

**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 13<sup>th</sup> of November 2018 A.D., in the Town Hall meeting room in San Luis, Colorado. Mayor, Tiffany Gallegos called the meeting to order at 6:00 p.m. The following were present to wit:

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

**Adoption of the Agenda**

Trustee, Roberta Romero motioned to adopt the agenda. Trustee, France LaVoie seconded. Motion carried unanimously.

**Approval of the Minutes**

Trustee, Brain Valdez moved to approve the minutes from October 9<sup>th</sup>, 2018 regular meeting minutes. Trustee, Shantae Martinez seconded. Motion carried unanimously.

**I. General Business**

**A. Tom Monaco-SBDC**

Tom Monaco, the new Director of Development, with the Small Business Development Center in Alamosa, presented an overview of the role of the SBDC in helping small business and economic development in the San Luis Valley by offering no-cost small business consulting services and business education. His role is to support the Town of San Luis with tools to help with economic development. On December 6<sup>th</sup>, they are starting off with a workshop event with Start-Up Colorado to assess the economic landscape of entrepreneurship in the valley. The Trustees are invited to attend this event. They will also be sponsoring a series of Lunch and Learns with an hour long workshop and lunch, focusing on opportunities to learn Quick Books, Social Media, Business Plans and more. Plus, six evening workshops with more of an intensive in-depth learning focus on different small business subjects. In the fall they will offer Leading Edge Programs (for cost), tailored for anyone who wants to start a business, which takes you through every step for a business start-up. SBDC can also help with how to attract businesses to the Town and will assist with this process. Will also help the business with a business plan, to be in the best position to make a start-up successful.

## **B. Mick-SLVGO**

Mick presented an overview of the San Luis Valley Great Outdoors, a non-profit organization, which helps with finding grants to build outdoor recreational walking, running, and horse trails. They help with volunteer trail builders who built the Rito Seco Project. These volunteers will also help with the second phase of the Rito Seco project in July 2019. They work with GOCO as a funder and also seek other funding for trail projects. Mick can help with layout and design of a trail and brings in volunteers to help build the trail. Trails have been proven to be a benefit to the community, bringing in economic development as well. Mick's work is grant funded for this year, however there is a fee for grant writing. Mick offered to help San Luis develop trail project in the area.

## **C. Mrs. Rios Liquor License Application**

Vincent from Mrs. Rios asked the board for approval for a New Liquor License. Town Manager, Susan Sanderford advised Vincent he needed to fill out an application and go through the public hearing process before the Board can approve a new Liquor License. As soon as he returns the application we will be able to move forward with the Liquor License.

## **D. Manito Christmas**

Richard y Olivia Cordova addressed Manito Christmas organization details. The event will start at the Town Hall on Saturday, December 1<sup>st</sup> 2018 at 4:30pm. The first event will be the lighting of the Christmas Tree. Santa Clause will be in the Town Hall and the kids will travel to stops around Church Place for Oremos. There will also be a bonfire in the parking lot and an Open House in the Town Hall. CCPP will be setting up at the Parish Hall with a Family Fun Night. Adelante is also working on allowing vendors at the Parish Hall to raise money for Centennial School Classes. Wood has been donated from Blanca Forestry Products for the bonfire and the Town will purchase five more barrels for the fires.

## **E. Turkey Dinner**

Susan Town Manager/Clerk asked R & R Market for a price to put together the Turkey Drawing Dinner Boxes. R & R Market will make the Thanksgiving meal kits for \$30.00 and the money will stay in Town as City Market's cost was \$60.00 per meal. The drawing for the six turkey dinners will be held at the Town Hall on Thursday, November 16<sup>th</sup> 2018 and the boxes will be picked up at R&R on Monday, Dec. 19<sup>th</sup>.

## **F. Monthly Newsletter**

The Town's monthly newsletter will be posted at the Post Office and R&R Market. Town Manager, Sanderford ask the Trustees for help in writing articles if they would like. Also, asked for permission to purchase newsletter displays to be placed in the Post Office and R&R Market. The Board of Trustee approved the purchase of displays. Town Manager, asked Richard y Olivia Cordova to write an article for the December newsletter on the Manito Christmas Cultural event. Richard agreed to supply the Town with an article.

### **G. Special Meeting Reminder**

Susan Sanderford, Town Manager/Clerk reminded the Board of the Nov. 27<sup>th</sup>, 6:00 pm Fee Schedule Meeting and also the Board will need to approve the Budget on the December 12<sup>th</sup> 2018 regular meeting. The Trustees were supplied with the 2018 Fee Schedule to review before the meeting.

### **H. San Luis Pee Wee-Donation/ Sponsorship**

The Town received a letter from Miranda Esquibel asking if the Town would like to donate money or sponsor the cost of the Pee-Wee T-shirts for 40 children. The shirts will have “The Town of San Luis” printed on the shirts if we are the sponsor. The decision was tabled until the amount for the T-shirts was determined.

### **I. Sports Pocket Calendar**

The Sports Pocket Calendars company called to ask if the Town would like to renew a \$50.00 donation for the calendar. The Town Board has not seen any results from last year’s donation and decided not to renew the donation for the sports calendar.

### **J. Eagle Environment**

Susan Sanderford, Town Manager/Clerk stated she spoke with Attorney, Barbara Zollars and Eagle Environment will need a variance to erect the shed at the 217 Main Street location. The shed is too close to the property line. There needs to be a five-foot setback, therefore a variance is needed.

### **K. Jessie Aragon – Parking Lot Line Painting**

Jessie Aragon asked if we need the parking lot lines painted. Because Mr. Aragon does not have a business license Susan Sanderford, Town Manager/Clerk, suggested the Town create a Handyman License for local handymen. The Board agreed to the creating Handyman License. Trustee, Brian Valdez motioned to approve to make a Handyman License, Trustee Roberta Romero seconded. Motion carried unanimously.

### **L. Logo Jackets and Vest**

Discussion concerning Town Logo Jackets and Vests for the Town Board and Staff for Christmas. Mayor Gallegos will follow through with purchase.

### **L. Christmas Party.**

Deputy Town Clerk, Anita Sandoval will check with Silver Sage to schedule Town Board and Staff Christmas Dinner.

## **II. Report by Officers**

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

Undersheriff Rodriguez – The Costilla County Commissioner asked the Town to pay for liability insurance for one of the deputies to be included in the IGA. Susan Town Manager/ Clerk talked with CIRSA and the cost for liability insurance for one officer is around \$1,400.00 per month. Town Manager, Sanderford suggested the Town offer the County \$100.00 a month for the Sheriff's Office to pay for the liability insurance. Town Manager, Sanderford will provide the Undersheriff Rodriguez with an updated IGA to present to the Costilla County Commissioners.

Trustee, Brian Valdez moved to approve the \$100.00 a month addition to the Sheriff's Office IGA for liability insurance for one deputy, Jarad Sanchez seconded. Motion carried unanimously.

Undersheriff Rodriguez – Three summons for driving under the influence of drugs; one violation arrest, three warrant arrests; one accident involving a vehicle on fire; one domestic violence arrest with resistance; and four municipal traffic citations were issued.

The speed limit controlled sign worked well and controlled speeding. The Sheriff's Office has switched some officers and their times to try and help slow down violations in the Town of San Luis.

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

#### **Decorative Street Light Repair**

On 7<sup>th</sup> Street and Main Street, by Mr. Gold's house, the decorative street light is out and damaged. Anita Sandoval, Town Deputy Clerk will call Xcel energy to arrange getting the light fixed.

GFI plugs need to be replaced before the Manito Christmas which is December 1<sup>st</sup>, 2018. Trustee, Brian Valdez will follow through with the repairs.

#### **Deputy Town Clerk**

Anita Sandoval, will work as Deputy Town Clerk until she can receive more training. Elizabeth Gettel will work with Anita to brush up on English Language skills for \$30.00 per hour, once a week. Trustee, Roberta Romero motioned to approve the training, Trustee, Brian Valdez seconded. Motion carried unanimously.

#### **Crosswalk Signs**

Town Manager, Susan Sanderford will check with CDOT for approval to installed center walk "Yield to Pedestrian" signs for the crosswalk across Main Street to the Shrine. Trustee, Brian Valdez suggested we contact contact CDOT for approval. The Town Hall Staff will follow up with approval from CDOT.

#### **Mobile Home Installation Permit**

A permit was created for the J.B. Garcia trailer to be installed, which includes proper skirting as well. An Occupancy Permit will be required as well to inspect the mobile home after installation.

### **C. Maintenance Report**

The dumpster from the Dumpster Day was picked up on Monday. A new lock was replaced on the gate that was broken by the fire department.

Trustee, Brian Valdez suggested we get new lights for the top of the truck as they are hard to see when it is snowing.

Maintenance, Floyd Martinez stated the new 4-wheeler works well and has more power than the past 4-wheeler.

Floyd takes the truck to Alamosa to get the oil changed as it is cheaper. The Board discussed using Speedway Garage to keep the money in San Luis and support local business. Mayor Gallegos will talk to Sean to see what price he will give the town.

Floyd spent ten hours cleaning snow.

Mayor Gallegos asked Floyd if he has enough work to accomplish during the winter. The Board is thinking about shortening his hours to 30 hours a week if there is not enough work in the winter. The Board would like Floyd to fill out an hourly task list to determine if there is enough work for him to do in the winter. Floyd stated when there is not enough to do he goes and finds work to accomplish.

### **III. Approvals**

#### **A. Beleaf Wellness Center Renewal License**

Trustee, Brian Valdez moved to approved Beleaf Wellness Center Renewal License, Trustee Shantae Martinez second. Motion carried unanimously.

#### **B. DOLA Grant - Town Manager**

Trustee, Roberta Romero moved to approve Town Manager DOLA Grant. Trustee, France LaVoie seconded. Motion carried unanimously.

#### **C. Central Liquor Store Liquor License**

Trustee, Roberta Romero moved to approve Central Liquor Store License. Trustee, France LaVoie seconded. Motion carried unanimously.

#### **D. T.C Pipeline, Inc. Estimate**

Trustee, Brian Valdez moved to approve a T.C Pipeline, Inc. estimate for three manhole repairs - \$6,480.00 from the HUFT account. Trustee, France LaVoie seconded. Motion carried unanimously.

#### **E. Billy Vigil Town Border Survey**

Trustee, France LaVoie moved to approve Billy Vigil Town Border Survey in the amount of \$4,800.00, Trustee, Brian Valdez seconded, Motion carried unanimously.

**F. Turkey Purchase**

Trustee, Shantae Martinez moved to approve the purchase of six turkey meals for the Turkey Drawing on Nov. 16<sup>th</sup>, 2018, Roberta Romero seconded. Motion carried unanimously.

**G. Municode Numbering**

Trustee, Shantae Martinez motioned to approve the cost for the updating of the Municode numbering at the cost of \$100.00 per hour. The cost will be from \$600.00 to \$1,200.00. Trustee, France LaVoie seconded. Motion carried unanimously.

**IV. Executive Session – Personnel Issues**

Trustee, Brian Valdez moved to convene into executive session. Trustee, Roberta Romero seconded. Motion carried unanimously.

Trustee, Brian Valdez moved to reconvene from executive session. Trustee, Roberta Romero seconded. Motion carried unanimously.

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

**V. Adjournment**

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

Minutes prepared by Susan Sanderford, Town Manager.

**THE TOWN OF SAN LUIS**

Tiffany Gallegos  
Tiffany Gallegos, Mayor

**ATTEST:**

Susan Sanderford

Susan Sanderford, Town Manager/Clerk

