

**TOWN OF DEL NORTE**  
**Regular Town Board Meeting**  
**August 13, 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, August 13, 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, Trustee Bob Muncy, Mayor Shelly Burnett, Trustee Louie Velasquez, with Mayor Pro-tem Sarah White absent. Mayor Burnett declared a quorum present.

Members of Staff: Town Attorney Eugene Farish, Town Attorney Seth Walker, by zoom, Town Administrator Bernadette Martinez, Chief of Police Frank Archuleta, and Nineah Martinez, Deputy Clerk.

**AMENDMENT TO AGENDA-no amendments to the agenda**

**Minutes of July 9, 2025, Regular Meeting and Financial-** Trustee Leigh Anne Lobato made a correction to July 9, 2025 minutes. Motion was made by and seconded to approve the minutes and the financials for the month of July. Roll call: All ayes, Mayor Burnett declared motion carried.

**UNFINISHED BUSINESS**

**Terry Rivera- 1030 Cherry Street-** approached the Town Board about if the Town was not going to vacate a portion of land between their property and the Forest Service, if they would consider selling it. Tom Tichy, Planning Commissioner, stated to the Town Board they were approached by the Rivera's at the their meeting, and did make recommendation to Town Board not to vacate or sell the property, due to the fact it may have future use for trails. With some discussion motion was by Trustee Bob Muncy to support the Planning Commission and vacate or sell the property, motion was seconded by Trustee Brenton Williams. Roll call: All ayes, Mayor Burnett declared motion carried.

**CITIZEN COMMENTS/SPECIAL PRESENTATIONS**

**Skip Schoen-RGC Administrator-**Skip wanted to give the Town Board an update on the banner poles across the 160 highways. He mentions that it was a relatively easy process of applying for special utility permits from CDOT and the County will to do some in-kind or cost sharing on the materials. Also, mentioned at the caboose they will be getting the title transferred over to the Rio Grande Museum, and currently it will stay at its location. **Cody Funk-2000 Bucket truck-**Cody approached the Town Board and stated that he was the highest bidder of \$5100 for the bucket truck and he know that there was a reserve of \$10k on the bid and wanted to know if they would still consider selling it. Mayor Burnett stated that they will get back with him, they would need to see what the value of the truck is worth before moving forward on selling it. **Del Norte Fire District-Pavement access on Ninth Street-** Ryan Haynie approached the Town Board and mentioned when Ninth Street went in a section of asphalt for the driveway was removed and he asked if the Town would replace it. Town Board told Ryan they will talk to Kevin and will take look at the driveway cutout. **Grace Young- D Mountain Park and Recreation District proposal-** Karie Lichtenfield presented the Town Board with their proposal encompassed several components, one being disc golf, the volleyball court and the Columbia street median. Mayor Shelly Burnett stated that it would be beneficial if a work session with Town Board could be done for more discussion,

## **CONTRACTS/AGREEMENTS/LEASES/REQUEST**

Stan Johnson- **Town sign easement** – With some discussion motion was made by Trustee Brenton Williams and seconded by Trustee Andrew Velasquez to approve the agreement with Stan Johnson. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

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

**Upper Rio Grande School District-Special Event-Homecoming Parade-Oct 23, 2025**-With some discussion motion was made by Trustee Andrew Velasquez and seconded by Trustee Louie Velasquez to approve the special events application for Upper Rio Grande School district. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

**Del Norte Bank-Special Event-Community Barbeque**-Motion was made Trustee Leigh Anne Lobato and seconded by Trustee Bob Muncy. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

**River Valley Inn-Special Event-End of Summer Party**- Motion was made Trustee Brenton Williams and seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

## **RESOLUTIONS/ORDINANCES/PROCLAMATIONS**

**Ordinance No 757**-An ordinance amending to allow retail establishments and sidewalks food service to extend premises for increased outdoor seating -Discussion was held to remove planters from the ordinance but still allow them to be on the sidewalk two feet from the curb to allow for ADA accessibility. Motion was made by Trustee Brenton Williams to amend Ordinance 757 with the proposed changes motion was seconded by Trustee Louie Velasquez. Roll call: All Ayes, Mayor declared motion carried.

## **Police and Public Works submitted their written reports**

**Town Attorney Farish- MTC Code Review**-Attorney Farish presented the Town Board with a draft of the MTC code along with the public hearing notice that has to be published. **Xcel Energy Franchise**

**Agreement-Wilson Williams Fellman, Dittman –Legal services for Xcel franchise agreement**- With some discussion motion was made by Trustee Brenton Williams and seconded by Trustee Bob Muncy to sign legal consulting agreement with WWFD Law firm to review the Xcel Franchise agreement. Roll call: All ayes, Mayor Burnett declared motion carried.

**Cherry Street Housing –Agreement with Michael Yerman-Rural Planner**-With some discussion motion was made and seconded to sign the agreement with Michael Yerman not to exceed \$6500 for the Cherry Street housing project. Roll call: All ayes, Mayor declared motion carried.

## **Christmas decorations budget-tabled**

**RV Dump station**-Scott and Lynnea Rappold addressed the Town Board **that** the residents shouldn't have to pay for visitors that stop to use the RV dump for free. The Town is in need of new water system and wastewater system this could help defray some of the cost of those improvements. **RFP for Mineral Well- Masonry contractor**-Town Administrator Martinez mentioned to the Town Board that she did contact Mountain Masonry out of Canon City and he is interested in looking at the mineral well. His background is in preservation of historical buildings.

**EXECUTIVE SESSION**-Motion to enter Executive session for a conference with Town Attorney for the purpose of receiving legal advice on a police issue CRS 24-6-402(4)(b) Motion was made by and seconded to go into executive session for a conference with Town Attorneys for the purpose of receiving legal advice under C.R.S. 24-6-402(4)(b). Roll call: All ayes, Mayor declared motion carried. Mayor Burnett stated it is August 13, 2025, the time is approximately 8:04 p.m. as required by open meeting

law; this executive session is being electronically recorded. Also present at this executive session are the following persons at different times, Trustee Leigh Anne Lobato, Trustee Brenton Williams, Trustee Andrew Velasquez,, Trustee Bob Muncy, My-self Mayor Shelly Burnett, Trustee Louie Velasquez, Town Attorney Gene Farish, Town Administrator Bernadette Martinez, Chief of Police Frank Archuleta and Del Norte Police Officer James Wolfe, and Deputy Town Clerk Nineah Martinez attending by zoom Town Attorney Seth Walker. For the purpose of receiving legal advice on specific legal questions, under CRS Section 24-6-402 (4)(b). I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session. If at any point in the executive session, any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make objection. Attorney Eugene Farish stated it was his opinion that this is an executive session for Attorney Client communication. So I am therefore recommending that the recording of executive session is to be turned off at approximately 8:08 p.m. Executive session took place, until motion was made and carried to exit executive session. Motion was made by and seconded to come out of executive session at approximately 8:27 p.m. Mayor Burnett stated those present in executive session was herself, Trustee Louie Velasquez, Trustee Brenton Williams, Trustee Andrew Velasquez, Trustee Leigh Anne Lobato, Trustee Bob Muncy along with Town Administrator Bernadette Martinez, and Town Attorney Eugene Farish, Chief of Police Frank Archuleta, Del Norte Police Officer James Wolfe, and Deputy Clerk Nineah Martinez. For the record, if any person who participated in the executive session believes that any substantial discussion of a matter not include in the motion into executive session occurred during executive session, or any improper action occurred during executive session in violation of the Open meeting law, I would ask that you stated your concerns for the record. Hearing none of the next item on the agenda is adjournment. Motion was made and seconded to adjourn.

Submitted this 9<sup>th</sup> day of September 2025.