

TOWN OF DEL NORTE
Regular Town Board Meeting
May 14, 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, May 14, 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 absent, Trustee Andrew Velasquez absent, Trustee Bob Muncy, Mayor Shelly Burnett, Mayor Pro-tem Sarah White absent and Trustee Louie Velasquez. 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.

AMENDMENT TO AGENDA-Mayor Shelly stated that she would like to amend the agenda to add to Public Works update on the mineral well.

Trustee Andrew Velasquez entered the meeting.

Minutes of April 9, 2025, Regular Meeting-Motion was made by Trustee Leigh Anne Lobato to approve the minutes with the correction that Trustee Bob Muncy made the motion on the SLV Aquatic center last month, motion seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Burnett declared motion carried. **Review and Approval of Financial Accounts /Reports** –Motion was made by Trustee Bob Muncy to approve the financials and seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Burnett declared motion carried.

CITIZEN COMMENTS-**Wes O'Rourke** approached the Town Board and stated that Mercado did not want to host the farmers market this year due to insurance costs, and wanted to know if they could go under the Town's insurance since the food truck is a vendor for music in the park. Mayor Burnett stated that the food truck vendor carries their own insurance and list the town as additional insured. Town Board stated they will look into the Towns insurances and will get back to him.

SPECIAL PRESENTATIONS

Paul Renner- 80 Chico Drive- Decommission easement-Paul mentioned that he owns several lots in Chico drive and asked if the Town would vacate the utility easement between two of his lots. He felt that this was an easement that will never be used for any development beyond his property. Paul was informed that he needs to start by attending a Planning Commission meeting on the vacation of the easement. **Lindsey Ferrell- Rio Grande County Museum- Caboose**-tabled until next month. **Armando Ross- Rio Grande County Weed District**-**Armando** wanted to let the Town Board know that Rio Grande County Commissioners have reclassified puncture vine also known as goat heads from the List C to List B as noxious weed. He feels that this reclassification will be very beneficial to the community. He plans on getting educational material out to the public and local governments to integrate in their weed management efforts. Town Board thanked Armando for the work that he and his crew provide.

UNFINISHED BUSINESS- **Wall, Smith and Bateman Assoc.- Letter of Engagement for 2024 audit revised**-Town Administrator Martinez informed the Town Board that the Auditors were unaware that the CDOT

project was federally funded and a single audit was going to have to be done. So the original letter of engagement did not have the single audit verbiage, so they revised the letter of engagement that was submitted last month. Trustee Leigh Anne Lobato made a motion to approve the letter of engagement with Wall, Smith and Bateman, Association for the Town's 2024 audit. Motion was seconded by Trustee Bob Muncy. Roll call: All ayes, Mayor declared motion carried.

SLV COG Grant- Del Norte Trails Org, RG County- RG Hospital Trailhead Project-Town Administrator mentioned to the Town Board that this grant is a collaboration between the three entities Town, Rio Grande County, and Del Norte Trails Organization to submit a grant to have a kiosk installed at the connector trailhead next to the RG Hospital Wellness center. The grant application is for \$5K to be submitted to SLV Council of Governments. Motion was made by Trustee Bob Muncy to submit a grant to SLV COG for a kiosk for the connector trail. Motion was seconded by Trustee Andrew Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

Del Norte Covered Wagon Days request for monies-Janet Ortiz approached the Town Board she is with Del Norte Covered Wagon days committee and she would like to see if the Town will donate to this year's Covered Wagon days. Mrs. Ortiz stated they are asking for donation to help purchase a flag for the event. With some discussion motion was made by Trustee Bob Muncy to donate \$1000 to help with the cost of purchasing a flag, motion was seconded by Trustee Louie Velasquez. Roll call: All yes, Mayor Shelly Burnett declared motion carried. **Xcel Application request for streetlight west of Del Norte**-With some discussion motion was made by Trustee Leigh Anne Lobato to approve paying \$4773.11 for the installation of a new streetlight, seconded by Trustee Bob Muncy. Roll call: All yes, Mayor Shelly Burnett declared motion carried.

Alfalfbet, Ltd. d/b/a-Trade and Post- Beer and Wine Liquor renewal-With some discussion motion was made by Trustee Leigh Anne Lobato to approve the beer and wine license for Trade and Post, motion was seconded by Trustee Andrew Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried. **Boogies, LLC- Hotel/Restaurant Liquor renewal**- With some discussion motion was made by Trustee Bob Muncy to approved the hotel and restaurant license for Boogies. Motion was seconded by Trustee Andrew Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

STAFF REPORTS- Police-Mayor Shelly Burnett asked if Officer Moore was certified in radar and lidar, Chief Archuleta stated that he is trying to find an instructor that will do the training. **Police page monthly activity summary report** -Chief stated that he will be looking into what can be posted on the police department face book page. Trustee Andrew Velasquez asked about dash cams for the police vehicles. Chief will look into the cost. **Public Works-Town Mineral well**-Kevin stated that he has tried several times to reach the masonry individuals but has not had any respond. Trustee Leigh Anne Lobato gave Kevin a name of an individual that he might contact to see if he can do masonry work. **RV Dump station**-Kevin stated that these he did get a response and the price is costly for installation of a credit card kiosk to charge for water and sewer dump. The fee might not pay for the cost. **Street sweeper** he sent out the pump to get it repaired. Trustee Andrew Velasquez mentioned that CDOT would come through Town and sweep the north-side of Highway 160. **Town Attorney**- RFP Attorney- Oath of office for Town Attorney-Farish and Walker Law Office-**Oath** of office was given to Eugene Farish as Town Attorney by Mayor Shelly Burnett. Attorney stated they are still working on the MTC Code. **Town Hall Update** Del Norte Town sign-survey and easement approval- Town Administrator mentioned that we did get final approval from Rio Grande Headwaters to put the sign on Coblenz property. She asked if the

Town wanted to proceed with sign removal she was going to have the front area of the property surveyed so that a legal description can be implemented into the easement agreement. Motion was made by Trustee Bob Muncy to proceed with Town sign removal and have the property surveyed for the easement agreement. Motion was seconded by Trustee Leigh Anne Lobato. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

ADJOURNMENT OF MEETING

With nothing further motion was adjourned.

Submitted this 9th day of June 2025.