

TOWN OF SAGUACHE
Board of Trustees
Regular Session
February 21, 2012

The Town of Saguache Board of Trustees met for a Regular Session on February 21, 2012, with Trustees being present as follows:

Mayor Milton Jones	Present
Mayor Pro-Tem Dario Archuleta	Present
Ruth Horn, Trustee	Present
Lyn Miles, Trustee	Present
Tina Serna, Trustee	Absent (Excused)
Carla Quintana, Trustee	Present
Kate Vasha, Trustee	Absent (Excused)

Town of Saguache employees present as follows:

Therese Garcia, Town Clerk	Present
Johnann McKee, Deputy Clerk	Present
Dan Pacheco, Public Works	Present

Town of Saguache Attorney present as follows:

Eugene Farish, Attorney	Present—left at 8:15 p.m.
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Citizens in Attendance: Kelsey Hauck, Hauck/Pederson; Trish Gilbert, Saguache County Museum; Christine Gydesen, Ute Theatre; Laura Lee Conley; Greg Terrell; Pat Miller; Lindy McDaniel, Blue Earth Business Opportunities; Marge Hoglin, Blue Earth Business Opportunities; Henry Jacobsen, Viaero Wireless

Call to Order: The meeting was called to order by Mayor Jones at 6:59 p.m.

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

Additions and Deletions to the Agenda:

Delete Carol Refior from Participation of Citizens; she will be at the March meeting. Add Marge Hoglin and Lindy McDaniel to Participation of Citizens - letter of support for their non-profit.

Add Under Vista Grande Update - Memorandum of Understanding that he is developing to be between the Town of Saguache, the Volunteer Fire Department and BLM.

Review/Approval of Minutes:

The minutes for the Regular Session held on January 17, 2012 were reviewed by the Board. There were no additions or corrections.

MOTION by Trustee Quintana; Second by Trustee Miles

Trustee Quintana moved to approve the minutes for the Regular Session held on January 17, 2012 as presented.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Review/Approval of Bills:

The Trustees reviewed the February List of Bills as presented, and had no questions.

MOTION by Mayor Pro-Tem Archuleta; Second by Trustee Horn

Mayor Pro-Tem Archuleta moved to approve the February List of Bills for payment as presented.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Participation of Citizens:

Kesley Hauck: Discuss damage to building: Ms. Hauck explained the sequence of events that led to the damage to the front of her building on 4th Street during the work last summer. She submitted a claim for damages to SLV Earth Movers in November, but has not heard back from them. There was discussion of the fact that the mason who re-did the front brickwork last fall left the front unsupported for at least a week. It is unclear whether the damage was caused by the sidewalk removal, which was done by RMS Utilities, or the preparation and replacement, which was done by SLV Earth Movers. It could also have been caused by the mason not supporting the front properly. Ms. Hauck was asked how she hired that mason. She reported that Dan Pacheco hired him. Ms. Hauck asked that the Board write a letter of support of her submission for reimbursement. After discussion, the Board decided that since it is unclear when the damage was caused, they would write a letter to support a submission to both companies. Clerk Garcia and Attorney Farish will develop a letter.

MOTION by Trustee Miles; Second by Mayor Pro - Tem Archuleta

Trustee Miles moved that the Town Board send letter of support, approved by the Town Attorney, for a damage claim submission sent to both RMS Utilities and SLV Earth Movers.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Mayor Pro-Tem Archuleta – aye; Mayor Jones – aye; Trustee Quintana – no

VOTE: 4 – Aye; 1 – No; 0 – Abstain

Trish Gilbert – Saguache County Museum - Request for a Letter of Support: Ms. Gilbert reported that the Museum will be applying for several grants this spring, and is asking the Town Board for a letter of support that can be used for all of the grant applications. She agreed that the draft developed by the Town staff is suitable.

MOTION Trustee Horn; Mayor Pro - Tem Archuleta

Trustee Horn moved that the Town Board give the Saguache County Museum the approved letter of support.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Christine Gydesen – New Liquor License Application – Beer & Wine: Ms. Gydesen is applying for a new Beer and Wine Liquor License for the Ute Theatre. There was discussion of the topic.

MOTION by Trustee Horn; Second by Mayor Pro - Tem Archuleta

Trustee Horn moved to accept the new liquor license application.

Vote as follows: Trustee Miles – aye; Trustee Horn – aye; Mayor Pro-Tem Archuleta – aye; Mayor Jones – aye; Trustee Quintana – no

VOTE: 4 – Aye; 1 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

The Board agreed to hold the public hearing on March 19, 2012 at 6:45 pm.

Laura Lee Conley – Bill for water curb box: Ms. Conley expressed the belief that she should not be held liable for the curb box because it was broken when Town Staff was turning the water on or off. Public Works Director Dan Pacheco explained that the box was damaged and buried by someone adding red granite to the yard, and it is the responsibility of the property owner to request a locate before doing work in the yard, in order to be sure to not damage the curb box. Town Staff broke the valve, which happens fairly often, but Ms. Conley is not being charged for the valve. Ms. Conley said that she cannot afford to pay for the curb box. The Board agreed that she can pay it off a little at a time.

Lindy McDaniel and Marge Hoglin—Request for a Letter of Support: Ms. McDaniel and Ms. Hoglin are applying for a Saguache County Sales Tax Grant in support of Blue Earth Business Opportunities, and requested a letter of support from the Town Board.

MOTION by Mayor Pro -Tem Archuleta; Second by Trustee Horn

Mayor Pro -Tem Archuleta moved that the Board give a letter of support.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Henry Jacobsen—Upcoming Request for Access past the Town Water Tank: Mr. Jacobsen explained that he represents Viaero Wireless. His company has arranged with Green Earth Farms to put a tower behind the Town Water Tank on the condition that they arrange to get access by way of the road to the Water Tank. The tower will be seventy feet, and will provide cellular service to the Town of Saguache as well as the three highways going out of town. It will be designed for minimum visual impact. Emergency services will be allowed to co-locate on the tower for free. Mr. Jacobsen will return to the Board in March to make the actual request for access—tonight he just wanted to let them know that the request will be coming.

Downtown Revitalization Project:

Discuss additional sidewalks for 4th Street: There was discussion of a letter sent by Ms. Smoyer, who couldn't be at the meeting. Mayor Jones explained what he would like to have happen with regard to adding additional sidewalks.

MOTION by Mayor Pro - Tem Archuleta; Second by Trustee Horn

Mayor Pro - Tem Archuleta moved to proceed with the bidding process for replacing the sidewalk on the East side of Fourth Street between Christy and Pitkin Avenues, being sure to have engineered specs developed.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

There was discussion of future projects. The Trustees felt that, after replacing the sidewalk as agreed, future work and funds should be spent in other parts of Town for the next few years.

Clerk Garcia reported that a VISTA volunteer is working on a park design. An RFP will be done for a landscape architect to prepare specs for the pocket park.

Clerk Garcia showed the Trustees samples of designs for the welcome signs that will be posted on the ends of Fourth Street. **By concensus**, the Trustees agreed on the third design for the welcome signs.

Historic Commission Update:

Discuss designation of property: Trustee Vasha sent a letter explaining that the Historic Preservation Commission has started the process of designating the Saguache Hotel a historic building without owner's consent. The Trustees expressed the preference that the Historic Preservation Commission attempt to get the owners to participate willingly. The hearing for the designation of the Saguache Hotel as a historic building will be April 10.

Note: This was originally to be discussed during New Business was moved up to this part of the meeting.

The owner of the small house across from the Sheriff's Office wants it removed from his property. It was moved to Saguache originally, and would have to be moved to be preserved, which means that the Town could not get funds from the State Historical Society for its restoration. The Trustees agreed that there is no good location for placing the house in Saguache, and the Town doesn't have money for restoration work. So the Town Board will not ask for the house.

Vista Grande Update:

Mayor Pro - Tem Archuleta reported that he has developed a Memorandum of Understanding (MOU) to be between the BLM, the Town of Saguache, and the Fire Department regarding burning at Vista Grande. He will bring the MOU to the next meeting.

Sheriff's Report:

Sheriff Mike Norris was not present. The Trustees received copies of his report.

Legal Council Report:

Review/Discuss/Approve Resolution 2012 –D: A Resolution Designating the Town Clerk as the Designated Election Official for the 2012 Municipal Election and Authorizing the Town Clerk to Appoint Election Judges for Saguache's Municipal Election

MOTION by Trustee Horn; Second by Trustee Miles

Trustee Horn moved that the Town Board approve Resolution 2012 –D: A Resolution Designating the Town Clerk as the Designated Election Official for the 2012 Municipal

Election and Authorizing the Town Clerk to Appoint Election Judges for Saguache's Municipal Election.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

MOTION by Trustee Quintana; Second by Trustee Horn

Trustee Quintana moved that the Town pay election judges \$25 for election training.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Review/Discuss/Approve MOUs with Saguache County Emergency Services: The Board was presented with the MOUs last year, and opted at the time to wait until they were approved by the Federal Government. That has now happened.

MOTION by Trustee Horn; Second by Trustee Quintana

Trustee Horn moved that the Board approve the MOUs with Saguache County Public Health Emergency Services.

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

VOTE: 5 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the Vote was unanimous.*

Clerk's Report:

Written Report: Clerk Garcia mentioned that the Board had planned on holding a workshop on enforcing weed ordinances. Trustee Horn suggested doing it after the election so that the new board members can participate. The Trustees agreed.

Saguache Recreation Board: Clerk Garcia mentioned that the Board had spoken of having the Saguache Recreation Board come to meet with them. The Trustees agreed to hold a special session with the Recreation Board and the Chamber of Commerce. The Chamber would like to organize Fall Festival in conjunction with the Recreation Board this year, before deciding whether to take it on themselves. The Trustees will ask the Chamber of Commerce and Saguache Recreation Board to attend a special meeting on March 5th at 7:00 pm. Mayor Pro - Tem Archuleta mentioned that the Boards and Commissions are supposed to make regular reports to the Board of Trustees and haven't been doing so. The Trustees agreed that they want to be informed of what the Boards and Commissions are doing.

Job Descriptions: Clerk Garcia mentioned that job descriptions were included in the Trustees' packets for three positions. The Deputy Clerk job description wasn't included because it was approved in March of 2011, but the other positions don't have approved job descriptions. There was discussion on the subject of evaluating employees. The Trustees agreed to have a workshop at 7:00 pm on Tuesday, March 13th to discuss job descriptions and employee evaluation.

General Information: Clerk Garcia reported that the Christmas tree is fixed, and the company has reimbursed the Town for the repairs.

Trustee Quintana asked whether there were any water shut-offs in February. Deputy Clerk McKee reported that two customers were facing shut-off, but a local church paid

the amount needed to prevent the shut-offs. There are currently six accounts that owe some or all of January as well as February, and so will receive late notices on March 1st if not paid before then.

The Trustees approved the News from Town Hall.

Clerk Garcia mentioned an upcoming luncheon with El Pomar. Mayor Pro - Tem Archuleta offered to attend. The Trustees asked that one of the clerks also attend.

Clerk Garcia read a thank-you note from May Engquist.

Clerk Garcia mentioned that Crestone is starting a redevelopment project, and is asking for partners in the project.

Maintenance Report:

Written Report: Mr. Pacheco explained that he did not choose to hire the mason for Ms. Hauck's building, as she had reported. He was in the process of getting bids from three masons when Trustee Vasha, Town Engineer Bob Williams, and Project Manager Kim Smoyer told him to hire the mason who did the work.

Sidewalk information: Mr. Pacheco has prepared a bid packet for the sidewalk. The Trustees agreed to hold a special meeting on March 13th at 7:00 pm to open the bids, then to hold the workshop after that. Bids are to close at 4:00 pm on Thursday, March 8th.

General information: Mr. Pacheco acknowledged Randy Arredondo at Saguache County Road & Bridge, for the red granite he gave the Town. Mayor Jones pointed out that the Town also helps the County, such as letting them put limbs in the old dump last summer. Mr. Pacheco reported that he expects that the State will end all waivers for chlorination within the next five years.

Mr. Pacheco suggests that Saguache get its augmentation plan submitted before the Saguache Creek Sub-District is organized and functioning, as he believes we will have more options for the augmentation plan if it not under the sub-district.

Mayor Jones mentioned that he arranged a time for himself and Mr. Pacheco to meet with the Board at KV Estates about using their potable water truck as a resource in Saguache's emergency water plan.

Mayor Jones suggested the Town look into leasing a blade for road work this summer. It is possible that the Town could lease the equipment for not much more than it currently pays Saguache County Road & Bridge to do the work, and if the Town had the equipment available then the Public Works staff could use it whenever they wished, and work carefully and get more roads done.

Tree Board Update: Mr. Pacheco reported that the Tree Board has been having trouble meeting. However, they are re-organizing. Pat Miller has agreed to be the secretary. John Baxter has resigned. They've hired a tree trimmer to come on February 23rd. There are eight trees for him to trim. Clerk Garcia asked that John Baxter submit a letter of resignation, also that the secretary post the agenda, including the date, place and time of the meeting, and get copies of the minutes to her.

Trustee Quintana mentioned a tree in front of her house that has posts but no fencing around it. She reported that the deer are eating the tree. Mr. Pacheco said that the Tree Board is hoping to fence the remaining trees very soon.

Mayor Pro - Tem Archuleta suggested that Public Works finish the burning at Vista Grande as soon as possible.

Old /Unfinished Business: There was none

New Business:

Discuss Placement of small house to be removed from 5th & Christy Ave.: This was discussed under the Downtown Revitalization Project.

Executive Session, if needed: None was needed.

Adjourn: There being no further business; the meeting was adjourned at 8:54 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Milton Jones, Mayor

ATTEST:

Therese Garcia, Town Clerk