

**TOWN OF SAGUACHE
THE BOARD OF TRUSTEES
REGULAR SESSION
December 11, 2017 at 6:30 p.m.**

Roll Call:

Trustee Gillette, Trustee Chittum, Trustee Arredondo, Mayor Samora

Staff: Attorney Farish, Administrator Reitter, Town Clerk Iris Garcia, Maintenance David Hammel

Meeting was called to order at 6:30pm

Moment of Silence and Pledge of Allegiance

Changes and Adoption of Agenda:

Ani Renchel, Communities That Care

Sheriff's Report:

None

Citizen Comments:

This time is established for the public to address the Board regarding any item not otherwise listed on the agenda. **Citizen comments are limited to 3 minutes per person.**

Susan Bentley: Presented a letter on behalf of property owner James Montoya discussing issue with neighbor Fred Quintana. Ms. Bentley stated that the markers placed by Mr. Quintana were not on Town Property but on property owned by James Montoya. It was decided that Ms. Bentley would meet with Town Maintenance.

Dave Winters: Discussed the placement of camera's on 4th street and asked for updates on the bathrooms at Dave Martinez Park.

Mike Wheeler: Asked the town board to explain the gap in funding for the restrooms at Dave Martinez Park and wanted to know what materials have already been ordered. Mr. Wheeler also discussed the ongoing issue of the debris removal on the Mondragon property which is located on the corner of 9th and Denver and wanted to know the status of the removal.

Barry VanSant: Addressed the board regarding the ongoing issue with high sub water and asked if the sub drains would remain permanently open or closed at some point. Asked that instead of guessing why the water was high that the Town consider hiring a hydrologist to determine the cause of the high waters.

Lorraine Quintana: Discussed the damage to her private property caused by high sub water levels and requested a formal review to determine the cause of the high sub waters.

Bill Donahue: Stated that he receives too much junk mail and does not see the need to receive an invoice for his water and sewer bill and feels the town can use the money used for postage in some other way.

Consent Agenda:

This list includes “housekeeping” items that have been reviewed by staff and Board members prior to meeting. A single motion of the Board will approve these items. The Mayor will ask if any Board members or a member of the public requests that item(s) be removed from the Consent Agenda for further discussion. The Mayor will then ask if Board members have minor corrections to Content Agenda items: Board members may make minor corrections without removing items from the Consent Agenda. All items not removed from the Consent Agenda will then be approved without any corrections. A member of the Board may vote no on specific items without asking that they be removed from the Consent Agenda for full discussion.

1. List of Bills for December 11, 2017
2. Minutes for September 18, Special Session meeting
3. Minutes for October 3, 2017 Special Session meeting
4. Minutes for October 9, 2017 Regular Session meeting
5. Minutes for November 13, 2017 Regular Session and Public hearing meeting

Mayor Samora: Spelling correction to November 13, 2017.

Motion: Trustee Arredondo moved to approve items 1 through 5 on the consent agenda

Second: Trustee Gillette

Vote: Aye- 4, No – 0, Abstain-0

6. Application and staff recommendation of part-time maintenance 3 position.

Administrator Reitter provided an overview of the application process and recommended Colten Murphy for the position of Maintenance 3.

Motion: Trustee Arredondo moved that the Board approve Colten Murphy as per recommendation by Administrator Reitter.

Second: Trustee Chittum

Vote: Aye – 3, No – 0, Abstain-1 Trustee Gillette

Boards/Committees Reports:

Historic Preservation Commission – no one present to give report

Ordinances/Resolutions/Public Hearing:

Resolution 2017-F Water Quality Improvement Fund Grant

Motion: Trustee Arredondo moved to approve 2017-F

Second: Trustee Gillette

Vote: Aye- 4, No – 0, Abstain – 0

Public Hearing 2018 Proposed Budget

Attorney Farish: Called Public Hearing 2018 Proposed Budget to order at 7:05pm on the 11th day of December 2017 in the Town of Saguache at the County Road and Bridge Department. The notice was posted November 3, 2017 for the proposed 2018 budget. Topic: Proposed 2018 Budget

A public hearing will be conducted for informing citizens and soliciting public input, written or oral, regarding the **2018 Proposed Budget for the Town of Saguache**. Revenues and Expenses: \$1,884,459 (revenues), \$2,002,375 (expenses). Copies of the 2018 Proposed Budget are available for public review prior to the Public Hearing at the following location: Saguache Town Hall 504 San Juan Ave., Saguache, Colorado. The point of contact for the Town of Saguache is Brandy Reitter, Town Administrator at 719-655-2232.

I think it would be easiest to combine the resolution that we have to explain anyway.

Resolution 2017-G Appropriation:

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE TOWN OF SAGUACHE, COLORADO FOR THE 2018 BUDGET YEAR.

WHEREAS, the Saguache Town Board has adopted the annual budget in accordance with the Local Government Budget Law on December 11, 2017, and

WHEREAS, the Saguache Town Board has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the Town of Saguache.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF SAGUACHE, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purpose stated:

	<u>General Fund</u>
Current Operating Expenses	\$363,006
Capital Outlay	\$6,500
Debt Service	\$0.00
TOTAL GENERAL FUND	\$369,506
	<u>Water Fund</u>
Current Operating Expenses	\$153,412
Capital Outlay	\$50,220

Debt Service	\$0.00
TOTAL WATER FUND	\$203,632
	<u>Sewer Fund</u>
Current Operating Expenses	\$138,492
Capital Outlay	\$1,406,800
Debt Service	\$0.00
TOTAL SEWER FUND	\$1,545,292
	<u>General Improvement Fund</u>
Current Operating Expenses	\$137,761
Capital Outlay	\$35,800
Debt Service	\$0.00
TOTAL GENERAL IMPROVEMENT FUND	\$173,561
	<u>Conservation Trust Fund</u>
Current Operating Expenses	\$13,618
Capital Outlay	\$0.00
Debt Service	\$0.00
TOTAL CONSERVATION TRUST FUND	\$13,618
	<u>Saguache Recreation Fund</u>
Current Operating Expenses	\$1,600
Capital Outlay	\$0.00
Debt Service	\$0.00
TOTAL SAGUACHE RECREATION FUND	\$1,600

Attorney Farish: We will open up for public comment: (*No comment*). Any staff comment?

Administrator Reitter: I took all the information we discussed last budget workshop and put those items in the budget. So, what you have there is reflective of what the staff came up with as well as what the board has expressed interest in funding. The budget is a living document and can be amended any point during the year. Staff will monitor revenues and expenditures and if something comes up they will let you know. There are some grants we will have to include in 2018 at some point, mostly historic preservation grants. Then we will have to amend the budget to accept the sewer grants that we recently applied for. My experience with grant funders is that they rarely award what you request but we will get that number accurately into the budget.

Citizen: Will these be available in the paper?

Trustee Arredondo: Even a copy of the resolution?

Administrator Reitter: Yes and all of these documents are available to the public at Town Hall and they will be on the Town's website.

Attorney Farish: Any further comments? (none) We will now close this public hearing. Time:

Resolution 2017- H 2018 Budget Adoption resolution

RESOLUTION NO. 2017-H

(Series 2017)

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUE FOR EACH FUND, AND ADOPTING A BUDGET FOR THE TOWN OF SAGUACHE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2018, AND ENDING ON THE LAST DAY OF DECEMBER 2018.

WHEREAS, the Board of Trustees of the Town of Saguache has appointed Brandy Reitter, Interim Town Administrator and Iris Garcia, Town Clerk/Treasurer to prepare and submit a proposed budget to said governing body at the proper time,

WHEREAS, Brandy Reitter, Interim Town Administrator and Iris Garcia, Town Clerk/Treasurer did submit proposed budget to the governing body on October 10, 2017, for its consideration,

WHEREAS, upon due and proper notice, in accordance with the law, public notice was given that said proposed budget was open for inspection by the public at the Saguache Town Hall. A Public Hearing was held November 13, 2017 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF SAGUACHE, COLORADO:

Section 1. That estimated expenditures for each fund are as follows:

General Fund	\$369,506
Water Fund	\$203,632
Sewer Fund	\$1,545,292
General Improvement Fund	\$173,561
Conservation Trust Fund	\$13,618
Saguache Recreation Fund	\$1,600
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	\$2,307,209

Section 2. That estimated revenues for each fund are as follows:

<u>General Fund</u>	
From unappropriated surpluses	\$53,730
From sources other than general property tax	\$255,352
From the general property tax levy	\$60,424
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TOTAL GENERAL FUND	\$369,506

Water Fund

From unappropriated surpluses	\$50,884
From sources other than general property tax	\$152,748
From the general property tax levy	\$0.00

TOTAL WATER FUND	\$203,632
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Sewer Fund

From unappropriated surpluses	\$12,865
From sources other than general property tax	\$1,532,427
From the general property tax levy	\$0.00

TOTAL SEWER FUND	\$1,545,292
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General Improvement Fund

From unappropriated surpluses	\$54,014
From sources other than general property tax	\$119,547
From the general property tax levy	\$0.00

TOTAL GENERAL IMPROVEMENT FUND	\$173,561
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Conservation Trust Fund

From unappropriated surpluses	\$0.00
From sources other than general property tax	\$13,618
From the general property tax levy	\$0.00

TOTAL CONSERVATION TRUST FUND	\$13,618
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Saguache Recreation Fund

From unappropriated surpluses	\$0.00
From sources other than general property tax	\$1,600
From the general property tax levy	\$0.00

TOTAL SAGUACHE RECREATION FUND	\$1,600
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RESOLVED, APPROVED AND ADOPTED this 11th day of December 2017.

Motion: Trustee Arredondo moved to approve resolution 2017-H.

Second: Trustee Gillette

Vote: Aye -4, No -0, Abstain -0

Resolution 2017-G

Motion: Trustee Arredondo moved to approve 2017-G

Second: Trustee Chittum

Vote: Aye -4, NO -0, Abstain - 0

Resolution 2017-I 2018 Mill Levy Certification

Motion: Trustee Arredondo moved to approve resolution 2017-I with correction in section 2 corrected to 2018.

Second: Trustee Gillette

Vote: Aye – 4, No -0, Abstain - 0

Resolution 2017-J to adopt Holiday Schedule for 2018-

Discussion: Mayor Samora pointed out there were 13 days proposed for the 2018 calendar and would like to see only 12. Trustee Arredondo agreed that 12 days were plenty. They asked that staff the staff take a few minutes and decide what day to eliminate one day. Will come back to this after the break.

Resolution 2017-K for Credit cards

Motion: Trustee Arredondo moved to approve resolution 2017-K.

Second: Trustee Gillette

Vote: Aye-4, No- 0, Abstain -0

Break:

Resolution 2017-J to adopt Holiday Schedule for 2018

The staff decide to keep the 2 days at Christmas and eliminate Monday April 2nd.

Motion: Trustee Arredondo move to approve resolution 2017-J with the removal of Monday, April 2nd, spring holiday.

Second: Trustee Gillette

Vote: Aye -4, No-0, Abstain-0

Attorney Report:

Old Business:

Barry Van Sant – Water/Sewer access issue-

Presented the bill and discussed the placement of the water line. Asked last April for the town to reimburse him for the cost. The board asked that we wait until the January meeting when the other board members are present.

Sub-water issue – Luana

Mayor Samora asked Danny Pacheco to give the public some updates on this issue. He concluded that the issue was due to sub water. State that the sub has gone down based on the measurements taken from the lagoon. The maintenance department did investigate the sub water issue at the business of Lorraine Quintana by digging up the line and ensuring it was not a broken water line. The history of the sub water drains was discussed. Danny suggested that we ask SGM for their input.

IT managed services proposals

Administrator Reitter presented the proposal and suggested WSB as the IT managed service provider.

Motion: Trustee Arredondo moved to authorize Administrator Reitter to contract with Wall Smith and Bateman computer services.

Second: Trustee Gillette

Vote: Aye -4, No -0, Abstain -0

Viaero Wireless Easement Deed and Agreement

Mr. Jacobson presented the easement deed for Viaero the transfer of easement to its subsidiary company Mountain Tower and Land to reduce liability and requested approval, per agreement, from the Town of Saguache.

Motion: Trustee Arredondo moved to allow Northeast Colorado Cellular Inc. to assign easement to Mountain Tower and Land, Inc. in accordance with the easement deed and agreement.

Second: Trustee Gillette

Vote: Aye -4, No -0, Abstain -0

Profit and loss reports

Profit and loss reports were presented by Town Clerk, Iris Garcia and Trustee Reitter.

New Business:

Review/Discuss/Approve Jade Communications-

Josh from Jade Communication presented a proposal and asked to use the tower on “S” mountain. It was determined that the property was being leased by Verizon Wireless and that he would need to present his proposal to Saguache County or whomever is the property owner.

Review/Discuss/Approve Bonus

Administrator Reitter requested year-end bonus of \$475 based on last years bonus for town employees. Trustee Arredondo suggested a prorated amount based on length of employment.

Motion: Trustee Gillette to give a bonus of \$500 and prorate new employee based on length of employment.

Second: Trustee Arredondo

Discussion: Mayor Samora suggested that new employees receive a bonus of \$350 and employees who have been here all year \$450.

Vote: Aye – Trustee Gillette, Trustee Arredondo, No- Trustee Chittum, Mayor Samora, Abstain – 0 *Motion fails*

Motion: Trustee Chittum moved to give 2 employees who have been here throughout the year \$450 and new employees \$350,

Second: Trustee Gillette

Vote: Aye: Trustee Chittum, Trustee Gillette, Mayor Samora, No – Trustee Arredondo, Abstain – 0 *Motion passes*

Review/Discuss/Approve Liquor license renewal- Pester marketing

Motion: Trustee Arredondo moved to approve Pester Marketing renewal liquor license.

Second: Trustee Chittum

Vote: Aye- 4, No -0, Abstain - 0

Review/Discuss/Approve Authorization for extra billing cycle each month

Motion: Trustee Arredondo moved to approve a second billing cycle during any month for the Town of Saguache

Second: Trustee Chittum

Vote: Aye – 4, No – 0, Abstain -0

Review/Discuss/Approve Payroll schedule proposal

Town Clerk asked that the board consider changing the pay schedule from every 15th and 30/31st of each month to every two weeks. This would have to be done by ordinance

Review/Discuss/Approve Community Building fee waiver in exchange for use of Road and Bridge meeting room

Rhiannon Curry asked that the board waive the fees for the community building in exchange for services and road and bridge building use for the County annual Christmas party.

Motion: Trustee Chittum moved to waive the fees for the use of the community building.

Second: Trustee Gillette

Vote: Aye – 3, No – 0, Abstain – Trustee Arredondo

Staff Reports:

1. Maintenance Report- Written Report
2. Town Administrator-Written Report
3. Town Clerk – Written Report

Trustee Comments:

Trustee Chittum asked about the progress on the animal limit ordinance.

Mayor Samora commented that he has been hearing positive things regarding town hall.

Executive Session (if needed):

Contract negotiation Sheriff

Motion: Trustee Arredondo moved for conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. section 24-6-402(4)(b); For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(a).

Second: Trustee Gillette

Vote: Aye- 4, No – 0, Abstain – 0

Mayor Samora: We will now move into executive session the time is now 9:40

Mayor Samora: The time is now 10:43, and the executive session has been concluded. Participants in session were Mayor Elvie Samora, Trustee Randal Arredondo, Trustee Timothy Chittum, Trustee Terry Gillette, Administrator Brandy Reitter, Saguache Town Clerk Iris Garcia and Attorney Gene Farish. For the record, if any person believed that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meeting Law, I would ask you to state your concerns for the record.

No objections

Adjournment:

Motion: Trustee Gillette moved to adjourn the meeting at 10:45

Second: Trustee Arredondo

Vote: Aye – 4, No – 0, Abstain -0

TOWN OF SAGUACHE, COLORADO

BY: Elvie M. Samora

Mayor, Elvie M. Samora

ATTEST:

Iris Garcia

Town Clerk, Iris Garcia