

TOWN OF SAGUACHE
Board of Trustees
Regular Session
December 16, 2013

The Town of Saguache Board of Trustees met for a Regular Session on December 16, 2013, with Trustees being present as follows:

Kate Vasha, Mayor	Present
Greg Terrell, Mayor Pro – Tem	Present
May Engquist, Trustee	Present
Ruth Horn, Trustee	Present
Joel Johnson, Trustee	Present Arrived at 7:03 p.m.
Carla Quintana, Trustee	Absent (Excused)
Tony Sandoval, Trustee	Present

Town of Saguache employees present as follows:

Therese Garcia, Town Clerk	Present
Miracle Gomez, Deputy Clerk	Present
Dan Pacheco, Public Works	Present

Town of Saguache Attorney present as follows:

Eugene Farish, Attorney	Present
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Citizens in Attendance: Cheryl Rowe, Crestone Telecom; Barbara Donohue; Bill Donohue; Hillary Conroy; Carita Ginn, Chamber of Commerce; Jackie Stephens, Saguache County; Wendi Maez, Saguache County; Ron Gilbertson, Fire Department; Anthony Salaz, Fire Department; Pat Miller; Lindy McDaniel, BEBOP; and Marge Hoglin, BEBOP.

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

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

Agenda Approval—Add or Delete Items from the Agenda:

There were no deletions or additions to the agenda.

Consent Agenda:

The consent agenda includes the Regular Session minutes for November 18, 2013; Special Session minutes for November 25, 2013; Special Session minutes for December 3, 2013; December List of bills; and the Sheriff report. Mayor Pro - Tem Terrell has a question about the bills.

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

Trustee Horn moved to approve the consent agenda except for list of bills.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Mayor Pro- Tem Terrell is asking if the bill for Williams Engineering is going to be paid by Viaero. Town Clerk Garcia stated that they will pay this bill, but may not be by the end of the year.

MOTION by Mayor Pro Tem Terrell; Second by Trustee Engquist

Mayor Pro -Tem Terrell moved to approve the December List of Bills as presented.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Citizen Comments:

Chief Ron Gilbertson, Volunteer Fire Department is requesting that their deposit be waived for Community Building. If there is any damage the Fire Department will pay, but doesn't want to write a check just to get it returned to them. The waiving of the deposit was discussed further.

MOTION by Mayor Pro -Tem Terrell; Second by Trustee Engquist

Mayor Pro -Tem Terrell moved to waive deposit for the Community Building.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Volunteers Fire Department – Chief Ron Gilbertson: Review/Discuss Approve Special Events Permit: The Town did not receive any letter of oppositions against the Special Events Permit. There was a question asked about the time on the Special Events Permit application.

MOTION by Trustee Horn; Second by Trustee Sandoval

Trustee Horn moved to approve the Special Event Permit for the New Year's Eve Dance hosted by the Saguache Fire Department.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Lindy McDaniel & Marge Hoglin – Saguache Welcome Center: Village Post Office:

Ms. McDaniel & Ms. Hoglin are requesting that they be allowed to put in a mail box that would need to be bolt to the sidewalk in front of their business. There was general discussion about the need for another Post Office mail drop box. The board will not allow a drop off box at this time. The United States Post Office is welcome to come and speak with the Board further.

MOTION died for lack of a second.

Karen Peeples – Saguache Town Market - Reimbursement Request: Ms. Peeples discussed the need for more restrooms in the Town. Ms. Peeples is not asking for reimbursement. The Trustees would like to look in to a grant for upgrading the Otto Mears Park and adding restrooms at the Dave Martinez Park. Mayor Vasha would like Dan Pacheco to look in to the cost of a port a potty at Otto Mears Park this summer. The Trustees will discuss this further at their next meeting in January.

Jackie Stephens, Wendi Maez, and Cherly Rowe: Discuss Broadband Internet for Town of Saguache and Rural Community. There was general discussion about the benefits of Broadband Internet. Mayor Vasha would like Dan Pacheco to work with Cherly Rowe, and

discuss this further at the January Board Meeting. Attorney Farish asked if they would provide free internet to the Town offices. Ms. Rowe agreed that they would be able to work that out. Installation cost is \$11,000 and the county is requesting the Town's help. The County is requesting that the Town be the applicant for a Sale Tax Grant as well as pay half the fees. Other, options would be in-kind, or an agreement for the Town to get free internet and not charge a lease fee.

Ordinances/Resolutions/Public Hearings:

Attorney Report:

Review/Discuss/Approve Memorandum of Understanding between the Town of Saguache and Saguache Chamber of Commerce for information board at kiosk- Dave Martinez Park: The Trustees reviewed the Memorandum of Understanding [MOU] for the information sign at the Kiosk at Dave Martinez Park. There were no changes from the Trustees. Town Clerk Garcia stated that County needs to be taken out of the MOU. The Saguache Chamber would like Eric Frey to come out and look at the Kiosk. Public Works will tape off our section, so Eric Frey will know where our side ends.

MOTION by Trustee Horn; Second by Mayor Pro – Tem Terrell

Trustee Horn moved to approve the Memorandum of Understanding between the Town of Saguache and the Saguache Chamber omitting the word “county” from the MOU.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Note: Trustee Johnson was out of the room when this motion occurred.

Discuss meeting date for codification workshop in January: The Trustees decided on the following dates for the next codification workshop. They will meet on January 22, 2014 at 7:00 p.m., and then if another workshop is needed it will be on January 27th at 5:30 p.m.

Vista Grande update: Discuss Coleman Land: Public Works Dan Pacheco mentioned to the Trustees that the Division of Water Resources has no problems, this would not violate the Town's decree, and the water cannot be used for irrigation. Nielsen Real Estate has the contract. The Trustees felt that they could not go forward on the contract without reviewing it first. There was mention about placing a CAP of \$10,000 gallons per month and then any overage would be charged to the Coleman's. Attorney Farish would like the Town to have Peter Nichols look at the contract before moving forward. There was discussion about putting a limit on the years this waiver for water and sewer fees will be valid. This will be tabled until the January meeting.

Boards/Committees Reports:

Planning Commission Update:

Quarterly Report: Chair Kathy Geddes gave the Trustees an update.

Discuss Draft Zoning Code: The Trustees discussed the Draft Zoning Code and if they wanted to approve the draft as presented by the Planning Commission.

There was no motion made by the Trustees. The Trustees would like to meet with the Planning Commission at the meeting on January 13, 2014 at 6:30 p.m. to discuss this further. Mayor Vasha asked if someone would like to motion to approve the zoning code.

Historic Commission Update

Quarterly Report: Mayor Vasha mentioned to the Trustees that the Town received the State Historic Fund Grant for the Town Hall.

Discuss/Approve – Letters of Interest (3 letters): Historic Commission: Mayor Vasha stated that with Mayor Pro- Tem Terrell resigning that Trustee Engquist will take his place on the Commission. There was discussion about the request from Rick Barandes withdrawing his letter of interest, due to the fact of the Town receiving other letters.

MOTION by Trustee Horn; Second by Trustee Engquist

Trustee Horn moved to accept the withdrawal of the letters of interest from Rick Barandes.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

MOTION by Trustee Horn; Second by Trustee Sandoval

Trustee Horn moved to accept the letters of interest from May Engquist, Burt Wadman, and Jenny Rhodes (Engleman).

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Old Business:

Vista Grande update: Discuss Coleman Land: *This item was discussed earlier in the meeting.*

Discuss awarding of GOCO Grant: The Trustees agreed to let the Mayor Pro –Tem Terrell do an article about the awarding of the GOCO Grant. Clerk Garcia mentioned that there is a person from GOCO that may have sample articles, if Mayor Pro- Tem Terrell would like to get in touch with them.

Review/Discuss/Approve GOCO Grant Contract – Vista Grande Master Plan: The Trustees discussed the contract. Mayor Pro- Tem Terrell will come in to help do the contract this week.

Review/Discuss/Approve Resolution 2013-I: A Resolution supporting the agreement between the Town of Saguache and the State Board of the Great Outdoors Colorado Trust Fund. The Trustees reviewed Resolution 2013-I.

MOTION by Trustee Horn; Second by Trustee Engquist

Trustee Horn moved to approve the Resolution 2013-I: A Resolution supporting the agreement between the Town of Saguache and the State Board of the Great Outdoors Colorado Trust Fund as presented.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Review/Discuss Saguache Recreation Board minutes and 2014 annual plan: No one from the Recreation Board was present to discuss this with the Trustees, a letter will be sent out requesting that the minutes and an annual plan be submitted by December 31st. Clerk Garcia will speak to the Attorney Farish about what the process would be if the Recreation board are not following the Ordinances or their By-laws.

Discuss Community Thanksgiving Dinner: There was discussion on how the Community Thanksgiving Dinner turned out. Also there may be a need for a committee to be formed, a

representative from the Town and representatives from local churches could be on this committee. This will be discussed further at the January 21st meeting.

Discuss Community Building Kitchen process: Deputy Clerk Gomez asked the Trustees if a Public Process has been done for the Community Building kitchen, grants sometime require that one be done. The Trustees agreed to put this discussion on the January 21st agenda. Mayor Vasha will do a memo to Caroline and Carla about the public process and this will be discussed on January 21st.

New Business:

Discuss Law Enforcement Officer: Mayor Pro –Tem Terrell let the Trustees know that he spoke to Sheriff Mike Norris and that the Full time officer that was budgeted for in 2014 will not happen on January 1st. So the town will continue with the part-time agreement until an officer is hired.

Trustee Comments: Clerk Garcia mentioned that Trustee Quintana wanted to let everyone know that food donations are being accepted for Al King’s funeral dinner – call Trustee Quintana if you are interested in helping.

Reports:

Clerk’s Report:

Written Report: The Trustees reviewed the reports, Trustee Horn mentioned that in the “News from Town Hall” if a sentence could be added stating “Please have a Happy and Safe Holiday Season”. Clerk Garcia stated this would be added. There were no other comments.

Review/Discuss/Approve Letter sent for 2014 business licenses: Clerk Garcia wanted to know if the Trustees were okay with the letter that would be sent to businesses for the 2014 year. By **consensus**, the Trustees felt the letter was okay.

Review/Discuss/Approve closing of town bank accounts: Clerk Garcia mentioned to the Trustees that the Town’s auditor’s said keeping the current five checking accounts at 1st Southwest bank and the 1 savings account at COLO Trust would be sufficient. The Town could close the accounts at Sunflower Bank and the extra accounts at 1st Southwest Bank.

MOTION by Mayor Pro –Tem Terrell; Second by Trustee Engquist

Mayor Pro –Tem Terrell moved to approve the closing of the extra bank accounts at 1st Southwest Bank and Sunflower Bank and only keeping the five checking accounts.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Review/Discuss/Approve: Proposal from Kim Smoyer & Associates for Grant Writing & Research Training for Deputy Clerk: The Trustees reviewed the proposal from Kim Smoyer, and thought this would be a benefit for Deputy Clerk Gomez because Ms. Smoyer knows about grant writing.

MOTION by Trustee Horn; Second by Trustee Sandoval

Trustee Horn moved to approve the proposal from Kim Smoyer & Associates for Grant Writing and Training.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Review/Discuss/Approve 2014 Holiday Schedule: Clerk Garcia mentioned to the Trustees that the County have not officially approved the 2014 Holidays, but the Trustees could do so if they choose.

MOTION by Trustee Johnson; Second by Mayor Pro- Tem Terrell

Trustee Johnson moved to approve the 2014 Holiday Schedule as presented.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Discuss Facebook Page: Deputy Clerk Gomez went over the pros and cons of having a Facebook page; she has also spoken to different entities to see what their experience has been. Deputy Clerk Gomez had an I-pad and wireless internet available, so the Trustees could view a few of the entities that currently have a Facebook page. There was more discussion about making the page secure and accepting comments from citizens.

MOTION by Trustee Johnson; Second by Trustee Sandoval

Trustee Johnson moved to create a secure Facebook page.

Vote as follows: Trustee Engquist – aye; Trustee Horn – aye; Trustee Johnson – aye; Trustee Sandoval – aye; Mayor Pro – Tem Terrell - aye; Mayor Vasha – aye

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

Maintenance Report:

Written Report:

Review/Discuss Responsibility for Jesus Ortiz water line: Dan Pacheco told the Trustees that a verbal agreement was done; he suggests that a written agreement be put in place so that there is no question who is responsible for the water line. The Trustees agreed that the meter should be put in at the Ortiz property. Dan Pacheco is to get with Attorney Farish to create the agreement.

Discuss signs placed on town right-of-way: There was discussion that this was becoming a problem and could be addressed in the nuisance code. Dan is to check with other small towns to see how they handle this issue.

Snow Removal: The Trustees have been hearing from citizens that the snows on the shoulders of the roads are a concern. The Trustees asked that the Public Works Department this time only to move the snow closer towards the ditch area. A notice is to be posted this week letting the citizens know when this will take place.

Executive Session (if needed): There was none needed.

Adjournment: There being no further business, the meeting was adjourned by Mayor Vasha at 9:14 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Kate Vasha, Mayor

ATTEST:

Therese Garcia, Town Clerk