

TOWN OF SAN LUIS
408 MAIN STREET ... SAN LUIS, COLORADO 81152
MINUTES – REGULAR MEETING
THURSDAY, FEBRUARY 21, 2013
CALLED TO ORDER at 6:30 P.M. in the Town Hall

ROLL CALL:

<i>Board Of Trustees:</i>			
Theresa S. Medina, Mayor	present	Jake Mondragon, Maintenance	Present
France Lavoie, Finance	Present	Susan Sanderford, Office Manager	Present
Gabrielle Aragon, Planning & Zoning & Police Commissioner	Present	Acela Garcia, Purchasing Agent	Present
Charlene Gallegos, Mayor Pro-Tem	Present	Attorney Matthew Hobbs	Present

(5) Board Member Present, Quorum Established.

Others present: Mary Jo Manzanres, Town Clerk, Floyd N. Martinez, Jr. – Maintenance - Absent

CONSENSUS APPROVAL

Motion by Trustee Charlene Gallegos, 2nd by Trustee Acela Garcia that agenda be approved as written. Motion carried unanimously.

Motion by Trustee Susan Sanderford, 2nd by Trustee Acela Garcia that minutes dated December 11, be approved as amended. Motion carried unanimously. (Clarification on Mrs. Medina Name ... Minutes already reflect amendments.)

Motion by Susan Sanderford, 2nd by Gabrielle Aragon that minutes dated January 8, 2013 be approved as presented. Motion carried unanimously

AUDIENCE COMMUNICATIONS:

BEN DOON stated that he is very versed in preparation of grant proposals and that (1) Town of San Luis should be looking at submitting GOCO proposal based on the 2nd application date, later in the summer. And that GOCO is a very good and very helpful when it comes to working with an entity. (2) Mr. Doon is willing assist in every way possible. (3) One of the first things to do is a survey, the process is geared at requesting and gathering written input from Town residents. It is very important to get as many letter of support as is possible. (4) At the same time that Survey process is going on, someone should be working on acquiring Cost Estimates allowing budget figures to fall in place, time lines, photos, etc. (5) Meeting date should be set to come up with ideas, what kind of equipment will be needed, what do you want to see at Centennial Park **WHAT DO THEY WANT TO SEE? AGAIN START WITH YOUR BUDGET, STATE WANT TO SEE ACCURATE COST FIGURES AND SPECIFIC NAME OF VENDORS/COMPANIES THAT HAVE BEEN CONTACTED FOR COST FIGURES, IT IS VERY, VERY IMPORTANT.** August is the next date for submission of proposals.....

Mrs. Theresa Medina informed Mr. Doon that she has requested that Trustee Gabrielle put a meeting(s) together in order that the Town can come together to really decide what they are looking at... arrange for the involvement of Town in order to find out what plans the children and residents might have, better yet, What do the Children want? Town Trustees must be in total agreement with each other, in order, that meeting with residents/children may prove very fruitful.

ADRIAN MAESTAS:

Mr. Adrian Maestas stated that reason for coming to Meeting is to find out if decision had been made on Center Location License Fee. Mr. Adrian Maestas stated that \$500.00 is fair and reasonable, but believes that \$3,000 is definitely not fair. Mr. Hobbs stated that the Fee Schedule for 2013 is on the tonight's Agenda for necessary changes and approval. Mr. Maestas was advised that a change will be made from \$3,000 to \$500.00 annual fee for Center Location. Requested that Mr. Maestas come in and pick up his license on Friday, February 22, 2013.

Mr. Maestas informed Town Trustees that he has been volunteering his time and utilizes his truck to assist in the cleaning up of snow, but he finds it odd that he, Mr. Maestas come thru with the 4 Wheeler and then the State and/or Town Maintenance come thru and moves the snow back to where it was moved from. After the first move, it is hard to move it again. Mr. Maestas will continue to volunteer his time/truck as needed.

MAINTENANCE:

Mr. Martinez not in attendance due to emergency in Colorado Springs. Mr. Martinez did bring in Fuel Log. Town Trustee, Mr. Jake Mondragon requested Executive Session.

Trustee Gabrielle voiced her concern regarding the use of the Town Shop for fixing of Centennial Homecoming Parade floats. Last night Trustee, Gabrielle stopped to pick up her cousin, and inquired as to what was going on, there were 3 kids locking gate, not a single adult, not a single teacher. Trustee Gabrielle stated that she doesn't mean to sound like she is not in support of the Kids/Children, requested that Mr. Hobbs come up with some kind of a Liability Waiver so that Town does not get sued. Last time that the Shop was used one of the kids broke a generator/compressor. Huge, Huge Liability --- permission was not requested from Town Board, Floyd let them use the shop, Floyd was not there to lock up Trustee Gabrielle feels that Pass Code # has been compromised. Trustee Charlene stated that she did see Crystal and Mr. Floyd Martinez there, but that Mr. Martinez should have been there to lock up. Floyd has no authority to make a decision of that nature. Town of San Luis is here to help the kids, but it should be done the right way and be assured that Town is not held liable.

Question was brought up regarding the refill of the Town Shop Propane Tank, a 2nd time. It is not deemed necessary since maintenance person is not in the shop but in town cleaning, shoveling snow, etc. There is no water that can freeze, the thermostat will be lowered. Trustee Jake Mondragon stated that he would adjust thermostat.

Motion by Trustee France Lavoie, 2nd by Trustee Jake Mondragon that additional propane not be ordered/delivered and that thermostat be lowered, with the understanding the purchase of additional propane will be discussed when weather gets cold. Motion carried unanimously.

SHERIFF'S OFFICE:

Dispatch Report was faxed, Costilla County Sheriff's Department personnel not in attendance.

TOWN CLERK

- (1) Mr. Van Gieson will be requiring 4 additional construction permits for an additional 4 homes.
- (2) Our scores with CIRSA have dropped (Property/Casualty went from 70 to 63, Workman's Compensation dropped from 73 to 46). Mr. Williamson stated that viewing of safety videos, recording inspections of park, recording of all maintenance done to vehicles can and will increase our current figures. Mr. Hobbs suggested that videos can and may be watched at home, and sign off list
Mr. Williams did review the IGA between Town and Sheriff's Department ... felt that both entities should hold each other harmless and indemnify each other and a good idea if both entities share certificates of Insurance. Mr. Hobbs stated that County of Costilla did not agree on the indemnification and the holding each other harmless. The Sharing of Certificates of Insurance was also not agreed upon by county. Assurance that all state, Federal and local laws are adhered to by both entities.
- (3) Housing Authority Client, Mrs. Benita Acosta, came in to see if she could do 8 hours, once a month, assuring that Town of San Luis would cover them as per our volunteer's workman's contract. Written Volunteer policy should suffice.
- (4) Kathy Worthington will assist with the Light Pole problems that we have.... Will also help the town in making sure that light bills do in fact belong to the Town. (Example - 299 Main Street).... Trustee Acela stated that where sign on poles are concerned, Yard Sale Signs are just left out on the streets. Persons responsible never dispose of them.
- (5) Visited with Mr. Seckman, State Marijuana - Mr. Seckman e-mailed report, report was filled out and faxed out to Mr. Seckman. Original Report was sent by mail, Original signatures are required, stated that Mr. Maestas does not have the Medical Marijuana-infused Products License at the present time.
- (6) Town requested from CDOT permission to re-schedule Parade for Saturday, February 23rd, 2013. Thursday, February 23, 2013 Parade was cancelled due to bad weather.
- (7) Town Clerk presented letter of engagement to Town Trustees. Letter must be approved and signed. Will deliver same to auditors when audit info is delivered. Visited with Karla regarding \$10,380.00 in Accounts Payable, they will review same along with looking at balances that are due from gen fund to conservation trust fund to HUTF and vice versa.
- (8) \$591.00 will be used from Conservation Trust Fund to reimburse General Fund for expenses belonging to CTF. Fund balance may be needed as matching funds for GOCO grant proposal.
- (9) Sheriff's Report is here..... One mailed and one faxed.
- (10) Santana and Santiago.... Inquiries are already being made, water taps need to be fixed at park across the

- street, and must figure out what can be done with water situation South of Emma's Hacienda
- (11) Commercial Newspaper/Centennial School Sports ... Commercial Newspaper have never sent a penny to Centennial.... Mr. Mejia with Centennial School is working with O&V printing. Centennial is not doing business with Commercial Newspaper, neither is the Town.
 - (12) Elections... Regular elections are held on even numbered years, no 2013 election. Trustee Charlene and Trustee France are on until 2016, Trustee Susan and Trustee Acela will run in 2014 along with Mayor Theresa Medina. CRSA 31-4-301 statutes dictate that at the next regular election, the town will need to reduce the terms of office to 2 year, so that the town can get back to the 4-year alternating terms, allowing for 3 Trustees be up for election in 2016, and 3 in 2018.
 - (13) Complaint from Annette Vigil, 618 Costilla, regarding 2 dogs, one belonging to Mr. Ben Duran and the other one belonging to Randy Rodriguez, they have already killed one of her cats. Requests that town do something about it. Trustee Jake suggested that we get busy with registration and issuance of dog tags, stated that he spoke to a couple (Frank & Aileen) up at the Old Mine Site, they are willing to assist the Town. Trustee Susan also knows Frank and Aileen, she has done business with them. Susan will volunteer to work on getting tags, applications along with a list of violations that will have to be signed along with the registration of animals. Maybe we can start program on May 1, 2013.
 - (14) Animal Control action required by Mr. Williamsom based on request from other small towns. Trustee Gabrielle suggested that a copy of "Animal Ordinance" be submitted to Mr. Williamson
 - (15) Evangeline Salazar wrote letter to Governor Hickenlooper regarding Natural Gas for Blanca, Ft Garland, San Luis and surrounding communities.
 - (16) Casa de Amistad came in for a Business License, took their phone number and asked them to wait for To be contacted by Town. Casa de Amistad is Non-Profit, and have not paid for a license since 2009/2010 Question on sonia's Convenience Store being located on a residential area. Sonia's is grandfathered In, the only way that Commercial identification would be lost is if the building, itself is altered.

Motion by Gabrielle Aragon, 2nd by Charlene Gallegos that all Non-profits entities must pay \$100.00, Exempting churches, school related functions grades K – 12, and college students activities. Motion carried unanimously.

PLANNING AND ZONING:

Trustee Gabrielle spoke to Ruth Gonzales regarding the possibility of 2 placements, one for the Visitor's Center and one to assist the Town Clerk . 20 Hours a week

Motion by Gabrielle Aragon, 2nd by Susan Sanderford that Town of San Luis serve as a host agency for SER, one position for the Visitor's Center and one for Clerk's assistant. Motion carried unanimously.

Representatives from Senator Udall and Senator Bennett Office are willing to come down and see what our Park Project is really going to be all about. Once we get this project going, there are a lot more out there that we can go for.

Contacted Americorps regarding scholarships for Youth, that are willing to volunteer 300 hours, in return youth will get a \$1,500.00 scholarship with the understanding that they don't have to pay for 10 years, Stipulation is that there has to be a an Educational Component. Trustee Susan suggested that kids be brought in right away, allow them to plan the grants an do the grant work. That way they kids are being trained right away. They will learn about grant proposals/application immediately. Trustee Gabrielle stated that the information required should get to Erica Holmes, by end of next week or around the 28th of February, 2012

GOCO meeting will be held on Thursday, February 28, 2013 @ 6:00 pm. First GOCO Meeting was held on January 28, 2013.

Trustee Gabrielle stated that she is very upset and disappointed in the performance of Sheriff's Department, shared with the Trustees how Susan called the department regarding a guy right across from her home. It was like 20 below, he could frozen out there. Susan called the sheriff's department directly, instructed to call 911. Sheriff's Dept showed up two (2) hours later. We are paying money and we are not getting any services for it..... Do we cancel the contract with them? Mr. Hobbs advised Trustees that they request performance standards documentation, which is part of the contract, and that have to be adhered to. Trustee Gabrielle requested that persons that have reported incidents be asked to put them in writing, same to be turned over to Trustee Gabrielle, she in turn will turn over to the Town Clerk for submission to Sheriff's Department. If it

Motion by Gabrielle Aragon , 2nd by France LaVoie to defer March payment until performance documentation including statements from observers. Concerns to be answered preferably by the Sheriff, himself. Motion carried unanimously.

ATTORNEY:

Mr. Hobbs presented and read:

Resolution 2013-01 – Resolution designating the Office Posting Place for Notice of Public Meetings.

Motion by Trustee, Acela Garcia, 2nd by Trustee, Jake Mondragon that Resolution 2013-01 be adopted as read, Motion carried unanimously

Resolution to establish the Town of San Luis Fee Schedule for 2013

Amendments/Changes ----- Schedule “G”

- (1) Medical Marijuana Dispensary Licenses: Center Location Annual Business License - \$500.00;**
- (2) Town of San Luis Annual Business License - \$100.00**
- (3) Marijuana-Infused Products Annual Business License -- \$500.00**

All business (For Profit and for Non-Profit) will pay \$100.00

Home Occupation Permit is required for home based businesses.

Mr. Hobbs advised Trustees that Permit fees are not meant to be money makers for the town, but fee should be sufficient to cover costs incurred by the Town Hall, for that particular project.

Late Permit Charge – double the amount of required permit fee..

Commercial Fees:

Mr. Hobbs stated that the process is for Town Clerk to hand applicant, an application, to be out filled out by the applicant and returned to Town Clerk for Town clerk’s approval

Commercial Building (Ground –up) --- \$500.00

Annexation - \$1,000.00

Major Sub-Division --- \$5,000.00 Plus additional fees as required.

Variance application - \$300.00

Hearing before the Board - \$300.00

Waiver Procedure - \$300.00

Liquor fees (State and Local) are set by the state

Town Clerk has never charged the \$100.00 that is set by the state. Town Clerk has charged only the Town Business License fee of \$100.00. Starting with 2014, Town Clerk will charge the additional fee as approved by state of Colorado.

Nothing on Schedule A, B,C. D. Changes on E and G

Motion by Trustee, Susan Sanderford 2nd by Trustee, Gabrielle Aragon that Town of San Luis Fee Schedule for 2013 be adopted as amended. Motion carried unanimously.

CODIFICATION:

Mr. Hobbs will request for specific proposals, from different companies, Mr. Hobbs feels that it would be smart to contact the previous company would contact the previous Company, it might save the Town some time and money.

FLOOD PLAINS:

Mr. Hobbs read a letter from Colorado Conservation Board that states that new Flood Regulations need to be put in place and adopted by communities that are located in a Flood plain. Regulations must be adopted by January 14, 2014, otherwise, on top of Flood Insurance Policies, there will be a Sur-charge in the amount of \$50.00.

Is San Luis in a Flood Plain area?

RECREATIONAL MARIJUANA

MR. Hobbs reminded Trustees that decision, as to whether they will allow/approve Recreational Marijuana in the Town of San Luis, has to be made by October, 2013. The Board of Trustees can make decision as a Board and/or an election can be held.

Hemp is a very good plant, there are a lot of good things that you can get out of hemp.

WEBSITE

Trustee Susan informed the Board of Trustees, that annual fee for set-up of website is \$85.00. Questions? Once Trustee Susan is out of the Town Board, Who is going to keep the website going, who is going to update it. Trustee Susan stated that maybe she through a contract can & will keep the website updated. Susan already has the software.

Motion by Trustee Gabrielle Aragon, 2nd by Acela Garcia that Trustee Susan K. Sanderford be authorized to purchase the website name and to set up website. Motion carried unanimously

Trustee France LaVoie asked if Mr. Ty Coleman had brought in application for homes that are now being built. Mr. Coleman did bring in some applications about three (3) or four (4) weeks ago.

Regular Meeting adjourned at _____

Board of Trustees went into Executive Session

Prepared by

Mary Jo Manzanares

Theresa S. Medina, Town Mayor

ATTEST:

Mary Jo Manzanares, Town Clerk