

TOWN OF LA JARA

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Regular Meeting
Date: October 8, 2020

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

The Regular Meeting of the La Jara Town Board of Trustees 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 was present via Zoom.

Absent: Trustee Espinoza and Gallegos.

A quorum was present.

Also present were: Chief Lujan, Maintenance Supervisor Matthew Herrera, Building Inspector Joseph Trottnner, Town Manager Larry Zaragoza, Town Clerk Shawn Pagnotta and Town Attorney Ben Pacyga was present via Zoom.

Approval of Agenda

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

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

Nays: None

Motion Carried.

Consent Calendar

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

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

Nays: None

Motion Carried.

Guests

Suzan Robins addressed the board regarding the Conejos County Gift of Giving program. She explained the program works with Toys for Tots to provide Christmas toys for the less fortunate children in the county. She explained that last year the committee provided Christmas gifts to over 800 children in the county. She is requesting a donation from the Town to help purchase gifts for this year. Town Manager stated that the town had money available to donate because many of the events that were planned for this year was canceled due to COVID.

Motion: Mayor Pro Tem Valdez moved to donate \$300 to the Conejos County Gift of Giving program; seconded by Trustee Wagoner. It was noted that the check should be made out to "Concepts."

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez and Mayor Medina.
Nays: None
Motion Passed.

Suzan Robins also requested that the town help in getting the message out that they are taking donations. It was discussed that the Town would put a message on the bulletin board as well as Facebook. The committee will also be selling Krsipy Cream Donuts to raise additional money for the program.

Citizen Comments

No Citizen comments were made.

New Business

Ordinance 2020-3 – Imposing a surcharge on court citations. Attorney Pacyga explained that Town Clerk Pagnotta discovered a couple of discrepancies in the original ordinance pertaining to the surcharge amount. He recommended drafting a new ordinance to clean up the issue clarifying that the amount should be a 40% surcharge. Trustee Chavez asked for clarification the surcharge; Attorney Pacyga explained.

Motion: Trustee Wagoner moved to adopt Ordinance 2020-3, an ordinance imposing a surcharge upon violation of the Model Traffic Code and other town ordinances; seconded by Trustee Villagomez.

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez and Mayor Medina.
Nays: None
Motion Passed.

Old Business

Mayor Pro Tem Valdez asked if the digital LED sign had been purchased. It was discussed that the sign would only be used for town messages to be conveyed to the citizens. Trustee Chavez asked what the cost of the sign would be. Town Manager Zaragoza stated that the sign would be about \$2500 to \$3500. The sign would be located on the outside of Town Hall facing Main Street.

Motion: Mayor Pro Tem Valdez moved to purchase a digital LED sign; seconded by Trustee Wagoner.

Vote Results: Ayes: Trustees Chavez, Villagomez, Wagoner, Mayor Pro Tem Valdez and Mayor Medina.
Nays: None
Motion Passed.

Reports

Town Manager Report

The items Town Manager Zaragoza reported on are as follows:

- Sidewalk Project update – The inspector from CDOT will be doing a pre-construction inspection and walk through with the contractor. There will need to be some adjustments made to the ADA ramps. He is hopeful that the inspector will give the okay to move forward so that demolition of the old sidewalk can be start the next day. Trustee Wagoner asked if the benches and dispensers had been purchased yet. Town Clerk Pagnotta stated that nothing could be purchased until we receive the Notice to Proceed.
- Maintenance Building – going to be on hold until next year. Mose Girod prepared a bid for 64' x 36' metal building.
- Luncheon meeting with Brian Lujan, Center Town Manager. He shared the information at the retreat.

- Waste Water Lagoons – Martin Reynolds has prepared a plan/report that is ready to be sent to the state. He explained that the town had 90 days to submit a plan to address the violations. He also met with an individual who could help municipalities find funding sources for these projects. He felt that this project will probably get started in 2022.
- Meeting with Leroy Polkowski – Polkowski is wanting to develop on Polk Ave. where he wants to build 6 to 8 houses. Zaragoza and Maintenance Supervisor Matt Herrera will be meeting with him in the future to discuss water and sewer lines.
- Update on Arnold Salazar housing development – They have cleaned the lot out and is not planning on putting the houses in this year, but is working to get the water and sewer lines put in before winter.
- Hum Vee bid – Received one bid for \$3000. He explained that the board put a minimum bid of \$5,000. He asked for direction from the board as to what they would like to do with the one bid. The board decided to reject the current bid of \$3,000 and advertise them again.
- Citizen of the Year – Nominations to be submitted by next meeting. Mayor Medina nominated Millie Rodriguez.
- Christmas Party – Zaragoza will talk to the owners of the Dutch Mill to see if and when we could plan a party. He asked the trustees to be thinking of a date.
- Roll off Dumpsters – The dumpsters for fall clean-up was scheduled to begin on October 10th and end on October 17th. Zaragoza explained that dumpsters would be available for household items as well as small branches and leaves to town residents only. He suggested that citizens would have to show an ID to prove they live in the city limits. He also suggested charging a \$25 fee to allow residents outside the city limits to use the dumpsters. It was noted that the burn pile at the lagoons was still closed because the pile is very large and has not been able to be burned.
- Downtown Murals – Zaragoza met with Diego Flores to discuss having murals painted on a few of the buildings around town. They discussed the possibility of having art students participate with the murals.
- There was a discussion on obtaining grants - Town Clerk Pagnotta explained that grants needed to be budgeted for, both as income and as an expense. She also stated that most grants are a reimbursement grant and require a cash match. She went on to further explain that the town needed to be mindful of available cash flow when seeking grants and doing projects.
- Trunk of Treat – The town will participate in the Trunk or Treat that will be hosted by the Conejos Count Hospital on October 30th. Zaragoza stated that he would take the town car and pass out the candy according to the guidelines for COVID.
- Wi-Fi at park at Town Hall – He was asked by Chief Lujan to put a timer on the Wi-Fi at the park next to Town Hall because of the unwanted activity. He contacted Ciello, who will install a timer where the Wi-Fi will be shut off between the hours of 7pm and 7am.

Mayor Medina thanked him on a job well done.

Town Attorney Report

The items Town Attorney reported on are as follows:

- Sidewalk grant – Attorney Pacyga is working on drafting a contract for SLV Quality Concrete and should have it finished by Tuesday prior to the pre-construction walk through.

- Amended contract for Subdistrict 6 - after the board approved the original contract, he realized that he needed to add a non-appropriation clause. He received the signed contract with the changes.
- Collected samples of procurement policies that the board can take a look at once the pressing issues for the water and sewer system have been resolved.
- Researched prior issues with the water system from 1979 and noticed that the town had some emergency declarations in place where he found that there are statutory provisions that would still allow the town to have some municipal bonds to help fund the water and sewer system.
- Most of the legal leg work for the annexation issue has been completed. He stated there are just some factual questions that would need to be resolved.

Approval of Reports

Motion: Trustee Wagoner moved to approve Town Manager and Attorney reports; seconded by Trustee Villagomez.

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

Nays: None

Motion Passed.

Police Report

Chief Lujan reported on the Trunk or Treat to be held on October 30th. He reported that the patrol car had been repaired. The officers have been attending the required CIRSA and POST trainings. Mayor Medina asked everyone to sing Happy Birthday to Chief Lujan.

Maintenance Report

Maintenance Supervisor Matthew Herrera reported that the report for the waste water system had been completed and submitted to the state. He and the maintenance crew have been cleaning up the branches and town properties. He reported that the Inn at Rio Grande tested their fire system and the water pressure was an issue. It was reported that CE Corp will be visiting on Friday, October 9th where they will look at the Town's water system and develop a plan to correct the water pressure issues. Herrera explained the baffle system that the Town of Manassa has. He stated that their system seems very simple.

Clerk Report

Town Clerk Pagnotta reported that she sent information to the Trustees to help them set up their town email addresses. She stated that she would be willing to help them individually set up their email addresses. She reported that the budget was presented to the trustees at the retreat on October 2nd and stated that the budget hearing would be held on November 12th, prior to the regular board meeting. She asked if anyone had questions or would like to make amendments to the budget to please bring them to her at Town Hall prior to the budget hearing.

Mayor Medina thanked the staff for attending the retreat. She asked if Building Inspector Joseph Trottnier had anything to report; he had nothing to report.

Trustee Comments

Trustee Villagomez – Mentioned that the Gift of Giving program was a good program and explained what the hospital does to help with gifts. He explained the process for the Trunk or Treat and what the hospital is doing to promote health and safety for the event.

Trustee Wagoner – She reported on the retreat and felt there were a lot of good ideas and good energy that was generated. She is hopeful for good things to come. She will hold off on grant writing for 2020.

Mayor Pro Tem Valdez – Reported that he received some paperwork from an individual who could assist with municipal education, health care and public safety needs. Town Manager Zaragoza stated that he would follow up with this. Mayor Pro Tem Valdez stated that they may be able to help with a maintenance building.

Mayor Medina – Reported on an email that she received from Aaron Miltenberger who indicated that La Jara was included in the SLV Housing Study. He is asking the town to help in gathering information from the business owners for the study. Town Manager Zaragoza stated that he, Karen Hinojos from the Conejos County Housing Authority, and Town Clerk Pagnotta had a phone conference with another individual from the housing study to assess the housing needs for La Jara.

Trustee Chavez – Wished Chief Lujan a happy birthday. She stated she would be willing to help wrap gifts for the Gift of Giving program. She asked if the zoom link to the council meetings could be made public so that citizens could join the zoom meetings. She reported that her mother wanted to give kudos to the maintenance department for their professionalism, prompt service, and for being friendly and helpful.

Adjournment:

Mayor Pro Tem Valdez moved to adjourn. The meeting adjourned at 7:15 pm.

Respectfully Submitted by


Town Clerk – Shawn Pagnotta




Mayor / Mayor Pro Tem