

Posted: \_\_\_\_\_

Remove: \_\_\_\_\_



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

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

## **Agenda**

### **New Castle Town Council Regular Meeting**

**Tuesday, March 17, 2020, 7:00 PM**

Starting times on the agenda are approximate and intended as a guide for Council. The starting times are subject to change by Council, as is the order of items on the agenda.

#### **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 Ordinance TC 2020-4, An Ordinance of the Town Council of the Town of New Castle, Colorado Establishing the Compensation of the Mayor and Council Members (first reading) (7:05 p.m.)**

**B. Update: Public Health & Welfare Plan (7:15 p.m.)**

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

**C. Consider a Special Events Liquor License Application from the Roaring Fork Mountain Bike Association for their Spring Awakening Event on April 18, 2020 (8:00 p.m.)**

**D. Consider a Special Events Liquor License Application from Roaring Fork Mountain Bike Association for their Registration Event in Ritter Plaza on August 7, 2020 (8:10 p.m.)**

**E. Consider a Special Events Liquor License Application fro the Town of New Castle for the Rides & Reggae Event in VIX Ranch Park on August 8, 2020 (8:20 p.m.)**

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

**Consent Agenda (8:30 p.m.)**

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

[March](#) 3, 2020 minutes

**Council Comments (8:35 p.m.)**

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



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### Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item – Mayor and Council Compensation Ordinance 2020 - 4  
**Date:** 3-17-20

**Purpose:**

The purpose of this agenda item is to review and vote on Ordinance 2020 - 4, an ordinance which makes future changes to the salaries of the Mayor, Mayor Pro-Tempore, and the Town Council. During the Council Workshop on March 3, 2020 Council reviewed the history of New Castle salary changes and noted that it has been over ten years since a Mayor and Council rate increase has been approved. Staff provided a study of several Towns which seemed to indicate that New Castle's Mayor and Council Salaries are currently lagging well behind the studied towns. During this workshop Council and staff also discussed the provision that Council may not vote to increase its own pay, all approved pay increases shall only take effect upon a Council seat after the conclusion of the next election. This provision would essentially mean that there could be a period of two years during which Council salaries would vary between Council members. Staff indicated that they would seek legal advice to try and determine a method by which to change an approved salary to all Council members at the same time. Ordinance 2020 - 4 makes provision for this by stating an activation date of the ordinance occurs after the second round of elections following the approval of this ordinance.

**TOWN OF NEW CASTLE, COLORADO  
ORDINANCE NO. 2020-4**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF NEW  
CASTLE, COLORADO ESTABLISHING THE COMPENSATION OF THE  
MAYOR AND COUNCIL MEMBERS

WHEREAS, the Home Rule Charter for the Town of New Castle, Colorado, Article 3, Section 3.9, states that the compensation for the Mayor and other Council Members shall be established by ordinance from time to time, provided, however, that any change or increase passed during that Council Member's current term of office shall not take effect with respect to that Council Member until a subsequent term, if any; and

WHEREAS, the Mayor is currently compensated at the rate of \$470.00 per month, and Council Members are compensated at the rate of \$370.00 per month; and

WHEREAS, a comparison of these rates of compensation with rates of compensation for members of governing bodies of other Colorado municipalities indicates that the New Castle compensation rates are lower than the compensation rates of most of these other municipalities; and

WHEREAS, the Town Council has determined that the compensation for the Mayor and other Council Members should be increased.

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

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

2. Section 2.04.030 of the New Castle Municipal Code is hereby repealed and replaced with the following:

2.04.30 Compensation.

- A. The compensation for the mayor shall be one-thousand (\$1,000.00) dollars per month.
- B. The compensation for the mayor pro tempore shall be seven hundred fifty (\$750.00) dollars per month.
- C. The compensation for the other council members shall be five hundred (\$500.00) dollars per month.
- D. In accordance with Section 3.9 of the Home Rule Charter of the town, these rates of compensation shall not take effect with respect to any of the persons currently serving as mayor and other council members until a term of office of any such person that

begins after the date of passage of this ordinance. For those elected officials who begin a new term at the organizational meeting scheduled for April 21, 2020, the pay increase will be effective as of May 1, 2022. Until these rates of compensation take effect, the compensation of the mayor shall be four hundred seventy (\$470.00) dollars per month, and the compensation of each other council member shall be three hundred seventy (\$370.00) dollars per month.

INTRODUCED this 17th day of March, 2020, 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 April 7, 2020, read by title and number, passed without amendment, approved, and ordered published as required by the Charter.

NEW CASTLE TOWN COUNCIL

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

ATTEST:

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



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### Memorandum

**To:** Mayor & Council  
**From:** David Reynolds  
**Re:** Agenda Item – Public Health & Emergency Planning  
**Date:** 3-17-20

**Purpose:**

The purpose of this agenda item is to update Council on the last news concerning the coronavirus as related to the Town of New Castle and our surrounding area. Staff will provide a status report concerning our level of preparedness, our actions taken to date, and our future planning efforts. Staff will also take time to review and receive comment on the ***Town of New Castle Infectious Disease Plan*** and the Town of New Castle COVID-19 Sick Leave Policy.

# Memo

**To:** Local Liquor Authority

**From:** Melody Harrison, Town Clerk

**Date:** 3/13/2020

**Re:** Roaring Fork Mountain Bike Association Special Event Liquor Permit for the April 18, 2020 Rides & Reggae Spring Awakening Event in Ritter Plaza

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**Request:** The Roaring Fork Mountain Bike Association through its representative Adam Cornely, New Castle Trails, requests a special events liquor license for the New Castle Trails Rides & Reggae Spring Awakening Event, located in Ritter Plaza on April 18, 2020. Staff has received a serving schedule from New Castle Trails. The servers listed are currently certified or will be ServSafe or TIPS certified at the time of the event noted above. The service plan includes the availability of snacks as required by state law. They further request that the authority consider an alternate location at the New Castle Community Center, 423 W Main Street, in the event there is inclement weather.

**Recommendation:** If Council's consensus is to approve the attached application for a special event liquor permit for the Roaring Fork Mountain Bike Association, the Clerk's Office staff recommends that Council consider the following conditions:

That although alcohol will be served from 3:00 p.m. to 8:00 p.m. on April 18, 2020, that alcohol be allowed on premises from 2:00 p.m. to 9:00 p.m. to allow for set-up and tear-down; and that 'last call' be at 7:30 p.m. to allow time for guests to consume their drinks. Staff also suggests that a 100% ID check be conducted, and that wristbands or handstamps be provided to guests over the legal drinking age of 21.

**Policy Implications:** The policy implication of Council's approval of this special event license is that Roaring Fork Mountain Bike Association shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the April 18, 2020 New Castle Trails Rides & Reggae Spring Awakening Event.

**Budget Implications:** Adopting staff's recommendation would increase sales tax revenues. Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on alcohol sales.

  
Department Head (signature)

**Background:** Adam Cornely filed the application on February 27, 2020, at least 30 days prior to the event date, as required by the State Liquor Code. The public hearing has been properly noticed. The application is properly completed.

# Application for a Special Events Permit

Departmental Use Only

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

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

**LIAB Type of Special Event Applicant is Applying for:**

2110  Malt, Vinous And Spirituous Liquor \$25.00 Per Day

2170  Fermented Malt Beverage \$10.00 Per Day

**DO NOT WRITE IN THIS SPACE**  
 Liquor Permit Number

1. Name of Applicant Organization or Political Candidate  
**Roaring Fork Mountain Bike Association** State Sales Tax Number (Required)

2. Mailing Address of Organization or Political Candidate (Include street, city/town and ZIP)  
**PO Box 2635 Aspen CO 81611**

3. Address of Place to Have Special Event (Include street, city/town and ZIP)  
**1) 423 W. Main St. New Castle CO 81647**  
**2) Ritter Plaza Main St. New Castle CO 81647**

4. Authorized Representative of Qualifying Organization or Political Candidate  
**MIKE PRITCHARD** Date of Birth **7/14/76** Phone Number **970-948-3486**

Authorized Representative's Mailing Address (if different than address provided in Question 2.)  
**725 VINE ST. ASPEN CO 81611**

5. Event Manager  
**ADAM CORNELI** Date of Birth **9/26/80** Phone Number **402-250-1727**

Event Manager Home Address (Street, City, State, ZIP)  
**150 LITTLE BEAR PEAK NEW CASTLE CO 81647** Email Address of Event Manager **newcastletrails@gmail.com**

6. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year?  
 No  Yes How many days? \_\_\_\_\_

7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?  
 No  Yes License Number \_\_\_\_\_

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

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Hours From	Hours To	Date	Hours From	Hours To	Date	Hours From	Hours To	Date	Hours From	Hours To
4/18/2020	12:00pm	9:00pm									

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

Signature Title **CHAIRMAN** Date **2-27-20**

**Report and Approval of Local Licensing Authority (City or County)**  
 The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.  
**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)  City  County Telephone Number of City/County Clerk

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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

**Liability Information**

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

## Application Information and Checklist

**The following supporting documents must be attached to this application for a permit to be issued:**

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

### Qualifications for Special Events Permit

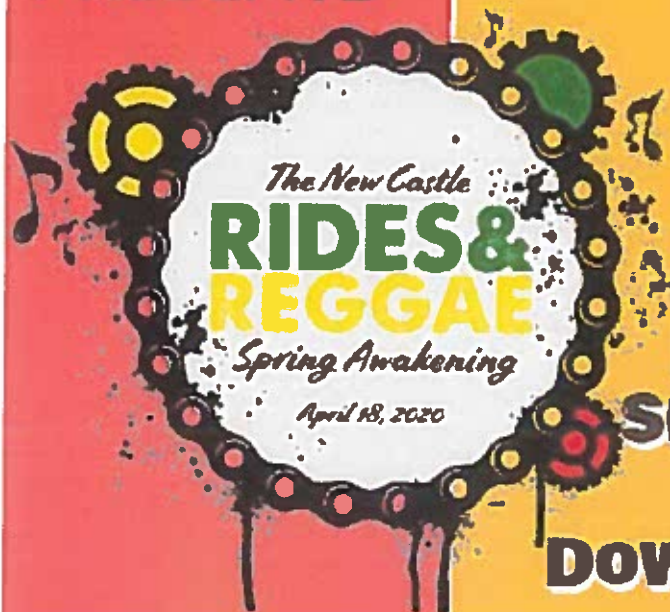
**(44-5-102 C.R.S.)**

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

NEW CASTLE TRAILS  
PRESENTS

SATURDAY  
APRIL 18TH

3pm-8pm



FREE EVENT

RIDES & REGGAE  
SPRING AWAKENING  
RITTER PLAZA  
DOWNTOWN NEW CASTLE

UPHILL CHALLENGE ON MOUNT MEDARIS



LIVE MUSIC  
FROM  
ZOLOPHT  
AND  
WAVE II



BEER FOR PURCHASE  
COURTESY OF PALISADE BREWING  
COMPANY



SIGN UP FOR THE 2020 DIRTY DOZEN MTB RACE  
PURCHASE TICKETS FOR 2020 RIDES AND REGGAE



### **New Castle Trails – Rides and Reggae Spring Awakening Beverage Serving Plan**

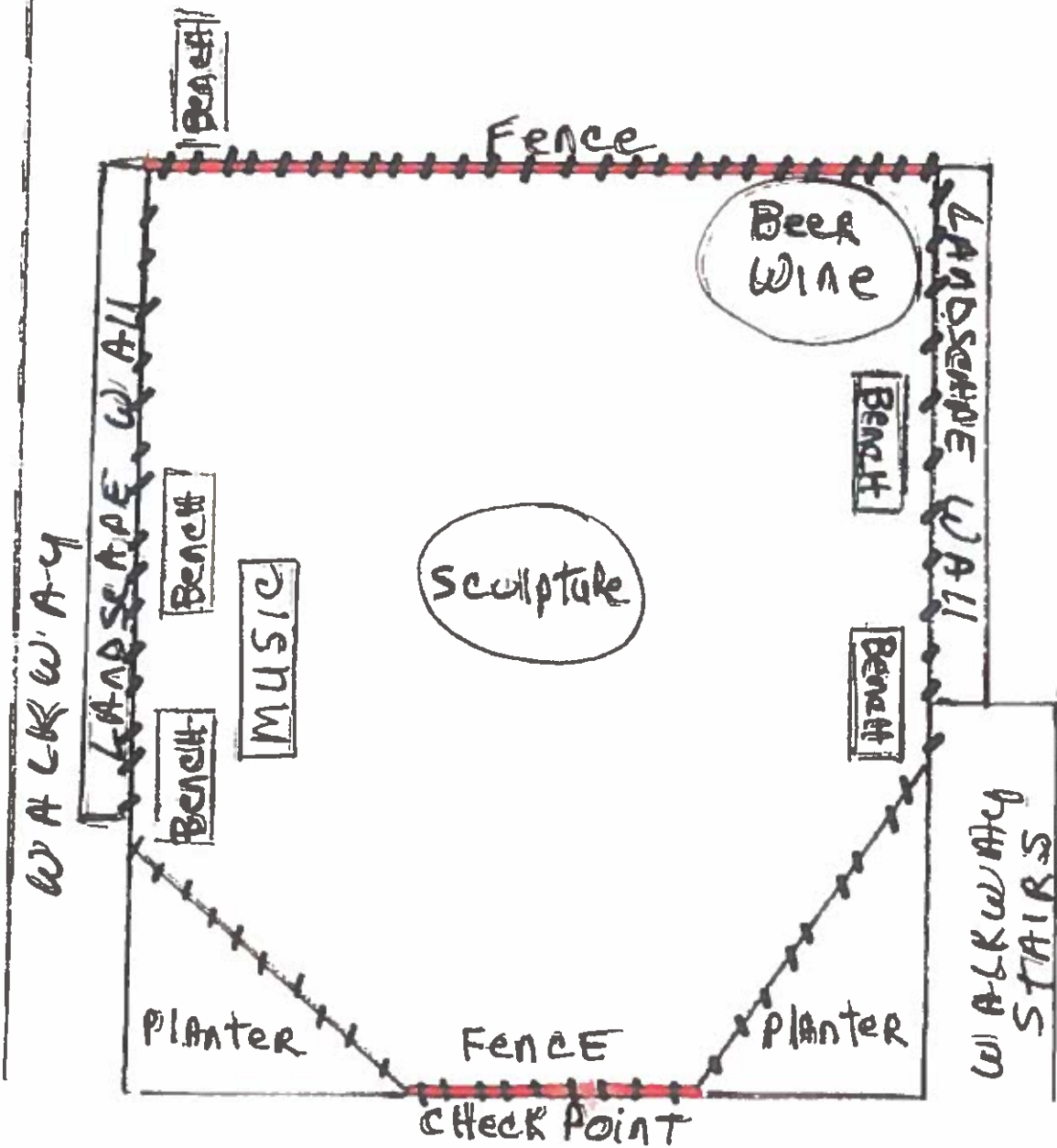
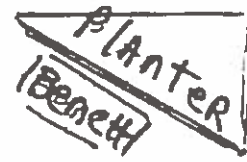
Rides and Reggae Spring Awakening event will begin at 3:00 PM on April 18<sup>th</sup> with alcohol service starting immediately after opening. Alcohol service will last from 3:00 PM to 8:00 PM with last call anticipated to be at 7:30 PM. Small snacks provided by New Castle Trails will be available for purchase.

Age verification and perimeter control will be performed by New Castle Trails members Adam Cornely, Joe Urnise, and Graham Riddile (all safe serve certified). New Castle Trails will provide verified of-age individuals with wrist bands.

Graham Riddile, Adam Cornely, Dane Wilson, and/or Joe Urnise will be present in the beer garden for the duration of the event. The remaining volunteers in the beer garden have not been identified at this point in the planning effort however New Castle Trails will ensure that a minimum of two volunteers will be present to assist the safe serve certified volunteer. New Castle Trails intends to have volunteer commitments established prior to the event to ensure that safe serve principals are in place for the duration of the event.

If more information is needed or if there are any additional questions, please let me know.

PARKING LOT

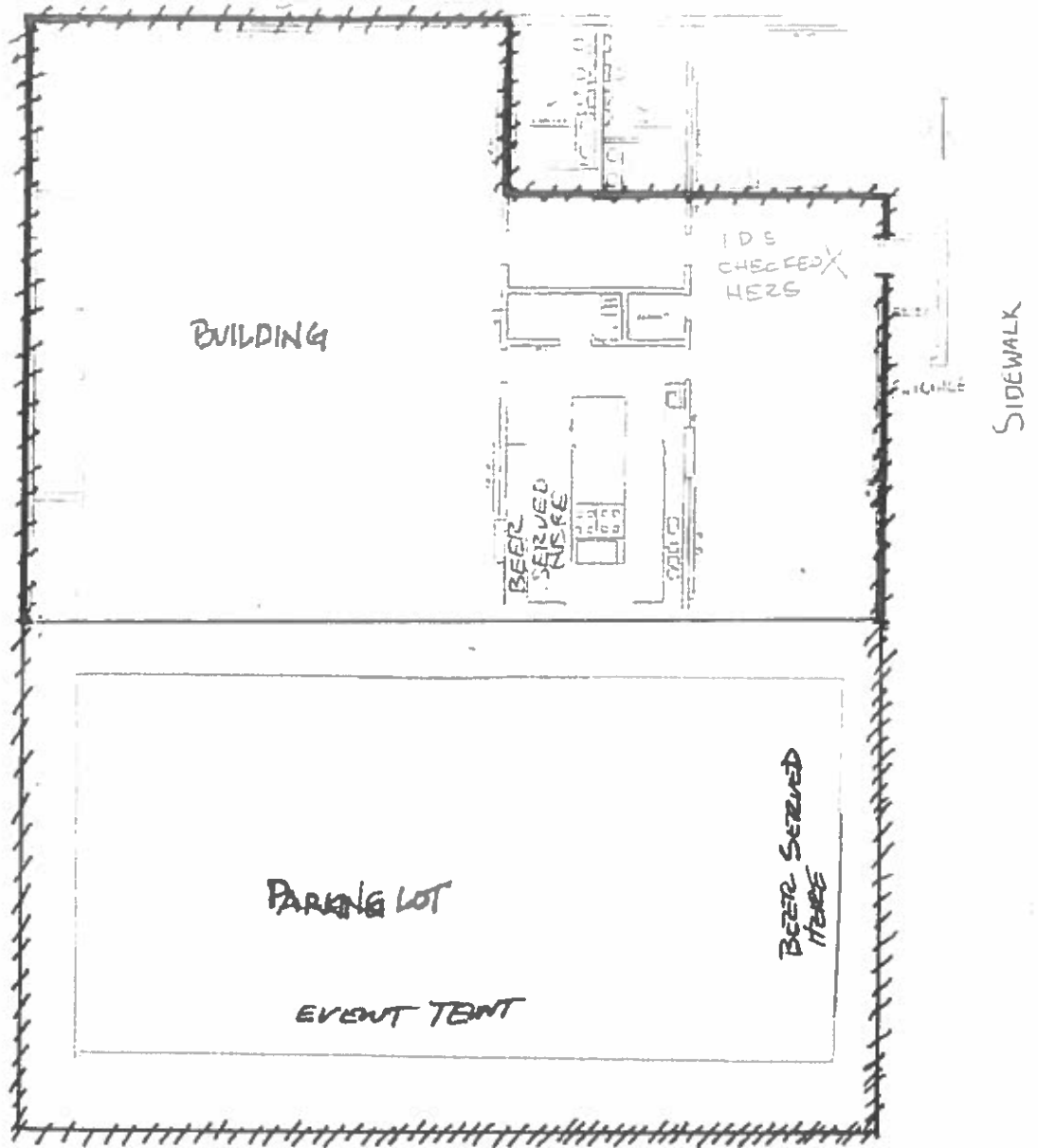


MAIN STREET

RATTER PLAZA

SPECIAL EVENTS

NEW CASTLE COMMUNITY CENTER



OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE OF FACT OF GOOD STANDING**

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Roaring Fork Mountain Bike Association - RFMBA

is a

Nonprofit Corporation

formed or registered on 04/16/2014 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20141242368 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/02/2016 that have been posted, and by documents delivered to this office electronically through 12/05/2016 @ 13:56:15 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 12/05/2016 @ 13:56:15 in accordance with applicable law. This certificate is assigned Confirmation Number 9958279 .



Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*  
Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site: <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site: <http://www.sos.state.co.us> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions"



Document must be filed electronically.  
 Paper documents are not accepted.  
 Fees & forms are subject to change.  
 For more information or to print copies  
 of filed documents, visit [www.sos.state.co.us](http://www.sos.state.co.us).

Colorado Secretary of State  
 Date and Time: 04/16/2014 04:01 PM  
 ID Number: 20141242368  
 Document number: 20141242368  
 Amount Paid: \$50.00

ABOVE SPACE FOR OFFICE USE ONLY

**Articles of Incorporation for a Nonprofit Corporation**  
 filed pursuant to § 7-122-101 and § 7-122-102 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name for the nonprofit corporation is Roaring Fork Mountain Bike Association - RFMBA  
*(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)*

2. The principal office address of the nonprofit corporation's initial principal office is

Street address PO Box 2635  
*(Street number and name)*

Aspen CO 81611  
*(City) (State) (ZIP/Postal Code)*

United States  
*(Province - if applicable) (Country)*

Mailing address  
*(leave blank if same as street address)*

P.O. Box 2635  
*(Street number and name or Post Office Box information)*

Aspen CO 81612  
*(City) (State) (ZIP/Postal Code)*

United States  
*(Province - if applicable) (Country)*

3. The registered agent name and registered agent address of the nonprofit corporation's initial registered agent are

Name  
*(if an individual)* Pritchard Mike  
*(Last) (First) (Middle) (Suffix)*

OR  
*(if an entity)*  
*(Caution: Do not provide both an individual and an entity name.)*

Street address 725 Vine St.  
*(Street number and name)*

Aspen CO 81611  
*(City) (State) (ZIP Code)*

Mailing address  
(leave blank if same as street address)

P.O. Box 2635

(Street number and name or Post Office Box information)

Aspen

(City)

CO

(State)

81612

(ZIP Code)

(The following statement is adopted by marking the box.)

- The person appointed as registered agent above has consented to being so appointed

4. The true name and mailing address of the incorporator are

Name  
(if an individual)

Pritchard

Mike

(Last)

(First)

(Middle)

(Suffix)

OR

(if an entity)

(Caution: Do not provide both an individual and an entity name.)

Mailing address

P.O. Box 2635

(Street number and name or Post Office Box information)

Aspen

(City)

CO

(State)

81612

(ZIP Postal Code)

United States

(Country)

(Province - if applicable)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- The corporation has one or more additional incorporators and the name and mailing address of each additional incorporator are stated in an attachment.

5. (If the following statement applies, adopt the statement by marking the box.)

- The nonprofit corporation will have voting members.

6. Provisions regarding the distribution of assets on dissolution:

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation dispose of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organizations organized and operated exclusively for charitable, educational, literacy, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future federal tax code), as the Board of Directors shall determine. Any assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes

7. *If the following statement applies, adopt the statement by marking the box and include an attachment.*

This document contains additional information as provided by law.

8. *(Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)*

*If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.*

The delayed effective date and, if applicable, time of this document is/are \_\_\_\_\_  
(mm dd yyyy hour minute am/pm)

**Notice:**

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes. This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

Pritchard	Mike		
<small>(Last)</small>	<small>(First)</small>	<small>(Middle)</small>	<small>(Suffix)</small>
725 Vine St.			
<small>(Street number and name or Post Office Box information)</small>			
_____			
Aspen	CO	81611	
<small>(City)</small>	<small>(State)</small>	<small>(ZIP Postal Code)</small>	
United States			
<small>(Province - if applicable)</small>		<small>(Country)</small>	

*If the following statement applies, adopt the statement by marking the box and include an attachment.*

This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

**Disclaimer:**

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

# Memo

**To:** Local Liquor Authority

**From:** Melody Harrison, Town Clerk

**Date:** 3/13/2020

**Re:** Roaring Fork Mountain Bike Association Special Event Liquor Permit for the Rides & Reggae Pre-Party and Registration Event

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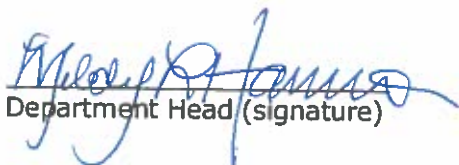
**Request:** The Roaring Fork Mountain Bike Association (RFMBA) through its representative, Adam Cornely of New Castle Trails, requests that the Liquor Authority consider approving a special events liquor permit to serve alcohol at a five-hour pre-party and registration event in Ritter Plaza on August 7, 2020. Staff has received a serving schedule from New Castle Trails. The servers listed are currently certified or will be ServSafe or TIPS certified at the time of the event noted above. The service plan includes the availability of snacks as required by state law. In addition, RFMBA requests that the authority consider approving an alternate location at the New Castle Community Center, 423 W Main Street, in the event there is inclement weather.

**Recommendation:** If Council's consensus is to approve the special event liquor permit for Roaring Fork Mountain Bike Association for their pre-party and registration event, the Clerk's Office recommends the following:

That although alcohol will be served from 5:00 p.m. to 8:00 p.m. on August 7, 2020, that alcohol be allowed on premises from 3:00 p.m. to 9:00 p.m. to allow for set-up and tear-down; and that 'last call' be at 7:30 p.m. to allow time for guests to consume their drinks. Staff also suggests that a 100% ID check be conducted, and that wristbands or handstamps be provided to guests over the legal drinking age of 21.

**Policy Implications:** The policy implication of Council's approval of this special event license is that RFMBA shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the August 7, 2020 event.

**Budget Implications:** Adopting staff's recommendation would increase sales tax revenues. Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on alcohol sales.

  
Department Head (signature)

**Background:** RFMBA filed the application on February 27, 2020, 162 days prior to the event date, within the application guidelines as required by the State Liquor Code. The public hearing has been properly noticed. The application is properly completed although no application fees have been paid.

# Application for a Special Events Permit

Departmental Use Only

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

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

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

1. Name of Applicant Organization or Political Candidate <b>Roaring Fork Mountain Bike Association</b>	State Sales Tax Number (Required)
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <b>PO Box 2635 Aspen CO 81611</b>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <b>1) 423 W. Main St. New Castle CO 81647</b> <b>2) Ritter Plaza Main St. New Castle CO 81647</b>
--	---

4. Authorized Representative of Qualifying Organization or Political Candidate <b>Mike Pritchard</b>	Date of Birth <b>7/14/76</b>	Phone Number <b>970-948-3486</b>
---	---------------------------------	-------------------------------------

Authorized Representative's Mailing Address (if different than address provided in Question 2.)  
**725 VINE ST. ASPEN CO 81611**

5. Event Manager <b>Adam Cornely</b>	Date of Birth <b>9/26/80</b>	Phone Number <b>402-250-1727</b>
---	---------------------------------	-------------------------------------

Event Manager Home Address (Street, City, State, ZIP) <b>150 Little Bear Peak New Castle CO 81647</b>	Email Address of Event Manager <b>newcastletrails@gmail.com</b>
--	--

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

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

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To
<b>8/7/2020</b>		<b>3:00 p.m.</b>	<b>9:00 p.m.</b>												

**Oath of Applicant**

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

Signature 	Title <b>CHAIRMAN</b>	Date <b>2-27-20</b>
---------------	--------------------------	------------------------

**Report and Approval of Local Licensing Authority (City or County)**

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

**THEREFORE, THIS APPLICATION IS APPROVED.**

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

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

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

## Application Information and Checklist

**The following supporting documents must be attached to this application for a permit to be issued:**

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. **Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; **or**
- If not incorporated, a NONPROFIT charter; **or**
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

### Qualifications for Special Events Permit

**(44-5-102 C.R.S.)**

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.



**New Castle Trails – Rides and Reggae Pre-Party and Race Registration Event  
Beverage Serving Plan**

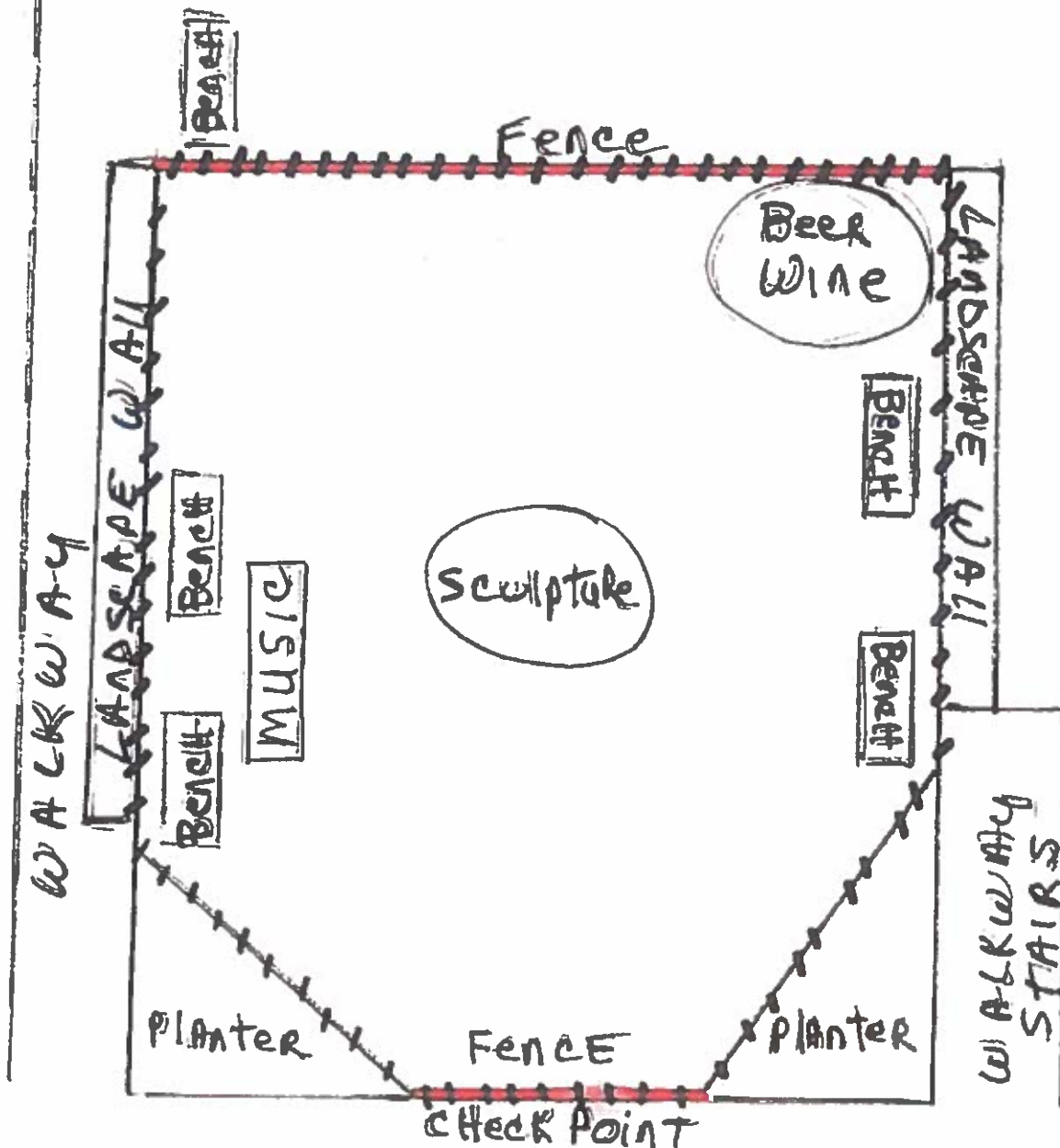
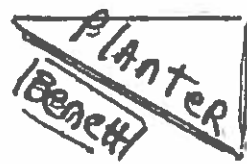
Rides and Reggae Pre-Party and Race Registration event will begin at 5:00 PM on August 7<sup>th</sup> with alcohol service starting immediately after opening. Alcohol service will last from 5:00 PM to 8:00 PM with last call anticipated to be at 7:30 PM. Small snacks provided by New Castle Trails will be available for purchase.

Age verification and perimeter control will be performed by New Castle Trails members Adam Cornely, Joe Urnise, and Graham Riddile (all safe serve certified). New Castle Trails will provide verified of-age individuals with wrist bands.

Graham Riddile, Adam Cornely, Dane Wilson, and/or Joe Urnise will be present in the beer garden for the duration of the event. The remaining volunteers in the beer garden have not been identified at this point in the planning effort however New Castle Trails will ensure that a minimum of two volunteers will be present to assist the safe serve certified volunteer. New Castle Trails intends to have volunteer commitments established prior to the event to ensure that safe serve principals are in place for the duration of the event.

If more information is needed or if there are any additional questions, please let me know.

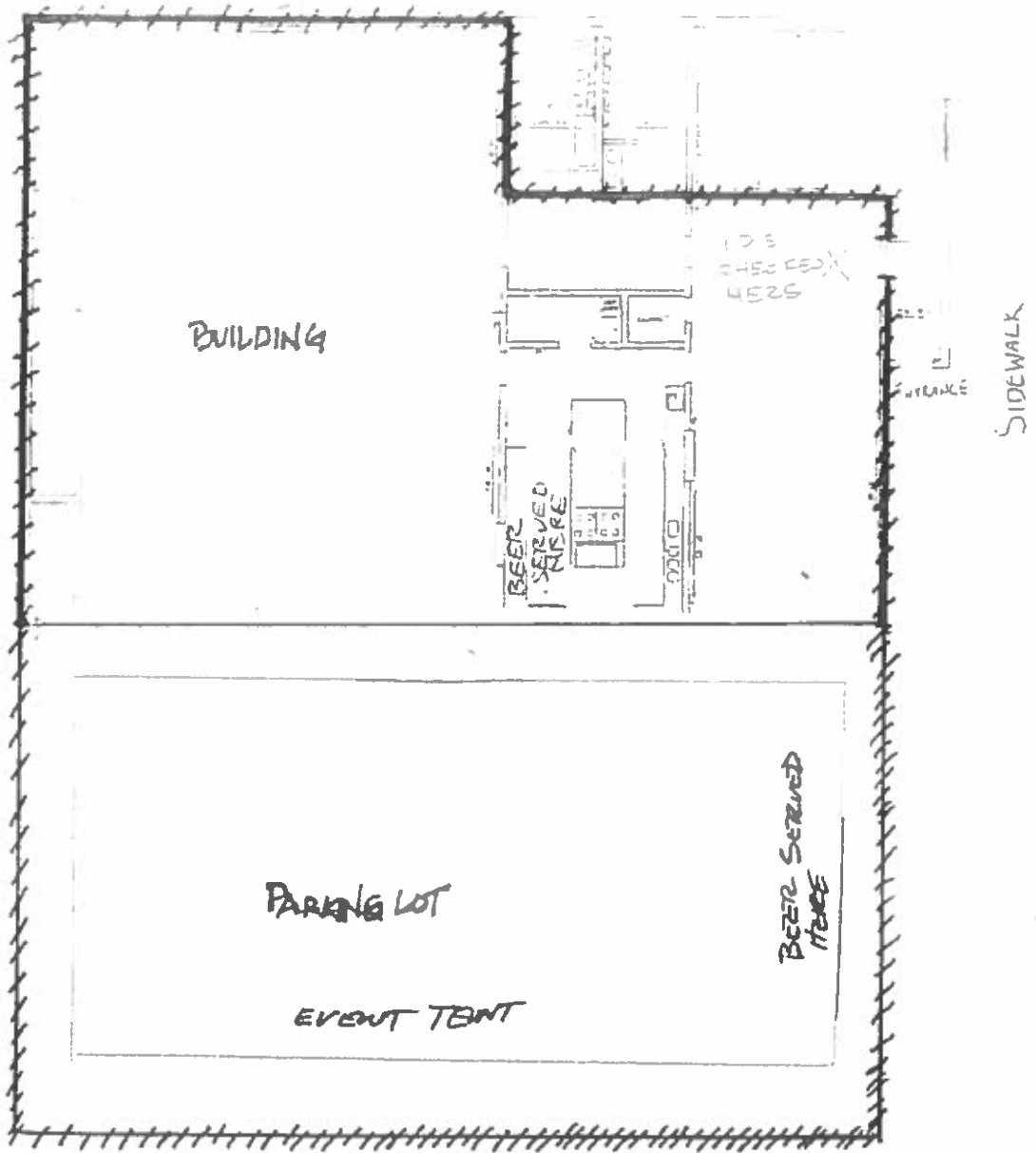
PARKING LOT



MAIN STREET

RITTER PLAZA

SPECIAL EVENTS



OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE OF FACT OF GOOD STANDING**

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Roaring Fork Mountain Bike Association - RFMBA

is a

Nonprofit Corporation

formed or registered on 04/16/2014 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20141242368 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/02/2016 that have been posted, and by documents delivered to this office electronically through 12/05/2016 @ 13:56:15 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 12/05/2016 @ 13:56:15 in accordance with applicable law. This certificate is assigned Confirmation Number 9958279 .



A handwritten signature in black ink that reads "Wayne W. Williams".

Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*  
Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site. <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site. <http://www.sos.state.co.us> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



Colorado Secretary of State  
 Date and Time: 04/16/2014 04:01 PM  
 ID Number: 20141242368  
 Document number: 20141242368  
 Amount Paid: \$50.00

Document must be filed electronically.  
 Paper documents are not accepted.  
 Fees & forms are subject to change.  
 For more information or to print copies  
 of filed documents, visit [www.sos.state.co.us](http://www.sos.state.co.us).

ABOVE SPACE FOR OFFICE USE ONLY

**Articles of Incorporation for a Nonprofit Corporation**  
 filed pursuant to § 7-122-101 and § 7-122-102 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name for the nonprofit corporation is Roaring Fork Mountain Bike Association - RFMBA  
*(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)*

2. The principal office address of the nonprofit corporation's initial principal office is

Street address PO Box 2635  
*(Street number and name)*  
Aspen CO 81611  
*(City) (State) (ZIP Postal Code)*  
United States  
*(Province - if applicable) (Country)*

Mailing address P.O. Box 2635  
*(leave blank if same as street address) (Street number and name or Post Office Box information)*  
Aspen CO 81612  
*(City) (State) (ZIP Postal Code)*  
United States  
*(Province - if applicable) (Country)*

3. The registered agent name and registered agent address of the nonprofit corporation's initial registered agent are

Name Pritchard Mike  
*(if an individual) (Last) (First) (Middle) (Suffix)*

**OR**  
*(if an entity)*  
*(Caution: Do not provide both an individual and an entity name.)*

Street address 725 Vine St.  
*(Street number and name)*  
Aspen CO 81611  
*(City) (State) (ZIP Code)*

Mailing address  
(leave blank if same as street address)

P.O. Box 2635

(Street number and name or Post Office Box information)

Aspen

(City)

CO

(State)

81612

(ZIP Code)

(The following statement is adopted by marking the box.)

- The person appointed as registered agent above has consented to being so appointed.

4. The true name and mailing address of the incorporator are

Name  
(if an individual)

Pritchard

Mike

(Last)

(First)

(Middle)

(Suffix)

OR

(if an entity)

(Caution: Do not provide both an individual and an entity name.)

Mailing address

P.O. Box 2635

(Street number and name or Post Office Box information)

Aspen

(City)

CO

(State)

81612

(ZIP/Postal Code)

United States

(Province, if applicable)

(Country)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- The corporation has one or more additional incorporators and the name and mailing address of each additional incorporator are stated in an attachment.

5. (If the following statement applies, adopt the statement by marking the box.)

- The nonprofit corporation will have voting members.

6. Provisions regarding the distribution of assets on dissolution:

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of the assets of the Corporation exclusively for the purposes of the Corporation in such manner, or to such organizations organized and operated exclusively for charitable, educational, literary, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future federal tax code), as the Board of Directors shall determine. Any assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the Corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

7. If the following statement applies, adopt the statement by marking the box and include an attachment.

This document contains additional information as provided by law.

8. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.

The delayed effective date and, if applicable, time of this document is/are \_\_\_\_\_  
(mm dd yyyy hour minute am/pm)

**Notice:**

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes. This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

Pritchard	Mike		
(Last)	(First)	(Middle)	(Suffix)
725 Vine St.			
(Street number and name or Post Office Box information)			
Aspen	CO	81611	
(City)	(State)	(ZIP Postal Code)	
(Province (if applicable))	United States		(Country)

If the following statement applies, adopt the statement by marking the box and include an attachment.

This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

**Disclaimer:**

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

# Memo

**To:** Local Liquor Authority

**From:** Melody Harrison, Town Clerk

**Date:** 3/13/2020

**Re:** Town of New Castle Special Event Liquor Permit for the August 8, 2020 New Castle Trails Rides & Reggae Event

---

**Request:** The Roaring Fork Mountain Bike Association through its representative Adam Cornely, New Castle Trails requests that the Town of New Castle obtain a special events liquor license for the New Castle Trails Rides & Reggae Event, located in VIX Ranch Park, on Saturday, August 8, 2020. They further request that the authority consider an alternate location at the New Castle Community Center, 423 W Main Street, in the event there is inclement weather.

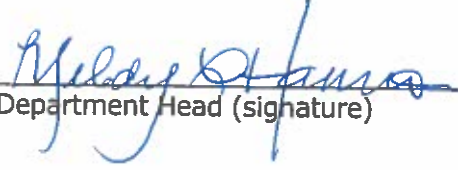
**Recommendation:** If Council's consensus is to approve the attached application for a special event liquor permit for the Town of New Castle/New Castle Trails, the Clerk's Office staff recommends that Council consider the following conditions:

That although the application requests a permit time until 10:00 p.m. on August 8, 2020, staff recommends alcohol be served only until 9:30 p.m., and alcohol be allowed on premises until 10:00 p.m. Staff also suggests that a 100% ID check be conducted, and that wristbands or handstamps be provided to guests over the legal drinking age of 21.

Currently, most of the RFMBA volunteers are SafeServ Certified and will be on premises for the event. A serving plan had been submitted and staff feels the plan meets or exceeds concerns voiced by the authority on prior occasions.

**Policy Implications:** The policy implication of Council's approval of this special event license is that the Town of New Castle/New Castle Trails shall have the authority to serve, sell or distribute malt, vinous and spirituous liquors for on-premises consumption at the August 8, 2020 New Castle Trails Rides & Reggae Event, from 11:00 a.m. to 10:00 p.m.

**Budget Implications:** Adopting staff's recommendation would increase sales tax revenues. Even though the applicant is a non-profit organization, it is required to collect and remit sales tax on alcohol sales.

  
Department Head (signature)

**Background:** Special Events Coordinator Debbie Nichols filed the application on behalf of the Town of New Castle and New Castle Trails through its representative Adam Cornely on March 6, 2020, which is acceptable by the State Liquor Code. The public hearing has been properly noticed. The application is properly completed.

# Application for a Special Events Permit

Departmental Use Only

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

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

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

1. Name of Applicant Organization or Political Candidate: **TOWN OF NEW CASTLE** State Sales Tax Number (Required)

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP):  
**450 W. MAIN STREET  
 PO BOX 90  
 NEW CASTLE CO 81647**

3. Address of Place to Have Special Event (include street, city/town and ZIP):  
**1) 423 W. MAIN ST  
 New Castle, CO 81647**      **2) VIX Ranch Park  
 New Castle, CO  
 81647**

4. Authorized Representative of Qualifying Organization or Political Candidate: **Debbie Nichols** Date of Birth: **7.29.55** Phone Number: **720 427 3678**

Authorized Representative's Mailing Address (if different than address provided in Question 2.):  
**1169 CR 250 Silt CO 81652**

5. Event Manager: **Adam Cornely** Date of Birth: **9.26.80** Phone Number: **402 250 1727**

Event Manager Home Address (Street, City, State, ZIP): **150 Little Bear Peak NewCastle CO 81647** Email Address of Event Manager: **adamcornely@yahoo.com**

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?  
 No  Yes How many days? **1**

7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?  
 No  Yes License Number \_\_\_\_\_

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

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Hours From	Hours To	Date	Hours From	Hours To	Date	Hours From	Hours To	Date	Hours From	Hours To
<b>6/8/2020</b>	<b>10:00 a.m.</b>	<b>10:00 p.m.</b>									

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

Signature: **Debbie Nichols** Title: **Admin Asst / Spec Events** Date: **3.6.2020**

**Report and Approval of Local Licensing Authority (City or County)**  
 The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.  
**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County):  City  County Telephone Number of City/County Clerk

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

## Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions. Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the Local Licensing Authority (city or county) at least thirty (30) days prior to the event.
- Public notice of the proposed event and procedure for protesting issuance of the permit shall be conspicuously posted at the proposed location for at least (10) days before approval of the permit by Local Licensing Authority. (44-5-106 C.R.S.)
- State Licensing Authority must be notified of approved applications by Local Licensing Authorities within ten (10) days of approval.
- Check payable to the Colorado Department Of Revenue

### Qualifications for Special Events Permit

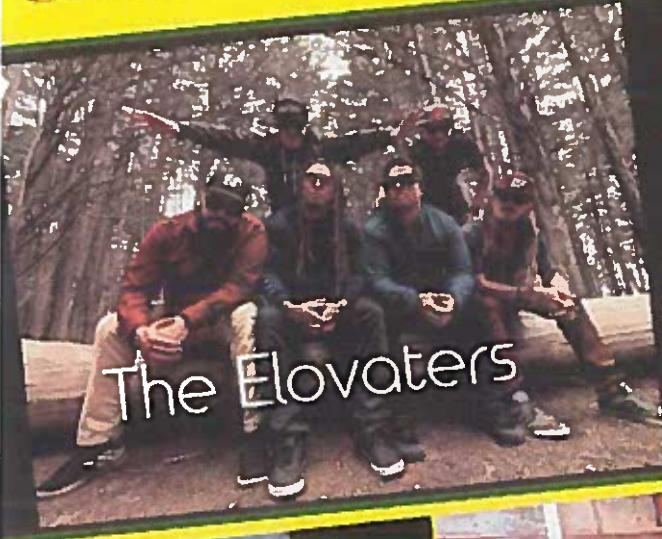
(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

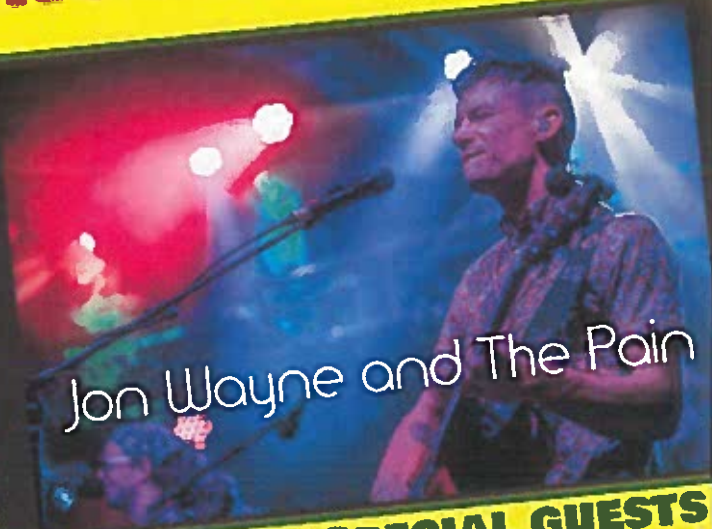
# NEW CASTLE TRAILS PRESENTS

## HEADLINERS

WILL BE ANNOUNCED APRIL 18TH



The Elovaters



Jon Wayne and The Pain



Soul Majestic



Zolopht

### SPECIAL GUESTS

The Groove Thief



Vana Liya

# RIDES & REGGAE

## SATURDAY, AUGUST 8TH

New Castle, Colorado  
For more info visit [newcastletrails.com](http://newcastletrails.com)

## **New Castle Trails – Rides and Reggae Beverage Serving Plan**

Rides and Reggae will open the event at 7:00 AM on August 8th and will not begin alcohol service until 11:00 AM. Alcohol service will last from 11:00 AM to 9:00 PM with last call anticipated to be at 8:30 PM.

Age verification and perimeter control will be performed by a minimum of two security guards posted at the event entrance. These security guards will be provided by First Executive Security and have been contracted to remain on duty by New Castle Trails for the duration of the event. One additional security guard is to provide general security for the event. Guards will provide verified, of age individuals with wrist bands.

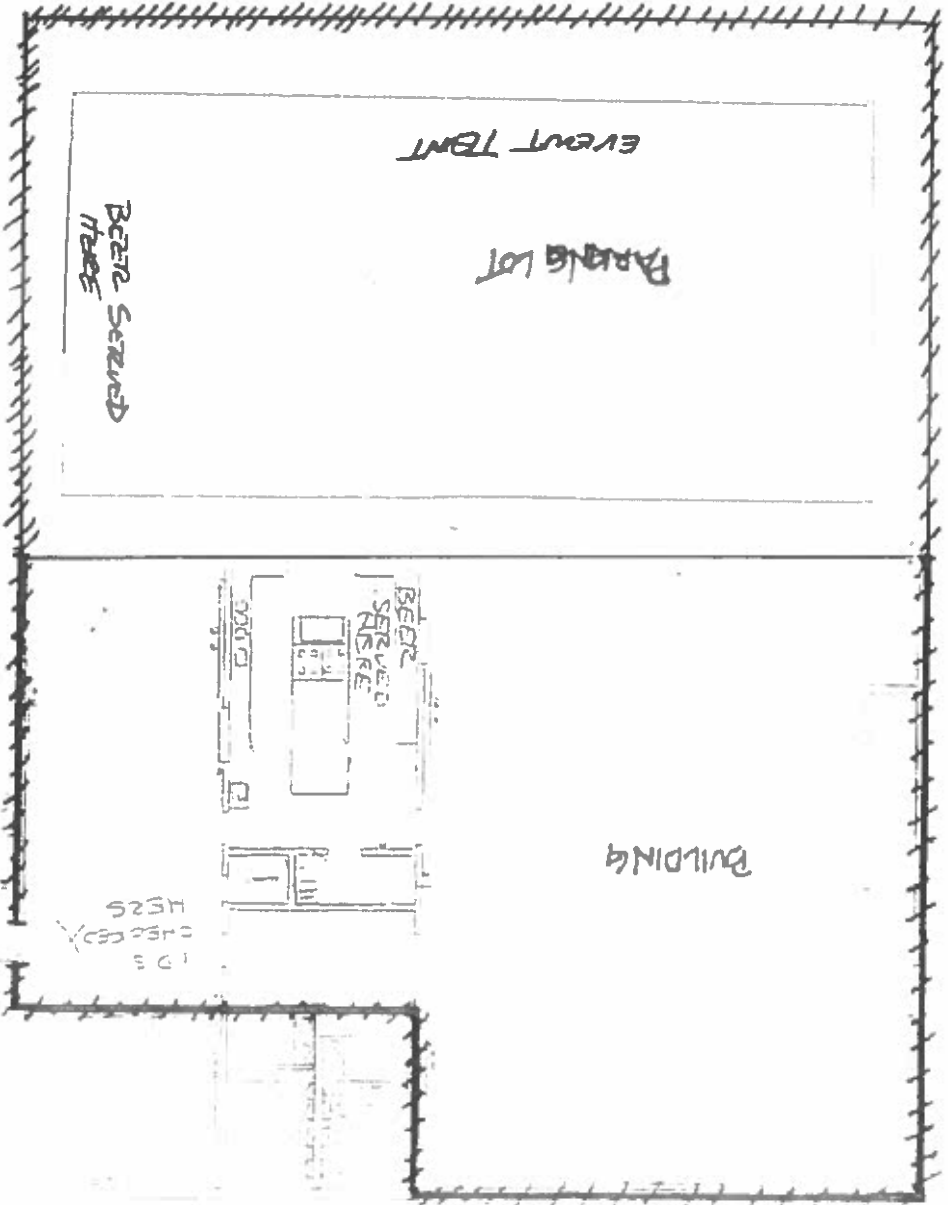
For alcohol service, New Castle Trails has split the duration of the event into five, two-hours shifts (11:00A-1:00P, 1:00P-3:00P, 3:00P-5:00P, 5:00P-7:00P, 7:00P-9:00P). Each shift will be manned by three to four volunteers. A minimum of one of these volunteers will be safe serve certified prior to the event and will include the following seven individuals: Graham Riddle, Adam Cornely, Dane Wilson, Joe Urnise, Raul Morales, Emily Sampley, and Adam Sampley. A minimum of one of these individuals will be present in the beer garden for the duration of the event. The remaining workers in the beer garden have not been identified at this point in the planning effort however New Castle Trails will ensure that a minimum of two volunteers will be present to assist the safe serve certified volunteer.

With the event being six months away, exact shift assignments aren't known at this point, but New Castle Trails intends to have the assignments and volunteer commitments established prior to the event to ensure that safe serve principals are in place for the duration of the event.

If more information is needed or if there are any additional questions, please let me know.

2020 Rides and Reggae Area





EVENT TENT

PARKING LOT

BEER SERVED  
HERE

BUILDING

BEER  
SERVED  
HERE

BEER  
SERVED  
HERE

SIDEWALK

SIDEWALK

1  
2 **New Castle Town Council Regular Meeting**  
3 **Tuesday, March 3, 2020, 7:00 PM**  
4

5 **Call to Order**

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

8 **Pledge of Allegiance**  
9

10 **Roll Call**

11 Present	Councilor Mariscal
	Councilor Owens
	Councilor Hazelton
	Mayor A Riddile
	Councilor Copeland
	Councilor Leland
	Councilor G Riddile
18 Absent	None

19  
20 Also present at the meeting were Town Administrator Dave Reynolds, Assistant Town  
21 Attorney Haley Carmer, Town Clerk Melody Harrison and members of the public.  
22

23 **Meeting Notice**

24 Town Clerk Melody Harrison verified that her office gave notice of the meeting in  
25 accordance with Resolution TC 2020-1.  
26

27 **Conflicts of Interest**

28 There were no conflicts of interest.  
29

30 **Agenda Changes**

31 There were no agenda changes.  
32

33 **Citizen Comments on Items not on the Agenda**  
34  
35

36 **Consultant Reports**

37 Consultant Attorney – not present.  
38 Consultant Engineer – not present.  
39

40 **Items for Consideration**  
41

42 **Consider Resolution TC 2020-10 - A Resolution of the Town Council of the Town**  
43 **of New Castle, Colorado Approving a Conditional Use Permit for an Accessory**  
44 **Dwelling Unit in the R-1 Zone District.**

45 Administrator Reynolds told the council that Town Planner Paul Smith was ill, so he would  
46 present the application.

1 Administrator Reynolds told the council that the request was to create an additional  
2 dwelling unit (ADU) above a garage in the R-1 zone district. He applicant intended to  
3 remove the roof from the garage and build a second story onto the building. The ADU will  
4 have two bedrooms and a full kitchen with a stove, refrigerator/freezer, dishwasher and  
5 sink. The unit met the criteria for maximum size at 841sf, and had appropriate off-street  
6 parking. Administrator Reynolds said that the unit required an additional .8 EQRs for  
7 water/sewer as well as a water rights dedication fee. The fees totaled \$14,400.00.  
8 Administrator Reynolds said that ADUs cannot be sold separate from the primary  
9 residence therefor cannot be condominimized, and the applicants have stated that they  
10 will not attempt to separately convey the property or to split the lot. Administrator  
11 Reynolds said that the unit will be similar in style and appearance of the primary  
12 structure, and will be occupied by a single family. The ADU is also compatible with  
13 adjacent land uses.

14 Administrator Reynolds said that the proposed roof design was different in that in the R-1  
15 zone district there are restrictions on roof pitches. He said that in an effort to match the  
16 ADU to the primary structure, the roof pitch is proposed to be less than the code currently  
17 allowed. He said that he and Planner Smith had surveyed the area and found that more  
18 homes in that area did not conform with the roof pitch restrictions than did. He noted that  
19 staff did not feel it was an issue because

20  
21  
22 **MOTION: Mayor A Riddile made a motion at 7:18 p.m. to go into Executive**  
23 **session for a conference with the Town Attorney for the purpose of receiving**  
24 **legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b)**  
25 **(land use, tax, and real estate issues); for the purpose of determining positions**  
26 **relative to matters that may be subject to negotiations, developing strategy for**  
27 **negotiations, and/or instruction negotiators under C.R.S. Section 24-6-**  
28 **402(4)(e); and to discuss the purchase, acquisition, lease, transfer, or sale of**  
29 **real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a).**  
30 **Councilor**

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32  
33 Executive session concluded.

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35 At the end of the executive session, Mayor A Riddile made the following statement:

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37 "The time is now 8:41 p.m. and the executive session has been concluded. The participants  
38 in the executive session were: Councilor Mariscal, Owens and Hazelton; Mayor A Riddile;  
39 Councilors Copeland, Leland and G Riddile; Town Administrator Dave Reynolds, Assistant  
40 Town Attorney Haley Carmer and Town Clerk Melody Harrison. For the record, if any person  
41 who participated in the executive session believes that any substantial discussion of any  
42 matters not included in the motion to go into the executive session occurred during the  
43 executive session, or that any improper action occurred during the executive session in  
44 violation of the Open Meetings Law, I would ask that you state your concerns for the record."  
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**Consent Agenda**

February 18, 2020 minutes

February Bills of \$377,829.68

**MOTION: Councilor G Riddile made a motion to approve the consent agenda.  
Councilor Owens seconded the motion and it passed unanimously.**

**Staff Reports**

Town Administrator – Administrator Reynolds told the council that he and Public Works Director John Wenzel had met with the director of the University Technical Assistance Program. He said it was a Colorado State University program that coordinated with DOLA to fund the planning of municipal projects at a reasonable rate. The program matched college students with municipalities that needed design work. Administrator Reynolds said that he and Director Wenzel felt it was a great opportunity to have some work done on the redesign of Frank Breslin Park as identified by council at their retreat. The program director walked the park with staff and had a great interest in the vision of the project. Administrator Reynolds said that the program worked like a grant, but there was no application process. The program director agreed to do the project and estimated that it may cost around \$5,000.00, which was a significant savings. He said that municipalities that had utilized the program were in a better position to receive GOCO grants, and it was not part of it, but aligned well with the CRAFT 101 regional grant that Rifle, Silt and New Castle had received. Administrator Reynolds said that he had sent out an e-mail invitation for the Summit for Elected Officials. He has the agenda for everyone that wanted to attend, and he encouraged them to complete the survey that was part of the invite, even if they could not attend the summit. Administrator Reynolds said that at the next council meeting there would be a work session discussion about some parking concerns 7<sup>th</sup> street.

Town Clerk – Clerk Harrison told the council that the golf course had made the decision not to renew their liquor license; rather they will pursue a new license application. She said that she had spoken to the course manager, and he said that the property had gone into receivership, and she expected that the receiver would be the one applying for the liquor license. Clerk Harrison said she had received the three liquor license applications for the new Castle Trails events, and they would be at the next meeting. Clerk Harrison said that she had talked to the fire department and they will be placing an issue on the ballot for a May 2020 special election, and she had agreed to be a ballot drop-off location. She said she had also agreed to assist them in any way she could and will be loaning them the three ballot boxes the town owned. Last, Clerk Harrison said that the two guests that left before the executive session had come because they thought the master plan amendment item would be on the agenda, and they were upset that it was not. She said she had taken their names and contact information and will make sure to let them know when the item came to the council for consideration.

Town Planner – not present.

Public Works Director – not present.

1 **Commission Reports**

2 Planning & Zoning Commission – Councilor G Riddile said that the master plan  
3 amendment had been continued to end of March. He said that with permission from P&Z,  
4 he had provided a counter-proposal to them that reduced density and increased open  
5 space and it was not well-received. Councilor G Riddile said that his time on P&Z would  
6 end in April, but he felt that he wanted to stay on P&Z. Clerk Harrison said that at the  
7 organizational meeting on April 21, council assignments to commissions and committees  
8 would be decided, and he could volunteer for another six months.

9 Historic Preservation Commission – nothing to report.

10 Climate Action Advisory Committee – Councilor Leland said that they had elected Denise  
11 Scheberle as chair. The commission made list of possible projects. He said that  
12 Administrator Reynolds and Clerk Harrison had attended the first meeting and helped the  
13 commission understand the commission history. Councilor Leland said that the  
14 commission’s first action was to write a letter to City Market for providing the mesh  
15 vegetable bags for sale. Councilor Leland said that the commission will meet the third  
16 Thursday at 6:30 p.m. He said that it was likely that the commission will ask the council  
17 for a small budget for future projects.

18 Senior Program – nothing to report.

19 RFTA – nothing to report.

20 AGNC – Councilor Hazelton said that he had not gone to the meeting, but he did say that  
21 the veterans parking signs had been set at the Dubois Memorial, Community Center and  
22 at the new charging station. He thanked the council.

23 Administrator Reynolds said that at the AGNC meeting, they had discussed opportunity  
24 zones. Unfortunately, New Castle was not in an opportunity zone.

25 GCE – nothing to report.

26 EAB – nothing to report.

27  
28 **Council Comments**

29 Councilor Hazelton asked if Administrator Reynolds attended the Lakota HOA meetings.  
30 Administrator Reynolds said that he did if he did not have any conflicts. Councilor  
31 Hazelton said he was curious to know if they had considered opening the pool to the  
32 public, and Administrator Reynolds said that he was able to attend that meeting, and the  
33 board had decided not to open the pool to the public because it was already crowded, and  
34 the Colombo project will add even more people to the pool.

35 Councilor Hazelton said that the HOA had approached him about running the restaurant,  
36 but he was not able to do that.

37 Councilor G Riddile asked if Lakota had hired any pro staff for the golf course.

38 Administrator Reynolds said that Brian Pemberton was the only one there, and he was  
39 confident that the course would open as usual.

40 Councilor Leland said that Employee Wellness committee had met earlier in the day and it  
41 seemed that the employees appreciated the program and there was about 90%  
42 participation. Councilor Leland said that the morning workouts, which had actually begun  
43 before there was a wellness program, was very popular and great for team building.

44 Councilor Leland said he had gotten an e-mail from Nancy Kramer who was with the  
45 Northwest Colorado Cultural Heritage Tourism. The e-mail said that the town’s permanent

1 sign was ready and will be installed in the coming weeks. He said there were also new  
2 updates for the rack cards.  
3 Councilor Leland said that he had been assisting with the Colorado Tourism Office Byway  
4 Project that was creating a designated route through the northwest towns and counties  
5 that emphasized local history.  
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9 **MOTION: Mayor A Riddile made a motion to adjourn. Councilor Owens seconded**  
10 **the motion and it passed unanimously.**

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12 The meeting adjourned at 9:09 p.m.  
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16 Respectfully submitted,  
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21 \_\_\_\_\_  
22 Mayor Art Riddile  
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25 Town Clerk Melody Harrison, CMC  
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