

# TOWN OF LA JARA

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Regular Meeting  
Date: January 14, 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](http://www.colorado.gov/townofajara)

## Call to Order

In an effort 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: Chavez, Espinoza, Villagomez, Wagoner, Mayor Pro Tem Valdez, and Mayor Medina.

Absent: Trustee Gallegos.

A quorum was present.

Also present were: Chief Lujan, Maintenance Supervisor Jimmy Hinojos, Town Manager Larry Zaragoza, Building Inspector Darrin Rodriguez, Town Attorney Ben Pacyga and Town Clerk Pagnotta.

## Approval of Agenda

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

*Vote Results:* Ayes: Trustees Chavez, Espinoza, Villagomez, Wagoner, 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 Espinoza.

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

Nays: None

Motion Carried.

## Guests

Kevin Coates, Attorney representing CF Altitude LLC, addressed the board regarding the application for a transfer of ownership for the liquor license from Pester Marketing. Mayor Pro Tem Valdez asked if the Alta Convenience store was going to move forward with their plans in installing the fuel island as mentioned in previous years. Mr. Coates replied that he had no knowledge of that issue and was only representing on behalf of the liquor license transfer. Trustee Espinoza asked the process for the transfer. Mr. Coates explained the process and requested a temporary permit to allow the store to continue to sell beer while the transfer is being completed. Mayor Pro Tem Valdez asked Chief Lujan if he had any

complaints or liquor violations; Chief Lujan responded that to date there had not been any issues or liquor violations.

**Motion:** Trustee Wagoner moved to approve issuing a temporary permit to CF Altitude, LLC; seconded by Trustee Chavez.

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

Nays: None

Motion Carried.

Mr. Coates stated that transfer of ownerships is often approved administratively and asked if this could be addressed at this time. Town Clerk Pagnotta requested that since the attorney representing CF Altitude, LLC was present and all the necessary paperwork was in order if the board would be willing to approve the transfer of ownership.

**Motion:** Trustee Espinoza moved to approve the transfer of ownership from Pester Marketing to CF Altitude; seconded by Trustee Villagomez.

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

Nays: None

Motion Carried.

### **Citizen Comments**

Julian Espinoza, Planning and Zoning Chairperson, addressed the board regarding adopting Rio Grande County's planning and zoning codes. Mayor Medina stated that back in May the Planning and Zoning Committee requested approval from the board to adopt these codes as a guideline, however no action was taken from the board. Trustee Espinoza felt the codes needed to be adopted sooner than later, but asked if the trustees could have a chance to review them prior to approval. It was decided to have a special meeting the following week. Attorney Pacyga stated that he had no issue with adopting the codes. Julian Espinoza stated that the codes are amendable and could be adopted and changed as needed to fit the needs of La Jara.

Mayor Medina asked Town Manager Zaragoza to report on the Planning and Zoning Meeting from the previous night. Town Manager Zaragoza explained that Trustee Wagoner requested a change in plat to the property owned by her parents. Trustee Wagoner replated the property in order to build a house in the future.

Town Manager Zaragoza also addressed the concerns of a property on Main Street where a family has converted the building into a living space. Town Manager Zaragoza stated that during the meeting, 4 or 5 concerned citizens voiced their opposition of allowing the living space in the building. It was stated that no one has requested a building permit or a variance to have a dwelling in the building. Mayor Pro Tem Valdez also voiced his concerns and stated that the property should remain as a commercial building.

### **New Business**

Resolution 2021-1 Designating the public place for posting notices.

**Motion:** Trustee Espinoza moved to approve Resolution 2021-1; seconded by Trustee Wagoner.

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

Nays: None

Motion Carried.

Ordinance 2021-1 An ordinance enacting a code of ordinances for the Town of La Jara, Colorado, revising, amending, restating, codifying and compiling certain existing general ordinances of the Town of La Jara dealing with subjects embraced in such code of ordinances, and declaring an emergency.

**Motion:** Trustee Espinoza moved to adopt Ordinance 2021-1; seconded by Trustee Wagoner.

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

Nays: None

Motion Carried.

Water/Sewer operator agreement – Town Manager Zaragoza reported that Paul Garel from Manassa has been assisting the town with the water and sewer operations. Zaragoza will be working with Town Attorney Pacyga to draft an agreement.

### **Old Business**

Committees – Mayor Medina stated that she would like to have two trustees on either the Planning and Zoning, Community Engagement, or Policies and Procedures Committees. Trustee Espinoza and Trustee Wagoner will serve on the Community Engagement Committee. Trustee Villagomez and Trustee Gallegos will serve on the Planning and Zoning Committee. Trustee Chavez and Mayor Pro Tem Valdez will serve on the Policies and Procedures Committee.

### **Reports**

#### **Town Manager Report**

Town Manager Zaragoza reported on the following items:

- All bids for the plumbing and electrical installation for the new maintenance building have been submitted.
- Will make application to First Southwest Bank for loan for the maintenance building.
- COVID-19 Vaccine – He asked if the town should require or suggest offering an incentive to employees to get a vaccine. Trustee Espinoza asked about the liability because of the many adverse reactions to the vaccine.
- Received a \$20,000 grant from CHFA to be used for parklets to promote community engagement.
- Control panel for the water pump has been ordered.
- LED electric sign will be installed soon at Town Hall.
- Advertised for an additional maintenance worker. Conducted interviews for the maintenance supervisor position as well as a maintenance worker. Jimmy Hinojos was hired as Maintenance Supervisor.
- Reducing the demand for indoor/outdoor water usage by offering incentives for xeriscape yards.
- Continued to help local businesses with COVID Relief funds from the county.
- Reached out to Tim Crowther, Town of Sanford's Maintenance supervisor who agreed to help the Town of La Jara with jetting of sewer lines when needed.
- Secured a \$7,500 grant from El Pomar for Northerner's Senior Center's grocery distribution. The distribution is scheduled for Jan. 22 starting at 10 am.
- Received a bid of \$200 for the 2002 Crown Vic. police car. The car does not run as the motor is seized.

**Motion:** Mayor Pro Tem Valdez moved to sell the 2002 Ford Crown Vic for \$200.00; seconded by Trustee Wagoner.

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

Nays: Trustee Espinoza.

Motion Carried.

Trustee Espinoza suggested making a policy stating that if the town wanted to liquidate assets under a certain value it could be taken care of administratively. Attorney Pacyga drafted a procurement policy and suggested the Policy and Procedure committee take a look at.

Town Manager Zaragoza reported that he also received an offer to purchase the Hum V's for \$5,000, however the buyer wanted to make payments. Trustee Espinoza stated that taking payments would be a bad idea.

Town Manager Zaragoza stated that in years past the trustees had named a Citizen of the Year; he suggested that Matthew Gallegos be nominated because he does a lot with the Care and Share program as well as the food bank.

**Motion:** Mayor Pro Tem Valdez moved to approve the town Manager's Report; seconded by Trustee Espinoza.

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

Nays: None.

Motion Carried.

### **Town Attorney Report**

Town Attorney Pacyga reported on the following;

- Consulted with the Town Manager regarding the process of hiring of the maintenance supervisor.
- Drafted a contract for Razorback Construction for building the maintenance shop. This is on hold as the town is waiting on processing the loan.
- Contacted by a citizen regarding an issue with a water bill. This citizen was redirected to the Town Clerk.
- Contacted by Trustee Gallegos who had concerns about the budget and financial records. He met with the Town Manager and Town Clerk and discovered that the concerns were not factually founded.

Mayor Medina thanked Attorney Pacyga for redirecting the citizen back to the clerk and felt that citizens should not be engaging with the attorney directly. Trustee Espinoza agreed and stated that if the town is obligating an expense it should be agreed upon by the board of trustees.

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

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

Nays: None

Motion Carried.

### **Police Report**

Police Chief Lujan presented a written report and asked if there were any further questions. Trustee Espinoza asked about the decrease in revenues. Chief Lujan explained that all law enforcement agencies have seen a reduction in traffic violations. He also contributed the lack of revenue to COVID. Town Manager Zaragoza explained that all the new laws that have been enacted has caused more restrictions and increased liabilities. Attorney Pacyga explained these new laws in more detail.

### **Maintenance Report**

Maintenance Supervisor Jimmy Hinojos submitted a written report and offered to answer any questions. Mayor Medina stated that she has heard some great things about Jimmy in regards to his demeanor and professionalism.

### **Clerk Report**

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

### **Trustee Comments**

Trustee Espinoza – Sent some information from DCI (Downtown Colorado Inc.) on additional grant funding opportunities. She will explore it a little more with Trustee Wagoner in the Community Engagement committee. She addressed the housing study that should be completed this summer and stated that the town should consider sending out requests for proposals for development of housing projects.

Trustee Chavez – Had a couple of kids ask about developing a dirt bike track. She commented that the LED sign looks great. She thanked everyone for continuing to work hard with the COVID situation and doing it in a safe manner.

Trustee Villagomez – Thanked everyone for their hard work.

Trustee Wagoner – Looking forward to working with Trustee Espinoza and is hopeful to move forward with a lot of positive energy and momentum to get things in place.

Mayor Pro Tem Valdez – Thanked all the staff for the hard work.


Mayor Medina – Didn't have anything to report.

### **Adjournment:**

Mayor Pro Tem Valdez moved to adjourn. The meeting adjourned at 7:21 pm.

Respectfully Submitted by

  
Town Clerk – Shawn Pagnotta

  
Mayor / Mayor Pro Tem

