TOWN OF LA JARA

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Regular Meeting

Date: August 12, 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/townoflajara

**Call to Order**

To help prevent the spread of COVID-19 the Regular Meeting of the La Jara Town Board of Trustees was held as a hybrid meeting by trustees attending either in person or virtually via ZOOM. The meeting was called to order by Mayor Medina at 6:00 pm.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Mayor Medina.

**Roll Call**

Present in person were Trustees: Gallegos, Villagomez, Wagoner, and Mayor Medina. Trustee Chavez and Mayor Pro Tem Valdez joined via Zoom.

Absent: Trustee Espinoza.

A quorum was present. Also present were Chief Lujan, Public Works Supervisor Jimmy Hinojos, Town Attorney Pacyga, Town Manager Zaragoza, Building Inspector Darrin Rodriguez, and Town Clerk Pagnotta.

**Approval of Agenda**

Trustee Gallegos asked why the executive session that she requested was not on the agenda. Attorney Pacyga explained that his understanding of the request from Trustee Gallegos was to discuss a personnel matter. He went on to state that the complaint was raised on Tuesday, and he was concerned about there being reasonable notice to the employee, furthermore it was Attorney Pacyga’s understanding that the employee would prefer an open meeting as opposed to an executive session. Attorney Pacyga explained that the board would need to decide to hold a hearing for the personnel issue. Mayor Medina explained that the complaint letters were emailed to the trustees with the mayor’s response. She went on to state that the letters were to be reviewed at the July Board meeting, but there was no quorum. She felt the issue needed to be addressed so she drafted the response letter that was also forwarded to the trustees. Town Manager stated that he has not been allowed to present his version of the issue. Attorney Pacyga stated that the board could not discuss the issue at this board meeting but could decide to hold a personnel hearing at the next board meeting.

***Motion:*** Trustee Gallegos moved to approve the agenda with the addition of decision on holding a personnel hearing to be added as item “e” under New Business; seconded by Trustee Wagoner.

***Vote Results:*** Ayes: Trustee Chavez, Gallegos, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

**Consent Calendar**

***Motion:*** Trustee Wagoner moved to approve the consent calendar; seconded by Trustee Villagomez.

***Vote Results:*** Ayes: Trustee Chavez, Gallegos, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Nays: None

Motion Carried.

**Guests**

Robert Taylor emailed a plan of his proposed drive-thru for BoxCar Espresso to Town Clerk Pagnotta prior to the meeting, however he was not present during the meeting and there was no further discussion.

**Citizen Comments**

No Citizen Comments.

**New Business**

Craig Novak from IAM GIS joined the meeting via Zoom and addressed the board about a GIS mapping system. He explained their customizable software and explained how they would take the town’s paper maps and digitize them so that the town’s utilities could be mapped. He explained that the software comes with unlimited data, storage, and users. Novak stated the software had an annual fee of $3500 and a one-time implementation fee of $7,000. He stated that if the town agreed to the terms the annual fee would be locked in for three years. Mayor Medina asked if the software was compatible with any computer. Novak explained that any device could be used. Public Works Supervisor Jimmy Hinojos explained that the program would help make his job easier by having a clear map locating the water and sewer lines, additionally the software has a component that would help with work orders. Novak explained the web-based training, customer service and the many resources available. Trustee Villagomez thought it sounded like a great program and particularly liked the work order feature. Trustee Gallegos asked if approved where the funds to pay for it would come from. Town Manager Zaragoza explained that American Rescue Plan Funds could be used. He stated that the town has received the first half of these funds in the amount of $102,000. Novak stated that he made a presentation to Town Manager Zaragoza a few months back and stated that he would honor the original discount incentive of $1,000.00 if the board agreed to move forward with the agreement. Novak explained that it would take 60 to 90 days to implement the software once the maps have been digitized.

***Motion:*** Trustee Gallegos moved to approve entering into an agreement with Iam GIS for the initial cost of $9,500.00 and a yearly fee of $3,500; seconded by Trustee Villagomez.

Attorney Pacyga asked if this agreement would comment the town to payments in future years. Novak stated that the agreement would lock the annual payments in for three years; he stated that the town would not have to do a three-year agreement. Novak clarified the original discount being $3,000 for the annual fee for the first three years and $1,000 off the implementation fee, for a total upfront cost of $9,000.00.

Attorney Pacyga asked if the formal agreement included a non-appropriation clause regarding TABOR. He asked that if the board approved moving forward and authorized the Town Manager to sign the agreement including the non-appropriation clause language, would that be sufficient to lock in the prices. Novak stated that the agreement is a non-binding letter of intent, and they would work through the agreement to include the appropriate language.

Trustee Gallegos withdrew her previous motion and made a new motion to approve the agreement with Iam GIS to include the non-appropriation clause and any other conditions determined by Town Attorney Pacyga with the new initial cost of $9,000.00. Seconded by Trustee Wagoner.

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

Nays: Trustee Chavez

Motion Carried.

Checking Account for American Rescue Plan Funds – Town Clerk Pagnotta explained that the town is to receive $204,000.00 in ARP Fund. She stated the town received the first half of the ARP Funds in the amount of $102,000 at the end of June. It was suggested to open a separate checking account so those funds could be separated and accounted for. She went on to state that because of her illness the check was deposited into the General Fund, but felt it was a good idea to open a separate bank account.

***Motion:*** Mayor Pro Tem Valdez moved to open a separate account.

Trustee Gallegos asked how many transactions there would be and asked if a separate checking account is needed. Town Clerk Pagnotta stated that there may only be a few transactions and stated that she would discuss the best way to proceed with Martille Faatz.

Mayor Pro Tem Valdez withdrew his motion.

ARF – Using funds to purchase new water meters.

Town Clerk Pagnotta stated Front Range Winwater made a presentation for new water meters. She explained the issues with the current meters and meter reading system. She explained that the current system takes public works two days to read meters, the new system would only take about a hour. She went on to explain that the new system is a radio read system and the meters could be done by the clerks. Town Manager Zaragoza explained that the current meters are nearing the end of their life span and are less efficient. He explained that the ARP Funds could be used to purchase the meters. Town Manager Zaragoza suggested inviting the representatives from Front Range Winwater to the next board meeting so they can make a presentation and answer the boards questions.

CML District Meeting – Mayor Medina reminded everyone of that the town is hosting the CML District 8 Meeting on September 14 to be held at Scotty’s Restaurant. She encouraged all the trustees to attend.

Personnel Hearing - Mayor Medina asked the trustees if they wanted to hold a hearing. Trustee Wagoner stated it was hard to decide if a hearing is needed when they really didn’t know what the issue was about. Trustee Gallegos stated that the issue was regarding the letters from Luis Gallegos. Town Manager Zaragoza stated that if they decided to pursue the hearing there was an interpretation from his point of view that would need to be considered. He also asked if the mayor or the attorney had reached out to other resources regarding the letter, which he stated was just a complaint. Mayor Medina stated that she did reach out to Building Inspector Rodriguez, Sam Light from CIRSA and Town Attorney Pacyga. She was advised to address the issue as soon as possible and therefore wrote the response letter. Mayor Medina stated that she gave Mr. Gallegos an opportunity to discuss the matter with her and he has not responded. Mayor Pro Tem Valdez felt the Building Inspector Rodriguez needed to keep everyone informed on building permits. Mayor Medina responded that Rodriguez does a good job keeping everyone informed, however, he was away on vacation when this issue came up and the only information that the town manager had was an expired building permit. After further discussion Attorney Pacyga interjected stating that they should not get into the merits of the issue. He also cautioned Trustee Gallegos about a conflict of interest dealing with a personal and or financial interest. Mayor Medina asked the board if they felt a hearing was needed. Attorney Pacyga suggested getting more guidance from CIRSA if the board chose to proceed with a hearing.

***Motion:*** Trustee Wagoner moved to table the discussion to get advice from CIRSA on how to proceed; seconded by Mayor Pro Tem Valdez.

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

Nays: None

Abstain: Trustee Gallegos

Motion Carried.

**Old Business**

Schedule water/sewer rate increase Town Hall meetings – Town Manager Zaragoza stated that he was advised by CDPHE to do a rate study to evaluate how much the water and sewer rates needed to be increased. He spoke with Tineel Baroz from USDA, who is helping with the study. It was suggested to put a note about this in the water and sewer bills and newsletter to keep the citizens informed.

**Reports**

**Town Manager Report**

Town Manager Zaragoza presented his report. A copy of his report is included in the council packet.

In addition to his report, he requested to have a special meeting to invite the loan officers from SLV Federal Bank to discuss and answer questions the trustees may have about the Lease Purchase Agreement for the maintenance building.

Town Manager Zaragoza highlighted items from the Community Engagement Committee. He stated that he and Trustee Wagoner have stayed in contact with Katherine Correll from DCI to help revitalize Main Street. He reported on his outreach to get youth involved.

Town Manager Zaragoza stated that town had budgeted $2,500 for summer concerts. The money was used to pay for the bands for Glory Days and a check was written to Glory Days Committee.

**Town Attorney Report**

Town Attorney Pacyga reported on the following:

* Researched the procedures for the personnel hearing.
* Followed up with Trustee Villagomez about the debris collected on the Richfield ditch.

**Police Report**

Police Chief Lujan presented a written report and asked if there were any further questions.

**Maintenance Report**

Maintenance Supervisor Jimmy Hinojos submitted a written report. Trustee Villagomez thanked the Public Works department for all their hard work.

**Clerk Report**

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

**Inspector Report**

Building Inspector Darrin Rodriguez submitted an updated written report. He commented on a few projects.

**Committee Reports**

Planning and Zoning Commission – Town Manager Zaragoza reported that there was no meeting.

Policy and Procedures Committee – Mayor Pro Tem Valdez stated there is nothing to report.

Community Engagement Committee – Trustee Wagoner reported that she has been working with Katherine Correll from DCI on getting another grant to help the businesses improve facade.

**Trustee Comments**

Trustee Gallegos – Asked about the new restaurant, Town Manager Zaragoza gave an update. Trustee Gallegos stated the handicap signs have still not been painted correctly; Public Works Supervisor Hinojos stated that he has ordered the paint, but it is backordered. Trustee Gallegos asked about speed bumps on Richfield Road.

Trustee Villagomez – Asked about the procedure for issuing a building permit. He stated that there is a lot building that happens during the weekend. Building Inspector Rodriguez asked that he be contacted, and he will follow up.

Trustee Wagoner– Asked about the weed cutting, Public Works Supervisor Hinijos replied that they are working on it.

Trustee Chavez – No comments but stated that the town is looking nice.

Mayor Pro Tem Valdez – Reported that he had a few citizens question why the water bills were being estimated and how the estimates were determined.

Mayor Medina – Reported that she has a request for trustees to service on the policy committee for CML. She also reported on the opioid committee and members are needed. It was also mentioned that there will be a Nacan meeting and distribution on August 31.

**Adjournment:**

**Trustee Wagoner moved to adjourn. The meeting adjourned at 8:21 pm.**

**Respectfully Submitted by**

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**Town Clerk – Shawn Pagnotta, CMC Mayor / Mayor Pro Tem**