



**TOWN OF SAGUACHE  
BOARD OF TRUSTEES  
REGULAR SESSION  
November 19, 2018**

**Roll Call:**

Meeting called to order at 6:32

Board Present: Trustee Collins, Mayor Samora, Trustee Torrez, Trustee Wilson, Trustee Hansen, Trustee Aldrich.

Staff Present: Town Clerk Garcia, Attorney Eugene Farish, Deputy Clerk Sanchez, Public Works Director Jarrod Helmick

**Moment of Silence and Pledge of Allegiance**

**Changes and Adoption of Agenda**

Add Mayor Pro-Tem selection after Review/Discuss/Approve Vacant Trustee Position

**Motion:** Trustee Wilson moved to approve the agenda as changed.

**Second:** Trustee Torrez

**Vote:** Aye – 6, No – 0, Abstain – 0 *Let the record show the motion passes*

**Sheriff's Report:**

Written Report – Trustee Collins asked what the animal call on the report was regarding. Deputy Clerk Sanchez responded to this question and explained the details of the call.

**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.**

**No citizen comments**

**Approval Items and 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 November 19, 2018

2. Minutes for October 8, 2018
3. Minutes for October 24, 2018

**Motion:** Trustee Aldrich moved to accept the consent agenda.

**Second:** Trustee Collins

**Discussion:** None

**Vote:** Aye - 6, No - 0, Abstain - 0 *Let the record show the motion passes*

### **Review/ Discuss/ Approve**

1. **Board of Trustee vacant position appointment** - Candidates: Timothy H. Chittum, Jim Jaminet, Terry M. Gillette. –

It was agreed upon by the board to vote by secret ballot and that the candidate receiving the most votes be announced. The votes were tallied by Town Clerk Garcia and Town Attorney Farish. Town Attorney Farish announced the candidate receiving the highest number of votes was Jim Jaminet.

**Motion:** Trustee Torrez moved to accept the vote as read and appoint Jim Jaminet to fill the vacant trustee position.

**Second:** Trustee Hansen

**Discussion:** None

**Vote:** Aye - 6, No - 0, Abstain – 0 *Let the record show the motion passes*

**Mayor Pro-Tem Selection** - Trustee Hansen requested that we wait until Jim Jaminet is sworn in to make this decision. The Board agreed to table this item.

### **New Business:**

1. **Mill Levy Certification Presentation** – Town Clerk presented the preliminary mill levy certification as part of the budget and noted this could change.
2. **Discuss Holiday Schedule for 2019** – Town Clerk Garcia presented the proposed holiday closures for the Town of Saguache based on the 2018 closures. She noted that if the board is in agreement a resolution will be presented in the December regular meeting.
3. **Solar garden subscription discussion** – Mayor Samora spoke with John Hereford with Oakleaf Energy regarding solar garden credits through Xcel Energy and the possibility of entering into an agreement. Town Clerk Garcia let the board know that earlier in the year we had another company who had submitted a similar proposal. The Board asked Town Clerk Garcia to contact both companies to see when they can present to the board.

### **Old Business:**

1. **Budget Revisions as recommended from work session.** – Town Clerk Garcia presented to the Board of Trustees the budget with several revisions and let the them know that the numbers would change depending on the 2017 audit a far as beginning balances. She explained that the audit was not completed because there were difficulties because of staff turnover early in 2017. Mayor Samora asked when and if we should

consider other companies through a bid process. Trustee Hansen asked what the possibility of receiving the audit by next week. Mayor Samora asked that Clerk Garcia call the auditors tomorrow. Trustee Hansen asked for clarification on the maintenance positions, Public Works Director, Sr. Maintenance Worker and Maintenance workers positions and responsibilities. Town Clerk Garcia also discussed looking at fund balances in terms of infrastructure needs and prioritizing those items in the budget and future budgets. The Board of Trustees requested a work session for the budget after we receive the audit for November 29, 2018 at 6pm.

2. **Bonuses for employees** – Town Clerk Garcia asked if the Board of Trustee would like to give Christmas Bonuses to employees. The Board discussed giving bonuses based on last years amounts.

**Motion:** Trustee Collin moved to give employees \$500 bonus to be offset by the line item “board expenses”.

**Second:** Trustee Hansen

**Discussion:** None

**Vote:** Aye - 6, No - 0, Abstain - 0 *Let the record show the motion passes*

1. **Christmas Party menu and date**

Town Clerk Garcia presented the date of December 17, 2018 as the date of the Town Christmas Party at 6:30 pm. The Board of Trustees asked Clerk Garcia to call the restaurants in town and get an idea on what they could offer as far as party.

**Boards/Committees Reports:**

Town Clerk Garcia asked Board of Trustee to consider sitting on the town’s sub boards.

Trustee Hansen asked what the Historic Preservation Commission was doing regarding the Saguache Clinic. Town Clerk commented that she did represent the Town at a meeting with Saguache County Commissioners regarding the Clinic but did not have representation from the Historic Preservation Commission and at that time the Saguache Board of County Commissioners were not prepared to sign the MOU presented for assistance in applying for grant funds.

Trustee Collins asked if Town Attorney Farish was still on the Rio Grande Round Table board and what municipality he represented and how he decided what municipality he was voting on behalf of. Attorney Farish stated that he was open to having representation from the town. Trustee Collins suggested that the Public Works Director, Jarrod Helmick represent the Town on this board.

**Ordinances/Resolutions/Public Hearing:**

None

### **Attorney Report:**

Attorney Farish suggested that the board schedule a retreat to discuss future town goals. He offered for the retreat to take place at his meeting space in Monte Vista. This will be scheduled in January 2019.

### **Staff Reports:**

1. **Maintenance Report** – Public Works Director Helmick provided the board with a written report that was not in the packet. Water testing is in compliance and the pumps are working well. The maintenance department has completed numerous sewer and water taps. The Dave Martinez park is complete, except for the handicap sidewalk which was not in the original plan. Trustee Torrez asked if he would like to advertise for the Senior maintenance workers position. Director Helmick asked that we advertise for this position. Trustee Torrez asked if this was a budget consideration and if we could possibly do with two full time and one part time employees. Mayor Samora asked if we could wait to fill the Sr. Maintenance worker position until next year until we had time to evaluate the needs of the public works department. Director Helmick felt we could hold off on this position until he had time to consider what he needs as far a capacity. Trustee Hansen asked that Director Helmick report beginning and ending mileage on all of the equipment, for an update on the Barry Van Sant project and the CIRSA audit and asked to work at making the park playground equipment safe. Trustee Aldrich asked about the water leak in the Dave Martinez Park. Trustee Collins asked that the voice mail be set up on the emergency phone.
2. **Town Clerk** – Clerk Garcia discussed the progress on the sewer project and updated the board on the end date of the project. She informed the board that the paving will not be done until next spring. She invited the board to the weekly construction meetings that are scheduled every Tuesday at 9am. She let the board know that additional slip lining will be done either later this year or in the spring. The Community Building upgrades being done by Mountain Valley have been completed. The Town Hall first phase rehabilitation project has been completed, we do have a few small items that need to addressed. Clerk Garcia updated the board on the Mondragon property clean up. Trustee Hansen asked if the Water Relay System has been purchased and installed. Trustee Aldrich asked how we are addressing the use of the front door of the community building. The Board of Trustees asked that Public Works Director Helmick get a quote on the removal of the porch roof.
3. **Code Enforcement Report** – Deputy Clerk Sanchez updated the board on the court cases and ongoing cases. It was discussed how to address reporting now that we are a court of record.

### **Trustee Comments:**

**Trustee Aldrich:** Had citizens ask him how we are addressing increasing water costs for citizens versus allowing usage of water for construction projects or illegal grows.

**Trustee Collins:** Doing a good job and likes the team work. Nice that citizens are saying that town is getting back to running properly.

**Mayor Samora:** Appreciates all and happy with code enforcement efforts. People are noticing the progress.

**Trustee Torrez:** Things are running well and very pleased.

**Trustee Wilson:** Thank you to everyone budget is great and code enforcement is working well. Thank you to Jarrod for lights he got from Monte Vista.

**Trustee Hansen:** Pleasure to work with everyone.

**Executive Session (if needed):**

For Discussion of personnel matters (C.R.S. 24-6-402(1)(f) and not involving any specific employees who have requested discussion of the matter in open session – Town Clerk Evaluation Discussion

For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(a) – easement agreements and change of designation in use.

**Motion:** Trustee Collins moved to enter into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(a) – Easement agreements and change of designation in use. For conference with the town attorney for purposes of receiving legal advice .

And

For the discussion of personnel matters (C.R.S. 24-6-402(1)(f) and not involving any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to the particular employees; – Town Clerk Evaluation Discussion.

**Second:** Trustee Wilson

**Discussion:** None

**Vote:** Aye - 6, No - 0, Abstain - 0 *Let the record show the motion passes*

**Entered into executive session at 9:17 pm.**

**Mayor Samora:** The time is now 10:55 pm, and the executive session has been concluded. Participants in session were Trustee Wyoma Hansen, Trustee Loren Aldrich, Mayor Elvie Samora, Trustee Janice Torrez, Trustee Amber Wilson, Trustee Susan Collins Attorney Gene Farish, Town Clerk Garcia and Deputy Clerk Tina Sanchez. 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 concerns were stated.

Trustee Torrez asked that the Town Clerks Salary be placed on the agenda for the special session scheduled for November 29, 2018.

**Adjournment:**

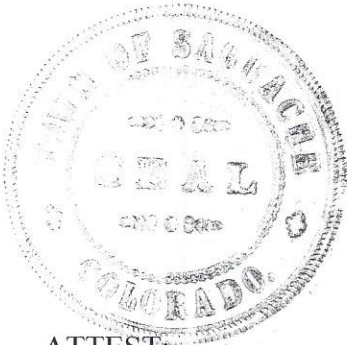
**Motion:** Trustee Hansen moved to adjourn.

**Second:** Trustee Torrez

**Discussion:** None

**Vote:** Aye - 6, No - 0, Abstain - 0. Let the record show the motion passes

**Meeting adjourned at 11:00 pm**



TOWN OF SAGUACHE, COLORADO

BY: Elvie M. Samora

Mayor, Elvie M. Samora

ATTEST:

Iris Garcia

Town Clerk, Iris Garcia