

TOWN OF SAN LUIS  
 408 MAIN STREET ... SAN LUIS, COLORADO 81152  
**MINUTES – REGULAR MEETING**  
 WEDNESDY, MAY 9, 2018  
 CALLED TO ORDER AT 6:35 P.M. -- Town Hall

**ROLL CALL**

<u>Board Of Trustees:</u>			
Tiffany Gallegos, Mayor	Present	Shantae Martinez, Purchasing Agent	Present
Roberta Romero, Mayor Pro-Tem	Present	Jarad J. Sanchez, Bank Signature	Present
France LaVoie – Finance Officer	Present	Jessica Durgan, Trustee	Present
Brian Valdez, Maintenance Supervisor	Present		
		Attorney Barbara Zollars	Present

MEETING WAS CALLED TO ORDER BY MAYOR GALLEGOS

APPROVAL OF MINUTES

MOTION by Trustee LaVoie, 2<sup>nd</sup> by Trustee Martinez that April 10<sup>th</sup> Regular Meeting minutes and April 24<sup>th</sup> Work Session be approved. Motion carried unanimously.

ADOPTION OF AGENDA

MOTION by Trustee Valdez, 2<sup>nd</sup> by Trustee Romero that Agenda be adopted with one addition (1) Car Show. Motion carried unanimously.

PUBLIC COMMENT PERIOD

GENERAL BUSINESS

CLEAN-UP DAY - Cornelio Arellano and Mr. Guerrero Friday, June 8, 2018.

- Mr. Guerrero, San Luis Mormon Branch President will have at least 100 young men, on Friday, June 8, 2018, available to assist the Town of San Luis, anywhere from 13 years to 20/21 years of age.
- Town is working on Listing of projects that need to be done, lunch need not be provided.
- Parents must sign for youth under 18 years of age.
- Mormon Church will provide liability release forms releasing Town of liability.
- Will check with Mark regarding liability coverage.

CAR SHOW / BURN OUT PIT – HAROLD, CODY AND PAUL

- Will deal with liability / insurance / contract agreement.
- Need to know number of cars, in order to move forward. 60 cars at the moment.
- Number of cars will depend on available space.
- Will cars participate in parade? Believe that they will, but will ask car owners.
- School grounds are not the best (non-smoking areas).
- After 5 years, let it go and give it to the Town of San Luis.

POSSIBILITIES:

- Scholarship for the next school year (Good GPA/good grades, future mechanics).
- Food drive could be set up at the car show, and delivered to homeless shelter.
- Kids may be allowed to touch cars, get in cars, maybe even go for a ride.
- Multiple locations throughout town (suggested by Harold).
- Supervised Race with EMTs, along with signed waivers.

TOWN OF SAN LUIS:

- Town has 26 acres next to school owned by Town, that could be used.
- Will meet with Costilla County Commissioners (re-space behind the court house).
- TRUSTEE BRIAN will be main contact.

Possible that car show can be located around the church and possibly use the parish hall parking lot. Harold needs a “GO FORWARD” from the Town ...

NEW BUSINESS / OLD BUSINESS

A. MAINTENANCE

1. Motion by Trustee Valdez, 2<sup>nd</sup> by Trustee LaVoie that \$100.00 limit on purchase of tools / supplies be approved. Motion carried unanimously.

**B. ADELANTE - PARK & RECREATION**

1. Motion by Trustee Martinez, 2<sup>nd</sup> by Trustee Romero that town of San Luis enter into a new amended contract, (3 grills, 3 benches and 1 picnic table) with Adelante San Luis. Motion carried unanimously.
2. Motion by Trustee, 2<sup>nd</sup> by that one (1) case of basketball nets be purchased. Motion carried unanimously.

**C. SANTA ANA Y SANTIAGO FIESTA**

1. Motion by Trustee Durgan, 2<sup>nd</sup> Trustee LaVoie that \$1,000 payable to Gerald Rodriguez for five (5) bands be approved. Motion carried unanimously.
2. Motion by Trustee LaVoie, 2<sup>nd</sup> by Trustee Romero that Vender permits be lowered to \$30.00 per event and Vender Booths be lowered to \$30.00 per day. (Fiesta Days Only). Motion carried unanimously.
3. Motion by Trustee Romero, 2<sup>nd</sup> by Trustee Martinez that booth permit fee be waived for Non-Profit 501C-3 entities (Special Events) be approved. Motion carried unanimously.

**D. PLANNING AND ZONING**

1. Motion by Trustee Martinez, 2<sup>nd</sup> Trustees Durgan that Block Party application with \$50.00 Special event fee as per 2018 fee schedule be approved. Motion carried unanimously.
2. Motion by Trustee Valdez, 2<sup>nd</sup> by Trustee LaVoie that two (2) Barricades be purchased @ \$137.18 for a total of \$274.36 be approved. Motion carried unanimously.

**E. CARNIVAL**

1. Great American A'Fair contract has not been received. Tabled until next meeting.

**F. DONATIONS**

1. Motion by Trustee Romero, 2<sup>nd</sup> by Trustee Valdez that \$100.00 Vega Board donation be approved. Motion carried unanimously.
2. Motion by Trustee Valdez, 2<sup>nd</sup> by Trustee LaVoie that \$50.00 Costilla County Public Health Service donation be approved.
3. Motion by Trustee LaVoie, 2<sup>nd</sup> by Trustee Sanchez that \$50.00 donation to American Legion, Post 142 be approved. Motion carried unanimously.

**CHICKEN PROBLEM**

- Ordinance prohibits chicken within town limits.
- Suggested that Town may want to pursue a "MINI ORDINANCE" to exempt chickens
- Loryn DeLeon has been granted 30 days.

Motion by Trustee Martinez, 2<sup>nd</sup> by Trustee Durgan that ordinance prohibiting chickens be tabled until next work session. Motion carried unanimously.

**IV. REPORTS BY OFFICERS**

**A. Costilla County Sheriff's Department- Monthly Report – ABSENT**

**B. Town Clerk Report**

1. REPORTS/CHECKS -- Financial reports, Profit / Loss statement, Checks for signature. Is it possible to set up a meeting to discuss/review financial reports?
2. COVERED WAGON - April Santistevan and Mr. Sam Medina  
Building is sinking, wondering about sidewalks and who owns them.  
Mayor Gallegos – Property owners owns three (3) feet closest to building, Town owns the rest.  
Sidewalk ordinance – there is a one year statute of limitation, sidewalks were built at least 10/12 years ago
3. Based on the responsibility division between property owner and town, it is property owner responsibility. Do not get involved, if they are going to sue, let them do their job. (Sidewalk – Sec. 11-2-110). Hold harmless of liability.
4. CLASS OF 2020 -Crystal Quintana  
What is fee amount and are School Projects exempt? Mrs. Quintana will call next week, allowing board of trustees to approve amendments for two (2) days - Santa Ana Fiesta. ANSWER - Yes
5. VERBAL COMPLAINT - Shed is being built without permit. CEO took complaint data. Town needs to be responsible when it comes to enforcing codes (Set-backs).

**C. TOWN MANAGER**

1. DOLA Training for Thursday, June 28, 2018 @ 6:30 p.m. @ Town Hall.  
CML has on hand and on line training in Durango on June 21, 2018, can sign up online.  
ANNUAL TRAINING for Mayor in June, 2018.  
NALEO CONFERENCE in June, in case someone may be interested.
2. CCPP- want to use park for "Family Fun Day" sometime in June, funding ends June 30, 2018.
3. Rec'd proposal from Bill Druc (\$ 3,500) to come and assess the structural engineering of gym and tower.  
Is gym viable?

Conflict of Interest - Arnie Valdez, who is on the park committee is going to be hired by Mr. Bill Druc to do work for him, here in San Luis. Arnie would have to abstain from decision(s) having to do with Bill Druc contract.

Motion by Trustee LaVoie, 2<sup>nd</sup> by Trustee Durgan that \$3,500 be approved and that Town Manager be authorized to sign contract/agreement.

- D. COLORADO TRUST MINI GRANT - Takes 30 days to get an answer on the Santa Ana Fiesta \$2,000 Grant.
- E. JEFFREY WOODS with preliminary feasibility study regarding what options the town has when it comes to the park, the Rec. Center, maybe even the town hall. Mr. Woods will come on May 17<sup>th</sup> or 18<sup>th</sup> or on June 4, 2018. What does the town want, what does the town need? MAY 18<sup>th</sup> IS THE DAY, TIME NOT SET.
- F. ORIGINAL SIDEWALKS
  - 1. Okay with Town Board for Town Manager request a cost estimate from Davis Engineering from 7<sup>th</sup> Street to family dollar. **Funding not available until 2020.**

July DeHererea wants to start dancing classes, needs space. What about the Parish Hall? Susan will call July.

PUBLICATIONS submitted to La Sierra and Costilla County Free Press are Planning and Zoning Committee, Summer Student Employment, Santa Ana Fiesta Committee, Visitor's Center Volunteers. Santa Ana Fiesta Volunteers is the only one that did not go out.

Mayor Gallegos appointed Trustee Jarad Sanchez as Mayor Pro-Tem. Trustee Romero resigned as Mayor Pro-Tem.

WSB ESTIMATE - \$975.00

- Town Clerk will have a separate e-mail Town will be a shared folder.

Motion by Trustee Sanchez, 2<sup>nd</sup> by Trustee LaVoie that \$975.00 WSB estimate be approved. Motion carried unanimously.

MAINTENANCE REPORT

- Code dealing with owner's responsibility to maintain from sidewalks to their property line.
- Cleaning gutters, almost done.

Mayor Gallegos requested that Mr. Martinez keep a daily log of what he is does. Coffee breaks must be taken (it is mandatory).

MAYOR GALLEGOS

Wants upstairs to be cleaned, wear masks, it will not take long.

Can volunteers (Mormon) take care of the attic clean-up.

Broken tables, computers, trash all has to clean up.

Big Liability where kids are concerned.

Bring document boxes down so they may be sorted and digitized.

MAYOR GALLEGOS – Spoke to Acequia Chiquita Mayordomos, there is much damage with all the ditches, culverts are all trashed, rabbits in the culverts. Irrigation piping is all broken.

BLOCK PARTY APPLICATION

- We have a board member that has requested a block party.
- Fee schedule overrides ordinance fee.
- Barricades will rent for \$25.00 for two barricades.
- Contract will be amended, same to be signed by Roberta Romero.

MOTION by Trustee Valdez, 2<sup>nd</sup> by Trustee Martinez that Block Party Application, submitted by Roberta Romero be approved. Motion carried unanimously.

MOTION by Trustee Durgan, 2<sup>nd</sup> by Trustee Romero that Board go into executive Session, Motion carried unanimously.

Meeting adjourned at 8:17 p.m.

Prepared by  
Mary JO Manzanares

  
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Mayor Tiffany Gallegos

ATTESTED

  
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Mary JO Manzanares, Town Clerk