

**TOWN OF DE BEQUE
BOARD OF TRUSTEES
PUBLIC MEETING
MAY 28, 2024**

The regular meeting of the Board of Trustees was held on May 28, 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, Walter Wood, Sarah Hambrick, Lisa Lippoldt, and Vernon Bruse

Absent:

Staff Present: Care' McInnis, Katherine Boozell, Lisa Rogers, and Bobby Dalley, Chris McAnany, Michael Santo, Stanley Novinger, Sam Flores, Jacob Burns, John Haas, Matt Surad, and Marge Mackey

Also Present: Dawn Palmer, Sam Light, Summer Black-Greening, Ben Sheley, and Diane Sandelin

CALL TO ORDER:

The meeting was called to order at 6:05 p.m. by Mayor Pro Tem Cindy Farris.

The Pledge of Allegiance was recited.

ROLL CALL:

Roll call was taken, and a quorum was present.

PRESENTATION – CIRSA Risk Management Training:

Mr. Light presented to the Board, an overview of the responsibilities as a public official. As an agreement of accepting the role of a public official a Trustee will uphold the Town's ordinances and resolutions. It's important to know your job description and uphold your role for the organization to function at a high level and avoid risk of liability. The Board's job is to support legislative and corporate authority, the Town administrator is to oversee the day-to-day business, along with the support staff. The seven members of the Board function as whole, working together to ensure credibility, clarity, and accountability. The Board is to work as one, personal interest and agendas may have to be set aside, respecting the decisions the Board has made.

ADDITIONS, DELETIONS, OR CORRECTIONS TO THE AGENDA:

There is a correction to 2024-17 paragraph 4. New copy of the resolution is on desks.

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

Summer Black-Greening, 283 W. 7th Street, expressed concerns over the Planning and Zoning Meeting being cancelled for May. Ms. Black-Greening believes that we should have a Planning and Zoning Board and that it should meet once a month to rework the code. Ms. Black-Greening also stated that

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she does not agree with the way that the Town Administrator has been running the Town for the last several years. She also stated that other community members are also unhappy with the Town Administrator. She stated that she is going to do her best to get the Town Administrator out of her position and get a new Town Administrator in. She stated that she has done some things under the carpet and not in a public forum. Ms. Black-Greening stated that if the Deputy salaries are discussed in a public forum then the Town Administrator should be discussed in a public forum and she's never seen that happen. She stated that the Deputies need to have a raise. She also stated that she would like to know where all the money is going as our sidewalks still aren't fixed. Mayor Hansen stated that for sidewalks, the Town has put it out for RFP but that we have not received bids back. Ms. Black-Greening stated that it has been years of waiting. Ms. Black-Greening stated that she would like to put her name in for the Planning and Zoning Board.

BOARD COMMENTS:

Mayor Hansen stated that she had received several calls over the weekend regarding Kenny Bohl. She stated that she had been in contact with the Town Administrator and the situation is being addressed.

TOWN MANAGER REPORT:

Thanks to everyone for attending the annual training with Sam Light. Most staff, both Boards, and all the folks that submitted a letter of interest to the Board for the open Trustee spot were encouraged to attend.

Our constituent's water was not shut off nor was it off nor did anyone from Town Hall call the constituent.

Last week was audit week. A lot goes into preparing for audit week. This week is mostly tying up loose ends.

The grand opening for the Mesa County Community Center is Saturday, June 29th.

Wild Horse Days will be August 23rd-25th.

The Wild Horse Gravel Ride was great for the Town. There are hopes of it getting bigger and better. De Beque is mentioned many times in the marketing. There is a cool video on FaceBook.

The Town awarded three scholarships for secondary education. Echo Garcia, Rachel Graham, and Scottie Vines were awarded \$3000 each.

Ms. McInnis stated that she had previously mentioned a \$2500 grant from OEDIT if she could get one Town employee (Ms. McInnis), one Trustee (Trustee Farris), and one business owner (John Giffin) to participate in a training. It takes 4-5 hours of each of their time. It focuses on growing a resilient economy where everyone thrives. Ms. McInnis expressed gratitude to those participating.

Ms. McInnis spoke about Civic Plus's 18-month project of reviewing and digitalizing the Town's entire code. It is not meant for substantive changes, rather getting it online, interactive, and cleaned up. There was a 2.5-hour meeting with the attorney, Ms. Rogers, Ms. Boozell, Marshal Dalley, and Ms. McInnis. There is a Round 2 scheduled with the same plus our planner for the land use section of the code.

Ms. McInnis reminded the Board that last month they heard community members speaking of interest in developing bike trails in and out of Town, specifically two Town-owned properties. As we don't want

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to make any contradictory decisions in the potential use of Town-owned properties, Ms. McInnis suggested a workshop to discuss bike trails and the update to the comprehensive plan for the Town of De Beque. She stated that there is a grant pending with hopes of completing a new comp plan in 2024. This will address big long-term decisions regarding what type of development, if any the community wants. Ms. McInnis stated that the Town doesn't want delay those seeking the bike trails if that is what the community wants.

Ms. McInnis discussed how Mesa County assists the De Beque community. The Broadband project requires geo-technical reports and soil reports. The cost is \$8000-10,000. The County is saving De Beque by sharing all their reports so that we don't have that expense. The Town has also asked Mesa County for free use of the Community Center for Town run programs such as T-ball, car show on their lot, Marshal trainings, etc. Ms. McInnis and Ms. Mackey met with Janet Rowland and Todd Hollenbeck of Mesa County to present the request. The private sector must pay for use, so the Town needs to be careful with what is and is not a Town program or use. The Town will also piggyback on Mesa County's asphalt patches. Ms. McInnis stated that Sam Flores stated that it was usually \$1500 for mobilization not including the patch and materials.

Ms. McInnis and Sam had their last site visit for the wetland's violation. It resulted in the Army Corp of Engineers releasing the Town from further monitored mitigation efforts. Fingers crossed that this is really it.

There is a makeshift compost pile down by the burn pile. The issue is what to do with the pile at this point. It cannot be simply burned like the burn pile as it has compacted over the years. Burying, hauling off...all solutions can be problematic, and all are costly. How do we prevent future illegal dumping? Signs, cameras, fencing? Trustee Lippoldt asked what people are supposed to do with their clippings. There is significant cost to the Town to pay to have the compost pile hauled to the landfill, one truckload at a time.

Xcel came in and fixed a significant drainage issue surrounding their utility site just east of the Mesa County Community Center. They excavated down and placed rock and replaced the soil. They also put in a culvert and connected it to our drain that goes underneath Roan Creek Road. It may not cure all the drainage issues at the location, but there should be a big improvement. It was a significant cost to Xcel and is a big deal.

Ms. McInnis updated on grants. There is an ask for \$100,000 to DOLA to update the comprehensive plan for the Town. Also, there is an ask to SIPA for a mini grant to help make our website ADA compliant. Stephanie Parker will serve as a webmaster of sorts to work with SIPA on this grant if it is awarded. The Town was awarded a \$25,000 grant with \$25,000 match from DOLA for a drainage study. AGNC awarded a \$5000 grant with \$5000 match for a scoreboard for the Mesa County Community Center. Although you cannot ask for more than one AGNC grant a year, communities were given the go ahead to put in another request as there was still money left. Ms. McInnis went to the mayor with a request for fencing around the recycling bins. If awarded, it will be \$5000 grant with \$5000 match.

Ms. McInnis reminded the Board about Congressionally directed spending. It is projects that are directly funded by Congress. She stated that a while back, De Beque was awarded \$1,246,000 for sewer. The Town also asked for funding for a secondary water source (plan b). A secondary water source is needed if the Town cannot pull from the Colorado River. De Beque is the only community without one. Staff has worked hard. There have been lots of tours and coffee meetings over the past few years. In the last few months, Town Staff requested and were granted follow-up meetings with the staffs of Boebert, Hickenlooper, and Bennet's offices. This was very tricky with Boebert as members of

Congress are only allowed to submit 12 projects and Boebert is now running in a different district. We just found out that De Beque is 1 of the 12. Senator Bennet is also sending it up. It is not a done deal. It takes an act of Congress literally, but it is very cool for De Beque.

CONSENT AGENDA:

- a. **Approval of Minutes:** April 23, 2024 and May 16, 2024.
- b. **Bills and Expenditures:** April 2024.

Discussion Before Motioning on the Consent Agenda:

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

Motion:

Trustee Farris motioned to approve items on the consent agenda.
Trustee Lippoldt seconded the motion.
Motion carried 6-0.

REGULAR AGENDA:

NEW BUSINESS:

Remaining bills and expenditures: Expenditures related to the Country Store and Always Something Creations

Motion:

Trustee Hambrick motioned to approve expenditures related to the Country Store and Always Something Creations.
Trustee Farris seconded the motion.
Mayor Hansen and Trustee Lippoldt abstained.
Motion carried 4-0 with two abstaining.

OLD BUSINESS:

Discussion and action regarding 2024-17: A resolution regarding modifications to the Town's Personnel and Policies and Procedures Manual (i.e., Section XVII, Subsection A (Purposes of paid time off for not [sic] full-time, regular employees); Section XVII, Subsection I (Administrative Leave); and Section XVII, Subsection M (Family and Medical Leave Insurance)) and repealing Resolution No. 2024-06:

Staff proposed a new resolution 2024-17 after lengthy discussion amongst the Board, Trustee Wood motioned to adopt only the following language:

While Resolution No. 2022-15 remains effective and in place, the Board of Trustees resolves that, moving forward, the Town will handle the administration of withholdings of premiums for all employees that sign up for FAML. This option will permit the Town to decline to pay the employer share of the premium, while still remitting a requesting employee's share of the premium (0.45% of wages) and corresponding wage data to the Division every quarter.

The Board of Trustees resolves to repeal Resolution No. 2024-06.

The Board of Trustees resolves to modify the name of this policy so that this policy is named, "Purpose of Paid Time Off for Full-time, Regular Employees: (i.e., removal of the word "not"

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from the current title.

The Board of Trustees resolves to modify this Policy to state that upon request from an employee, the Town Manager may approve a one-time exception for the employee to have used 40 hours of PTO leave within the 12 calendar months prior to requesting the PTO “buy back.”

A workshop to address employee benefit matters was scheduled for July 18th at 5:30 p.m.

Motion:

Trustee Wood motioned to approve Resolution 2024-17 with the above language.

Trustee Farris seconded the motion.

Motion carried 6-0.

Discussion and possible action regarding Deputy rates:

Town Treasurer Katherine Boozell presented analytics for the proposed deputy rates. Ms. Boozell compared De Beque to surrounding communities and county sheriff offices. De Beque needs to be competitive in the market to attract experienced applicants. Current deputies will receive a midyear increase also to retain talent. Our budget for 2024 will cover the increases, but 2025 will need to be budgeted to cover the increase.

Discussion and possible action regarding Board of Trustees vacancy:

Mayor Hansen stated that the Town had received letters of interest for the vacant seat on the Board of Trustees. Each was invited to attend the Board meeting. Trustee Wood suggested a special election. Mayor Hansen stated that a special election is costly. Ms. McInnis stated that the Board voted the previous month to not have a special election and to appoint. Ms. McInnis stated that she had received letters of interest from Brian Sheley, Jim Lake, Laura Firth, and John Giffin. Trustee Farris stated that she thought John Giffin was a good candidate.

Motion:

Trustee Lippoldt motioned to appoint John Giffin to the vacant seat on the Board of Trustees.

Trustee Hambrick seconded the motion.

Motion carried 6-0.

Discussion and direction regarding Planning and Zoning Commission:

Mayor Hansen stated that she feels that the Planning Board is vital and necessary. She also stated that she would like to see work continue the code audit. Planner Matt Farrar presented a memo on the role of the Planning Commission. The five-person commission is made up of the Mayor, one Trustee, and three citizens of the Town. The Chairperson of the commission cannot be the Mayor or a Trustee, it must be a community member. The Planning Commission is down two members, one Trustee and one community member. Ms. McInnis will post the openings and request letters of interest.

Executive (closed) session pursuant to C.R.S. 24-4-402(4)(b) and (f)(I) for the purpose of receiving legal advice from the Town Attorney pertaining to Municipal Court legal issues, and for the purpose of discussing personnel matters pertaining to the Municipal Court, but not including discussion of appointment of any person.

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Motion:

Trustee Lippoldt motioned to enter executive session.

Trustee Wood seconded the motion.

Motion carried 6-0.

Board of Trustees entered executive session at 9:44 p.m.

Board of Trustees exited executive session at 10:23 p.m.

ADJOURNMENT

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

Motion:

Trustee Lippoldt motioned to adjourn the meeting.

Trustee Wood seconded the motion.

Meeting adjourned at 10:25 p.m.

Respectfully submitted,

Approved by the Board of Trustees

Lisa M. Rogers, Town Clerk

Shanelle Hansen, Mayor