

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 22, 2022**

The Regular Meeting of the Board of Trustees was held on February 22, 2022, 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	Walter Wood	Judy Lake
	Sarah Hambrick	Dave Jackson	Summer Black-Greening

Staff Present: Care' McInnis, Town Administrator; Lisa Rogers, Interim Town Clerk; Bob Dalley, Marshal; Mark King, Public Works Director

Also Present: Mike & Michelle Burns, Tom Johnston, Jim Roberts, Lisa Lippoldt, Vern Bruse

CALL TO ORDER:

The meeting was called to order at 6:00 p.m. by Mayor Shanelle Hansen.

The Pledge of Allegiance was recited.

ROLL CALL:

Roll call was taken, and a quorum was present.

DELETIONS AND ADDITIONS:

Town Administrator McInnis let the Board know that due to the weather the presentation by Mesa County Department of Human Services Programs would be postponed until April's meeting. Ms. McInnis also introduced Mark King as the Interim Public Works Director and stated that he was there to answer questions later during the meeting. Ms. McInnis also stated that line item 10 E needed to have the words "and Treasurer" added. The Board had no objections.

APPROVAL OF MINUTES:

Mayor Hansen noted a changed to the minutes. She stated that the minutes said that "Shanelle Hansen heard that Karoke Night was great", but she was actually there and experienced it. Minutes to be updated with that correction.

Motion:

Trustee Hambrick moved to approve the minutes of January 25, 2022, as amended. Trustee Farris seconded. The motion carried with Trustee Black-Greening abstaining.

BILLS AND EXPENDITURES:

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#A Motion: Trustee Wood moved to approve the expenditures relating to the Country Store. Trustee Black-Greening second. Motion carried with Mayor Hansen abstaining.

#B Motion: Trustee Farris moved to approve all remaining transactions, financials, bills and expenditures. Trustee Wood seconded. The motion carried 6-1 with a nay vote from Trustee Black-Greening.

PUBLIC COMMENTS ON THE ISSUES NOT ON THE AGENDA:

There were no public comments.

BOARD COMMENTS:

Trustee Wood stated that he had a public safety concern. He wanted to know if there was a way to mitigate the runoff by the train track bridge. As ice is melting and running down the hill, it is creating very icy road conditions. He wanted to know if there was a way to reroute the drainage by cutting a culvert or installing a cattle guard.

Trustee Wood asked who was responsible to maintain the electronic sign on the bridge. Trustee Black-Greening stated that she believed we were waiting on a solar light/battery. Marshal Dalley stated that the batteries had been discontinued, but a retrofit kit was available. The retrofit kit/battery is \$1400, and a new sign is \$3000.

Trustee Wood also inquired about the coin machine for the bulk water. He had heard from several members of the community that it is often not working. Trustee Black-Greening asked if contact information could be posted so that someone could be alerted after hours when there are problems. Ms. McInnis stated that she planned to address the bulk water issue and will be looking into who is responsible for maintaining the road/area by the railroad bridge. Trustee Hambrick also expressed concern over the bulk water machine and stated that many have expressed frustration to her.

TOWN MANAGER REPORT:

Ms. McInnis reported on the following:

She congratulated the mayor and new board members. Shanelle Hansen will be appointed to serve a 4-year term as Mayor. Lisa Lippoldt, Vern Bruse, and Walter Wood will each be appointed to serve 4-year term as board members. Sara Hambrick will be appointed to a 2-year term as board member. April 26th will be the board turnover.

Ms. McInnis went over upcoming calendar events. March 22nd there will be a public hearing to adopt the 2020 Model Traffic Code. The Planning and Zoning Commission will meet March 8th to review code and go over any submitted applications. There are none currently. There will be another Joint Workshop on March 15th at 5:00. The community is invited to attend. Mayor Hansen stated that it is an interactive informal workshop. There will be presentations at the Board Meeting in March, April, and May. There will be upcoming interviews for Clerk and Treasurer that will need to be scheduled as well.

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as creating a scholarship committee. The Town financial audit is next week. There is also a CIRSA audit next week. Trustee Black-Greening inquired about attending the financial audit and if she could be sent information regarding the rankings from the last Joint Workshop.

Ms. McInnis stated that the Town is getting a lot of calls for development. She went through how staff is constantly fielding calls and trying to help narrow the focus so that developers can get their processes started. The Town is currently talking with developers regarding an AirBNB, an RV park, a Maverik, and grow facilities.

Ms. McInnis had another Opioid Board meeting. They are focusing on 3 frequent impacts: hospitals, the justice system, and Mind Springs. Trustee Black-Greening inquired if Ms. McInnis brought in the books that she had asked for. Ms. McInnis explained that she had not received any distribution of funds or direction from the Board.

In terms of grants, Ms. McInnis and Mayor Hansen attended a luncheon with Rick Garcia (Executive Director, Colorado DOLA). Elected officials and managers from many municipalities were in attendance. Topics included Water/Sewer infrastructure, trying to complete projects with skeleton crew, and obtaining planning grants. The Town will also be trying again to get the designation as a disadvantaged community. This can help with lower interest rates and loan forgiveness. The Town will be submitting a grant request with CDOT to get new sidewalks. Ms. McInnis stated appreciation to the businesses that submitted letters of support. Ms. McInnis is also still working on the Roadmaps to Resiliency. It allows for consultants to come in and give advice to strengthen economic development. We are a part of the Fruita team who is submitting the application for Mesa County. Our rate study is still a work in progress. There is the issue of what water rates should be now verses once we have the new water plant. Ms. McInnis is hopeful to get a smaller study now and a more encompassing one once we have the new water plant. Trustee Black-Greening inquired if the rates would be raised at the fill station once the new machine goes in. Ms. McInnis stated that water rates require board action. The new machine will allow for rate changes going forward. We need to have rate study so that there is objective data to justify any rate changes. We will be trying again to get disadvantaged community status for SRF funding which deals with the drinking water to receive matching funds.

Ms. McInnis is still participating in meetings with AGNC (Associated Governments of Northwest Colorado) so that the Town is aware of new legislation that may soon be passed.

Blue Stone had another board meeting, and our attorney was in attendance. To make sure that our portfolio is accurate, Ms. McInnis has spent time trying to track down and gather the outstanding Blue Stone Ditch water shares. The Town had six and an additional ten shares were transferred from Schlumberger as Derek Hansen and Angela Barton signed the required affidavit to Schlumberger allowing the transfer. Another three shares were transferred to the Fire District and should ultimately go to the Town; that is in process. There is a discrepancy of how many may be outstanding with Schlumberger and to who those shares need to be transferred.

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Marshal's department has updated their policies and a copy has been provided to each board member. No action is required.

There are lots of changes going on with personnel. There is a new deputy marshal. His name is Tyerek Kirkland, and he will be full time starting February 26th. Bobby Telford will return in the spring to help with code enforcement. Marge Mackey has been promoted to Deputy Clerk (72%)/Rec Director (28%). There is enough time within the Rec Director budget to create new programs and keep the rec department running smoothly. Marge will be staffing the Planning and Zoning Commission meetings, acting as court clerk, and performing utility billing. Once there is a new clerk, duties may be distributed differently.

The Board is responsible for appointments of judges, clerk, treasurer, town attorney, and town prosecutor. There is currently the open positions of clerk and treasurer. A new judge was recently appointed. David McConaughy is currently town attorney and Ed Sands the town prosecutor. The board decided to put those positions out for bid.

Mr. Meloveck left for a position in Montrose. Public Works currently has a transition team in place until we can fill positions permanently. These employees are ½ time so that they may be covered under the Town insurance. Mark King is acting as Public Works Director, Jim Taylor is ORC, and Bud Walker is boots on the ground. They all currently work full-time for the Town of Parachute and Parachute is on board with them helping us out on an interim basis. Mr. King addressed some pressing issues at the water plant that required immediate attention. The filters became plugged up with coagulant and were not able to be repaired. Also, there was a quick power outage that fried a meter. The Town of Parachute loaned us filters and a meter until we were able to get them replaced. This enabled us to save thousands just on shipping. There may need to be a supplemental budget presented later in the year to account for these expenditures that were not anticipated. There is also discrepancies and overdue reporting. The transition team is working to get reporting/sampling up-to-date and to make sure everything is working properly. Staff is currently looking into options for either updating the old machine, replacing the old machine, or building a standalone fill station.

Trustee Black-Greening asked about the noon whistle not working. Derek with 360 Electric is trying to find long term solution, but the whistle is old, and it needs to be reset every time there is a power outage or it gets wet.

Trustee Wood reiterated that the water haul machine is a constant issue. Mr. King stated that we are looking to replace the machine and it will be able to take cash and credit cards and there is the ability to change rates. The price tag is less than ten thousand and has already been accounted for in the budget. The Town is still shopping around for the unit that best suits our needs. Trustee Black-Greening would like rate study on water fill station and increase the rates when the machine is replaced because out of town customers are paying less for water than in town residents pay for their metered water. Ms. McInnis stated that a rate hike would need to be requested/approved by the board. Mayor Hansen stated that the board needed to make an educated decision before raising rates. Ms. McInnis will compare rates with other communities and put the issue on the March agenda.

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Trustee Farris questioned why the filters failed. Mr. King explained that the filters clogged and unable to be cleaned due to excess coagulant. If the coagulant had not been overfed, the filters would likely have lasted 3-4 more years. The overfeeding was operator error, and it overheated the filtrate pump. There was also a power glitch that fried the meter. Replacement cost is seven thousand dollars. Going forward, filters will be cleaned with hot water on a regular basis.

Public works replaced a damaged fire hydrant. Mr. King will also investigate temporarily rerouting drainage causing the icy road. Looking towards the future, it may be able to be a part of the sidewalks project. Ms. McInnis thanked Mr. King and his team and Trustee Black-Greening, and Mayor Hansen also expressed gratitude. Ms. McInnis stated that she may come back to the board to approve additional funding to take care of upcoming needs.

Mayor Hansen questioned Mr. King regarding chlorine levels due to issues at the plant. She stated the residents had complained about a strong chlorine odor in the water. Mr. King stated that he had increased chlorine to the appropriate levels as it was low. There was none in the water at the end of the lines. He upped the volume so that there is just a trace at the end of the system. The water in De Beque is good and safe for drinking. Trustee Black-Greening stated that a resident had complained to her about the water, but the issue had resolved quickly.

Trustee Wood questioned Mr. King regarding coin machine at the fill station. Mr. King will look into replacing the mechanism for now if it is cost effective. Trustee Black-Greening agreed that would be a good short-term fix and wanted to see the new card reading machine and rate increase on the next agenda.

Ms. McInnis stated that the Town is looking into a DOLA planning grant to look into boring sewer lines under I-70. Ms. McInnis also sought direction regarding already bored line underneath I-70. The Town does not own the line. Whoever owns it and they would have to prove it. Maverik and developer is requesting to be able to use West Water Engineering to perform tests to determine the condition of the line. Do we allow West Water to consult on this or is there a conflict of interest? Trustee Wood stated he saw no issue with this. Trustee Farris said she thinks it is a good idea to determine if the line is viable. Ms. McInnis stated that all conflicts of interest may not be readily apparent. Suggested that the scope of the consulting be very narrow if the board approves. Tommy Johnston stated that he is the owner of the lift station and the force main. He also stated his intent to give to the Town of De Beque. Trustee Black-Greening stated that the property owner should not use West Water and find their own consultants. Mayor Hansen suggested taking roll of those in favor of giving approval for owner of lines to use West Water Engineering to determine if lines are operational only. All were in favor given the limited scope of the project.

NEW BUSINESS:

10A. A. DISCUSSION AND ACTION REGARDING ORDINANCE NO. 517 AN ORDINANCE FOR THE REGULATION OF TRAFFIC IN THE TOWN OF DE BEQUE, COLORADO, BY ADOPTING BY REFERENCE THE 2020 EDITION OF THE MODEL TRAFFIC CODE; PROVIDING FOR CERTAIN ADDITIONS AND MODIFICATIONS TO SUCH CODE; PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF; AND REPEALING ALL ORDINANCES IN CONFLICT THEREWITH

Ms. McInnis explained there will be a public hearing in March to adopt the 2020 Model Traffic Code. Tonight is just the first reading. There will also be other updates to the code separate from this ordinance. Mayor Hansen wanted to verify that adopting this code did not affect the ability of citizens to use golf carts and ATVs in town. Ms. McInnis stated that she didn't believe that this interfered with that.

Motion:

Trustee Hambrick motioned to introduce Ordinance 517 and set the Public Hearing for March 22, 2022. Trustee Wood seconded the motion. The motion carried unanimously.

10B. DISCUSSION AND ACTION REGARDING TOWN OF DE BEQUE BOARD OF TRUSTEES RESOLUTION NO. 2022-04: A RESOLUTION AUTHORIZING AND DIRECTING THE TOWN CLERK TO PUBLISH NOTICE OF CANCELLATION OF THE REGULAR TOWN ELECTION ON APRIL 5, 2022, AND DECLARING THE ELECTION OF CANDIDATES

Ms. McInnis congratulated the new trustees and explained that there was no need to have an election.

Motion:

Trustee Black-Greening motioned to approve Resolution 2022-04. Trustee Hambrick seconded the motion. The motion carried unanimously.

10C. DISCUSSION AND DIRECTION REGARDING: MATCHING GRANT FUNDING TO PURSUE DOLA PLANNING GRANT IN ANTICIPATION OF A FUTURE GRANT REQUEST CONCERNING SEWER ON THE SOUTH SIDE OF THE INTERSTATE

Ms. McInnis asked the board to approve a \$25,000 expenditure that was not budgeted. It is for matching funds for a potential grant request. This request is to explore a bore under the interstate. Funding for the actual project which will come in September needs to be a shovel ready project in order to have the best chance to receive funding. This project is separate from the Schlumberger lines. Mayor Hansen was questioning about gravity flow versus pressure main. Trustee Black-Greening stated that she thinks that a gravity flow line is most appropriate and that she is for the study. As there was no disagreement, Ms. McInnis will pursue the grant.

10D. INITIAL DISCUSSION REGARDING: TOWN SCHOLARSHIPS FOR DE BEQUE GRADUATES PURSUING HIGHER EDUCATION AND COMMITTEE APPOINTMENT

Ms. McInnis talked about the scholarships and donation to HopeWest each year. Mayor Hansen stated support of the scholarships and the hospice donation and stated maybe other entities could benefit also. Trustee Black-Greening stated the only other nonprofit in De Beque was the United Way Outreach. Trustee Farris stated that there was also the Rocky Mountain Food Bank. Discussion ensued over how many scholarships there should be and for what amounts. Trustee Lake asked could the scholarships be made second semester in order to make sure the students were serious about their education. Consensus was that we should have scholarships for 50% of applicants. Scholarships to be \$7500, HopeWest \$1500, and then \$1500 for other nonprofits to be determined upon application. Ms. McInnis stated that we need a committee for scholarships and later one for other donations. Mayor Hansen and Trustee Hambrick volunteered to be on the committee for scholarships.

10E. DISCUSSION AND DIRECTION REGARDING: BOARD OF TRUSTEE'S HIRING PROCESS FOR THE POSITION OF TOWN CLERK AND TREASURER

Ms. McInnis stated that there are three applicants for Treasurer and 10 for Clerk. She requested a committee be formed to whittle down the applications to the top 3 and interview the rest. Trustee Farris stated should just appoint Lisa Rogers. Mayor Hansen stated that the Town should do their due process and see what else is out there. A committee was formed of Trustee Farris and Mayor Hansen. Trustee Wood stated that he would step in as alternate if needed.

OLD BUSINESS:

11A. DISCUSSION AND DIRECTION REGARDING: CONTINUED DISCUSSION REGARDING THE USE, LICENSING, AND FEES OF THE TOWN'S RIVERFRONT PROPERTY FOR VARIOUS COMMERCIAL USES

Ms. McInnis asked the board what they would want to see as fees for vendors on the Riverfront property. She stated that this would not be in Joe Keys' licensed area. There are no restrictions as to what can be there. Discussion ensued as to what the fees should be. Mayor Hansen stated that other communities have a larger population so that the vendors are able to absorb the cost and it is not so prohibitive. Trustee Lake asked how insurance works. Ms. McInnis stated that we require the vendors to have liability insurance and to list us as certificate holder. Trustee Farris inquired who was required to take care of the trash. Ms. McInnis stated that the vendor would be responsible for their trash. Trustee Wood asked about the fees. Trustee Farris stated that \$20-25/day was acceptable. Trustee Wood He stated that he thought that was a little high, but \$15/day was not unreasonable. Mayor Hansen stated that \$20-25 was not unreasonable. Trustee Wood stated that we want people to come into town and spend money. Trustee Farris thought that we should meet in the middle and charge \$20/day. Trustee Black-Greening agreed. Mayor Hansen asked should we do a per day and per season pass. Ms. McInnis asked to define season and was there a limit of days in a row. Mayer Hansen stated 3 day max for days in a row. The decision was to keep it simple. \$20/ day with a 3 day maximum. Revisit next year

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EXECUTIVE SESSION:

12A. For discussion of a personnel matter under C.R.S. § 24-6-402 (4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Specifically regarding the Town Administrator

Motion:

Trustee Black-Greening motioned to go into executive session. Trustee Jackson seconded the motion. The motion carried unanimously.

RE-CONVENED REGULAR MEETING:

Regular session began at 10:07 p.m. Mayor Hansen stated the members attending the session and asked if there was anyone that wished to object to any part of the discussion. There was no one.

ADJOURNMENT:

There was no further business before the Board.

Motion:

Trustee Farris moved to adjourn. Trustee Hambrick seconded. It was agreed to adjourn.

The meeting adjourned at 10:09 p.m.

Approved

Date