

**TOWN OF DEL NORTE**  
**Regular Town Board Meeting**  
**July 9, 2025 – 6:00 P.M.**

The Board of Trustees of the Town of Del Norte, Rio Grande County, State of Colorado, met in regular session at 140 Spruce Street, Del Norte, Colorado at the hour of 6:00 p.m. on Wednesday, July 9, 2025. There being present at call of roll the following:

**ROLL CALL**

Town Board present at roll call: Trustee Leigh Anne Lobato, Trustee Andrew Velasquez, Trustee Bob Muncy, Mayor Shelly Burnett, Trustee Louie Velasquez, with Mayor Pro-tem Sarah White and Trustee Brenton Williams absent. Mayor Burnett declared a quorum present.

Members of Staff: Town Attorney Eugene Farish, Town Administrator Bernadette Martinez, Public Works Kevin Larimore, Chief of Police Frank Archuleta, Town Treasurer Katie Suttles and Nineah Martinez, Deputy Clerk.

**AMENDMENT TO AGENDA-**Mayor Shelly stated that she would like to amend the agenda to add to cameras, Christmas decoration, and the banner pole to the work session under Police. Town Administrator asked to amend the agenda to add Rio Grande Library District appointment of Mari Lynn Hathorn under the Town Board section.

Trustee Brenton Williams entered the meeting.

**Minutes of June 11, 2025, Regular Meeting and Financial-** Trustee Leigh Anne Lobato made a correction to the June 11, 2025 minutes. Motion was made by Trustee Leigh Anne Lobato to approve the minutes and the financials for the month of June; motion was seconded by Trustee Brenton Williams. Roll call: All ayes, Mayor Burnett declared motion carried.

**CITIZEN COMMENTS/SPECIAL PRESENTATIONS**

**Terry Rivera- 1030 Cherry Street- Vacant Land request-Terry Rivera and Leann Hounshell** approached the Town Board about vacating a portion of vacant land between their property and the Forest Service. It's a pie structure of land that is approximately 11ft on the north to about 35ft to the south with a length of 200 ft. Mayor Shelly Burnett stated that she did receive an email requesting that the Town oppose giving that portion of land, Town Administrator stated that the email did not come through the Town email and if she could forward the email for the file. Leann stated that people drive through and walk through that area that it is not an access. It's not any type of access since the north portion next to the Martinez property abuts Forest Service property, which is all private property. With some discussion Town Board referred the Rivera's to meet with Planning Commission their next meeting is July 15, 2025 at 5:00 p.m.

**UNFINISHED BUSINESS**

**Paul Renner- Vacation of Easement-**Paul was present and reiterated that he had come before Planning Commission on decommission his easement. Discussion was held on who actually owns the utility easement. Mr. Renner stated that he was never made aware of the easement until he had a conversation with Kevin, from Public Works. Attorney Farish stated when he purchased the property it should of showed up in the hi title commitment policy and encouraged Paul to contact them. With more discussion Trustee Bob Muncy made the motion vacate the easement. Attorney Farish asked Trustee Muncy if the motion was also going to include that an Ordinance be drafted. Trustee Bob Muncy then

rescinded his motion. With more discussion Trustee Bob Muncy made a motion to move forward on investigating the ownership of the easement, and if in fact owned by the Town to set the process by Ordinance to vacate. Roll call: Trustee L Velasquez, Town Keep property, Mayor Burnett keep, Trustee A Velasquez keep, Trustee Muncy Aye, Trustee Williams Aye, and Trustee Lobato Aye. Mayor Burnett declared motion failed. She stated to Mr. Renner the utility stays, no decommissioning of the easement.

**Town Sign -New proposed location-** Public Works Kevin Larimore brought up to the Town Board that Stan Johnson, who owns the Merc, as made an offer to move the Town sign from Brown's Septic to the east northern corner of his property. He will pay all expense of getting the sign moved. Town Administrator mentioned that after measuring the sign and reviewing the entrance of David Colbentz property we maybe encroaching some of his entrance to his property. The Town has not made monetary expense in surveying the property, as the property maybe undersized for the Town sign placement. Trustee Leigh Anne Lobato mentioned that she did talk to Mr. Johnson and he did in fact want to do an easement in perpetuity to the Town for the placement of the Town sign. She suggested also a survey should be done for the paperwork for the easement of the Town sign. With some discussion Trustee Brenton Williams made the motion to move the Town sign to Stan Johnson property, survey and easement to be done before placement, motion seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor declared motion carried.

#### **LIQUOR RENEWALS**

**Elevated Pairing, LLC-d/b/a Vault 730-** Motion was made by Trustee Brenton Williams to approve the new Tavern license for Elevated Pairing, LLC, motion was seconded by Trustee Bob Muncy. Roll call: All ayes, Mayor declared motion carried.

**Windsor Hotel Liquor renewal-**With some discussion, motion was made by Trustee Brenton Williams and seconded by Trustee Andrew Velasquez to approve the Hotel and Restaurant liquor license for Windsor Hotel. Roll call: All ayes, Mayor declared motion carried.

**STAFF REPORTS- Police-Set work session on surcharge-** work session is scheduled for July 16, 2025 at 3:30 pm. **Public Works- Municbid Auction-**Kevin mentioned that the auction brought in \$27,845, the bucket truck did not sell and it did have a reserve amount on it of \$10,000. Discussion was held on if it should be placed on marketplace or the seal bid process. **Highway 160-Alder Street-Cedar Street-Change in stripping of lanes-** Kevin mentioned that he was hoping to get a quote on shifting the stripping lanes between Alder Street and Cedar Street. This area of Highway 160 doesn't have parking on the north side, but the south side has space to park three cars wide. He would like the Town Board to take a look at this section of Highway to see if this section of Highway would be feasible of redoing the stripping lanes. **Town Attorney- Attorney** Farish mentioned that he did attend CML and it was very informative. He stated that he is still working on MTC, the food truck ordinance and the natural medicine ordinance. Attorney Walker informed the Town Board that he is keeping sort of a punch list of items that the Town is working on as a way to give us a timeline of items that are still need to get done or just have a discussion. **Town Hall-875 Grand Avenue- Driveway access-** Town Administrator Martinez mentioned that the property owner at 875 Grand Avenue has asked for a new drive away off Highway 160, he has applied through CDOT and has filled out the CDOT paperwork. But since we are almost done with the sidewalk improvement project property owner thought we could just install the drive way for him. This is a new access and since the property owner is requesting a new driveway cut, an estimate was given by our engineers for a cost of \$2516, did the Town want to pay, split the cost, or total paid by

property owner. With some discussion motion was made and seconded to allow the property owner to put in a driveway access at his expense. Trustee Leigh Anne Lobato rescued herself from voting. Roll call: Mayor declared motion carried property owner will pay for his own driveway access. **Xcel Energy Franchise Agreement**- Town Administrator mentioned to the Board that she did give them a timeline of getting the Xcel Franchise agreement done to meet the November deadline. Ordinance will need to be done and scheduled for public hearing in September.

With nothing further before the Board meeting was adjourned.

Submitted this 13<sup>th</sup> day of August 2025.