

TOWN OF SAN LUIS
408 MAIN STREET ... SAN LUIS, COLORADO 81152
MINUTES – REGULAR MEETING
TUESDAY, APRIL 10, 2018
CALLED TO ORDER AT 6:28 P.M. -- Town Hall

ROLL CALL

Board Of Trustees:

Tiffany Gallegos, Mayor	Present	Shantae Martinez, Purchasing Agent	Present
Roberta Romero, Mayor Pro-Tem	Present	Jarad J. Sanchez, Bank Signature	Present
France LaVoie – Finance Officer	Present	Jessica Durgan, Trustee	Present
Brian Valdez, Maintenance Supervisor	Present		
		Attorney Barbara Zollars	Present

MEETING WAS CALLED TO ORDER BY MAYOR THERESA S. MEDINA

MOTION by Trustee LaVoie, 2nd by Trustee Garcia that March 13, 2018 Regular minutes and April 5, 2018 Work Session minutes be approved as read. Motion carried unanimously.

SIGNATURE UP-DATE REQUIRED

- USDA - Signatures need to be updated. Loan was acquired for the beautification of the town.
- COMMUNITY BANK / SLV FEDERAL BANK - Signatures need to be updated, Two (2) out of three (3) authorized signatures are required.

JESSICA DURGAN - COMMENTS

Agenda reads that we are going to new board of Trustees and oath the Town Clerk and City Manager. Understanding of articles read that there should be a transition time or waiting period to review and/or open up positions for Town Attorney, Town Clerk, Municipal Judge and Chief of Police. If what we want is to start off on the right foot, it feels premature.

ATTORNEY BARBARA

- You can administer oath of office and still have that transition period.
- During transition period, you must keep the office operational.
- If you do not have a town clerk or city manager, the city will have to shut down.
- Oath of office can be administered so that you can have positions covered.
- It is your right as a board to open up positions.
- No employee has a job forever, they all work at the will of the board.

ATTORNEY BARBARA ADMINISTERED OATH OF OFFICE TO NEWLY ELECTED MEMBERS

- Tiffany Gallegos, Mayor
- Brian Valdez, Trustee
- Jarad J. Sanchez, Trustee
- Shantae Martinez, Trustee
- Jessica Durgan, Trustee
- Roberta Romero, Trustee
- Susan Sanderford - City Manager
- Mary Jo Manzanares, Town Clerk

MAYOR GALLEGOS AND TRUSTEES WERE WELCOMED AND ASKED TO TAKE THEIR PLACES AT THE TABLE.

MAYOR GALLEGOS administered the oath of office to Attorney Barbara Zollars.

ATTORNEY BARBARA ADDRESSED NEW BOARD.

- As a public servant, you have a fiduciary duty to make decisions in the town's best interest.
- Don't ignore ordinances on the book, always bring to the board for a possible change.
- Meetings between two or more board members is an open meeting and must be recorded.

- The only exception to open meeting are executive sessions, when issue is of a personal nature or something so very delicate, that it can't be discussed in public.
- If you have questions about executive session items, just ask your attorney.
- Everybody knows who you are, you are representing the town, YOU are in a FISH bowl.
- Not easy to be on a small town board, there is a lot of work involved and there is a lot of personal criticism.
- Do what is in the best interest of your citizens.

MOTION by Trustee LaVoie, 2nd by Trustee Durgan that Agenda be approved with two (2) amendments (1) USDA and Community Bank / SLV Federal Bank signatures, (2) Appointment of officers by Mayor. Motion carried unanimously.

ASSIGNMENT OF POSITIONS COMMENTS/QUESTIONS

- What does positions entail, what are the responsibilities?
- Is it possible to table assignments until next meeting, allowing for Trustees to further their knowledge, become more familiar with responsibilities.
- Assignment can be on a temporary basis.
- Can appointment be made and changed at a later date?
- Change of assignments can create ill feelings, it is not always the thing to do.
- Mayor has the authority to appoint and revoke assignments.
- Take copy of codes and study it.

ATTORNEY BARBARA

- Will contact CML and set up a training session.
- Training might require a Saturday.

Attorney Barbara has already taken Oath, does not need to be appointed at this time.

Mayor Pro-Tem and Finance officer appointments are required at this meeting.

Town Clerk explained the check procedure and the urgency of signature up-date at the bank.

GALLEGOS APPOINTED

- Finance Officer / Treasurer - France LaVoie
- Maintenance Supervisor - Trustee Brian Valdez
- Purchasing Agent – Trustee Shantae Martinez
- Mayor Pro-Tem – Trustee Roberta Romero
- Bank Signatures – Jarad J. Sanchez, France LaVoie and Mayor Gallegos

Motion by Mayor Gallegos, 2nd by Trustee Martinez that France LaVoie, Jarad J. Sanchez and Tiffany Gallegos be approved as authorized Bank signatures. Motion carried unanimously.

Mayor Gallegos appointed Susan Sanderford as Law enforcement liaison between the Town and the Sheriff's Department, as well as Code Enforcement Officer.

Susan Sanderford explained that her contract with the town expires on April 15, 2018, should contract not be renewed, than on-going projects will have to be turned over to someone else.

In making decisions regarding Town Clerk and City Manager positions, board must decide on transition time between 60 / 90days.

AUDIENCE COMMUNICATIONS

OFFICER RODRIGUEZ

- 5 Citations, 14 cases involving shop lifting, domestic disputes, school incidents, hit/run, etc.
- Still looking for missing person from Amistad.
- 41 calls of service from January through April 3, 2018.
- Sheriff's IGA expires on December 31, 2018.

ATTORNEY REPORT

- Opioid problem highest in the state of Colorado, in the county and in the Town.
- Counties are coming together to sue pharmaceutical companies. (mislead)
- Town has to talk to County Commissioners, must act within the next 30/45 days.
- Attorney Barbara has names and information available, should town need it.
- Money would come to the county and the county would disburse to Town.
- Trustee Durgan will talk to Liza Casias.
- Susan Sanderford will contact Ben Doon to get on Commissioners Agenda.
- Drug drop off box has been installed at the sheriff's office.

PLANNING AND ZONING

Alfred Hernandez

- Started construction without a permit. Turning sunroom, storage into living space.
- Letter was sent to Mr. Hernandez, \$100.00 permit fee has been paid. \$100.00 fine is outstanding.
- **Tabled until Work Session**

Mr. John Apodaca

- John Apodacas carport case, including variance has been resolved.
- Conditional Agreement is the only document that needs to be signed, should the carport ever become an obstacle, since carport extends beyond property lines.
- **Board allowed two (2) weeks for Mr. Apodaca to sign conditional agreement.**

Conrad Albert, Sr.

- Artesian well is flooding Mr. Albert's home, culverts have collapsed and are full of debris.
- Trustee Valdez stated that Alamosa has a culvert cleaner, maybe Alamosa is willing to assist.
- Trustee Valdez believes that if road/culverts are within town limits, it is the town's responsibility.
- Town must be careful not to take responsibility, without first establishing what is going on, what must be done and who is really responsible. Town might create expectations when it comes Ditch cleaning.
- **Board is in full agreement that Floyd Martinez and Trustee Valdez do an assessment and report back at the next meeting.**

Work Session will be held in two weeks, Tuesday, April 24th, 2018 @ 6:30 p.m.

Trustee Durgan would like to study how the town operates when it comes to planning and zoning.

MAINTENANCE – FLOYD MARTINEZ – Not much to report.

- Do we have a sprinkling system form when it comes to watering the park, is there a sprinkling system?
- There was a sprinkling system, but pipes are broken.
- Is it true that you can irrigate from the Monte's ditch? Does the town have Montes Ditch water rights?
- Mr. Arnie Valdez can be asked if town has the right to irrigate from Montes ditch, at park meeting on Tuesday, April 17, 2018.
- **Mr. Martinez requested permission from the board to purchase needed tools.**
- **Trustee Valdez asked that Mr. Martinez fill out a requisition of tools needed, along with acquiring prices for approval.**

CITY MANAGER – Independent Contractor for 6 months-

- Contract up for renewal for another 6 months.
- Grant from SLV Council of Governments for equipment ordered from WSB Service for digitizing of all town records.
- Grant for asbestos abatement of school tower/ gym from Brownfield.
- Safe Routes to School - Mr. Jim Horn willing to do Pro-Bono Work on Safe Routes to School.
- Website master for town website, saving the town \$1,000 a year, for server space.
- Grant for finishing of the Sidewalks is not be submitted until 2020, but already building relations.
- Need bios and pictures from new members, same to be placed on website.
- Work 24 hours a week, attend meetings as required, etc.
- DOLA possible three year Grant for Town Manager with DOLA paying 100% the 1st year, 75% 2nd year, 50% 3rd year, 25% - 4th year, town taking over 100% on the 5th year.

MOTION by Trustee Sanchez, 2nd by Trustee Romero that six (6) months contract for Susan Sanderford, as City Manager be approved. Motion carried unanimously.

Mayor Gallegos requested inventory listing from Mr. Floyd Martinez.

VISITOR'S CENTER VOLUNTEERS

- Background checks should be required on all volunteers
- Kids/students come in at all times.
- Release of Liability must be in file.

TOWN CLERK

- What is the status of job as Town Clerk?
- Does she report to work as usual?
- DISCUSSION - Town Clerk position must be filled during transition period. If position is opened up, it will have to be advertised and interviews will have to happen. 90 day transition time would probably work best.

Motion by Jessica Durgan, 2nd by Brian Valdez that a 90 day transition period be approved. Motion carried unanimously.

2018 AFTER PROM DONATION

- Agreed by Board of Trustees that since prom is already this coming Saturday, Vote will be done by E-mail. Talked about motion but motion was not made.

Motion by Trustee Romero, 2nd by Trustee Martinez that County Public Health Agency donation be tabled until next meeting. Motion carried unanimously.

Town logo will be discussed at work session.

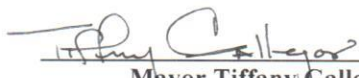
MAYOR GALLEGOS

- Town keys will be given to Mayor Gallegos.
- Alarm code will be requested from Valley lock.


Motion by Trustee Martinez, 2nd by Trustee Valdez that meeting be adjourned. Motion carried unanimously.

Meeting adjourned at 8:45 p.m.

Prepared by
Mary JO Manzanares



Mayor Tiffany Gallegos

ATTESTED


Mary JO Manzanares

