

TOWN OF SAGUACHE
Board of Trustees
Regular Session
April 11, 2017

The Town of Saguache Board of Trustees met for a Regular Session on April 11, 2017, with the following Trustees present:

Greg Terrell, Mayor	Present
May Engquist, Mayor Pro-Tem	Present
Loren Aldrich, Trustee	Present
Susan Collins, Trustee	Absent (excused)
Wyoma Hansen, Trustee	Present
Janice Torrez, Trustee	Present
Amber Wilson, Trustee	Present

Town of Saguache employees were present as follows:

Pamela Fye, Town Administrator	Present
Linda Ahrens, Deputy Clerk	Present
Dan Pacheco, Public Works Director	Present

Town of Saguache Attorney was present as follows:

Karen Lintott, Attorney	Present
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Citizens in Attendance: Sheriff Dan Warwick, Belinda Zink, Luana Lovato, Carita Ginn, Byron Williams, Mary Johnson, Nyla Thompson, Sky Wright, Barry Van Sant, Mike Wheeler.

Call to Order: Mayor Terrell called the meeting to order at 6:04 p.m.

Moment of Silence and Pledge of Allegiance: was led by Mayor Terrell

Additions/Deletions to Agenda:

Trustee Hansen: requested that Water Restrictions be added under the Public Works Report.

Sheriff's Report:

Sheriff Warwick submitted his report and stated that the new Stop Signs by school are being effective with speeding in the area.

Belinda Zink, Architect Presentation on Historic Assessment of Community Building:

Belinda Zink, Architect, Zink and Associates, Inc. of Fort Collins conducted a presentation regarding finalization of the Historic Structure Assessment on the Saguache Community Building. The Report is 104 pages long, and a bound copy will be maintained at Town Hall for public inspection/review. Notable findings were the damp crawl space (vents need to be open in summer and closed in winter). Stucco over-all, walls and windows are in good condition. Ceiling needs maintenance soon. Handicap access is also needed. Town needs to decide whether to replace current heating system or update. Ms. Zink is open to any comments for review to be placed in report. Once finalized, the report will be turned in to History of Colorado and they have 30 days to review.

Citizens' Comments:

Mayor Terrell: We will now take citizen comments. Citizens are limited to 3 minutes per person.

Elvie Samora: asked Public Works Director Pacheco to expand on the Tree Board report during the Public Works Report.

Elvie Samora: inquired about the Mondragon property update.

Town Administrator Fye: responded that she is still waiting for a reply regarding the asbestos removal plan, and does not know yet if the contractor has submitted it to the State.

Sky Wright: inquired about the Chlorine levels on February 8, 2017. Sky commented that some people did not get the notice letter.

Public Works Director Pacheco: explained about State regulations for Chlorine and our pump mal-function, and that a notice letter did go out to all water customers.

Approval Items:

Consent Agenda

Mayor Terrell: Regarding the Consent Agenda, I would entertain a motion or discussion.

Mayor Pro-Tem Engquist: asked that the SGM bill be removed from the April list of approved bills due to an error in the billing.

MOTION: by Mayor Pro-Tem Engquist to approve the Consent Agenda with the removal of the SGM April Bill.

SECOND: by Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Boards/Committees Reports:

1. Historic Preservation Commission

Letter for Mayor’s signature terminating the Option Agreement dated January 19, 2016 between the Town of Saguache and the Saguache Beneficial Society, a Colorado Non-Profit Corporation (the option to purchase the Dunn Block building).

MOTION: by Trustee Hansen that Mayor Terrell sign the letter terminating the Option Agreement dated January 19, 2016 between the Town of Saguache and Saguache Beneficial Society.

SECOND: by Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Letter for Mayor’s signature to History Colorado with revisions requested by History Colorado to include the language that the Town is “rescinding” the grant.

MOTION: by Trustee Wilson to approve the revised letter to the History of Colorado.

SECOND: by Trustee Hansen.

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

2. Rio Grande National Forest Plan

Letter for Mayor’s signature supporting the watershed areas. There are two versions of the letter included in the Board Packet as requested by both Trustee Hansen and Mayor Pro-Tem Engquist.

MOTION: by Mayor Pro-Tem Engquist to approve the second version of the letter as proposed by Trustee Hansen, and to send to the USFS – Dan Dallas.

SECOND: by Trustee Hansen.

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Ordinances/Resolutions/Public Hearing:

1. Attorney Report – Nothing at this time.

(Break)

Old Business:

1. Update on Flood Map

Public Works Director: reported on a meeting attended by Public Works in Monte Vista that was solely focused on the Rio Grande, and stated there would be another meeting in Gunnison at the end of May. These meetings are open to the public.

2. Cost Information on Handicap Parking Signs for 4th Street and Otto Mears Park.

Town Administrator Fye reported on the costs (Engineer Grade Access Signs - \$10.37 each, and Van Accessible Signs - \$7.95 each), and the Board advised the Town should move forward with ordering and getting these installed.

3. 2017 Budgeted Amount for Paving

Town Administrator Fye: reported that the Town did not budget in for paving in 2017, as there will be a large paving project at the end of the Sewer Project.

New Business:

Review/Discuss/Approve Community Grant Application up to \$250.00 each: Balance of 2017 Budget - \$482.00

1. Andrew Virdin, Mountain Valley School – Marketing the Mountain Valley School’s Knowledge Bowl Team with personalized hoodie sweatshirts. (\$25.00 each x 10 = \$250.00)

MOTION: by Mayor Pro-Tem Engquist to approve Grant to Mountain Valley School Knowledge Bowl Team to purchase hoodie sweatshirts with “Saguache, Colorado” lettering in the amount of \$250.00

SECOND: by Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Review/Discuss/Approve Employee Documents:

1. Senior Maintenance Worker – Full-time Job Description
2. Maintenance Worker 2 - Full-time Job Description
3. Maintenance Worker 3 - Part-time Job Description
4. Town of Saguache Employee Handbook

Town Administrator Fye: advised that all of the listed job descriptions and the handbook have been reviewed and approved by the Personnel Committee, and the Town needs to get the Maintenance 2 and 3 positions posted/published to be filled.

MOTION: by Trustee Wilson to approve the Job Descriptions and Employee Handbook.

SECOND: by Mayor Pro-Tem Engquist.

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Review/Discuss/Approve Quotes for Interior Remodeling at Town Hall:

1. Refinish Floor and Counter at Town Hall, install and frame in the Antique Counter - \$4,612.00
2. Construction of office for Town Administrator in Town Hall - \$4,415.00
3. Paint entire interior of Town Hall - \$1,915.00

After discussion, the Board determined that they would like to see the request for estimates advertised in the paper and/or two to three additional carpenters called for estimates in order to make a determination to proceed with the work.

Review/Discuss Sewer Tap for Barry Van Sant Property:

1. Mr. Van Sant has requested a new sewer tap for his property, The Bunkhouse, located at 845 Gunnison Avenue. The new tap requires a permit from CDOT and a highway cut.

Public Works Director Pacheco: advised that he had met with Mr. Van Sant several times and that the original paperwork on this sewer tap was made back in December, 2016. At that time, the location of the tap was determined and shown to Mr. Van Sant. Mr. Van Sant and his contractor moved the location of the tap, now placing them under a requirement for a permit from CDOT, engagement of traffic flaggers and a traffic plan.

Mr. Van Sant read a statement that he disagreed and wants to be reimbursed \$500 - \$1000.00, for the cost of moving the tap back to its original location.

Town Administrator Fye: suggested that this situation be written and submitted to the Town Board at the next meeting, and the matter was tabled.

Review/Discuss/Determine Action on Subdivision Exemption:

1. Saguache County Land Use is requesting input and attendance regarding a request by Joe N. and Josephine J. Abeyta for a Subdivision Exemption to divide a parent parcel of land containing 11.47 acres more or less into two tracts. One tract will contain 10.47 acres more or less and tract 1 will contain 1 acre more or less. Present use of the property is agriculture and proposed use will be agriculture and parking.

The Town is receiving this notice because we are a taxing entity. Comments or concerns need to be addressed to the Land Use Office on or before April 12, 2017.

Does the Town Board of Trustees object to this subdivision exemption that is within 1500 feet of Town owned property?

No Objections were made by the Board.

Review/Discuss/Approve Intergovernmental Agreement for a Regional Planning Commission for Transportation Planning (San Luis Valley Transportation Planning Region):

1. In accordance with Section 43-1-1103 C.R.S. a Regional Planning Commission is required for regional transportation consisting of the areas within the counties of

Alamosa, Chaffee, Conejos, Costilla, Mineral, Rio Grande and Saguache. Each party to the agreement must designate one representative on the Commission.

MOTION: by Trustee Hansen to approve the Intergovernmental Agreement, and that Public Works Director Pacheco be the Town representative.

SECOND: by Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Review/Discuss/Approve participation in the SLV Code of Ethics and Regional Collaboration:

1. SLV Code of Ethics represents the standards that each partner of SLV support and practices in the daily conduct of business within the realm of the SLV and the Governor’s Office of Economic Development and International Trade.

MOTION: by Mayor Pro-Tem Engquist that the Code of Ethics be approved.

SECOND: by Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Review/Discuss/Approve Event Street Closure Requests:

1. Forms for Town of Saguache Multiple Vendor Permit and Street Closures with \$25.00 charge and amendment to consolidated fee schedule.

Discussed that Vendor(s) have waivers of liability. Concerned comments regarding the collection of State Sales Tax. Town Administrator to check into the matter and report back.

MOTION: by Trustee Hansen that the Event Forms be approved and the Fee Schedule be amended to include a \$25.00 fee for Street Closures.

SECOND: by Mayor Pro-Tem Engquist

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell – aye; Trustee Torrez – aye; and Trustee Wilson – aye.

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

2. Request: from Citizen Amber Johnson – to close 4th Street from San Juan Ave to Christy Ave on Friday May 19th, 2017 from 4:00 pm to Midnight for an Alumni Street Dance.

Town Administrator Fye: advised that the Town has 10:00 pm curfew, and the Board would need to approve extending the curfew, as well as the noise nuisance for the music. No liquor will be served so security is not required.

MOTION: by Trustee Hansen to lift the 10 pm curfew and noise nuisance for this event, and allow the street closure on May 19, 2017 from San Juan Avenue to Christy Avenue, on Friday, May 19, 2017 from 4:00 p.m. until midnight.

SECOND: by Trustee Torrez

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell; Trustee Torrez – aye; and Trustee Wilson – aye.

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

3. Request: from Laurie Vigil to coordinate a Cinco De Mayo Festival on May 5th, 2017 from Noon to 7:00 pm, and for street closures on 4th Street from San Juan Avenue to Christy Avenue, and on San Juan Avenue from 4th Street to 5th Street for use of both the Floyd Smith Park for children.

MOTION: by Trustee Wilson to approve the Cinco De Mayo Festival on May 5th, 2017 from Noon to 7:00 pm, and the street closures on 4th Street from San Juan Avenue to Christy Avenue and San Juan Avenue from 4th Street to 5th Street.

SECOND: by Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Trustee Comments:

Trustee Torrez: commented on the mystery stray dog the Town and citizens have been attempting to catch, and the fence on Town Property on 14th and Denver.

Trustee Torrez: commented that the Town needs to consider the purchase of a newer Grader for Public Works and indicated that Public Works Employee Hammel advised her they had found a good rate of \$75,000. She encouraged the finance committee to check into the possibility.

Mayor Terrell: mentioned putting an ad in paper for Vista Grande Committee members. Clean up at Vista Grande to take place in June 2017.

It was suggested that the Town get input from citizens regarding what they would like to see done to the Dave Martinez Park.

Mayor Terrell and Mayor Pro-Tem Engquist reported that they will be out of the area for a while and it was suggested that the Trustees get an additional check signer on the accounts.

MOTION: by Trustee Hansen that Trustee Torrez be added to the Town accounts as a signer.

SECOND: by Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell; Trustee Torrez – aye; and Trustee Wilson – aye.

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

Reports:

1. Public Works Report

Public Works Director Pacheco suggested water restrictions start May 1st – allowing watering of yards/gardens from 5:00 am to 11:00 am and 5:00 pm to 11:00 pm. Citizens can sign up for Ditch Water at Town Hall.

Public Works Director Pacheco reported on trees that need removal and/or are awaiting decisions regarding condition: Elvie Samora has one that needs to be looked at, and Lorraine Quintana has 3 trees submitted for removal requests.

MOTION: by Trustee Wilson to approve water restrictions starting May 1·2017 for watering of yards/gardens to occur from 5:00 am to 11:00 am and 5:00 pm to 11:00 pm.

SECOND: by Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Mayor Pro Tem Engquist – aye; Trustee Hansen – aye; Mayor Terrell; Trustee Torrez – aye; and Trustee Wilson – aye.

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

2. Town Administrator Report

The Board had no questions regarding the Administrator Report as submitted.

Trustees thanked Town Administrator for all her hard work, but mentioned that she needed to pace herself.

Executive Session (if needed): None

Adjournment:

There being no further discussion, Mayor Terrell adjourned meeting at 9:04 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO



Elvie Samora, Mayor

ATTEST:



Brandy Reitter, Interim Town Administrator