

TOWN OF DEL NORTE
TOWN BOARD MEETING AGENDA

June 12, 2024 – 5:00 P.M.

The Board of Trustees of the Town of Del Norte met in regular session on June 12, 2024. There being present at Call of Roll the following:

ROLL CALL

Town Board present: Trustee Bob Muncy, Mayor Shelly Burnett, Mayor Pro-tem Sarah White, Trustee Andrew Velasquez, Trustee Louie Velasquez. Trustee Brenton Williams. Mayor Burnett declared quorum present. Trustee Leigh Anne Lobato absent in listen mode on zoom.

Members of Staff: Town Attorney Eugene Farish, Town Treasurer Ramona Dordan, Town Administrator Bernadette Martinez, Public Works Kevin Larimore, Chief of Police Frank Archuleta.

MODIFICATIONS TO AGENDA

Town Administrator Martinez mentioned that she would like to amend the agenda to include Resolution 3-2024, last month on the signatories for the Town bank accounts we had added Trustee Leigh Anne Lobato, and we need to amend and remove her name and add Trustee Bob Muncy. A motion was made by Mayor Pro-tem Sarah White to allow the change in signatories for the Town bank accounts. Motion was seconded by Trustee Brenton Williams. Roll call: All Yes, Mayor Burnett declared motion carried.

APPROVAL OF CONSENT AGENDA

Minutes of Regular Meeting from May 8, 2024

Review and Approval of Financial Accounts /Reports

A motion was made by Trustee Brenton Williams to approve the consent agenda with the changes on the minutes, seconded by Mayor Pro Bob Muncy. Roll call: All Yes, Mayor Burnett declared motion carried.

CITIZEN COMMENTS/SPECIAL PRESENTATIONS

Brandon McDonald- approached the Town Board and stated that he was told to request a meeting with the Board of Adjustments because he has a property line dispute with his neighbor. Mr. McDonald was told a property line dispute is a civil issue and he would need to take that up with his attorney.

Wall, Smith and Bateman 2023 Audit- Town's 2023 audit was presented by Kimberly Temple she gave a summary version the full Town audit. The motion was made by Trustee Brenton Williams to accept the 2023 Town audit as presented motion was seconded by Trustee Andrew Velasquez. Roll call: All yes, Mayor Shelly Burnett declared motion carried.

Ruthanne Johnson -Rio Grande Museum Board-Landscaping project-she will present at the July meeting.

Micah Reynold – ‘Do the San Luis Valley Right’ signs-Micah presented the Town Board with signs that SLV Tourism has requested if they could be distributed through areas of Town. He mentioned the riverwalk and the trailhead. The Town Board thanked Micah and Kevin with Public works will get the signs put up.

Konnie Kennon-Wild Wood- was not in attendance

PERMITS/LICENSES/LIQUOR RENEWALS

Wild West Wine and Spirits. Inc- Liquor License renewal- Motion was made by Trustee Brenton Williams to approve the liquor renewal license for Wild West Wine and Spirits, LLC, motion was

seconded by Mayor Pro-tem Sarah White. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

Special Events Permit-Alcohol- Covered Wagon Day, Inc-Motion was made by Trustee Brenton Williams to approve the Special Events permit for alcohol for the Covered Wagon Days, Inc, the motion was seconded by Trustee Andrew Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried

Special Events Permit- Larissa Aguilar- Community OutreachKicks for Christ-Motion was made by Trustee Brenton Bob Muncy to approve the Special Events Permit for Community Outreach for kicks for Christ the motion was seconded by Trustee Andrew Velaquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried

STAFF REPORTS

The Town Administrator mentioned that she would like to submit another SLV COG mini grant like she did last year for the baseball scoreboard. This year she would like to submit this grant to upgrade some of the playground equipment in the park. The SLV COG grant is a 50/50 match up to \$5000. She is asking for \$3000 to be able to apply for the grant. The motion was made by Trustee Brenton Williams to approve the expenditure of \$3000 to match the SLV COG for playground equipment, the motion was seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

Kevin Larimore-Public Works mentioned that the fitness court concrete is done the construction of the court should start the first of July. They have started removing the tennis court fencing and asphalt for the housing project. He is still waiting for the construction crew to start the roof work on the reservoirs.

Police Chief Frank Archuleta stated he is still waiting for Town and Country to replace the engine on the patrol truck. The Chief also mentioned that he needs to replace the tires of one of the police cars and fix the water pump, it was not budgeted he is requesting \$3500 for tires. The motion was made by Trustee Brenton Williams to approve the expenditure for repair and maintenance to purchase tires for the police department, seconded by Trustee Louie Velasquez. Roll call: All yes, Mayor Shelly Burnett declared motion carried. Chief also gave an update of what his officers had to put up with assaults on an officer, and just the lack of respect for police officers. Trustee Brenton Williams mentioned that a work session should be scheduled to discuss hiring an additional officer for the police department. A work session has been scheduled for July 9, 2024, at 5:00 p.m.

Mayor Pro-tem Sarah White mentioned if board packets couldn't be distributed earlier than the Monday before the Board meetings, she feels she doesn't have enough time to fully read through it. Town Administrator Martinez mentioned she could possibly distribute the packets earlier, but they could be getting an incomplete packet and some items maybe have to be tabled or reviewed the evening of the meeting.

TOWN COMMISSIONS/TOWN BOARD REPORTS

Planning Commission recommendation for approval of the Conditional Use Application Angela Lee- Short-term rental application 620 Grand Avenue- Motion was made by Trustee Brenton Williams to approve the short-term rental application for Angela Lee at 620 Grand Avenue, seconded by Trustee Louie Velasquez. Roll call: All ayes , Mayor Shelly Burnett declared motion carried.

Set a Public meeting for public comment – Amending 16 B Zoning Chart for setback and minimum floor area. Public Hearing is set for Wednesday, July 10, 2024, at 4:00 p.m.

Planning Commission members terms: Tom Tichy (4 year) and Ben Billings (2 year) reappoint or open it up to letters of interest. Town Administrator Matinez mentioned that the terms for Ben and Tom are

coming up and that she will be putting an advertisement in the paper and on the website accepting letters of interest.

Implement a Grant writer- this will be discussed during budget.

TOWN ATTORNEY- Mr. Farish gave his update on the Head Start property and the upcoming court trial.

ADJOURNMENT OF MEETING

With nothing further motion was made and seconded to adjourn the meeting.

Submitted this 10th day of July 2024