

# TOWN OF LA JARA

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Regular Meeting  
Date: February 9, 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.townoflajara.colorado.gov](http://www.townoflajara.colorado.gov)

## 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, Wilson, Mayor Pro Tem Valdez, and Mayor Medina. Trustee Chavez was present virtually.

Absent: Trustee Wagoner

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

## Approval of Agenda

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

**Vote Results:** Ayes: Trustees Chavez, Rendon, Villagomez, 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 Villagomez.

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

Nays: None

Motion Carried.

## Guests

Barbara Johnson introduced herself to the board, stating that she will be opening a new restaurant called Mom and Pop's Country Kitchen on March 1<sup>st</sup>. She explained her plan to have daily specials and be open Monday, Thursday, Friday, Saturday, and Sunday. Mayor Medina welcomed her and stated she would like to have a grand opening celebration.

Rodney King, Conejos County Emergency Manager, addressed the board and introduced the Hazard Mitigation Plan stating that it needed to be updated. He explained that each town can participate in the plan.

by designating a shelter and identifying some goals for hazard mitigation. He explained a few of the hazards that are addressed in the plan. He stated the town can adopt the counties plan or draft their own. The public comment portion of the plan will close on February 14<sup>th</sup> and will then be sent to the state and the federal government for review and approval. After the plan is approved at the state and federal level, he will present the final draft to the trustees for their adoption.

### **Citizen Comments**

None

### **New Business**

Alta Liquor License renewal

Chief Lujan stated that there has not been any issues or violations regarding the liquor license for Alta. Town Clerk Pagnotta stated that all the paperwork was complete. Trustee Rendon noted an incorrect date on the application. Mayor Pro Tem Valdez asked that someone from the business be present to answer questions regarding the renewal.

**Motion:** Mayor Pro Tem Valdez moved to approve the liquor license renewal for CF Altitude LLC dba Alta; seconded by Trustee Rendon.

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

Nays: None

Motion Carried.

CML Policy Committee legislation items

Trustee Rendon asked for input from the trustees regarding the various legislative action items that she will be voting on during the next CML Policy Committee. One area of concern that might have an effect of the Town could be new legislation regarding building codes. Mayor Pro Tem Valdez stated that CML does a great job researching the legislative items supporting those that benefit the smaller towns or opposing those that don't; it was decided that Trustee Rendon should follow the recommendations of CML. Town Attorney Walker thanked Trustee Rendon for discussing these items and he agreed with the Trustees.

### **Old Business**

Personnel Policy – Town Manager Zaragoza stated that the policy was emailed to the trustees for their review. He stated that if passed he will have a meeting with staff to inform them of the changes, specifically in regards to changing from vacation/sick to PTO. Mayor Medina asked if the policy is adopted, could it be made retroactive to January 1 of this year. Attorney Farish stated that there is a lot a flexibility and differences in the policies regarding the PTO. It was discussed how the accrued sick leave would be rolled into the new policy. Attorney Walker felt that PTO was easier to administer. He stated the policy complies with the Colorado Wage Act and the Fair Labor Standards Act.

**Motion:** Trustee Rendon moved to approve the personnel policy making it retroactive beginning January 1, 2023; seconded by Trustee Wilson.

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

Nays: None

Motion Carried.

Housing Authority land purchase – Town Manager Zaragoza reported that the land will be appraised later this month. Further discussion was tabled until the appraisal is completed. Town Manager Zaragoza will meet with Karen Hinojos from Conejos County Housing Authority to get a better idea of what their intentions are for housing development.



## **Reports**

### **Town Manager Report**

Town Manager Zaragoza read his written report. He reported that he will be completing the annual employee evaluations. He reminded trustees that any concerns they hear from the citizens should be addressed with the town staff so that they can be handled properly. Trustee Villagomez asked if the town still had the policy that required businesses to clean the snow off sidewalks. Town Manager Zaragoza stated that it was a little tough to enforce when only a few businesses are in operation.

### **Town Attorney Reports**

Town Attorney Farish reported that he attended a COG meeting regarding the export of water. The idea from the group is to have a centralized approach for the export of any water from the San Luis Valley. An original draft agreement appeared to give the counties power over municipalities, which was not the intent of the agreement. He is waiting to see the revised agreement and feels that the combined effort to protect our water is a good thing.

Town Attorney Walker reported that he has researched the requirements to bring the building codes up to date by June or July 1. He spoke with Building Inspector Rodriguez who is aware of these requirements. He is working with a third party individual that has prepared a draft ordinance for other municipalities to adopt, by reference. It was the consensus that the 2018 IBC version is the least restrictive and will allow the town a few more years before having to adopt an energy code. He has been working with staff and manager to make a few edits and additions to the town code, specifically relating to Accessory Dwelling Units (ADU), tiny homes and family density. He has been working with the manager to address possible nuisance issues. He thanked Trustee Rendon for her involvement on the CML Committee. He reminded anyone interested in attending the CML Conference to apply for a scholarship.

### **Approval of Town Manager and Attorneys Reports**

**Motion:** Trustee Rendon moved to approve the Town Manager and Attorneys reports; Seconded by Trustee Chavez.

**Vote Results:** Ayes: Trustees Chavez, Rendon, Villagomez, 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 took and passed the drinking water test and is now drinking water certified. He will be taking the wastewater test in a few weeks. He shared with the board the mission statement that he created for the Public Works Department. He discussed the meetings he, Town Manager Zaragoza and Town Clerk Pagnotta have had with CE Corps who is working to address the water pressure issues in the town. He stated that CE Corps is proposing an additional water tower. He highlighted a few projects that he is working on such as replacing the isolation valves for the water system and replacing broken fire hydrants. He reported that the Asbestos Concrete pipe that is currently being used for the water system will need to be replaced in the next 30 years but the town should start planning for this project.

Town Manager Zaragoza congratulated Dufresne on his water certification. He followed up about the fire hydrants stating that there are three that desperately need to be replaced and stated that there is some ARP funds still available that could be used to replace the fire hydrants.

**Clerk Report**

Town Clerk Pagnotta submitted a written report. She mentioned that the CML Conference will be held on June 25<sup>th</sup> through the 28<sup>th</sup>, noting the conference starts on Sunday this year. She stated the rooms are a little more expensive and encouraged anyone that wants to go to make a solid commitment to attend. Town Clerk Pagnotta will begin preparing for the audit.

**Building Inspector Report**

Building Inspector Rodriguez reported that he cleaned up a few outstanding permits and noted that there have not been any new permits issued.

**Trustee Comments**

Mayor Medina stated that she was changing the trustee comment portion of the meeting by asking if anyone had something to share or report rather than call on each trustee individually.

Mayor Medina suggested installing security cameras at Town Hall, the Police Department, and the maintenance yard. Town Manager Zaragoza stated that he will work with someone locally to get the cameras.

Trustee Wilson asked about the Richfield Canal meeting stating that he would like to attend.


**Adjournment:**

**Mayor Pro Tem Valdez moved to adjourn, seconded by Trustee Wilson. The meeting adjourned at 7:20 pm.**

Respectfully Submitted by

  
Town Clerk - Shawn Pagnotta



  
Mayor / Mayor Pro Tem