

TOWN OF SAN LUIS
408 MAIN STREET • SAN LUIS, COLORADO 81152

MINUTES – REGULAR MEETING
TUESDAY, JULY 10th, 2018
CALLED TO ORDER AT 6:28 P.M.—Town Hall

ROLL CALL

Board of Trustees:

Tiffany Gallegos, Mayor	Absent	Shantae Martinez, Purchasing Agent	Present
Roberta Romero, Code Enforcement	Present	Jarad Sanchez, Mayor Pro Tem	Present
France LaVoie, Finance Officer	Present	Jessica Durgan, Trustee	Present
Brian Valdez, Maintenance Supervisor	Present	Barbara Zollars, Attorney	Absent
Susan Sanderford, Town Manager	Present		

ADOPTION OF AGENDA:

MEETING WAS CALLED TO ORDER AT 6:28 PM BY TRUSTEE FRANCE LAVOIE.

Trustee Roberta Romero asked to add the NATIVE AMERICAN DANCERS to number three under Santa Ana Fiesta on the agenda.

MOTION: By Trustee Brian Valdez, 2nd by Trustee Shantae Martinez agenda be adopted with above addition. **Motion carried unanimously.**

APPROVAL OF MINUTES:

MOTION: By Trustee Jessica Durgan, 2nd by Trustee Roberta Romero to adopt the July 3rd Work Session Minutes and June 12th Regular Meeting Minutes. **Motion carried unanimously.**

PUBLIC COMMENT: No Public Comments

GENERAL BUSINESS

Lucas Casias: Noxious Weed Spraying—not present.

OLD/NEW BUSINESS

PLANNING AND ZONING:

Trailer moved to 1st Street without permit: Attorney Zollars is looking into a Nuisance Violation for moving of the trailer. Need to find out how to contact owner and what his intentions are with the trailer. Trustee Brian Valdez stated he would talk to the owner and ask him to come into the Town Hall to clarify his intention.

638 Alfonso Street Fallen Tree: Still in search of addresses and correct owner of the property. Tree has fallen into the town's right-of-way. Suggestion that maintenance cut and remove the portion of the tree in the right-of-way. Trustee Roberta Romero stated she would connect with the owner's daughter and find out the owner of the property and ask her to come into the Town Hall or call.

Greenhouse at 914 Alfonso Street: Also, in search of the owner's name and address. Owner was identified and Code Enforcement will write a letter addressing the building of a greenhouse without a permit and not adhering to the setback of five feet from the property line.

SANTA ANA Y SANTIAGO FIESTA:

Bouncy House: Cost for Bouncy House from J&J Rentals, Alamosa is \$170 a day for one unit. Maintenance-Floyd Martinez will check with J&J when in Alamosa to rent the Bouncy House.

MOTION: By Trustee, Brian Valdez and 2nd by Trustee, Roberta Romero to approve the rental of the Bouncy House for Santa Ana, July 28 & 29, 2018. **Motion carried unanimously.**

Santa Ana Posters: Posters were created for Santa Ana, 100 for \$160.00. Trustees were asked to take posters to hang throughout the community, Fort Garland and Alamosa. Possibility of selling the poster's for \$3.00. Possibility of making T-Shirts from the Poster to sell.

Native American Dancers: Trustee Roberta Romero talked with Shirley Ortega. Cost is \$400 to for both days of the parade. Adelante will split the cost with the town to bring them in for the Santa Ana Parade. Town Hall will host the 15 dancers for lunch and then they will dance at the Adelante event at the museum. Adelante will purchase sandwiches, chips and water for lunch and pay \$200.00 and the Town will pay \$200.00. Trustee, Jessica Durgan pick up the sandwiches and chips on Friday. Adelante and the Town will need an invoice from the dancers. Trustee Roberta Romero will ask about an invoice. Separate flyer will be needed to let public know the Native America's will be performing.

MOTION: By Trustee Roberta Romero and 2nd by Trustee Shantae Martinez to approve inviting the Native American Dancers and split the cost of \$400.00 for Santa Ana, July 28 & 29, 2018. **Motion carried unanimously.**

REPORTS BY OFFICERS:

Costilla County Sheriff's Office: Not Present.

Maintenance:

1. Working on repairing the benches in the park, staining and cutting the wood. Started painting the fence, the top rail is red and the uprights are blue.
2. Will cut the weeds by the ditch behind Theresa Medina's.
3. Trustee, Jessica Durgan shared a complaint about trees blocking the mural views on the Adelante building. Town is not responsible for cutting the trees and shrubs blocking the murals, property owner's responsibility. Conservancy District is the owner of the trees in the park by Adelante.
4. Ruth Garcia's still needs dirt in the alley holes. Floyd will address the issue on a day when the youth are not working.
5. Mayor Tiffany Gallegos gave permission to purchase a drill, saw and drill bits for park bench repair. Also, discussed the need for a generator.
6. Will check on Epoxy for the benches in Alamosa.

Town Clerk/Town Manager:

1. **Jeff Woods:** Almost ready with feasibility study wants to come down for a Public Meeting. Hoping to set date for July 26th, 2018 the day before Santa Ana. Town Manager will connect Jeff Woods and secure a date for the Public Meeting. Town Manager will check with Conservancy District, Nursing Services Building to see if space is available for the Public Meeting.

2. **Christy Johnson:** Approval for using as an accountant for Quick Books if needed.
MOTION: By Trustee Shantae Martinez and 2nd by Trustee Roberta Romero to approve using Christy Johnson for help, if needed, with Quickbooks. **Motion carried unanimously.**
3. **Sentry Safe:** Ordered a request to get the safe combination. \$25.73
4. **Basket Ball Nets:** Ordered 12 nets for park, on the way. \$52.56
Trustee Brian Valdez will be called when the combination is received to review what is in the safe. A Tether Ball will be ordered.
5. **Budget 101:** Scheduled a Budget Webinar for July 25. \$15.00
Trustees, France LaVoie and Jessica would like to watch the webinar as well.
6. **Picnic Tables:** Available at Walmart-will need someone to approve and pick them up. \$74.00
7. **Yard-Cleanup Project:** No place for citizens to put their yard waste. County will not take the wood. Transfer station will not take yard waste. Project tabled until Fire Ban is lifted.
8. **WSB Computer:** New quote for Carbonite Safe Server, iCloud Back-up. \$600.00
Price has jumped from \$150 to \$600.00. Tabled until we talk with Mayor Gallegos.
9. **Recycling of Old Computer Equipment:** Monitors .80 cents per pound; \$1.10 if broken; Towers, Servers, Printers .60 cents per pound; Secure Hard Drive Shredding \$5.00; Delivered to WSB, cost is more if delivered. Maintenance-Floyd Martinez will take the equipment to WSB
MOTION: By Trustee, Brian Valdez and 2nd by Trustee, Jessica Durgan to approve taking the old computer equipment to WSB for recycling. **Motion carried unanimously.**
10. **Town Clerk Interviews:** Tentatively set for July 20th, 2018 starting with 10:00 am. Will check with Mayor Gallegos to confirm her availability. According to Attorney Zollars we have to pay Health Insurance for any employees over 30 hours per week. Health Insurance not in place for the Town and will need to be addressed before a Town Clerk is hired. Possibly hire at 30 hours for 90 days until health insurance is in place.
11. **Citizen Complaint:** Roseabla Hernandez would like "Slow Down" signs posted because of the speeding on Pedro Street. Would also like something to be done about the dogs running loose making it hard to walk in the neighborhoods.
12. **Town Police Office:** Attorney Zollars stated that it is expensive to set up a Police Department for the Town. The Town does not have a police car. The job is too much for one officer. Possibly reconsider when the IGA comes up for approval and how the County Sheriff's Office can better serve the Town.
13. **Speeding on Main Street:** Contact CDOT or see if Captain Rollins of State Patrol can set up a Flashing light.

APPROVALS:

1. **Carlos Martinez --** Repainting of child (face and clothes) on Mural with touch ups of paint.
Tabled—have not received quote.
2. **Adelante --** The Town of San Luis to become the Fiscal Agent for the Santa Ana Pageant.
MOTION: By Trustee Shantae Martinez and 2nd by Trustee, Roberta Romero to approve the Town as Fiscal Agent for the monies received for the Santa Ana Pageant. **Motion carried unanimously.**

3. **Office Software** – Purchase of Microsoft Office 2108.

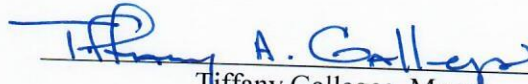
MOTION: By Trustee, Brian Valdez and 2nd by Trustee, Roberta Romero to approve the upgrading of the Microsoft Office software. **Motion carried unanimously.**

4. **Rent Storage Unit** – Storage of Old documents while we are cleaning office.

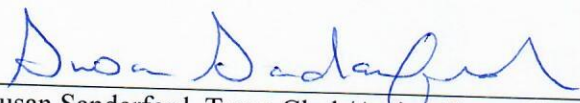
MOTION: By Trustee, Jessica Durgan and 2nd by Trustee, Brian Valdez to approve renting a storage unit for old offices papers until office can be cleaned out at \$45 a month. **Motion carried unanimously.**

Meeting adjourned at 8:16 p.m.

Minutes Prepared by Susan Sanderford


Tiffany Gallegos, Mayor

ATTESTED


Susan Sanderford, Town Clerk/Acting Town Clerk/

