

**Regular Town Board Meeting  
Town of Del Norte, Colorado  
August 11, 2021**

The Board of Trustees of the Town of Del Norte, Rio Grande County, State of Colorado, met in regular session on August 11, 2021 in the Board Meeting Room, 140 Spruce Street, Del Norte, Colorado at the hour of 6:00 p.m. There being present at the **CALL OF THE ROLL** the following persons:

**ROLL CALL:**

**Town Board present: Trustee Louie Velasquez, Mayor Pro Tem Bob Muncy, Trustee Shelly Burnett, Trustee Leigh Anne Lobato, and Trustee Laura Anzalone, Trustee Joe Archuleta and Mayor Chris Trujillo. Mayor Trujillo declared a quorum present.**

**MINUTES:**

Motion was made and seconded to approve the minutes for June 9, 2021 and July 14, 2021 Town Board meeting. Roll call: All ayes, Mayor declared motion carried.

**CITIZENS COMMENTS**

Jake Rowe and his brother approached the Town Board and asked if the volleyball court in the park could be utilized for use. He and his brother play volleyball and they would help bring it up to a useable state if the Town would help with getting sand and installation of new net. Public Works Kevin Larimore stated that he could contact RG Road and Bridge to see if they have sand available, if they knew approximately how many yards they would need. Jake stated about 30-40 yards of sand. Trustee Shelly Burnett made a motion to contact RG County about getting the sand and purchase a new volleyball net. Motion was seconded by Trustee Louie Velasquez. Roll call: All yes, Mayor declared motion carried.

**CONSENT AGENDA**

Kevin mentioned that curb and gutter is done on the parking areas on Spruce Street on top of Ninth and Fifth Street. He still has piles of dirt in these areas and will get it picked up, but currently he is working on the dump truck. He is also working the PER for the water system that Element Engineering has sent him and once he gets the information they need, they will be submitting the PER to the Town Board. Chief of Police Frank Archuleta mentioned that burglaries are down, but shoplifting has picked up. He wanted to let the Board know that if any them know who is doing donuts at the Riverfront Park, to contact him, because they are causing deep ruts in the road and parking area. Members of the Town Board asked if cameras could be installed to be able to see who is doing this, with some discussion, motion was made by Trustee Shelly Burnett to purchase two cameras for the Riverfront Park, seconded by Trustee Laura Anzalone. Roll call: All yes, Mayor declared motion carried. Chief also mentioned that Nadine Atencio his court clerk has put in her letter of resignation, she is retiring after 44 years of service. The fire department police siren was brought up, and with some discussion Town Board asked Town Attorney Farish to send them a letter that the Town will remove the siren, we will just need to know where they want it placed, on their current fire house property or new location of the fire station. Motion was made by Mayor Pro Bob Muncy to approve the consent agenda, seconded by Trustee Louie Velasquez. Roll call all ayes Mayor declared motion carried.

**Unfinished Business:**

**Special Events Permit-Farmers Market-** Wes O'Rourke and Angela Lee were not present at this evening meeting and any concerns that have come in over the Mercado have been addressed by the police department.

**NEW BUSINESS:**

**Theda Fowler -200 Alder Street-** Theda mentioned to the Town Board that where she lives the property owner next to her has in the past cut the weeds but not for the last two years. She has grandchildren that have allergies and also allergic to mosquitoes. The property adjacent to hers has standing water and the weeds need to be cut. Town Board thanked Theda and they will make sure that our Code enforcement officer makes contact with property owner.

**D Mountain Rec request-** Jessica Lovelace, a representative of D Mtn Rec stated they are requesting \$250 from the Town to help meet the 50% match to conduct a feasibility study for a recreation center for Del Norte. They will have a consultant do the study and they have received a planning grant from DOLA in the amount of \$12750. Rio Grande County Commissioners and Rio Tourism Board have contributed to the match. Motion was made by Trustee Laura Anzalone to give D Mtn Rec \$250.00 for their feasibility study of a recreational center in Del Norte, motion was seconded by Trustee Louie Velasquez. Roll call: All yes, Mayor declared motion carried.

**Gene Taylor-Woods and River Annexation Petition-** Gene Taylor was not present tabled until next month.

**Special Events Permit-Co Rio Grande Restoration -** Motion was made by Trustee Shelly Burnett to accept the Special Events permit for Rio Grande Restoration for the Grand Opening of the Riverfront Park, seconded by Mayor Pro Tem Bob Muncy. Roll call: All ayes, Mayor Trujillo declared motion carried.

**Special Events Permit-Oktoberfest Event-** Kevin Haas presented the special events permit for Oktoberfest for alcohol. Motion was made by Mayor Pro Tem Bob Muncy to accept the Special Events permit for Del Norte Chamber of Commerce. Seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Trujillo declared motion carried.

### **Attorney Report**

Attorney Farish introduced Resolution 03-2021 amending non-exempt employees are allowed to receive utilities from the Town at no charge. Motion was made by Mayor Bob Muncy to approve Resolution 03-2021 with change that it states primary resident of the employee, motion was seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor declared motion carried.

#### RESOLUTION NO. 03-2021

#### A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF DEL NORTE PROVIDING WATER AND SEWER TO TOWN FULL-TIME EMPLOYEES

WHEREAS, the Town Board of Trustees has considered to provide to its full-time employees water and sewer services at no cost which would not impact the towns water and sewer service budget; and

WHEREAS, the Town Board considers the provision of town water and sewer services as a distinction which will not burden the resources of the town;

WHEREAS, the Town Board of Trustees has determined that such services will apply only to those full-time employees primary residents whose utilities remain in employees name for personal use only; and

NOW THEREFORE, be it resolved by the Board of Trustees of the Town of Del Norte that beginning September 1, 2021, all full-time employees of the Town of Del Norte will be entitled to receive town water and sewer services without cost so long as they remain in such status and until modified by further resolution.

DONE and SIGNED this 11th day of August, 2021.

Attorney Farish also introduced Resolution 04-2021 Amending per diem polices for Town Board and employees, while traveling upon Town Business. Motion was made by Trustee Shelly Burnett to approve Resolution 04-2021 with changes on the mileage per diem, seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Trujillo declared motion carried.

#### Resolution 04-2021

#### A RESOLUTION ESTABLISHING POLICIES CONCERNING PER DIEM POLICES FOR TOWN OF DEL NORTE TOWN BOARD AND EMPLOYEES, WHILE TRAVELING UPON TOWN BUSINESS.

WHEREAS, the Board of Trustees of the Town of Del Norte, Colorado has reviewed the polices of other municipalities concerning per diem allowances of all Town Board and employees and,

WHEREAS, the Board of Trustees believes that the Town of Del Norte should standardize polices so that all Town employees and Town Board are paid standard and equivalent rates while traveling upon Town business.

NOW THEREFORE be it hereby resolved by the Board of Trustees of the Town of Del Norte, Colorado:

1. Allowance of meals is a per diem at the rate of \$10.00 for breakfast, \$17.00 for lunch, and \$ 23.00 for dinner.
2. Employees may request per diem allowance and advance mileage from the Town Clerk up to forty-eight (48) hours prior to travel. If Town employees utilize Town vehicles and travel and find it necessary to pay any out of pocket expenses for gasoline, shall be reimbursed with receipt.
3. Hotel accommodations may be billed upon the Town credit card and dully receipted with a copy of the billing submitted to the Town Clerk. All employees shall utilize the Town tax-exempt number when traveling and incurring expenses upon Town business. Employees, who are not able to utilize the Town credit card, shall submit actual receipts for hotel accommodations for the purpose of reimbursement by the Town. Any Town employee found violating or abusing the above policies and procedures by submission of excess or false billings, or billings not in accordance with the above policies shall be subject to disciplinary actions by the Town Board of Trustees and/or Town Administrator. DONE and SIGNED this 11<sup>th</sup> day of August 2021.

Work Session was scheduled for August 26, 2021 at 5:00 p.m. location will be determined.

**Discussion Items:**

Town Parking

Code Enforcement

Annexation

Vacation Leave

Sept. 8, 2021 Board Meeting- Special Event Permit- Del Norte Mercado

Performance Reviews

Town Administrator mentioned to the Town Board that she has a special events permit to add to the agenda it just came in today. Upper Rio Grande School District was made of aware that they have scheduled homecoming for the week of September 13<sup>th</sup>, and if they were going to have a parade the special events permit application had to be submitted to Town Board for approval. Martinez mentioned that CDOT request that street closure of Grand Avenue have to be submitted to them at three weeks in advance. Motion was made by Trustee Leigh Anne Lobato to approve the special events permit for Upper Rio Grande School district, seconded by Trustee Shelly Burnett. Roll call: All ayes, Mayor Trujillo declared motion carried.

**ADJOURNMENT**

With no further business the meeting was adjourned  
Submitted and approved this 11th day of August 2021.