

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
PUBLIC MEETING
AUGUST 27, 2024**

The regular meeting of the Board of Trustees was held on August 27, 2024, at 6:00 p.m. in the Community Center, 381 Minter Avenue, De Beque, Colorado. Present were the following:

Mayor: Shanelle Hansen

Trustees: Cindy Farris, Sarah Hambrick, John Giffin, and Vernon Bruse

Absent: Walter Wood and Lisa Lippoldt

Staff Present: Town Manager Care' McInnis, Town Clerk Lisa Rogers, Marshal Bob Dalley, and Attorney Michael Santo

Also Present: Dawn Palmer, Judy Lake, Kathy Latham, and Brian Sheley

CALL TO ORDER:

The meeting was called to order at 6:02 p.m. by Mayor Shanelle 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:

Ms. McInnis stated there were none, but that the Sheley public hearing would need to be opened and continued.

ITEMS FOR PUBLIC PARTICIPATING IN CONFERENCE:

There were no public comments.

BOARD COMMENTS:

Trustee Farris stated that she heard on the news about the EEE Virus back east. She is glad that the Town sprays for mosquitos.

Trustee Farris asked if staff could have packets available earlier on Fridays. Mayor Hansen suggested that staff have what's ready, available for pick up and send the digital when complete. Ms. McInnis stated that we could put in a colored sheet for items that are missing.

Judy Lake stated that spraying for mosquitos has helped a lot this year. She also stated that she noticed that the Town didn't spray the previous evening, and the mosquitos were bad due to the rain. Mayor Hansen stated that Mr. Hunter had fallen asleep and missed the night before but would be spraying tonight.

Trustee Hambrick stated that Wild Horse Days was a hit. Mayor Hansen agreed and stated that she appreciated Marge taking the Pie in the Face for her.

Mayor Hansen asked about the Planning Board appointment. Ms. McInnis stated that she will make it an item for next month's agenda. Mayor Hansen reminded the Board that they had voted to continue the Planning Board to ease the burden on the Board of Trustees of hearing all the planning issues. She stated that she understood that there are legitimate reasons for not being able to serve, but really needs someone to step up. Mayor Hansen stated that she may just have to appoint a Board member to serve if not. Ms. McInnis stated that maybe the Board should discuss a small stipend to increase applications to and reduce burden of serving on the Planning Board. Mayor Hansen also stated that she would reach out to Commissioner Firth to see if she could make the next Planning Meeting. Trustee Hambrick stated that she would think about it. Ms. McInnis stated that if not, there may not be a quorum to conduct business. The discussion turned to perhaps having alternates serve when a regular member could not be there or needs to conflict off a particular topic. Ms. McInnis stated that she will investigate the legality with the Town Attorney.

PUBLIC HEARING REGARDING ORDINANCE 543: AN ORDINANCE AMENDING THE TOWN OF DE BEQUE ZONING MAP FOR THE PROPERTY LOCATED AT 4490 ROAN CREEK ROAD, AND CHANGING THE ZONING FROM SERVICE COMMERCIAL TO AGRICULTURAL/OPEN SPACE (AG).

Ms. McInnis asked if item 2A could be taken out of order. Mayor Hansen opened the public hearing at 6:20 p.m. The applicant Brian Sheley was present. Ms. McInnis requested that the hearing be continued to a date certain of September 24, 2024. She stated that the reason for the continuation was that there had not been a quorum at the Planning Commission meeting so there is no recommendation from them. Continuation was requested so that Mr. Sheley would not have the expense for republishing the public notice. Mayor Hansen stated that the Public Hearing for 4490 Roan Creek Road rezoning will be continued to September 24th at 6:00 p.m. The public hearing was closed at 6:26 p.m.

TOWN MANAGER REPORT:

Ms. McInnis reported that Deputy Matt Surad is doing well, and we are extremely grateful for that and for his service to the community. Ms. McInnis stated that she was not going to go into the details of the incident since it was still being investigated. Deputy Surad did authorize Ms. McInnis to share that he suffered a broken jaw (in two places) and that he had a fractured eye socket. Deputy Surad successfully underwent surgery last week and he dropped by the office today. 911 Dispatch has set up a mealtrain for the Surad family and the link is on the desks.

Wild Horse Days was a big success. Ms. McInnis enjoyed it and hoped that everyone had the opportunity to take part in the events. September 21st is Oktoberfest.

The Mesa County Community Hall is starting to see some use which is exciting. Marge has started volleyball in the facility. The facility has also been rented for a party. The County Committee has also worked hard to set up a farmer's market.

Budget season is in full swing. There have been several meetings among staff with Katherine at the helm. Ms. McInnis and Katherine will meet with each member of the Board the week of September 9th. The preliminary budget will be presented to the Board during the September BOT meeting to meet the October 15th deadline. Tweaks may be needed, and the final proposed budget will be put in front of the Board for adoption during the November BOT meeting.

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 27, 2024
PAGE 3**

It is also open enrollment season. We are always looking to reduce the cost or at least maintain in terms of current benefits such as health insurance. Ms. McInnis stated that she had met with Lisa and Katherine today to review all the new rates.

Ms. McInnis, Katherine, and Stephanie all attended the Regional Economic Summit this month. It was a great opportunity to learn about the status of the economy by region and municipality and the economic outlook moving forward. There were many presenters, and it was a great opportunity to network with regional leaders and providers. In attendance were ranchers, commissioners, AGNC, DOLA, the Business Incubator, town managers, CMU, and staff.

Ms. McInnis stated that she had embarrassed Katherine by asking AGNC for the last \$500 left in the kitty for grants after we already received two this year and last.

Please mark your calendars for Thursday, September 5th at 11:30. Ms. McInnis stated that they met with the Business Incubator (BIC) folks at the conference, and they have generously planned to bring some of their team to De Beque. There will be a pizza lunch from 11:30 to 1:00 and the community is invited and encouraged to come listen to the BIC team. Ms. McInnis along with Stephanie and the BIC team will drop by some of the local businesses before and after lunch to hear what their needs are and to let businesses know what services may be available. This will also be an opportunity for the BIC team to learn a little more about De Beque and small business owners' needs. Please spread the word. You do not have to be a small business owner. The BIC can help someone with just an idea or desire to help improve the economy of the region.

Ms. McInnis stated that she was happy to advise that Jesse Palmer was newly appointed to the Planning Commission. Laura Firth and Ben Sheley were also reappointed. Congratulations to all. Mr. Palmer was also selected to be the Chair of the Commission. Ms. McInnis stated that we are still struggling with filling all the seats on the Planning Commission. It is very important to get these seats filled as there are important matters coming before the Board. There was a matter that was set for consideration on August 13th with the hope of a Board of Trustees hearing tonight. Unfortunately, there was not a quorum even with the new appointment of Mr. Palmer. The matter had to be continued for the Planning Commission and now the Board of Trustees as well. There is an open seat for a Board of Trustees member. Please consider serving in this role.

Ms. McInnis stated that staff has spent quite a bit of time with NeuComm working on the Broadband project this month. This project takes a lot of behind-the-scenes work, from legal to walking the fiber route. There is a kick-off meeting as well as other set meetings throughout the month. There will be a meeting each month the week before each Board meeting. This Thursday, Mr. McAnany (Town Attorney) and Ms. McInnis will meet with the County Attorney, County Administrator, County Administrator in waiting, NeuComm, Region 10, and County staff regarding important details of the project. These details include easements, installation of conduit across County property, construction of the CNL building itself, leases, and the contract with Region 10 for the management of the CNL. Mr. McAnany will be reaching out to Collbran to discuss the shared vault.

Ms. McInnis asked the Board to recall that she had given a presentation to the State, the local folks with OEDIT, and the Governor's folks in Palisade. It was a short presentation as they were strapped for time since they were meeting with people from Palisade, Grand Junction, and Fruita. Ms. McInnis invited them to visit De Beque to have eyes on the community. They agreed. Ms. McInnis and Stephanie gave the regional OEDIT representative a tour. They dropped by most of the businesses and invited all to lunch.

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
REGULAR MEETING
AUGUST 27, 2024
PAGE 4**

Ms. McInnis stated that in addition to broadband, the Town has lots of projects on its plate all at once. There is the water plant, sewer improvements, broadband, the comp plan, sidewalks, and the wrap-up of business signs and fencing. Ms. McInnis stated that staff has limited bandwidth and there is lots of grant money that we currently need to spend, but Ms. McInnis saw another opportunity that was too good to pass up. She and Stephanie met with the regional representative from Great Outdoors Colorado (GOCO). They oversee proceeds from the Colorado Lottery. This meeting was regarding the development of the River Front. Ms. McInnis gave the representative a site tour and reviewed the design and report developed through a grant with UC Denver. If we do not start pursuing grants now, the \$1M pricetag is likely to increase. The grant process is very competitive and a bit discouraging. Last year, \$10M was in the pot for the entire state. There are three cycles of approximately \$3M each. For the first cycle, there was \$31M in asks. There are many steps in pursuing these funds. It starts with a 2-page letter of consideration. If you are lucky enough to be one of the few selected, the next step is an invitation to apply. Often, it takes many attempts, and you could be passed on to a future cycle or year. We were advised that the Town will need to have Community buy-in to get funding. This could be through donations, in-kind or otherwise, other small grant asks, social media support from community members to show that they are behind the project, and community member attendance at project meetings. This is not an overnight process. We have already submitted a request for preliminary comments from the Army Corp of Engineers and Colorado Parks and Wildlife.

Ms. McInnis stated that staff had opened the sealed bids for removal of the compost pile. This was not budgeted for in 2024. We will need to determine if we can move forward in this year's budget or possibly seek a supplemental budget from the Board or request it from the Board in 2025. Mayor Hansen asked if the Town had heard from Bruin. Ms. McInnis stated that we had gotten a quote for a bin just for grass clippings. Bruin would drop off bin in the morning and pick up the evening of the same day. Mayor Hansen asked couldn't we just have a bin there full-time and it be picked up once a week. Ms. McInnis stated she thought there was a reason that it needed to be disposed of the same day. Perhaps because it creates gases as it breaks down. Ms. McInnis stated that we need to try to get rid of the pile that we have now and that going forward we would need to police to ensure that what is being thrown in the bin is true compost. Change is always difficult, but we can alert the public through the newsletter and Facebook.

Ms. McInnis asked the Board to recall that staff had submitted a request for \$303,000 in Congressionally-Directed Spending for a secondary water source. Both Senator Bennet and Congresswoman Boebert sent up our project. The De Beque project did not make the Senate bill, but it did make the House bill. It is kind of crazy when you see the limited projects that made the cut. Examples are \$1M for water project, \$35M for rural water technical assistance, \$2.5M for wolf livestock demonstration program, \$14.43M for national landslides hazards, and yes \$303K for De Beque. The site visit was invaluable for both eyes on De Beque and for the connections.

Ms. McInnis stated that the Town has also been awarded a \$6000 grant with no match from the Town. There were 104 applicants and thirty-eight awards. It is from SIPA. The grant focuses on updating the Town's website for ADA compliance, organization, user-friendliness, and other various services. Stephanie will take the lead on this until we can staff it in-house.

CONSENT AGENDA:

- a. **Approval of Minutes:** July 23, 2024.and August 13, 2024
- b. **Bills and Expenditures:** July 2024.

Discussion Before Motioning on the Consent Agenda:

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

Motion:

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

Trustee Hambrick seconded the motion.

Motion carried 5-0.

REGULAR AGENDA:

NEW BUSINESS:

Remaining bills and expenditures: Expenditures related to the Country Store

Trustee Giffin asked what these expenses were for. Mayor Hansen stated that mostly it was for fuel for public works and the marshal's department. Ms. McInnis stated that staff also purchase fuel at other places.

Motion:

Trustee Hambrick motioned to approve expenditures related to the Country Store.

Trustee Giffin seconded the motion.

Mayor Hansen abstained.

Motion carried 4-0 with 1 abstaining.

DISCUSSION AND ACTION REGARDING RESOLUTION 2024-27: A RESOLUTION MODIFYING THE BUSINESS HOURS OF TOWN HALL TO MONDAY THROUGH THURSDAY, FROM 7:30 A.M. TO 5:30 P.M.:

Ms. McInnis stated that she had been hesitant to bring this up in the past as she wears both manager and employee hat. She stated a four-day work week provides work-life balance for the employee. She also stated that Fridays have been our slowest day of the week. Both public works and the marshal's department work modified shifts. Regionally, other municipalities such as Montrose, Silt, Parachute, Naturita, and Garfield County all have four-day work weeks. Ms. McInnis stated she had been asking everywhere she went what the other agencies thought of the four-day work week. Answers she got included that the public likes extended hours and that personnel were happier with three days off. There have been complaints in the past from those who can't make it in during business hours. For employees, work-life balance generally increases productivity and lowers absenteeism. There would be minimal savings for the Town, but there may be a savings to the employee due to less commuting and lower childcare costs. Ms. McInnis stated if this passes, that staff would give residents notice well in advance. Mayor Hansen expressed concern regarding the description in the handbook of a full-time employee working four 10-hour shifts. Ms. McInnis stated that if it reads that way, it needs to be changed. Attorney Michael Santo stated he could make that change. Resident Kathy Latham stated that when it is a holiday week that there would be four days in a row that staff would not be at Town Hall and that was too long. Trustee Farris asked what if staff can't physically handle the longer hours. Ms. McInnis stated that the three-day break can be restful. Trustee Giffin asked what sort of services would be missed on Fridays. Town Clerk Lisa Rogers

stated that those services were requesting quarters and notary services mostly. Mayor Hansen stated that when she was working in administration in Glenwood Springs that working four tens was amazing. She also stated that she has worked where there was no fluidity of schedule and that she did not fit inside a box. It was the beginning of the end. Some jobs become too constrictive with time constraints and there is a loss of efficiency. There was a question of how the Rec Department works with the restriction of four 10-hour shifts. Ms. McInnis explained that it would not be a restriction as Rec would work when they need to work to be able to carry out activities. Mayor Hansen requested a Friday survey to see what residents want and determine what was the best balance. Trustee Farris asked could the item be tabled until next month. Trustee Hambrick asked if we could do a staff survey to see what the employees want. Mayor Hansen stated that this was a big step and wasn't sure how she felt about it. She stated that she would like to put in the newsletter that the Board was looking to decide about extended hours and give the public a chance to speak before a decision is made. The matter was tabled until September's BOT meeting.

DISCUSSION AND ACTION REGARDING RESOLUTION 2024-28: A RESOLUTION REGARDING MODIFICATIONS TO THE TOWN'S PERSONNEL AND POLICIES AND PROCEDURES MANUAL AS IDENTIFIED IN THE ATTACHED DOCUMENT:

Attorney Michael Santo explained that this is the follow-up to the July workshop regarding the De Beque Medical Leave. There was also some clean up regarding definitions and formatting issues. There was an update to have "hair" as a protected class. Also, veteran was defined. For Section XVII, columns were removed showing holiday hours. The holiday hours were not removed just the table updated for clarity. De Beque Medical Leave was added to give benefits that are consistent with FMLA. Mayor Hansen told Mr. Santo that she was satisfied with the policy, and he did a great job. Mayor Hansen stated that she knew that the at will termination/layoff needed to be in the manual as long as it is not due to a person taking medical leave. Mr. Santo stated that he prefers there to be a reason for a termination vs. at will. Ms. McInnis stated that there would need to be a black and white issue to terminate someone after a medical leave. Ms. McInnis stated that for the resolution they could use accept all but four 10-hours shifts in the language for the motion.

Motion:

Trustee Hambrick motioned to approve Resolution 2024-28 except for four 10-hours shifts.
Trustee Farris seconded the motion.
Motion carried 5-0.

DISCUSSION AND ACTION REGARDING ORDINANCE 544: AN ORDINANCE AMENDING THE DE BEQUE MUNICIPAL CODE TO ADOPT AND CONFIRM THE CURRENT ZONING MAP OF THE TOWN OF DE BEQUE:

Mayor Hansen opened the Public Hearing at 8:00 p.m. Ms. McInnis stated that staff had worked hard to clear up discrepancies in previous versions of the zoning map. She stated that staff went through ordinances and the map together to make sure that it is as accurate as possible so that we can hand out the zoning map with confidence. If anything is wrong, ordinance prevails. There were no changes made regarding zoning. The legend was also updated to reflect consistent terminology. The Planning Commission recommended adopting the updated zoning map. There were no public comments. Mayor Hansen closed the public hearing at 8:07 p.m. Mayor Hansen stated that the map is as accurate as she has ever seen it.

Motion:

Trustee Hambrick motioned to approve Ordinance 544.
Trustee Bruse seconded the motion.
Motion carried 5-0.

ADJOURNMENT

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

Motion:

Trustee Hambrick motioned to adjourn the meeting.
Trustee Farris seconded the motion.

Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Approved by the Board of Trustees

Lisa M. Rogers, Town Clerk

Shanelle Hansen, Mayor