

TOWN OF SAGUACHE
Board of Trustees
Regular Session
July 16, 2012

The Town of Saguache Board of Trustees met for a Regular Session on July 16, 2012, with Trustees being present as follows:

Mayor Milton Jones	Present
Mayor Pro-Tem Dario Archuleta	Present (arrived at 6:55 p.m.)
Lyn Miles, Trustee	Present
Carla Quintana, Trustee	Present
Tina Serna, Trustee	Present (arrived at 6:54 p.m.)
Greg Terrell, Trustee	Present
Kate Vasha, Trustee	Present (arrived at 6:52 p.m.)

Town of Saguache employees present as follows:

Therese Garcia, Town Clerk	Absent
Johnann McKee, Deputy Clerk	Present
Dan Pacheco, Public Works	Present (arrived at 6:53 p.m.)

Town of Saguache Attorney present as follows:

Eugene Farish, Attorney	Present (left 9:10 p.m.)
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Citizens in Attendance: Kelsey Hauck, owner of Hauck/Pedersen Fine Art; Chris Gydesen, owner of the Ute Theater; Rick Barandes, owner of Antiques Etc.; Kim Smoyer, ScSEED; Jackie Stephens, Saguache Recreation Board; Sheriff Mike Norris; and Alexandra Harrison.

Call to Order: Mayor Jones called the meeting to order at 6:47 p.m.

Moment of Silence and Pledge of Allegiance: was led by Mayor Jones.

Review/Discuss/Approve Bids for Preliminary Engineering Report [PER] Water System: Three bids were received. They were:

- Williams Engineering, \$9500.00
- Reynolds Engineering, \$9500.00
- Davis Engineering, \$23,000.00

After discussion, the Board agreed to have staff collect additional information about the companies and the bids, and to choose the winning bid at a special meeting starting at 6:45 pm before the workshop on July 23, 2012.

Additions/deletions to agenda:

Add Under Pocket Park Discussion: A request by Byron Williams to use the pocket park during Art Fest in August

Add Under the Pocket Park Discussion: Mr. Rick Barandes

Move up on the Agenda to Saguache Recreation board Update: Jackie Stephens discussion of the offer of a donated stage
Add Under Vista Grande Update: GOCO Planning Grant

Review/Approval of Minutes: The minutes for the Special Session held on June 12, 2012 were reviewed by the Trustees. There were no changes to the minutes.

MOTION by Trustee Serna; Second by Trustee Terrell

Trustee Serna moved to approve the minutes for the Special Session held on June 12, 2012 as presented.

Vote as follows: Trustee Quintana – aye; Trustee Serna – aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Pro-Tem Archuleta – aye; Mayor Jones – aye

VOTE: 7 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

The minutes for the Regular Session held on June 18, 2012 were reviewed by the Trustees.

MOTION by Trustee Quintana; Second by Trustee Serna

Trustee Quintana moved to approve the minutes for the Regular Session held on June 18, 2012 as presented.

Vote as follows: Trustee Quintana – aye; Trustee Serna – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye; Trustee Miles – abstain; Mayor Pro-Tem Archuleta – abstain

VOTE: 5 – Aye; 0 – No; 2 – Abstain

Review/Approval of Bills: Deputy Clerk McKee mentioned that all of the vouchers listed were complete except the Sheriff's Department, and the amount for that was on the Sheriff's Report.

MOTION by Trustee Serna; Second by Trustee Vasha

Trustee Serna moved to approve payment of the July List of Bills, including the Sheriff's Department.

Vote as follows: Trustee Quintana – aye; Trustee Serna – aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Pro-Tem Archuleta – aye; Mayor Jones – aye

VOTE: 7 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Participation of Citizens:

Trustee Dario Archuleta—Town Board Resignation Letter: After discussion and a well-delivered statement from Mayor Pro-Tem Archuleta, the Board agreed to accept his resignation because he will be moving out of town due to work.

MOTION by Trustee Vasha; Second by Trustee Quintana

Trustee Vasha moved to accept the resignation of Mayor Pro-Tem Archuleta from the Board of Trustees.

Vote as follows: Trustee Quintana – aye; Trustee Serna – aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – abstain

VOTE: 5 – Aye; 0 – No; 1 – Abstain Motion approved.

**Note: Mayor Pro-Tem Archuleta did not vote on this matter – there will be no record of Mayor Pro-Tem Archuleta voting during the rest of the meeting due to his resignation.*

The Board thanked Mr. Archuleta for his service.

Downtown Revitalization Project:

Pocket Park Update: Kim Smoyer of ScSEED explained the current design plan for the pocket park. The landscape architect, Burt Wadman, participated on the speakerphone. There was discussion of the development of the various cost estimates for different aspects of the plan, and other possible options. Mr. Wadman and Ms. Smoyer emphasized that they are happy to look at alternate materials but that they must be financially competitive, since there are not enough funds to develop the entire park. The current focus is to develop the infrastructure, and to get the front section of the park designed and installed. The back portion will wait for future additional funding. The hope is to get most of the construction work completed in September, so plans must be finalized as soon as possible. A bathroom proved overly expensive, so will not be installed at this time.

MOTION by Trustee Miles; Second by Trustee Vasha

Trustee Miles moved to approve the proposed design and preliminary budget for the pocket park as presented.

Vote as follows: Trustee Serna – aye; Trustee Miles – aye; Trustee Vasha – aye; Mayor Jones – aye; Trustee Quintana – no; Trustee Terrell – no

VOTE: 4 – Aye; 2 – No; 0 – Abstain Motion approved.

There was additional discussion, and Ms. Smoyer agreed that the committee would move forward with planning and would keep the Board informed.

Request by Byron Williams to Use Pocket Park during Art Fest, August 25th : After discussion the Board decided to not grant permission to use the pocket park during Art Fest because there is a good chance that landscaping will be occurring during that time. However, they wish to support Art Fest and would try to help Mr. Williams find alternate venues.

Deputy Clerk McKee mentioned that the Town will need to arrange easements with the property owners whose water lines run under the park. The Board directed that Mr. Pacheco give the necessary information to Attorney Farish, and Attorney Farish develop the easements.

Vista Grande Update:

Park and Recreation Survey results: Trustee Vasha reported on the results of the survey completed earlier in the summer.

Other Possibilities for Site—Update: Trustee Terrell reported that Mr. Coleman is planning on presenting a proposal for selling the last section of land. The trip to visit the Ute elders in Ignacio is currently planned for sometime in August.

GOCO Planning Grant: Trustee Vasha asked the Board what they wish to do about applying for a GOCO grant for planning. She does not have time to write the grant. However, she has most of the information needed, and both she and Laura Archuleta have offered to review the grant application. After discussion, the Board directed that the clerks write a grant to GOCO for planning Vista Grande.

There was additional discussion of the Vista Grande project.

Saguache Recreation Board Update:

Quarterly/Financial Report: Jackie Stephens presented a report on the activities and finances of the Saguache Recreation Board.

Park Permit: Ms. Stephens presented a park use permit for Saguache Market Days for July and August of this year.

Stage Donation: Trustee Terrell reported that the fire department has offered to donate the portable stage to the Town of Saguache. He also reported that he'd spoken with Jessica Cowlshaw at CIRSA, and the stage would have no effect on the Town's insurance payment, but CIRSA will need to have the dimensions and replacement cost. The board members discussed possible storage options for the stage.

MOTION by Trustee Vasha; Second by Trustee Serna

Trustee Vasha moved to accept the donation of the stage from the Fire Department.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Sheriff's Report: Sheriff Mike Norris presented his report. The hours are short this month due to the office being understaffed. He informed the Board that he has removed the fire ban in Saguache County. He made recommendations as to how he felt the Town of Saguache should change its fire ban ordinance.

MOTION by Trustee Serna; Second by Trustee Quintana

Trustee Serna moved to remove the fire ban in the Town of Saguache.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Legal Counsel Report:

Discussion on Amending Ordinance 88-5: Building Permits: There was discussion of the purpose of the proposed changes, which is to prevent residents from improving, or repairing after major damage, structures on Town right-of-way. Attorney Farish recommended that the provision be included in the Offense Code. The Board asked him to develop an ordinance to do so. Mayor Jones pointed out that there was also information on re-writing the ordinance to have less stringent requirements for building permits. Mayor Jones asked Attorney Farish to do a draft building permit ordinance for the board's review.

Review/Discuss/Approve Ordinance 2012-5: An Ordinance Amending Ordinance 2011-4 (An Ordinance to Amend Ordinance No. 2002-3 An Ordinance Adopting a Fire Ban, Burning Ban, Ban on Sale of Fireworks, and Ban on the use of any and all Fireworks within the Corporate Limits of the Town of Saguache): The Board asked Attorney Farish to develop an updated fire ban ordinance for their consideration.

Review/Discuss/Approve Resolution No. 2012-E: A Resolution Requiring Background Checks for Volunteer Positions in the Town of Saguache, Colorado: Trustees pointed out one typo in the resolution, and one word to change for consistency.

MOTION by Trustee Serna; Second by Trustee Quintana

Trustee Serna moved to approve Resolution 2012-E: A Resolution Requiring background Checks for Volunteer Positions in the Town of Saguache, Colorado.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Review/Discuss/Approve-Recommendation—Planning Commission—Re-plat: There was discussion of the re-plat submitted by property owners in town. Attorney Farish recommended re-platting for simplicity. Deputy Clerk McKee pointed out that the Planning Commission recommends not changing the Town plat. After additional discussion the Board decided to table the question until Planning Chair Kathy Geddes can discuss the topic with Attorney Farish.

Discussion on Viaero Wireless Tower—Public Process and Access Easement specifications: Trustee Vasha expressed the feeling that Viaero Wireless has not been proactive with the Town and has not been providing information and communication. Attorney Farish stated that he has had no communication from them. Trustee Vasha said that cell towers are dominating and unattractive, and the Town Board should not allow access on a Town road without allowing at least the possibility of citizen input. After discussion, the Board asked Deputy Clerk McKee to contact Viaero Wireless and ask them to contact Attorney Farish so that a possible easement can be developed for the Board to consider, and that the meeting be advertised so that citizens can have input if they want it. They also want a Viaero representative to come to a Board meeting.

Attorney Farish asked that he receive progress reports on the land use code being developed. He feels it would be more effective for him to be providing guidance on an on-going basis rather than at the end of the process only. The Board asked that Planning Chair Geddes arrange to send progress reports to Attorney Farish.

Clerk's Report:

Office Equipment: The Clerks asked the Board about donating or disposing of unused, old office equipment. There was discussion of the process.

MOTION by Trustee Vasha; Second by Trustee Serna

Trustee Vasha moved to donate if possible, or otherwise dispose of, old office equipment, as long as information is removed from computer memory.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Proclamation: There was a request that the Board declare National Health Center week. There was discussion.

MOTION by Trustee Vasha; Second by Trustee Terrell

Trustee Vasha moved to not proclaim National Health Center week.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

General Discussion: Deputy Clerk McKee asked if the Board wishes News from Town Hall to include a call for letters of interest for filling the vacant seat on the Board of Trustees. The Board directed that it be included.

Deputy Clerk McKee mentioned that the next Source Water Protection meeting will be October 1st at 7:00 pm and asked if that date and time works for those Board members who attend. They agreed that the date and time are fine.

Deputy Clerk McKee mentioned that the Governor has lifted the State fire ban.

Deputy Clerk McKee asked if anyone needed to receive Clerk Garcia's cell phone number, since she is the designated contact for the upcoming Garcia family reunion. The Board said they have her number.

Mayor Jones mentioned that the Board had passed the resolution authorizing the background checks, and they should also authorize setting up the account for getting the background checks completed.

MOTION by Trustee Miles moved to direct Clerk Garcia to set up the account to get background checks completed. Trustee Serna seconded.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Maintenance Report:

CDPHE: Mr. Pacheco reported that the Town received a letter from CDPHE, and the Distribution Plan has been approved, which means that we'll keep our waiver awhile longer.

Water Testing: Mr. Pacheco reported that the SOCs and VOCs have been good, and he was told that he can write to ask that additional testing this year be waived, which would save the Town money. The Board agreed that he should write a letter asking for a waiver of those tests.

Water Valves: There was discussion of having the valves installed at the water tank. Only one bid was received for this work

MOTION by Trustee Vasha; Second by Trustee Serna

Trustee Vasha moved to accept the bid from RMS Utilities.

Vote as follows: Trustee Quintana – aye; Trustee Serna- aye; Trustee Miles – aye; Trustee Terrell – aye; Trustee Vasha – aye; Mayor Jones – aye

VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

General Discussion: Mr. Pacheco reported that the Town has the roller, on lease for 30 days. If the Town decides to buy it, the lease payment will be applied toward the purchase price.

Mayor Jones suggested that the Town ask Saguache County Road and Bridge to haul some material to the end of 9th Street, in preparation for eventual paving of that section. Mr. Pacheco mentioned that he would also like the Town to buy some extra material to have available for needed street repairs.

Tree Board Report: Mr. Pacheco presented a report from the Tree Board. They haven't been active this summer, but will become more so this fall. They are waiting for favorable conditions before planting additional trees.

Weeds: There was discussion of yards that are overgrown with weeds. Mr. Pacheco reported that he has compiled a list of properties that are out of compliance with the weed section of the nuisance ordinance. The Board directed that he and Clerk Garcia send letters to the property owners. There was also discussion of items being stored in an alley on 4th Street. The trustees said that the property owner should be sent a letter instructing that the items be moved.

Viaero Wireless: Mr. Pacheco reported that since towers have gone up in the vicinity of the water tower, the Town has been having more trouble with its relay system. The towers attract lightning, and the relay system, which is a low-voltage system, gets damaged. The relay was damaged again, and Clerk Garcia will pick up the part needed in Denver the next day. Mr. Pacheco asked for permission to buy parts ahead of time, so that when this happens again the system can be repaired quickly.

Mayor Jones mentioned that he thought the Town should budget for hiring two assistants every summer, to help with the labor in the Maintenance Department. Mr. Pacheco said that it would be very helpful to have the extra help.

Old/Unfinished Business:

Schedule workshop to discuss water and sewer rates for businesses: The Trustees agreed to meet on August 27th at 7:00 p.m.

New Business:

CML Conference Update: Trustee Terrell reported that the conference was very helpful, primarily for the contacts made. He realized from speaking with other attendees that Saguache is doing well. He said that the Towns that do best are those where the Board, Mayor and Staff work together and get along together. He encouraged as many board members to attend as possible, and also suggested that Clerk Garcia and Maintenance Director Pacheco would benefit from attending.

Fall Festival—Fire Department: Stage donation: This was handled under Saguache Recreation Board.

Executive Session, if needed: None was needed.

Adjourn: There being no further business, the meeting was adjourned by Mayor Jones at 9:40 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Milton Jones, Mayor

ATTEST:

Therese Garcia, Town Clerk