



## **Town Council Meeting Minutes - Draft**

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

**Tuesday, December 1, 2020**

**6:00 PM**

**Council Chambers  
100 N. Wilcox Street  
Castle Rock, CO 80104  
Phone in: (720) 650-7664  
Meeting Code: 146 541 5932  
[www.CRgov.com/Dec1Council](http://www.CRgov.com/Dec1Council)**

This meeting is open to the public and will be held in a virtual format in accordance with Town Council Meeting Special Procedures During Declared Disasters. Public may choose to attend in person at Town Hall, or electronically or by phone if preferred - remote participation is encouraged. This meeting will be hosted online and can be accessed at [www.CRgov.com/Dec1Council](http://www.CRgov.com/Dec1Council), or phone in by calling (720) 650-7664, meeting code 146 541 5932 (if prompted for a password enter "Dec1Council"). All Town Council Meetings are also streamed online in real time at [www.CRgov.com/WatchCouncil](http://www.CRgov.com/WatchCouncil), and are broadcast for Comcast Cable subscribers on Channel 22 (please note there is a delay to the broadcast).

All times indicated on the agenda are approximate. Remote participants please visit [www.CRgov.com/CouncilComments](http://www.CRgov.com/CouncilComments) to sign up to speak to an item, and for related instructions. Public Comments may also be submitted in writing online by 1:00 p.m. December 1, 2020, to be included in the public record.

### **COUNCIL DINNER & INFORMAL DISCUSSION**

### **INVOCATION - Pastor Don Haymon, Calvary Church**

### **CALL TO ORDER / ROLL CALL**

**Present:** 6 - Mayor Gray, Mayor Pro Tem Bower, Councilmember Townsend, Councilmember Bracken, Councilmember Johnson, Councilmember Teal

### **PLEDGE OF ALLEGIANCE**

### **COUNCIL COMMENTS**

Councilmember Townsend thanked Town staff and commented on how intelligent and hard-working they are, many times working extra hours for the Town and its citizens taking time away from their families to serve the Town. He reflected on when we had a blizzard and staff spent their time finding places for people to sleep that were stranded from out of town. He also commended Council for their level of dedication to the Town, and even though they don't always agree, they treat each other with respect.

Councilmember Bracken stated has not received any information from Mara, and joined the Tri County call today. Bracken thanked the businesses that showed up and the emails Council has received.

Councilmember Teal gave a shout out to Councilmember Bracken and that he was also on call with Tri County. He stated that Bracken's question to Dr. Douglas was a good one regarding the contact tracing survey. Teal commended Bracken, that he is doing a great job for the Town pushing back and holding Tri County accountable.

Councilmember Johnson thanked residents and the community for supporting her vote. She received a number of thank you's from residents. Johnson is glad they can all work together, and even though they don't always agree, they are professional and respectful. Mayor Gray thanked the outgoing Councilmembers for the way they have treated him along the way. It has been a pleasure to work with them, and they have gone to extreme measures to show compassion to our citizens and our businesses and he is proud to work with them. Gray gave a shout out to Colorado Gives Day, and asked people to please give if they are inclined and reach out if they need help.

[APPT  
2020-007](#)

#### **Appointment: Public Art Commission**

**Moved by Councilmember Johnson, seconded by Mayor Pro Tem Bower, to Appoint Yontae Johnson to the Public Art Commission for a partial term ending May 31, 2021. The motion passed by the following vote:**

**Yes:** 6 - Townsend, Bracken, Johnson, Gray, Teal, Bower

### **UNSCHEDULED PUBLIC APPEARANCES**

#### ***Public that addressed Town Council:***

Mark Neel - Apologized they didn't convince Bower to run for a 2nd term and thanked him for his service.

KC Neel - (microphone did not pick up the audio).

Prior members of Town Council Jen Green, Renee Valentine, Brett Ford - Green spoke for the group and said it was a pleasure to work with the outgoing Council in the past. She thanked them for their time and noted that it is much more time-consuming than people realize. Green thanked Council for staying on the side of freedom and trusting our residents to make the best decisions for their families. She wished the departing Council the absolute best for whatever endeavors they have and Councilmember Teal as Commissioner. Green said "God Bless all three of you". Ford echoed her sentiments and they all thanked them for their service to the Town.

### **TOWN MANAGER'S REPORT**

David Corliss, Town Manager presented the Third Quarter Financial report and emphasized that Town Council is leaving the Town in outstanding financial shape. The Town is weathering the economic storm while still accomplishing the 2020 budget priorities. Corliss gave credit to Council and that we will be in good shape for 2020.

On behalf of Town staff, Corliss thanked James, Jason and George for their support over the years. It takes all of the people that work for the Town to accomplish Council's direction. He commended them that they have left the community better than they found it.

[ID 2020-122](#)

**Update of the Third Quarter Financial Review, Period Ending Sept. 30, 2020**

[ID 2020-123](#)      **Update: Quasi-Judicial Projects**

[ID 2020-124](#)      **Development Services Project Updates**

## **TOWN ATTORNEY'S REPORT**

Mike Hyman, Town Attorney, thanked departing Council and thanked Council for the opportunity they have given him. Hyman congratulated the new Council and looks forward to working with them.

## **ACCEPTANCE OF AGENDA**

**Moved by Councilmember Townsend, seconded by Mayor Pro Tem Bower, to Accept the Agenda as presented. The motion passed by a vote of:**

**Yes:** 6 - Townsend, Bracken, Johnson, Gray, Teal, Bower

## **CONSENT CALENDAR**

**Moved by Councilmember Johnson seconded by Councilmember Townsend to approve the Consent Calendar as read. The motion passed by a vote of:**

**Yes:** 6 - Townsend, Bracken, Johnson, Gray, Teal, Bower

[RES 2020-117](#)      **Resolution Approving an Intergovernmental Agreement Between the Town of Castle Rock and the Downtown Development Authority (2021 Service Contract)**

[ORD 2020-019](#)      **Ordinance Levying General Property Taxes for the Year 2020, for 2021 Collection, for the Town of Castle Rock, Colorado (Second Reading - Approved on First Reading on September 15, 2020 by a vote of 6-0)**

[ORD 2020-020](#)      **Ordinance Levying General Property Taxes for the Year 2020, for 2021 Collection, for the Castle Rock Downtown Development Authority (Second Reading - Approved on First Reading on October 6, 2020 by a vote of 6-0)**

[MIN 2020-021](#)      **Minutes: November 17, 2020 Town Council Meeting**

[MIN 2020-022](#)      **Minutes: November 24, 2020 Town Council Meeting**

**ADVERTISED PUBLIC HEARINGS & DISCUSSION ACTION ITEMS**

[PROC  
2020-016](#)

**Proclamation of Commendation to Councilmember James  
Townsend**

Mayor Gray read the Proclamation of Commendation to Councilmember James Townsend. Townsend thanked everyone that came, welcomed new Council and again thanked Town Staff.

[PROC  
2020-018](#)

**Proclamation of Commendation to Councilmember George Teal**

Mayor Gray read the Proclamation of Commendation to Councilmember Teal. Teal shared that he woke up and looked at his phone and it said Dec 1, 2020. He didn't know that would be a significant day in his life until this morning. He has had some significant predecessors: Don Jones who served on Council representing District 6, then as Mayor and then Town Manager; and Ray Waterman was also his predecessor with District 6 and also served as Mayor. Teal said it has been an honor and a pleasure. He reflected on his many years serving with Jen, Renee and Brett and James, Jason, Jason, Kevin, and Caryn. He thanked them for their friendship, fellowship and for being such great colleagues. He noted that he is now their boss, and in a month, they will be his boss when he serves the citizens of the county. For the new Councilmembers, he has a token for them. It is a Thinglaveer coin from Iceland. Tokens were given away every year to the elders from all the clans who would gather to make the laws of the Iceland. If you had the token, you had safe passage and all would be welcome. Teal went on to say, his door is always open and they are always welcome. He ended by saying it has been an honor and a pleasure and said thanks to all.

[PROC  
2020-017](#)

**Proclamation of Commendation to Mayor Pro Tem Jason Bower**

Mayor Gray read the Proclamation of Commendation to Mayor Pro Tem Bower. Bower said it's been cool and it's been fun. Bower stated he hasn't had a lot of time to reflect because they have had so much to deal with over the past 8 months. He is grateful for the opportunity. He has a lot of great relationships with people and has learned a lot, we live in a great place and he is grateful for the opportunity.

Councilmember Bracken thanked each of the Councilmembers for their service and stated that it has been great working with all three of them. Has learned a lot from each of them and appreciates the positions they have taken even if they agreed or disagreed. Bracken said well done and good luck on their next endeavors.

Councilmember Johnson thanked Councilmembers Townsend and Teal and Mayor Pro Tem Bower for their service to the Town and all they have done over the last 4 or 6 years for the Town of Castle Rock. She appreciates working with them and has learned a lot. Johnson wished them all well.

**ADJOURNMENT OF THE 2018-2020 TOWN COUNCIL**

*The 2020 Town Council adjourned at 6:41 pm.*

[APPT](#)  
[2020-008](#)

## **Swearing in of Elected Councilmembers from the November 3, 2020 Election**

Judge Gresh swore in each Councilmember:

Councilmember Ryan Hollingshead for District 1  
Councilmember Laura Cavey for District 2  
Councilmember Desiree LaFleur for District 4  
Councilmember Tim Dietz for District 6

## **CALL TO ORDER / ROLL CALL**

**Present:** 7 - Mayor Gray, Councilmember Bracken, Councilmember Hollingshead, Councilmember Cavey, Councilmember LaFleur, Councilmember Johnson, Councilmember Dietz

## **COUNCIL COMMENTS**

Councilmember Hollingshead thanked everyone that supported him. To the departing Council, he said they left it a better place than they found it. Hollingshead thanked his wife and family for being there, thanked the Town staff for their assistance and looks forward to working with everyone in the future. Councilmember Cavey echoed Councilmember Hollingshead's comments.

Cavey said a lot of people came out and supported her, she thanked outgoing Councilmembers and that they have big shoes to fill. She is excited for this new endeavor and looks forward to serving the Town of Castle Rock.

Councilmember Bracken said it has been two years since he ran and the hardest part is to run for Council. Bracken likes getting to know the new Councilmembers and looks forward to working with everyone. He said his door is always open if they have any questions.

Councilmember Dietz thanked God, for without him he wouldn't have run; and thanked his wife Joanna and his friend Richard for being supportive and helping him. Dietz stated we have the best community we could ever live in and commend everyone on the Council. He looks forward to getting to work and growing Castle Rock in the best way we can. Councilmember Johnson welcomed everyone to Council. She recalls the gap from running her election and being elected then to being here tonight. She looks forward to working with everyone.

Councilmember LaFleur stated this has been such a long time coming. She is a Castle Rock native, and to be here at this moment, she couldn't be prouder. She will miss being the Vice Chair of the Historic Preservation Commission and the Design Review Board, but is excited for this new amazing experience on Town Council.

Mayor Gray congratulated everyone on their election. It was a hard race, and they have big shoes to fill. He stated that the last Council led with compassion for our businesses and citizens. Gray thanked prior Councilmember and Mayor Pro Tem Renee Valentine, prior Councilmember Brett Ford, and prior Councilmember, Mayor Pro Tem and Mayor Jen Green for being there. He said they have good and tough work ahead of them and he thinks they can do it.

[APPT](#)  
[2020-009](#)

## Election of Mayor Pro Tem

Mayor Gray read the process for the election of the Mayor Pro Tem.

Councilmember Johnson expressed an interest in serving as Mayor Pro Tem. Johnson would like to update the process to perform the evaluations of the Town Manager and Town Attorney. She feels it is very informal and it is one of the most important responsibilities for the Town Council to hire and evaluate these positions. She would like to use the ICMA guidelines. Johnson also went over her qualifications serving as President of her Metro District and serving on other boards, 10 years serving the Town on the Water Commission for 1 ½ years, Parks and Rec Commission for 6 years where she also served as Chair for 2 years, and 2 years on Town Council. She thoroughly reads the packets, is prepared, and asks questions of staff. She has time available to dedicate and offers a view that is respected.

Councilmember Bracken expressed interest in serving as Mayor Pro Tem. Bracken responded to the evaluation process and stated that it was unanimous to award the Town Manager the highest percentage increase and feels the process worked well. He stated he has served for two years on Council, on the Chamber, DMA, and is an alternate for the Parks and Rec Commission. He hosted a special meeting, and feels he is a leader and a great backfill to the Mayor. Councilmember Hollingshead spoke in favor of Councilmember Bracken who he feels is a leader and has proven his willingness to connect to citizens and listen to them.

Councilmember LaFleur expressed interest in serving as Mayor Pro Tem. LaFleur stated she previously worked in the oil and gas industry and is very organized. She served as Vice Chair on the Historic Preservation Board and the Design Review Board. She was a business owner and has been referred to the downtown ambassador who brings people together and finds solutions.

***Ballots were cast and Executive Assistant Shannon Eklund announced that 5 votes were cast for Councilmember Bracken.***

***Councilmember Bracken has been elected to Mayor Pro Tem for a period of two years.***

[ID 2020-125](#)

## Staff Report on Future Agenda Items

David Corliss, Town Manager, wants to ensure Council is appropriately informed when they make decisions, so staff wants to update them on several items in the coming months as in the 2021 Major Projects List, the Community Survey, and strategic priorities. Staff is proposing these items for the December 15, 2020 Council meeting:

- Information on the 12 boards and commissions and other organizations to inform Council prior to voicing their preferences at the January meeting.
- Ordinance to codify remote meeting protocol outside of an emergency order.
- Third round of business grants based on the staff recommendation from the review committee.

Corliss asked for Council interested in participating on the committee to evaluate the grant applications. The meeting will be on Monday, December 7 at 3pm.

Applications close on Friday December 4 at 5pm, and information will be provided to the Councilmembers prior to the meeting.

***Councilmember Johnson wishes to continue on the committee, and Councilmembers Cavey and Dietz wish to participate on the grant review committee. They will rotate participation to ensure only two Councilmembers are in attendance at one time.***

Corliss stated they would also like to hold study sessions with Town Council to focus on specific issues once a month or as often as Council directs. No public comment is taken and no decisions are made, but Council can provide direction to staff. Staff proposes holding a study session on January 12 from 5pm - 6:30pm to discuss the land use process and upcoming land use items including The View Finance and Redevelopment Agreement and Promenade Block 3A rezoning. The Sanders Business Park land use item will be on January 5, but they can continue the item if they wish.

Mayor Gray confirmed that Councilmembers can attend remotely and that those present will sit at the dais.

Councilmember Johnson wanted to clarify her statement earlier about suggesting a better performance evaluation that is reflective of the Town Manager's or Town Attorney's job they are doing. She believes our community deserves an evaluation by the people they elected, to do a better job that holds them to standards that are set and recommended by the ICMA. She strongly recommends that Council revamp the process.

**Moved by Councilmember LaFleur, seconded by Mayor Pro Tem Bracken, to hold a Study Session on January 12, 2020 from 5pm - 6:30pm. The motion passed by the following vote:**

**Yes:** 7 - Gray, Bracken, Hollingshead, Cavey, LaFleur, Johnson, Dietz

## **ADDITIONAL UNSCHEDULED PUBLIC APPEARANCES**

None.

## **ADJOURN**

***Mayor Gray adjourned the meeting at 7:32 pm.***

Submitted by:

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Lisa Anderson, Town Clerk