

# TOWN OF LA JARA

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Regular Meeting  
Date: January 12, 2023

A permanent set of these minutes are maintained in the Town Clerk's Office. Approved Minutes are also available on the web at [www.colorado.gov/townoflajara](http://www.colorado.gov/townoflajara)

## **Call to Order**

The meeting was called to order by Mayor Medina at 6:00 pm.

## **Pledge of Allegiance**

Mayor Medina led the Pledge of Allegiance.

## **Roll Call**

Present were Trustees: Rendon, Villagomez, Wagoner, Wilson, Mayor Pro Tem Valdez, and Mayor Medina.

Absent: Trustee Chavez

Also present were Town Manager Zaragoza, Town Clerk Pagnotta, Chief Lujan, Public Works Supervisor Thomas Dufresne, Town Attorney Farish and Town Attorney Walker.

## **Approval of Agenda**

**Motion:** Trustee Rendon moved to approve the agenda; seconded by Trustee Wagoner.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

## **Consent Calendar**

**Motion:** Mayor Pro Tem Valdez moved to approve the consent calendar; seconded by Trustee Wilson.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

## **Guests**

Erin Minks from Senator Bennet's office congratulated the town for being awarded \$600,000 through the Congressionally Directed Spending Bill for the wastewater project. She explained how projects are funded through this bill. She will work with the staff to complete the next steps. Mayor Medina thanked Minks for always being available and for communicating with the town.

## **Citizen Comments**

None

## **New Business**

Resolution 2023-1 Designation of official status for the calendar year 2023 for the Town of La Jara. Town Attorney Walker stated the town is statutorily directed to make certain appointments and designation of official status at the first meeting of the year. He read the resolution in its entirety. Attorney Farish stated the resolution ensures the Town's compliance with Open Records Act requirements establishing meeting dates and location and the status of officials.

**Motion:** Mayor Pro Tem Valdez moved to approve Resolution 2023-1; seconded by Trustee Wagoner.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

#### **HB 21-1162 Plastic bag bill**

Attorney Walker explained that a motion would be needed to direct staff and give them the power and responsibility to carry out the requirements of this bill. Additionally, he explained the details of the bill giving ideas of what other municipalities are doing. He explained that retailers have started collecting \$0.10 for the use of each plastic bag, with \$0.06 per bag to be paid to the municipality. He asked for direction on how active the board wants the staff to be in enforcing and collecting the bag fees. Trustee Rendon stated that she attended a webinar regarding this bill and had some resources and tools to pass on to the clerk. There was some discussion on when the retailers are required to remit the first reimbursement to the towns. Attorney Farish explained that there is a wide range of levels of involvement from the municipalities throughout the valley. Trustee Wilson felt keeping things as simple as possible is best and feels that the Town's resources would be better spent elsewhere. He feels the honor system for reporting and paying the fees to the town would be sufficient rather than efforts for enforcing this legislation.

**Motion:** Trustee Rendon moved to direct staff to accept any fees that are remitted, to record the fees that are remitted and make a proposal to the board for the expense of the fees; seconded by Trustee Wagoner.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

#### **Old Business**

Personnel Policy Manual – Mayor Medina stated the personnel policy was reviewed by the committee and the attorneys. The policy was emailed to the trustees. She asked if anyone had any questions; Trustee Rendon had some concerns. A work session was scheduled for January 26 at 6 pm. Trustee Wilson thanked Town Manager Zaragoza for his work on the policy. Attorney Farish questioned the FMLA Act stating that the Town is not subject to the Act because the Town has less than 50 employees. Attorney Farish wanted clarification on how the Act is applied.

Housing Authority land purchase – Discussion of this item will be added to the agenda for the work session on January 26.

#### **Reports**

##### **Town Manager Report**

Town Manager Zaragoza reported that Xcel Energy is requesting a letter of support for the installation of the transmission line from Alamosa to Antonito. Trustee Wilson explained that there are a few details that Xcel Energy needs to address and clarify with the landowners that will be effected by the transmission line. It was suggested to hold off on sending the letter of support until these issues are addressed. Town Manager Zaragoza will reach out to Ashley Valdez from Xcel Energy with these concerns.

Town Manager Zaragoza read through his written report.

##### **Approval of Town Manager Report**

**Motion:** Trustee Wilson moved to approve the Town Manager report; Seconded by Trustee Wagoner.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

### **Town Attorney Reports**

Town Attorney Farish commented that it has been an honor to work with the Town for over a year. He appreciates the spirit and leadership of the board. He highlighted a few of the items that he has worked on and will continue to work on in the future.

Town Attorney Walker is looking forward to the CML Conference this summer. He appreciates the boards involvement and dedication in educating themselves. He encouraged everyone, not just trustees but employees to apply for a scholarship to attend the conference. He mentioned that the legislative session has begun and is hoping that there will be some clarification on the plastic reduction act. He reported that the office has completed the second opinion letter for the SRF loan for the wastewater project. He explained that the code books are updated annually and explained the process. He asked for direction from the board on codes or policies that they should focus on to update or revise. He reiterated the town manager's comment about following the proper channels for requesting work or jobs from staff. He stated that the board operates very well and stays out of many legal ethical issues. He encouraged the trustees to work through the organizational chart and keep the high ethical commitments that the board currently has by going through the proper channels. Mayor Medina added her appreciation for both Attorney Farish and Attorney Walker and their availability.

### **Approval of Town Attorneys Reports**

**Motion:** Trustee Rendon moved to approve the Town Attorneys reports; Seconded by Mayor Pro Tem Valdez.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

### **Police Report**

Chief Lujan submitted a written report and offered to answer questions.

### **Public Works Report**

Maintenance Supervisor Thomas Dufresne reported that he will be spending this next month locating the isolation valves; most the ones that have been located are not functioning correctly. He reported that they have worked on the chlorination pumps. He has applied to take the drinking water test and is waiting on approval and a date for when he will take the test.

### **Clerk Report**

Town Clerk Pagnotta submitted a written report. She reported that she received the engagement letter from Wall, Smith, and Bateman to conduct the annual audit. Trustee Wilson asked if the town is required to change auditors periodically. Town Clerk Pagnotta explained that this is the second year of using WSB and as a good practice auditors should be changed, but it is not a requirement.

**Motion:** Trustee Wilson moved to authorize the mayor to sign the engagement letter with WSB; Seconded by Trustee Rendon.

**Vote Results:** Ayes: Trustees Rendon, Villagomez, Wagoner, Wilson Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

### **Building Inspector Report**

Building Inspector Darrin Rodriguez was absent due to an illness but submitted a written report.

### **Trustee Comments**

Trustee Rendon – Reported that she has been on the Code and Ordinance Committee and has not received any guidance or direction. She has some questions about a couple of ordinances and asked if she should send her concerns to the town attorneys or the town manager. Attorney Walker stated that he would be comfortable receiving the concerns and will work on updating or revising them. She reported that the CML Policy Committee will meet on February 10<sup>th</sup> and would like board input on the policies that she will be voting on. She also attended a webinar on psychedelics, wine and affordable housing that discussed Propositions 122, 123 and 125. She mentioned that the Planning and Zoning Commission may need to look at the current zoning ordinance to comply with Prop. 125 regarding the affordable housing. She stated there is money available and the application is due by November 1<sup>st</sup>. She enjoyed the Christmas Party.

Trustee Wilson – Asked who the members of the Planning and Zoning Commission are. Mayor Medina stated that the Planning and Zoning Commission and the Board of Adjustments are required committees, however she is not sure if the other committees that she established needs to be as structured.

Trustee Wilson stated his reason for asking about the P&Z Commission is to be transparent and carefully follow the correct steps as he is thinking about doing some development with the land he owns. He sees the need for housing and wants to have open conversations as he sits on the board of trustees.

Trustee Villagomez – Talked about a snow removal plan, Town Manager Zaragoza stated that the maintenance department has a plan. Maintenance Supervisor Dufresne stated that one of his goals for this next year is to establish Standard Operating Procedures for things such as snow removal. Trustee Villagomez asked about hiring the 4<sup>th</sup> officer and how they will be scheduled.

Trustee Wagoner – Excited to share with the board that she is working on a Libraries Transforming Communities grant that focuses on senior citizens. The program is an outreach program designed for seniors to have access to library materials and resources such as laptops at the centers to teach basic computer lessons. She also mentioned that the library will hold a float building workshop in late January or early February. She suggested reaching out to businesses to possibly have them sponsor a float as way to engage the community.

Mayor Pro Tem Valdez – Mentioned the housing and homeless issues and a deduction that Walmart employees had on their paychecks.

Mayor Medina – Stated she is applying for a scholarship for the CML Conference. The board agreed to submit a letter of support on her behalf for the scholarship. She stated the Christmas party was very nice and she missed seeing the ones that could not attend.

### **Adjournment:**

Mayor Pro Tem moved to adjourn. The meeting adjourned at 7:48 pm.

Respectfully Submitted by

  
Town Clerk – Shawn Pagnotta



  
Mayor / Mayor Pro Tem

