



# TOWN OF DINOSAUR

## Town Council Minutes

August 11, 2026

Mayor Darcie Rocque called the regular meeting of the Dinosaur Town Council to order at 6:00 p.m. The Pledge of Allegiance was recited.

Trustees Present: Jeff Harrington, Marshelle Gray, Devonna Wilczek, Mike Snyder, Leroy Trujillo and Mayor Darcie Rocque. A quorum was established. Staff present Larry Elarton, Ken Davis, Melody Villard and Caleb Lawson. Public attendance: Paul Jachim, Mike Taylor, James Jensen, Lawrence Burger, Michelle Tedrick, Sunrise Engineering's Jerry Slaugh and James Israelsen.  
Via Zoom: Mel, Michael Miller, Porter, and Sam

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Council reviewed the minutes from July 28, 2026.

**Motion was made by Devonna Wilczek** to approve the Minutes for July 28, 2026, with no corrections.

**Second by:** Jeff Harrington **Council was polled, motion carried unanimously.**

The Board discussed the need for a temporary or pro-tem Clerk/Treasurer appointment to ensure required municipal documents and finance-related items could be properly executed while administrative records and systems are being corrected in the absence of a clerk/treasurer.

**Motion was made by Marshelle Gray** to appoint Melody Villard Clerk/Treasurer Pro Tem.

**Second by:** Leroy Trujillo **Council was polled, motion carried unanimously.**

### Administrative and Financial Update

Staff reported that significant administrative cleanup is underway, including finance, insurance, payroll, utility billing, and other municipal records. Several insurance omissions were identified and are being corrected, including municipal vehicles and equipment. A July financial report was distributed at the meeting because it had not been included in the advance packet. Council discussed maintaining the normal review process for financial materials. Staff also discussed delivery of council packets by blind carbon copy to reduce the risk of creating an unintended electronic public meeting. Individual delivery issues will be troubleshoot as needed. Staff reported that approximately 22 utility accounts have meter-reading or billing issues requiring reconciliation. The Town is reconciling end-of-June balances, payments received, and June/July meter reads to establish accurate usage and billing. Staff identified instances in which meter-reading errors were overridden so billing could proceed, resulting in inaccurate usage calculations for several months. Records will be corrected using a complete audit trail rather than deleting transactions or forcing new errors. No late fees, overage charges, or similar penalties will be imposed on affected bills while the Town completes reconciliation. Some meters may also have hardware issues. Staff is troubleshooting those meters and the Neptune/Caselle workflow.

**Motion was made by Marshelle Gray** to approve the August 11, 2026 financials.

**Second by:** Jeff Harrington **Council was polled, motion carried unanimously.**

## **Zoning / Building Standards Work Session**

The Board discussed possible changes involving building size, lot standards, parking, storage, and related zoning or ordinance provisions. Council requested staff to organize proposed changes from the prior workshop into a working draft for review.

**By consensus, a work session was scheduled for August 20 at 6:00 p.m.**

## **Mayor's report**

**Trustee opening:** The Mayor advised the Board that Trustee Ratcliff resigned because she will be working out of town. Council discussed filling the resulting vacancy through letters of intent, consistent with the Town's past practice. Letters of intent may be submitted to Town Hall or by email. Council indicated an intent to allow approximately two weeks for submissions and to consider appointment at the first meeting in September.

**Community Connect Portal is Live:** The Mayor and staff reported that the Town is implementing Community Connect as the primary online payment and customer portal connected to Caselle. Residents will continue to receive mailed utility bills and may continue paying in person. The portal will support utility payments, court fines and fees, permits, billing history, and account reminders. Community Connect also supports Town-specific email and text notifications for matters such as water outages, road work, and local emergencies. Staff emphasized that these notices are intended for Dinosaur-specific alerts rather than general alerting services.

**Rural Technical Assistance Program (RTAP)** the Mayor and staff reported that the Town submitted an application to the Colorado Office of Economic Development and International Trade (OEDIT) Rural Technical Assistance Program (RTAP) by the August 7 deadline. The application seeks technical assistance rather than direct construction funding and is intended to help prepare projects for future grant opportunities. Priority projects discussed included the community center/outdoor recreation concept, sidewalks, water-system hardening/security, and utility infrastructure needs. Staff noted that technical assistance may help consolidate prior planning documents, facilitate community input, and prepare stronger applications for future state, federal, and other funding opportunities.

## **Manager's Report**

**Sewer System Planning and Engineering:** Staff reported ongoing discussions with Sunrise Engineering regarding a sewer master-planning effort and potential engineering grant assistance. A possible 50/50 engineering grant was discussed, with a potential Town match of approximately \$25,000. Because the expenditure was not ready for formal action, the matter is expected to return to the Board for consideration. Discussion focused on prioritizing failing or vulnerable sewer segments, engineering for soil movement and grade conditions, temporary bypass methods during construction, and opportunities for phased grant funding. Council and staff emphasized that water and sewer infrastructure are foundational priorities for the Town.

**Sidewalk Project / CDOT Coordination:** Staff reported that an extension has been obtained for the existing sidewalk grant while the Town evaluates a revised project scope and CDOT requirements. The revised concept would reduce or remove certain elements from the earlier design, including the pedestrian light/crosswalk components, and would focus on a more workable sidewalk alignment near the existing curb. Staff reported that CDOT has conducted a speed survey and that additional traffic-safety measures, including flashing speed signage or a speed-trailer, remain under consideration.

**Motion was made by Leroy Trujillo** to move forward with the sidewalk project after all.

**Second by:** Marshelle Gray **Council was polled, motion carried 4 to 2** with 2 No votes Devonna Wilzcek and Jeff Harrington and 4 yes votes Leroy Trujillo, Darcie Rocque, Marshelle Gray and Mike Snyder.

**Town Hall Building Maintenance:** Staff reported a leak associated with the building cooling system and possible deterioration of the cooler pan. Additional inspection and repair or replacement options, including possible electric alternatives, will be evaluated.

**Employee Dogs in the Workplace:** The Board discussed whether employees may bring dogs into Town Hall. Discussion included limiting animals to employee offices rather than public areas, leash and cleanup requirements, licensing/vaccination, allergies, liability, and employee recruitment/retention considerations. Council members expressed differing views with 2 against, Mike Snyder and Devonna Wilzcek and 4 not opposed Leroy Trujillo, Darcie Rocque, Marshelle Gray and Jeff Harrington. No formal action was taken to change the current handbook.

**Town Clerk Recruitment and Staffing:** Staff reported that recruitment for the clerk position is ongoing. Job Service and other regional posting options were discussed, including local/regional online channels and the Rangely Chamber network. Staff emphasized the importance of candidates having computer, Excel, accounting, and Caselle-related skills. The current pro tem administrative role is intended to focus on correcting systems and records so a future local hire can be trained into a more stable operating environment.

**Water System Security / BLM Property:** Council discussed cybersecurity and physical security of the Town's water system, including the SCADA system, wells, tanks, sensors, fencing, and cameras. Staff reported ongoing coordination with the Bureau of Land Management (BLM) regarding property surrounding Town wells and tanks. The initial goal is to secure a lease or other authorization, followed by a longer-term process that could transfer property for public water-system use. The BLM lease process was described as potentially taking approximately 100 days after a complete application is submitted. Staff also discussed possible relocation/hardening of certain exposed water-line infrastructure.

### **Public Comment**

Public comments and questions addressed water quality, chlorine, sampling, SCADA records, public access to water-testing information, and the availability of current water analysis reports. Staff indicated that the Town regularly samples and monitors the water system and that applicable records may be requested from the Town and found on the website.

### **ADJOURNMENT**

With no additional public comments or Council business Mike Snyder motioned to adjourn seconded by Leroy Trujillo at 7:40 PM. The meeting was concluded following the public-comment period.

### **TOWN OF DINOSAUR**



**Darcie Rocque, Mayor**

**ATTEST:**



**Larry Elarton, Town Manager**