
1. CALL TO ORDER

Mayor Paul Helenberg called the regular meeting of the Castle Rock City Council to order at 7:31 PM.

a. Pledge of Allegiance

Mayor Helenberg led the Pledge of Allegiance.

b. Roll Call

Councilmembers present: Earl Queen, Lee Kessler, and Roz de Greeve. Councilmember Ellen Rose arrived at 7:34 PM.

Staff present: Police Chief Charlie Worley, City Attorney Nikki Thompson, Public Works Director Tyler Stone, City Engineer Tom Gower, and Clerk-Treasurer Carie Cuttonaro.

c. Changes to Agenda

Selection of Mayor Pro-Tem was added.

2. PROCLAMATIONS & PRESENTATIONS

3. CITIZEN COMMENTS - maximum 3 minutes

4. DEPARTMENT REPORTS

- City Attorney Nikki Thompson
- Police Chief Charlie Worley
- Public Works Director Tyler Stone
- City Engineer Tom Gower
- Clerk-Treasurer Carie Cuttonaro

5. COUNCIL AND AD HOC COMMITTEE REPORTS

- Mayor / Mayor Pro-Tempore / Councilmembers

1. 2025 Committee and Departmental Appointments

- CRCDA Representative

6. PUBLIC HEARINGS

7. CONSENT AGENDA

Councilmember Kessler made a motion, seconded by Rose, to approve the Consent Agenda as presented. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

- a. December 8, 2025 Regular Council Meeting Minutes

b. January 12, 2026 Regular Council Meeting Minutes

c. Approve the December 2025 Open Period invoices as described in the Fund Transaction Summary Report in the amount of \$38,398.69.

8. OLD BUSINESS

a. Workshop that was previously scheduled for January 26, 2026 at 6:30 PM to continue discussion of the Castle Rock Library has been rescheduled for Monday, February 23, 2026 at 6:30 PM.

9. NEW BUSINESS

a. Professional Services Agreement with Kimley-Horn to provide on-call planning services during 2026 on a time and materials basis, not to exceed \$130,000.

Councilmember Kessler made a motion, seconded by Rose, to approve the Professional Services Agreement with Kimley-Horn. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

b. Ordinance No. 2026-01, an ordinance of the City of Castle Rock adopting a new Chapter 5.10, "Peddler and Solicitation Activities", of the Castle Rock Municipal Code (CRMC) to create soliciting licensing requirements, providing for severability, and establishing an effective date.

Councilmember Kessler presented.

Councilmember Rose made a motion, seconded by Kessler, to approve Ordinance No. 2026-01. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

c. Resolution No. 2026-03, a resolution of the City Council of the City of Castle Rock adopting Purchasing Policies and Procedures.

Clerk-Treasurer Carie Cuttonaro presented.

Councilmember Kessler made a motion, seconded by Queen, to approve Resolution No. 2026-03. Motion carried by roll call vote. Councilmembers Queen, Kessler, de Greeve, and Rose voted 'Aye'.

d. ***Added Item*** Council approval of Councilmember Lee Kessler's appointment to Mayor Pro-Tem.

Councilmember Rose made a motion, seconded by de Greeve, to approve Councilmember Kessler's appointment to Mayor Pro-Tem. Motion carried by roll call vote. Councilmembers Queen, de Greeve, and Rose voted 'Aye'. Councilmember Kessler abstained.

10. OTHER BUSINESS

11. ADJOURNMENT

There being no further business, Mayor Helenberg adjourned the meeting at 7:45 PM.

Mayor Paul Helenberg

Clerk-Treasurer Carie Cuttonaro