

**STATE OF COLORADO)**

**SS.**

**THE TOWN OF SAN LUIS)**

The Board of the Town of San Luis, upon duly given notice, held a Regular Board Meeting on the 14<sup>th</sup> of April 2020 A.D., via phone conferencing, due to the Coronavirus (COVID-19) Stay at Home State of Colorado requirements. Mayor, Tiffany Gallegos, called the meeting to order at 6:01 p.m. The following were present to wit:

Tiffany Gallegos, Mayor; Mayor Pro Tem, Brian Valdez; Roberta Romero, Trustee; Jessica Durgan, Trustee; Shantae Martinez, Trustee; Susan Sanderford, Town Manager; Rebecca Romero, Town Clerk. Absent: Barbara Zollars, Town Attorney.

**Approval of the Minutes**

Approval of the March 10<sup>th</sup>, 2020 Regular Meeting Minutes, the March 19<sup>th</sup>, 26<sup>th</sup>, and April 9<sup>th</sup>, 2020 Emergency Special Meetings.

Trustee, Shantae Martinez moved to approve the March 10<sup>th</sup>, Regular Town Hall Meeting Minutes, and the March 19<sup>th</sup>, 26<sup>th</sup>, and April 9<sup>th</sup>, 2020 Emergency Special Meeting Minutes. Trustee, Jessica Durgan, seconded. Motion carried unanimously.

**Adoption of the Agenda**

Trustee, Roberta Romero moved to adopt the agenda. Trustee, Shantae Martinez seconded. Motion carried unanimously.

**I. Public Comments**

*No Public Comments.*

**II. New Business**

**A. Oath of Office**

Mayor, Tiffany Gallegos administered the Oath of Office to two 2020 re-elected Trustees, Jessica Durgan and Roberta Romero.

**B. Financial Officers**

Mayor, Tiffany Gallegos stated new financial officers need to be appointed for the Board of Trustees since previous Trustee, France LaVoie's, term has expired and Jarad Sanchez resigned, therefore the signatories for the banks will need to be updated with two new appointed financial officers. Mayor, Tiffany Gallegos recommended Town Manager, Susan Sanderford, as a financial officer. Mayor Pro Tem, Brian Valdez stated he would be available to sign as well.

Trustee, Jessica Durgan moved to appoint Town Manager, Susan Sanderford and Mayor Pro Tem, Brian Valdez, as the financial officers. Trustee, Shantae Martinez seconded. Motion carried unanimously.

Trustee, Shantae Martinez moved to approve the removal of previous Trustee, France Lavoie, and previous Mayor Pro Tem, Jarad Sanchez, from the financial officer positions and bank signators. Trustee, Roberta Romero seconded. Motion carried unanimously.

Mayor Tiffany Gallegos, stated the minutes from the meeting will need to be sent to the banks so the previous trustees could be removed and the new financial officers Town Manager, Susan Sanderford, and Mayor Pro Tem, Brian Valdez, can be instated as signators.

### **C. Closing: 614 Main Street**

Town Manager, Susan Sanderford, stated the closing for the additional park property is set for Friday April 17<sup>th</sup>, 2020.

### **D. Noise Ordinance**

*Tabled – Noise Ordinance was tabled.*

## **III. Planning and Zoning**

### **A. Thompson Building Permit- 1,200 square foot barn**

Mayor, Tiffany Gallegos stated she did not see any issue with approving the Thompson building permit.

Trustee, Roberta Romero asked if it would be possible to change the name from barn to a garage so citizens would not think it was going to be used for animals. The Town of San Luis Board agreed to rename it a storage building.

Trustee, Shantae Martinez moved to approve the 1,200 square foot storage building. Trustee, Roberta Romero seconded. Motion carried unanimously.

## **IV. Reports by Officers**

### **A. Sheriff's Office**

Sargent, Robert Clark stated the Town of San Luis has been quiet with calls. The only incident they had was a felony. Clark also stated the Costilla County Sheriff's office has been patrolling more which has helped.

### **B. Manager/Clerk**

Town Manager, Susan Sanderford stated Town Clerk, Rebecca Romero will be mailing out checks and the Costilla Count Sheriff's Department IGA has been given to the Costilla County Commissioners for approval.

### **C. Maintenance**

Mayor, Tiffany Gallegos stated Maintenance, Joey Urbina, has begun taking down the fence and working on the house next door to the town hall.

### **D. Code Enforcement**

Trustee, Roberta Romero stated a lot of yards are needing to be cleaned and she will be giving a list to Town Manager, Susan Sanderford, to send out notifications. Trustee, Roberta

Romero also asked if she thought the trees in Tom Valdez yard were a fire hazard and suggested a letter be sent to Mr. Valdez as well.

**V. For Approval**

**A. Rare Earth Science--\$2,500 for Environmental Assessment, 614 Main St.**

Trustee, Roberta Romero, moved to approve the Rare Earth Science Environmental Assessment on 614 Main St. in the amount of \$2,500. Mayor Pro Tem, Brian Valdez, seconded. Motion carried unanimously.

**VI. Adjournment**

Mayor Pro Tem, Brian Valdez moved to adjourn at 6:26 p.m. Trustee, Roberta Romero, seconded. Motion carried unanimously.



**THE BOARD OF THE TOWN OF SAN LUIS**

  
Tiffany A. Gallegos, Mayor

  
Brian Valdez, Mayor Pro Tem

**ATTEST:**

  
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Rebecca Romero, Town Clerk