

TOWN OF SAGUACHE
Board of Trustees
Regular Session
September 17, 2012

The Town of Saguache Board of Trustees met for a Regular Session on September 17, 2012, with Trustees being present as follows:

Milton Jones, Mayor	Present
Tina Serna, Mayor Pro - Tem	Present
May Engquist, Trustee	Present
Lyn Miles, Trustee	Absent (excused)
Carla Quintana, Trustee	Present
Greg Terrell, Trustee	Present
Kate Vasha, Trustee	Present

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	Absent
Jan Warwick, Legal Assistant	Present

Citizens in Attendance, as follows: Dale Hazard, owner of Mountain Liquor; Byron Williams, Chamber of Commerce; Lindy McDaniel, Municipal Judge and BEBOP; Marge Hoglin, BEBOP; Kathy Geddes; Don Geddes; Deputy Tyler Harford, Sheriff's Office; Linda Joseph, Saguache County Commissioner; Mike and Roni Wisdom, San Luis Valley Council of Governments; Lisa Cyriacks; Joy Hughes; Erin Minks, representative of Senator Mark Udall; Jen Rokala; Wil Schrieber; Jane Martin; Barbara Donahue; and Barbara Sibley

Call to Order: Mayor Jones called the meeting to order at 7:00 p.m.

Swearing in of New Board member—May Engquist: Municipal Judge Lindy McDaniel administered the oath of office to newly-appointed Trustee May Engquist

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

Additions/deletions to agenda:

Add Under Maintenance Report – Maintenance fire hydrants
Add Under New Business - holiday tree lighting ceremony
Add Under Maintenance Report - ask some questions
Add Under Vista Grande Update - a short report on the CML District Meeting

Review/Approval of Minutes: The minutes for the Regular Session held on August 20, 2012 were reviewed by the Trustees.

MOTION by Trustee Serna; Second by Trustee Quintana

Trustee Serna moved to approve the minutes for the Regular Session held on August 20, 2012 as presented.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

The minutes for the Special Session held on August 27, 2012 were reviewed by the Trustees.

MOTION by Trustee Serna; Second by Trustee Vasha

Trustee Serna moved to approve the minutes for the Special Session held on August 27, 2012 as presented.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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/Approval of Bills: Trustee Quintana asked if there was a charge for Ellen Cox for the Pow Wow. Clerk Garcia reported that it was turned in to her that day, and should be added to the bills as voucher #12-401, for \$140.00.

MOTION by Trustee Terrell; Second by Trustee

Trustee Terrell moved to approve payment of the September List of Bills.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

Participation of Citizens:

Review/Discuss/Approve Renewal Liquor License—Mountain Liquor: Dale Hazard appeared before the Board. Clerk Garcia reported that all paperwork was in order, and the Sheriff's Office reported no problems associated with the business.

MOTION by Trustee Terrell; Second by Trustee Engquist

Trustee Terrell moved to approve renewal of the liquor license for Mountain Liquor.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

BEBOP—Welcome Visitor Center update and letter requesting permission to place bridge across the ditch: Ms. McDaniel and Ms. Hoglin gave an update on the Visitor Center. They asked the Board for permission to have a bridge across the ditch at 317 San Juan Avenue, leading into the exercise studio. Maintenance Director Pacheco reported that the bridge is high enough to not require a culvert, and can be removed when needed for ditch maintenance.

MOTION by Trustee Serna; Second by Trustee Quintana

Trustee Serna moved to approve the bridge.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

There was discussion of holding a meeting among the Board of Trustees, the Saguache Chamber of Commerce and the Saguache Tourism Board to discuss the Welcome Center.

Review/Discuss/Approve Consent to disclose Utility Customer Data: Joy Hughes informed the Board that there are now ten subscribers for the Solar Garden, so it is proceeding. The consent form would allow the Solar Garden to develop estimates of cost and savings for the various accounts for the Town of Saguache. Legal Assistant Jan Warwick reported that Attorney Farish thought, after reviewing the form, that it was for the accounts of Town residents, not for the Town accounts. The Board decided to table the decision until Attorney Farish is available to review it.

Linda Joseph, Mike & Roni Wisdom—COG discussion: Ms. Joseph, Mr. Wisdom and Mrs. Wisdom presented information on the activities of the SLV Council of Governments. They suggested that the Town of Saguache join for the last quarter of 2012, paying pro-rated dues of \$180 (one-fourth of the yearly amount of \$720.) There was discussion about how the Council of Governments is organized and how membership might benefit the Town.

MOTION by Trustee Terrell; Second by Trustee Vasha

Trustee Terrell moved to join the SLV Council of Governments for the last quarter of 2012 if there are sufficient funds in the budget for doing so.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

Erin Minks, the representative of Senator Mark Udall for the San Luis Valley, spoke to the Board about the Historic Park which Senator Udall has proposed for the San Luis Valley. Historic Parks are constellations of individual sites with information and interpretation available at each. The Old Spanish Trail will be included.

Downtown Revitalization Project:

Discuss Meeting for Bids—General Contractor and Landscape Contractor: Clerk Garcia reported that the bids for the pocket park contractors are due and will be opened on September 20, 2012. The Board will need to hold a special meeting after the bid opening to approve bids for both contractors. After discussion, the Board agreed to meet on Monday, September 24, 2012 at 6:30 p.m. Clerk Garcia mentioned that the bids as written do not require bonding, and asked if the Board would wish to approve an addendum to the bid packets requiring the contractors to be bonded. The Board chose not to do so.

Historic Commission Update: Trustee Vasha reported that she would be meeting on September 18th with a representative of the State Historic Fund to see what grants might be available to establish a Historic District.

Vista Grande Update:

Trustee Terrell reported that he and Trustee Vasha plan to start working on the application for a GOCO grant, to be submitted next spring. The Coleman land will not be donated, and is currently priced at \$1000 per acre. He suggested that trimming some trees around the Coleman rental property might encourage them to lower the price. There was discussion of whether the Town needed the land for Vista Grande. Trustee Vasha suggested the Trustees tour the property so they can see what it has and what it might need.

Trustee Terrell reported that Christi Culp, DOLA regional representative, was at the CML District Meeting. Ms. Culp reported that there are some Mineral Impact funds available. They will be available for planning grants with 50% match. Municipalities should send a letter to apply for up to \$25,000. The funds are expected to run out by November. Possible uses of the funds were discussed, including the PER being developed by Williams Engineering and purchase of a spare water pump. The Board would like to discuss the possibilities with Ms. Culp. Trustee Terrell will see if she can attend the Special Meeting on September 24th.

Sheriff's Report: Deputy Tyler Harford presented the Sheriff's Report.

Legal Council Report:

Review/Discuss/Approve Resolution 2012-F: A Resolution of the Town Board of Trustees of the Town of Saguache Regarding the Administrative Structure of the Town Government for the Town of Saguache: Legal Assistant Warwick read Resolution 2012-F. Trustee Vasha suggested that the last sentence on page 4 read "if neither is available".

MOTION by Trustee Serna; Second by Trustee Quintana

Trustee Serna moved to approve Resolution 2012-F as corrected.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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 Ordinance 2012-7: An Ordinance Adopting Rules & Procedures for the Board of Trustees of the Town of Saguache: Legal Assistant Jan Warwick read Ordinance 2012-7. The Board decided to table the ordinance to allow time to modify the agenda on page 6.

Clerk's Report:

Action items: Clerk Garcia presented two samples of consent agendas. The Board preferred the format of the second version, and asked the Clerk to use it as the basis for a consent agenda.

Review/Discuss/Approve Ordinance 2013 Property/Casualty Preliminary Quote—CIRSA: There was discussion of the Quote from CIRSA.

MOTION by Trustee Serna; Second by Trustee Quintana

Trustee Serna moved to accept the quote from CIRSA for 2013 Property/Casualty Insurance.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

Discussion—Adoption of 2013 Budget: Clerk Garcia reported that the Trustees will receive the 2013 Budget on October 12th. The Trustees agreed to pass the budget on the first Tuesday in December.

Discuss Source Water Protection Plan—approval—purchases: Clerk Garcia reported that the Town will receive \$4,680 for the in-kind submitted to the State. She proposed various items to acquire with the funds, and the Trustees agreed. Clerk Garcia mentioned that the former Trustee Horn and Mayor Pro - Tem Archuleta were members of the Steering Committee and asked if another Board member would wish to join in their place. Trustee Terrell agreed to become a member.

There was discussion of a public meeting to allow input to decide whether the Town will grant Viaero Wireless access to the road to the water tower. The meeting will be held on October 17th at 6:30 p.m.

Written report: Clerk Garcia reported that the Planning Committee will hold an open house on October 22, 2012 to present the Zoning Code.

Trustee Vasha had one correction for the News from Town Hall. It was approved as corrected.

Maintenance Report:

Action items: Maintenance Director Pacheco presented a report on the fire hydrants from the Fire Department. The Fire Department checked the hydrants and reported that they all need graphite and a couple of them are broken. There was discussion. Mr. Pacheco reported that Maintenance will apply the graphite and look into the repairs. The Board asked him to remind the Fire Department that the Town has asked them to use different hydrants when filling their truck.

Review/Discuss/Approve Bids for Building at Sewer Lagoon: The bids were opened and read by Mayor Jones.

Harley Bethel bid \$44,675 for the building and \$16,800 for the concrete slab.

SLV Quality Concrete bid \$10,200 for the concrete.

Mountain Valley Lumber Inc. bid \$27,500 for the building, \$18,000 for the concrete and \$8,640 for the insulation.

Gingrich Insulating bid \$48,000 for a wood frame and pro-panel building and concrete.

There was discussion of various aspects of the bids and of financing. Mr. Pacheco mentioned that neither the Mountain Valley Lumber bid nor the Gingrich Insulating bid was for a metal building as specified in the bid packet.

MOTION by Trustee Serna; Trustee Engquist seconded.

Trustee Serna moved to accept the bid from SLV Quality Concrete for the concrete work \$10,200.

Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

MOTION by Trustee Serna; Second by Trustee Vasha

Trustee Serna moved to accept the bid from Harley Bethel for the building \$44,675.
Vote as follows: Trustee Engquist – aye; Trustee Quintana – aye; Trustee Serna – 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.*

Discuss Jesus Ortiz water line—who is responsible to repair or replace?: There was discussion of the recent break in the water line to Mr. Ortiz' home. The Trustees decided to replace the 6" water line, using rubber gaskets, and change the right angle turn to two 45 degree turns. They will work with Mr. Ortiz to determine who will pay for what. More information will be brought back to the Board at their October 15th meeting.

Review/Discuss/Approve Public Works Director and Maintenance II Job Description:
The Trustees decided to table this until the October 15th meeting.

Review/Discuss water and sewer line—Blair Meerfeld property: Mr. Pacheco reported that two people are looking at the Meerfeld property, but would want to get water and sewer service to the studio in back. It would require a lift station for the sewer. There was discussion of possible approaches to supplying service to the building. The Trustees decided that they will not consider any action unless a property owner comes to them with a request.

Discuss cleanup of home damaged by fire: There was discussion of complaints about the house that burned last winter. The owner has stated the intention of getting the property cleaned up, but it has not yet been done. The Trustees asked Mr. Pacheco to speak with the owner.

General Discussion: Mr. Pacheco informed the Trustees that there will be a letter published in the paper regarding a water violation. The violation occurred because a test was not completed. The test was completed in August and the results came back okay. He suggested that if Trustees are questioned about the violation, they can suggest residents come to the Town Hall to see the actual test results, as the Town water is completely safe.

Community Building: Mr. Pacheco spoke with Sheriff Mike Norris about vandalism at the Community Building. There was discussion of the vandalism and of the law enforcement IGA currently in place. The Trustees decided to mount floodlights with motion detectors to cover areas that are currently poorly lighted.

Questions: Trustee Quintana asked that steps be taken to avoid ice at the north door of the Community Building. There was discussion about maintenance of the Community Building. Mayor Jones, Trustee Terrell and Public Works Director Pacheco will decide on the best way to cut down on ice in front of the doors.

Note: from here on out things were not done in the correct order. It should have been: schedule workshop, discuss procedures for attending trainings, discuss holiday tree lighting. They were actually discussed in the order: lighting ceremony, schedule workshop, attendance at trainings.

Old/Unfinished Business:

Schedule workshop for water and sewer rate for businesses in October: After discussion, the Board decided to hold the workshop after the Special Meeting on September 24, 2012.

New Business:

Discuss procedures for board members attending trainings/workshops: There was discussion of the value of attending outside meetings when possible. The Board will consider budgeting money for expenses and reimbursements.

Tree Lighting: Trustee Vasha suggested asking the Saguache Community Chorus to sing at the Holiday Tree Lighting Ceremony. The Trustees agreed.

Executive Session, if needed: None was needed.

Adjourn: There being no further business, the meeting was adjourned by Mayor Jones at 9:52 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Milton Jones, Mayor

ATTEST:

Therese Garcia, Town Clerk