

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
REGULAR MEETING
JUNE 27, 2023**

The regular meeting of the Board of Trustees was held on June 27th, 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 Marshal Bob Dalley, and Town Clerk Lisa Rogers

Also Present: Kyle Dunfee, Christopher Lopez, and Margerita Landeros

CALL TO ORDER:

The meeting was called to order at 6:03 p.m. by Mayor Hansen.

The Pledge of Allegiance was recited.

ROLL CALL:

Roll call was taken, and a quorum was present.

PRESENTATION: TOWN OF DE BEQUE/SCHOOL DISTRICT 49JT ART CONTEST WINNER:

Trustee Farris presented a certificate and check to Christopher Lopez for winning the art contest. The Board expressed their appreciation and told Christopher what a wonderful job he did.

ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA:

Minutes date should read 05/23/2023. Also, change I (b) 2 to read \$16,638.22 or lower.

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

Mr. Kyle Dunfee of 464 Stewart Avenue spoke regarding the chemicals that were used in the spraying process and how they affected his family. He went on to describe the kind of side effects that the chemicals have. The Board spoke regarding MSDS sheets and Staff responded that Mr. Dunfee had been sent the sheets as soon as he asked what the chemicals were.

BOARD COMMENTS:

No Comments

TOWN MANAGER REPORT:

Ms. McInnis opened her Board Report by stating that going forward she would be cutting back on the reporting, and that future reporting would be at a higher level with a broader overview. It is time-consuming and a large part of good management involves hiring the right people, delegating with trust, and not micromanaging staff.

Ms. McInnis went on to describe upcoming calendar events:

The Town will be celebrating Independence Day on July 1st. There will be a parade, barbeque courtesy of the Chop Shop, Bump N Jumps, and a band.

The next Planning & Zoning meeting will be July 11th. We will have one or possibly two action items. We will need a quorum. There will be one or two on the August agenda as well. The code audit will continue if time permitting, but it is secondary to the action item duties of the Commission. The code audit will probably get back into full swing in August or September.

The next Board of Trustees meeting will be July 25th. Everybody is so busy right now that we have had to reschedule the Use Tax workshop a couple of times. We have decided to tack it onto the agenda for July, so we don't need to take another night out of anyone's schedule.

Wild Horse Days will be August 25-27. Planning is well underway.

Ms. McInnis stated that she would be out on vacation. The Town's awesome management team will cover in her absence.

Town Treasurer Katherine Boozell is currently attending the CML conference on scholarship and she has graciously agreed to take on our presentation to Department of Local Affairs (DOLA) in Golden. We will be seeking \$1,000,000 for the water plant.

In recent history, the Town has worked hard to seek funding to cover the unmet needs of the community:

WIINS-Small and Disadvantaged Communities Drinking Water Grant was awarded.

ARPA-In addition to our own, we requested this from the County and received it.

Congressional Directed Spending was awarded for sewer and requested for water plant.

State Revolving funds-We are in process with this request and determination of forgiveness.

And then DOLA

Ms. McInnis stated that DMV2Go will be here June 30th. This has been a great service for the Town; unfortunately, the attendance numbers are low. We may need to go quarterly to see if our numbers pick up enough to make it worth the DMV's effort.

Mesa County Community Hall groundbreaking ceremony will be at 1:00 p.m. on July 27th.

Budget Season has begun. Ms. McInnis explained that it starts with each department head being provided a line-item spreadsheet of their respective budgets with three prior years actuals, a

year-to-date for 2023, and a column to fill in for proposed 2024. They will then meet with Katherine and I to go over it line by line. This mostly occurred last week. We meet with department heads as many times as necessary to refine these numbers and then combine them all before making the tougher decisions for each department. The next step is one on one meetings with each Trustee in late August. Evelyn will be contacting each of you to get these on the calendar. Our first formal presentation to the entire Board must be in late September to meet the October 15th deadline. At that point, we plan to have a relatively final budget that may only need minor adjustments prior to the final adoption in November. The hard deadline for the adoption of the final is December 15th and we hope to avoid a special meeting during the holiday season. Last week one of our employees sent us an email from their work email address. He opened a new account and asked us to direct Friday's payroll check to his new account. His De Beque email had been hacked and we ended up depositing \$2,085.95 in an unknown individual's account with Metro Bank. We caught the mistake quickly, and our bank was working to try to pull the funds back from Metro Bank. Right before the meeting, we were notified that our bank had been unsuccessful in retrieving those funds. There is not a lot to be done at this point other than to own it and learn from it. From this point forward, employees will be required to make all changes with accounts in person with Admin.

Ms. McInnis stated that with regards to mosquito spraying, we cannot win. We get calls wanting it now or yesterday and others not wanting it at all. Chemicals have increased in price significantly and our fog spraying is not ideal. The Town has tried to hire outside contractors, but they do not generally offer the services that we need. They are also more expensive and cannot use our chemicals. Private individuals are free to hire out for more comprehensive and effective services on their individual properties. This year we are trying to absorb the cost of this position within Public Works with Mr. Rian Wright. We need to be careful though that this new hire was made to be forward looking. Mr. Wright still needs to have time to get his certifications for our water and sewer plants. We have to reserve time for this training and experience to fill the Town's future needs for essential health and safety tasks within the plants. The mosquito technician is secondary to safe water and treatment.

Ms. McInnis stated that there was a citizen that she believed wanted to speak regarding the mosquito spraying. After getting permission from the Board, Mr. Kyle Dunfee of 464 Stewart Avenue spoke regarding the chemicals that were used in the spraying process and how they affected his family. The Board spoke regarding MSDS sheets and Staff responded that Mr. Dunfee had been sent the sheets as soon as he asked what the chemicals were. Ms. McInnis stated that if a citizen wanted us to skip spraying their property, they could come to Town Hall and fill out a form each year. They also need to flag the corners of their property so that the tech can clearly see where they should not spray.

Ms. McInnis stated that the Town is doing its best to provide access to bulk water to the entire community at an affordable rate. We also purchased a credit card machine last year to try to further accommodate the mostly out of Town consumers. The credit card machine got fried. Luckily, there is a local vendor, and the Town was able to get one installed in a day or two. Now the timer is malfunctioning. A new one has been ordered. Ms. McInnis stated that she has to

weigh keeping it open so that all can continue to get water even if it's a quarter at a time, or just temporarily shutting it down and folks will need to drive to Parachute or elsewhere. We post signs and do our best.

Ms. McInnis moved on to discuss meetings that had been attended recently. Mr. King and Ms. McInnis attended a United States Geological Survey (USGS) meeting. The USGS will be monitoring near Rulison for early warnings and doing sampling.

The Opioid Governance Board met again and there is now a list of allocations of the \$710,000 to the 6 programs awarded funds in the first year and how it's divided between Recovery, Prevention & Education, and Treatment.

UC Denver came out and gave another presentation. There was good turnout for their presentation during a community meeting just after the last Board meeting. They narrowed down the conceptual ideas previously submitted to two different options based on Community feedback. Given the feedback from that meeting, they will blend the best of both options into one for presentation and possible adoption by the Board during the July regular meeting. Very exciting and a big step towards moving forward with plans for the Riverfront.

The Town met with a group of local Retirement Plan administrators to begin vetting alternative options for our employee plans. Staff have some concerns about Mission Square. ICMA has been making some adjustments at the top level of management. Our experience has been less than desirable. They did not have a copy of our plan, (neither did we), but they were charged with administering it. It has been a nightmare to work through this with them. It has taken about a year to reconcile this. They seem to be at a loss about every third time that we send in contributions. We send an accounting with each contribution every time and our checks are being held for months. The Town owes it to our employees to shop around every now and then. Staff will bring any information or recommendations we may forward to the Board in the near future.

The Congressionally-Directed Spending process has been frustrating. Staff met with the Environmental Protection Agency (EPA) regarding the \$1,246,000 in Congressionally Directed Spending that we were awarded. Somehow between the initial letter/request and award, the verbiage in the Act was changed. Things that were listed in our initial request are now "outside the scope." The Town must seek technical correction through our senators.

Ms. McInnis stated that she had been contacted by Gerald of Dependable Waste. He has sold the business. Staff met with new owners, Bruin Waste Management. The company services Parachute, Montrose, and a host of other communities in between. Our contract does not allow assignment without the Town's consent. There is a 5-year contract with 4 remaining. Ms. McInnis has requested financials and references.

Ms. McInnis continues to attend meetings with Mesa County and its municipalities. The landfill is losing money because the private sector is competing and County trying to stop the bleeding. One proposal was to shut down the transfer station. We successfully fought back on that one at least tentatively. Now there is a proposed IGA that would levy a 10% surcharge to each municipality. The proposed IGA contemplated each municipality must opt in and if not, those in the zip code couldn't use the landfill. There was strenuous objection, especially from Ms.

McInnis and the Town of Collbran. Residents in the Town limits already pay for trash hauling, recycling, spring clean-up, and the burn-pile. It is not fair to charge them yet again with a 10% fee to cover the losses of the landfill and those living outside Town limits in unincorporated Mesa County.

Ms. McInnis stated that she has arranged for a one-on-one meeting with Commissioner Daniels and Ethan Shaw of The Flower Collective on July 11th to discuss BLM lands and options for recreation outside of Town. Ms. McInnis stated how appreciative she was of the courtesy extended by the Commissioners to sit down and discuss this with us.

Ms. McInnis met with some realtors regarding the development of the Latham property adjacent to the Town's riverfront property which is under contract. Preliminary at this point. Large RV park. This property is currently outside of Town limits.

Mayor Hansen hosted the quarterly Commissioner/Mayors/Managers luncheon in June. She did a great job and even brought cookies. Lunches were from the Roadhouse and Country Store. This is the first time that it has ever been hosted by De Beque. It is usually at the County buildings. It is good to hear what's going on in other communities and what some of their needs are. It presents an excellent opportunity to collaborate.

Ms. McInnis stated that she had recently spoken with the County regarding assistance for our municipal election. The County brought down the County Clerk Bobbie Gross and the head county attorney to discuss it. The County cannot officially take on our April elections because they have a full schedule with Presidential primaries and the like. However, they are willing to loan us personnel, equipment, order ballots, etc. They even proposed an IGA to make it happen. Lisa is working to schedule a meeting in Grand Junction with the Clerk and the County. Hopefully, the Town will be able to save money.

Ms. McInnis met with Corey Brundyl of Region 10. They are already working with Collbran on broadband. Ms. McInnis senses an opportunity to request a little more assistance from Mesa County to get an appendage from the Collbran location to our fire station. She has reached out to Chief Forrest Matis to collaborate on this, but he's very busy with the wildfires. This is another example of how our networking with other entities is so important. Mr. Matis and Ms. McInnis will need to get Collbran, Region 10, and Mesa County to agree.

On the desks is a responsive memorandum to the Mayor's request regarding excise taxes. The first graph outlines 3 major tax revenue sources from 2018-2022. County Sales Tax, Town Sales Tax, and Excise Tax are just 3 of the 13 sources of tax revenues. The second data set shows exactly what the tax revenues from all 13 sources were in 2021 and 2022 and the total expenses covered by these revenues in the same years. This could be taxes collected from the Country Store, the Chop Shop, property taxes and/or excise taxes alike.

The Town recently did CPR and AED training for all Admin and Public Works staff. It is good for our insurance, but it is also very valuable to an AED unit and improved first aid kit in our Community Center.

CDOT has had a change of heart with the light pole that was knocked down last year in an accident. They have stated that they will provide the pole, the crane, and mobilization. The Town just need to have our electrician available at the time they are ready to go.

In the back portion of packets is the first field report to the Water Court regarding our request to continue our conditional water right. It is a big step in the right direction, but nothing has been decided yet.

Ms. McInnis stated that at last count, we had 11 Requests for Proposals or Bids out for various projects. Many of those are being addressed on this evening's agenda.

Ms. McInnis stated that in July she would be asking the Board to amend the current limits to Town Manager authority to execute and approve contracts from \$10,000 to \$150,000. We are simply wasting time and resources with the redundant process. For comparison, the City Manager in GJ has the authority to do so for over \$500,000. The Board approves of these expenditures prior to the beginning of the fiscal year through the budget and then has an accounting of all spending monthly. What we are forced to do now is to prepare resolutions approving contracts after we receive bids or contracts. We must wait for the next board meeting before anyone can take action on the contracts. It is a waste of time for the constituents and resources for the taxpayers.

The barbeque grill went out for bid. There were 11 downloads of the information, but no bids. We will reach out to each of these entities seeking alternative proposals.

Ms. McInnis went to speak to the Town's bio-solids becoming a problem. The Town has contacted 11 companies regarding the removal of the waste. Of similar note, the Town received questions regarding an RV dumping Station. That would likely need pre-treatment of some sort. The Town currently cannot manage hot loads whether it be the Pine West property or other properties with interest for development of RV parks.

The Town has submitted our completed SRF loan application which was due June 15th. There was a lot of intense work and hours on many fronts (for example-Jeremy's ½ specs). Now it is time to wait for the answer.

Regarding the Sewer Bore RFP, there was a mandatory in person meeting with 11 contractors and bid opening of five last week. The Town that around this morning and the bid award is on tonight's agenda. The Town was awarded \$400,000 with a \$400,000 match from the Town. The match has been leveraged with ARPA monies. While the bid was low, nothing ever comes in under bid estimates. The sewer bore will be happening this year.

Pine West would like to finalize their plat for development of what was previously going to be a Maverik, which is great news for De Beque. David McConaughy will continue to work on this on behalf of the Town as he is already familiar with the project to save resources and time.

Ms. McInnis discussed that the Rec Dept had great success with its last karaoke night. Swim days are awesome. The Town had to cancel this week. The bus is at the shop being repaired as it will not go in reverse. If it is in there for another week, the Town will collaborate with the school for an alternative.

Ms. McInnis stated that there would be a new section to her report. It will be called Plant a Seed. This section will include things that may be on the horizon.

The Fill Station is not ideal in current location. The plans were submitted in the plans for SRF funding but that is temporary. Is there a need/desire to move to the south side? Eyeing Town-owned property south of Bass Lake.

Is there value in putting restrooms in the park again? They were vandalized in the past and were taken out. The building is now just being used as storage.

The Town may look into supplemental Medi-Care insurance for senior employees as an alternative to Town health insurance. Employees would have their choice and may be able to get added value at a lower cost.

Should we paint "Old Towne Firehouse" and possible Fire logo on our old firehouse for cosmetics?

Finally, there will be a new Town Notice Board soon. It's been completed and is currently hanging on a forklift in the Marshal's department until we can carve out time to set it properly in the concrete. The Town only paid for the materials. Design, labor, and delivery were all donated. We hope you like it.

CONSENT AGENDA:

- a. **Approval of Minutes:** May 23rd, 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 ORDINANCE NO. 533 (series 2023):** An ordinance amending the De Beque Municipal Code to adopt updated and comprehensive business licensing provision, repealing inconsistent provisions, and clarifying exemptions.
- d. **Discussion and action regarding RESOLUTION NO. 2023-10:** A Resolution ratifying the approval of the agreement for professional services with WestWater Engineering, Inc., in the amount of \$300,000 for the purpose of completing the design phase of the municipal domestic water treatment plant upgrade.
- e. **Discussion and action regarding RESOLUTION NO. 2023-11:** A Resolution authorizing the award of a contract in the amount of \$525,000 to ClayCo Construction, Inc. for the construction of the I-70 Gravity Flow Sewer Bore.
- f. **Discussion and action regarding ORDINANCE NO. 534 (series 2023):** An ordinance amending the De Beque Municipal Code to comply with changes in state law pertaining to the collection and administration of local sales tax. dopt updated and comprehensive business licensing provision, repealing inconsistent provisions, and clarifying exemptions.

Discussion Before Motioning on the Consent Agenda:

Mayor Hansen asked if anyone had any further questions or comments on the Consent Agenda items. There were none.

Motion:

Trustee Hambrick motioned to approve all items on the consent agenda.

Trustee Lippoldt seconded the motion.

Motion carried 7-0.

REGULAR AGENDA:

NEW BUSINESS:

REMAINING BILLS AND EXPENDITURES: Expenditures related to the Country Store.

Mayor Hansen asked if anyone had any further questions or comments regarding the expenditures related to the Country Store. There were none.

Motion:

Trustee Farris motioned to accept the expenditures related to the Country Store.
Trustee Hambrick seconded the motion.
Mayor Hansen abstained.
Motion carried 6-0.

DISCUSSION AND ACTION REGARDING ORDINANCE NO. 535 (series 2023): An ordinance amending the De Beque Municipal Code to adopt Chapter 4.18 pertaining to the certification by the Town of delinquent taxes, fines, or fees and collection of those sums by the County Treasurer in conjunction with real property taxes.

Ms. McInnis explained that now we are able to do special assessments for more than the delinquent utility bills; that the Town can now levy for sums due to the Town. Mayor Hansen asked if anyone had any further questions or comments regarding Ordinance 535. There were none.

Motion:

Trustee Lippoldt motioned for approval of Ordinance 535.
Trustee Farris seconded the motion.
Motion carried 7-0.

OLD BUSINESS:

DISCUSSION AND AWARD OF CONTRACT FOR MINI EXCAVATOR FOR PUBLIC WORKS:

There was discussion regarding attachments and warranties included in each bid.

Motion:

Trustee Farris motioned for approval of the Bobcat Bid.
Trustee Lippoldt seconded the motion.
Motion carried 7-0.

DISCUSSION AND AWARD OF CONTRACT FOR MOWER BID OF \$16,638.22 FOR PUBLIC WORKS:

There was discussion regarding the mower and attachments.

Motion:

Trustee Farris motioned for approval to accept a bid of \$16,638.22 or lower for a mower for Public Works.

Trustee Hambrick seconded the motion.

Motion carried 7-0.

DISCUSSION AND AWARD FOR CONSTRUCTION OF A NEW TOWN SIGN:

Discussion ensued over the benefits of each sign. Ms. McInnis will get samples of the different colors of sandstone.

Motion:

Trustee Wood motioned to award Carlson Memorials the contract for option A for the new Town sign.

Trustee Farris seconded the motion.

Motion carried 6-1.

More discussion continued concerning font, wording, and horse placement. Ms. McInnis stated that she didn't think that we would need all the details worked out at this point, but we need to give CDOT a general idea of what the sign will look like and what materials will be used. She stated that she would speak with Carlson Memorials regarding all concerns. A second vote was cast to award the contract under more broad terms and the Board will decide specifics once we have more designs and see the color options. Ms. McInnis will follow up with Carlson regarding the following details: metal arrows pointing towards Town, the horses flipped so that they are running towards Town, and the wording "Welcome to De Beque" and "Wild Horse Country."

Motion:

Trustee Lippoldt motioned to award Carlson Memorials the contract for a new Town sign.

Trustee Farris seconded the motion.

Motion carried 7-0.

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

Motion:

Trustee Farris motioned to adjourn the regular meeting.

Trustee Hambrick seconded the motion.

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Meeting adjourned at 8:19 p.m.

Respectfully submitted,

Approved by the Board of Trustees

Lisa Rogers, Town Clerk

Shanelle Hansen, Mayor