

**TOWN OF SAGUACHE**  
**Board of Trustees**  
**Regular Session**  
**May 9, 2017**

The Town of Saguache Board of Trustees met for a Regular Session on May 9, 2017, with the following Trustees present:

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

Town of Saguache employees were present as follows:

Pam Fye, Town Administrator	Absent (excused)
Linda Ahrens, Deputy Clerk	Present
Dan Pacheco, Public Works Director	Present

Town of Saguache Attorney was present as follows:

Karen Lintott, Attorney	Present
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**Citizens in Attendance:** Deputy Elke Wells, Luana Lovato, Carita Ginn, Mary Johnson, Elvie Samora, Gregory Hilo, Tina Sanchez, Dakota Lovato, and James M.

**Call to Order:** Mayor Terrell called the meeting to order at 6:02 pm.

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

**Additions/Deletions to the Agenda:**

Trustee Hansen asked that Water Restrictions be added to the Public Works Report.

**Sheriff's Report:**

Deputy Wells presented the Sheriff's Report.

### **Citizen's Comments:**

Tina Sanchez: asked if the Town Clerk/Treasurer position is to be refilled? And further stated that she would like to see the position filled with someone local.

Trustee Hansen stated that a review of the budget needs to be made before the position is filled.

Mayor Terrell: reported to the citizens that the Board has a designed Personnel Committee, and they, along with the finance committee will review the situation. The Town has an obligation to hire the best qualified applicant for all positions.

Luana Lovato: asked why the postings for the two maintenance positions were extended?

Trustee Hansen: commented that the Town needed to expand the advertisement area and posting time in order to draw a larger pool of applicants. The deadline for accepting applications is Thursday, May 11<sup>th</sup> at 4pm. The Personnel Committee, Public Works Director and Town Administrator will meet on Thursday evening, to review the applicants and schedule interviews the following week.

Mary Johnson: stated she had filed a complaint with the Sheriff's office last week regarding Barry Gallegos' dog, and had informed the Town of the situation, and nothing has been done. Trustee Torrez asked Mary what she wanted to have happen, and Mary mentioned that the dog needed to be muzzled, and she wants the dog to be put down.

Mayor Terrell: stated that the Gallegos dog is currently under an Order by both the Municipal Judge and the County Judge and there is nothing further the Board can do.

Mary Johnson: wants to know about the Handicap signs on 4<sup>th</sup> Street.

Mayor Terrell stated that they have been ordered and will be installed as soon as they arrive.

Mary Johnson: asked why the bills had not been posted in the Saguache Crescent.

Mayor Terrell: stated that due to staff shortages, the recent bills have not been published, but the Town will get caught up as soon as possible.

### **Approval Items**

### **Consent Agenda:**

Mayor Pro-Tem Engquist: stated that due to the absence of Town Administrator Fye, the Minutes for the April 11, 2017 Meeting, and the List of Bills for May, 2017 should be tabled until the next meeting.

Trustee Hansen: asked that future Clerk's Reports contain the structure being erected or demolished for each Building Permit. She also asked the Deputy Clerk to explain the procedure regarding trash containers when the Community Building is rented.

**MOTION:** by Trustee Hansen to accept approve the Consent Agenda with the future addition of items erected/demolished to the Building Permits, tabling the Minutes for April 11, 2017, and tabling the List of Bills for May 2017.

**SECOND:** by Mayor Pro-Tem Engquist.

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

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

**Boards/Committees Reports:**

1. Historic Preservation

- Review/Discuss/Approve the Historic Preservation Commission’s recommendation to Landmark the home of Susan Crutchfield located at 115 San Juan Avenue, Saguache, CO 81149.

Mayor Pro-Tem Engquist: stated that the Landmark documentation on this property still needs the legal description added in order to be finalized, and requested this matter be tabled until the June, 2017 Regular Session.

2. Planning Commission

- Review/Discuss/Approve survey to be conducted by Planning Commission to collect citizen input to update the Saguache Master Plan in the fall of 2017.

Elvie Samora: stated he is the new Chair of the Planning Commission, and the Commission would like to get the approval of the Board to conduct a survey for input from citizens to update the Master Plan of the direction/growth they would like to have/see for Saguache. The survey will be drafted and placed on an upcoming agenda, before being implemented.

**MOTION:** by Trustee Wilson to approve the Planning Commission to conduct a survey in the Fall of 2017 for updating Saguache Master Plan.

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

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

**Ordinances/Resolutions/Public Hearing:**

1. Attorney Report – None at this time.

(Break)

**Old Business:**

1. Update on Flood Map – None
2. Update on Mondragon Property – None
3. Review/Discuss/Approve Letters of Interest for Appointment to the Vista Grande and Community Building/Otto Mears Park Committee.

Mayor Terrell: advised that the Trustees need to submit a letter as well. Trustee Torrez said she will submit a letter to be on the Vista Grande Committee. The Trustees agreed table this matter to the June, 2017 Regular Session to allow more time for Letters of Interest prior to finalizing the Committees.

4. Business Licenses (who/why?)

Discussion was held regarding confusion about one-day vendor or business licenses.

Trustee Wilson: when vendors come to Town she doesn't feel that they should have to get a 1-day license to sell. The point is to bring them to town, to help businesses.

Mayor Terrell: to make it clear, the Board has not voted on 1-day licenses, and it is up to the Board to move or not to move in that direction. Because it has not been voted on, the monies of the 1 day business licenses sold will be refunded. Mayor Terrell mentioned that the State Sales Tax issue got confused with the 1-day Business License.

Carita Ginn: reported that she had contacted the State of Colorado State Sales Tax office and they told her that the vendor is responsible for collecting and reporting their own sales tax. You can have an Event Coordinator, if you choose to, that can collect the Sales tax. That person is responsible to get with each vendor, collect Sales tax, report it and/or turn it in. Not required by the State to collect the Sales Tax.

Mayor Terrell: This matter is tabled until the June 2017 Regular Session.

**New Business:**

Review/Discuss/Approve Community Grant Applications up to \$250.00 each: Balance of 2017 Budget - \$232.00

1. Laurie Vigil – Cinco De Mayo Festival. Requesting \$250.00 to assist with costs of festival for community enrichment, culture celebration, 7 hour street festival with car show, chili cook off and children’s activities.

Mayor Terrell said the above was approved last month (April) with Cindy Archuleta as co-partner, and the event is over.

Approve/Schedule Date/Time/Location for Work Session:

1. Upon discussion, a Work Session was scheduled for May 23, 2017, 6:00 pm at the County Road & Bridge Meeting Room, to discuss Municipal Court Issues/Updates, First Quarter Finances 2017, and Miscellaneous Items.

**MOTION:** by Trustee Wilson to schedule a Board Work Session on May 23, 2017, 6:00 pm at the County Road & Bridge Meeting Room.

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

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

Review/Discuss/Determine Action on Subdivision Exemption:

1. Saguache County and Land Use is requesting input and attendance regarding a request by J. Byron Williams for a Subdivision Exemption to divide a parent parcel of land containing 155 acres, more or less, into two tracts. One tract will contain 145 acres more or less and the other tract will contain 10 acres more or less. Present use of the property is agriculture. The proposed use of the land if exemption is approved will be a Senior/Respite Center.  
This land is near Vista Grande, they will have to apply for a non-exempt well. If you want to know more, contact Valley to Valley, Eve Braden in Salida, CO.

No objections were made by the Board

**Trustee Comments:**

Trustee Hansen: expressed thanks to Public Works Director Pacheco for rearranging the Town dumpster, and to Deputy Clerk Ahrens for helping her with office questions in the absence of the Town Administrator.

Mayor Pro Tem Engquist thanked Public Works Director Pacheco for the Tree Release.

Trustee Wilson and Trustee Torrez: gave thanks to Public Works Director Pacheco and Deputy Clerk Ahrens for holding the “fort” down during this time of staff shortage.

Mayor Terrell: informed everyone that Kate Vasha passed away on April 28, 2017 and made comments regarding Kate’s hard work for the Town and many local area causes. A memorial service will be held on June 9<sup>th</sup>, 2017 at noon in the Community Building. Kate’s obituary will be in the Saguache Crescent this week.

**Reports:**

1. Public Works (Maintenance)

Public Works Director Pacheco stated that he is finishing up on Water issues.

Trustee Wilson at Planning/Zoning has been very helpful with providing larger maps being requested by the State.

Originally, Jerry of SGM, advised that the Town did not have to do the seepage study. This has presented an issue, as the seepage study is required within 14 days. The study has been completed and mailed. However, we will not hear anything for approximately 2 weeks. The actual study, will be performed at a later date. The survey was done a year and ½ ago.

Mayor Terrell offered his services for next week to assist Public Works Director Pacheco with this matter.

Trustee Hansen encouraged follow-up with Jerry of SGM. This is a serious matter, for all of the State of Colorado.

Public Works Director Pacheco advised the board that he would seriously like to have some help, as the department is behind schedule from last year. Trustee Hansen requested a copy of the applications.

Public Works Director Pacheco looked at two Tree Services, only one will be available so he asked the Board to approve the Town contracting with the available service for tree removal and trimming.

**MOTION:** by Mayor Pro-Tem Engquist to allow Public Works Director Pacheco and the Tree Board to move forward with contracting, coordinating and implementing “Operation Tree Trimming.”

**SECOND:** by Trustee Wilson.

Trustee Hansen added that the above mentioned tree removal and trimming needs to stay within the approved budget.

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

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

Vista Grande ‘partial’ grant is for Public Works to take the tires to the dump, be shredded and recycled. The clean-up grant should be issued by the end of June to take care of the additional costs.

Public Works Director Pacheco and the Mayor discussed the park bathrooms. Public Works Director Pacheco will look into automatic timer locks for consistency and to discourage vandalism.

Status regarding the restrooms at Dave Martinez Park was inquired about. Mayor Terrell, stated that because of past years grant errors, the County re-instated the balance of the 2014 Grant for this project in the amount of approximately \$5,000 to proceed with bathroom installation.

Public Works Director Pacheco asked about the letters being done regarding encroachments, advising that the names and addresses are in the possession of Town Administrator Fye. Trustee Torrez said she would like the letters to go out before Memorial Day.

Trustee Hanson would like to see the Town Emergency Phone Number 719-849-5573 posted.


Trustee Hansen asked about the hole in the wall by the new bathrooms. Public Works Director Pacheco noted that it was new, and caused by vandalism or an accident, but stated that the damage was minimal.

2. Town Administrator Report – None due to absence.

**Adjournment:**

There being no further discussion, the meeting was adjourned at \_\_\_\_\_ p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES  
SAGUACHE, COLORADO

  
\_\_\_\_\_  
Elvie Samora, Mayor

ATTEST:

  
\_\_\_\_\_  
Brandy Reitter, Interim Town Administrator