transparency, public communication, and clearly written agreements and policies that reinforce public trust and legal compliance.

**Garfield County Special Problem Enforcement and  
Response  
SPEAR  
MEMORANDUM OF UNDERSTANDING  
July 17, 2025**

## TABLE OF CONTENTS

### SECTION/TITLE

Preamble

Mission Statement

#### **1. Task Force Governing Board**

1.1 Governing Board

1.2 Meetings

1.3 Quorum

1.4 Voting

1.5 Focus of the Board

#### **2. Board Officers, Project Director, Prosecutor and Task Force Officers**

2.1 Board Officers

2.1.1 Chairperson

2.1.2 Co-Chairperson

2.1.3 Secretary

2.1.4 Financial Officer

2.1.5 Task Force Commander

2.2 Project Directors

2.3 Prosecutor

2.4 Task Force Officers

#### **3. Investigator Information Sharing Meetings**

3.1 Coordination

- 4. Evidence**
- 4.1 Procedures
- 4.2 Audit
- 5. Operational Guidelines Manual**
- 6. Intelligence System**
- 6.1 Task Force Responsibility
- 6.2 Participating Agency Responsibility
- 7. Equipment**
- 7.1 General
- 7.2 Task Force Property
- 7.3 Property Inventory
- 8. Personnel and Related Issues**
- 8.1 General
- 8.2 Selection
- 8.3 Discipline
- 8.3.1 Misconduct of Task Force Commander
- 8.3.2 Standards
- 9. Reports**
- 10. Miscellaneous**
- 10.1 Governmental Immunity
- 10.2 Insurance
- 10.3 Severance
- 10.4 Governing Law
- 10.5 Successors and Assigns

- 10.6 Notice
- 10.7 Separate Entities
- 10.8 No Partnership
- 10.9 Cooperation, Request for Assistance and Extraterritoriality
- 10.10 Participating Agencies
- 10.11 Capacity of Board Members, Board Officers and Task Force Officers
- 10.12 Modification
- 10.13 Effective Date
- 10.14 Section Headings
- 10.15 Authority to Execute
- 10.16 Counterparts

## **PREAMBLE**

- In an effort to utilize pooled intelligence and information for the purpose of combating criminal activity and criminal enterprises whether active, proactive or anticipatory in nature, the Garfield County Special Problems Enforcement and Response Task Force (“SPEAR”) is formed. Agencies participating in this project recognize that identifying criminal activity as well as individuals or groups responsible for said activity is of paramount importance to the communities and detentions facilities throughout every jurisdiction. Through united efforts, information and intelligence resources will be better utilized and investigative efforts will be more fruitful on behalf of the communities served by these agencies. The participating agencies are committed to cooperative efforts and information sharing through their participation with SPEAR. SPEAR will be used to help in the identification, investigation and prosecution of individuals and groups involved with criminal activity and criminal enterprises. The purpose of SPEAR is to unite participating agencies into a cohesive, coordinated effort to eradicate criminal activity through a multi-jurisdictional unit and information/intelligence network.

## **MISSION STATEMENT**

- The mission of SPEAR is to eradicate major crimes within Garfield County, using a multi-jurisdictional approach to relentlessly pursue, arrest, and prosecute those responsible.

## **SECTION 1. TASK FORCE GOVERNING BOARD**

- 1.1 **GOVERNING BOARD:** SPEAR will have a Governing Board consisting of the Chief Executive Officer of each participating agency, plus such other members approved by the Governing Board.
- 1.2 **MEETINGS:** The Governing Board shall meet monthly, or as determined necessary by the Board. The meetings shall be held at various places selected by the Board.
- 1.3 **QUORUM:** A majority of the membership of the Board shall constitute a quorum. Members of the Board may send a member of their staff to be present in lieu of the actual board member, and such alternate shall have full voting privileges.
- 1.4 **VOTING:** Action of the Board shall be by simple majority, and shall occur at a meeting, or through electronic voting. Presence at a meeting and participation as a part of a quorum is allowed through electronic or voice-conferencing. The Board may act without a meeting by unanimous written consent.
- 1.5 **FOCUS OF THE BOARD:** The Governing Board will generally focus in the following areas:
  - The Governing Board will utilize pooled intelligence resources of all the participating entities to prioritize and to mutually decide upon priorities of the Task Force.
  - The Governing Board will address any issues of mutual concern to the participants of the Task Force. This may include any major issues that will impact other members of the Task Force such as budget matters, matters of policy and procedure and other matters of mutual concern.
  - Annually, the Governing Board will mutually agree upon project goals and objectives for the coming year.
  - The Governing Board will resolve any interagency conflicts that may arise during the duration of this project.

## **SECTION 2. BOARD OFFICERS, PROJECT DIRECTOR, PROSECUTOR AND TASK FORCE OFFICERS**

- 2.1 **BOARD OFFICERS.** The Board shall elect several Board Officers including: Chairperson, Co-Chairperson, Secretary, Financial Officer and Task Force Commander. Board Officers shall be elected annually at the January meeting.

- 2.1.1 **CHAIRPERSON.** The Chairperson of the Board shall call all Board meetings to order and shall be generally responsible for the conduct of Board meetings. The Chairperson may assume any other duties and powers approved by the Board.
- 2.1.2 **CO-CHAIRPERSON.** The Co-Chairperson shall assume the duties and authority of the Chairperson in the absence of the Chairperson.
- 2.1.3 **SECRETARY.** The Secretary shall be responsible for taking and keeping Minutes of the Board. The Secretary shall also be responsible for keeping an original signed version of this Memorandum and may assume other duties approved by the Board.
- 2.1.4 **FINANCIAL OFFICER.** The Financial Officer shall track financial assets and accounts generated by operation of the Task Force.
- 2.1.5 **TASK FORCE COMMANDER.** The Task Force Commander will oversee and command the operation of the Task Force on a daily basis. The Task Force Commander may make operational and administrative decisions which are necessary for the routine operation of the Task Force. When it is impractical to consult the Governing Board, the Task Force Commander will make decisions of a larger scale needing immediate action. When such a situation arises, the Task Force Commander shall report those decisions to the Governing Board as soon as possible.
- 2.2 **PROJECT DIRECTORS.** The Governing Board shall appoint the Project Director, who shall be responsible for filing required reports required by funding entities and oversight agencies.
- 2.3 **PROSECUTOR.** The District Attorney for the Ninth Judicial District shall assign a Prosecutor for purposes of administering the prosecution of all SPEAR felony arrests and providing legal advice to the Task Force and Board. The Governing Board may appoint the SPEAR prosecutor as Project Director.
- 2.4 **TASK FORCE OFFICERS.** The officers assigned to the Task Force will be used primarily for Task Force investigations and other duties as assigned by their individual Department Chief Executive Officers and the Task Force Commander. The Task Force Officers will work out of the Task Force office or such other places approved by the Board.

### **SECTION 3. INVESTIGATOR INFORMATION SHARING MEETINGS**

- 3.1 **COORDINATION.** The timely coordination and communication of investigative information is of paramount importance. Participating agencies agree to fully coordinate and communicate regarding any information received by their agency which might be

beneficial to Task Force investigations. To facilitate this communication, all members of the Task Force will meet weekly with the Task Force Commander at a date and time determined by the Task Force Commander.

#### **SECTION 4. EVIDENCE**

- 4.1 **PROCEDURES.** All evidence and property seized by Task Force Officers shall be identified, preserved, booked and stored in accordance with procedures approved by the Board. The Task Force Commander shall appoint a Task Force Officer or Task Force Analyst to serve as evidence custodian.
- 4.2 **AUDIT.** All evidence and property seized and stored by the Task Force shall be audited annually or as deemed necessary by the Board. Annual audits will be conducted in December and results reported to the Board in January. Persons responsible for conducting audits will be appointed by the Board.

#### **SECTION 5. OPERATIONAL GUIDELINES MANUAL**

- 5.1 The Task Force will operate in accordance with the SPEAR Operational Guidelines Manual. The Manual will be written and kept updated by the Task Force Commander. The Board will approve the Manual and any additions, deletions or changes.

#### **SECTION 6. INTELLIGENCE SYSTEM**

- 6.1 **OBLIGATIONS OF THE SPEAR TASK FORCE.** SPEAR hereby agrees to:
  - Establish and maintain a central computerized criminal intelligence information system for the sole purpose of assisting local, state, and federal law enforcement agency personnel in ongoing multijurisdictional investigations or prosecution activities relating to specific areas of criminal activity.
  - Supply the prospective Participating Agencies with membership applications and policy information and, upon attainment of membership, procedural guidelines and necessary forms as adopted by the Garfield County Sheriff's Office.
  - Establish criteria for: Information submission, information inquiry/access/dissemination, information retention/purging, security of information, audit trails and assigning of agency representatives.
  - Identify and monitor suspected or validated individuals or groups that present a known or perceived threat to the community or entity.
  - Update Participating Agencies on identified or suspected threats within their jurisdiction by utilizing information and intelligence bulletins pertinent to that jurisdiction.

- Comply with the U.S. Department of Justice Systems Operating Policies; 28 CFR Part 23 (Sept. 23, 1993), where applicable.
- Assure that the information and intelligence files are maintained in accordance with the applicable Colorado Record Retention Laws, and can only be held for a period of five (5) years. The five (5) year retention period begins from the last date of documented criminal activity or contact with an individual where the probable cause to believe criminal activity or association with criminal activity exists.

6.2 OBLIGATIONS OF PARTICIPATING AGENCIES. Each Participating Agency hereby agrees to:

- Establish and Comply with the U.S. Department of Justice Systems Operating Policies; 28 CFR Part 23 (Sept. 23, 1993), where applicable, and with the policies and procedures promulgated by the Garfield County Sheriff's Office and SPEAR.
- Assume responsibility for ensuring that all data submitted for storage in the SPEAR files is connected to known or suspected criminal activity for the operation of the system, and insuring the accuracy of all information submitted for storage by each agency in the SPEAR files.
- Assume responsibility for, and assure that all information disseminated from, SPEAR files is kept in strict confidence and is not disseminated to other entities by the Participating Agency, and to guard against any use or misuse of said information other than for informational and intelligence purposes. Dissemination by the Participating Agency of intelligence bulletins and/or information presented by SPEAR shall be strictly prohibited unless prior approval by SPEAR is obtained. This decision will be reached on a case-by-case basis.
- Utilize pooled intelligence and information resources of all participating agencies for the purpose of identifying existing threats within the community and detentions facilities to combat criminal activity that exists or is deemed proactive or anticipatory in nature.
- Update SPEAR when an identified individual is contacted by your agency. Information and intelligence files on validated threats and individuals are maintained in accordance with applicable Colorado Record Retention Laws and can only be held for a period of five (5) years. The five (5) year retention period begins from the last date of documented criminal activity or contact with an individual where probable cause to believe criminal activity or association with criminal activity exists.
- SPEAR will notify each agency when a record has reached the end of its retention period. It is the responsibility of each participating agency to purge their copies of documents when notified by SPEAR that the retention period has ended.

## **SECTION 7. EQUIPMENT**

- 7.1 **GENERAL.** Each Officer assigned to the Task Force shall be provided a portable radio, vehicle and usual personal equipment required for the execution of law enforcement duties by their respective agencies. The equipment provided to the Task Force Officers from the contributing agency shall remain property of the contributing agency. The contributing agency shall be solely responsible for the maintenance, repair and security of said equipment. If an agency needs to borrow equipment from another agency, appropriate arrangements should be made between the respective members of the Board.
- 7.2 **TASK FORCE PROPERTY.** Certain equipment will not be contributed by any agency and will be considered property of the Task Force. This equipment includes property acquired by means of asset forfeiture. Because the Task Force is not an incorporated entity capable of legally holding title to real or personal property, any such Task Force property will be the legal property of a member agency agreed upon by the Board, to be held in trust for the use of the Task Force. In the event of the disbanding of SPEAR, the Governing Board shall decide on the final disposition of the property and all other assets.
- 7.3 **PROPERTY INVENTORY.** Equipment and property acquired for use by the Task Force shall be tracked through ongoing inventory process by the Task Force Commander. Such inventory shall list the source of the equipment/property and the designated ownership of such equipment/property.

## **SECTION 8. PERSONNEL AND RELATED ISSUES**

- 8.1 **GENERAL.** All personnel assigned to the Task Force will remain the responsibility of their parent agency. Supervisors for the parent agencies will be in charge of their individual subordinates, with Officers placed under the supervision of the Task Force Commander for all Task Force duties and operations. Notwithstanding any other provision of this Memorandum, Task Force Officers shall serve at the will of the Governing Board and can be removed from the Task Force by the Board at any time with or without good cause. Task Force Officers may refuse to obey any illegal or unduly dangerous order from any person.
- 8.2 **SELECTION.** All Officers assigned to the Task Force shall be selected pursuant to the procedure outlined in this section.
- The Board Member of a participating agency shall submit appropriate materials for candidate Officers to the Secretary for distribution to the Board. Appropriate materials for candidates shall include a resume', listing details of the candidate's education and training pertinent to law enforcement and non-law enforcement experience.
  - The Board shall conduct an oral interview of a candidate within one month of receipt of the required materials. Such oral interview will be conducted with a

minimum of 5 Board Members present, with a minimum 75% approval required to appoint a Task Force position. The Board may also define and state a preference in candidates should a participating agency offer multiple candidates for one position.

- The Task Force Commander shall be selected through the same process as Task Force Officers.

8.3 DISCIPLINE. Should the need for any disciplinary action arise against any Task Force Officer, the disciplinary action imposed shall be the responsibility of the Officer's parent agency. The Task Force Commander may recommend to each Officer's parent agency that disciplinary process be considered or initiated. The Task Force Commander shall be empowered to provisionally suspend any Task Force Officer from the Task Force for incompetence, negligence, insubordination, criminal conduct, or other conduct unbecoming a Task Force Officer. The TFO's parent agency shall be notified of such action immediately. Such provisional suspension may be rescinded by the Task Force Commander or be brought to the Board for review at their next meeting. Any change of status of such suspension shall require a majority vote of the Governing Board. After review of all information the Board considers pertinent to the suspension, the Board may take the following actions:

- Rescind the suspension.
- Accept the suspension and initiate procedures for removal of the Task Force Officer.
- Remove the Task Force Officer with the consent of the parent agency, or through resignation of Task Force assignment by the Officer.

In the event the Governing Board accepts the suspension and initiates procedures for removal of the Task Force Officer, the procedures shall be as follows:

- The Task Force Commander shall be assigned to prepare a written report to the Governing Board which shall include, at a minimum; a summary of the reasons for the suspension, a statement of any facts that the Task Force Commander feels constitute grounds for removal from the Task Force, a summary of all available evidence both in favor and against the Task Force Officer, a written statement from the Task Force Commander detailing the reasons the Task Force Commander feels removal from the Task Force is warranted, and a written statement from the Task Force Officer in question should they wish to provide one.
- The report of the Task Force Commander shall be prepared within two days of the Board's decision to initiate removal procedures.

- The report from the Task Force Commander shall be provided to all Governing Board members and the Task Force Officer in question.
- The Board shall consider the issue of removal of the Task Force Officer at their next meeting.
- The Board will consider the report from the Task Force Commander.
- The Task Force Officer in question may address the Board if they desire.
- The Board will consider any other information it deems relevant.
- The Task Force Officer shall have no right to legal counsel at such meeting.
- The Board shall consider the matter in executive session. A decision to remove a Task Force Officer pursuant to this section shall be by a majority of the total Governing Board. Nothing in this section shall in any way affect a parent agency from voluntary removal of their Officer at anytime.
- During the above-process, a parent agency may re-assign their Officer to non-Task Force duties pending disposition.

8.3.1 MISCONDUCT OF THE TASK FORCE COMMANDER. Task Force Officers may report any misconduct or other inappropriate actions on the part of the Task Force Commander to the Chairperson or any Governing Board Member. The Chairperson may take any action that the Chairperson deems necessary to immediately address any such issue, including a temporary suspension of the Task Force Commander. In the event that the Chairperson suspends the Task Force Commander, the Chairperson shall call an immediate emergency meeting of the Governing Board. The Governing Board shall consider any issues raised by the Chairperson. Any decision to remove the Task Force Commander shall require a majority vote of the entire Governing Board, minus the Task Force Commander, who shall have no vote in such action.

8.3.2 STANDARDS. The process provided for in paragraphs 8.3 and 8.3.1 shall in no way be construed as requiring that good cause be found by the Governing Board as a precondition of taking any disciplinary action against a Task Force Officer or the Task Force Commander.

## **SECTION 9. REPORTS**

9.1 REPORTS. Reports will be prepared utilizing a standard format approved by the Task Force Commander. The Board may require the use of such forms it deems appropriate. All Task Force agencies agree to provide appropriate statistical reports in a timely manner as required by Division of Criminal Justice grant reporting or other oversight

and funding entities. Any necessary arrest data, seizure data, and other information will be forwarded to the Project Director.

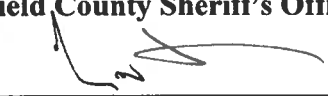
## **SECTION 10. MISCELLANEOUS**

- 10.1 **GOVERNMENTAL IMMUNITY NOT WAIVED.** None of the parties waive its rights under the Colorado Governmental Immunity Act.
- 10.2 **INSURANCE.** Each Party shall maintain general liability and police professional liability coverage or its equivalent in an amount not less than the maximum amount that may be received under the provisions of the Colorado Governmental Immunity Act against a public entity or public employee. The policy shall insure against claims for bodily injury, death, property damage, or personal injury which may arise through the performance of the Task Force's duties. The policies should also provide coverage for the costs of defending any claims that may arise from the performance of the Task Force's duties.
- 10.3 **SEVERANCE.** Any term, clause, part or provision of this Memorandum held by a court of competent jurisdiction to be illegal or in conflict with any law of the State of Colorado or the United States shall not affect the validity of the remaining portions or provisions. The rights and obligations of the parties shall be construed and enforced as if the memorandum did not contain the particular term, clause, part or provision held to be invalid.
- 10.4 **GOVERNING LAW.** In its entirety, the Memorandum is subject to and shall be construed in accordance with the provisions of Colorado law.
- 10.5 **SUCCESSORS AND ASSIGNS.** The Memorandum shall be binding upon the successors and assigns of each of the Parties. A Party may not assign any of its rights or obligations under the Memorandum without the prior written consent of all other members of the Governing Board.
- 10.6 **NOTICE.** Any notice required or permitted by this Memorandum shall be in writing and sent by certified mail or registered mail, postage and fees prepaid. The certified mail or registered mail shall be addressed to the Party to whom such notice is being given at the address set forth on the signature page below. Such notice shall be deemed to have been given when deposited in the United States mail.
- 10.7 **SEPARATE ENTITIES.** The Parties enter into this Memorandum as separate, independent governmental entities and shall maintain such status throughout.
- 10.8 **NO PARTNERSHIP.** Nothing in this Memorandum shall create a partnership or joint venture between the parties hereto.

- 10.9 **COOPERATION, REQUEST FOR ASSISTANCE, AND EXTRATERRITORIALITY.** Each participating agency understands that all Task Force Officers will operate throughout the entire area covered by the Task Force. By executing this agreement, each participating agency hereby consents and agrees to having all Task Force Officers operate in their territory with full power to conduct investigations, make arrests, and take such other actions as are necessary for Task Force operations. This agreement also constitutes a standing request for assistance on behalf of each participating agency to utilize Task Force Officers to enforce any violations of law arising out of any such investigation in the territory of each participating agency. Each participating agency acknowledges that any Task Force Officer operating in the particular agency's territory has full power to investigate such violations and make arrests as if such Task Force Officer were a sworn Officer of the particular agency. No agency relationship is created hereby, and each participating agency shall be fully liable for the actions of its Officers.
- 10.10 **PARTICIPATING AGENCIES.** The participating agencies shall be all those that sign this agreement. The Governing Board, by majority vote, may admit new agencies into the Task Force, and such new agencies must sign this agreement.
- 10.11 **CAPACITY OF BOARD MEMBERS, BOARD OFFICERS AND TASK FORCE OFFICERS.** All Board Members, Board Officer and Task Force Officers shall remain fully the employees and agents of their respective governmental agency employers and shall not be considered an employee or agent of any other governmental agency. Each individual governmental agency shall remain fully responsible for all of the actions of its own employees or agents, and no party hereto shall incur any liability as a result of the actions of any employee or agent of another party hereto.
- 10.12 **MODIFICATION.** This Memorandum may only be modified in writing with the consent of all parties hereto.
- 10.13 **EFFECTIVE DATE.** This Memorandum shall be effective as of the date when all parties have signed this Memorandum.
- 10.14 **SECTION HEADINGS.** The various section headings contained in this Memorandum are for the sake of convenience only, and have no legal effect whatsoever.
- 10.15 **AUTHORITY TO EXECUTE.** The undersigned parties state that they represent and have the authority to execute this MOU on behalf of their respective agencies or departments and, in signing this MOU, concur with and support SPEAR as set forth in this MOU and for the period and purpose stated herein.
- 10.16 **COUNTERPARTS.** The parties may execute this MOU in two or more counterparts which shall, in the aggregate, be deemed an original but all of which, together, shall constitute one and the same instrument

## Voting Members

### Garfield County Sheriff's Office

BY:   
\_\_\_\_\_  
Lou Vallario  
Sheriff

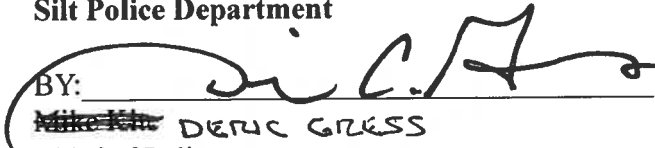
Date: 07/17/2025

### Rifle Police Department

BY:   
\_\_\_\_\_  
Debra Funston  
Chief of Police

Date: 07/17/2025

### Silt Police Department

BY:   
\_\_\_\_\_  
~~Mike K...~~ DEREK GRESS  
Chief of Police

Date: 10.24.2025

### Ninth Judicial District Attorney's Office

BY:   
\_\_\_\_\_  
Ben Sollars  
District Attorney


Date: 7/17/25

### Drug Enforcement Administration

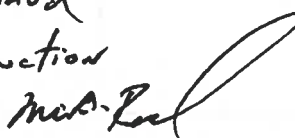
BY: \_\_\_\_\_  
Troy Eliason  
Resident Agent in Charge

Date: \_\_\_\_\_

### Homeland Security Investigations

BY:   
\_\_\_\_\_  
~~Jeremy Wilson~~ Eric Selfridge (Acting)  
Resident Agent in Charge

Date: 07/17/2025

Michael A. Renaud  
HSI Grand Junction  


12/18/2025

## Participating Members

### Colorado State Patrol

BY: DECLINED

Jared Rapp  
Captain

Date: \_\_\_\_\_

### Parachute Police Department

BY: [Signature]

Sam Stewart  
Chief of Police

Date: 07-17-2025

### New Castle Police Department

BY: [Signature]

Stu Curry  
Chief of Police

Date: 12/18/2025

### Carbondale Police Department

BY: [Signature]

Kirk Wilson  
Chief of Police

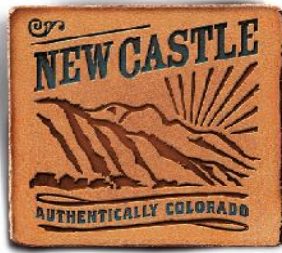
Date: 10/27/25

### Glenwood Springs Police Department

BY: [Signature]

Joseph Deras  
Chief of Police

Date: 7.25.2025



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

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

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## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Recognition of Trails Town Designation  
**Date:** 05/19/2026

### Purpose:

The purpose of this agenda item is to recognize the recently awarded Trails Town Designation for the Town of New Castle.

A Trails Town designation in Colorado (specifically from the International Mountain Bicycling Association, or IMBA) signifies that a community is nationally recognized for exceptional, high-quality trail systems, prioritizing outdoor recreation, and actively supporting a culture of trail usage. It signals a "trail-forward" town with strong infrastructure and economic benefits.

### Key aspects of this designation include:

- **Verified Quality & Quantity:** Designated towns must have at least 25 miles of natural surface trails within 30 miles of the town center, catering to varied skill levels.
- **Active Stewardship:** The community has a dedicated local trail organization or advocacy group that maintains and develops the trails.
- **Economic & Social Impact:** These towns leverage trails as economic drivers for tourism and, "trail-friendly" amenities (e.g., lodging, restaurants, shops) that serve both residents and visitors.
- **Community Investment:** The designation reflects sustained, collaborative investment between local government, volunteers, and nonprofits.
- **2026 Colorado Honorees:** As of early 2026, **Salida, Leadville, Breckenridge, and New Castle** were highlighted for this distinction.

**What it Means for the Town:** It acts as a "badge of honor" that brings national recognition, may help secure trail funding, and validates that the area is an ideal, welcoming destination for hikers and bikers.



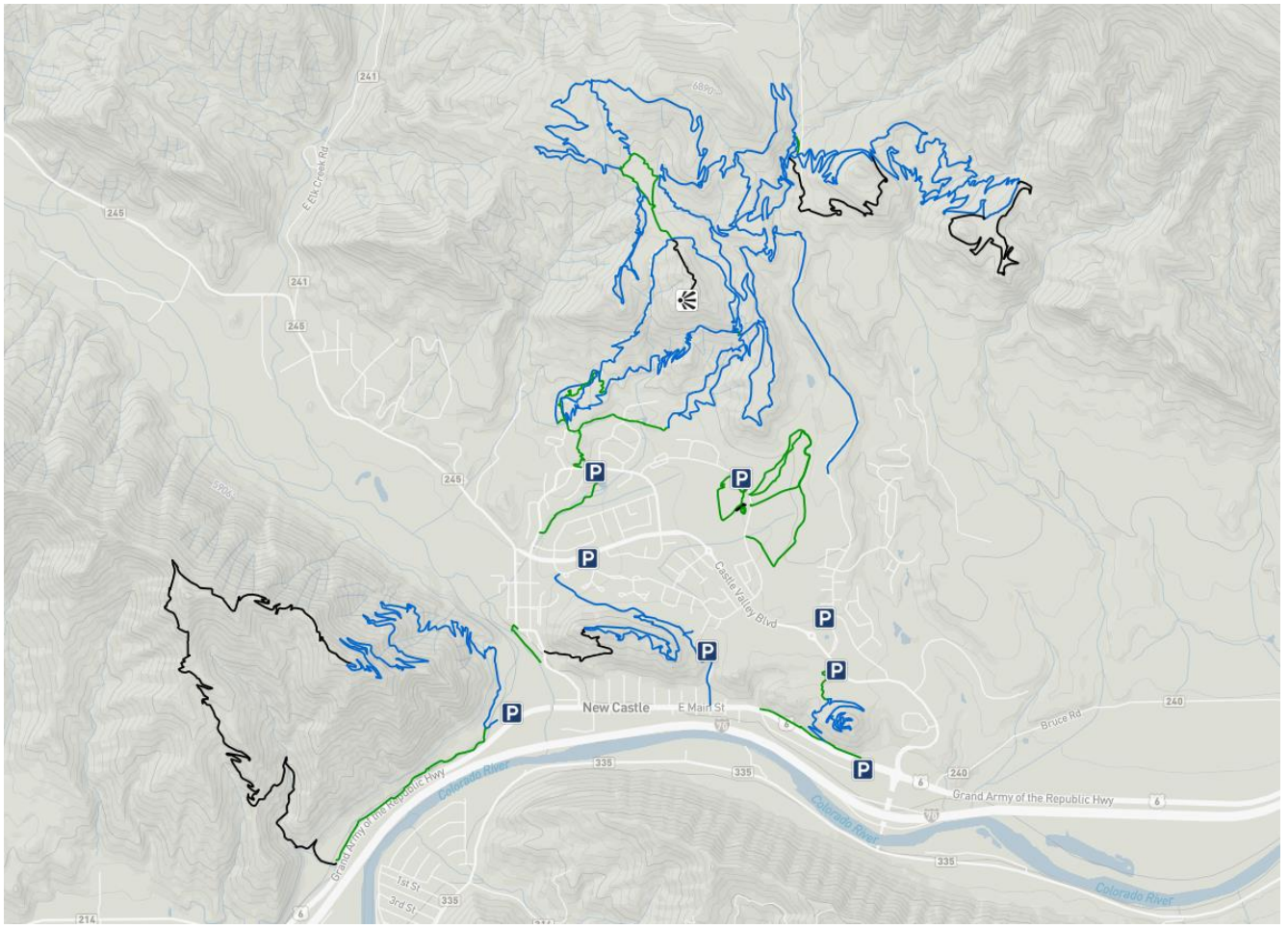
WE ARE AN IMBA TRAIL TOWN



New Castle, Colorado has been officially designated a 2026 IMBA Trail Town -- one of 28 inaugural communities nationwide.

Our trails are built and maintained by the dedicated volunteers and partners who believe in the power of the outdoors.

[#IMBATrailTown](#) [#NewCastleCO](#) [#TrailsCloseToHome](#)





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## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Consider Ordinance TC 2026-4 on Second Reading  
**Date:** 05/19/2026

**Purpose:**

The purpose of this agenda item is to consider Ordinance TC 2026-4 on second reading.

During the regular Town Council meeting held on May 5, 2026, Town Attorney Haley Carmer presented information regarding a new state law requiring municipalities to establish procedures for conducting background checks for massage facility operators, owners, and certain employees. Haley provided the following overview related to Ordinance TC 2026-4:

The new state law requires municipalities to establish a process, by ordinance or resolution, for conducting background checks for massage facility operators, owners, and employees (“covered parties”). The Town Council may either conduct the review itself or designate another authority, such as the Police Chief or Town Administrator, to administer the process.

Under the law, operators are individuals responsible for operating a massage facility, excluding licensed massage therapists, who are regulated separately through state occupational licensing requirements. Owners are individuals or entities holding a legal ownership interest in a massage facility, excluding passive shareholders of publicly traded companies. Employees include individuals or independent contractors involved in the routine operations of the facility, excluding licensed massage therapists and independent contractors with limited client interaction.

Following presentation of the topic and Council discussion, Town Council approved Ordinance TC 2026-4 on first reading.

Ordinance TC 2026-4 is now presented to Town Council for second reading. No changes have been made since first reading.

**TOWN OF NEW CASTLE, COLORADO  
ORDINANCE NO. TC 2026-4**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NEW  
CASTLE, COLORADO CREATING A BACKGROUND CHECK  
PROCESS FOR PROSPECTIVE MASSAGE FACILITY OPERATORS,  
OWNERS, AND EMPLOYEES**

**WHEREAS**, the Town of New Castle, Colorado (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Home Rule Charter of the Town of New Castle Adopted January 12, 1999, as amended (“Charter”); and

**WHEREAS**, by House Bill H.B. 24-1371 codified at C.R.S. § 30-15-401.4, the General Assembly has mandated that the Town adopt regulations requiring that massage facility operators, owners, and employees working within municipal boundaries submit to a background check performed in accordance with C.R.S. § 24-33.5-424.5; and

**WHEREAS**, the General Assembly has extended the start period for background checks to July 1, 2026, as set forth in C.R.S. § 30-15-401.4; and

**WHEREAS**, the Town Council desires to designate the Police Chief and Town Administrator as the licensing authority responsible for reviewing background check applications; and

**WHEREAS**, the Town Council desires to establish a formal process that will guide the licensing authority’s review of background check applications in accordance with state law; and

**WHEREAS**, the Town Council desires to fulfill its legal obligations under state law by enacting this ordinance.

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

**Section 1.**     **Recitals.** The foregoing recitals are incorporated by reference herein as findings and determinations of the Town Council.

**Section 2.**     **Addition.** A new Chapter 5.10 to the Town of New Castle Municipal Code is hereby adopted as follows:

**CHAPTER 5.10 MASSAGE FACILITY BACKGROUND CHECKS**

**5.10.010 Licensing Authority**

The Town Police Chief and Town Administrator are hereby designated as the licensing authority responsible for enforcing the provisions of Chapter 5.10. Either the Police Chief or

Town Administrator may review applications and issue decisions consistent with the requirements of this Chapter 5.10.

### **5.10.020 Definitions**

The following words, terms, and phrases, when used in this chapter shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

A. “Operator” means an individual licensed to operate a massage facility, where applicable, or one who controls, makes executive decisions for, or is responsible for the operations of a massage facility; except that “operator” shall not include a state-licensed massage therapist.

B. “Owner” means an individual other than an operator who holds a legal ownership interest in a massage facility; except that “owner” does not include individuals who are not involved in the operation of a massage facility and whose ownership interest consists only of stock in a publicly traded company that owns or operates massage facilities.

C. “Employee” means an individual who is employed by a massage facility, employed to provide services that are part of the routine operations of the massage facility when the massage facility is part of a larger operation that offers various services and amenities, or an independent contractor hired by a massage facility to perform work that is part of the routine operation of the massage facility; except that “employee” does not include a state-licensed massage therapist or an independent contractor performing routine facilities maintenance services who has only incidental or no contact with massage facility clients.

D. “Covered persons” means those persons subject to the background check requirements of Section 5.10.030.

E. “Massage facility” means any place of business where massage therapy or full body massage is practiced or administered but excluding any place or activity listed in C.R.S. § 30-15-401.4(7). In the event that a business offers various services and amenities, “massage facility” shall be the portion of the business specifically practicing or administering massage therapy or full body massage and shall exclude portions of the business not offering such services.

### **5.10.030 Background Check Submission Requirements**

A. Any individual acting as a massage facility operator, owner, or employee on the effective date of this ordinance who desires to continue in that role must submit a background check application to the licensing authority no later than 5:00 P.M. mountain time on July 1, 2026.

B. Any prospective operator or owner must submit a background check application to the licensing authority and receive approval before being granted a license to operate, assuming an operator position at, or assuming an ownership interest in a massage facility. Approval will not be granted until at least 30 days after the application has been submitted.

C. Any prospective employee must submit a background check application to the licensing authority at least thirty days before commencing employment with any massage facility and receive an approval from the licensing authority before commencing employment.

#### **5.10.040 Background Check Process**

All covered persons subject to the background check requirements of Section 5.10.030 shall comply with the following background check process:

1. All covered persons shall submit to a fingerprint-based state and federal criminal history record check. Fingerprints submitted under this section shall be submitted to the Colorado Bureau of Investigation (“CBI”) for the state criminal history check, and the CBI shall forward the prints to the Federal Bureau of Investigation (“FBI”) for the federal criminal history check. Results of the CBI and FBI criminal history checks will be returned to the licensing authority.
2. The licensing authority shall have discretion to decide whether fingerprints shall be submitted to the CBI through local law enforcement or through a third party. Submission of fingerprints to the CBI by electronic or hard copy means is permitted. If fingerprints are submitted through a third party, it shall be unlawful for that party to retain applicant information for more than thirty (30) days.
3. If a fingerprint-based criminal history record check cannot be completed or reveals a record of arrest without disposition, a criminal history check shall use the CBI’s Records and a name-based Judicial Record Check.
4. All covered persons shall submit a background check application to the licensing authority containing the following information:
  - i. The name and address of the applicant;
  - ii. Which position the applicant is applying for;
  - iii. Applicant fingerprints, which are considered submitted to the licensing authority when they are submitted to the entity designated by the licensing authority in accordance with Section 5.10.040(A)(2);
  - iv. The name and address of the massage parlor that the applicant intends to own, operate, or be employed at, if one has been determined;
  - v. Any additional information contextualizing any background check findings, to be stated on a form provided by the licensing authority; and
  - vi. An application fee as set by the Town’s annual fee schedule.

### **5.10.050 Background Check Decision Process**

It shall be unlawful for any party to serve as a massage facility operator, owner, or employee without passing a background check.

A. In reviewing background check applications, the licensing authority shall consider any information provided by the applicant regarding their criminal history, including but not limited to evidence of mitigating factors, rehabilitation, character references, and educational achievement. The licensing authority shall pay special attention to mitigating factors between the applicant's last criminal conviction and the current application.

B. The licensing authority shall not permit any party to become an owner when the applicant has been convicted of or entered a plea of nolo contendere that was accepted by the court for a felony or misdemeanor for solicitation of a prostitute, as described in C.R.S. § 18-7-202; a human trafficking-related offense, as described in C.R.S. § 18-3-503 or C.R.S. § 18-3-504; money laundering, as described in C.R.S. § 18-5-309, or when the applicant has or is required by law to register as a sex offender.

C. The licensing authority shall provide applicants with a letter detailing "Pass" or "Fail" status within forty-five days of the application date.

### **5.10.060 Penalty**

Owning, operating, or holding employment at a massage facility as a covered party without a background check approval in accordance with this Chapter shall be punishable in accordance with the general penalty set forth in Code Section 1.20.010 and is hereby declared a public nuisance that may be abated in accordance Chapter 8.08.

**Section 3.** Severability. The provisions of this Ordinance are severable and the invalidity of any phrase, clause, or portion of this Ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of the Ordinance.

**Section 4.** Effective Date. This Ordinance shall be effective fourteen days after final publication pursuant to Section 4.3 of the Town Charter.

**INTRODUCED**, on first reading on May 5, 2026, at which time copies were available to the Town 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 Town Council of the Town of New Castle, Colorado, on May 19, 2026, read by title and number, passed without amendment, approved, and ordered published as required by the Charter.

TOWN OF NEW CASTLE, COLORADO, A  
HOME-RULE MUNICIPALITY

By: \_\_\_\_\_  
Grady Hazelton, Mayor

ATTEST:

\_\_\_\_\_  
Mindy Andis, Town Clerk



**Town of New Castle**  
450 W. Main Street  
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## Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item: Consider Letters of Interest for Vacant Town Council Seat  
**Date:** 05/19/2026

### Purpose:

The purpose of this agenda item is to consider Letters of Interest for a vacant Town Council seat. Following the appointment of Grady Hazelton to the Mayor's seat during the April 7<sup>th</sup> Town Council meeting, Council considered available options for filling the resulting vacant Council seat. After discussion, Council elected to use the following process:

- Advertise the open seat to the public through the Town's various communication channels
- Accept Letters of Interest through the close of business on May 13<sup>th</sup>
- Distribute all submitted Letters of Interest to Town Council by May 15<sup>th</sup>
- Conduct interviews of interested candidates during the May 19<sup>th</sup> Council meeting

Following the interview process on May 19, 2026, Town Council may choose to:

- Narrow the field of candidates down to three candidates that may qualify for a second interview to be held on June 2<sup>nd</sup>
- Engage in further discussion
- Continue the discussion at the June 2<sup>nd</sup> Town Council meeting
- Vote to fill the vacant Council seat from the current pool of candidates
- Explore additional options as provided for in the Town Charter.

Staff has received Letters of Interest from nine residents who meet the qualification standards as outlined in the Town Charter. Council may take as much time as needed to interview each candidate or may establish time limits for individual interviews. If time becomes a concern, Council may continue this item to a future Town Council meeting.



April 22, 2026

To Whom It May Concern,

I am writing to express my interest in the open position on the New Castle Town Council. I am eager to contribute my time, energy, and experience to help ensure that New Castle continues to thrive as a strong and connected small town within our growing Garfield County community.

My professional background reflects both leadership and service. I hold a bachelor's degree in Music and have earned multiple licenses in healthcare. I currently work as a caregiver for a local rancher, where I provide attentive, personalized support and build meaningful connections within our community.

In addition, I have extensive experience in community service and program leadership. I have served as director for two food pantry partner agencies affiliated with the Food Bank of the Rockies in the Denver metro area. Through the dedication of volunteers and community collaboration, we were able to serve thousands of individuals and families in need. I am currently working to establish a new partner food pantry agency in New Castle, with the goal of expanding access to essential resources for local residents.

Previously, I worked as the Wellness Lead Supervisor at Keystone Assisted Living in Westminster, Colorado, where I managed and supported a team of more than 40 healthcare professionals over five years. This role strengthened my skills in leadership, communication, and problem-solving—skills I am prepared to bring to public service.

While I do not have prior experience in elected office, I bring a strong commitment to learning, listening, and serving the community with integrity. I am motivated to represent the voices of New Castle residents and to contribute thoughtfully to decisions that shape our town's future.

Thank you for your time and consideration. I would welcome the opportunity to serve the New Castle community.

Sincerely,



Esther Von



Hi my name is Phil Weir. I am interested about the open board seat for the New Castle Town Council. I have been involved in many boards over the past 40 years. Actively, I'm the current sitting President of the Castle Valley Ranch HOA, as well as a member of the Glenwood Springs High School Governance committee since 2016. Ill finish my time there when my youngest daughter, currently a junior finishes high school. I have lived in New Castle for 7 years now and would like to continue by being on the board of the wonderful town I live in.

Thank you - Phil Weir , [REDACTED], New Castle, [REDACTED]  
[REDACTED]

## Mindy Andis

---

**From:** Steve Kyle [REDACTED]  
**Sent:** Sunday, May 10, 2026 3:19 PM  
**To:** Mindy Andis  
**Subject:** Vacant council seat

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

My name is Steve Kyle and my address is [REDACTED]. The years spent in this town makes me feel a sense of pride in the place I call home and would like to help shape its future . I have been a registered voter in Garfield county since 1980 and moved to the area in 1975. My wife and I have lived at our current location since 2012. I have been employed in this county since 1975 and have also been a business owner.

For the last 8 years I have been on the Garfield County planning commission. If I were to serve on the New Castle Board I would resign my position with the county.

I thank you for your consideration.

Respectfully

Steve Kyle  
[REDACTED]

Sent from my iPhone

Chris Pezel

[REDACTED]

New Castle, CO 81647

[REDACTED]

[REDACTED]

May 11<sup>th</sup>, 2026

Town Council Selection Committee

RE: Letter of Interest – New Castle Town Council Vacancy

Dear Town Council,

I am writing to formally express my keen interest in being appointed to the vacant Town Council seat for New Castle. As a resident of 10 years, I am deeply invested in our community's future and believe my background in business management, developing and overseeing budgets, and operational leadership will provide a valuable perspective to the council.

While I would be new to a council position, I have extensive and relevant experience in public service and volunteering for non-profit organizations. I served on the Social Studies Standards Review Committee for Garfield RE-2, and served in various capacities for organizations such as Trout Unlimited, Ducks Unlimited, and Rocky Mountain Elk Foundation. Currently I'm the General Manager of Schafer Metals, an architectural metal supply company, in Glenwood Springs.

I am passionate about ensuring our town remains a vibrant and safe place to live, work, and raise a family. I am confident that I can serve the constituents of New Castle effectively and responsibly.

Thank you for considering my application, and I look forward to the possibility of discussing this opportunity further. Please let me know if you need any other information.

Sincerely,

Chris Pezel

**Mark E. Kinghorn**

[REDACTED]  
New Castle, CO 81647  
[REDACTED]  
[REDACTED]

Hello,

Thank you for the opportunity to apply for the currently open Town Council position with the Town of New Castle, Colorado.

What an honor it would be serve my local community as a member of the Town Council. I love this community and am grateful to be able to live amongst the wonderful citizens we have.

With current involvement with Castle Valley HOA and Villas at the Peaks HOA and The First Baptist of New Castle I have been able to serve and be an asset to the functions and successes of these entities. This position would be yet another opportunity to serve and give back to our great town.

I bring years of experience working with Cities, Towns, and Counties in the Architectural and Building industries. I believe this experience and commitment to giving back will be a great asset to serving our town.

I am a moderate conservative Christian without extreme views or opinions. I get along well with people and come without any specific agenda other than serving our community with integrity as it continues to thrive into its future. I hope you find me competent, discerning, insightful and with full intent to work well with existing council members, staff and administration.

Please see the attached resume for your review. I hope you will take a few minutes to meet with me as I look forward to being a great asset to your team and our community.

Sincerely,



---

Mark Kinghorn

5/11/2026

May 11, 2026

To the Honorable Mayor Grady Hazleton and New Castle Town Council,

This is a letter of interest for the vacant seat on the New Castle Town Council.

I have lived in New Castle since 1993 and have been involved in the community in numerous capacities beginning with helping to found the Castle Valley Babysitting Co-op in 1994. The Co-op raised money and laid sod in the now Kay Williams Park. In 1998, I was elected to the Home Rule Charter Commission which ensured the Town had the power of local self-government. Shortly after that, my family joined First Baptist Church of New Castle where I serve in Women's Ministry and lead the Secret Heart Sister program. For about ten years in the late 1990's and early 2000's, I coordinated the soccer program in New Castle, overseeing hundreds of kids of all ages playing on both competitive and recreational teams

I am an active volunteer with the River Center, volunteering with the Angel Tree Program, chairing Totes for Hope for ten years, and for the last nine years leading the Volunteer New Castle committee. I have been an active member of the New Castle Chamber of Commerce serving as Administrator and Vice President. Over the years I have developed a good relationship with all three men who serve on the Board of County Commissioners. In addition, I have served the Town of New Castle as a Commissioner and then Chairman of the Historic Preservation Commission, where we have successfully conducted a survey of Main St. and given three properties historic designation. The most recent is the Highland Cemetery which will be made official on Memorial Day, May 5, 2026.

As you can see, all my involvement in the New Castle community makes me uniquely qualified for the vacant council position.

Very truly yours,

A handwritten signature in black ink that reads "mari riddile". The signature is written in a cursive, lowercase style.

Mari Riddile

May 12, 2026

Dear Mayor and Members of the New Castle Town Council,

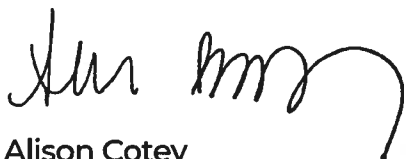
I am writing to express my interest in the appointed vacancy on the New Castle Town Council. As a 10-year resident raising a family here, I care deeply about continuing to build a community where people feel connected, supported, and proud to call New Castle home. I would be excited to bring a balanced, thoughtful, and community-oriented perspective to the Town Council.

I have served on the New Castle Planning Commission for the past eight years, which has provided me valuable insight into the challenges and opportunities facing our community. Through this work, I have come to understand the importance of transparent decision-making, respectful dialogue, and what it means to serve as a voice for the community. My background in facilitation and consensus-building allows me to contribute constructively to discussions and support productive collaboration among staff, elected officials, residents, and community stakeholders.

My professional experience in community planning, landscape architecture, and public engagement across Colorado mountain and rural communities has given me experience navigating complex issues related to housing, transportation, economic vitality, and community character. I understand that western slope communities like New Castle are balancing growth and change while working to preserve the qualities, resources, and sense of place that make them special.

Thank you for your consideration of my interest in the vacancy appointment. I appreciate your time, service, and dedication to the Town of New Castle, and I would be honored to serve the community in this role.

Sincerely,



Alison Cotey

PLA, AICP, LEED GA

---

**KATRINA McALPINE**

**May 13, 2026**

**Town of New Castle**

**450 West Main Street**

**New Castle, CO 81647**

**Dear Town Council Members and Mayor,**

**I hope that this email finds you well. My name is Katrina McAlpine, and I have been a New Castle resident since 2020. I live downtown and, as many of you have seen, there have been many wonderful changes in our town. I've enjoyed watching the positive and impactful growth in this town. I'm writing to you today to address my intention to fill the vacant town council seat in New Castle. I am excited to be submitting my resume and cover letter for this position.**

**I love this town, and enjoy being an active member of the community. I believe we as members of the community have a duty to serve others and our community, in whatever capacity is available to each one of us. I enjoy taking part in the many events and activities within this town, and so do my daughter and her friends.**

**With over 10 years of experience working within the community, community outreach, and engaging with local initiatives, I am eager to apply for this position as a New Castle Council Member. I am passionate about giving back and creating lasting positive impact in our local community.**

**As Owner & Operator of Alpine Animal Services and through extensive community involvement, I have led volunteer recruitment and engagement efforts, built strong partnerships with local organizations, managed vendor relationships, and coordinated outreach programs for underserved populations.**

**I am particularly enthusiastic about being more actively engaged with the community in New Castle by volunteering to sit in the open Town Council seat.**

**My Bachelor of Applied Science in Leadership & Management, combined with strong data management skills, has equipped me to thrive in this role. I am a self-motivated team player, who is comfortable representing organizations publicly.**

I have attached both my resume and cover letter to this email for your review. I would welcome the opportunity to discuss how my background and enthusiasm can support the Town of New Castle's goals. [REDACTED] at [REDACTED] Thank you for your consideration, I look forward to speaking with you all soon.

Sincerely,

Katrina McAlpine

To the Town of New Castle Council and Community Members,

My name is Daniel Leifeld, and I am writing to express my interest in serving on the New Castle Town Council.

My family and I have proudly called New Castle home for the past 15 years. During that time, I've had the opportunity to experience firsthand what makes this community special — the people, the sense of connection, and the shared commitment to building a great place to raise a family.

As a father of three, a youth baseball coach, and a local sports official, much of my life revolves around investing in young people and strengthening community relationships. Through coaching and volunteering, I've learned the importance of listening, fairness, accountability, and teamwork — values I believe are equally important in local leadership.

Professionally, I work from home and have experience balancing priorities, communicating effectively, and solving problems collaboratively. I understand that serving on Town Council is not about personal gain, but about stewardship, responsibility, and helping guide thoughtful decisions that impact the future of New Castle.

I care deeply about maintaining the character of our town while supporting responsible growth and ensuring that families, local businesses, and residents continue to feel represented and heard. After living here for over a decade and a half, I believe it is important to step forward and give back in a more meaningful way.

I would be honored to serve the residents of New Castle and contribute to the continued success of our community.

Thank you for your consideration.

Sincerely,  
Daniel Leifeld

1 **New Castle Town Council Regular Meeting**  
2 **Tuesday, May 5, 2026, 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

8 **Roll Call**

9 Councilor Mariscal  
10 Councilor Carey  
11 Mayor Hazelton  
12 Councilor Copeland  
13 Councilor Leland  
14 Councilor G Riddile

15  
16 Absent none  
17

18 Also present at the meeting were Town Clerk Mindy Andis, Administrator Dave Reynolds,  
19 Attorney Haley Carmer and members of the public.  
20

21 **Meeting Notice**

22 Clerk Andis verified that her office gave notice of the meeting in accordance with  
23 Resolution TC 2026-1.  
24

25 **Conflicts of Interest**

26 There were no conflicts of interest  
27

28 **Agenda Changes**

29 Administrator Reynolds said he would like to remove item D from the agenda.  
30

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

32 Mari Riddile Historic Preservation Commission Chair invited the council to the cemetery  
33 dedication ceremony at the cemetery on Memorial Day, Monday, May 25, 2026. Chair  
34 Riddile said the ceremony would follow the flag raising. Chair Riddile asked if a councilor  
35 would mind passing out the Memorial Poppies. Councilor Carey said she would pass out  
36 the poppies.  
37

38 **Consultant Reports**

39 Consultant Attorney – present for agenda items  
40 Consultant Engineer – not present  
41

42 **Items for Consideration**  
43

44 **Proclamation Municipal Clerks' Week**

Town Council Meeting  
Tuesday, May 5, 2026

1 Mayor Hazelton read a proclamation declaring May 3-9, 2026, as Professional Municipal  
2 Clerks Week in New Castle. The proclamation recognized Town Clerk Mindy Andis and  
3 Professional Assistant to the Town Clerk Michelle Huster for their dedication and service to  
4 the community.

5  
6 **Consider Ordinance TC2026-4 Creating a Background Check process for  
7 Prospective Massage Facility Operators, Owners and Employees (1<sup>st</sup> reading)**

8 Administrator Reynolds said in 2024 the state mandated that municipalities perform  
9 background checks on massage facility operators, owners, and employees within their  
10 jurisdiction. To comply, the Town Council must pass an ordinance or resolution delegating  
11 an authority to review background check materials by July 1, 2026. Administrator  
12 Reynolds explained some business would qualify to have background check done and  
13 others would not. For example, a retail would qualify to have background check  
14 completed. An athletic messages would not need to have background check done and if  
15 someone (sole proprietor would not. He said it would be done by a case-by-case basis and  
16 review to see if they would qualify to need to have background check done. The state  
17 would mandate the town to have the person to have fingerprints done and sent to CBI  
18 then to the FBI and finally to the town for either the chief or town administrator to review  
19 the background check and determine if the person can have a business in town. The  
20 fingerprints can be done by the police department or a third party vendor. Administrator  
21 Reynolds said tonight the ordinance is a start for the town to comply with the state and to  
22 start the process of the background checks.

23 Attorney Carmer said the background checks is suppose to work with the county that at  
24 some point may implement some licensing requirement for these types of facilities. The  
25 background piece was in conjunction with a bill that required the counties at some point  
26 to look at a licensing process. Instead of municipalities to have to have a facility to be  
27 licensed, the municipalities would have to any facilities operating within the town go  
28 through the background checks. Attorney Carmer explained the currently the state doesn't  
29 have a way of regulating operators, owners or employees because they are not licensed at  
30 the state level like massage therapists are. The state would look at the background checks  
31 when the licensed therapist applies for their license. This process of operators, owners and  
32 employees getting background checks adds another layer of protection to the industry.  
33 Attorney Carmer said there are certain violations the state is looking for in background  
34 checks. The purpose of the bill is to address human trafficking concerns. She explained  
35 the crimes that are related to human trafficking are the sort of crimes that would  
36 automatically disqualify or to cause someone to fail the background check. If the person  
37 failed the check there had to have some sort of penalty, therefore the town needed to add  
38 it to the general penalty provision in the code and qualify it as a nuisance. Because the  
39 town doesn't have a license for operators, owners or employees that the town can revoke  
40 because the town doesn't do the licensing. With having the nuisance code the town has  
41 the ability to enforce the failure to comply to pass the background check.

1 Administrator Reynolds asked what ability does the town have to periodically check  
2 businesses to see if they have brought on new employees that have not gone through the  
3 process. Attorney Carmer said it would be within the general code enforcement, so once  
4 the code is in place that any existing facility has to submit by July 1, 2026, their  
5 background checks, and any new facilities come in they would need to go through the  
6 process. If the facility doesn't then they are clearly in violation of the code. The town  
7 would go through the abatement process since it would be a code violation. The town  
8 would proceed under a normal code violation process if the facility is not complying or  
9 refuse to comply.

10  
11 **MOTION: Councilor Mariscal made a motion to approve Ordinance TC-2026-04 –**  
12 **Creating a Background Check process for Prospective Massage Facility**  
13 **Operators, Owners and Employees (1<sup>st</sup> reading). Councilor Carey seconded the**  
14 **motion, and it passed on a roll call vote. Councilor Mariscal: yes; Councilor**  
15 **Copeland: yes; Councilor Sampley: yes; Councilor Carey: yes; Councilor Riddile:**  
16 **yes; Mayor Hazelton: yes.**

17  
18 **Discussion of Street Vendor Policy**

19 Administrator Reynolds said the town had created a policy food trucks or street vendors to  
20 operate on public property. He said at that time the town had been approached by a  
21 vendor to be allowed to sell frozen food from his truck. The town has allowed him to do so  
22 through a special event permit application. The current policy would allow for food  
23 vendors to sell on public property for two hours once a month for a fee of \$25.00 per  
24 event. Administrator Reynolds explained that things have changed since the policy was  
25 first put into place. Currently the town has three food trucks in town on private property.  
26 However, the food trucks have gone through a Conditional Use Permit (CUP) process to  
27 allow the food trucks to be intown. Staff have been approached by other food trucks if  
28 they could have their truck in town because they see the other trucks being allowed to  
29 operate. The three food trucks have gone through a thought-out process with rules and  
30 guardrails in place to allow for the food trucks to operate on private property. The  
31 question for council is does the policy need to be revised or is it fine the way it is.

32 Administrator Reynolds said from staff's standpoint there is no need to change the policy.  
33 Councilor Carey said if council was considering adjusting the policy to adjust it to 3-4  
34 hours once a month. Allowing longer time would allow the food truck to prepare and sell  
35 ready-to-eat food. She said the reasoning for it would be to have variety and it wouldn't  
36 be an all day, everyday situation. Councilor Carey said her thought was each vendor  
37 would get a permit for one month and it would also be a lottery or first come first serve  
38 permitting and there would be three vendors a month.

39 Councilor Mariscal said she liked the idea of the lottery, however we have vendors that  
40 have gone through the process and they are more invested in New Castle and just here  
41 once a month. The vendors that come to town once a month, do they know our town, our

1 culture and we would have more control.  
2 Mayor Hazelton said when food trucks do come into town, they are in town for a few  
3 hours and then they are gone. The food trucks don't have any ties to the community and  
4 are not the ones that are in town through it all. Mayor Hazelton said he doesn't want to  
5 put any unnecessary competition onto the food trucks that have gone through the process  
6 and are committed and invested in the town.  
7 Administrator Reynolds said the other concern is sales tax collection. How are they  
8 collecting and remitting the sales tax as they should.  
9 Councilor Riddile said he likes the three we currently have because they have trash cans  
10 and tables.  
11 Council agreed not to change the current policy. The policy will stay at a maximum of two  
12 hours once a month with a fee of \$25.00 for each event.

13  
14 **~~Update: Trails~~**

15 Item removed

16  
17 **Discussion of Healthy Beverage**

18 Administrator Reynolds said the Garfield County Health Department had presented to the  
19 council last fall about sugary beverages. The county is trying to go to restaurants and  
20 businesses to encourage them to offer something other than a sugary beverage for kids.  
21 The county is asking the municipalities to pass a resolution a healthier beverage options.  
22 Administrator Reynolds asked council if the resolution is something council would like to  
23 consider and if so, it will be brought back at the next meeting to be voted on.  
24 Council agreed to bring the resolution back to council at the next meeting.

25  
26 **Consent Agenda**

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

30  
31 April 21, 2026, Minutes

32 April Bills \$868,322.09

33 Liquor License Renewal Down Valley Brewing CO

34  
35 **MOTION: Councilor Mariscal made a motion to approve the Consent Agenda.**  
36 **Councilor Riddile seconded the motion, and it passed unanimously.**

37  
38 **Staff Reports**

39 **Town Administrator** –Administrator Reynolds said He and Assistant Rochelle Firth had a  
40 meeting with Colorado River Fire Rescue (CRFR) team leader Kenneth Hutchinson. Mr.  
41 Hutchinson has met with Castle Valley Ranch HOA to see what can be done regarding fire

1 mitigation along the northern border of Castle Valley Ranch where it borders BLM.  
2 Administrator Reynolds said staff, CRFR, BLM and Castle Valley Ranch HOA were going to  
3 meet next week. He said the fire mitigation work will depend on cooperation from the  
4 BLM. He said typically BLM would do an environmental study before anybody would be  
5 able to do work. He said staff can certainly look at town property and figure out the extent  
6 of the project would be. Administrator Reynolds said there would could be work done on  
7 the Castle Valley Ranch and town property while we are waiting for an answer from BLM.  
8 Councilor Copeland asked if this could be a job for the goats. Administrator Reynolds said  
9 not likely because is not grass, it's mostly junipers and scrub oak which would need to be  
10 cut down or trimmed up. Administrator Reynolds said there could be an opportunity to use  
11 the goats on a vacant piece of land next to the school. He said he has been in touch with  
12 the owner of the goats, and the owner of the goats is putting together a work plan.  
13 Administrator Reynolds said CRFR will be doing some mitigation at the top of C Avenue.  
14 Councilor Carey asked if there was a way to get the school district involved with the  
15 mitigation as well. Since they own vacant property along Castle Valley Boulevard and they  
16 have property behind the homes on North Wild Horse Drive along the creek to the school.  
17 Councilor Carey said the school doesn't do anything with the property to maintain it. She  
18 asked if it was something the homeowners could take care of. Administrator Reynolds said  
19 he has a meeting with the school facilities director next week, he said he would talk to  
20 them about the migration.  
21 Councilor Sampley asked if a resident had a concern about mitigation would they contact  
22 the town or the HOA. Administrator Reynolds said to contact the HOA and they can  
23 coordinate with CRFR.  
24 Administrator Reynolds said CRFR has done a lot of fire mitigation work around HOAs and  
25 CRFR thought it would be nice to recognize the HOAs for their cooperation with working  
26 with CRFR. He said he and Assistant Firth are looking into Fire Wise Communities. It is an  
27 application process to be designated as a Fire Wise Community. He said if for some reason  
28 that is not achievable then maybe bring in the HOAs and thanking them for all their  
29 work with fire mitigation.  
30 Administrator Reynolds said he is waiting on an opinion letter from New Castle Trails  
31 regarding possible pickleball location in VIX Park and redesigning the Pump Trak. He said  
32 New Castle has been recognized as a Trails Town. Administrator Reynolds said New Castle  
33 Trails would like to have a trails race similarly to Rides and Reggae but a mini version. The  
34 event would have Saturday and Sunday races, and the award ceremony would be at Down  
35 Valley Brewing. The event would be the same weekend in August as it had been in years  
36 past. He asked council if they were fine with the event and let staff handle it or would  
37 council like to speak with the coordinators of the event. Administrator Reynolds said that  
38 he has spoken with the owners of Down Valley Brewing regarding the event and the noise  
39 concerns. Council agreed to let staff handle the event.  
40 Administrator Reynolds said he had received a call from Bill Raye the town's financial  
41 consultant, he is willing to do a survey of the community. Council decided to wait until

1 2027 and see how the budget is.  
2 Administrator Reynolds said the SPEAR conversation will be coming back to council at the  
3 next meeting. He said he and Chief Curry with the SPEAR commander. Administrator  
4 Reynolds said he will be speaking with the residents who had raised concerns regarding  
5 SPEAR.  
6 Administrator Reynolds said the meeting next week will be at the middle school regarding  
7 the playground project that they wanted to partner with the town. Staff looked at the  
8 project earlier in the year, and the project was way too expensive, and the school had no  
9 idea how to fund it.  
10 Administrator Reynolds said he has a meeting with Comcast to discuss the franchise  
11 agreement.  
12 Administrator Reynolds said on June 2, 2026, the group from the Early Childhood will be  
13 at council to give an update.  
14 Administrator Reynolds said he had hired an Employers Council Consultant for HR issues.  
15 He said they offer trainings, educational materials and they also offer to come out to  
16 evaluate situations, they also have a legal team if legal questions come up regarding HR.  
17 He said having the consultant firm gives staff more resources.  
18 Administrator Reynolds said TC Midwest has submitted their application and Planner Smith  
19 is reviewing the application for completeness.  
20 Administrator Reynolds said he and Planner Smith are studying the pros and cons of  
21 affordable housing for deed restrictions vs. rental. With affordable housing deed  
22 restrictions are limited over time of how many people are affected, whereas rentals are  
23 often more helpful.  
24 Administrator Reynolds said the town was awarded both FMLD Spring grants. The  
25 traditional grant was \$300K for street maintenance and mini grant \$30k for  
26 water/wastewater computers. The town has asked FMLD for an extension on the  
27 roundabout landscaping for one year.  
28 Administrator Reynolds said the town will be hosting the CML District meeting on May 28,  
29 2026 at the Lakota Clubhouse.  
30  
31 **Town Clerk** – Clerk Andis said she and Assistant Rochelle Firth are attending a leadership  
32 class at CMC in Rifle on Tuesday mornings. Clerk Andis said as part of the class we are to  
33 come up with a community project.  
34 Clerk Andis said there was going to be a TIPS training at the Community Center on May  
35 20 from 8:30am-11:30am. Please let her know if you are interested and she will get you  
36 signed up.  
37 Clerk Andis said she has received two letters of interest for the vacant council seat, and  
38 she has spoken to two other interested parties.  
39 **Town Treasurer** – not present  
40 **Town Planner** – not present  
41 **Public Works Director** – not present

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**Commission Reports**

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

**Historic Preservation Commission** –Chair M. Riddile said they discussed the cemetery historic dedication. She said there were two properties the commission was reviewing to historically dedicate. Chair M. Riddile said the commission was also will be writing a grant to have the side streets in downtown surveyed.

**Climate and Environment Commission** – have not met.

**Senior Program** –Clerk Andis said there was nothing to report.

**RFTA** –have not met

**AGNC** – Councilor Hazelton said there was nothing to report.

**GCE** – have not met.

**EAB** – have not met

**POSTR** – have not met

**Council Comments**

Mayor Hazelton said he has received complaints about people parking for a long period of time on public streets. He said he would like to start celebrating staff when a project is completed, for example when the wastewater office is complete. Having the celebration would give council and the public an idea of the accomplishments staff has completed. Mayor Hazelton also suggested a work session on site of a new project or development because that would give council a better understanding of the project or development. Councilor Carey said the 7<sup>th</sup> grade boys from Riverside Middle School won the regional championship meet and there was a new school quarter record set.

**Items for Future Council Agenda**

Councilor Carey said it would be a good idea to get Attorney Mike Sawyer to come talk to council in a work session regarding the town’s water rights and the drought. Mayor Hazelton said he would like to recognize Jackie Davis, Coal Ridge High School Principal. Ms. Davis will be retiring this year, and she has been at Coal Ridge since it opened.

1 **Adjourn**  
2 **MOTION: Mayor Hazelton made a motion to adjourn.**  
3 The meeting adjourned at 8:19 p.m.

4  
5 Respectfully submitted,

6  
7  
8  
9 \_\_\_\_\_  
10 Mayor Grady Hazelton

11 \_\_\_\_\_  
12 Town Clerk Mindy Andis, CMC

DRAFT

**TOWN OF NEW CASTLE, COLORADO**  
**RESOLUTION NO. TC 2026-12**

A RESOLUTION OF THE NEW CASTLE TOWN COUNCIL APPROVING SUPPORTING THE AVAILABILITY OF HEALTHIER BEVERAGE CHOICES AND ALTERNATIVE OFFERINGS TO SUGARY BEVERAGES AND PROMOTING PUBLIC HEALTH

WHEREAS, the Town Council of New Castle, Colorado recognizes that the health and well-being of its residents is a matter of vital importance; and

WHEREAS, excessive consumption of sugary beverages has been scientifically linked to increased risks of obesity, type 2 diabetes, cardiovascular disease, and dental decay, all of which place a significant burden on families and the healthcare system; and

WHEREAS, children and youth are particularly susceptible to the marketing and availability of sugary drinks, and early intervention is essential to establishing lifelong healthy habits; and

WHEREAS, restaurants and food service establishments play a critical role in shaping community health by determining the default beverage options offered with children's meals; and

WHEREAS, the Town Council acknowledges its responsibility to promote public health through initiatives that encourage healthier choices and environments.

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

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 Town Council hereby approves the IGA attached as Exhibit A and authorizes the Mayor 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 May 21, 2026.

TOWN COUNCIL OF TOWN OF  
NEW CASTLE, COLORADO

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Mayor Grady Hazelton

ATTEST:

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Town Clerk Mindy Andis, CMC