

**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 9<sup>th</sup> of October 2018 A.D., in the Town Hall meeting room in San Luis, Colorado. Mayor, Tiffany Gallegos called the meeting to order at 6:05 p.m. The following were present to wit:

Tiffany Gallegos, Mayor; Jarad Sanchez, Mayor Pro Tem; Brian Valdez, Trustee; Roberta Romero, Trustee; Jessica Durgan, Trustee; France LaVoie, Trustee; and Anita Sandoval, Town Clerk.

**Approval of the Minutes**

Trustee, Jarad Sanchez moved to approve the minutes from September 11<sup>th</sup>, 2018 regular meeting minutes with corrections. Trustee, France LaVoie seconded. Motion carried unanimously.

**Adoption of the Agenda**

Mayor, Tiffany Gallegos – Executive Session concerning personnel issues.

Trustee, Jarad Sanchez motioned to adopt the agenda. Trustee, Brian Valdez seconded. Motion carried unanimously.

**I. General Business**

**A. Adoption of Resolution 74**

Trustee, Jarad Sanchez motioned to approve Resolution 2018-00 – a resolution opposing Amendment 74, an attempt to amend the Colorado Constitution to drastically limit local government services at a high cost to taxpayers. Trustee, Jessica Durgan seconded. Motion carried unanimously.

**B. Attorney's Fees**

Attorney, Barbara Zollars– Requested a raise of fees for her services—requesting additional \$250.00. Tabled.

**C. Trunk or Treat**

Mayor, Tiffany Gallegos – Suggested handing out flyers to invite businesses to participate and using the barrels to build fires and asking the county to provide firewood.

Trustee, Jessica Durgan – Suggested placing cinder blocks around the barrels to prevent children from getting burned or hurt.

Trustee, Brian Valdez – Will check with county about donating firewood.

## **D. Budget**

The Town Board reviewed the 2019 Preliminary Budget. Trustee, Jarad Sanchez motioned to adopt the 2019 Preliminary Budget as presented. Trustee, France LaVoie seconded. Motion carried unanimously.

## **II. Planning and Zoning**

### **A. Letter to J.B. Garcia**

The Town Board reviewed the notice of abatement letter written to J. B. Garcia concerning trailer parked on his 2<sup>nd</sup> Street property. Trustee, Jessica Duran motioned to adopt the letter as presented. Trustee, Jarad Sanchez seconded. Motion carried unanimously.

## **III. Report by Officers**

### **A. Clerk/Town Manager**

Street Cut Permit – The EDCC will pay the \$150.00 Street Cut Permit but will need to pay at a later date as they are waiting on grant funding. Town Manager, Susan Sanderford will invoice the Economic Development Council for payment at a later date.

Tineel Baroz, USDA – Town Manager, Susan Sanderford met with Ms. Baroz to discuss possible funding for Town Hall repairs. They mainly offer loans and suggested we check with DOLA first for funding and the USDA can help with a loan for matching funds.

T-Shirts – Santa Ana T-Shirts are currently being printed.

Norman Valdez – Complaint concerning the road on 12<sup>th</sup> and Alfonso Street needing repair around the eroded dirt around the man-hole covers. Suggested Trustee, Brian Valdez look at the issue.

Tom Monaco – Will meet with Tom from the Small Business Development Center to discuss economic development within the Town on October 11<sup>th</sup>.

Town Office Printer – Suggested the Board make suggestions on printer choice.

GOCO Land Grant – On hold, waiting for Jackie Esquibel to return call with whether the family is ready to sell the land for the San Luis Community Park.

DOLA Town Manager Grant – Have received the information and will be working on the grant. Waiting for a call Christy Doon from DOLA, to help with questions.

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

Undersheriff Rodriguez – Five arrests in the town; six citations issued; one unattended death; two warrants; possession of fire arm; dog-at-large citation issued; DUI; false reporting; stolen bicycle reported.

Undersheriff Rodriguez – Sheriff's Office can issue ordinance violations into Municipal Court. Check with town attorney to see if there is no jail time associated with ordinance violations then they can go to Municipal Court instead of County Court.

Speeding in Residential Streets – the town can post speed limit signs then the Sheriff's Department can issue citations based on the speed limit posted.

ATVs – Still issuing tickets with late night ATV driving.

Sheriff's Office is looking for leads on the break-in at the Costilla County Clerk and Records office and the Planning and Zoning office. Citizens call Crime Stoppers and can receive a reward and remain anonymous.

### **C. Maintenance Report**

Mr. Floyd Martinez – Grills are being installed, bolted and anchored down. Weeds pulled from the playground.

Trustee, Jarad Valdez – Suggested covering the benches and tables in the park and cover the grills for the winter. Wood can crack if the snow sits on the table.

Mayor, Tiffany Gallegos – Starting in November the Board will have a task list for maintenance and would like the gas monitored to have a better record of usage. Concerned about budget for the gas usage. Town Staff will create a log sheet for mileage and gas usage and a task sheet.

4-Wheeler – Waiting on CIRSA for approval to purchase.

## **IV. Approvals**

### **A. Town Manager Contract**

Trustee, Jessica Durgan moved to approve the Independent Contractor Contract for Town Manager, Susan Sanderford with the correction of 30 hours per week at the rate of \$18 per hour. Trustee, Roberta Romero seconded. Motion carried unanimously.

### **B. Code Enforcement Contract**

Trustee, Jessica Durgan motioned to approve the Independent Contractor Contract for Code Enforcement position for Roberta Romero for at the rate of \$12.00 per hour for a total of six hours per week. Trustee, France LaVoie seconded. Motion carried unanimously.

### **C. Logo – Evy McLean**

Trustee, Brian Valdez moved to approve the \$100.00 logo contest payment to Evy McLean. Trustee, Roberta Romero seconded. Motion carried unanimously.

### **D. MuniCode Software**

Trustee, Jarad Sanchez moved to approve the purchase the software contract with MuniCode for under \$2,500.00 per year. Trustee, France LaVoie seconded. Motion carried unanimously.

### **E. Copier Upgrade from Gobins Business Solutions**

Trustee, Brian Valdez moved to approve the copier upgrade with Gobins for an additional \$5.27 a month. Trustee, France LaVoie seconded. Motion carried unanimously.

### **F. Turkey Dinners for Thanksgiving Drawing**

Trustee, Brian Valdez moved to approve a Turkey Drawing for Thanksgiving. Trustee, Roberta Romero seconded. Motion carried unanimously. Amount of Turkeys to be purchase was tabled.

## **V. Executive Session**

### **A. Personnel Issues**

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

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


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

## **VI. Adjournment**

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

Minutes prepared by Susan Sanderford, Town Manager.

**ATTEST:**

  
Anita Sandoval, Clerk of the Town



**THE TOWN OF SAN LUIS**

  
Tiffany Gallegos, Mayor

  
Jarad Sanchez, Mayor Pro Tem