

**TOWN OF DEL NORTE**  
**Regular Town Board Meeting**  
**November 13, 2024 – 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, November 13, 2024. There being present at call of roll the following:

**ROLL CALL**

Town Board present: Mayor Shelly Burnett, Trustee Brenton Williams. Attending by Zoom: Trustee Bob Muncy and Mayor Pro Tem Sarah White, Absent was Trustee Leigh Anne Lobato, Trustee Andrew Velasquez, and Trustee Louie Velasquez, Mayor Burnett declared quorum present.

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

**MINUTES AND FINANCIALS**

**Minutes of Regular Meeting from October 9, 2024, and Public Hearing and Special Board meeting October 23, 2024, and Review and Approval of Financial Accounts /Reports-** Motion was made by Mayor Pro tem Sarah White motion was seconded by Trustee Brenton Williams. Roll call: All ayes, Mayor Burnett declared motion carried.

**CITIZEN COMMENTS/SPECIAL PRESENTATIONS**

**Mayor Shelly Burnett**-read a letter from Araon Horrocks, Del Norte School Superintended thanking the Town and Police department for all the work they do in support of school district.

**Chief Frank Archuleta** introduced his newest police officer, Jeff Moore who started with the police department on October 16<sup>th</sup>.

**UNFINISHED BUSINESS-***Will Kreutzer-Update on ditch relocation Spruce and Front Street-*Will Kreutzer approached the Town Board about moving the ditch from his property to Town owned property. He also stated that he has talked to Sam Riggerbach from the Division of Water Resources about moving the Coblentz ditch onto Town property and he started back since it's just an irrigation ditch Water Resources has nothing to do with moving it. He has talked to David Coblentz, owner of the ditch and he is fine with moving his ditch, Will stated he will take on all expenses of relocating the ditch. Attorney Seth Walker asked if this has gone to the Planning Commission for review and does, he has and documentation from Mr. Coblentz for the transfer of easement to the Town. Attorney Walker stated that he would also like to see engineering report on the flow of the ditch to make sure that it is not going to have any issues down the road and land description of the ditch with metes and bounds that will be on Town property. Motion was made Trustee Bob Muncy and seconded by Mayor Pro tem Sarah White to take this to Planning Commission for review once Will has all of the documentation to present.

**CONTRACTS/AGREEMENTS/LEASES/REQUEST-***Bonnie Asplin-RG Hospital trail easement donation-* Bonnie Asplin approached the Town Board that Rio Grande Hospital would like to donate a small portion of land to access the Del Norte trail system from the Wellness Center location. With some discussion motion was made Trustee Brenton Williams to approve the land easement donation from Rio Grande Hospital, motion was seconded by Mayor Pro tem Sarah White. Roll call: All yes, Mayor Burnett declared motion carried. Attorney Farish will do the trail easement for the trail system.

## **PERMITS/LICENSES/LIQUOR RENEWALS**

*The Town Board conducts these actions in its capacity as the Local Licensing Authority*

*La Vereda Foundation- Special Events Permit for alcohol-Christmas Gala- December 7, 2024-* With some discussion motion was made by Trustee Brenton Williams to approve the special events permit for La Vereda Foundation, motion was seconded by Trustee Bob Muncy. Roll call. All yes, Mayor Burnett declared motion carried.

*Del Norte Chamber – Special Events Permit-Parade of lights- December 13, 2024 6:00 p.m.* Micah Reynolds was present and did mention to the Town Board that they are asking for a donation for the firework show after the parade of lights, and if they would continue to donate the \$1500 that they contributed to last year. Motion was made by Trustee Bob Muncy to give Del Norte Chamber \$1500 for the firework show, motion was seconded by Trustee Brenton Williams. Roll call: All yes, Mayor Burnett declared motion carried. Also, a motion was made by Trustee Brenton Williams to approve the Special events permit for Del Norte Chamber parade of lights, motion seconded by Mayor Pro tem Sarah White. Roll call: All yes, Mayor Burnett declared motion carried. Jack Yeaton and Micah Reynolds also throughout the idea of having a Winterfest festival where there would be a location of Christmas Tree drop off and then having a bonfire with the trees. They were given the location of the soccer fields instead of trying to do this in a residential area in Town.

*Sursy Del Norte LLC- d/b/a Mellow Moon Lodge- Lodging Liquor renewal-* With some discussion and no issues from the Del Norte Police department. Motion was made Trustee Brenton Williams to approve the liquor renewal for Sursy Del Norte LLC, dba Mellow Moon Lodge, motion seconded by Trustee Bob Muncy. Roll call: All ayes, Mayor Burnett declared motion carried.

## **RESOLUTIONS/ORDINANCES/PROCLAMATIONS**

Ordinance No. 765- Amending proposed changes on Zoning Use Chart-Tabled and referred back to Planning Commission to make some minor changes.

**DN CHAMBER-** Jack Yeaton -gave the Town Board a presentation on the Chamber Caboose. He stated that they had an offer to sell the Caboose. The talk of the Caboose being sold sparked some interest and relocating it, where it would be more invisible. He stated relocating it could be more of a business venture. His presentation was geared to retain for the community and create a revenue stream for both the Town and Chamber. His presentation seems more to the Town relocating, doing repairs, staffing and paying costs associated to the Caboose but revenues shared by both. Jack stated that Chamber is open to a discussion of the Caboose's future.

## **STAFF REPORTS**

**Police-** Chief Archuleta reported that an individual they had been dealing with is back on the streets

**Public Works-** Kevin Larimore Public Works-gave the Town Board an update on both the downtown and Ninth Street project. He did mention that he is still waiting to hear back from the State on the water tank lining, the contractor who is supposed to do the work has stated that he didn't know when he was going to be able to do the work. The State is aware of us not being able to get the job done but has not responded if we are going to be in violation. Kevin also mentioned the change orders from RMS on Downtown project- metered electrical lighting and water meters installation. With some discussion motion was made by Mayor Pro tem Sarah White to approve the changes orders, seconded by Trustee Brenton Williams. Roll call: All yes, Mayor Burnett declared motion carried.

## **Town Hall**

Town Administrator Martinez mentioned that she had a meeting with USDA and DOLA about funding the Wastewater project. USDA had come back stating they were not going to fund the project due to having a \$2M shortfall, and with the Town's debt ratio the shortfall needed to be made up by grant funding. With discussion with Element Engineering, USDA and DOLA; Element will get the ball rolling to submit design and site approval needed in the amount of \$39K, which it was stated that it will be reimbursed with grant funding. The motion was made by Trustee Brenton Williams and seconded by Trustee Bob Muncy to allow the expenditure of Element Engineering and submit to DOLA the grant to help offset the shortfall of the USDA potential grant funding for Wastewater project. Roll call: All yes, Mayor Burnett declared motion carried. The Town Administrator stated she will work on getting the grant submitted since the deadline is December 2, 2024.

*Xcel Franchise Agreement renewal* - Town Administrator Martinez mentioned that franchise agreement with Xcel is a twenty-year agreement and up for renewal but doesn't expire until November 2025.

**Town Attorney**-Town Board orientation set new date –December 16<sup>th</sup> if Town Board will let Gene' office know if this date works with everyone. Also Attorney, Seth Walker wanted to let everyone know that he is working with other municipalities on Psychedelic substances that prohibit local governments from banning licensed facilities, services, and use 15 of natural psychedelic substances as permitted by the measure, while the measure allows local governments to regulate the time, place, and manner of operation of these facilities; and establish penalties for individuals under the age of 21 for possessing, Seth stated he will forward the ordinances that he has worked on to Attorney Farish.

**Planning Commission -Appointment- Set Interviews** –Suzanne Beauchaine and Gary Sabrowski- Planning Commission interviews are set for November 20, 2024, at 5:00 p.m., candidates will be notified of the date.

*205 Pine Street- recommendation from Planning Commission on encroachment of property-* Debbie Chapman was present along with Attorney Kuenhold attending by zoom, who represents the Chapman estate. Mr. Kuenhold mentioned that he was aware that a recommendation by the Del Norte Planning Commission to the Town Board was to sell the strip portion of property (Tract 1) that's encroaching, but only the permanent structures. Discussion was held and it was recommended by those Town Board members that were in attendance a legal description of metes and bounds of both. Tract One (the strip of property that has the home and adobe structure) and Tract Two only the footprint of the Block shop, and the outbuildings, or machinery buildings on Tract Two was given six months to be remove from the property, since they were not all permanent structures on Tract two and the sale of these would be based on the assessed value determined by the Rio Grande Assessor's of assessed property. Debbie Chapman's attorney Karl Kuenhold would draw up the Resolution to the terms that were discussed and present it at the December 11th Town Board meeting, to make sure it was correct and then present it for public comment.

## **TOWN BOARD REPORTS**

Community letter and survey-consensus of Town Board members to send out the survey.

**With nothing further meeting was adjourned.**