Regular Town Board Meeting

March 11, 2026 – 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 6:00 p.m. on Wednesday, March 11, 2026. 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 absent, Mayor Shelly Burnett, Trustee Micah Reynolds attended by zoom, Trustee Louie Velasquez. Mayor Burnett declared a quorum present.

Members of Staff: Town Attorney Eugene Farish, Town Attorney Seth Walker, Town Administrator Bernadette Martinez, Chief of Police Frank Archuleta, Public Works Kevin Larimore, and Nineah Martinez, Deputy Clerk.

AMENDMENT TO AGENDA-Town Administrator stated that she did have amendment to the agenda she asked that Ordinance No 786 to be added to the agenda under G., resolutions, ordinances, and proclamations.

MINUTES AND FINANCIALS- Motion made by Trustee Brenton Williams to approve the minutes and the financials, seconded by Trustee Louie Velasquez. Roll call: All ayes, Trustee Lobato abstained, Mayor declared motion carried**.**

UNFINISHED BUSINESS

Del Norte Fire District- Driveway Entrance or Drainage issue- Ryan Haynie and Frank Hudson approached the Town Board about the driveway entrance off Ninth Street, they mentioned that the driveway has slope and it doesn't have asphalt on the driveway entrance, which makes it somewhat difficult for the larger trucks to access Ninth Street. Mayor Shelly Burnett asked the Trustees if they were all able to go by and look at the entrance. They stated they did go by and look at the entrance. Ryan stated that asphalt was there before Ninth Street was put in and members of the Town Board stated that it was a school parking lot and not a driveway entrance. Mayor Shelly Burnett asked for a motion to asphalt the driveway entrance for the Del Norte Fire District, no motion was made.

Anna Reed Memorial Splash Pad-Leah Nega was present and gave the Town a narrative of the splash pad and an update on the total cost of the splashpad. She stated that she had pretty much all the money to finish the purchase splashpad components except for about $3100.00, and this would be less since Mason's will be submitting a check, she just didn't know how much. She did state also that she does have contractor lined up for the installation of the splashpad components and the concrete pad is being donated by a local contractor. With more discussion motion was made by Mayor Pro tem Brenton Williams to accept the donated monies and to give to the memorial no more than $3100, less the donation amount from the Mason, motion was seconded by Trustee Louie Velasquez. Roll call: All yes, Mayor Shelly Burnett declared motion carried.

D. CITIZEN COMMENTS/SPECIAL PRESENTATIONS

1. *Citizen Comments -The Town Board welcomes your unscheduled comments. Please limit comments to three minutes. The Town Board will not take action at this meeting.*

Grace Young- D Mountain Parks and Rec- Grace asked the Town Board for a letter of support to apply for a T Mobile grant in amount $20K, to help with the Mineral Well median proposed art display. Mayor mentioned to Grace action could not be taken and that she could be added to the April Board meeting. Grace mentioned

that the grant has a deadline. With much discussion a work session/special board meeting was set for March 25, 2026, at 5:00 p.m.

Sam Scavo-Tree Board asked if he would like the Town to consider the Arbor Day Proclamation he would like to pick a day to replace some of the trees in the park that did not make it. Mayor Shelly Burnett stated that he would be on the April agenda and to get Public Works on the date to replant the trees.

Stephen Coleman- who was present, stated to the Town Board he felt a splash pad would be a good addition to the Town parks.

2. *Scheduled Appearances - To be included on this portion of the agenda, please file the appropriate form with the Town Clerk no later than 10 days prior to the Regular Town Board meeting, ten-minute time limit.*

Jodi Colville Anderson- D Mtn Parks and Rec- Town Park Volleyball court- Jodi was present and she would like the volley pit to be put back to grass, the sand is too expensive to upkeep. With more discussion a work session has been set up for April 8, 2026, at 5:30 p.m.

Ike Manabola- Earthworm Creations-Town Administrator Martinez mentioned to the Town Board that she had received some information for the City of Alamosa on their Art District guidelines and Artist agreement. She mentioned that it came down to the liability of the municipality. And it would be in the best interest of the Town to work on a art display agreement policy on public art. Town Attorney advised that he will do some research and a draft policy and would bring in Planning Commission board to also review. Motion was made by Mayor Pro tem Brenton Williams and seconded by Trustee Andrew Velasquez to table any art display on Town owned property until a policy and guidelines are in place. Roll call: All ayes, Mayor declared motion carried.

CONTRACTS/AGREEMENTS/LEASES/REQUEST

Wall, Smith and Bateman Inc.- Engagement Letter for services of the 2025 Town Audit-Motion was made by Trustee Leigh Anne Lobato to sign the letter of engagement for Wall, Smith and Bateman, Inc to do the Towns 2025 audit, motion seconded by Trustee Louie Velasquez. Roll call: All ayes, Mayor declared motion carried**. SLV GO- OHV/ATV Safety pamphlets brochures -**With some discussion motion was made by Mayor Pro tem Brenton Williams and seconded by Trustee Leigh Anne Lobato to send a check for $100.00 to SLV GO for OHV/ATV safety pamphlet. Roll call: All yes, with Trustee Micah Reynolds a NO vote. Mayor Shelly Burnett declared motion carried. **. Rio Grande County IGA-Marketing Fund Distribution**- With some discussion motion was made by Trustee Louie Velasquez and seconded by Mayor Pro Tem Brenton Williams to sign the IGA with Rio Grande County on Marking Fund Distribution. Roll call: All ayes. Mayor Shelly Burnett declared motion carried.

PERMITS/LICENSES/LIQUOR RENEWALS

Kehr and Company, LLC d/b/a Colorado Grill and Tap House -Hotel Restaurant Liquor Renewal- motion was made by Trustee Leigh Anne Lobato and seconded by Mayor Pro Tem Brenton Williams to approve the liquor license renewal for Kehr and Company, LLC. Roll call: All ayes. Mayor Shelly Burnett declared motion carried

RESOLUTIONS/ORDINANCES/PROCLAMATIONS

Ordinance 785- Amending Use Chart to change square footage on mobile home parks- With some discussion motion was made by Mayor Pro Tem Brenton Williams and seconded by Trustee Leigh Anne Lobato to approve Ordinance NO 785 Amending Use Chart. Roll call: All ayes. Mayor Shelly Burnett declared motion carried

Ordinance 786- Ordinance creating a qualified Municipal Court of Record. With some discussion motion was made by Trustee Leigh Anne Lobato and seconded by Mayor Pro Tem Brenton Williams to approve Ordinance NO 786 Creating a qualified Municipal Court of Record. Roll call: All ayes. Mayor Shelly Burnett declared motion carried

DEL NORTE CHAMBER UPDATE-Lionel V gave an update of events for DN Chamber and stated they are looking into property for a rodeo in Del Norte.
STAFF REPORTS-**Police-**Chief Archuleta submitted his report and stated he will get the DVR installed once the remodeling work is completed. **Public Works: Kevin** Larimore mentioned to the Town Board that he would like to purchase air mixture for the lift station. Motion was made and seconded to approve the expenditure for the air mixture for the lift station. Roll call: All ayes, Mayor Shelly Burnett declared motion carried. **Town Hall-** Storage Bin #1 Public Sale- Nineah Martinez approached the Town Board and stated that one of the storage bins will go to public sales, according to CRS a notice will have to be put in the newspaper for the Town to take ownership. The owner of the storage bin is deceased and account is in arrears. **b**. Del Norte Artscape draft agreement discussion- As previously discussed the Town Attorney will get some draft art display policies to Planning Commission will review. **Town Board-** Discussion was brought up of the caboose design plan, the landscaping is in Town right away and encroachment of property.
EXECUTIVE SESSION Motion was made by Trustee Leigh Anne Lobat and seconded by Mayor Pro tem Brenton Williams to go into executive session for discussion of a personal matter C.R.S. Sec. 24-6-402(4)(f) Town Administrator appointment review. Roll call: All ayes, Mayor declared motion carried. Mayor Burnett stated it is March 11*, 2026;* the time is approximately 8:12 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, Trustee Leigh Anne Lobato, Mayor Pro tem Brenton Williams, My-self Mayor Shelly Burnett, Trustee Andrew Velasquez, Trustee Louie Velasquez, Trustee Micah Reyolds attending by zoom, Town Attorney Gene Farish, Town Administrator Bernadette Martinez, For the purpose of a personal matter CRS Sec 24-6-402 (4)(f) 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 an objection. Attorney Eugene Farish stated it was his opinion that this is an executive session. I am therefore recommending that the recording of executive session is to be turned off at approximately 8:13 p.m. Executive session took place, until motion was made and carried to exit executive session. Motion was made by Mayor Pro Brenton Williams and seconded by Trustee Leigh Anne Lobato to come out of executive session at approximately 8:35 p.m. Mayor Shelly Burnett stated those present in executive session was herself Mayor Shelly Burnett, Mayor Pro tem Brenton Williams, Trustee Louie Velasquez, Trustee Andrew Velasquez, Trustee Leigh Anne Lobato, along with Town Administrator Bernadette Martinez, and Town Attorney Eugene Farish. For the record, if any person who participated in the executive session believes that any substantial discussion of an matter not include in the motion to into executive session occurred during executive session, of that 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 the next item is action of the results of the executive session.

ADJOURNMENT OF MEETING- With no further business motion was made and seconded to adjourn meeting.
Submitted this 8th day of April 2026