

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 12th of February 2019 A.D., in the Town Hall meeting room in San Luis, Colorado. Mayor Tiffany Gallegos called the meeting to order at 6:02 p.m. The following were present to wit:

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

Adoption of the Agenda

Trustee Brian Valdez motioned to adopt the agenda. Trustee France LaVoie seconded. The motion carried unanimously.

Approval of the Minutes

Trustee Jessica Durgan moved to approve the regular meeting minutes from the January 8th, 2019 meeting minutes. Trustee France LaVoie seconded. The motion carried unanimously.

I. Public Comments

No public comments.

II. General Business

A. Ordinance 2019-01 - Xcel Franchise - Ashley Valdez

Ashely Valdez - Xcel is the energy manager for the San Luis Valley and Ms. Valdez spoke about the renewal of the Xcel franchise with the Town. The contract is renewed every 20 years, with the current contract expiring on April 3rd, 2019. The Town receives a 3% franchise fee per month from Xcel to use the Town's right-of-ways. The way for the Town to increase the monthly franchise fee is through adding new customers in the Town who use Xcel services. The Town received \$11,666.78 in Xcel franchise fees in 2018. Ordinance 2019-01 was presented to the Board of Trustees for the first review. Notices of the Ordinance have been placed in the Costilla Free Press and on the Town website. Ordinance 2019-01 will be approved at the next regular Town Hall meeting on March 12th. Xcel also gives out rebates to for customers who change their light bulbs to LED bulbs. Rebates can be found on the Xcel website.

B. Founder's Day Fun Run

The application for the 5K Color Fun Run/Walk is now on the Town website for registration as well as a link to RaceEntry.com for those paying online.

III. Report by Officers

A. Sheriff's Office Report

Costilla County Sheriff's Office, Sheriff Danny Sanchez - stated week ago a dangerous dog killed another dog in the town. The owner was given a citation, and will appear in the Costilla County Court. The Sheriff Sanchez noticed that the Town of San Luis does not have an ordinance for dangerous dogs at large. Sheriff Sanchez suggested that the Town should have an ordinance for dangerous dogs and should have a license for each dog that is loose to keep track of who owns the dogs. Town Manager Susan Sanderford stated the Town is currently working on a Dangerous Dog ordinance, however the Town does not have an animal control officer. Sheriff Sanchez stated now there are enforcements through the Sheriff's Office, the Town could handle the citation in the proper way. Sheriff Danny Sanchez also stated there are still a few more dogs that are dangerous and owners need to be identified as soon as possible. These dogs were harassing people at the Post Office the morning of February 12th, 2019, biting at the door aggressively trying to get in the door. Sheriff Sanchez also stated there are 4 to 5 cases from the Town that could not be found but the deputy names are on the citations. Deputy Angela will send the Town a full Town report as she is currently on an emergency call and could not attend tonight's meeting.

B. Maintenance

Wayne Richardson was hired as the new Senior Maintenance Worker, and T. J. Maestas as the Junior Maintenance Worker on February 11, 2019.

Wayne Richardson - reported they have been cleaning and organizing the maintenance shop. There is a lot of items stored there can be thrown away. They have been assessing working status of the vehicles. There are two police cars. The Ford does not work but the Suburban does work. The Suburban needs to be restarted to see what it needs to run properly. Town Deputy Clerk Anita Sandoval will call GT'S Trash to order a dumpster for the shop so the shop can be cleaned out of old stored items. Mayor Tiffany Gallegos stated that she received a complaint there are trees blocking driver's views at the stop sign on the corner of 4th and Vega Street next to the stop sign. Town ordinance states trees and bushes blocking the ability to see traffic will need to be removed. Town Manager Susan Sanderford will go out to assess the situation. The Town is responsible to cut them down if needed. If the Town is not responsible the property owners will be given a notice to have them removed.

C. Clerk/Manager

Town Manager Susan Sanderford - The Town received a donation from Costilla County Lodging Tax Board in the amount of \$500.00 for the Founders Fun Day Run on April 6th, 2019. Ms. Sanderford presented Resolution 2019-02 to open a checking account just for Special Event Funds/Visitor Center Funds. A Square account will be linked to this account for the Town to accept credit card payments. Trustee Frances LaVoie will be the second signer for the account.

Trustee Shantae Martinez moved to approve the Resolution 2019-02 for Special Events/ Visitor Center bank account. Trustee Jessica Durgan seconded. The motion carried unanimously.

Ms. Sanderford will be taking the 2018 audit documents to Walls, Smith, Bateman on February 13th, 2019.

The Town received an email from Colorado Main Street to host a Community Builders workshop. DOLA is partnering with CDOT and CDPHE to provide free technical support for the Town that is accepted to host the event. If the Town Hall applies, the Town will get free economic development assistance if selected. The Board agreed on hosting the dinner. The CCEDC will partner with the Town and provide facilities for the workshop. The Town will be responsible for lunch for 30 attendees.

The SLV Council of Governments mini-grant is available for the Town to apply for the amount of \$10,000.00. It could be used for bike riding path or a new moveable stage. Mayor Gallegos will research portable stages for events as a possible use of these grant monies.

The Town received a letter from Adelante San Luis asking if student Josiah Medina could attend the Town Hall meetings to view the town legislative process and procedures as part of the Adelante Student Advisory Council civic engagement program. The Board agreed Josiah would be welcome to attend meetings as an observer.

The new DOLA Executive Director will be visiting Town Hall February 28th, 2019 and the Board is invited to meet George Brown along with DOLA Regional Director Rick Garcia, who will be filling in for Christy Doon during her summer hiatus.

Georgy Harshfield with Colorado Department of Public Health and Environmental (CDPHE) will be performing a study for Air Pollution Control in the San Luis area. This study will sample the ozone air quality in Southern Colorado this summer for several months. The study will help refine our conceptual model of ozone formation and transportation in the valley. CDPHE is currently looking for land to place their equipment for the study. CDPHE needs assistance on finding a suitable location and Town Manager Susan Sanderford will help in the search. France LaVoie offered her land and Susan also has a few other land choices they could select from.

Toby Ortiz asked if he could do community service for the Town. Mr. Ortiz has 48 hours of community service to perform. The Board agreed for him to clean and pick up trash around town.

Ms. Sanderford will work on the liability form for the disabled and elderly to request having their driveway's snow plowed.

The Town Hall will need to have the Town Hall property surveyed before any repairs or remodeling. The Costilla County Assessor's Office website shows the parking lot on the north side of the Town Hall does not belong to the town. There is also concern as to the exact property line on the south side of the Town Hall as well. The Garcia's who own the lot next to the Town Hall stated that the Town Hall was built three feet into their property. The Board unanimously agreed to have Bill Vigil survey the Town Hall property to clear up any issues surround the boundary lines of the Town Hall property. Ms. Sanderford will contact Mr. Vigil ASAP to have the Town Hall property surveyed.

IV. Approvals

A. Two water valve cover repairs on Alfonso and 11th Street - \$3,390.00

Trustee Jarad Sanchez moved to approve the two water valve cover repairs on Alfonso and 11th Street for the cost of \$3,390.00 to be paid from the Highway User Tax Fund. Trustee France LaVoie seconded. The motion carried unanimously.

B. Walls, Smith, Bateman Audit Agreement

Trustee Brian Valdez moved to approve the Wall, Smith, Bateman 2018 Audit Agreement. Trustee France LaVoie seconded. The motion carried unanimously.

C. 2019 Fee Schedule

Trustee Jessica Durgan moved to approve the 2019 Fee Schedule. Trustee Brian Valdez seconded. The motion carried unanimously.

D. Unique Paving Materials Asphalt for potholes

Trustee France Lavoie moved to approve the Unique Paving Materials Asphalt for potholes in the amount of \$1,077.44. Trustee Jessica Durgan seconded. The motion carried unanimously.

V. Executive Session: Property Line Issues

Trustee, Jarad Sanchez moved to convene into executive session. Trustee France LaVoie seconded. Motion carried unanimously.

Trustee Brian Valdez motioned to reconvene the meeting after the Executive Session. Trustee Jarad Sanchez seconded. Motion Carried unanimously.

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

VI. Adjournment

Trustee Brian Valdez moved to adjourn at 7:06 pm. Trustee Jarad Sanchez seconded. Motion carried unanimously.

Minutes prepared by: Anita Sandoval, Deputy Clerk
Reviewed by: Susan Sanderford, Town Clerk/Manager

ATTEST:





Susan Sanderford, Town Clerk/Manager

THE TOWN OF SAN LUIS


Tiffany Gallegos, Mayor