



Town Council Meeting Minutes - Draft

Mayor Jennifer Green
Mayor Pro Tem Renee Valentine
Councilmember Jess Loban
Councilmember James Townsend
Councilmember Jason Bower
Councilmember George Teal
Councilmember Brett Ford

Tuesday, December 4, 2018

6:00 PM

Council Chambers
100 N. Wilcox Street
Castle Rock, CO 80104

This meeting is open to the public. All times indicated on the agenda are approximate. Interested parties are encouraged to be present earlier than the posted time.

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION - Pastor Shawn Young, Cornerstone Presbyterian Church

CALL TO ORDER / ROLL CALL

Present: 6 - Council Member Loban, Council Member Townsend, Mayor Green, Council Member Bower, Mayor Pro Tem Valentine, Council Member Teal

Not Present: 4 - Council Member Ford

PLEDGE OF ALLEGIANCE

COUNCIL COMMENTS

Councilmember Loban stated he enjoyed working with Town Council, looks forward to working with the new members of Council and thanked everyone for attending.

Councilmember Townsend thanked Mayor Green and Mayor Pro Tem Valentine for their hard work on Council. He thanked everyone for their work on the Starlighting event, all the volunteers and the Chamber of Commerce. Mayor Green thanked Townsend for singing the National Anthem.

Councilmember Bower thanked the Mayor, Mayor Pro Tem and Councilmember Ford for their work and he enjoyed working with them. They have been selfless servants to the Town and complimented Mayor Green when she called everyone to let them know when Deputy Parrish passed away.

Councilmember Teal thanked Mayor Pro Tem Valentine reflecting on the conversations over the years and how impactful they have been. Teal thanked Green for her mentorship and leadership. Teal congratulated all three for their service.

UNSCHEDULED PUBLIC APPEARANCES

Citizens that addressed Town Council:

Joseph Procopio - He stated it was an honor when he served on Council, and will miss the Council he had worked with in the past.

DJ Tedesco - On behalf of the Chamber, he expressed his gratitude to Green, Valentine and Ford. Pam Ridler was not able to attend tonight. Castle Rock is a better place to live and work because of their efforts. Tedesco congratulated Jason Gray as the first Mayor at large, and to Kevin Bracken and Caryn Johnson for their election.

Paul Donahue - Gave a shout out to the Town, Parks and Rec, and the Fire department for the lights downtown. The Town has looked as good as it ever has. Shout out to Jess, James, Jason, and George and what a good job they have been doing and knows the sacrifices it requires. He stated they are making all the right decisions and the Town is in good shape. God Bless and keep up the good work.

Frank Gray - Thanked Green, Valentine and Ford on behalf of the EDC and their board of directors for all the hard work they have done.

TOWN MANAGER'S REPORT

David Corliss, Town Manager, will reserve his comments to later.

[ID 2018-131](#) **Update: Monthly Department Reports**

[ID 2018-132](#) **Update: Quasi-Judicial Projects**

[ID 2018-133](#) **Development Services Project Updates**

TOWN ATTORNEY'S REPORT

Bob Slentz, Town Attorney, spoke on behalf of the legal department that it has been a pleasure to work with Town Council.

A confidential memo was sent earlier this week with a potential ordinance coming to Council on December 18 regarding herbal supplements.

ACCEPTANCE OF AGENDA

Valentine moved, seconded by Bower, to Accept the Agenda as presented. The motion passed by the following vote:

Yes: 6 - Loban, Townsend, Green, Bower, Valentine, Teal

Not Present: 4 - Ford

CONSENT CALENDAR

[ORD 2018-035](#) **Ordinance Levying General Property Taxes for the Year 2018, for 2019 Collection, for the Town of Castle Rock, Colorado (Second Reading - Approved on First Reading September 18, 2018 with a vote of 7-0)**

[ORD 2018-037](#) **Ordinance Levying General Property Taxes for the Year 2018, for 2019 Collection, for the Castle Rock Downtown Development**

Authority (Second Reading - Approved on First Reading on September 18, 2018 by a vote of 7-0)

- [ORD 2018-040](#) Ordinance Approving a One Million Dollar Line of Credit with FirstBank on Behalf of the Castle Rock Downtown Development Authority and in Conjunction Therewith Approving a Revolving Line of Credit Promissory Note, Sales and Property Tax Pledge Agreement, and Account Pledge Agreement (Second Reading - Approved on First Reading on November 6, 2018 by a vote of 6-0)
- [ORD 2018-041](#) Ordinance Amending Chapter 5.04 of the Castle Rock Municipal Code Concerning Panhandling (Second Reading - Approved on First Reading on November 6, 2018 by a vote of 6-0)
- [ORD 2018-042](#) Ordinance Amending Section 14.02.050 of the Castle Rock Municipal Code Concerning the Lease of Public Property for Wireless Communication Facilities (Second Reading - Approved on First Reading on November 6, 2018 by a vote of 6-0)
- [ORD 2018-043](#) Ordinance Amending Section 15.42.010 of the Castle Rock Municipal Code Adopting by Reference as a Primary Code the 2018 Transportation Design Criteria Manual (Second Reading - Approved on First Reading on November 6, 2018 by a vote of 6-0)
- [ORD 2018-044](#) Ordinance Amending Sections 15.38.010 and 15.40.010 of the Castle Rock Municipal Code Adopting by Reference as Primary Codes the Water System Design 2018 Criteria Manual and the Wastewater Collection Design 2018 Criteria Manual (Second Reading - Approved on First Reading on November 6, 2018 by a vote of 6-0)
- [ORD 2018-045](#) Ordinance Amending Section 13.12.111 of the Castle Rock Municipal Code Concerning Water Budget Allocation for Landscape Types (Second Reading)
- [RES 2018-106](#) Resolution Approving an Economic Assistance Agreement with Solaray, LLC
- [MIN 2018-014](#) Minutes: November 6, 2018 Town Council Meeting

Valentine moved, seconded by Loban to approve the Consent Calendar as read.
The motion passed by a vote of:

Yes: 6 - Loban, Townsend, Green, Bower, Valentine, Teal

Not Present: 4 - Ford

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[PROC
2018-010](#)**Proclamation of Commendation to Councilmember Brett Ford**

David Corliss, Town Manager, stated Council is asked to present Proclamations and that public comment should be taken.

Citizens to address Council:

Paul Donahue - Wanted the opportunity to state what Mayor Green, Mayor Pro Tem Valentine and Councilmember Ford meant to him. Ford was a rock, he changed jobs right after he was elected which made it difficult to attend the meetings. He worked hard to attend the meetings by flying out Monday, flying back Tuesday, and flying out again Wednesday to maintain his attendance at the meetings and to attend his job. He voted what he thought was representative of his district. He stated he is proud of the job Mayor Pro Tem Valentine has done. She ran her own business, raised a family, and maintained her Council responsibilities. She made an effort to talk to people that disagreed with her, listen to their opinions and understand where they were coming from. Eight years of making things happen and managing through the ups and downs. Mayor Green has always done a stellar job stepping into that role, a spokesman for Castle Rock, running the meetings, and handled it all with grace with diplomacy. He stated her husband and kids were here beaming with pride. She has done the best job a Mayor can do. The three of them have done a great job and it was an honor to serve with them, and wished them the best.

David Corliss, Town Manager, stated that Ford is unable to attend the meeting, but reading of the proclamation would be appropriate. Mayor Green read the proclamation.

Valentine moved, seconded by Bower, that Proclamation Commending Councilmember Ford be Approved as presented. The motion passed by the following vote:

Yes: 6 - Loban, Townsend, Green, Bower, Valentine, Teal

Not Present: 4 - Ford

[PROC
2018-011](#)**Proclamation of Commendation to Mayor Pro Tem Renee Valentine**

Mayor Green read the proclamation and presented it to Mayor Pro Tem Valentine.

Mayor Pro Tem Valentine wanted to share her thoughts. It has been an honor and privilege to represent the citizens of District 5, the staff is amazing, department heads are fantastic, the best of the best, along with Lisa Anderson, Kristin Zagurski and Bob Slentz. All of downtown development is very proud. Bringing the DDA and DMA together and working with Angie Vencile, Jason Gray, and Jason Bower. Jason will do great things as our Mayor. She stated how grateful she is of support from Jason Bower, Dave Corliss, Mark Stevens, Jennifer Green, Brett Ford, Paul Donahue and Joe Procopio. She considers them lifelong friends. Valentine reflected that Jennifer Green and her met in Council orientation.

Loban moved, seconded by Green, that Proclamation Commending Mayor Pro Tem

Valentine be Approved as presented. The motion passed by the following vote:

Yes: 6 - Loban, Townsend, Green, Bower, Valentine, Teal

Not Present: 4 - Ford

[PROC](#)
[2018-012](#)

Proclamation of Commendation to Mayor Jennifer Green

Mayor Pro Tem Valentine read the proclamation and presented it to Mayor Green.

Mayor Green stated she was thankful for friends and family helping her campaign and pitching in with their children when she attended Council meetings. She feels fortunate for the Town of Castle Rock and our public safety and amenities. She also stated her thankfulness for the Castle Rock organizations and staff and especially to her husband for his support.

Bower moved, seconded by Valentine, that Proclamation Commending Mayor Green be Approved as presented. The motion passed by the following vote:

Yes: 6 - Loban, Townsend, Green, Bower, Valentine, Teal

Not Present: 4 - Ford

ADJOURNMENT OF THE 2016-2018 TOWN COUNCIL

Mayor Green adjourned the 2018 Town Council.

[APPT](#)
[2018-008](#)

Swearing in of Elected Councilmembers and Mayor from the November 6, 2018 Election

Judge Gresh swore in Kevin Bracken, District 3, who was joined by his wife. Councilmember Bracken then signed his Oath of Office and joined the rest of Council at the dais.

Judge Gresh swore in Caryn Johnson, District 5, who was joined by her husband. Councilmember Johnson then signed her Oath of Office and joined the rest of Council at the dais.

Judge Gresh swore in Jason Gray, Mayor, who was joined by his wife. Mayor Gray then signed his Oath of Office and joined the rest of Council at the dais.

CALL TO ORDER / ROLL CALL

Present: 7 - Council Member Loban, Council Member Townsend, Council Member Bower, Council Member Teal, Mayor Gray, Council Member Bracken, Council Member Johnson

COUNCIL COMMENTS

Councilmember Townsend welcomed the new members of Town Council.

Councilmember Bracken thanked the community for their support and looks forward to working with everyone.

Councilmember Johnson thanked her family and the voters for their support and trust.

Councilmember Teal welcomed the new members of Town Council.

Mayor Gray thanked his family and everyone that participated. He looks forward to serving the Town. It is his privilege and he is blessed to serve Castle Rock.

[RES 2018-105](#) **Resolution Adopting a Procedure for Election of the Mayor Pro Tem at the Post Election Organizational Meeting of the Castle Rock Town Council**

David Corliss, Town Manager, stated the Town Attorney and Town Clerk prepared a Resolution to update the Mayor Pro Tem election guidelines.

No public comment.

No questions from Town Council.

Teal moved, seconded by Loban, that Resolution No. 2018-105 be Approved as presented. The motion passed by the following vote:

Yes: 7 - Loban, Townsend, Bower, Teal, Gray, Bracken, Johnson

[APPT
2018-009](#)

Election of Mayor Pro Tem

Councilmember Townsend nominated Councilmember Bower.

Councilmember Bracken nominated Councilmember Loban.

Lisa Anderson, Town Clerk, passed out the ballots. Ballots were then returned and tallied. Anderson announced that Councilmember Bower received 5 votes and has been elected Mayor Pro Tem.

[DIR 2018-047](#) **Discussion/Direction: 2019 Meeting Schedule and Consideration of Future Work Sessions**

David Corliss, Town Manager, reviewed the proposed meeting schedule which includes retaining the December 18, 2018 regular Town Council meeting where they will also have Council photos taken. Corliss would like direction from Council if they wish to continue with the 1st and 3rd Tuesday meetings, and proposed work sessions to have staff briefings on bigger items. Corliss reviewed the proposed schedule for January through April. Corliss also proposes to cancel the January 1, 2019 meeting and the first meeting in August to enable Council and staff to attend the National Night Out.

Councilmember Loban stated the addition of work sessions is a good idea.

Councilmember Bower agreed and that he enjoys the meetings to be candid with

the department heads to get some perspective he may not ask in a public meeting. Bower asked if a work session would be added each month, or as needed. Corliss proposes work sessions for the first four months.

Councilmember Townsend asked if there is a way to move the work sessions into the dinner time portion. The amount of meetings we have are not just Council meetings. There are liaison responsibilities that are demanding. He is not in favor of adding additional meetings. They also meet fairly regularly with Department Heads, HOAs and constituents. He is wary of adding an additional meeting.

Councilmember Teal speaks in favor of the calendar proposed. Learning the issues going on right now, there is a lot of information to absorb. Worksessions should be presentations but allow Council the opportunity to have back and forth conversations. He feels it should be a forum to have a discussion with our residents.

Councilmember Loban feels we need more dialogue. Work sessions could be a mechanism to discuss an issue more in depth.

Townsend stated we also have to make this something we can do. Councilmembers also have jobs, and if time constraints are too difficult, we could keep people from being able to serve.

Councilmember Bracken challenges the work sessions being on a Tuesday.

Councilmember Teal had to adapt his schedule due to travel for work. Teal suggests Monday nights to help accomodate business travel schedules. Bracken stated it is seasonal, but this time of year Mondays are better. Loban stated he would like to be able to attend school board meeitngs which are the same time as Council meetings. Bower stated most of his liaison appointments are on the first and third weeks. Teal asked if other Boards and Commissions are on Mondays. Gray's worst day is Monday, but he would figure it out. Johnson stated her HOA meetings are on the second Tuesday. Teal proposed keeping the December 18 meeting and make a decision on the 18th and possibly delaying the start of Council meetings to hold a worksession during dinner.

Corliss stated they can do a 5-7pm work session and have Council start at 7. The current policy is ending meetings by 9:30pm with the ability to extend the meeting to 10pm by majority vote and past 10pm by unanimous vote. We would need to do a code amendment if we want to change the day or time of the meeting.

[DIR 2018-048](#)

Discussion/Direction: Introduction of Council Liaison

Responsibilities (Final liaison selections scheduled for December 18, 2018)

David Corliss, Town Manager, introduced this item. Staff is not asking for any direction tonight, but will ask for decisions on December 18. Corliss gave a brief description of the Town boards and commissions.

Councilmember Loban confirmed that Council can sign up for new boards on the 18th.

Councilmember Teal spoke with Caryn taking over the Cherry Creek Water Authority as she lives in that area. Teal spoke with Bower and Gray about rotating DRCOG as the alternate and he would like to continue as the primary member of DRCOG.

Corliss asked Council if there are meeting times for boards and commissions that are inconvenient, they can ask staff to see if that time can be changed.

Teal and Bower agree that Planning Commission should have a dedicated liaison vs. rotating.

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN TO RECEPTION

Councilmember Teal stated he received a lot of feedback from residents to revise the time schedule for speaking during unscheduled public appearances. Namely the three minutes is not long enough.

Councilmember Loban does not feel it has been an issue. Bower states if we can handle issues before it gets to Council we avoid issues with needing to extend the time. Townsend stated citizens are able to reach out to us, so the dialogue is happening.

Bob Slentz, Town Attorney, stated Council has latitude on how to engage citizens. Currently our Study Sessions do not allow public comment, so it would require a code change. Slentz added that abruptly changing the meeting schedule may cause issues as items are being worked on now.

Loban proposed allowing 5 minute presentations that are pre-approved the week prior. Teal is more interested in modifying the ordinance to allow public comment and a citizen discussion item to be allowed at study sessions.

Teal stated the three minutes is very generous and that we allow public comment on both readings of ordinances, where most municipalities only allow public comment on second reading.

Corliss stated we can schedule a citizen presentation now if desired. Loban wants a formal policy to allow it.

ADJOURN TO RECEPTION

Mayor Gray adjourned the meeting at 8:24 pm and invited everyone to refreshments.