

TOWN OF SAN LUIS
408 MAIN STREET ... SAN LUIS, COLORADO 81152
MINUTES – REGULAR MEETING
TUESDAY, MARCH 12, 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: Mr. Matt Hobbs, Legal Counsel, Floyd N. Martinez, Jr. – Maintenance Mary Jo Manzanres, Town Clerk.

CONSENSUS APPROVAL

Motion by Trustee Gabrielle Aragon, 2nd by Trustee France LaVoie that agenda and minutes be approved as presented. Motion carried unanimously

AUCE COMMUNICATIONS:

ANIMAL SHELTER:

Trustee Susan informed all present that being that the Board at their last meeting talked about possibly doing something with the dogs in the town, she thought it was a good idea to invite Frank and Aileen Peck so that they may tell you about themselves, so that Trustees may know what they are all about. Aileen handed out pictures of shelter, along with pictures of some of the dogs. Stated that are part of the San Luis Valley Animal Welfare Society Shelter. The shelter is located at the former Battle Mountain Gold Mine Building Complex. Went on to say that at the moment they have 78 dogs in their shelter/sanctuary, and have rescued over 8,000 dogs/cats. The shelter is a no-kill shelter, with most of the adoptions done at Pet Smart in Colorado Springs, have been going there every single Saturday for the last 9 years. When dogs are brought into the shelter and if they know who the Mama dog is they will spay her.

We would like to ask you for help/assistance when it comes to pit bulls. Have nothing against Pit bulls and pit bull mixes, most of them are great dogs, Pit bulls may be at the shelter for years, because they are very hard to find homes for. Last Pit Bull by the name of “Betty” that we took in had to spend a year in a 10 x 10 outside kennel, Betty did not get along with other dogs, finally found a home for Betty, but during the time that we have Betty, we could of taken in maybe 20 more adoptable dogs and found homes for them and at the same time, reduced the dog population in Costilla County, all over the Valley and even in New Mexico. A lot of money is spent keeping Pit Bulls because we end up keeping them for such a long time. When people breed Pit bulls and Pit mixes, most of them end up in shelters and they end up being euthanized.

What we are asking for is your help to consider a mandatory spay/neuter of all Pit and Pit Mixes. If people want to breed Pits, they would need a breeding permit/license. It will cut down on the extra dogs that are running around and we could help cut down on the population with our spay/Neuter Clinics. Two spay/neuter clinics have been held at the shelter and Trustee Susan had one in December, 2012, planning another clinic in a couple of weeks. With the backing of the town, we would be happy to set up as many clinics as we can. If mandatory spay/neuter program for Pits and Pit mixes became a reality, benefits to San Luis would be fewer dogs, perhaps few fewer Pit mixes, maybe town would be more attractive to the public, Important factor is that Town of San Luis could set an example for other towns. There is a lot of breeding going on in the valley. It has been overwhelming this year, don’t know if it is because we had a warm fall, right now we have 5 litters of puppies, during the past couple of two weeks, we adopted out 20 dogs in one weekend, and the next week we had as many

dogs come in. **THE ONLY REAL ANSWER IS TO SPAY/NEUTER.** 78% of dogs that are killed/shot on the road are not spayed/neutered.

March 31, 2013 is the scheduled clinic to be held at the shelter. Sandra Culley has been putting up sign-up sheets. Trustee Susan is working to set up a spay/neuter/shot and register your pet day and Trustee Susan does have Tracy checking to see when a day can be scheduled. Answer to Trustee Charlene's question ... If dogs won't come to you, live traps are available to catch dogs, but someone must be available to check the trap and place a call when animal has been trapped and help may be needed in getting the trap to the shelter. Posting flyers at Post Office is the surest way of getting the word out. Shelter owners will come and assist if message gets to them Mr. Hobbs asked Aileen if they are aware of any other communities/municipalities that have a mandatory spay/neuter ordinance in place Aileen does not know of any communities with ordinance in place, maybe Town of San Luis could be the first. Denver prohibits Pit bulls...

Board of Trustees will be talking/discussing the possibility of mandatory spay/neuter program. Trustee Susan will inform Frank and Aileen on outcome of spay/neuter program .

MAINTENANCE --- Mr. Floyd N. Martinez,

Mr. Martinez stated that drain cross the street is plugged up, totally plugged with dirt, it is supposed to drain into the ditch. Fire Department helped to clean the drain off into the ditch, maybe there is an animal, Water taps across the street will be replaced by Water and Sanitation Stated that probably the best thing to do is to ask Tommy with Water and Sanitation to run one tap above the ground for Santana Weekend.

Trustee Gabrielle suggested: Regarding Spring Cleaning for Town of San Luis

(1) That Mr. Martinez take the time to come up with a landscape plan for the park across the street. Need a list of plants that would be best for planting, plants that don't require an enormous amount of water.

(2) Town should look into some type of retirement, Trustee Gabrielle is not sure if PERA works with municipalities, town must look into retirement.

Trustee Susan stated that one of the gates by Culebra was knocked down, does property belongs to the city, gate/rail need to be put back up, Trustee Charlene suggested that reflectors be put in place to ensure that people are aware and can be more attentive, when approaching that entrance.

Mayor Medina stated that Detour signs and cones are needed. Mayor Medina is aware that County has donated detour sign and cones in the past, and supposedly CDOT also donates old cones/detour signs, etc. Mayor Medina suggested that Mr. Martinez talk to Alfred Mondragon/Leroy Medina/Daniel Gurule with the County and/or Ronnie Medina with CDOT.

Pedestrian Bridge going to the Shrine, needs to be repaired. Board are broken, they could break off. Town Clerk will talk to Fr. Heriberto Torres, CR

PURCHASE OF ATV --- Mark's Sports was called and description/costs of ATVs was requested. Mr. Martinez stated that he checked out ATVs available at Mark's Sports in Alamosa and advised Trustees that it would be better to purchase a brand new one, for an additional \$1,000.00 for a total of \$6,228.00 (Warranty) plus plow attachment for \$529.00. Town will be totally set up for winter. Warranties are very important.....

Trustee Gabrielle stated that 2 ATV's were donated by the National Park Service, Town sold them, don't know if NPS will want to donate again. National Park Service will be called.....

Mayor Medina again stressed the fact that when sidewalks were poured, rebar was not used, so trucks/tractors are too heavy, Town in major need of ATV. Highway User Funds may be used for purchase of ATV. At present time, Town has \$26,000 in the HUTF Account.

TOWN ROAD REPAIR --- Trustee Gabrielle stated that roads are in need of repairs, fill cracks on streets with tar. Trustee Mondragon stated that County does have a tar machine, where tar is melted in a hopper, tar is sprayed, than pushed into cracks with brooms. Best thing to do is to request a bid from Costilla County, and Asphalt Outfit located in Alamosa, roads must be fixed, work must be done..... Mayor Medina stated that Trustee Acela is responsible for the acquisition of an ATV and Trustee Jake will take care of Road Repairs and CDOT will do the sweeping of Main Street.

Town is in real need of a Street Sweeper, needs will be sent to CML, Town of Blanca purchased their street sweeper for \$5,000.00 from Black Hawk, suggested that needs be place on CML newsletter

AUCTION (OLD EQUIPMENT)

Auctioning of old equipment, Mayor Medina spoke to Sam Santistevan, nothing special is required to hold an auction, just advertise and decide what is to be auctioned. Leroy Medina is willing to assist with the auction. Town must decide on date and time Trustee Mondragon advised Trustee Acela that if she goes on the

internet, she can check out ATVs, in Colorado Springs and as far as Denver, if she wants to. Keep in mind that warranties are a must.....

TOWN CLERK

Only thing for approval are the checks that were issued today, Financial Reports are not available, hopefully all reports will be ready at the April 2013 meeting.

- (1) Adrian Maestas came in paid his \$500.00 and pick up his Location Business license. Everything is up to date until next year.
- (2) Local and State fees as set up by the State, downloaded the most current copy of the State's fee schedule, pulled a copy of Sam's Covered Wagon after lengthy discussion, Mr. Hobbs advised that state be called for clarification.
- (3) Homecoming Parade went really well Mayor Medina stated that there was another parade was held on Saturday, March 9th, 2013, it was the Girls basketball, the regional games. Parade was not approved by CDOT. Possible that Town could be in trouble, Town has been in trouble before....
- (4) Town did get a dispatch report from sheriff's office but again, the only way that Town will have Sheriff's representation At last meeting, it was decided that monthly payment to Costilla County Sheriff's Department be deferred and that the town gather complaints in writing from San Luis Residents that have voiced concerns, same to be turned over to Police Commissioner, Trustee Gabrielle, who would bring them into Town Hall and forward same to Sheriff's Department. Trustee Gabrielle stated that she has not received a single complaint, but strongly feels that other alternatives in case that the Town decides to drop contract. Town must seriously consider what law enforcement options we need, because right now the town has all the liability, we have the liability whether we have our own cops. Mr. Hobbs advised that letter be written to Sheriff's Department, that issues be laid out and Legal Counsel advised that concerns needs to be answered preferably by the sheriff. (6 tickets in 6 months, call them and they come two hours later, they get new police cars and they are seem making u-turns in the middle of Main Street, seems like nothing comes of our words, they always fall on unfertile ground --- just a few of the concerns)
Senior Aides – Ruth Gonzales called and she has Theresa Lobato on board to work with us, Ruth is working on getting a second Senior Aide. Senior Aides will work 28 Hours instead of 20 Hours. Asked Ruth if it were possible for Senior Aides to carry both job descriptions, that way they can both be in the visitor's center if the need is there, and/or they can both be here in the Town Office if the need presents itself. Trustee Susan wants to come in on Saturday, March 16, 2013 at 10 AM. Trustee Susan will pick up the primer, paint, etc.. Room will be needed at the Shop in order to move/store things that are not needed in the Visitor's Center.

Motion by Trustee Gabrielle 2nd by Trustee France that Trustee Susan be authorized to purchase paint, primer, brushes, plastic, etc. as needed to paint Visitor's Center. Trustee Susan will be reimbursed. Motion carried unanimously.

- (5) Display Racks, Tony from Alamosa will bring in Rack free of charge, Tony will come and update all brochure every two weeks, or when update are received by him. If an additional rack is needed, another one can be requested.
- (6) Mayor Medina reported that Mike and Theresa Maldonado's trailer is not sitting on a permanent foundation. Trustee Gabrielle questioned whether the trailer was brought in prior to the adoption of the Land Use Codes? Must find out when the trailer was set up.
- (7) Wall, Smith, Bateman and Associates- Spend approximately 2 hours with Lillian discussed questions/concerns regarding payables, receivables, balances due to and from (General Fund, Conservation Trust Fund, and Highways Users Fund). The codification and the audit payables are the only real concerns, work has not yet been performed, so it looks like payable entries will be reversed. The fact that the codification project is already in progress, and the audit is for 2012 accounting is not sufficient for accruals to be done. All state, county and property audit report recaps have been sent, if actual reports need to be seen, Lillian will request same. Checked with Lillian she is in agreement that 4 payment requests (Quarterly basis) will be sufficient when reimbursing General Fund for street lighting, water, etc. from HUTF Account, same can be done for reimbursement from CTF to General fund, etc. Having a problem uploading quick books and e-mailing them to auditors, will be working with Sofia tomorrow (April 10th) don't know if it has something to do with the fact that I when upgrading to Quick Books 2012, I didn't think that it was necessary to update Revenue Fund Account, because it has not been used since December 2010.
- (8) Santana – Mayor Medina stated that people do not want the booths in the church yard, people want to see booths on Main Street. It was agreed that Fr. Beto should be invited to Town's Santana meetings. Mayor Medina stated that Dana Maestas can get the heritage Funds before Santana. Dana Maestas is willing to

assist with the Heritage grant writing, if needed, Trustee Susan suggested that she and Trustee Gabrielle meet with Dana Maestas.

- (9) Evangeline Salazar is very serious about the Natural Gas project, has now submitted copies of the letter that she wrote to Ken and John Salazar. Letter of thanks will go out to Mrs. Salazar.
- (10) Tommy Rodriguez came to Town Hall checking into the possibility of a new flag for Centennial Park, the one that is there now is all torn and half gone. Mayor Medina took the flag that had been brought for the Town. Light pole at the park next to the Veterans flag pole is not working, Floyd will check to see if light needs repair or maybe just a bulb..
- (11) Mr. Felix Romero called regarding the parking, when court is in session Signs in front of the store. Trustee Gabrielle stated that since we do not have our own Police Department, Town cannot really address the problem. Code enforcement officer could do the ticketing. Position should be advertised.
- (12) AVAST security system for the Town, system is very good, updates every day, scans every Friday, have 28 days to renew, cost is \$39.95 per year. Request permission to update for another two (2) years. All Trustees in agreement.....
- (13) Minutes on motion on page 3, of minutes dated February 21, 2013 have been corrected to read" San Luis College Students".
- (14) Trustee Gabrielle asked if Sgt, Clark did in fact turn in the San Luis Police Department Credit Card
- (15) Cable Franchise --- Mr. Hobbs, Legal Counsel stated that cable franchise agreement has never been signed by Town of San Luis.
- (16) Mrs. Betty Medina, Costilla County Sheriff's administrator brought in copy of the AIG minutes, but minutes are not signed. Mr. Hobbs asked if it is possible that Traffic Violation tickets are being written into the County, instead of to the City. Mary Jo will check the order of tickets books that were assigned to Costilla County Sheriff's Department. Mr. Hobbs advised that a letter be written to the Sheriff's Department, informing them of non-payment for the month of March and requesting that Sheriff Medina be present to respond to Town's concerns. Letter will be sent to Mr. Hobbs, and will be reviewed by all Trustees. Letter to Sheriff with copy to County Commissioners

PLANNING AND ZONING

Trustee Gabrielle stated that GOCO grant is being worked on, special meeting was held on February 28, 2013, homework was assigned to all present. Trustee Gabrielle stated that she had finished her homework and e-mailed same to all Trustees, need guidance from trustees in the editing of same. Student Council should be at meeting scheduled for Thursday, March 14, 2013, at 6 pm, as well as parents, anticipating a very, very full house. Concerned that Town Hall will not be big enough, will set up in the Visitor's Center.... Trustee Gabrielle stated that sketch of Centennial Park should of never been on the newspapers. Trustee France cannot finish her homework because minutes have not been finished. Refreshments will be provided, maybe Mary Jo can go to the store or something. Trustee Gabrielle has a giant cooler for punch.

Trustee Susan stated that the key is raising money, membership cards is one idea or maybe the kids selling wrist bands, they cost like \$.33 a piece and maybe they could be sold for \$5.00 a piece. Pickle jars could go up after the meeting on Thursday. Trustee Susan stated that the Casa de Santa Maria, Milt and herself will donate the first \$100.00 necessary to open bank account. Trustees France and Susan will visit the bank on Friday, March 15th, 2013.

Trustee Gabrielle stated that ideas that Trustees have, should be ready for the meeting, went on to state that Project is not going to happen over-night, there will be legalities that will have to be dealt with and that funding is not guaranteed, but if explained correctly, people/residents will understand the procedure, eliminating discouragement/disappointment.

Trustee Gabrielle stated that there is training in Denver, sometime in April 12th/13th, 2013, application can be found on line and/or on your CML packet, thinks that it is a very good idea to attend. CML is hosting training "CAPITAL CREATION STRATEGY" providing tools on how to create jobs in their community and how to improve the infrastructure, \$20.00 per member and \$40.00 for non-members. Separate registration forms must be submitted for each member. Trustee Gabrielle, Charlene Gallegos, and Mayor Medina will attend, maybe Mary Jo will like to attend. Persons attending can either take the Tahoe, or maybe car pull. Trustee Acela will not be able to attend.

Trustee Susan stated that she will be talking to Mr. Jesse Silverstein, tomorrow with the Brownfield Foundation who provide technical assistance and can assist in acquisition of funds for asbestos removal. Invited Trustees to a Conference that will be held in Denver, there will be scholarships available for those that would like to go, Trustee Susan went on to state that maybe she and Trustee Gabrielle should think about attending. Susan will inform trustees at next meeting as to her conversation with Jesse.

Dana Maestas stated that Sangre de Cristo Heritage Area encompasses Costilla, Conejos, and Alamosa counties, whose funding comes from the Federal Government, for project pertaining to their respective counties This year they are looking at two granting cycles one is April 1st and the second one August 1st, 2013. Last year after having completed and submitted their management plan, Heritage Area did get a bit of funding and they did fund the museum \$25,000, after the CCEDC acquired a \$500,000 grant from the State Historical Society. They will not fund 100% of any project, but they will fund a portion. The application is a two page application, not difficult at all, requires a budget and a synopsis of what project is all about and what you intend to accomplish. Trustee Susan stated that she and Trustee Gabrielle will set up meeting with Dana. If you apply in August, it will be too late for Santana, but you might have another project that you can apply for. Sangre de Cristo Heritage Center is looking at getting funded for at least the next 10 years, which is good.

ATTORNEY

EXEMPTION FROM AUDIT/ CODIFICATION CONTRACT ... Mr. Hobbs stated that based on the statue, Resolution adopting Exemption from Audit cannot be done until Exemption from Audit findings are reviewed. A special meeting will be required for approval of resolution and Trustee review of audit findings.

The Codification contract was received from the Colorado codification company, could not find the company that did the previous publishing, think that they are out of business. Mr. Hobbs asked that Trustees review and approve, once approved, Mary Jo will send it back to the company. Invoice will be forthcoming once they receive the signed contract. Mary Jo will make copies of contract for all Trustees.

FLOODPLAINS

Mr. Hobbs stated that he can't even find flood maps for this area, that there are a number of counties, whose flood plain maps have not been done and Costilla County is one of them.. It was stated that if Sanchez Reservoir were to come loose, it will take San Luis, and San Acacio, probably go as far East as County Rd P.6 and County Rd 21 South (Cordy Arellano House). According to Trustee France, there was study in 2007, findings were that it is not a flood plain. Study was done in 1978/1979 by FEMA, based on 1000 year flood and one on the 2000 year flood. (Agenda Item for April 9th, 2013 meeting)

AMENDMENT 64

Mr. Hobbs reminded Trustees that decision on Amendment 64 must be made by October, 2013.

MAYOR MEDINA

Fire Department asked of Mayor Medina, if it is the responsibility to the city to require that Sofia Chacon's house, across from the Water and Sanitation Office, be boarded. Apparently doors are opened, swinging back and forth and structure is unsafe. Can Town try to get in touch of Family, maybe Mario and/or Rosemary Taylor before other measures are taken. Write letter stating that Town was approached by the Costilla County Fire Department regarding the Chacon House, doors swinging back and forth, etc., what can be done,

WEBSITE ... Trustee Susan is working on the website, template is ready, purchased the service site, need to take a lot of pictures, and if okay with Trustees, instead of pictures of buildings, let's use pictures of people, and instead of The Oldest Town in Colorado, Trustee Susan would like to use the "The Oldest and Friendliest Town in Colorado", with pictures of people that work and live here. Is a disclaimer needed so that people can sign off

Mayor Medina gave Susan information card from the gentleman that is doing the arial photos, since she is doing the website.

Trustees went into Executive Session @ _____.

Prepared by

Mary Jo Manzanares

Theresa S. Medina, Town Mayor

ATTEST:

Mary Jo Manzanares, Town Clerk