



Town Council Meeting Minutes - Final

Mayor Jason Gray
Mayor Pro Tem Jason Bower
Councilmember Jess Loban
Councilmember James Townsend
Councilmember Kevin Bracken
Councilmember Caryn Johnson
Councilmember George Teal

Tuesday, March 17, 2020

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.

COUNCIL DINNER & INFORMAL DISCUSSION

INVOCATION

Councilmember James Townsend gave the Invocation.

CALL TO ORDER / ROLL CALL

Mayor Gray and Councilmember Loban are attending the meeting via conference call.

Present: 5 - Councilmember Townsend, Councilmember Bracken, Mayor Pro Tem Bower, Councilmember Johnson, Councilmember Teal

Not Present: 2 - Councilmember Loban, Mayor Gray

PLEDGE OF ALLEGIANCE

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS

[RES 2020-039](#) **Resolution Declaring a Disaster by the Town Council and the Town Manager**

David Corliss, Town Manager, presented the Resolution declaring a disaster in the Town of Castle Rock amid the COVID-19 outbreak. This allows the Town to operate under the Emergency Operations Plan and enables the passage of the next resolution that will allow for special procedures to conduct Town Council meetings during declared disasters.

No public comment.

Note that Mayor Gray and Councilmember Loban abstained from the vote as voting while participating remotely cannot occur until a Resolution allowing members of Council to vote remotely is approved.

Moved by Councilmember Teal, seconded by Councilmember Johnson, that Resolution 2020-39 be Approved as presented. The motion passed by the following vote:

Yes: 5 - Townsend, Bracken, Bower, Johnson, Teal

Abstain: 2 - Loban, Gray

[RES 2020-040](#) **Resolution Approving Town Council Meeting Special Procedures During Declared Disasters**

David Corliss, Town Manager, presented an overview of this Resolution that will allow special procedures for conducting Town Council meetings during a declared disaster through June 30, 2020. Town Council members will be able to attend via electronic means or Town Council meetings can be held with all attendees participating remotely. Corliss noted that quasi-judicial items cannot be voted on remotely, so if a quorum is not physically present in a public hearing setting the item cannot be voted on and will be continued.

No public comment.

Note that Mayor Gray and Councilmember Loban abstained from the vote as voting while participating remotely cannot occur until a Resolution allowing members of Council to vote remotely is approved.

Moved by Councilmember Teal, seconded by Councilmember Bracken, that Resolution 2020-040 be Approved as presented. The motion passed by the following vote:

Yes: 5 - Townsend, Bracken, Bower, Johnson, Teal

Abstain: 2 - Loban, Gray

COUNCIL COMMENTS

Councilmember Bracken wished everyone Happy St. Patrick's Day.

Councilmember Johnson thanked staff and members of the community for all they have been doing under the circumstances, and wishes everyone well.

Councilmember Teal stated he was invited to participate in a disaster response exercise with the County along with the Police and Fire Chief in the past. He felt it was a good exercise. Teal added that it is the Castle Rock Way to take care of ourselves and take care of our families.

Councilmember Loban called out the Town staff for all the work they have done to handle the situation. We need to stick together and do whatever we can for each other.

Mayor Pro Tem Bower reminded the community that Douglas County is the healthiest county in the nation and we need to continue our healthy lifestyle. We should always be conscious of being healthy. Bower stated that our Mayor is under quarantine after doing work for this community in Washington, DC and came in contact with two individuals that tested positive for COVID-19. Bower asked to pray for the Mayor's family, and to love on his family and his business. Small businesses in this community are going to have a tough time. Small business owners are some of the strongest people out there and are the backbone of the community. The Economic Development Council is helping with signs in front of some businesses stating that food is available for curb pick up. Bower asked to pray for the Mayor, his family, and everyone in general. Be smart and ensure that what they see online is accurate. Be kind and good to each other.

Bower said he received an email from a resident that suggests we light the Star for a sign of community, that we are a strong community and are all in it together.

Mayor Gray thanked the Mayor Pro Tem for taking the meeting over. He assured everyone that he is taking precautionary measures, but feels great. Gray stated he was in contact with two people that tested positive 7 days ago. The Mayor thanked everyone for their well wishes and to love on our small businesses.

Mayor Pro Tem Bower said he knows lighting the Star is a sensitive subject. Councilmember Loban said the Star is a sign of faith and community. Councilmember Townsend agrees to light the Star as it is reserved for very special circumstances. Councilmember Teal reflected on the poem that is recited during the Starlighting and feels it is appropriate. Councilmember Johnson asked if the Fire Chief could comment on staff thoughts.

Norris Croom, Fire Chief, was made aware of the request today and reached out to the team. They stated they can get it in place, but there is a significant winter storm coming Thursday. Croom stated that it will take a day and a half to get done and tested, and should be able to have it lit by Monday.

Councilmember Johnson feels it would be great for the Town and just wanted to ensure it doesn't put staff at risk. Councilmember Bracken says light it up. Mayor Gray added his support.

Croom stated they will keep Council informed.

Moved by Councilmember Loban, seconded by Councilmember Teal, to light the Star for the period deemed necessary. The motion passed by the following vote:

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

[PROC
2020-002](#)

Proclamation: Recognizing Bill Detweiler, Director of Development Services (Approved on March 3, 2020 by a vote of 6-0, For Presentation on March 17, 2020)

Mayor Pro Tem Bower presented the proclamation to Bill Detweiler, retiring Director of Development Services.

Detweiler recognized the community, staff, and volunteers that serve on Boards and Commissions. He went on to thank individuals that helped him initially in his career, his mom and dad, his grandfather, his sons, and his wife Eileen of 40 years. He read a quote from Robert Gallo and how he would like to be remembered, "He is the picture of a happy boyhood curiosity retained in a man".

Corliss stated his farewell celebration will be postponed when we can appropriately celebrate.

UNSCHEDULED PUBLIC APPEARANCES

Corliss stated the written comments that were submitted were received. Staff will follow up with the dog leash issue. The other comments were regarding lighting the Star.

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[ID 2020-035](#) **Unscheduled Public Appearances - Written Comments**

TOWN MANAGER'S REPORT

[ID 2020-027](#) **COVID-19 Public Health and Town Financial Planning**

David Corliss, Town Manager, stated that the Town has staff devoted to this issue. Town Financial planning is continuing and is now focussing on what a downturn in the economy will mean. Any major policy issues will come before Council. Corliss stated the Town is looking at expenditures and vacant positions that can be postponed. We are anticipating declines in sales tax and want to be prepared.

Councilmember Townsend asked if the Town will be reaching out to the Chamber, DDA, EDC that are in touch with the small business owners to provide the feedback to the state as to what they see as challenges. Corliss stated they have talked to them about those issues and how we can coordinate and ensure that businesses are talking to the right people that can help them.

Councilmember Loban has been working with the Colorado Department of Labor and Employment. By 1pm they had over 20,000 calls and are working to get staffing to coordinate unemployment claims and money from the federal government. Loban said he is happy to help or act as a liaison. Loban added that staff has done a great job to have everything come together so quickly.

Mayor Gray stated the Town has stepped up and the comraderie of our citizens will allow us to come out as a better Town.

Councilmember Teal noted that the grocery stores have had a lot of sales and we need to evaluate sales tax monthly.

Corliss assured Council that we are not amending the Town budget, we are just deferring items that we can do later in the year. Corliss noted that we will bring the construction blasting item back to a later meeting when we can discuss more at length.

[ID 2020-029](#) **Update: Monthly Department Reports**

[ID 2020-030](#) **Update: Construction Blasting Overview (Item to be Continued to April 7, 2020)**

This item will be continued to a future meeting.

[ID 2020-031](#) **Update: Senior Resources Webpage**

[ID 2020-032](#) **Update: Legislative Update**

Corliss noted that the Legislation has recessed for a couple of weeks.

[ID 2020-033](#) **Development Services Project Updates**

[ID 2020-034](#) **Update: Quasi-Judicial Projects**

TOWN ATTORNEY'S REPORT

No report.

ACCEPTANCE OF AGENDA

Moved by Councilmember Townsend, seconded by Councilmember Johnson, to Accept the Agenda as presented. The motion passed by the following vote:

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

CONSENT CALENDAR

Moved by Councilmember Teal, seconded by Councilmember Johnson, to Approve the Consent Calendar as presented. The motion passed by the following vote:

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

[RES 2020-034](#) **Resolution Appointing Louis Gresh as the Liquor Licensing Hearing Officer and Approving the Services Agreement**

[PROC 2020-003](#) **Proclamation: 2020 Mayor's Water Conservation Challenge (Approved on March 17, 2020 by a vote of 7-0 for Presentation on April 7, 2020)**

[PROC 2020-004](#) **Proclamation: 2020 Arbor Day (for Council Action - Presentation on April 7, 2020)**

[MIN 2020-006](#) **Minutes: March 3, 2020 Town Council Meeting**

Moved by [MOVER_NAME], to approve the Consent Calendar as read. The motion passed by a vote of:

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

QUASI JUDICIAL HEARINGS

[RES 2020-035](#) **Resolution Approving the Plum Creek Convenience Site Residential/Non-Residential Interface Development Plan (Item to be Continued to April 7, 2020 Council Meeting) [located at the southeast corner of East Plum Creek Parkway and Lake Gulch Road]**

Corliss recommends that the item be continued to the April 21 meeting and noted that quasi-judicial items cannot be voted on remotely. Corliss added that just the five councilmembers present can vote on continuing this item.

Councilmember Teal asked for clarification for what they are voting on. Corliss

stated it is not to adopt the resolution but to continue the item to April 21, 2020 to allow full participation in this item.

Mayor Gray and Councilmember Loban did not vote on this item as quasi-judicial items cannot be voted on remotely.

Moved by Councilmember Teal, seconded by Councilmember Townsend, to Continue the item to April 21, 2020. The motion passed by the following vote:

Yes: 5 - Townsend, Bracken, Bower, Johnson, Teal

Abstain: 2 - Loban, Gray

ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS CONTINUED

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[RES 2020-036](#) **Resolution Adopting the 2020 Water Use Management Plan (WUMP)**

Mark Marlowe, Director of Castle Rock Water, presented an overview of this item. The Water Use Management Plan ensures we manage our water in an efficient manner and don't overload the system. The watering schedule will remain May through September with non-residents watering every third day and restrictions between 8am-8pm with no outdoor watering. Non residential customers will be on a fixed three-day schedule opposite on the east and west side of I-25 between 10pm-6am. Violations are issued after the first warning. In addition, they are moving the compost requirement into the Landscape Criteria manual that will come back to Council in April. The Water Commission and staff recommends approval.

Councilmember Johnson confirmed if the total of the 2016 violations was corrected to \$1,800. That year they only had two water monitors which was reflected in the number of violations seen. Last year they had a large amount of violations, and will focus on educating customers to use water efficiently to save water and save the customer money.

No public comment.

Moved by Councilmember Townsend, seconded by Councilmember Johnson, that Resolution 2020-036 be Approved as presented. The motion passed by the following vote:

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

[RES 2020-037](#) **Resolution Approving a Construction Contract with Iron Mike Construction, LLC to Construct the Castle Rock Water Administration and Customer Service Building**

Mark Marlowe, Director of Castle Rock Water, this is a long time coming. Temporary trailers for staff have been on site since 2003. The operations and maintenance building has been a huge benefit to the team and is the last piece of the puzzle for the site. They have hired an architectural and design firm to develop plans. The plans are for a single story, customer facing building and public meeting space that will replace the space at the O&M building. They anticipate

completion by the end of the year with landscaping completed in the spring of next year. They will keep the current administration building for some divisions and are looking at ways to reduce power costs, removing modulars, and landscaping. The Water Commission had not selected bidder yet, but were supportive of staff selecting the contractor.

No public comment.

Moved by Councilmember Johnson, seconded by Councilmember Townsend, that Resolution 2020-037 be Approved as presented. The motion passed by the following vote:

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

[RES 2020-038](#) **Resolution Approving the Purchase of Additional Capacity in East Cherry Creek Valley Water and Sanitation District's Barr Lake Northern Pipeline**

Mark Marlowe, Director of Castle Rock Water, presented the item. The Town would make the second payment to increase our capacity to 1.4M gallons. Other municipalities that don't want to make their second payment makes that capacity available to us and would increase our capacity to 3M gallons. This would move up our capital plan, but staff recommends securing that capacity at a substantial discount. Cottonwood and Inverness are also interested in selling their remaining capacity; but staff does not recommend that purchase at this time.

No public comment.

Moved by Councilmember Townsend, seconded by Councilmember Teal, that Resolution 2020-038 be Approved as presented. The motion passed by the following vote:

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

ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES

None.

ADJOURN

Councilmember Bracken provided an update that the Sister City meeting will take place next week and will meet via phone conference with five to six participants.

Mayor Pro Tem Bower reminded the community to love on each other and on your neighbor, and to pray for Mayor Gray and his family. Be smart, be clean, and be cool.

Mayor Pro Tem Bower adjourned the meeting at 7:20 pm.

Submitted by:

Lisa Anderson, Town Clerk

