

**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 12<sup>th</sup> of May 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 6:02 p.m. The following were present to wit:

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

**Approval of the Minutes**

Approval of the April 14<sup>th</sup>, 2020 Regular Meeting Minutes.

Trustee, Shantae Martinez moved to approve the April 14<sup>th</sup>, Regular Town Hall Meeting Minutes. Mayor Pro Tem, Brian Valdez seconded. Motion carried unanimously.

**Adoption of the Agenda**

Trustee, Jessica Durgan moved to adopt the agenda. Trustee, Roberta Romero seconded. Motion carried unanimously.

**I. Public Comments**

*No Public Comments.*

**II. New Business**

**A. Kevin Thompson – Well and Septic Permit**

Town Manager, Susan Sanderford stated Mr. Thompson received a letter from the San Luis Water District stating they could not provide water and sanitation to his property because of the distance of the house to the utility hookup. Mr. Thompson took the letter to the Colorado Department of Water Resources and they issued a well permit for his property.

Trustee, Shantae Martinez asked how they can get a permit without going through the town and since the town has regulations.

Trustee, Roberta Romero stated Mr. Thompson is in violation of the town’s municipal code because the Board of Trustee’s needs to approve the well permit.

Attorney, Barbara Zollars, stated there are no codes regarding a well in the municipal code and the town does not have any liability to issue permits for a well or septic.

Town Manager, Susan Sanderford stated the San Luis Water and Sanitation suggested to Mr. Thompson he follow what the LaVoie’s did in getting a well and septic permit through the county. Therefore, Mr. Thompson will try to go through the county for the septic permit.

Mayor, Tiffany Gallegos mentioned the way the LaVoies were able to do it was through a one-time exemption for the entire property. Mayor Gallegos stated there are minutes when the town approved the one-time exemption.

Trustee, Shantae Martinez asked what the purpose of the letter the Board had the Thompsons sign regarding the town's inability to issue a well or septic permit? Attorney Barbara Zollars stated the letter was ensure the town could not be held liable for providing the utility services for the Thompson property.

Town Manager, Susan Sanderford stated the only requirement the Colorado Department of Water Resources told the Thompsons was that the well permit only needed to be approved through the San Luis Water District. Town Attorney, Barbara Zollars stated the Thompsons will have to go through the town in order to get a septic on the property.

Mayor Pro Tem, Brian Valdez stated the letter the town handed out to the Thompsons, was to point out they knew there would be no utility service on that property available from the Town.

Mayor Pro Tem, Brian Valdez said it would be a good idea to get an answer from the Thompsons if in fact they did sign the letter and were aware of the letter the Board sent.

Attorney Barbara Zollars suggested tabling this matter until further details were researched and the legal logistics resolved.

#### **B. Culvert Clean-Out Across Casa Verde Street**

Town Manager, Susan Sanderford stated maintenance, Joey Urbina, had a citizen reached out to him that the culvert under Casa Verde Street was clogged and wanted to know if it was the town's responsibility to clean it out.

Mayor, Tiffany Gallegos, stated it was the Acequias Chiquita's responsibility not the Town's responsibility.

#### **C. CIRSA 2021 Insurance**

Town Manager, Susan Sanderford asked if property damage by motor vehicle be added to the town's CIRSA insurance for 2021. Trustee, Jessica Durgan asked what the annually cost would be? Mayor, Tiffany Gallegos, asked to get a quote.

Town Manager, Susan Sanderford asked if we should add liability insurance for the 614 Main Street property. Trustee, Shantae Martinez suggested we should add 614 Main Street property to the CIRSA insurance.

#### **D. Betty Medina- Block Party**

Town Manager, Susan Sanderford stated she spoke to Ms. Medina about needing to cancel her the block party in May because of the COVID 19 social distancing issue. Ms. Medina understood and was fine with cancelling the block party.

#### **E. Dumpster Days**

Town Manager, Susan Sanderford stated the dumpster was filled the first day and asked if should we get another dumpster for a few more days.

Trustee, Jessica Durgan, moved to approve having the dumpster for another few days. Trustee, Roberta Romero seconded. Motion carried unanimously.

### **III. Planning and Zoning**

#### **A. Jesse Aragon – Garage Building Permit**

Town Clerk, Rebecca Romero stated Jesse Aragon paid the remainder of the \$200 for his garage permit but has not turned in the layout of the garage. Ms. Romero said she told Mr. Aragon he needed to bring in the layout so it can be approved. Mayor, Tiffany Gallegos stated Mr. Aragon would need to have the garage approved before continuing to build. Attorney, Barbara Zollars stated there are penalties if building without a permit. Town Manager, Susan Sanderford she will issue a letter to Mr. Aragon stating he cannot build without proper permits.

#### **B. Daniel Gurule – Garage Building Permit**

Town Manager, Susan Sanderford stated Daniel Gurule brought in the layout for his garage, but has not turned in the application or paid the fee.

#### **C. Richard Kuhn**

Town Manager, Susan Sanderford stated she spoke to Richard Kuhn and he would like to build a cooler behind the meat market. Mr. Kuhn stated he was not going to start the process for another month but just wanted the Board of Trustees to know his plans.

#### **D. Cosme Sanchez--Foundation Repair**

Town Manager, Susan Sanderford stated Cosme Sanchez would be having his foundation repaired and the company doing the repairs has been issued a Business License.

### **IV. Reports by Officers**

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

Sheriff, Danny Sanchez sent in a report via email for the Board stating the cases they dealt with in town during April.

Sergeant Robert Clark stated there were four domestic violence cases and a burglary in the town. Sergeant Clark also stated that dogs at large issue needs to be called in to dispatch and also stated they were looking into a place to shelter the dogs.

#### **E. Manager/Clerk**

Town Manager, Susan Sanderford stated there is a standstill on grant projects due to the coronavirus shutdown.

Mayor, Tiffany Gallegos asked Town Clerk, Rebecca Romero for an update on municipal court and Ms. Romero stated she set up Web Ex to conduct court by phone conferencing.

#### **F. Maintenance**

Town Manager, Susan Sanderford stated maintenance, Joey Urbina, has been cleaning the yard at 100 North Church Place. Mr. Urbina would like to purchase a small lawn mower for edge cutting. Mayor, Tiffany Gallegos stated she will be going this weekend to purchase the lawn mower for the maintenance department.

#### **G. Code Enforcement**

Trustee, Roberta Romero stated someone called her about Conrad Gallego's shed being built and if it had been permitted. Mayor, Tiffany Gallegos stated she spoke to Conrad and asked him to come to the town hall for a building permit.

Trustee, Shantae Martinez stated there was a new fence at the Carlos Martinez residence and Carlos Martinez will need to come in for a permit. It was unclear if the fence was on Mr. Martinez's property or another property. This will need to be researched by Code Enforcement.

Trustee, Roberta Romero stated on Pedro Street there is a building going up and a letter needed to be sent out to come in for a permit.

Attorney, Barbara Zollars mentioned there is a red tag that can be issued to property owners who are building without a permit and can be placed on their property.

**V. For Approval**

**A. Class of 2020 Donation- \$1,500**

Trustee, Shantae Martinez, suggested the Town pay \$100 to each individual senior instead of directly to the school. Trustees, Roberta Romero and Jessica Durgan both agreed with the \$100 to each individual senior.

Trustee, Jessica Durgan moved to approve the \$1,500 donation for \$100 to each of the 15 individual seniors. Trustee, Roberta Romero seconded. Motion carried unanimously.

**B. Cancellation of Santa Ana**

Trustee, Jessica Durgan moved to approve the cancellation of Santa Ana Festival due to the COVID-19 virus. Mayor Pro Tem, Brian Valdez seconded. Motion carried unanimously.

**C. Ordinance 2020-05, Amendment of the COVID Virus Curfew 10pm-6am**

Trustee, Shantae Martinez moved to approve the Ordinance 2020-05, Amendment of the COVID-19 Emergency Curfew until June 9<sup>th</sup> 2020 from 10 p.m. to 6 a.m. Trustee Roberta Romero, seconded. Motion carried unanimously.

**VI. Adjournment**

Trustee, Jessica Durgan moved to adjourn at 7:15 p.m. Trustee, Roberta Romero seconded. Motion carried unanimously.

THE BOARD OF THE TOWN OF SAN LUIS



*Tiffany A. Gallegos*

Tiffany A. Gallegos, Mayor

*Brian Valdez*

Brian Valdez, Mayor Pro Tem

ATTEST:

*Rebecca Romero*

Rebecca Romero, Town Clerk