

TOWN OF DEL NORTE
Regular Town Board Meeting
September 10, 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, September 10, 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, Trustee Bob Muncy, Mayor Shelly Burnett, Trustee Louie Velasquez. 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, Public Works Kevin Larimore, and Nineah Martinez, Deputy Clerk.

AMENDMENT TO AGENDA-Town Administrator asked that Del Norte Police car discussion be added to the agenda and take place under the Police report, also the USDA funding information under Town Hall report.

Minutes of July 9, 2025, Regular Meeting and Financial- Trustee Bob Muncy and Trustee Leigh Anne Lobato made a correction to the August 13, 2025 minutes. Motion was made by and seconded to approve the minutes and the financials for the month of August. Roll call: All ayes, Mayor Burnett declared motion carried.

UNFINISHED BUSINESS

Del Norte Fire department driveway entrance-Trustee Andrew Velasquez mentioned that he did meet with Ryan Haynie, and he stated that he had a concern about drainage, where the asphalt cut and sidewalk was placed. Town Board will get more clarification on the situation, since it was indicated at first it was the driveway cut and not a concern of drainage.

Mountain Park and Recreation District - Karie Lichtenfield - mentioned to the Town Board they would like to get approval the donation sign for the pitcher's mound and the bike repair station to be installed. With some discussion motion was made by Trustee Leigh Anne Lobato and seconded to allow the sign and bike repair station. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

CONTRACTS/AGREEMENTS/LEASES/REQUEST

Rio Grande County Sheriff Intergovernmental Agreement (IGA) Municipal jail-Motion was made by Trustee Bob Muncy to table agreement until negotiation can be made with Rio Grande County Commissioner, seconded by Trustee Andrew Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared IGA tabled.

PERMITS/LICENSES/LIQUOR RENEWALS

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

Del Norte Chamber Special Events –Fall Fest Festival- October 11, 2025- With some discussion motion was made by Trustee Andrew Velasquez to approve the special events fall festival permit for Del Norte Chamber, seconded by Trustee Bob Muncy. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

Los Chavalos Mexican Restaurant- Hotel and Restaurant Liquor License renewal - With some discussion motion was made by Trustee Bob Muncy to approve the Liquor License renewal for Los Chavalos Mexican Restaurant seconded by Trustee Andrew Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

RESOLUTIONS/ORDINANCES/PROCLAMATIONS

Ordinance No. 773 Food Truck- An Ordinance of the Town of Del Norte Board of Trustees establishing rules and regulations concerning mobile food vending in the Town of Del Norte. With some discussion motion was made by Trustee Bob Muncy to approve the Ordinance No 773- Food Truck Ordinance seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

Ordinance No. 774 Natural Medicine- An Ordinance amending the Del Norte Municipal Code to add regulations governing Natural Medicine Business and Amending Table 16-4A, Use Chart. With some discussion, motion was made and seconded to adopt Ordinance No 774 Natural Medicine as presented with no change to add gender clarification in the Ordinance. Roll call: All ayes, with Trustee Leigh Anne Lobato and Trustee Louie Velasquez, Nay, Mayor Shelly Burnett declared motion carried.

PUBLIC HEARING-At approximately 6:38 p.m. ATTORNEY FARISH opened the public hearing for Ordinance No 775 Model Traffic Code, only read the Ordinance in full, not the 90+ page of the MTC code. He stated that three copies will be available at Town Hall for review. He then asked if anyone was in favor or against Ordinance No 776, hearing none, he closed the public hearing, for Town Board to take action. With some discussion Trustee Leigh Anne Lobato made a motion to accept the Ordinance N. 775 Model Traffic Code, seconded by Trustee Louie Velasquez. Roll call All ayes, Mayor Shelly Burnett declared motion carried. **Xcel Franchise Agreement- Attorney Farish** mentioned that Ordinance No. 776 was the first reading of the Xcel Franchise agreement with the second reading taking place on October 8, 2025, at 6:00 p.m., during the Public Hearing.

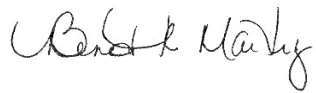
DN CHAMBER UPDATE- They had nothing to report only that they are looking for secretary.

STAFF REPORTS - Police- Chief Archuleta introduced his newest officer Keegan Walchle comes from the Montrose area. Chief also wanted to bring attention to the Town Board to say that his new police car has hail damage of over \$11k to repair. Town Board suggested that the Chief and the Attorney see if something couldn't be rectified since it was still at the dealership. **Public Works-**Town Board asked Kevin about 405 Spruce Street, the reason for large hole of rocks. Kevin mentioned that this corner is an issue every time it rains, and if the property owner isn't going to try and help with the situation of being flooded out, this was the only alternative since the French drain on the corner is not able to handle the rain. **Town Attorney-** letter was sent to Trustee Sarah White on her resignation from the Town Board.

Town Hall-Town Administrator Martinez mentioned she met with Michael Yerman, My Rural Planner, our consultant, and he suggested that we apply for a Department of Local Affairs Division of Housing Predevelopment grant for the Cherry Street project. It's a \$50k grant with no cash match, since we have opted in to Prop 123, this grant is available but does have a submission deadline of October 1, 2025. The grant will be used for vertical development of our affordable housing project for the Town. Motion was made by Trustee Bob Muncy and seconded by Trustee Andrew Velasquez to sign the letter of intent to Department of Local Affairs Colorado Department of Housing and have Town Administrator Martinez the authority to submit the grant to for the Cherry Street Housing Project the Predevelopment Housing grant. Roll call: All ayes, Mayor Shelly Burnett declared motion carried. **TOWN BOARD-** Neighborhood

Watch discussion was made that this program needs to be reinstated with the public with scheduled meetings. b. **2026 Budget social media communication position** – Mayor Shelly Burnett stated that we have several opportunities of social media outlets, but it doesn't seem they are all being utilized. Discussion was held to have a work session to get a strategic plan on communications. **Town Board vacancy – Mayor Pro tem Sarah White**-Town Administrator stated that she will advertise the vacancy and set interviews at the October board meeting. Discussion was held in a replacement of a Mayor Pro tem- Trustee Leigh Anne Lobato nominated Trustee Bob Muncy, Trustee Bob Muncy thanked her for the nomination but declined. Motion was made by Trustee Bob Muncy and seconded by Trustee Louie Velasquez to table until the October Town Board meeting. Roll call: All ayes, Mayor Shelly Burnett declared motion carried.

Submitted this 8th day of October 2025.

A handwritten signature in black ink, appearing to read "Bob Muncy". The signature is written in a cursive, somewhat stylized font.