

**TOWN OF SAN LUIS**  
**408 MAIN STREET ... SAN LUIS, COLORADO 81152**  
**WORK SESSION**  
**APRIL 5, 2018**  
**CALLED TO ORDER 2:18 P.M. -- Town Hall**

**ROLL CALL**

<b>Board Of Trustees:</b>			
Theresa S. Medina, Mayor	<b>Present</b>	Angelina M. Espinoza Trustee	<b>Absent</b>
Susan K. Sanderford, Mayor Pro-Tem	<b>Present</b>	Acela Garcia, Trustee Purchasing Agent.	<b>Present</b>
France LaVoie - Trustee	<b>Present</b>		
Charlene Gallegos - Trustee	<b>Absent</b>	Attorney Barbara Zollars	<b>Not present</b>

**Present: Mayor Theresa S. Medina, Three (3) Trustees, and Mary Jo Manzanares**

**TOPICS:**

**USDA – BEAUTIFICATION (SIDEWALKS)**

- New Board will assume responsibility for payment of loan.
- Mayor Medina and Mayor Pro-Tem, Mr. Mike Gomez had to sign when she became Mayor back in 2010.
- Tineel Baroz, Area specialist (719-580-5661 x 102) will be contacted regarding loan.
- USDA - United States Department of Agriculture Rural Development.
- \$519,057.78 -- Balance as of December 31, 2017.
- \$4,000.00 Monthly payments (eft) to USDA.

**OATH – INCOMING TOWN BOARD/ TOWN CLERK / CITY MANAGER**

**ATTORNEY BARBARA ZOLLARS:**

- Administer oaths to incoming Town Board.
- Administer oath to Town Clerk
- Administer oath to City Manager.
- Mayor Gallegos will administer oath to Attorney Barbara Zollars.
- **Incoming Mayor - Appoint a member of the board as Mayor Pro-Tem**

**QUESTION: Should swearing in of new board take place after current board welcomes and has a chance to up-date incoming Board. Will call Attorney Barbara...**

**SIGNATURES**

**COMMUNITY BANK AND SAN LUIS VALLEY FEDERAL BANK**

- Two (2) out of three signatures required for all checks.
- Trustee France LaVoie is one of the approved signatures.
- Decision / Motion to approve two (2) additional signatures must be done tonight.
- Approved minutes required by banking institutions, since new board will be designating /approving signatures, permission to turn in minutes not yet approved with the understanding that copy of approved minutes will be submitted.

**Since approval of signatures will probably not be available by the 13<sup>th</sup> and 15<sup>th</sup> is on Sunday, request that two (2) of the three approved signatures sign two (2) checks for payroll on April 13, 2018?**

### MONTHLY STIPEND

- \$175.00 - Mayor stipend paid monthly.
- New Mayor must be on board one (1) full month before stipend is paid.
- Outgoing Mayor will not get paid for April, 2018, will not be on board for full month and has been paid for March, 2018.

**Incoming board will get paid for April 10, 2018 meeting attendance.**

### MONTHLY MEETINGS

- \$25.00 payment for special meetings / work sessions.
- \$75.00 payment monthly Town of San Luis Board Meetings.

**Out-going as well as in-coming members get paid for attending tonight's meeting.**

**CML will be notified of new board members names.**

### PLANNING AND ZONING

#### ALFREDO HERNANDEZ

- Construction of addition without a permit.
- Letter of non-compliance written on 3/27/2018.
- According to Donna Hernandez, room covered with plastic will be made into an addition to house.
- Camper Trailer was enclosed in the plastic covered room. Permit was acquired allowing the removal of the camper trailer, and room as been used for storage ever since.
- Mrs. Hernandez paid the \$100.00 for permit, but did not want to pay \$100.00 fine, knows of others that have not paid fine(s).
- Mr. Hernandez did bring in legal description of property, has yet to bring in plot plan as per Land Use Application requirement.

**New Board members must review and approve/disapprove / prepare construction permit, if not approved and if additional information is required, owner must be contacted.**

**VICENTE GAMBOA - Project CLOSED. Garage will not be built.**

#### JOHN APODACA

- Condition must be signed by Mr. Apodaca and Town of San Luis.

#### CONRAD ALBERT - (672-3506)

- Artesian Well is damaging his home.
- Artesian well is owned by Clarence Medina, 209-681-2907
- Mayor Medina stated that part of the problem is that culverts are collapsed and full of debris.

### OTHER BUSINESS

#### DONATION – MARQUEE, SIGN REPLACEMENT:

- Vivian B. Gallegos on behalf of the Costilla County Public Health Agency has requested a donation toward the estimated \$12,000.00 cost plus electrical and replacement of the stucco structure. (copy of letter attached)

**2018 Budget reflects \$1,000.00 for donation to Non-profit entities, with a current balance of \$1,000.**

**WEBSITE ARTICLE**

- Article was for Trustee LaVoie to read, somehow Trustee LaVoie did not get the article.
- Website is under Susan Sanderford's service and has been paying for it.
- Will the new board take the website under their wing, or will they allow Susan to continue to service the website.

**VISITORS' CENTER**

- Town Hall staff has been taking care of visitor's center.
- Is the new board going to continue to run the center
- Will they turn it over to Economic Development Council.
- Mr. Rael is the Director.

**2018 ELECTION – UP-DATE**

- Election on Tuesday, April 3, 2018 went very smoothly, no problems. Doors closed at 10:22 p.m.
- Canvassing was done on Wednesday, April 4, 2018, Mr. Fidel Rodriguez assisted with canvassing.

**2017 AUDIT – UP-DATE**

- Lillian, WSB Auditing Firm e-mailed/called that audit exception was complete and it must be at the state by March 31<sup>st</sup>, 2018.
- In order to comply with March 31<sup>st</sup> deadline, signatures were acquired from Mayor Theresa S. Medina, City Manager, Susan Sanderford, Trustee France LaVoie, and Trustee Charlene Gallegos. Signatures were submitted to State of Colorado by WSB Auditors.
- Audit copies will be given to new board, as well as all other reports, for review.

**Work session adjourned at 3:10 p.m.**

Prepared by

Mary Jo Manzanares



Theresa S. Medina, Mayor

ATTEST



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Mary JO Manzanares,  
Town Clerk

### CONTRACT - MUNICIPAL JUDGE

- Mr. Raymond K. Miller has been the Municipal Judge since 2012.
- Municipal Court is scheduled on the 3<sup>rd</sup> Thursday of every month at 6 P.M.
- Motion approving Judge Raymond K. Miller as Town of San Luis Municipal Judge should be entertained.

### VISITORS' CENTER (RESPONSIBILITIES)

- Daily cleaning / polishing of bathrooms.
- Welcoming of Tourists
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### FEE SCHEDULE AMENDMENTS

Schedule A - Court Costs – No Change

Schedule B - Law Enforcement Fee Schedule -- No Change

Schedule C – Colorado Liquor Enforcement Fee Schedule - New fee schedule included.

Schedule D – Copies/Faxes – (.25 Cents per black/white copy) (\$1.00 per copy for minimal color) (\$2.00 for full color) (Faxing \$1.00 per page).

Schedule E - Accessory Building - (120 Sq. Ft or less) - \$50.00 fee.

Accessory Building – House included – may not exceed 40% of lot – (Town code must be amended, to reflect 40% of lot).Code 16-30-100 / 16-30-110

Annexation - \$1,000 plus an additional \$100.00 per acre - (Example - One (1) acre = \$1,100.00)(Example - Two (2) acres = \$1,200.00)

Conditional use permit – \$300.00

Survey Fee - \$1,500.00 to be paid in advance by property owner.

Road Access – \$200.00

Permanent Sign Permit - \$50.00 - after six (6) months, additional \$50.00 for permit renewal.

Application review - \$25.00

Temporary Sign Permit -- \$30.00

Excavation - \$150.00 --- (\$65.00 per hour, should town equipment be utilized.)

Schedule F - Local Business License \$100.00 annually.

Special Events License - \$50.00 per event.

Booth Space - \$50.00 per day (Tax exempt entities will not be allowed to utilize booth space.)

Sale of books for \$40.00 will be deleted.

Recording of legal documents will be deleted.

APPROVAL OF FEE SCHEDULE AMENDMENTS ON TUESDAY, MARCH 13, 2018.