

**TOWN OF SAGUACHE**  
**Board of Trustees**  
**Regular Session**  
**January 17, 2017**

The Town of Saguache Board of Trustees met for a Regular Session on January 17, 2017, with the following Trustees present:

Greg Terrell, Mayor	Present
May Engquist, Mayor Pro-Tem	Absent (excused)
Loren Aldrich, Trustee	Present
Susan Collins, Trustee	Present
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:

Eugene Farish, Attorney	Present
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Citizens in Attendance: Kathy Geddes, Planning Commission; Evan Samora, Saguache Volunteer Fire Department; Carita Ginn, Saguache Chamber of Commerce; Barbara Donahue, Valley to Valley; Elvie Samora; Mary Johnson; William Donahue; Byron Williams; Randy Julius; Linda Nowokowski; and Mike Wheeler.

**Call to Order:** Mayor Terrell called the meeting to order at 6:15 pm.

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

**Additions/Deletions to the Agenda:** There were no additions or deletions to the agenda



**Sheriff's Report:**

Review/Discuss Sheriff's Report: Representation from the Sheriff's office was not present. The December sheriff's report was reviewed by the Trustees, and the January report has not been received by the Town of Saguache as of this meeting date.

**Consent Agenda:**

Review/Discuss/Approve: The consent agenda includes the Regular Session minutes for December 12, 2016, January Bills and Clerk's written Report. Trustee Hansen stated that Contracts and Land leases should be removed from the Consent Agenda. Otherwise, Consent Agenda stands.

**MOTION:** by Trustee Hansen to approve the Consent Agenda with the removal of Contracts and Land Leases.

**SECOND:** by Trustee Collins.

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**Citizen's Comments:**

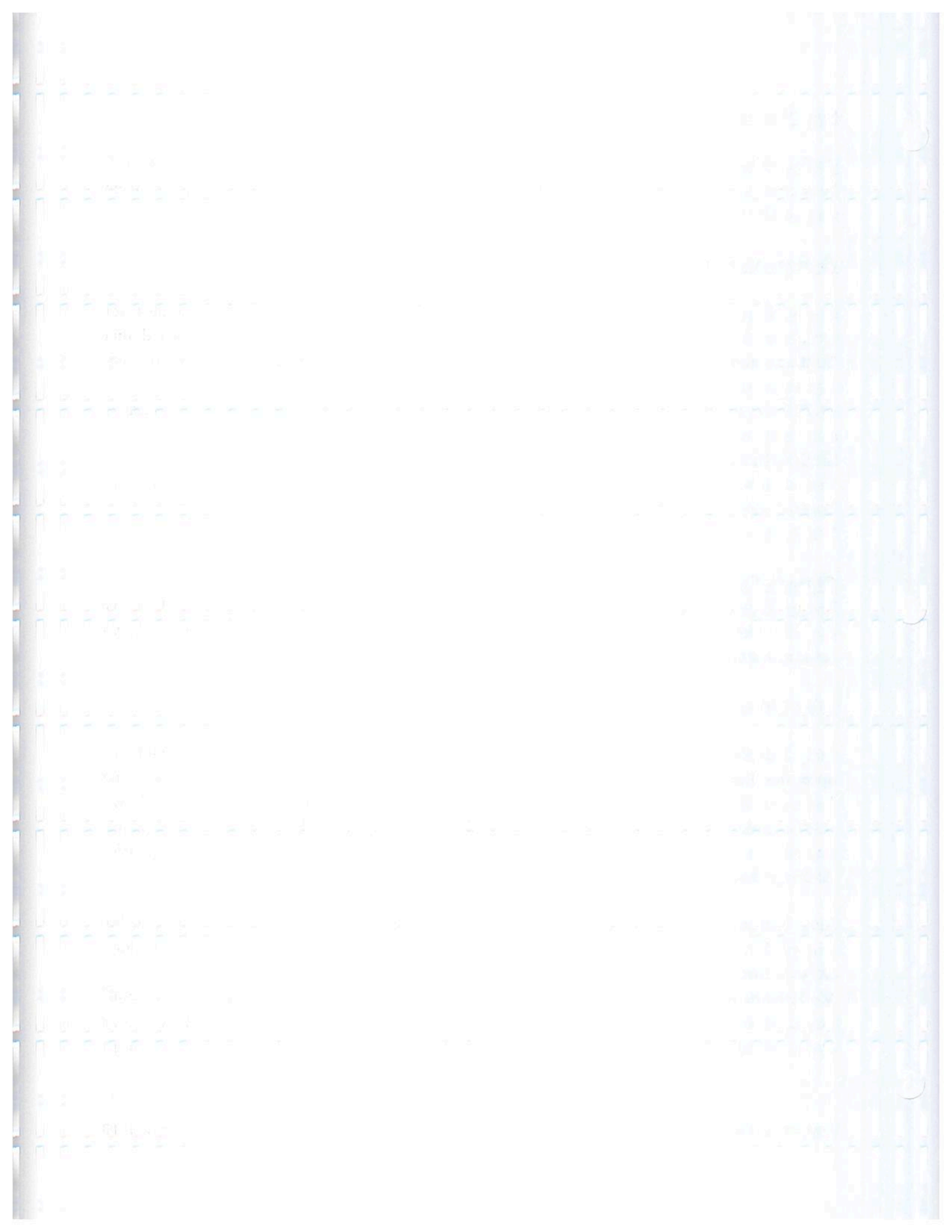
Review/Discuss/Approve: The Trustees discussed the fees for use of the Community Building by the Fire Department for fundraisers. The Trustees referred these types of issues to Town Administrator Fye for administrative decisions as to whether to waive fees.

**Other Citizens:**

Mary Johnson had concerns regarding the Vicious Dog Ordinance in the Gallegos case, and was upset that the original count and a new count was written into County Court. She wanted the Town to confiscate Gallegos dog until such time as the matter is settled in County Court. Town Administrator Fye explained that one has nothing to do with the other, and the Town cannot interfere in cases pending before County Court. Attorney Farish stated the New District Attorney is handling the matter in County Court.

Elvie Samora would like to see snow plowing done early on, (as it was done the first time this winter). Mr. Samora also commented on the matter of sanding intersections needing to be done early on from each snow in order to prevent accidents.

Mr. Samora also asked about the owner's responsibility to shovel in front of their property on 4<sup>th</sup> Street, so as to encourage business in the Downtown section, and safety. Town Administrator Fye commented that letters to property owners had been sent out and a follow-up letter will go



out explaining the consequence of NOT shoveling or getting someone to shovel for them. Town Administrator Fye will continue the follow-up on this matter.

Elvie Samora asked about the new schedule of fees. Mr. Samora read an article from the Crescent, written by Town Administrator Fye and commented that “meeting over the next few weeks” was stated and he thought waiting would be in the best interest for citizens to contemplate and plan for new rates. Mr. Samora would also like the Board to consider “small and timely” increases over a period of a few years. Mr. Samora mentioned that a study and consideration be given to/for citizens. Mr. Samora protests the new rates, as they are too high, too quickly.

Mr. Samora, also protests the water restrictions and he gave an example that occurred at the school.

Review/Discuss/Approve Contract Agreements:

**Conour Animal Shelter:** This is a renewal for the Town’s animal shelter facility - \$165.00 per month, owner of animal pays fines/fees.

**MOTION:** Trustee Hansen moved to approve and accept the Conour Animal Shelter contract renewal for 2017.

**SECOND:** Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**Southern Colorado Water Operations:** This is a contract renewal with Mr. Fred Hand who is the Town’s Licensed Water and Sewer Operator. He holds all of the necessary CDPHE certification(s), and does site inspections for the Town once per month at a minimum. Amount of contract is \$450.00 a month.

**MOTION:** Trustee Wilson moved to approve and accept Southern Colorado Water Operations Contact.

**SECOND:** Trustee Collins

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Review/Discuss/Approve Land Leases with the Town of Saguache:

**John Baxter:** Land Lease with the Town of Saguache for \$500.00/year.

**MOTION:** by Trustee Hansen moved to approve the Baxter Land Lease with the additional language - *Removal of encroachments to be at Lessee’s expense.*



**SECOND:** Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**John Sladek:** Land Lease with the Town of Saguache for \$240.00/year.

**MOTION:** Trustee Hansen moved to approve the Sladek Land Lease with the additional language - '*Removal of encroachments to be at Lessee's expense.*

**SECOND:** by Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**Saguache Town Market:** Land Lease with the Town of Saguache for \$240.00/year.

**MOTION:** Trustee Wilson moved to approve the Saguache Town Market Land Lease with the additional language - '*Removal of encroachments be at Lessee's expense.*

**SECONDED:** Trustee Collins

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**Board/Committees Reports:**

**Recreation Board report:**

Trustee Torrez requested more information and budget for Recreation Board.

Director Megan Straus is the contact for Alpine Achievers for more information on that organization.

**Tree Board report:** Mayor Terrell stated a RFP for Tree Trimming is needed. Projected time frame for RFP is the February 21, 2017 regular board meeting. State Grants are being pursued. Goal of the committee is to get caught up with tree trimming in the Town of Saguache in 2017 and budgeted additional monies in hopes of making that happen.

**Ordinances/Resolutions/Public Hearings:**

Attorney Farish reported there are no public hearings necessary for the following Resolutions.

**Review/Discuss/Approve Resolution 2017 – A: A Resolution of the Board of Trustees for the Town of Saguache Delegating the Authority and Responsibility to Appoint Judges of the Special Town Election to be held on February 7, 2017.**

The Trustees had a short discussion about the resolution.





**MOTION:** Trustee Wilson moved that the Resolution 2017-A be approved allowing the Board of Trustees to delegate the appointment of Special Election Judges to Town Clerk/Treasurer Garcia.

**SECOND:** Trustee Collins

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Review/Discuss/Approve Resolution 2017 –B: Designation of Official Status for the Calendar Year 2017 for the Town of Saguache: The Trustees discussed the posting locations and meeting locations. Town Attorney Farish advised the Board that this Resolution was simple housekeeping.

1 - Posting Locations:

Post Office

First Southwest Bank

Town Hall

Pump House # 2 – San Juan Ave. & 14<sup>th</sup>

2-Legal Publications:

Saguache Crescent

Valley Courier

3-Meeting Location(s) & Time:

A. Road & Bridge Meeting Room

B. Community Building

C. 3<sup>rd</sup> Tuesday of each Month at 6:00 p.m.

4-Banking Institutions:

1<sup>st</sup> Southwest Bank / Colorado Trust

5-Official Appointments:

Ruth Horn, Municipal Judge

Blair and Associates, Municipal Auditor(s)

Therese Garcia, Town Clerk/Treasurer

Eugene Farish, P.C. Town Attorney

**MOTION:** Trustee Hansen moved to approve Resolution 2017 – B: Designation of Official Status for the Calendar Year 2017 for the Town of Saguache as presented.

**SECOND:** Trustee Wilson

Year	Q1	Q2	Q3	Q4	Total	Avg	Max	Min	StDev
2010	100	100	100	100	400	100	100	100	0
2011	100	100	100	100	400	100	100	100	0
2012	100	100	100	100	400	100	100	100	0
2013	100	100	100	100	400	100	100	100	0
2014	100	100	100	100	400	100	100	100	0
2015	100	100	100	100	400	100	100	100	0
2016	100	100	100	100	400	100	100	100	0
2017	100	100	100	100	400	100	100	100	0
2018	100	100	100	100	400	100	100	100	0
2019	100	100	100	100	400	100	100	100	0
2020	100	100	100	100	400	100	100	100	0
2021	100	100	100	100	400	100	100	100	0
2022	100	100	100	100	400	100	100	100	0
2023	100	100	100	100	400	100	100	100	0
2024	100	100	100	100	400	100	100	100	0
2025	100	100	100	100	400	100	100	100	0
2026	100	100	100	100	400	100	100	100	0
2027	100	100	100	100	400	100	100	100	0
2028	100	100	100	100	400	100	100	100	0
2029	100	100	100	100	400	100	100	100	0
2030	100	100	100	100	400	100	100	100	0

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Attorney Report: Attorney Farish stated the Augmentation Report has been filed and is in progress.

Break: 7:15 pm

Re-convened: 7:30 pm

**Old Business:**

Update on Flood Map: Public Works Director Dan Pacheco stated the status remains the same.

Update on Mondragon Property: Town Administrator Fye reported she has been in contact with Ms. Mondragon, who was to reply by Jan 16<sup>th</sup>, but so far, has received no word. Town Administrator Fye is still pursuing this matter. Mayor Terrell asked about asbestos removal cost update. This information is what Town Administrator Fye is waiting on. Attorney Farish commented the mitigation is costly, and suggested notices. Attorney Farish requested all information on matter and correspondence. Trustee Aldrich suggested that Plan B should go into effect. Public Works Director Pacheco asked to be placed on the committee for this matter. This will be held, Thursday, January 19, 2017 at 11:00 a.m. in the Town Hall with Town Administrator, Finance Committee and Public Works Director.

Review/Discuss/Approve verbal request from Fire Department to waive fees charged for Community Building on New Year's Eve Dance: Evan Samora, Volunteer Fire Department, requested Community Building fees to be waived when using the Community Building.

Trustee Aldrich commented how important this organization is to the Town.

**MOTION:** Trustee Wilson moved to approve waiving the fees from the Fire Department when using the Community Building.

**SECOND:** Trustee Hansen

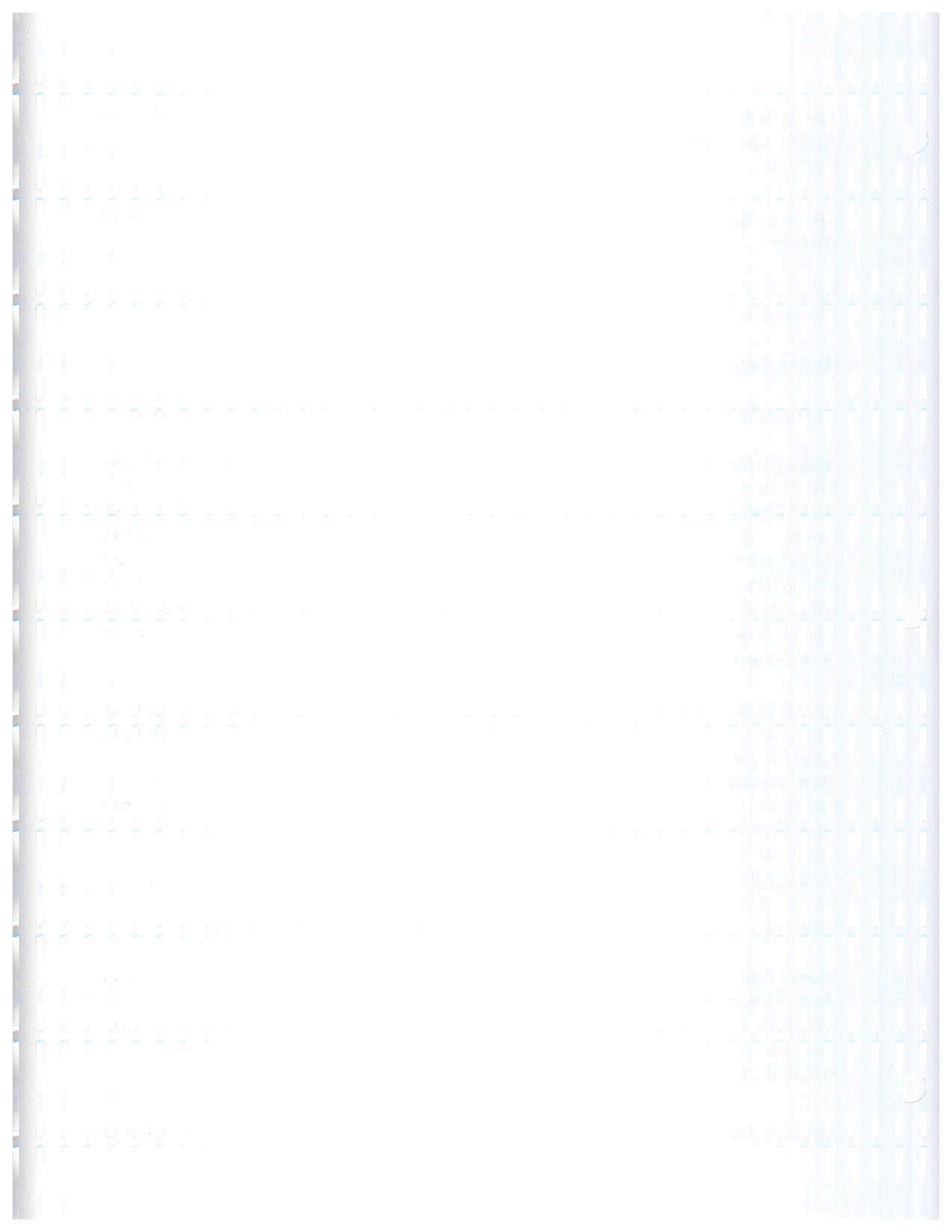
Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Trustee Aldrich further commented about the importance of the Saguache Ambulance Service in the community and to waive fees of their use of the Community Building.

**MOTION** Trustee Aldrich moved to waive fees from the Saguache Ambulance Service when using the Community Building.

**SECOND:** Trustee Collins



Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

**NEW BUSINESS:**

Review/Discuss/Approve Resolution 2017 – C: Resolution for Supplemental Budget and Appropriation: Administrator Fye gave an explanation for 1.7% budget increase from Sales Tax and other increases in the Resolution.

**MOTION:** by Trustee Wilson moved to approve 2017-C: Resolution for Supplemental Budget and Appropriation as presented.

**SECOND:** Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Review/Discuss/Approve Letter from Colorado Preservation, Inc. request for Donation: The written request for donation will be brought back at the February meeting with a recommendation from the Historic Preservation Commission. The Trustees agreed to table this request until the February meeting.

Review/Discuss/Approve Letter of Request from Saguache County Government to waive water/sewer late fees for January 2017 due to BOCC meeting date: There was discussion held and the Trustees agreed that the Town and County work together to help each other.

**MOTION:** Trustee Hansen moved to waive the late fees for Saguache County Water and Sewer accounts for the month of January.

**SECOND:** Trustee Aldrich

Vote as follows: Trustee Aldrich – aye; Trustee Hansen – aye; Trustee Torrez – aye; Mayor Terrell – aye; Trustee Collins – abstain; Trustee Wilson – abstain;

VOTE: 4 – Aye; 0 – No; 2 – Abstain *Let the minutes reflect the vote accordingly.*

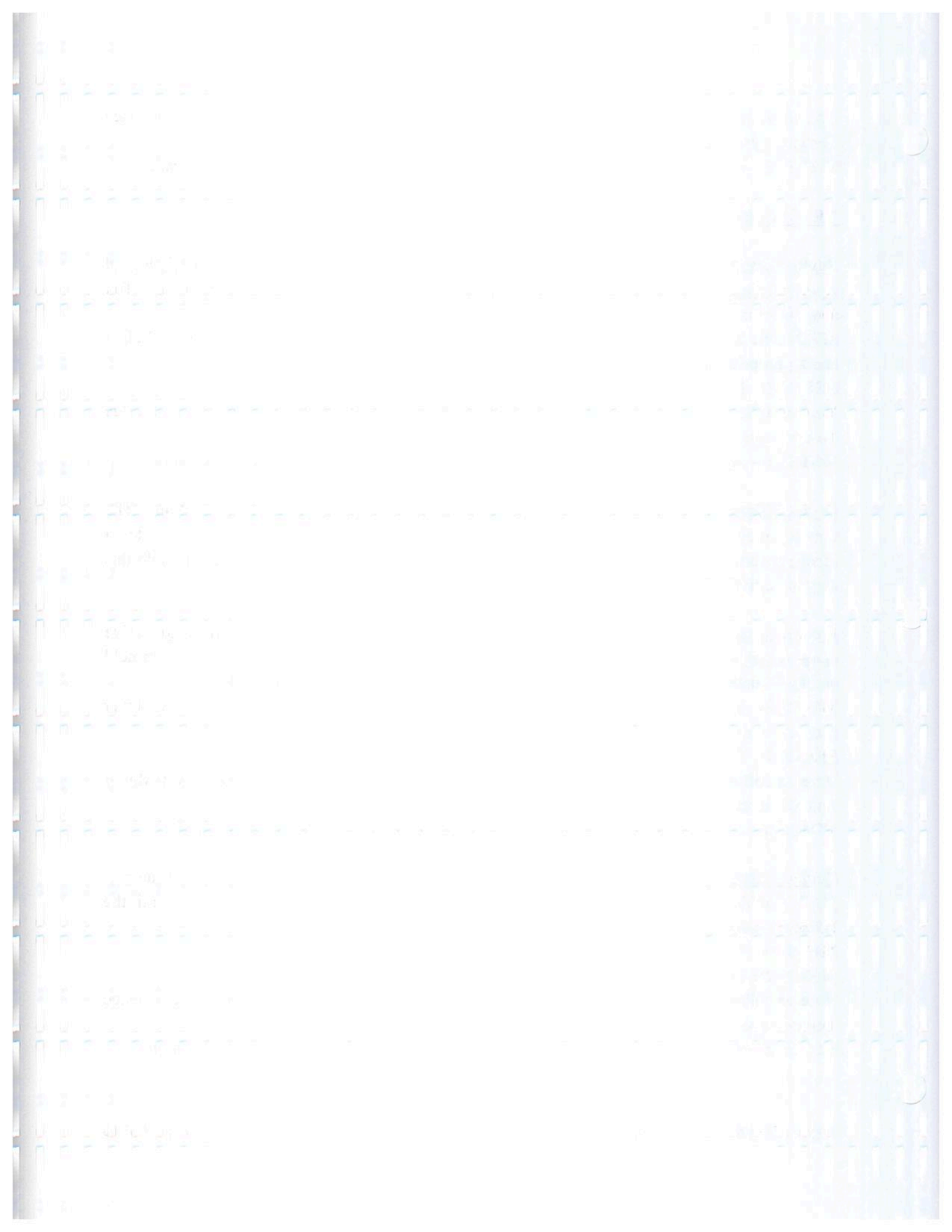
Review/Discuss/Approve amended Consolidated Fee Schedule with effective date of February 1, 2017: The Trustees discussed this item in much detail and determined to table the issue until the February meeting.

**MOTION:** Trustee Hansen moved to table the issue until the February meeting.

**SECOND:** Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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



Review/Discuss/Approve 10-Year Rate Plan for Town Water/Sewer Rates: The Trustees discussed this item in much detail and determined to table the issue until the February meeting.

**MOTION:** Trustee Hansen moved to table the issue until the February meeting.

**SECOND:** Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Assignments and Commitments Review (water treatment, sidewalk policy): These items will be discussed at future workshops. The Trustees agreed to table these items until spring 2017.

**Trustee Comments:** There were no comments given.

**Reports:**

Maintenance Report: Public Works Director Dan Pacheco submitted a written report and opened it up for questions. Trustee Torrez asked about the new maintenance position. Town Administrator Fye said this position was planned for May, but she and Public Works Director Pacheco were ready to move forward with posting the position as soon as possible.

Public Works Director Pacheco stated the 5<sup>th</sup> wheel trailer near Abeyta's was an eye-sore and a possible health hazard due to the Dog feces around it. He will investigate further.

Town Administrator Report: Town Administrator Fye stated that Attorney Farish had just informed her during the Board Meeting that the Board approval and signatures on Resolution 2017-B would be binding until December 31, 2018, and therefore would nullify the Board's decision to put out an RFP for Town Attorneys. Town Administrator Fye further stated that she did not believe this was the intent of the Board and thought they might need to revisit the issue in light of the new information. Trustee Wilson asked if she should rescind the earlier motion to approve Resolution 2017-B. There was further discussion regarding the Trustees' intent in moving forward and allowing the RFP process to continue. Attorney Farish advised that the Board had set a precedent of appointing the Town Officials in the month of January for the entire year and warned the Board it would be inappropriate to change this practice.

**MOTION:** Trustee Wilson made a motion to rescind the earlier motion to approve Resolution 2017-B.

**SECOND:** Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye;

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





Town Administrator Fye advised the Board that they could set a Special Session to appoint the designated officials for 2017, and this would allow time for consideration of the Town Attorney applications, interviews and decisions, while still making the appointments in the month of January for calendar year 2017. Discussion was held on scheduling a Special Session.

**MOTION:** Trustee Hansen moved to schedule a Special Session of the Town Board on January 30, 2016 at 6:00 p.m., and to table Resolution 2017-B until said time.

**SECONDED:** Trustee Wilson

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.

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

Attorney Farish requested an Executive Session be called for purposes of allowing him to advise the Board of Trustees on possible pending litigation and other legal matters.

Discussion was held and the Board determined that an Executive Session was not necessary at this time.

Attorney Farish insisted that as their legal representative he demanded the Board go into an Executive Session, and that as such, he had the right to request this and an expectation of respect that his clients act according to his request.

Discussion was held and Town Administrator Fye recommended that the Board move into Executive Session in accordance with Attorney Farish’s request to advise them on possible pending litigation and other legal matters.

**MOTION:** Trustee Wilson moved to go into Executive Session for Attorney Farish to advise the Board on possible specific pending litigation and other legal matters for the purpose of receiving legal advice under C.R.S. Section 24-6-204(4)(b).

**SECOND:** Trustee Hansen

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – no.

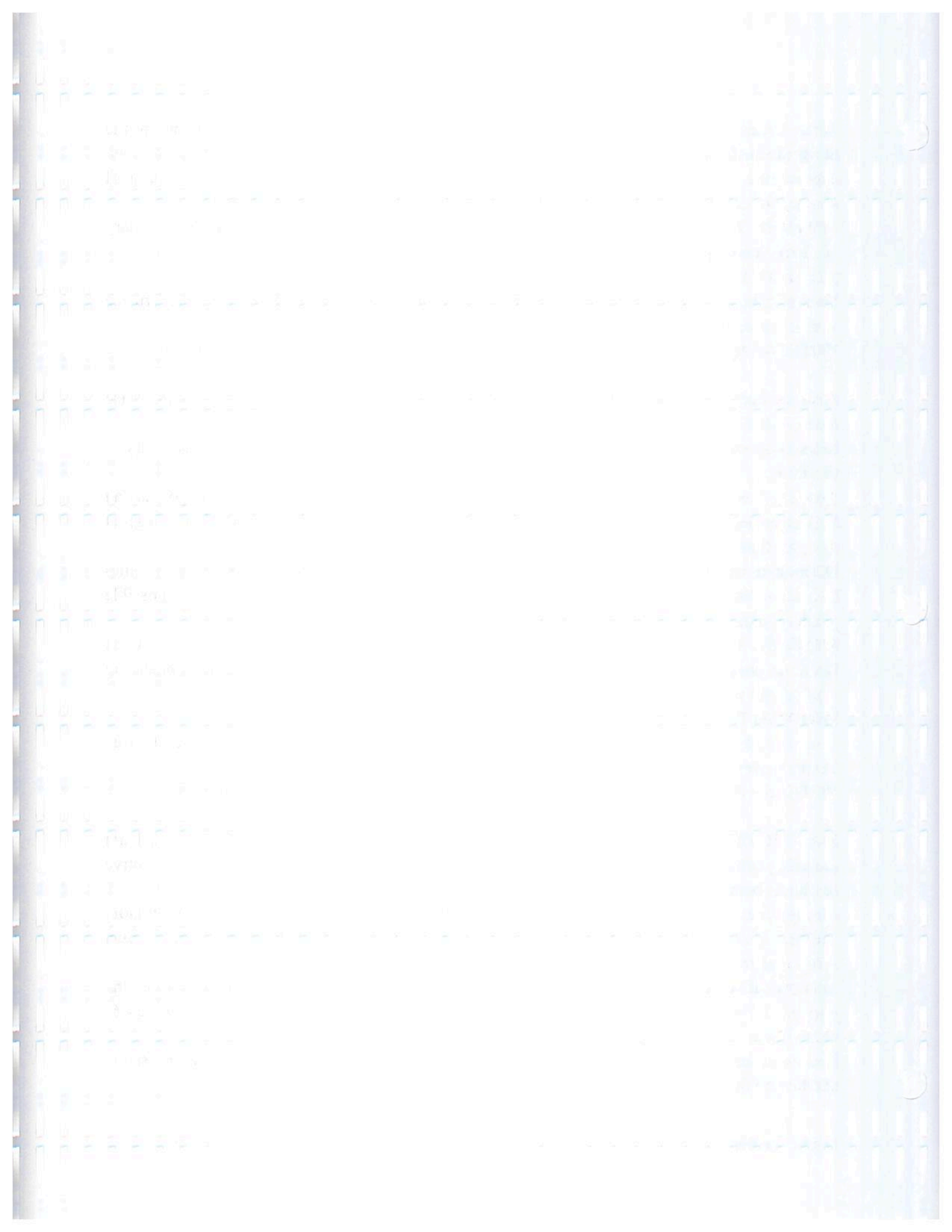
VOTE: 5 – Aye; 1 – No; 0 – Abstain      *Let the minutes reflect the vote accordingly.*

**MAYOR TERRELL:** It’s January 17, 2017, and the time is 9:30 p.m. For the record, I am presiding officer, Mayor Greg Terrell. As required by the Open Meetings Law, this executive session is being electronically recorded.

Also present at this executive session are the following persons: Trustee Hansen, Trustee Wilson, Trustee Collins, Trustee Aldrich, Trustee Torrez, Town Attorney Farish, and Town Administrator Fye.

This executive session for the following purposes: for conference with Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b).

I caution each participant to confine all discussion to the stated purpose of the executive session, and that no formal action may occur in the executive session.



If at any point in the executive session any participant believes that the discussion is going outside the proper scope of the executive session, please interrupt the discussion and make an objection.

**ATTORNEY FARISH:** As Town Attorney, it is my opinion that the discussion of the matter announced in the motion to go into executive session constitutes a privileged attorney-client communication. I am, therefore, recommending that no further record be kept of executive session.

**MAYOR TERRELL:** The Town Attorney has recommended that no further record be kept of this executive session. The time is 9:40 p.m. and I am turning off the tape recorder at this time.


The time is now 10:33 p.m. and the executive session has been concluded. The participants in the executive session were: Trustee Hansen, Trustee Wilson, Trustee Collins, Trustee Aldrich, Trustee Torrez, Town Attorney Farish, and Town Administrator Fye.

For the record, if any person who participated in the executive session believes 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 Meetings Law, I would ask you to state your concerns for the record.

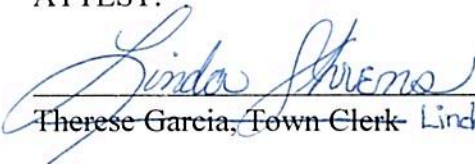
Seeing none, the next agenda item is ...

Adjournment: There being no further discussion, the meeting was adjourned at 10:34 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES  
SAGUACHE, COLORADO

  
\_\_\_\_\_  
Greg Terrell, Mayor

ATTEST:

  
~~Therese Garcia, Town Clerk~~ Linda Ahrens, Deputy Town Clerk

DATE	TIME	LOCATION	WIND	TEMP	HUMID	SEA	WAVE	SWELL	WIND	TEMP	HUMID	SEA	WAVE	SWELL	WIND	TEMP	HUMID	SEA	WAVE	SWELL	WIND	TEMP	HUMID	SEA	WAVE	SWELL
10/10/20	08:00	SEA	10	15	80	1	2	3	10	15	80	1	2	3	10	15	80	1	2	3	10	15	80	1	2	3
10/10/20	09:00	SEA	12	16	80	1	2	3	12	16	80	1	2	3	12	16	80	1	2	3	12	16	80	1	2	3
10/10/20	10:00	SEA	15	17	80	1	2	3	15	17	80	1	2	3	15	17	80	1	2	3	15	17	80	1	2	3
10/10/20	11:00	SEA	18	18	80	1	2	3	18	18	80	1	2	3	18	18	80	1	2	3	18	18	80	1	2	3
10/10/20	12:00	SEA	20	19	80	1	2	3	20	19	80	1	2	3	20	19	80	1	2	3	20	19	80	1	2	3
10/10/20	13:00	SEA	22	19	80	1	2	3	22	19	80	1	2	3	22	19	80	1	2	3	22	19	80	1	2	3
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10/10/20	15:00	SEA	28	19	80	1	2	3	28	19	80	1	2	3	28	19	80	1	2	3	28	19	80	1	2	3
10/10/20	16:00	SEA	30	19	80	1	2	3	30	19	80	1	2	3	30	19	80	1	2	3	30	19	80	1	2	3
10/10/20	17:00	SEA	32	19	80	1	2	3	32	19	80	1	2	3	32	19	80	1	2	3	32	19	80	1	2	3
10/10/20	18:00	SEA	35	19	80	1	2	3	35	19	80	1	2	3	35	19	80	1	2	3	35	19	80	1	2	3
10/10/20	19:00	SEA	38	19	80	1	2	3	38	19	80	1	2	3	38	19	80	1	2	3	38	19	80	1	2	3
10/10/20	20:00	SEA	40	19	80	1	2	3	40	19	80	1	2	3	40	19	80	1	2	3	40	19	80	1	2	3
10/10/20	21:00	SEA	42	19	80	1	2	3	42	19	80	1	2	3	42	19	80	1	2	3	42	19	80	1	2	3
10/10/20	22:00	SEA	45	19	80	1	2	3	45	19	80	1	2	3	45	19	80	1	2	3	45	19	80	1	2	3
10/10/20	23:00	SEA	48	19	80	1	2	3	48	19	80	1	2	3	48	19	80	1	2	3	48	19	80	1	2	3

Sheriff  
Dan Warwick



UnderSheriff  
James McCloskey

Saguache County Sheriff's Office

530 5<sup>th</sup> Street Saguache Co, 81149  
Phone: (719)655-2544 Fax: (719)655-2240  
E-Mail: [dwarwick@saguachecounty-co.gov](mailto:dwarwick@saguachecounty-co.gov)

*December  
Report*

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Saguache Town Board Meeting  
12/19/16

Criminal Calls for Service that generated reports: 4 11/10/2016-12/14/2016

- 1) Criminal Mischief - 0
- 2) Sex Assault - 0
- 3) Warrant Arrest - 0
- 4) Harassment - 1
- 5) Death - 0
- 6) Theft - 0
- 7) Burglary - 0
- 8) Domestic Violence - 0
- 9) Calls for attempted suicide - 0
- 10) Traffic - 0
- 11) Indecent Exposure - 0
- 12) False Reporting - 0
- 13) 911 - 0
- 14) Trespass - 0
- 15) Violation of Restraining order - 1
- 16) Other incidents - 2
- 17) Animal calls - 0
- 18) Search and Rescue - 0
- 19) Assault - 0
- 20) Missing person - 0

Traffic citations issued - 0

Regular security checks and patrolling. There are always cold cases that are being worked on that are not reflected in the calls.

Respectfully submitted,  
Dan Warwick, Sheriff

**TOWN OF SAGUACHE**  
**Board of Trustees**  
**Regular Session**  
**December 12, 2016**

The Town of Saguache Board of Trustees met for a Regular Session on December 12, 2016, with Trustees being present as follows:

Greg Terrell, Mayor	Present
May Engquist, Mayor Pro - Tem	Present
Loren Aldrich, Trustee	Present
Susan Collins, Trustee	Present
Wyoma Hansen, Trustee	Present
Amber Wilson, Trustee	Present

Town of Saguache employees present as follows:

Pamela Fye, Town Administrator	Present
Therese Garcia, Town 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: Carita Ginn, Saguache Chamber of Commerce; Terry Gillette, American Legion; Byron Williams; Janice Torrez, Alta Convenience; Barbara Donahue, Valley to Valley; Mary Johnson; Elvie Samora; Evan Samora, Fire Department; and Mike Wheeler.

Call to Order: Mayor Terrell called the meeting to order at 6:33 p.m.

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

**Additions/Deletions to the Agenda:**

Take out monthly bills from Consent Agenda to discuss Voucher #16-494

Pull minutes for 11/14/16 out of the Consent Agenda

Add Under Citizens Comments: Submission of History Colorado Grant "Walking Tour"

**Sheriff Report:**

1. Review/Discuss Sheriff's Report: No one from the Sheriff's office was present at the meeting. The December sheriff's report will be presented to the Trustees at their January Board meeting.

**Consent Agenda:**

The consent agenda includes the Regular Session minutes for November 14, 2016, Special Session for December 6, 2016; and December List of Bills; Clerk's Report (written).

The Trustees discussed Voucher # 16-494.

**MOTION** by Trustee Collins; Second by Mayor Pro- Tem Engquist  
Trustee Collins moved to approve Voucher # 16-494 as presented.  
Vote as follows: Trustee Collins – aye; Trustee Hansen - aye; Trustee Wilson - aye;  
Mayor Pro-Tem Engquist – aye; Mayor Terrell – Aye; Trustee Aldrich – abstain  
VOTE: 5– Aye; 1 – No; 1 – Abstain *Motion passed.*

There was discussion to approve the remaining list of bills.  
**MOTION** by Trustee Wilson; Second by Trustee Hansen  
Trustee Wilson moved to approve the remaining list of bills.  
Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye;  
Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye  
VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the vote was unanimous.*

There was discussion about the minutes on page 5 of the November 14<sup>th</sup>.  
**MOTION** by Trustee Hansen; Second by Trustee Wilson  
Trustee Hansen moved to approve the minutes for November 14<sup>th</sup>, and to listen to tape  
for deadline and time on page 5.  
Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye;  
Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye  
VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the vote was unanimous.*

**Citizen Comments:**

Review/Discuss/Approve Special Events Permit for Saguache Volunteer Fire Department  
– Evan Samora: Town Clerk Garcia stated the notice was posted 10 days prior the  
approval of the special events permit, there were no written objections received. For the  
Evan Samora stated the Fire Department will be driving people home if they do not have  
a ride. The Trustees thanked Evan for everything he does.

**MOTION** by Trustee Wilson; Second by Mayor Pro- Tem Engquist  
Trustee Wilson moved to approve the Special Events Permit for Fire Department for the  
New Year’s Eve Dance.  
Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye;  
Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye  
VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the vote was unanimous.*

Review/Discuss/Approve 3.2% Beer License Renewal Applications for Pester Marketing  
– Alta Convenience – Janice Torrez: Janice Torrez was present for any questions. There  
were no questions from the Trustees.

**MOTION** by Mayor Pro – Tem Engquist; Second by Trustee Collins  
Mayor Pro – Tem Engquist moved to approve the liquor license renewal for Alta  
Convenience.  
Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye;  
Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye  
VOTE: 6 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the vote was unanimous.*

Discuss American Legion Calendar Flag Posting Date – Terry Gillette: Terry Gillette went over the accomplishments within the Community; overview of the American Legions May 27<sup>th</sup> Memorial Day activities; Mr. Gillette read the “Preamble of the Constitution of the American Legion”. The Trustees were okay with the presentation. Mr. Gillette mentioned repairs to the Pavilion are needed. Mr. Gillette asked, if this could be done before Memorial Day Celebration. Public Works Director said this will be done.

Other Citizens: Barbara Donahue discussed the Valley to Valley nursing facility/day care. She also discussed their water situation. She asked the Board for a letter of recommendation, it was mentioned that Ms. Donahue write a letter requesting a letter from the Town.

Elvie Samora asked if immediately sand could be out down at the intersection of 4<sup>th</sup> & Christy Ave. continually. Public Works Pacheco said he would take care of it.

Mr. Samora also asked about the status of the Mondragon property, it's not on the agenda. Town Administrator Fye said that Ms. Mondragon was getting 3 quotes. Mr. Samora asked how much time does she have to get the three quotes, what would be an acceptable time. Town Administrator Fye said she is showing an effort and we have to give her some time to do this. Town Administrator Fye will stay on top of this, it will be brought back to the Board at their January board meeting, and she will also send a certified letter requesting an update. There was discussion if she does not clean-up the property was is the next step, the Town would clean it and if she doesn't pay the invoice then it would be placed on the tax rolls.

Mary Johnson said the speed limit signs that were placed on Pitkin Ave. don't work; people are still speeding in front of her house. She asked the Trustees about placing a cross-walk on Pitkin Avenue. The Trustees will look into this.

Discuss/Approve Submission of History Colorado Grant for “Historic Walking Tour of Saguache publication” from Historic Preservation Commission – May Engquist: Mayor Pro- Tem Engquist mentioned this is grant from CLG sub-grant program, this grant will be for the “Walking Tour Brochure” for public education. The Historic Preservation Commission will be submitting the grant.

**MOTION** by Trustee Hansen; Second by Trustee Wilson

Trustee Hansen moved to approve submitting a grant to History Colorado for “Walking Tour”.

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye; Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye

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

**Boards/Committees Reports: No Quarterly reports will be given this month**

Mayor Terrell said they will need to review all the committees in January.

**Ordinances/Resolutions/Public Hearings:**

Rescind prior motion made on November 14, 2016 Approving Ordinance 2016-3: An Ordinance Amending Saguache Municipal Code Relating to “Dangerous Dogs



Rescinding the prior motion was discussed and also approving the revised ordinance 2016-3: An Ordinance Amending Saguache Municipal Code Relating to "Dangerous Dogs".

**MOTION** by Trustee Collins; Second by Mayor Pro- Tem Engquist

Trustee Collins moved to rescind the prior motion made on 11/14/16 and to approve revised Ordinance 2016-3 An Ordinance Amending Saguache Municipal Code Relating to "Dangerous Dogs".

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye; Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye

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

Attorney Report: Attorney Farish said he had nothing else.

Break: 7:28 p.m.

Re-convened: 7:33 p.m.

**Old Business:**

Update on Flood Map: Mayor Terrell said we may have an update after the 1<sup>st</sup> of the year. Public Works Pacheco said the ball is in their court.

**New Business:**

Review/Discuss/Approve RFP for Town Attorney: The Trustees reviewed the RFP for the Town Attorney. Attorney Farish mentioned that attorneys may not know how to set the retainer amount. There was discussion on which papers to run the RFP in: SLV Lifestyles, Gunnison Times, Crestone, and Salida.

**MOTION** by Trustee Hansen; Second by Trustee Wilson

Trustee Hansen moved to approve the request for proposals and advertising as soon as possible with the changes date and time to reflect 1/20/17 and close of business day.

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye; Trustee Wilson - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell - Aye

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

Review/Discuss/Approve Letters of Interest for Town Trustee Vacancy: Mayor Terrell said they will do a small interview since all the individuals are present. Each Board member will each ask one question to all three people. The Trustees will vote anonymously and Town Clerk Garcia will tally. Town Administrator Fye state the vote was unanimous.

**MOTION** by Trustee Hansen; Second by Mayor Pro- Tem Engquist

Trustee Hansen moved to appoint Janice Torrez as a Board member

Vote as follows: Trustee Aldrich – aye; Trustee Collins – aye; Trustee Hansen - aye; Mayor Pro-Tem Engquist – aye; Mayor Terrell – Aye; Trustee Wilson - abstain

VOTE: 5 – Aye; 0 – No; 1 – Abstain *Let the minutes reflect the vote was unanimous.*

Attorney Farish swore in Janice Torrez. Ms. Torrez participated in the rest of the Board meeting.

Review/Discuss/Approve 2017 Holiday Schedule: The Trustees reviewed the 2017 Holiday Schedule as it was presented. Trustee Hansen felt we should have Veteran's Day put back on the schedule, she asked if there was reason why we couldn't have thirteen holidays. There was no reason, Veteran's Day will also be added and to keep the Thanksgiving Holiday's as they were listed on the schedule.

**MOTION** by Mayor Pro- Tem Engquist; Second by Trustee Wilson

Mayor Pro - Tem Engquist moved to approve the 2017 Holiday Schedule plus adding Veteran's Day.

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

VOTE: 7 – Aye; 0 – No; 0 – Abstain *Let the minutes reflect the vote was unanimous.*

**Assignments and Commitments Review:**

Discuss future workshops (water treatment, sidewalk policy): This will be discussed in January and February.

**Trustee Comments:** Trustee Collins said the parks look new with everything that's been done. Mayor Pro- Tem Engquist said thank you to Byron Williams and Terry Gillette for everything they do for the Town.

**Reports:**

Maintenance Report: Public Works Director Pacheco asked if the Board has any questions. Mayor Terrell said the Pavilion looks good. Mr. Pacheco stated he and Town Administrator Fye are working on the sewer projects. Town Administrator Fye said the augmentation is to be filed on 12/31/16. Town Administrator Fye mentioned to Mr. Pacheco about the light bulbs at the Community Building. Mr. Pacheco said they have not put the bulbs yet, but will do so. Mayor Pro –Tem Engquist said the star on the Christmas tree is beautiful.

Town Administrator Report: Town Administrator did not have much in her report. She mentioned that January will be a big month, there will be a lot of issues.

**Executive Session (if needed):** No executive session was needed.

**Adjournment:** There being no further business, the meeting was adjourned by Mayor Terrell at 8:21 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES  
SAGUACHE, COLORADO

\_\_\_\_\_  
Greg Terrell, Mayor

ATTEST:

\_\_\_\_\_  
Therese Garcia, Town Clerk

				Total November Bills			
16-484	11/01/2016-11/30/2016	W/S	2144	General Fund	55,042.41	10581.25	November Payroll Allocations
16-485	11/01/2016-11/30/2016	Gen Imp	413	General Fund	3145.43	3145.43	November Payroll Allocations
16-486	Inv. # 819873	Cons Trust	146	Morris Iron	265.20	265.20	Supplies to build iron gates for restrooms at Otto Mears Park
16-487	Inv. # INV94432	General	4629	Gobin's Inc.	36.38	36.38	Copier Service Agreement for Nov. & Dec. 2016
16-488	Inv. # 144023, 145159, 147221	General	4614	Saguache Town Market	31.95	31.95	Supplies & Hardware for flags and Christmas tree on 4th Street
16-488	Inv. # 145159	W/S	2145	Saguache Town Market	11.58	11.58	Batteries - locator
16-489	Ref. # 2401951N9LNK9YH89; 2469216NT00Q9K1L8; 2444500P0BLMND387; 2449215P1A122L843	General	4636	Vecira Bank, Colorado	811.90	811.90	*Crestone Telecom (Phone/Internet), Amazon- foot pedal; Wal-mart office supplies; Annual membership - CPI; Registration for 2 people "saving Places conference"
16-489	Ref. # 2401951N9LNK9YH89;	W/S	2160	Vecira Bank, Colorado	54.93	54.93	*Crestone Telecom (Phone/Internet);
16-489	Ref. #2449215P1A122L843	Sag Rec	118.99	Vecira Bank, Colorado	223	223	(6) 5 lb. bags of clementine's, candy, nuts and bags to make treat bags- Tree Lighting
16-490	Inv. #47770477	General	4617	WEX Bank - Sinclair Fleet Track	192.70	192.70	*CREDIT CARD: Saguache Town Market- Fuel for Town Vehicles; Pickup General Maintenance; Park cleanup; White Chevy Truck - Gen Maint.
16-490	Inv. # 47770477	W/S	2148	WEX Bank - Sinclair Fleet Track	100.96	100.96	*CREDIT CARD: Saguache Town Market- Fuel for Town Vehicles; W/S Samples; Water Taps for Page & Quinlana
16-491	Inv. # 2016-147 001-7	W/S	2147	SGM Engineers	4446.95	4446.95	Sewer System Improvements; Loans/Grants; Well No. 2 Chlorination
16-492	Inv. # 043016-00	W/S	2146	Front Range Winwater Works Co.	98.80	98.80	Water Supplies: (1) Brass Saddle
16-493	Inv. # 5181740	W/S	2150	Ferguson Enterprises, Inc. # 109	49.12	49.12	Water Supplies: 10' of 3/4" galvanized X male adapt; 20- 1/2 SS hose clamps
16-494	Inv. # 10689	W/S	2151	Power Zone Equipment Inc.	2464.05	2464.05	13+ hours to inspect pump, replace valves and test pump; Apex Delrin Disc Suction Valve Assembly; Apex Discharge Delrin Disc Valve Assembly
16-495	Inv. # 657786	Gen Imp	412	Del Reynolds Tree Service	1150.00	1150.00	cut/haul spruce tree - Frey property
16-496	Inv. # 099747	General	4616	V & V True Value Hardware	21.93	21.93	Community Building: (1) new padlock for iron gate; (6) extra keys for padlock
16-497	Inv. # 257765	W/S	2149	Dave Martinez	102.00	102.00	Helping with Barry Van Sant water line 6 hours
16-498	Inv. # 18491, 18561	W/S	2158	Sangre De Cristo Labs	720.00	720.00	(2) Bacteria Analyses; (2) Wastewater Analyses; (1) Wastewater - Nutrients
16-499	Inv. # 2016-11	General	4615	Saguache County Sheriff Office	4195.81	4195.81	Reimburse for Full time Officer for November 2016
16-500	Inv. # 731101	General	4619	Colorado Choice Health Plans - SLV HMO	5126.72	5126.72	Health Insurance Premiums for Nov. & Dec. 2016; for Town Administrator, Town Clerk, & Maint. 2
16-501	Inv. # 17568262	General	4618	Caterpillar Financial Services Corporation	295.32	295.32	Monthly Lease payment for Excavator

Addendum  
December List Bills

16-501	Inv. # 17568262	W/S	2152	Caterpillar Financial Services Corporation	295.31	Monthly Lease payment for Excavator
16-502	Inv. # 1	General	4620	Zink and Associates Inc.	6000.00	HAS Community Building: SHF#2015-01-015
16-503	VOID: Town does not owe lip fees			Saguache County Landfill & Recycling Center	0	Tip Fees
16-504	Acct. # 53-1199542-5: Inv. # 649194020	General	4622	Xcel Energy	1417.02	Street Lights: 11/01/2016-11/30/2016
16-505	Acct. # 53-1021971-9: Premise # 300071629: 300114632: Inv. # 598645359: 59886643644	General	4621	Xcel Energy	704.86	Town Hall/Shop: Community Building: Town Hall/Shop area lights: Community Building area lights
16-505	Acct. # 53-1021971-9: Premise # 300086472: 300070580: 300102840	W/S	2154	Xcel Energy	1337.41	Pump # 1: Pump #2: Chlorine Building
16-506	Acct. # 53-0698683-2: Inv. # 0648609012	General	4623	Xcel Energy	14.40	Meier: Pocket Park- 412 4th St.
16-507	Acct. # 53-1021971-9: Inv. # 647928568	W/S	2155	Xcel Energy	19.11	Water Tower area light
16-508	Inv. # 5093	W/S	2153	Clear Water Solutions	2514.53	Augmentation Plan: Create larger pdf format of ditch system maps: Travel to Saguache and attend meeting and site visit with Dan & David on 11/3/16; Prepare field notes: Prepare budget for 2016 and 2017: Research historical maps of service area
16-509	Accl. # 300793427	General	4630	Century Link	37.60	*FAX Line - Town Hall
16-509	Accl. # 300793427	W/S	2156	Century Link	37.59	*FAX Line - Town Hall
16-510		General	4632	Saguache Crescent	144.80	* 9/8: List of Bills (July) (shared cost); 10/20: Notice of Budget; 10/27: List of bills (Aug) (shared cost); 10/27: List of bills (Sept.) (shared cost); 11/16: Case of copy paper (shared cost); 11/24: List of bills (Oct.) (shared cost)
16-510		W/S	2157	Saguache Crescent	124.00	* 9/8: List of Bills (July) (shared cost); 10/27: List of bills (Aug) (shared cost); 10/27: List of bills (Sept.) (shared cost); 11/16: Case of copy paper (shared cost); 11/24: List of bills (Oct.) (shared cost)
16-511	Inv. # 28249	General	4631	Oasis Restaurant	292.74	Town Christmas Party: Board & Staff- plus one guest
16-512	Inv. # 18346104	General	4633	P.anaacol Assurance	897.00	Worker's COMP - Renewal Installment
16-513	Inv. # S03W0827760	General	4634	Wagner Equipment Co	386.32	Repairs to Backhoe (toses): Labor, parts, & travel time
16-513	Inv. # S03W0827760	W/S	2159	Wagner Equipment Co.	386.32	Repairs to Backhoe (toses): Labor, parts, & travel time
16-514	Inv. # 19812115	General	4637	Great America Financial Services	95.86	New copier lease payment

16-515	Inv. # 81843	W/S	2161	Berg Hill Greenleaf Ruscilli LLP	682.36	Augmentation Plan: 11/11/16: Conference with Kate Ryan to discuss status of protest and possible strategies for obtaining clarifications/concessions if application of rules through stipulation (split with Monte Vista, Del Norte, and Crestone); 11/3/16: Create master options and heading for augmentation plan applications for three augmentation plan clients (Split with Monte Vista and Del Norte); 11/3/16: Office conference with M. Gutwein regarding preparing plans for augmentation; office conference with T. Gerung regarding same (Split with Monte Vista and Del Norte); 11/5/16: Review M. Gutlein's legal research on augmentation sources with regard to "imported water and confined accretions" (Split with Del Norte and Monte Vista); 11/7/16: Research augmentation plan deletions and replacement sources; review sustainability requirements in the proposed groundwater rules; begin preparation of plan for augmentation (split with Monte Vista); 11/8/16: exchange e-mail with P. Hartman regarding settlement meeting; review proposed groundwater rules for terms necessary to include in application and plan for augmentation (split with Monte Vista and Del Norte) 11/22/16: Prepare application for plan for augmentation - prepare e-mail to R. Kuliman regarding same (split with Monte Vista and Del Norte) 11/28/16: Telephone conference with R. Kuliman regarding estimated depletions and preparation of augmentation plan.
16-516	Inv. # 5332012	General	4342	Kimball Midwest	37.42	Cap Screws for Shop
16-516	Inv. # 5332012	W/S	2163	Kimball Midwest	385.56	Paint for Water/Sewer Work
16-517	Inv. # 043289-00: 043247-00: 043012-00	W/S	2164	Front Range Winwater Works Co.	1011.36	Supplies - water
16-518	Inv. # 135284	W/S	2166	USA BlueBook	1066.99	Supplies for water- chlorination
16-519	Inv. # 18596	W/S	2165	Sangre De Cristo Labs	30.00	water test - Nitrate Well # 1
16-520	Inv. # 2016-147 001-8	W/S	2167	SGM Engineers	1049.61	Professional Services: Well # 2- Chlorination
16-521		General	4643	Linda Ahrens	16.15	Reimburse for purchase of house numbers "504" for Town Hall
16-522		General	4644	Valley Publishing	507.30	Classified Ad 12/21/16-1/18/17: RFP Town Attorney
16-523	Inv. # 9058334936	General	4645	Atrgas Usa, LLC	509.34	Supplies for Shop welder
16-524	Inv. # P03C0434610	General	4646	Wagner Equipment Co.	516.70	Maintenance supplies for Backhoe & excavator



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Voucher No.	Invoice	No.	Account	Check No.	Payee	Amount	Item Description
17-100	12/01/2016-12/31/2016		W/S	2172	General Fund	12421.27	*December Payroll Allocations
17-101	12/01/2016-12/31/2016		Gen Imp	414	General Fund	3600.9	*December Payroll Allocations
17-102	Member # 3160		General	4653	Colorado Municipal League	400.00	Membership Dues for 2017
17-103	Inv. # 170094		General	4652	CIRSA	5268.50	*Property/Casualty Insurance for 2017
17-103	Inv. # 170094		W/S	2171	CIRSA	5268.50	*Property/Casualty Insurance for 2017
17-103	Inv. # 170414		General	4652	CIRSA	134.50	*2017 Boiler & Machinery Coverage
17-103	Inv. # 170414		W/S	2171	CIRSA	134.50	*2017 Boiler & Machinery Coverage
17-103	Inv. # 170414		General	4652	CIRSA	48.00	2017 Occupational AD & D Coverage for employees
17-104			General	4654	Abor Day Foundation	15.00	2017 Annual Membership Dues
17-105	Contract # 001-0800572-000- 001-0809413-000		General	4649	Caterpillar Financial Services Corporation	17381.16	*Excavator/Trailer- Buyout
17-105	Contract # 001-0800572-000- 001-0809413-000		W/S	2168	Caterpillar Financial Services Corporation	34762.31	*Excavator/Trailer- Buyout
17-106	Inv. # INV89736; INV37972		General	4655	Gobin's Inc.	76.67	Copier Service Agreement for November and December 2016
17-107	Ref. # 22401951P7SGTV91JM: 7422638PEAFAXPSLE: 2478930PHW7FAYYZM: 2424780PKEJEEZFH4A:		General	4650	Vectra Bank, Colorado	431.98	*Crestone Telecom- telephone & internet (split cost): C12/19/16: Classified Ad for RFP Town Attorney
17-107	Ref. # 22401951P7SGTV91JM:		W/S	2169	Vectra Bank, Colorado	54.92	*Crestone Telecom- telephone & internet (split cost)
17-108	Inv. # 48138624		General	4651	WEX Bank - Sinclair Fleet Track	398.62	*CREDIT CARD: Saguache Town Market: Fuel for Town Vehicles: Pickup- General Maintenance: Chevy Pickup - General Maintenance: Backhoe: maintenance to Backhoe
17-108	Inv. # 48138624		W/S	2170	WEX Bank - Sinclair Fleet Track	68.26	*CREDIT CARD: Saguache Town Market: Fuel for Town Vehicles: Water- Installing fire hydrants
17-109	Inv. # 148794; 148942; 150774		General	4656	Saguache Town Market	84.54	*12/8/16: hardware for park restrooms; 12/9/16: hardware for gates at park restrooms; 12/21/16: gloves for Shop
17-109	Inv. # 056801		W/S	2173	Saguache Town Market	12.98	*12/6/16: bulbs for pump houses
17-110	Inv. # 5123		W/S	2174	Clear Water Solutions	2418.47	Professional Services: Augmentation- General Water Services
17-111	Inv. # 744721		General	4657	Colorado Choice Health Plans (SLV HMO)	2557.46	Health Insurance Premiums for Town Administrator, Town Clerk & Maintenance 2
17-112	Inv. # 0271885-001		General	4659	Total Office Solutions	8.97	(3) 2017 desk calendars
17-113	Ref. # 00088472		General	4658	Gunnison County Times	60.38	Classified Ad: RFP Town Attorney

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17-114	Inv. # 2016-12	General	4662	Saguache County Sheriff's Office	4195.81	Reimburse for Full-time Officer for month of December 2016
17-115	Inv. #963; Receipt #'s 31046; 31135; 31230	General	148	Saguache County Landfill & Recycling Center	15.00	Tip Fees
17-116	Inv. # 26-30950	General	4661	Monte Vista COOP	23.98	Forney chop saw for welding
17-117	Inv. # 5392-163574	General	4660	CarQuest- Center Parts Store	77.94	Supplies for maintenance on 2008 Ford Pickup
17-118	Inv. # 043025-01; 043245-00; 043025-00; 043285-01	W/S	2175	Front Range W/wwater Works Co.	3209.09	Water and Wastewater supplies
17-119	Inv. # 40870	Cons Trust	147	RMS Utilities, Inc.	320.00	Rental of 8 concrete blankets used when concrete pad was placed at Pavilion in Otlo Meers Park
17-120	Inv. # P03C0434712; ARLB	General	4664	Wagner Equipment Co	20.57	Supplies to maintain the Backhoe/Excavator
17-121	Inv. # 214584	General	4663	4Rivers Equipment	2000.35	Supplies to repair Maintainer
17-122	Acct. # 53-1199542-5; Inv. # 653048253	General	4665	Xcel Energy	1431.64	Street Lights- 12/01/2016-12/31/206
17-123	Acct. # 53-1021971-9; Premise # 300071926; 300114632; # 653380166; 653379778	General	4666	Xcel Energy	1100.21	Town Hall/Shop; Community Building; Town Hall/Shop area lights; Community Building area lights
17-123	300086472; 300070580; 300102840	W/S	2176	Xcel Energy	1465.75	Pump # 1; Pump #2; Chlorine Building
17-124	Acct. # 53-0698983-2; Inv. # 0652813346	General	4668	Xcel Energy	14.29	Meter; Dave Martinez Park- 412 4th St.
17-125	Inv. # 651802026	W/S	2177	Xcel Energy	19.15	Water Tower area light
17-126	Inv. # 19961865	General	4667	GreatAmerica Financial Services	95.86	Copier Lease Payment- Lexmark
	Inv #	V/S		Sangre De Cristo Laboratory, Inc.		(1) Bacteria Analyses; (1) Wastewater Analyses
	Acct. # 300793427	General		Century Link		*Fax Line
	Acct. # 300793427	W/S		Century Link		*Fax Line
				Total January Bills	99,597.51	



**Clerk's Report – Board Meeting – January 17, 2017**

**INFORMATION ITEMS:**

- **Water/Sewer - Delinquent Accounts:** As of January 11, 2017 there are 12 accounts that owe part or all of December as well as January. On February 1<sup>st</sup> those who have not paid at least the balance owed for December (and thus will be entering the third month of nonpayment) received a Late Notice as directed by the Board of Trustees.  
As of January 11<sup>th</sup>, 8 (eight) accounts faced shut-off on January 18, 2017
- **2017 Business Licenses:** A total of 7 businesses are registered as of January 11, 2017. In 2016 we licensed 57 businesses for a total revenue of \$684.00
- **2017 Building Permits:** Currently we have 0 permit issued for 2017. There are 34 active building permits from 2016 total revenue \$680.
- **2016-2017 Dog Licensing Season:** As of January 11, 2017 - 189 licenses have been issued for the 2016-2017.

For Months January 2017 – February 2017

## NEWS FROM TOWN HALL

**INFORMATION – Town Hall Closed:** The Town Hall will be closed on Monday, February 20, 2017 for President's Day. We will re-open for business on Tuesday, February 21, 2017 at 8:00 a.m.

**REMINDER – Business Owners:** Please remember to get your 2017 business license. All businesses in Town of Saguache selling a tangible item or providing a service are required to obtain a 2017 Business License. The cost is \$12.00 for a license that is good for the entire year of 2017. Your renewal must be completed by February 28, 2017. Thank you.

**BURNING WOOD:** Just a reminder to take time – especially if there is a sunny, calm, warm wintry day – to clean your stove pipe and chimney systems. This will help keep your home safe and help your wood stove or fireplace function better.

**INFORMATION – Freezing Pipes:** With the cold weather, here are some tips that may help. Keep your thermostat high enough to keep your house warm and open cupboards under sinks to let warm air get to the pipes. Make sure your crawl spaces are covered and that your pipes are not exposed to the cold weather.

**REMINDER – Snow Removal Tips:** Please remember to park on the side street when it snows, especially on 4<sup>th</sup> Street. The Town will plow streets in this priority: 4<sup>th</sup> Street [Gunnison Avenue south to Pitkin Avenue]. Denver Avenue [1<sup>st</sup> Street to 14<sup>th</sup> Street]. Pitkin Avenue [2<sup>nd</sup> Street to 8<sup>th</sup> Street]. Christy Avenue [2<sup>nd</sup> Street to 14<sup>th</sup> Street]. San Juan Avenue [1<sup>st</sup> Street to 14<sup>th</sup> Street]

The Town will then begin plowing streets running north and south, beginning with 1<sup>st</sup> Street. CDOT plows Hwy 285 and Hwy 114.

If you notice a large amount of snow accumulating, please remember if you want snow to be plowed in front of your residence along the streets, your vehicle/vehicles must be moved from the street prior to when the Town starts plowing (which is normally around 5:00 a.m.). As the Town is trying to remove snow throughout the town, they may only be able to go by your residence one time. Parked vehicles are difficult for the snow removal equipment to maneuver around, and that area will not be plowed.

The Town does not plow alleyways, so if you use that as your parking or main access to your property, you are responsible to clear a pathway.

**REVENUE****Water and Sewer – Comparison Report – January 17, 2017 Report**

Trustees requested a review for the income from water and sewer by quarter and by year. The numbers represent a running balance for deposits made to the Water and Sewer Fund.

**WATER METER:** The 4<sup>th</sup> quarter report for 2016 will be presented at January 17, 2017 meeting. The 1<sup>st</sup> quarter report for 2017 will be presented at March 21, 2017 meeting.

	<u>2016</u>	<u>2017</u>
January	\$ 44,349.60*	\$21,364.50* [as of 1/11/17]
February	17,758.70	
March	<u>16,881.30</u>	
1 <sup>st</sup> Qtr Total	\$78,989.60	
April	\$16,646.85	
May	19,095.21*	
June	<u>15,608.00</u>	
2 <sup>nd</sup> Qtr Total	\$51,350.06	
July	\$17,945.35	
August	17,149.80	
September	<u>15,036.50</u>	
3 <sup>rd</sup> Qtr Total	\$50,131.65	
October	\$22,700.26*	
November	27,415.55**	
December	<u>12,140.35</u>	
4 <sup>th</sup> Qtr Total	\$ 62,256.16	
<b>GRAND TOTAL</b>	<b><u>\$ 242,727.47</u></b>	<b><u>\$ 21,364.50</u></b>

**NOTES:**

- .....
- \*Jan. 2016 includes multiple accounts which have paid for the entire year or a portion of the year.
  - \*May 2016 includes 1 (one) water tap at \$1000
  - \*May 20, 2016 includes 1 (one) sewer tap at \$1000
  - \*October 2016 includes 1 (one) water tap and 1 (one) sewer tap \$2000
  - \*\*October 2016 includes deposit from DOLA Planning Grant \$2776.51
  - \*November 2016 includes 1(one) water tap \$1000
  - \*\*November 2016 - DOLA Planning Grant Reimbursement \$12,229.00
  - \* Jan. 2017 includes multiple accounts which have paid for the entire year or a portion of the year.
- .....

**WATER METERS**

ACCOUNT NAME	Start Date	End Date	Start Count	End Count	Used Gallons	Bill Gal	Base-W 10k=\$51	Base Sewer	Excess-W 1+k=\$5.10	TOTAL
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**4th Qtr: Oct 2016**

COLEMAN, Polly[Eike] (son-Greg)	9/16/2016	10/15/2016	7923	8057	13400	4	\$51.00	\$51.00	\$20.40	\$122.40
COLEMAN, Polly[home]	9/16/2016	10/15/2016	176	176	0	0	\$51.00	\$51.00	\$0.00	\$102.00
CDOT:ColoradoDeptTran.	9/16/2016	10/15/2016	4018	4032	1400	0	\$51.00	\$0.00	\$0.00	\$51.00
HAZARD, Perry	9/16/2016	10/15/2016	0	0	0	0	\$51.00	\$0.00	\$0.00	\$51.00
HILL, Gary	9/16/2016	10/15/2016	9776	9815	3900	0	\$51.00	\$0.00	\$0.00	\$51.00
ORTIZ, Jesus	9/16/2016	10/15/2016	243287	254787	11500	2	\$51.00	\$0.00	\$10.20	\$61.20
USFS Building/Compound	9/16/2016	10/15/2016	5450	5636	18600	9	\$51.00	\$0.00	\$45.90	\$96.90
<b>TOTAL:</b>							<b>\$357.00</b>	<b>\$102.00</b>	<b>\$76.50</b>	<b>\$535.50</b>

**4th Qtr: Nov. 2016**

COLEMAN, Polly[Eike] (son-Greg)	10/14/2016	11/15/2016	8057	8096	3900	0	\$51.00	\$51.00	\$0.00	\$102.00
COLEMAN, Polly[home]	10/14/2016	11/15/2016	176	176	400	0	\$51.00	\$51.00	\$0.00	\$102.00
CDOT:ColoradoDeptTran.	10/14/2016	11/15/2016	4032	4038	600	0	\$51.00	\$0.00	\$0.00	\$51.00
HAZARD, Perry	10/14/2016	11/15/2016	0	0	0	0	\$51.00	\$0.00	\$0.00	\$51.00
HILL, Gary	10/14/2016	11/15/2016	9815	9844	2900	0	\$51.00	\$0.00	\$0.00	\$51.00
ORTIZ, Jesus	10/14/2016	11/15/2016	254187	265287	10500	1	\$51.00	\$0.00	\$5.10	\$56.10
USFS Building/Compound	10/14/2016	11/15/2016	5636	5683	4700	0	\$51.00	\$0.00	\$0.00	\$51.00
<b>TOTAL:</b>							<b>\$357.00</b>	<b>\$102.00</b>	<b>\$5.10</b>	<b>\$464.10</b>

**4th Qtr: Dec 2016**

COLEMAN, Polly[Eike] (son-Greg)	11/16/2016	12/15/2016	8096	8132	3600	0	\$51.00	\$51.00	\$0.00	\$102.00
COLEMAN, Polly[home]	11/16/2016	12/15/2016	176	176	0	0	\$51.00	\$51.00	\$0.00	\$102.00
CDOT:ColoradoDeptTran.	11/16/2016	12/15/2016	4038	4065	2700	0	\$51.00	\$0.00	\$0.00	\$51.00
HAZARD, Perry	11/16/2016	12/15/2016	0	0	0	0	\$51.00	\$0.00	\$0.00	\$51.00
HILL, Gary	11/16/2016	12/15/2016	9844	9857	1300	0	\$51.00	\$0.00	\$0.00	\$51.00
ORTIZ, Jesus	11/16/2016	12/15/2016	265287	269487	4200	0	\$51.00	\$0.00	\$0.00	\$51.00
USFS Building/Compound	11/16/2016	12/15/2016	5683	5701	1800	0	\$51.00	\$0.00	\$0.00	\$51.00
<b>TOTAL:</b>							<b>\$357.00</b>	<b>\$102.00</b>	<b>\$0.00</b>	<b>\$459.00</b>

This Agreement is extended from January 1, 2017, to January 1, 2018, upon the same or such additional terms as are hereinafter described:

As per Independent Contract Agreement signed on 1/5/2010, including Exhibit A requirements.

**TOWN OF SAGUACHE, COLORADO**

**CONTRACTOR**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

RENEWAL

This Agreement is extended from January 1, 2017 to December 31, 2017, upon the same or such additional terms as are hereinafter described:

Per Agreement made on July 1, 2008.

V. Compensation

A. Payment.

The Town shall pay Contractor the fixed or contract rate of \$450.00 each month; an additional charge of \$50.00 per hour will be charged for all work and travel required to complete the agreed upon, and/or requested duties as the Operator in Responsible Charge (ORC). An additional charge of \$20.00 per hour will be charged for callouts between the hours of 10:00 p.m. and 6:00 a.m. The Town shall have no obligation to make any payments until such time as the town accepts performance as satisfactory. All payments under this contract will be to the trade or business name of the Contractor. No payments will be personally made to an individual under this contract.

Town of Saguache, Colorado

Contractor

\_\_\_\_\_  
Greg Terrell, Mayor

\_\_\_\_\_  
Fred Hand  
Managing Member

Attest:

\_\_\_\_\_  
Therese Garcia, Town Clerk

Date: \_\_\_\_\_

RENEWAL

This lease is renewed for a period of one year from and after the 1st day of January, 2016, upon the following additional or altered terms:

Rental in the amount of \$500 dollar(s) shall be payable on or before the 15<sup>th</sup> day of January, 2017.

Lessee acknowledges the fee simple ownership of the town in and to the aforementioned property. Should the Town determine a need of said property and produce a plan to develop the street/alley, the Town shall provide Lessee with a 90-day written notice of such development, and Lessee agrees to remove any and all encroachments that exist upon said property.

LESSEE:

LESSOR:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Exhibit D

### LEASE OF TOWN PROPERTY

WHEREAS, the Town of Saguache, Colorado (the "Town") is the owner of a street right-of-way, which has been platted but not developed and which is known as Tenth Street, which street is more specifically described on the map attached hereto (by shading) and incorporated herein by reference; and

WHEREAS, the Town does not have an immediate need of said property since the street has not been developed, but reserves its right to fully utilize said property in the future; and

WHEREAS, John Sladek (the "Lessee") has offered to lease said property from the Town for agricultural/commercial uses for the purpose of growing trees and like uses; and

WHEREAS, the Lessee acknowledges the fee simple ownership of the Town in and to the aforementioned property.

NOW THEREFORE, it is agreed between the parties hereto that the Town shall lease said described property, described on the attached map as that portion of Tenth Street, immediately West of Lot 1, Russell's Addition to the Town of Saguache, to Lessee, for agricultural/commercial purposes, as above described.

The consideration for this lease shall be \$20 per month (\$240 per year), payable on the first day of January, 2017, and continuing through the 31<sup>st</sup> day of December, 2017.

The Lessee shall maintain said property in a suitable condition for future town development and suffer no nuisance to exist upon said property. The Town and Lessee acknowledge that Lessee has constructed encroachments upon said property.

Should the Town determine a need of said property and produce a plan to develop the street, the Town shall provide Lessee with a 90-day written notice of such development, and the Lessee agrees to remove any and all encroachments that exist upon said property.

The parties further agree that this Lease may be renewed in subsequent years by the mutual signatures of the parties hereto and upon the same or such additional terms as the parties may agree.



At the termination of this Lease, Lessee will remove any and all property existing upon the demised premises which he has installed or allowed to be installed or which he may own at the time of this lease.

DONE and SIGNED this \_\_\_\_ day of December, 2016.

**TOWN OF SAGUACHE**

**LESSOR**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
John Sladek

ATTEST:

\_\_\_\_\_  
Therese Garcia, Town Clerk

RENEWAL.

This lease is renewed for a period of one year from and after the 1st day of January, 2017, upon the following additional or altered terms:

Lessee acknowledges the fee simple ownership of the town in and to the aforementioned property. Should the Town determine a need of said property and produce a plan to develop the street/alley, the Town shall provide Lessee with a 90-day written notice of such development, and Lessee agrees to remove any and all encroachments that exist upon said property.

LESSEE:

LESSOR:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**RESOLUTION NO. 2017-A**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF SAGUACHE DELEGATING THE AUTHORITY AND RESPONSIBILITY TO APPOINT JUDGES OF THE SPECIAL TOWN ELECTION TO BE HELD ON FEBRUARY 7, 2017**

**WHEREAS**, the Board of Trustees of the Town of Saguache has, by Resolution Number 2016-J, scheduled a special town election to be held on February 7, 2017, to be conducted at Town Hall, 504 San Juan Avenue in the Town of Saguache, for the purpose of determining whether to obtain the Masonic/Eastern Star Building located at 321 Fourth Street, in the Town of Saguache and legally described as Lots 11 and 12, Block 16, Town of Saguache; and

**WHEREAS**, the provisions of §31-10-401, C.R.S. (Appointment of Election Judges) allow the Board of Trustees to delegate the authority and responsibility of appointing such election judges to the Town Clerk;

**NOW THEREFORE**, be it hereby resolved by the Board of Trustees of the Town of Saguache that the Saguache Town Clerk, Therese Garcia, is hereby delegated such authority and responsibility of appointment of said election judges and all such consequential and sequential authority and responsibility as authorized in Part 4 (Judges), Chapter 10, Title 31, Colorado Revised Statutes, in connection therewith.

**DONE and SIGNED** this 17th day of January, 2017.

\_\_\_\_\_  
Greg Terrell, Mayor

Attest:

\_\_\_\_\_  
Therese Garcia,  
Town Clerk

RESOLUTION NO. 2017-B

**DESIGNATION OF OFFICIAL STATUS FOR THE CALENDAR YEAR  
2017 FOR THE TOWN OF SAGUACHE**

WHEREAS, it is the duty of the Mayor and the Board of Trustees of the Town of Saguache, a Colorado Town, to make certain designations of official status for the calendar year 2017, designation of time and place for monthly Board of Trustees meeting, designation of the official newspaper for the publications of all matters to be published.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Saguache that:

1. The official posting places for meetings of the Board of Trustees shall be the Town of Saguache Town Hall, 504 San Juan Avenue (at main entrance door); First Southwest Bank, 400 4<sup>th</sup> Street, and the U.S. Post Office, 350 Denver Avenue. Posting shall be made at least twenty-four hours in advance of any public meeting.
2. The *Saguache Crescent and Valley Courier* are hereby designated as official and legal newspapers for the Town of Saguache.
3. The Town Board Meetings shall be held at Saguache County Road and Bridge Meeting Room, 305 3<sup>rd</sup> Street, the County Road & Bridge Meeting Room, on the third Tuesday of each month, at 6:00 p.m., unless notice is otherwise provided.
4. The *1<sup>st</sup> Southwest Bank and Colo Trust* are designated as the depository for the Town funds.
5. Ruth Horn is appointed as *municipal judge*, Blair and Associates is appointed as *municipal auditor*, Therese Garcia is appointed as *town clerk/treasurer* and Eugene L. Farish P.C. is appointed as *town attorney*.

DONE and SIGNED this 17<sup>th</sup> day of January 2017.

\_\_\_\_\_  
Greg Terrell, Mayor

ATTEST:

\_\_\_\_\_  
Therese Garcia, Town Clerk

**Resolution 2017-C**

**RESOLUTION FOR SUPPLEMENTARY BUDGET and APPROPRIATION**

A RESOLUTION APPROPRIATING ADDITIONAL SUMS OF MONEY TO  
DEFRAY EXPENSES IN EXCESS OF AMOUNTS BUDGETED FOR THE TOWN  
OF SAGUACHE, COLORADO.

WHEREAS, the Board of Trustees of the Town of Saguache, Colorado, has adopted the annual budget for the fiscal year 2016 in accordance with the local Government Budget Law; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Saguache, Colorado:

**Section 1.** The Town of Saguache did receive unanticipated revenue or revenues not assumed at the time of the adopted budget:

General Fund – 1% Sales Tax Increase	\$ 17,206
Conservation Trust Fund - Other Income	\$ 3,900
Saguache Recreation Fund - Fundraising	\$ 4,000

**Section 2.** That the 2016 appropriation for the General Fund is hereby increased from \$247,690 to \$264,896 for the following purposes.

Sales Tax – Law Enforcement	\$17,206
-----------------------------	----------

**Section 3.** That the 2016 appropriation for the Conservation Trust Fund is hereby increased from \$5,700 to \$9,600 for the following purposes:

Park Maintenance	\$ 3,900
------------------	----------

**Section 4.** That the 2016 appropriation for the Saguache Recreation Fund is hereby increased from \$3,600 to \$7,600 for the following purposes:

Culture and Recreation	\$ 4,000
------------------------	----------

ADOPTED, this 17<sup>th</sup> day of January, 2017

\_\_\_\_\_  
Greg Terrell, Mayor

Attest:

\_\_\_\_\_  
Therese Garcia,  
Town Clerk



December 19, 2016

RECEIVED DEC 22 2016  
RECEIVED DEC 27 2016

Town Of Saguache  
PO Box 417  
Saguache, CO 81149-0417

Dear Friends,

Happy Holidays! No matter your political slant, we can all agree that there are imminent changes afoot in the political area. Historic preservation is no exception and is not immune to these potential changes, and perhaps threats. We expect many of the current programs in place to come under scrutiny and review. Are we up to the challenge? Are our historic resources protected to the extent that current political circumstances require? Now, as ever, is the time to demonstrate your support for Colorado Preservation.

Colorado Preservation is on the leading edge of preservation in Colorado:

- **Legislative Directives:** Working to sway and shape the future of preservation-related legislation, community priorities and decisions. We work regularly with lobbyists at the State Capitol to stay abreast of and to inform our political leaders, oftentimes simply highlighting projects and successes in their jurisdictions.
- **Endangered Places Program:** CPI's active Endangered Places Program continually works with identified historic resources to raise awareness, explore funding options, and move properties up the list to the status of "SAVE".
- **Preservation Projects:** Acting as a catalyst and advisor in the collaborative nature of preservation projects to make them a reality.
- **Saving Places Conference:** Unveiling an updated economic benefits study 2017 Saving Places Conference (Feb. 1-4) to make the clear case for preservation, not just as a charming idea, but as an economic tool!

**Please help us to meet our fundraising goal of \$5,000 to shepherd Colorado's preservation efforts through the uncertain political stage ahead. Your support will assist Colorado Preservation in preserving Colorado's history and the places that define our legacy, our lives, and you!**

Sincerely,

Jennifer Orrigo Charles  
Executive Director



## SAGUACHE COUNTY GOVERNMENT

501 Fourth Street • P. O. Box 100  
Saguache, Colorado 81149

Phone: (719) 655-2231 • Fax: (719) 655-2635

RECEIVED JAN 11 2017

January 11, 2017

Saguache Town Board  
PO Box 417  
Saguache, CO 81149

Dear Town Board,

We are asking that you wave the late fees for all the County Offices as we just received our statements today and do not do another billing cycle until January 24, 2017. At that time several of the Departments will be paying for the complete year.

Thank you for your consideration and cooperation in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Wendi Maez". The signature is written in a cursive style and is positioned above the printed name.

Wendi Maez  
Co-County Administrator

**APPENDIX 2-F**  
**CONSOLIDATED FEE SCHEDULE**

NOTE: This Fee Schedule may be revised by the Board of Trustees at its discretion.

*ADMINISTRATION*

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Copies per 1 or 2 sided page	\$0.25	\$0.25
Fax, incoming per page	\$1.00	\$1.00
Fax, outgoing per page	\$1.50	\$1.50
Document Certification (Ordinances & Resolutions)	\$10.00	\$10.00
Notary Fee (per document)	\$2.00	\$2.00
Returned Check Fee	\$25.00	\$40.00
Bank Fees for NSF checks	Actual Cost	Actual Cost
Open Records Request, Atty/hr.	\$150.00	\$200.00
Open Records Request, Clerk/hr.	\$45.00	\$45.00
Open Records Request, support staff/hr.	\$20.00	\$25.00
Duplication of Audio Tapes or CDs (per item)	\$20.00	\$25.00
Publication Produced by Town	Based on Production Cost	Based on Production Cost
Verbatim Transcripts of Proceeding:		
15 minutes or less	\$30.00	\$30.00
Longer than 15 minutes (per minute)	\$2.00	\$2.00
Prepared by third party transcribers	Actual Cost	Actual Cost
Miscellaneous Fees	Per Cost	Per Cost

*BUILDING PERMITS*

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Building Permit (valid for 1 year from date of issue)	\$20.00	\$30.00

*DOGS*

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Dog License (annual)		
Spayed/neutered or pup	\$5.00	\$7.00
Not spayed or neutered	\$15.00	\$18.00
Replacement cost (dog tag)	\$1.00	\$3.00
Dog Pickup/Release (Town Hall)	New	\$20.00
Dog Pickup/Release (Conour Animal Shelter)/Monte Vista	\$50.00	\$75.00
Town Trip Fee – Conour Animal Shelter (76 mi. @ \$0.54)	\$24.32	\$41.00



**COMMUNITY BUILDING**

<i>Description</i>	<i>Deposit</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Daily Rent		\$50.00	\$75.00
Commercial Rent Daily		\$130.00	\$150.00
Nonprofit or Gov't Group Daily		\$25.00	\$50.00
Cleaning & Utility Charge (Non-Refundable) for al Rentals		\$25.00	\$50.00
No Liquor – Per Event (Refundable)	\$75.00		
Liquor – Per Event (Refundable)	\$75.00		
Commercial Rent Deposit (Refundable)	\$75.00		

Deposit is waived for governmental groups or nonprofit.  
Liability insurance provided to Town prior to event

**MUNICIPAL COURT**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Court Costs per Violation	\$20.00	\$35.00
Deferred Sentence (per Deferment)	\$30.00	\$45.00

*Additional penalty costs may be assessed as stipulated in Municipal Code*

**BUSINESS LICENSES**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Business License	\$12.00	\$25.00

**LIQUOR LICENSING**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
New License	\$1,000.00	\$1,200.00
New License with Concurrent Review	\$1,000.00	\$1,200.00
Transfer of Ownership	\$750.00	\$1,000.00
Hotel/Restaurant	\$75.00	\$125.00
Retail Liquor Store	\$22.50	\$50.00
Hotel/Tavern Manager's Registration	\$75.00	\$100.00
Bed & Breakfast Permit	\$25.00	\$50.00
Renewal Application	\$100.00	\$125.00
Late Renewal Application	\$500.00	\$500.00
Change of Location	\$750.00	\$750.00
Corporation/LLC Change	\$100.00	\$150.00
CBI Fingerprint	\$100.00	\$125.00
Special Events Permit 3.2%	\$10.00	\$50.00
Special Events Permit Liquor	\$25.00	\$75.00
Special Events Permit Processing	\$50.00	\$50.00
Temporary Permit	\$100.00	\$125.00
Processing	\$50.00	\$50.00

**SALES TAX DEPOSIT**

<i>Description</i>	<i>Fee</i>	<i>Notes</i>
Deposit	\$250.00	See Section 6-5-80

**PLANNING**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Re-Zoning	\$100.00	\$125.00
Variance	\$300.00	\$350.00
PUD w/P and Z Hearing – Conditional Use	\$300.00	\$350.00
Vacation of Public Right-of-Way	\$300.00	\$500.00
Zoning Map Change	\$300.00	\$500.00
Annexation Application	\$1,000.00	\$1,500.00

*Per Ordinance No. 2008-10, any expenses exceeding initial fee must be paid by applicant.*

**UTILITIES**

<i>Description</i>	<i>2016 Fee</i>	<i>2017 Fee</i>
Water Tap	\$1,000.00	\$1,500.00
Water Permit	\$35.00	\$50.00
Sewer Tap	\$1,000	\$1,500.00
Sewer Permit	\$25.00	\$50.00
Water Reconnect	\$15.00	\$30.00 (Subsection 13-1-180(b))
Monthly Fees:		
In-Town Water	\$25.50	\$30.00
In-Town Sewer	\$25.50	\$30.00
Out-of-Town Water	\$51.00	\$56.00
Out-of-Town Sewer	\$51.00	\$56.00
Water Meter:		
Base Rate (first 10,000 gallons)	2 x In-Town Water	\$60.00
Excess per each 1,000 gallons	0.1 x base rate	\$6.00
Water/Sewer Due Date: 1st day of month		
Water/Sewer Late Date: 15th day of month		
Late Fee Charged: 16 <sup>th</sup> day of month	\$10.00	\$10.00 to be charged on the 15 <sup>th</sup> day of each month bill is past due. (Not to exceed \$50.00)
Penalty for unauthorized or cross-connection after 30 day notice.	New	10% of tap fee per month of non-compliance. (\$150.00)

**TOWN OF SAGUACHE - TEN YEAR WATER/SEWER RATE PLAN**

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
WATER	\$30.00	\$32.00	\$34.00	\$36.00	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00	\$45.00
SEWER	\$30.00	\$32.00	\$34.00	\$36.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00	\$38.00
TOTALS:	\$60.00	\$64.00	\$68.00	\$72.00	\$75.00	\$77.00	\$79.00	\$81.00	\$83.00	\$83.00

Approved by Town Board on November 17, 2017 with an effective date of February 1, 2017.

Town of Saguache

\_\_\_\_\_  
Greg Terrell, Mayor

ATTEST:

\_\_\_\_\_  
Therese Garcia, Town Clerk

BOARD MEETING: JANUARY 17, 2017  
PUBLIC WORKS DEPARTMENT  
MAINTENANCE REPORT

WATER MAINTENANCE:

- 2 Fire hydrants installed with shut off valves.
- Inventory update with CDPHE submitted and approved.
- Chlorination for Well 2 approved. It will be similar to Well 1. The town will not have to install a loop system as proposed 2 years ago, which resulted in a big savings for the town. (about \$90,000.00)
- The new lead and copper rule came out and the town will be required to do lead and copper samples every six months. All other required sample testing stayed the same for 2017.
- Worked with Rachel on the Augmentation Plan.
- Fred Hand and I will meet on January 17, to work on and review all new water regulations and update any existing ones that are already in place.
- All water samples for the month of December came back within normal ranges.

SEWER MAINTENANCE:

- Worked on a proposed Phase 1 for the Sewer Main replacement project based on the camera videoing of the sewer mains. There are about 8 sections of the sewer main that will need to be dug up and replaced. These are sections where the pipe is completely broken, in bad condition, and where a lot of infiltration is taking place. Presented the proposal to Pam, Greg, and Jerry (SGM) and they all agreed it would be a good place to start. Estimated cost at about \$215,000.00.
- There were no violations at the lagoon, so no violation letter will need to be sent. All the required testing came back within normal ranges.
- There were no other problems with the sewer system.

COMMUNITY BUILDING MAINTENANCE:

- We are planning to close the community building from January 23, through the 29<sup>th</sup> for regular maintenance. We will be refinishing the floor, replacing light covers and will clean all kitchen appliances. We will also refinish the floor in Town Hall during this same time-frame.

DOGS AT LARGE:

- Received two dog complaints regarding the same owner. She will be summoned in to town court. Another dog was picked up out in the county and brought to the town hall. That dog was returned to his owner.

#### VECHILE MAINTENANCE:

- The road grader broke down again and we had to replace some parts to get it running again. This took some time and I was able to work out an IGA with the county to use one of their older graders. Greg approved and signed the IGA. This will allow us to use the County Grader the rest of this year at no cost to the town. The town's road grader is a 1978 John Deere and is old and has a lot of hours on it. It was bought by the town in 1998 when it was 20 years old. The John Deere repair man was able to help us fix it again but said that because of its age and high hour usage, he did not really know how long it would keep running. We are covered by the County now, but really need to think about eventually upgrading it.

#### SNOW REMOVAL:

- Removed snow on two different days.
- Sanded intersections on three other occasions. Sanding material is given to the town by CDOT at no charge to the town.

#### OLD DUMP:

- Burned old Town Dump. Closed down for about a week to allow some of the stuff to burn down completely. The snow helped a lot and we did not require the fire department to help.
- We are working with the fire department about doing some burning at Vista Grande.

#### PITKIN AVE SIGNAGE AND STRIPING:

- I did speak with Dan Warwick about painting of cross walks on Pitkin Ave by the school and Library and he thought that would be ok. If the town chooses to do so, we would have to put up signs warning drivers about the cross walks. The county will help us with the cross walks but said it needs to be done when the temperature is a lot warmer, possibly in the spring.

#### WORK REQUEST:

- Had one work request to assist someone who was stuck in a snow bank.

#### VISTA GRANDE:

- Have not heard anything from CDPHE about the Brownfield application for Vista Grande. Greg said he would call and try to find out the status of the application.

**INFORMATION ITEMS:**

- David injured his eye at home, which required him to have surgery. He was out the week of the 9<sup>th</sup> through the 13<sup>th</sup>. If the doctor allows, he should be back to work on the 17<sup>th</sup> with light duty.
- Dakota's last day was December 31, 2016.

**MILEAGE AND HOURS FOR TOWN EQUIPMENT:**

Mini Excavator from 12/7 to 1/12, 5 hrs. For a total of 209hrs.

Back Hoe from 12/7 to 1/12, 34 hrs. For a total of 1237 hrs.

Auger Truck 12/7 to 1/12, 0 miles for a total of 11852.5 miles

Dump Truck 12/7 to 1/12, 0 miles for a total of 108,928 miles

Jetter Truck 12/7 to 1/12 0 miles for a total of 67,325 miles

1991 Chevy P/U 12/7 to 1/12, 172 miles for a total of 162,302 miles

2008 Ford P/U 12/7 to 1/12, 908 miles for a total of 98,251 miles

Road Grader was used for about 8 ½ hours for snow removal prior to breakdown.

Respectfully Submitted:

Dan Pacheco

Public Works Director