

TOWN OF LA JARA

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Regular Meeting
Date: April 7, 2021

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/townofajara

Call to Order

To help prevent the spread of COVID-19 the Regular Meeting of the La Jara Town Board of Trustees was held virtually via ZOOM. The meeting was called to order by Mayor Medina at 6:00 p.m.

Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Medina.

Roll Call

Present were Trustees: Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina. Trustee Chavez arrived at 6:10pm.

Absent: Trustees Espinoza and Gallegos

A quorum was present.

Also present were: Chief Lujan, Town Manager Larry Zaragoza, Town Attorney Ben Pacyga, Public Works Supervisor Jimmy Hinojos and Town Clerk Pagnotta.

Approval of Agenda

Motion: Mayor Pro Tem Valdez moved to approve the agenda; seconded by Trustee Wagoner.

Vote Results: Ayes: Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

Consent Calendar

Trustee Wagoner pointed out a few typos in the minutes from March 11, 2021.

Motion: Trustee Wagoner moved to approve the consent calendar with the corrections being made to the March 11, 2021 minutes; seconded by Trustee Villagomez.

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

Nays: None

Motion Carried.

Guests

No guests were present.

Citizen Comments

No Citizen Comments.

New Business

Employment Agreement for Town Manager Larry Zaragoza – Mayor Medina stated that she received the evaluation forms from the trustees for Town Manager Zaragoza. He scored a 3.7 out of 4 and indicated that a few areas of growth would be in learning more about town government. Mayor Medina stated Zaragoza is doing a great job and recommended entering a 2-year contract to have more continuity and allow for projects to be completed. She asked Attorney Pacyga if the agreement could be amended to allow for a 2-year contract. Trustee Villagomez questioned if Zaragoza were to be terminated or quit would the Town be required to pay the remainder of the contract. Attorney Pacyga stated Zaragoza is hired at will where the town would not have to pay for the remainder of the contract if he should leave. The agreement is written to state that a 30-day notice would be given by either party for termination of employment. Mayor Medina stated an evaluation would be completed yearly.

Trustee Chavez joined the meeting at 6:10 pm.

Town Manager Zaragoza read a letter from one of the businesses that he reached out to after first being hired. The letter was written thanking him for a good working relationship between the town and the business. Mayor Medina stated that Zaragoza has provided a good repour and communication with residents and neighboring communities. In addition, Mayor Medina stated that Zaragoza has done a great job with the budget in saving money for the town. Attorney Pacyga stated the terms of the agreement would be changed to a 2-year agreement and a separate paragraph would be added stating that compensation is subject to appropriation to comply with TABOR. Town Manager Zaragoza asked for a 3.5% cost of living pay raise. He stated he is receiving a lot less than the previous manager and has worked through a challenging year with COVID. With the raise his salary would be \$57,960.

Motion: Trustee Villagomez moved to approve a 2-year contract to rehire Larry Zaragoza as the Town Manager and give a 3.5% cost of living pay increase for a total annual salary of \$57,960.00; seconded by Trustee Wagoner.

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

Agreement with Kozleski CPA – Town Clerk Pagnotta explained that Kozleski CPA firm bought the business from Martille Faatz. They submitted a three-year agreement to provide accounting services for \$1,500 per month as well as Cloud 9 Hosting Services for QuickBooks program and data for \$350.00 per month for the town.

Motion: Mayor Pro Tem Valdez moved to approve the 3-year agreement with Kozleski CPA for accounting services; seconded by Trustee Villagomez.

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

Attorney Pacyga stated that because the agreement would extend over a two-year period a non-appropriation clause needed to be added because of TABOR.

Motion: Trustee Wagoner moved to offer an amended agreement with Kozleski CPA to include a non-appropriation clause; seconded by Trustee Chavez.

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

Old Business

None

Reports

Town Manager Report

Town Manager Zaragoza reported on the following items:

- CDPHE – Pre-qualification meeting with Eric Worker and 11 other representatives from various organizations regarding sewage lagoon project. Had a meeting to start application for a DSV.
- Sidewalk Project on Main Street to begin the middle of April. SLV Quality Concrete, Conejos County Road and Bridge and the Public Works department will be working together to complete the project.
- Roll-offs for spring clean-up will be held on April 16th, 17th, 18th, 23rd, 24th, and 25th. The hours will be from 9 am to 4 pm only. No dirt, liquids, concrete hazardous material, large tree limbs over 4 inches in diameter, or materials at the discretion of the yard monitor will be allowed.
- Final grocery distribution from Northerner's Senior Center was held on March 24th.
- Will be attending CIRSA Interpersonal Seminar in Trinidad on Friday, April 9th. He will be attending this training session with the mayor and department supervisors.
- Preparing RFPs for housing development at South Main Park.
- Request from Jared Anderson to consider annexation of La Jara Trading Post. He will bring this issue up with the Planning and Zoning Commission.
- CIRSA Loss Control Audit report. Specific auditing with the Police Dept, Public Works Dept. and Administration. Police Department scored 100%. Additional training is needed for the Public Works and Administration department.
- Preparing a power point presentation for Trustees regarding the increase in water/sewer fees and tap fees.
- Loan application for the Maintenance Building has been submitted and everything looks to be in order.

Motion: Mayor Pro Tem Valdez moved to approve the Town Manager's Report; seconded by Trustee Wagoner.

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

Town Attorney Report

Town Attorney Pacyga reported on the following:

- Worked with Town Manager Zaragoza regarding potential easement for BoxCar Espresso. Part of the issue is determining the Town's interest in the sidewalk. Specifically, whether the town has a right-of-way for the sidewalk or whether the town owns that section of land out right. He suggested to the owner Robert Taylor to have the property surveyed and provide a copy to the Town Manager to clarify how best to proceed. Attorney Pacyga is researching other documents, such as county records. Trustee Chavez questioned whether Robert Taylor requested a variance for the drive through proposal.
- Will address a legal issue in executive session.

Executive Session

An Executive session was called "for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b).

Mayor Medina announced “The time is now 6:45pm, and the executive session has been concluded. The participants in the executive session were: Attorney Pacyga, Trustee Villagomez, Trustee Wagoner, Town Manager Zaragoza, Trustee Chavez, Town Clerk Pagnotta, and Mayor Medina. For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask that you state your concerns for the record. Seeing none, the next agenda item is:

Mayor Pro Tem Valdez left the meeting at 6:43 pm to attend another meeting.

Police Report

Police Chief Lujan presented a written report and asked if there were any further questions. Mayor Medina congratulated the department on scoring 100% on the CIRSA Loss Control Audit. She also commented that she liked the detail on the report.

Maintenance Report

Maintenance Supervisor Jimmy Hinojos submitted a written report and offered to answer any questions. Mayor Medina also commented on the layout of the report.

Clerk Report

Town Clerk Pagnotta submitted a written report and offered to answer any questions.

Inspector Report

Building Inspector Darrin Rodriguez was absent but submitted a written report.

Committee Reports

Planning and Zoning Commission – Town Manager Zaragoza reported on behalf the commission stating that they have not met but will be having a meeting on April 13.

Policy and Procedures Committee – Trustee Chavez asked for the members of this committee.

Community Engagement Committee – Trustee Wagoner reported that the committee has not met however, they met with individuals from DCI to do a walkthrough of the town. She reported that there will be a Small-Town Challenge master talks and virtual talks on April 27 regarding engagement for La Jara to move forward on a few different projects. They are still seeking community members to be a part of the committee. They are also looking at reaching out to the religious institutions for involvement. Town Manager Zaragoza reported that the parklet has been ordered and should be arriving soon so that it can be utilized for community engagement.

Trustee Comments

Trustee Villagomez – Did not have much to say other than thanking everyone for doing a good job and to continue.

Trustee Wagoner – She was very excited to see the ice cream truck driving around town.

Trustee Chavez – Did not have anything to report. Mayor Medina thanked her for attending the meeting despite her busy work schedule.

Mayor Medina – Reported on the Easter Egg Hunt and what a great success it was. She received a lot of good comments from the community. She thanked those that came to help hide eggs and show their support for the town. She also commented about the invited guest that gave a presentation at the last

meeting that extended past 3-minutes. She reminded everyone that invited guests are given more time to make their presentations.

Adjournment:

Trustee Wagoner moved to adjourn. The meeting adjourned at 6:57 pm.

Respectfully Submitted by


Town Clerk - Shawn Pagnotta




Mayor / Mayor Pro Tem