



**Town of Castle Rock
100 North Wilcox Street
Castle Rock, CO 80104**

Mayor Paul Donahue
Mayor Pro Tem Jennifer Green
Mark Heath
Chip Wilson
Renee Valentine
George Teal
Brett J. Ford

Town Council Meeting Minutes

Tuesday, December 6, 2016

6:00 PM

Council Chambers

CALL TO ORDER / ROLL CALL

Mayor Donahue called the meeting to order at 6:05 PM

Present: 6 - Mayor Green, Mayor Donahue, Mayor Pro Tem Valentine, Council Member Wilson, Council Member Ford, and Council Member Heath

Not Present: 1 - Council Member Teal

PLEDGE OF ALLEGIANCE

Boy Scout Troop 260 led the Pledge.

COUNCIL COMMENTS

Wilson moved, seconded by Valentine, to appoint Dennis Hickey as the Downtown Development Authority representative to the Design Review Board, replacing Jason Bower.

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

Donahue moved, seconded by Green, to direct staff to research and install a timing system which could be used to monitor public comment.

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

Other items presented were informational only and did not require direction from or action by Town Council.

UNSCHEDULED PUBLIC APPEARANCES

Mayor Donahue noted there would be no public comment accepted on the Proclamations of Commendation or the selection of Mayor and Mayor Pro Tem by the new Council, and anyone wishing to speak on these items should do so at this

time.

The following members of the public made comments or asked questions of the Council related to a variety of items that were NOT included on the regular agenda:

Jeff Bengé	Pam Ridler
Jim Folkestad	Frank Gray
Mitch Dulleck	Stacey Rogers
Ben Rogers	Joshua Rivera
Mark Neel	KC Neel
Roger Partridge	

TOWN MANAGER'S REPORT

[ID 2016-089](#) **Update: Quasi-Judicial Projects**

[ID 2016-090](#) **Update: 2016 Special Events**

TOWN ATTORNEY'S REPORT

Slentz requested Council approve a Letter of Engagement with Butler Snow LLP to serve as special counsel to assist review of certain bond documents associated with the acquisition of the assets of United Water and Sanitation District.

Donahue moved, seconded by Wilson, to approve the Letter of Engagement dated November 29, 2016 with Bulter Snow LLP.

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

Slentz advised Council that the format of the loan documents approved by Ordinance 2015-17 had been updated by the bank. Noted all changes were non substantive, but the documents which were signed by the Town would be a different version than what was approved.

ACCEPTANCE OF AGENDA

Ford moved, seconded by Valentine, to accept the agenda as presented.

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

CONSENT CALENDAR

[MIN 2016-018](#) **Minutes: November 15, 2016 Town Council Meeting**

[ORD 2016-038](#) **Ordinance Levying General Property Taxes for the Year 2016, for 2017**

Collection, for the Castle Rock Downtown Development Authority
(Second Reading - Approved First Reading on October 18, 2016 with a vote of 6-0)

[ORD 2016-043](#) **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 First Reading 5-0 on November 15, 2016)

[ORD 2016-044](#) **Ordinance Amending Titles 2, 3, 13, 17 and 18 of the Castle Rock Municipal Code Changing the Name of the Utilities Department to Castle Rock Water and the Title of Director of Utilities to Director of Castle Rock Water** (Second Reading - Approved First Reading 5-0 on November 15, 2016)

Green moved, seconded by Heath, to approve the Consent Calendar as read.

The motion passed by a vote of:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

QUASI JUDICIAL HEARINGS

[ORD 2016-042](#) **Ordinance Amending the Town's Zone District Map by Approving the Miller's Landing Interchange Overlay Planned Development Plan; the Miller's Landing Interchange Overlay Planned Development Zoning Regulations; the Miller's Landing Development Agreement; and Vesting a Site Specific Development Plan Through December 31, 2036 [Rezoning to Mixed Use; West of I-25 and North of Plum Creek Parkway]** (Town of Castle Rock Project #PDP16-0003) (Second Reading - Approved on First Reading 5-0 on November 15, 2016)

Detweiler noted the Ordinance was presented on second reading with no changes and no additional public comment received since it was approved on first reading. Noted the proposed Ordinance established the underlying zoning for the property. Reviewed key provisions of the Development Agreement.

Mitch Black, Norris Design, was available to answer questions from Council as needed.

Wilson moved, seconded by Heath, to approve Ordinance No. 2016-042 as presented on second reading.

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[ORD 2016-031](#) **Ordinance Levying General Property Taxes for the Year 2016, for 2017 Collection, for the Town of Castle Rock, Colorado** (Second Reading - Approved First Reading 5-2 on September 20, 2016)

Ordinance was presented on second reading; there were no changes, and no additional comment had been received since the prior hearing.

Ford moved, seconded by Heath, to approve Ordinance No. 2016-031 as presented on second reading.

The motion passed by the following vote:

Yes: 5 - Donahue, Valentine, Wilson, Ford, and Heath

No: 1 - Green

Not Present: 1 - Teal

[RES 2016-119](#) **Resolution Approving the Intergovernmental Agreement Between the Town of Castle Rock and the Downtown Development Authority**

Zagurski stated the proposed IGA established the Town's match to the mill levy amount certified by the DDA, and specified its use for a variety of operational purposes.

Valentine moved, seconded by Wilson, to approve Resolution No. 2016-119 as presented.

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

[DIR 2016-067](#) **Discussion/Direction: Applications for the Council Community Grant Program for the 4th Quarter 2016 (2 Applications)**

Muller reviewed two applications for fourth quarter community grant funds: Douglas County Living for Toys for Tots and Clothes to Kids.

The following members of the public made statements or asked questions on this item:

Stacey Rogers

Valentine moved, seconded by Heath, to award \$500 to Douglas County Living for the Toys for Tots program.

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

Valentine moved, seconded by Heath to award \$500 to the Clothes to Kids program

The motion passed by the following vote:

Yes: 6 - Green, Donahue, Valentine, Wilson, Ford, and Heath

Not Present: 1 - Teal

PROCLAMATIONS TO OUTGOING COUNCILMEMBERS

[PROC
2016-012](#)

Proclamation of Commendation to Councilmember Mark Heath

Mayor Donahue read the Proclamation into the record.

[PROC
2016-013](#)

Proclamation of Commendation to Councilmember Chip Wilson

Mayor Donahue read the Proclamation into the record.

[PROC
2016-014](#)

Proclamation of Commendation to Mayor Paul Donahue

Mayor Pro Tem Green read the Proclamation into the record.

ADJOURNMENT OF THE 2016 TOWN COUNCIL

Mayor Donahue adjourned the 2016 Town Council at 7:32 PM.

[APPT
2016-011](#)

Swearing in of Elected Councilmembers from the November 8, 2016 Election

Municipal Judge, Louis Gresh, gave the Oath of Office to newly elected Councilmembers Bower, Loban and Townsend.

CALL TO ORDER / ROLL CALL

Mayor Pro Tem Green called the meeting of the newly elected Council to order.

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

Not Present: 1 - Council Member Teal

COUNCIL COMMENTS

[DIR 2016-069](#)

Discussion/Direction: 2016 Meeting Schedule

Ford moved, seconded by Valentine, to CANCEL the regular scheduled meeting on

December 20, 2016.

The motion passed by the following vote:

Yes: 6 - Loban, Townsend, Green, Bower, Valentine, and Ford

Not Present: 1 - Teal

[DIR 2016-068](#) **Election of Mayor and Mayor Pro Tem**

Corliss reviewed the procedure for selection of Mayor and Mayor Pro Tem as established by Resolution No. 2014-14.

Valentine nominated Jen Green to serve as Mayor. Townsend seconded the nomination.

At the conclusion of the required balloting process, Misare announced that Green had unanimously been elected as Mayor.

Ford nominated Valentine to serve as Mayor Pro Tem. Green seconded the nomination.

At the conclusion of the required balloting process, Misare announced that Valentine had unanimously been elected as Mayor Pro Tem.

[DIR 2016-070](#) **Discussion/Direction: Council Liaisons**

Corliss distributed the list of current Council liaisons to the Town's Boards and Commissions and other regional entities and requested Councilmembers review the list for vacancies in their areas of interest.

This item will be brought back for Council discussion and direction in January 2017.

[DIR 2016-071](#) **Discussion/Direction: Current Issues, 2017 Major Project List, and Consideration of Future Work Sessions**

Corliss provided an brief overview of some of the major topics Council would be reviewing in 2017.

ADJOURN TO RECEPTION ON FIRST FLOOR LOBBY

The business meeting was adjourned at 8:10 PM.