

STATE OF COLORADO)

SS.

THE TOWN OF SAN LUIS)

The Board of the Town of San Luis upon duly given notice did hold a Regular Board Meeting on the 11th of September 2018 A.D., in the Town Hall meeting room in San Luis, Colorado. Mayor Tiffany Gallegos called the meeting to order at 6:32 p.m. The following were present to wit:

Tiffany Gallegos, Mayor; Jarad Sanchez, Mayor Pro Tem; Bryan Valdez, Trustee; Roberta Romero, Trustee; Jessica Durgan, Trustee; France LaVoie, Trustee; Shantae Martinez, Trustee; Barbara Zollers, Town Attorney; Susan Sanderford, Town Manager; and Anita Sandoval, Town Clerk.

Approval of the Minutes

Trustee, Jessica Durgan moved to approve the minutes from August 7th work session, and August 14th regular board meeting with corrections. Trustee, Brian Valdez seconded. Motion carried unanimously.

Adoption of the Agenda

Trustee, Shantae Martinez – Presented the Centennial School Halloween Parade procedures.
Trustee, Jessica Durgan – Presented the Adelante/Fiesta de Otono Fiesta.

Trustee, Roberta Romero moved to adopt the agenda as amended. Trustee, Jarad Sanchez seconded. Motion carried unanimously.

General Business

A. Eugene Jacquez, Chiquita Ditch

Eugene Jacquez – Stated his concerns with the flow of the Chiquita Ditch. Mr. Jacquez stated that there is a culvert on the ditch on the LaVoie driveway that is too small. It is creating flooding to the houses to the east of the culvert. The culvert needs to be replaced with a twenty-four-inch culvert. In an event that the community is in a natural disaster, the berm is not built to standard. FEMA will not help in that instance.

Trustee LaVoie – Stated that she put the right size of culvert according to the documentation she was given. She received documentation by the Division of Water Resources with instruction as to what they need to do to be in compliance.

Mayor Gallegos – Asked Mr. Jacquez could bring in documentation stating what the right size of culvert is needed. Mayor Gallegos also mentioned that most of the culverts related to the Chiquita Ditch are destroyed. Mayor Gallegos asked if there is any funding, we could apply for?

Susan Sanderford, Town Manager – Stated she will look into funding.

B. Adelante, Mis Christmas

Trustee, Jessica Durgan – Asked the Town Board if they would like to participate in Mis Christmas. Adelante would like to make partners in the Town to help and for the tradition to carry on. Trustee Durgan is the Coordinator for Adelante San Luis.

The Mis Christmas was tabled for a work session.

C. The Town of San Luis, Trunk or Treat

Trustee, Roberta Romero – Asked the Fire Department if they would like to participate in the Trunk or Treat. Trustee Romero asked if the Fire Department could hold it outside of the Town Hall building.

Undersheriff Rodriguez – Stated that they would like to participate.

Trustee, Jessica Durgan – Stated that they also would like to participate.

Trunk or Treat for the Town of San Luis was tabled for a work session.

D. CIRSA, 2019 Insurance Renewal amounts

Town Manager, Susan Sanderford – Came before the Town Board and presented the 2019 Insurance Renewal amounts of \$2,332.00 and \$4,229.00.

Trustee, Jessica Durgan motioned to approve the 2019 Insurance Renewal in the amounts of \$2,332.00 and \$4,229.00. Trustee LaVoie seconded. Motion carried unanimously.

E. Undersheriff Rodriguez

1. IGA

The IGA of Costilla County Sheriff's Department was tabled for the budget meeting on September 27th, 2018.

F. Resolution 18-001, Ordinance 10-54B1, San Luis Municipal Code

Town Manager, Susan Sanderford – Came before the Town Board to present Resolution 18-003 for the Ordinance 10-5B1 in the San Luis Municipal Code.

Trustee, France Lavoie moved to approve Resolution 18-003, to be in compliance with the San Luis Municipal Code regarding Ordinance 10-554B1 on Loitering. Trustee, Jessica Durgan seconded. Motion carried unanimously.

G. Centennial School Halloween Parade

Trustee, Shantae Martinez – Came before the Town Board and stated that Centennial School is seeking approval for the annual Halloween Parade.

Town Manager, Susan Sanderford – Stated that she needs the paperwork from the school as soon as possible. It takes CDOT at least a month to approve.

H. Adelante Event, Fiesta de Otono

Trustee, Jessica Durgan – Came before the Town Board to join the Fiesta de Otono on September 29th, 2018. This will be an ongoing community event. Adelante will have food, entertainment, and booths. Trustee Durgan asked if the Town of San Luis would be willing to donate door prizes for the event.

Trustee, Shantae Martinez moved to approve a \$100.00 donation to Adelante San Luis. Trustee, Brian Valdez. Motion carried unanimously.

I. Old Business/New Business

A. Santa Ana Y Santiago

Mayor, Tiffany Gallegos – Stated she spoke with one of the committee members about organizing a committee meeting.

II. Planning and Zoning

A. JB Garcia, Trailer Issue on property

JB Garcia – Came before the Town Board regarding the Town's issue about his mobile home being stored on his 2nd Street property. He spoke with Mary Jo, the previous Town Clerk, about the trailer, and Mary Jo stated to Mr. Garcia that he did not need any permits to move the mobile home or park it on his property. Mr. Garcia asked what does he needs to do with the mobile home. Mr. Garcia wants to do the right thing.

✶ Town Manager, Susan Sanderford – Stated to Mr. Garcia, according to the San Luis Municipal Code, cannot store his trailer on his property. The Town Board will make a decision concerning the mobile home once they are able to confer with the Town Attorney.

III. Report by Officers

A. Sherriff's Office

Undersheriff Rodriguez – Stated to the Town Board that he wants to give citations/tickets to people on ATV's. Under Sheriff Rodriguez is getting numerous complaints. People are using them dangerously and after hours. Under Sheriff Rodriguez asked the Town Board if they want them to start issuing citations in the Town. Under Sheriff, Rodriguez wants to close the break-in at the Town Shop. They almost have all the evidence needed and will be issuing arrest warrants. Under Sherriff Rodriguez presented his citation report.

Mayor, Tiffany Gallegos – Asked if the Fire Marshall would be willing to help with purchasing of fireworks for future events.

Undersheriff Rodriguez – stated to get with him or Sheriff, Gilbert Medina to see what they can do.

B. Clerk/Town Manager

Town Manager, Susan Sanderford – Came before the Town Board and presented her report and task order.

C. Maintenance Report

Mr. Floyd Martinez – Came before the Town Board and presented his reports and task order. Mr. Martinez stated that after the break-in he secured the door and changed all the locks.

Mayor, Tiffany Gallegos – Asked Mr. Martinez if the inventory of the tools was his personal tools.

Mr. Floyd Martinez – Stated that he had no personal tools.

Mayor, Tiffany Gallegos – Stated Trustee, Brian Valdez will go with him to purchase tools. Mayor Gallegos has also received complaint of the alleyways being full of weeds. Stated to Mr. Floyd Martinez to take care of the issue.

IV. Approvals

A. Darryl Garcia, Liquor License Renewal

Town Manager, Susan Sanderford – There are no known violations, no change in ownership, received a clean record from the Sheriff's Office and all fees have been paid.

Trustee, Roberta Romero moved to approve the Liquor License Renewal for the Tavern, doing business as Darryl Garcia. Trustee, Brian Valdez seconded. Motion carried unanimously.

B. Jeremy Elliot, Art for Town Hall

Town Manager, Susan Sanderford – Stated we need approval for the artwork by Jeremy Elliot.

Mayor Pro Tem, Jarad Sanchez moved to approve Art for the Town Hall, in the amount of \$800.00. Trustee Romero seconded. Motion carried unanimously.

C. Signature Stamps/Checks

Town Manager, Susan Sanderford – We need the finance appointees to sign a sheet of paper in order to purchase the signature stamps.

Trustee, Brian Valdez moved to approve the purchase of three signature stamps. Trustee, France LaVoie seconded. Motion carried unanimously.

D. GPS Trackers, Tile Mate

Town Manager, Susan Sanderford – Stated to the Town Board that there is a four pack in the amount of \$40.00 or and eight pack for \$75.00.

Trustee, Brian Valdez moved to approve GPS trackers Tile Mate eight pack in the amount of \$75.00. Trustee, Roberta Romero seconded. Motion carried unanimously.

E. Water Cooler for Office

Mayor, Tiffany Gallegos – Walmart has a water cooler in the amount of \$150.00.

Trustee, Brian Valdez moved to approve the purchase of a water cooler in the amount of \$150.00. Trustee, Roberta Romero seconded. Motion carried unanimously.

F. Donation for Adelante

Town Manager, Susan Sanderford – Adelante asked for approval for their Fiesta door prizes.

Trustee, Brian Valdez moved to approve the donation for Adelante San Luis in the amount of \$100.00 for door prizes at their event. Trustee, Roberta Romero seconded. Motion carried unanimously.

G. Raises

Mayor, Tiffany Gallegos – Presented pay raises for maintenance Floyd Martinez and a bonus for Town Manager, Susan Sanderford.

Trustee, Brian Valdez moved to approve a pay raise for Mr. Floyd Martinez in the amount of \$12.00 per hour. Mayor Pro Tem, Jarad Sanchez seconded. Motion carried unanimously.

Trustee, Jessica Durgan moved to approve a bonus for Town Manager, Susan Sanderford in the amount of \$1,000.00. Trustee, France LaVoie seconded. Motion carried unanimously.

V. Executive Session

A. Personnel issues

Mayor Pro Tem, Jarad Sanchez moved to convene into executive session. Trustee, Jessica Durgan seconded. Motion carried unanimously.

Mayor Pro Tem, Jarad Sanchez moved to reconvene from executive session. Trustee, Jessica Durgan seconded. Motion carried unanimously.

Let the record reflect to action or decision were made in executive session.

VI. Adjournment

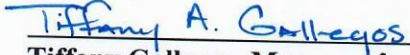
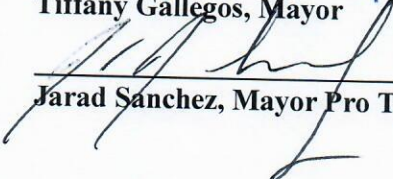
Trustee, Brian Valdez moved to adjourn. Trustee, Roberta Romero seconded. Motion carried unanimously.



ATTEST:


Anita Sandoval, Clerk of the Town

THE TOWN OF SAN LUIS


Tiffany Gallegos, Mayor

Jarad Sanchez, Mayor Pro Tem