

**TOWN OF DEL NORTE**  
**Regular Town Board Meeting**  
**March 12, 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, March 12, 2025. There being present at call of roll the following:

**ROLL CALL**

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

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

**Amendment to Agenda**-Town Administrator Martinez mentioned to Town Board that she would like to amend the agenda to add under F. Contracts/Agreements- that she received the letter of engagement from Wall, Smith and Bateman, Assoc. to do the Town's 2024 audit. Town Board noted the amendment to the agenda.

**Minutes of February 12, 2024, Regular Meeting**-Motion was made by Trustee Brenton Williams to approve the minutes for February 12, 2024, seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Burnett declared motion carried. **Financial Accounts /Reports**-Motion was made by Trustee Brenton Williams and seconded by Trustee Louie Velasquez to approve the financials for February 2025. Roll call: All ayes, Mayor Burnett declared motion carried.

**Citizen Comments/Special Appearances** –Yolanda Martinez approached the Town Board about wanting to host an event in the Town Park and use the Town basketball court to put a 3 on 3 basketball tournament on May 2 and May 3. She has offered to re-strip the court and install new basketball nets for the event. Town Board told Yolanda that she would need to fill out a special events application and she can submit it at next month's Town Board meeting. **Memorial Donation to Town Park- Toddler Playground and Bench**-Trustee Sarah White spoke on behalf of the Pubin family, she stated that they had just recently lost an infant child and the family wanted to honor their daughter with a toddler playground and bench in the Town Park. A go fund me account was set up and the donations have come in to over \$23K. With discussion motion was made by Trustee Brenton Williams and seconded by Trustee Louie Velasquez to allow the memorial of the toddler playground in the north park. Roll call: All ayes, Mayor Burnett declared motion carried.

**Unfinished Business**-Trustee Leigh Anne made a comment that she would like to see that some the items that are still pending under unfinished business.

**Contracts/Agreements/Lease request**-TextMyGov Partnership Agreement- TextMyGov is a notification platform for lines of communication with local government agencies and its citizens. The system works 24 hours a day and easily connects with our website and messaging apps and any smart phones. With some discussion motion was made Trustee Leigh Anne Lobato and seconded by Trustee Brenton Williams to approve the contract agreement with TextMyGo. Roll call: All ayes, Mayor Burnett declared motion carried. **Wall, Smith and Bateman Assoc. Letter of engagement**-With some discussion motion was made by Trustee Sarah White to sign the letter of engagement with Wall, Smith and Bateman,

Assoc. For the Town's 2024 audit. Motion was seconded by Trustee Brenton Williams. Roll call: All ayes, Mayor Burnett declared motion carried.

**Permits/Licenses/Liquor renewals- Kehr & Company, LLC d/b/a -Colorado Grill & Tap House Liquor renewal**-With some discussion and no issues from the Del Norte Police department motion was made by Trustee Brenton Williams and seconded by Trustee Sarah White. Roll call: All ayes, Mayor Burnett declared motion carried. **Three Barrel Brewing Company, LLC-Brew Pub Liquor renewal**-With some discussion and no issues from the Del Norte Police department motion was made by Trustee Leigh Anne Lobato and seconded by Trustee Brenton Williams. Roll call: All ayes, Mayor Burnett declared motion carried. **Special Events Permit- Sanchez High School Graduation- Closure of Street**-Edna Sanchez approached the Town Board and stated that she has a grandson graduating from high school this year and since she lives on a dead end street, she would like to request that Cedar Street in front of her home to be closed. Chief Archuleta stated that he did not have any issues with the street closure we have allowed closures in the past graduation parties. Motion was made Trustee Louie Velasquez to approve the street closure for the Sanchez graduation party. Motion was seconded by Trustee Leigh Anne Lobato. Roll call: All ayes, Mayor Burnett declared motion carried.

**DN CHAMBER UPDATE**-Micah Reynolds stated that the next Del Norte Chamber meeting has a change in location to Up Top Café instead of Trade and Post. Meeting is March 25, 2025 at 5:00 p.m. And also the Del Norte Chamber will be considering giving the ownership of the Caboose to the Rio Grande County Museum.

**STAFF REPORTS Police**-Chief Archuleta mentioned that traffic and burglaries are down. Also he need Town Board approval for the **expenditure of 2017 Police vehicle**. The officer had hit a deer and he received two estimates. Moonlight customs estimate was \$3266.27 and it included the washer pump. Absolute Shine Auto Body estimate was \$3148.16 but didn't include the washer pump. With some discussion motion was made by Trustee Brenton Williams and seconded by Trustee Louie Velasquez to approve the expenditure for the 2017 police vehicle with Moonlight Customs. **Public Works**-Kevin Larimore gave the Town Board an update that ACI will be in Town to start laying the asphalt and sidewalk on Ninth Street on March 17<sup>th</sup>. Downtown Improvement project will start up on April 7<sup>th</sup> weather permitting. **Public Works Auction Items**. Kevin mentioned that he did submit a list of vehicles that he will be setting for auction through municbid, he will include the charge for police department.

**Rio Grande County Athletic fields- Town water services**-the County is having trouble getting water from the well that would normally water the athletic fields, so the Town will be changing out the smaller water tap for the large tap and meter to be able to accommodate the service the County. Motion was made Brenton Williams to approve the larger water tap and meter for RG County Athletic fields. Motion was seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Burnett declared motion carried.

**Town Attorney**-205 Pine Street Encroachment- Trustee Leigh Anne Lobato (who is the listing real estate agent for this property) was asked to recues herself from the meeting, Trustee Lobato chose to sit in the audience. Attorney Farish mentioned that the representative of the property of 205 Pine has requested from Planning Commission to vacate a portion of Second street to allow encroachment on tract one and allow five feet west of the stone building on tract two. Planning Commission did in fact make recommendation with some reservations that they felt the Town Board who is the elected officials for Town should make final determination to vacate or not to vacate. Planning Commission members were not present nor did they submit any approved minutes from their February 18, 2025 meeting. Attorney

Farish read the intention of Planning Commission from recording transcriptions the Planning Commission meeting at their February 18<sup>th</sup> meeting, and cited Colorado Revised Statutes, and Town of Del Norte Code on the process of vacating property for Town use, which does indicate a street is for Town use. Del Norte Town staff, Town Administrator Bernadette Martinez, Del Norte Public Works, Kevin Larimore, Chief of Police Frank Archuleta, and former Code Enforcement office Nineah Martinez, gave their input on the vacation portion of Second Street. Debbie Chapman's, Attorney Karl Kuenhold who attended by zoom presented the Town Board with a twenty minute or so of a presentation of pros of allowing the vacation for his client. With some lengthily discussion Trustee Brenton Williams made a motion to cite with Planning Commission's recommendation allows the vacation of tract one, and five feet of stone building on tract two. Motion was seconded by Trustee Louie Velasquez. Roll call: Trustee Brenton Williams nay, Mayor Shelly Burnett nay, Trustee Sarah White nay, and Trustee Louie Velasquez nay. Mayor Shelly Burnett declared motion failed. **660 Grand Avenue** sidewalk issue resolved the Town will work with the property owner to access his front of his building for compliance. **Xcel Franchise- Attorney Farish-** would like to Town Board input on the agreement- a work session is scheduled for 5:00 p.m. on April 23, 2025. **Storage rentals agreement review-**Town Board will also add this for discussion at the scheduled work session on April 23,2025.**Tree Board-Sam Scavo tree board member** mentioned to the Town Board that he has vacancy on Tree Board and would like to get position filled. Town will advertise for a new tree board member. Arbor Day will be scheduled the last Friday in May. **TOWN BOARD REPORT-** Update -Town survey- Mayor Burnett gave the percentages of the Town survey. Letter of Support- Rio Grande Public Health-Byrne State Crisis Intervention Program- no monetary commitment so a letter of support was submitted to Rio Grande Public Health. **RFP Town Attorney-** Motion was made by Trustee Brenton Williams to advertise for RFP for Town Attorney seconded by Trustee Leigh Anne Lobato. **French and Sixth Street Alley closure-** A public meeting is set for May 14, 2025 at 5:00 p.m. to get community feedback on the potential alley closure. **Set earlier date for spraying for mosquitoes-** Town will start June 1, 2025 to start spraying mosquitoes. With nothing further motion was made and seconded to adjourn.

Submitted this April 9, 2025