

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 28, 2023**

The regular meeting of the Board of Trustees was held on March 28th, 2023, at 6:00 p.m. in the Community Center, 381 Minter Avenue, De Beque, Colorado. Present were the following:

Mayor: Shanelle Hansen

Trustees: Vern Bruse, Cindy Farris, Lisa Lippoldt, Sarah Hambrick, Judy Lake, and Walter Wood.

Absent:

Staff Present: Town Administrator Care' McInnis, Town Clerk Lisa Rogers, Chris Mcanany, and Matt Farrar.

Also Present: Diane Sandelin, Jeanette Refior, Gayle Green, Tammie VanDeusen, John Griffin, Seth Griffin, Dwayne and Bonnie Simmons, Russell Klase, Laura Firth, Rian Wright, and Dawn Palmer.

CALL TO ORDER:

The meeting was called to order at 6:05 p.m. by Mayor Hansen.

The Pledge of Allegiance was recited.

ROLL CALL:

Roll call was taken, and a quorum was present.

ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA:

February 28, 2023 minutes were updated after the packets were handed out. The minutes were changed 2022 to 2023. The handouts on the desks were for Item B.

ITEMS FOR PUBLIC PARTICIPATING IN CONFERENCE – NOT ON THE AGENDA:

Ms. Green resides in Bass Lake Estates at 4647 Bass Lake Court. The property owner addressed the Board with concerns about Staff being unhelpful in her request to have her service line installed by the Town at Bass Lake Estates at the Town's expense. Ms. Green brought up the 1994 agreement between the Town and Bass Lake Estates and stated that the town water line is already placed underground for Bass Lake per this agreement. The property owner expressed that she was treated unfairly and had not received any help from the Town with her request for documents that are all part of the 1994 Agreement. Ms. Green mentioned that no other Bass Lake resident had ever had to install their own

service line and she felt like she was being treated differently than other out of Town residents. She also mentioned that she hopes the Town of De Beque will do the right thing and install her private service line. Ms. Green stated that she had been waiting three weeks for the water tap to be placed. The Board thanked Ms. Green and referred to Staff.

BOARD COMMENTS:

Mayor stated that karaoke was great.

TOWN MANAGER REPORT:

Ms. McInnis advised that the new Community Hall is in the planning stage and moving along in their process. The boundary assessment went through as well. Mr. Farrar informed the Board that the County is waiting for signatures on the plat to combine all the lots into one.

Ms. McInnis explained the wastewater project is moving forward and the waiver for the Town's 20% cost-share has been submitted.

Ms. McInnis informed the Board that on April 25th meeting Sam Light will be doing his CIRSA insurance presentation and we get bonus points if board members/staff attend.

Ms. McInnis mentioned that we are still waiting for the legislative decision on changes to Colorado's Use tax requirements so the Use Tax workshop will be rescheduled.

Ms. McInnis stated that DMV2Go has been a success. It has been beneficial to the community to receive services without a long wait. DMV2Go will be back on March 31st.

Ms. McInnis informed the Board that she and Mr. Poppe, our attorney through CIRSA, participated in another hearing before the FPPA board regarding a personnel matter that the Board is familiar with. Ms. McInnis was happy to report that the Town prevailed in the matter and Mr. Poppe did an outstanding job on behalf of the Town. Now we will wait and see if there is an appeal.

Ms. McInnis brought up the subject of psilocybin mushrooms. Ms. McInnis stated wanted the Board to know that other communities have been looking into psilocybin mushrooms. No regulations have been created or implemented yet. Mr. Farrar advised that the Department of Revenue has been charged with putting regulations and implements on this but could take up to a year.

Ms. McInnis informed the Board we are applying for more DOLA funding through Energy Impact Assistance Fund. Ms. McInnis also took our local DOLA representatives on another tour of our water plant.

Ms. McInnis stated that there were many candidates for the Records Clerk position. The Marshal will be scheduling interviews. Stanley has been working diligently on the remodel for the Records Clerk office, and we are still in need of a letter from the engineer before the County will move forward with signing off on our permit. Ms. McInnis mentioned that the Public Works position had lots of responses. Among those were locals and relatives of current town employees. To avoid the appearance of favoritism and conflict of interest, a panel consisting of the Director of Silt Public Works, the Head of Palisade Irrigation District, and the Marshal were chosen to interview the applicants. Rian Wright, present at the meeting, was the top candidate. Ms. McInnis mentioned that the 2nd top applicant was a very close runner up. The panel indicated they would have hired both applicants if the budget allowed it.

Ms. McInnis met with numerous State entities and CDOT. CDOT's previous position was that Debeque would not be able to have a splice in CDOT's vault near De Beque. After much convincing, CDOT reversed its decision and there will be a splice near the fire station.

Ms. McInnis informed the Board that Mark King and herself are on the Solid Waste Management Advisory Committee and their most recent meeting was a long one about how we address waste and recycling. Ms. McInnis reminded the Board that the landfill is losing money. Our transfer station has low numbers and is at risk of being shut down due to the County's cutbacks within the landfill areas. There were also talks about potentially charging the municipalities a three percent surcharge. Ms. McInnis expressed to the Board that she, as well as Collbran, voiced concerns to Commissioner Rowland that if the transfer station closes then where are the people going to start dumping their items? She fears there could be more dumping out in unincorporated Mesa County or public land.

Ms. McInnis and the Mayor attended the Mayor/Manager/ Commissioner lunch. Each community discussed what was going on in their communities and shared helpful information. We will be hosting the next luncheon here in De Beque.

The Town has submitted two REDI grants on behalf of two local businesses, Roan Creek Cycles and Reckless Roadhouse. The business owners will have a 50% cost-share required by the grant. Ms. McInnis did a site visit of the businesses with DOLA last week.

Last year Senators Hickenlooper and Bennet supported us as we applied for the Congressionally Directed Spending grant, which awarded 1.2 million towards our wastewater project. About a week ago, we received word that Representative Boebert was in the process of evaluating projects to submit for Congressionally Directed Spending. We have received letters of support from the Mesa County Commissioners already. In 2023, we will be going in for more money for our wastewater plant. Ms. McInnis spoke with Rep. Boebert's staff and has set up a date to tour the water plant.

Ms. McInnis touched briefly that Ordinance 532 is a first reading, and there is no decision to be made at this meeting.

Ms. McInnis informed the Board that there is a grant that could be beneficial to Jet Boat owner, Joe Keys. Stephanie Parker, our grant writer, got with Mr. Keys and helped him get this in.

Ms. McInnis informed the Board that the Scholarship Committee consists of Katherine Boozell (Town Treasurer), Mayor Hansen, Trustee Sarah Hambrick, and the school counselor Ann Kuhlman (non-voting member). The application was revised to be less focused on financial needs and academic excellence but to be more inclusive. Mayor Hansen and Chairperson Sarah Hambrick will be visiting the school on 3/30/2023 to give the Senior Class some exposure to local government as well as discuss this opportunity and encourage them to apply. The application deadline is April 17th and interviews should start on April 27th.

Ms. McInnis mentioned to the Board that CIRSA was on site for an audit of the Town yesterday. The audit included Public Works, Administration, and the Marshal's Office.

Ms. McInnis updated the Board that karaoke was a hit with about 20 people consistently through the night. The Easter egg hunt is coming up on April 1st with the Craft Fair coming on April 22nd. The Board can now accept gifts up to \$75 dollars.

CONSENT AGENDA:

- a. **Approval of Minutes:** February 28th, 2023. (the dates do need to be changed from 2022-2023).
- b. **Bills and Expenditures:** (Expenditures related to the Country Store and/or other conflict items are listed below as part of the regular agenda)
- c. **Discussion and action regarding RESOLUTION NO. 2023-06:** A Resolution of the Board of Trustees of the Town of De Beque, Colorado authorizing the town to submit grant applications to the Colorado Department of Local Affairs, Rural Economic Development Initiative (REDI) Program, for the purpose of enhancing job creation and retention within the town.
- d. **Discussion and action regarding RESOLUTION NO. 2023-07:** A Resolution of the Board of Trustees of the Town of De Beque, Colorado requesting: Congressional Designated spending assistance in the connection with the construction and upgrading of the town's domestic water treatment facilities.
- e. **Discussion and action regarding ORDINANCE NO. 532:** An Ordinance amending the De Beque municipal code, section 14.05.050, 055, and related provisions pertaining to the approval of amendments to subdivision plats, boundary line adjustments, and vacating public streets. Rights-of-way, or easements.

Discussion Before Motioning on the Consent Agenda:

Mayor Hansen asked if Ordinance 532 was specific to the Community Hall. Ms. McInnis explained, this is a first reading and is not specific to just the Community Hall, but it did just go through this process. The purpose of this ordinance is to ensure the Constitutionality of our code. Mr. McAnany explained that this process will allow more complex issues to be determined by the Board. Mayor Hansen asked if anyone had any further questions or comments on the Consent Agenda items.

Motion:

Trustee Judy Lake motioned to approve all items on the consent agenda.

Trustee Cindy Farris seconded that motion.

Motion carried 7-0

CALL THE BOARD OF TRUSTEES PUBLIC HEARING TO ORDER:

Mayor Hansen at 6:47 p.m.

Discussion and action concerning ORDINANCE NO. 531: An Ordinance amending chapters 14.01 and 14.03 of the De Beque Municipal Code pertaining to; definitions of various land uses permitted in zoning districts: setbacks and height restriction; noise standards, accessory dwelling units, shipping containers; and related provisions.

Mayor Hansen explained that the Planning Commission has been auditing Title 14 of the Town Municipal Code chapter by chapter and trying to modify it to be more user-friendly. Town Planner Matt Farrar stated this enables the Committee to clarify the Town's regulations and guidelines for development. With warmer weather upon us, the potential for development increases. Mr. Farrar also mentioned consolidating some of the uses and changing/updating outdated uses. Definitions are being created/updated within our land used codes so that when constituents are looking, they can better find what they are looking for with an explanation. The plan is to have it refined by the end of this year. Mayor Hansen asked if anyone had any questions regarding this. There were no Board questions.

Mayor Hansen asked the public if they had any questions or comments concerning Ordinance NO. 531. Jeanette Refior questioned whether there had been a change in setbacks in the Town Municipal Code or if a resident built a shed this summer would they be non-compliant with the code once the ordinance passed? Mayor Hansen informed Ms. Refior that there would be a process to notify current and future builders of the change once passed. Those who have already built under the current code guidelines would still be acceptable because they were following the code in force at that time. Just future builders would have different code guidelines. Mr. Farrar also mentioned that the setbacks would be less restrictive in the changes coming. Ms. Refior asked if this is for in-town residents and out-of-town residents. Mayor Hansen informed Ms. Refior that it is for in-town residents. If a person is out of town limits then they will follow county Codes. Russel Klase asked about the noise standards portion of Ordinance 531 due to his plans to have outside music for the summer. Mr. Farrar responded that the State of Colorado already has noise standers and guidelines that we have just folded into the Town's Municipal Code. Mayor Hansen asked if there are any further questions for the public comment section from the public or Board members. No more questions. Mayor Hanse closes the Public meeting at 7:02 p.m.

Motion:

Trustee Lippoldt motions to approve Ordinance No. 531
Trustee Hambrick seconded the motion.
Motion Carried 7-0

REGULAR AGENDA:

NEW BUSINESS:

REMAINING BILLS AND EXPENDITURES: Expenditures related to the Country Store and to Always Something

Motion:

Trustee Hambrick motioned to accept the bills and expenditures.
Trustee Wood seconded the motion.
Trustee Lippoldt and Mayor Hansen abstained.
Motion carried 5-0

DISCUSSION AND ACTION REGARDING RESOLUTION NO. 2023-05: A Resolution of the Board of Trustees of the Town of De Beque, Colorado regarding: The modification of off-street parking requirements for a business located at 409 Minter Avenue.

Mayor Hansen suggested that Mr. Farrar start the discussion regarding Resolution No. 2023-05. Mr. Farrar explained that our current code requires off-street parking for businesses. In the case of 409 Minter Avenue there is no real capability to do this. The modification to the off-street parking is needed for the bike/coffee shop coming to 409 Minter Avenue. There is flexibility because the business is in Old Town. Other areas of town may not have the same flexibility. There was a parking analysis done by the business owner for three days and their analysis demonstrated there is enough off-street parking in the downtown area without having to add more. Trustee Hambrick asked Mr. Farrar if this business is the one that will be sharing the Chop Shop parking. Mr. Farrar explained that this resolution will allow 8 off-street parking spots for this business using any off-street parking within a 300-foot radius is acceptable for a business under the Code. He also mentioned that these are public parking spaces and are not designated for any one business.

Motion:

Trustee Farris motioned for approval of Resolution No. 2023-05

Trustee Hambrick seconded the motion.

Motion carried 7-0

DISCUSSION AND ACTION REGARDING Employee Personal Time off (PTO) accrual rate.

Ms. McInnis asked the Board to refer to the PTO options handout in their packets. Ms. McInnis informed the Board that none of the PTO options will require a supplemental budget at this time. The options are: A) Current table in the personnel Manual from 2017. B) Proposed and C) Current PTO allowing for Holiday out of accrual. D) Any other suggestions or options to be taken into consideration. Ms. McInnis informed the Board that Katherine Boozell called around other municipalities and asked about their vacation/holiday/sick leave breakdowns. Ms. McInnis said that when working on sick time, things tend to get complicated. Mayor Hansen asked does each example from other communities included holiday pay. Ms. McInnis responded they are all different. Some offer 88-96 hours of holiday pay, but they also include sick pay in their breakdowns where we do not have sick leave as a accrual. We have PTO that can be used for vacation, personal days, and/or sick time. Mayor Hansen stated that she wanted to look over these options as well as the comparisons with the people who travel in mind. She wanted to make sure that our plan is comparable to surrounding communities to help maintain staff. She felt that for the most part, we look a little low to right on with surrounding communities but without sick time. Even without sick time, it looks like some options offer 100 hours of holiday pay that can also be used as sick time.

Trustee Farris asked about the annual accrual/paid holidays off in addition to the annual accrual. Ms. McInnis explained that “A” is what we currently have staff gets 268 hours, “B” is what was proposed in the last packets and “C” is what Ms. McInnis thought the Board had requested at the last meeting, and “D” is another option to add or change inputs from the Board. Ms. McInnis informed the Board that accrual hours are an expense to the Town that has to budget for every year. Ms. McInnis also explained that the Public Works and the Marshals Departments will be paid holiday pay just like everyone else that does not have to work on that day. This is on top of what they would be paid for the hours they work that day. Mayor Hansen made the comment that option B would be lower for employees and Ms. McInnis confirms that yes, it is lower with the split. Mayor Hansen liked option C the best. Trustee Hambrick concurred. Trustee Hambrick feels like more PTO and separate holidays will help with employee recruitment.

Motion:

Trustee Farris motioned to accept option C of the PTO options.

Trustee Hambrick seconded the motion.

Motion carried 7-0

DISCUSSION AND ACTION REGARDING RESOLUTION NO. 2023-04: A Resolution of the Board of Trustees of the Town of De Beque, Colorado adopting the Town Personnel Manual.

Ms. McInnis stated at the last meeting the Board requested additional language on FMLA and FAMILI in the manual. Also, the Personnel Manual will be revised to reflect the PTO policy that was just adopted. Mayor Hansen asked if all members have had the chance to review the materials. Mayor Hansen also mentioned that she had some confusion with the terms Town Manager and Town Administrator. Mr. McAnany explained that the terms can be used interchangeably. The Mayor was most concerned that the legislative definition of the Town Manager and the Town Administrator. She mentioned that the Colorado Legislature defines that the Board of Trustees works under the Town Manager. Mayor Hansen just wanted clarification on this due to what our personnel manual says and what the terms used are defined as. Mr. McAnany stated this is to make everything consistent with what is in the Town Municipal Code. Ms. McInnis explained that the two titles are interchangeable at times and the focus should be on the delegation of duties and not the title. Staff is trying to clarify and make everything throughout the manual consistent.

Motion:

Trustee Lippoldt motioned to approve Resolution No. 2023-04

Trustee Bruse seconded the motion.

Motion carried 7-0

DISCUSSION AND ACTION REGARDING BOARD-DIRECTED BEAUTIFICATION PROJECT SPENDING IN 2023:

Mayor Hansen introduced the topic of Town Beautification. She stated that she would begin with Board members and then hear ideas from the public.

Trustee Wood suggested that flowers being planted in the flowerpots along the wall towards the end of 4th Street and Roan Creek Road would make a nice addition along with bushes at the end of the walled area of 4th Street.

Trustee Hambrick suggested planting fake flowers in the flowerpots along the wall heading out of town on 4th street.

Trustee Bruse agreed with Trustee Hambrick about the fake flowers but would also like to see the yards around town cleaned up. He asked if the code enforcement officer was in and around town. Ms. McInnis stated that Deputy Telford was ramping up for the upcoming season. Ms. McInnis informed Trustee Bruse and the Board that we will soon be offering the free dumpster for Spring Clean Up. She mentioned that the dumpster will be replaced several times over the next month.

Mayor Hansen suggested small projects all over can grow into a nicer overall appearance of the Town.

Trustee Lippolt suggested a larger Town sign.

Mayor Hansen would also like to see a privacy fence behind the Town on the corner of Roan Creek Road and 4th Street. This would beautify and update the Town. It would also help when people are pulling into town, they are not seeing people's backyards with all the toys and other yard items. Mayor Hansen explained that it's not that the homeowners are doing anything wrong, it will keep their yards private. Mayor Hansen would also like to see holiday lights on the light poles around Christmas time. Mayor Hansen suggested that while these items are expensive, perhaps we could find another small community that has upgraded and is willing to sell their old decorations at a discount. She would also like to see flags on the poles as we have done in the past for Wild Horse Days.

Trustee Farris suggested an old-fashioned "Welcome to De Beque" banner or a history of the town on the big window of the old Fire Station.

Trustee Hambrick initially suggested putting a metal sign on the overpass bridge but didn't realize it was a CDOT bridge. Conversation ensued about putting a rearing horse in a different place.

Laura Firth suggested putting a large banner up because they are inexpensive and if colorful enough may draw attention from the highway. She suggested it be like the Wild Horse Days banner that we put up by the highway. Ms. Firth also mentioned that the Town looks almost the same as it did 20-30 years ago. She suggested that she could get a couple of large flowerpots like the ones outside of the Reckless Roadhouse and put them on the empty brown lot coming into town to help with the appearance of the entrance to Town.

Mayor Hansen explained that with the empty lot that Ms. Firth mentioned the issue right now is with the Community Hall coming in we don't want to put a lot of money into that area until it is complete, and we see what the needs still are.

Diane Sandelin's recommendation is to cut the tree down out front of the Town Hall window. She suggested replacing it with flowers or something more eye appealing.

Mayor Hansen directed the question on the tree recommendations to Staff and their opinion on the tree.

Ms. McInnis commented on the more this project is pushed out, the longer the projects will take to get planned, contracted, and completed over the warmer weather months.

Jeanette Refior suggested maybe having an art contest with the school kids to get them more involved in the community. Have the students propose drawings of what the Town looks like now and what it could look like or what they would like to see here and have them go block by block.

Russell Klase suggested more directional signs on where to go and how to get to the Town of De Beque. Mr. Klase offered to donate the huge flowerpots by the Roadhouse to the Town and have local kids paint them.

Rian Wright suggested inexpensive grass seed to add greenery to help the curb appeal of the Town, and he mentioned he could potentially help with purchasing at a low cost for us.

Dwayne Simmons mentioned cleaning the Town up. Bonnie Simmons concurred. Ms. Simmons also mentioned that she has noticed some fences right to the edge of the curb. She asked why setbacks for fences were not being enforced. Ms. Simmons would also like to see the codes for weeds and fences enforced.

Mrs. Green mentioned her two favorite suggestions were something that will identify the Town from the highway and more involvement with local kids.

Mayor Hansen asked if there are any favorite ideas we can set in motion.

Trustee Farris mentioned she liked the idea of a sign out on the highway and the flowerpots at the end of 4th Street to help with the Town's appearance.

Ms. McInnis gave input on the sign and what type we were looking at: banner, metal, or wood.

Whichever option is chosen would need to be as close as possible to the interstate so that passersby can see it. Ms. McInnis confirmed with the Board that their number one priority is the sign. Other options are flowerpots, painting on the windows at the old Firehouse and involving the kids in the painting of that.

Mayor Hansen asked if there was a motion to adjourn the meeting.

Motion:

Trustee Farris motions to adjourn the regular meeting.

Trustee Lippolt seconds the motion to adjourn the regular meeting.

Motion carried 7-0

Adjournment of Regular meeting @ 8:32 pm

**TOWN OF DE BEQUE
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Respectfully submitted,

Lisa Rogers, Town Clerk

Approved by the Board of Trustees

Shanelle Hansen, Mayor