

**TOWN OF SAGAUCHE
BOARD OF TRUSTEES
REGULAR SESSION MINUTES
January 8, 2018 at 6:30 p.m.**

Call to Order- Meeting was called to order at 6:30pm by Mayor Samora.

Present – Trustee Terry Gillette, Trustee Timothy Chittum, Trustee Randy Arredondo, Trustee Loren Aldrich, Mayor Elvie Samora, Mayor Pro-Tem Luana Lovato

Absent: Trustee Susan Collins

Staff Present: Town Administrator Brandy Reitter, Town Clerk Iris Garcia, Maintenance Supervisor Dan Pacheco,

Moment of Silence and Pledge of Allegiance

Changes and Adoption of Agenda

Add Barry Van Sant to Old Business

Change Description of Letter from SGM

Split out minutes from the December 11, 2018 from the consent agenda to be voted on separately

Sheriff's Report:

Not present- Report submitted

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.**

Dave Winter: Would like to know about law enforcement and update on bathroom at Dave Martinez Park. Mayor Samora responded that we are currently working with Center Police Department for police coverage and the grant for the Dave Martinez Park was being extended.

Andrew Virdin: Spoke to the board regarding his upcoming community grant request for prom.

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 January 8, 2018
2. Minutes for September 27, 2017 Special Session
3. Minutes December 11, 2017 Regular Session

Motion: Trustee Gillette moved to approve List of Bills for January 8, 2018 and minutes for September 27, 2017. Item three, December 11, 2017 will be approved separate.

Second: Trustee Arredondo

Vote: Aye -6, No – 0, Abstain – 0 Motion passes

December 11, 2017 Minutes

Motion: Trustee Gillette moved to accept December 11, 2017 minutes.

Second: Trustee Arredondo

Discussion: Mayor Pro- Tem Lovato stated her disagreement with deleting the 13th holiday on the list of holidays for the Town of Saguache.

Vote: Aye – 4, No – 0, Abstain – 2 Trustee Aldrich, Mayor Pro-Tem Lovato Motion passes

Boards/Committees Reports:

Historic Preservation Commission

Leigh Ann Buniger, HPC representative presented a request from the Historic Preservation Commission to submit a grant request to History Colorado to do a Historic Assessment Survey.

Motion: Trustee Arredondo moved to direct staff to apply for a survey grant through HPC

Second: Trustee Gillette

Discussion: Trustee Lovato would like to have more information on the specifics of the grant

Vote: Aye – 6, No -0, Abstain-0

Ordinances/Resolutions/Public Hearing:

Public Hearing – Resolution 2018-A 2017 Supplemental Appropriation and Budget Amendment

Public Hearing: Attorney Farish called the Public Hearing to order at 7:03 pm

Attorney Farish: The time is now 7:05pm on this 8th day of January 2018 and notice of public hearing Supplemental Budget Hearing 2017. The record should reflect that a quorum of the

town board is present at designated town meeting place of the Town of Saguache. The notice reads that Notice of Public Hearing for the Town of Saguache supplemental budget hearing

Date: January 8, 2018

Time: 6:30 PM

Location: Road and Bridge

Address: 305 3rd Street

Saguache, Colorado

Any further question please contact the Town Clerk.

We will now open up for the public comment we will not swear in those wishing to make a public comment. Usually these things do not precipitate much in the way of public comments. The Town Administrator would like to make a few comments on the supplemental budget.

So, the resolution is in front of you. There is one item we will have to change in the 3rd Whereas it should say and capital outlay. So, we do have some minor overages from what was budgeted in 2017, but nothing major. The general fund our original budget was \$451,609, we went over our original amount by \$17,112. That final amount there is \$468,721. The reason why we went over, we have some overages that we mainly on personnel in 2017 that comes out to about \$17,000. We did budget a \$60,000 deficit in the 2017 budget and that's a one-time fee. That one-time moneys were used for the town hall project and a couple of other things. Its typical for towns to pull out from their piggy banks and savings accounts for one-time projects, so there's no cause for alarm there. This is just making sure that what we spent is reflected in our approval of our legal documents. Our auditor will make those adjustments to our beginning balances, so what that means is that \$17,112 will come out of our beginning balance so it will be slightly over. We still maintain healthy reserves above that 30% threshold that was presented in our last budget. So, there's no cause for alarm we just want to make sure we account for it and be transparent where the public is concerned. Sometimes you don't really need to do a supplemental budget appropriation, but you really should its part of the budgeting. Sometimes you will collect more sales tax than what was budgeted but everything nets out and you have a positive I have seen not amend the budget in that case. The water and sewer fund the same thing. In 2017 we budgeted \$411965 we slightly over 5932 is the adjustment which leaves the final water and sewer fund budget at \$417,898. So, all in all we are looking at \$23,075 in total adjustments for 2017 and those will be reflected in our beginning balances when we work with our auditors. Other funds I don't have those here because we have positives in those accounts, the recreation fund, conservation trust fund and general improvement fund those all have positive balances. These are the ones I want to amend to reflect our actual balances. I will take any questions you have.

Mayor Pro-Tem Lovato: Brandy, can you pinpoint why we went over in the water and sewer fund?

Administrator Reitter: So, the water sewer project we spend quite a bit on design and engineering. Those expenses were budgeted but we have yet to get reimbursed from our design and engineering grant through CDPHE. I talked to Jerry Burgess just before we ended the year and asked that he write up everything related to water and sewer and the design, so we can

submit our grant to CDPHE and get reimbursed. If we can get that reimbursement soon then we can make that adjustment. It's all about timing because we have to do the auditors closeout for 2017, but we can always make that adjustment back to the water and sewer fund without getting into the weeds. For now, I just wanted to go ahead and adjust just in case we aren't able to do that for 2017. But that's probably the biggest difference there Luana.

Mayor Pro Tem: Ok, Thanks.

Administrator Reitter: We have \$97,000 available to us to get reimbursed. That's part of our loan.

Attorney Farish: Are there any other comments? (none) If not there we will close the evidentiary portion of the hearing and remand this over to the Town Board of Trustees for action on the resolution.

Evidentiary portion closed at 7:10

Motion: Trustee Arredondo moved to adopt resolution 2018-A.

Second: Mayor Pro-Tem Lovato

Vote: Aye-6, No-0, Abstain- 0

Resolution – 2018-B Municipal Election

Motion: Mayor Pro-Tem motioned to adopt resolution 2018-B to designate the Town Clerk as the designated election official and authorizing the town clerk to appoint election judges for Saguache's 2018 municipal election to be held on April 3, 2018 and establishing a rate of pay that is outlined in this resolution.

Second: Trustee Gillette

Vote: Aye -6, No -0, Abstain - 0

Resolution 2018-D Contract for Town Hall Rehab Project

Administrator Reitter explained the details of the grant for the rehab project for the town hall. The grant began May 31, 2017 and will end May 31, 2019.

Motion: Trustee Aldrich 2018-D a resolution of the Board of Trustees for the Town of Saguache, Colorado, approving an independent contractor agreement between the Town of Saguache and Zink and Associates, Inc.

Second: Trustee Gillette

Vote: Aye-6, No-0, Abstain -0

Resolution 2018-E – Contract for Financial System

Administrator Reitter explained that one of the priorities of 2017 was to move to a governmental software system and Caselle was a program that was widely used locally and would provide a

resource for support. The cost is split between four funds and would include a one-time fee in addition to an ongoing licensing fee.

Motion: Trustee Arredondo moved to accept resolution 2018-E

Second: Trustee Gillette

Vote: Aye-6, No-0, Abstain-0

Resolution 2018-F OEM – Introduction of resolution Tabled until February 12, 2018 regular session.

Resolution 2018-G Contract for IT services

Administrator discussed the IT services that would be covered under the contract and what would fall under the monthly fee.

Motion: Trustee Arredondo moved to approve 2018-G a resolution of the Board of Trustees for the Town of Saguache, Colorado, Approving an independent contractor agreement between the Town of Saguache and WSB Computer Services (WSBCS).

Second: Trustee Gillette

Vote: Aye-6, No – 0, Abstain -0

Resolution 2018-H – Official Calendar

Motion: Mayor Pro-Tem moved to approve resolution 2018-H designation of the official status for the calendar year 2018 for the town of Saguache which includes posting places, official newspaper and official designation of meeting place.

Second: Trustee Arredondo

Vote: Aye – 6, No- 0, Abstain -0

Review/ Discuss / Approve Ordinance 2018-A repealing section 7-1-210 – excessive dogs and cats of the Saguache Municipal code.

Ordinance 2018-A would remove the 4 dog and cat limit and default to the State number of 15 total.

Motion: Mayor Pro-Tem Ordinance 2018-A repealing section 7-1-210 – excessive dogs and cats of the Saguache Municipal code.

Second: Trustee Arredondo

Discussion: Trustee Aldrich should continue and address other issues such as hobby kennels etc.

Vote: aye -5, no -0 abstain -1 Trustee Chittum

Break:

Attorney Report:

Attorney Gene Farish addressed the Mondragon property on 9th street and suggested that the town seek to seek the disposition of the property from the property owner to the Town of Saguache.

Motion: Trustee Gillette moved for authorization to contact the property owner, Audrey Mondragon, for disposition of property.

Second: Mayor Pro-Tem Lovato

Vote: Aye – 6, No – 0, Abstain – 0

Old Business:

SGM letter revising the cost estimates for the sewer project.

SGM sewer project cost estimates revised on actual designs from 1.4 million to 1.9 million. Debt payment at \$1.4 is \$44,000 will need to be adjusted with new cost estimates. If the state needs more approval board would like to have more information

Profit and loss reports- Administrator Reitter and Town Clerk presented profit and loss statements.

Barry Van Sant: Mr. Van Sant requested reimbursement for sewer costs and fees incurred due to a change in location of his sewer line on his property know as Orchard House on 9th street.

Motion: Mayor Pro-Tem moved to reimburse Barry Van Sant for the costs associated with moving his sewer line.

Second: No Second. Motion fails for a lack of a second.

New Business:

2017 Audit Engagement Letter:

Administrator Reitter presented the audit engagement letter to the town board with Blair and Associates for the 2017 audit.

Motion: Trustee Arredondo moved to contract with Blair and Associates for no more than \$7800

Second: Mayor Pro-Tem Lovato

Vote: aye – 6, no – 0, abstain – 0

Lease Purchase – Grader

David Hammel from maintenance presented information regarding the purchase of a new motor grader lease purchase agreement with Wagner equipment.

Motion: Trustee Arredondo moved to enter into a lease purchase agreement with Wagner for a Cat 120 motor grader.

Second: Trustee Chittum

After discussion and advice from Town Attorney Farish regarding tabor language in the agreement it was agreed that this would be tabled until a later date.

Release and Settlement Agreement – Linda Ahrens

Motion: Trustee Arredondo moved to accept the release and settlement agreement for

Second: Trustee Chittum

Vote: Aye – 6, no -0 abstain -0

Staff Reports:

1. Maintenance Report- Written Report
2. Town Administrator- Oral Report
3. Town Clerk – Announced her formal resignation as of January 26, 2018.

Trustee Comments:

Trustee Gillette: None

Trustee Aldrich: Expressed his appreciation to Brandy and his pleasure with how town is function and believes we have made a tremendous amount of progress in a short amount of time.

Mayor Pro-Tem: Thanked Administrator Reitter for helping the town get back on track.

Mayor Samora: Thanked Administrator Reitter for her hard work.

Trustee Arredondo: Thanked Administrator Reitter for her hard work and wished her luck in her new position.

Trustee Chittum: Thank Administrator Reitter, Town Clerk Garcia and Deputy Town Clerk Sanchez for their hard work.

Executive Session (if needed):

For the purpose if 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) -Contract Negotiation Police coverage,

For the discussion of a personnel matter under C.R.S Section 24-6-402(2)(f) Regarding Town Administrator, Town Attorney and Public Works Personnel

Motion: Trustee Arredondo moved to enter into executive session for the purpose if 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) -Contract Negotiation Police coverage,

For the discussion of a personnel matter under C.R.S Section 24-6-402(2)(f) Regarding Town Administrator, Town Attorney and Public Works Personnel

Second: Trustee Gillette

Vote: Aye -6, No – 0, Abstain -0

Mayor Samora: We will now move into executive session the time is now 10:20

Mayor Samora: The time is now 10:55, and the executive session has been concluded. Participants in session were Mayor Elvie Samora, Mayor Pro-Tem Luana Lovato Trustee Randal Arredondo, Trustee Timothy Chittum, Trustee Terry Gillette, Trustee Aldrich, Administrator Brandy Reitter, Saguache Town Clerk Iris Garcia, Maintenance Supervisor Dan Pacheco 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 Arredondo moved to adjourn at 10:58pm

Second: Trustee Chittum

Vote: Aye – 6, No-0, Abstain -0

TOWN OF SAGUACHE, COLORADO

BY: Elvie M. Samora

Mayor, Elvie M. Samora



Town Clerk, Iris Garcia