

**Regular Meeting  
of the Town Of Ignacio Board of Trustees  
Wednesday, February 17, 2016**

**I. CALL REGULAR MEETING TO ORDER: PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor Stella Cox called the Regular Meeting to order at 7:01 p.m. **Trustees Present:** Mayor Protem Alison deKay, Lawrence Bartley, Edward Box, III, Thomas Atencio, Dixie Melton and Sandra Maez. **Staff:** Mark Garcia, Interim Town Manager; Georgann Valdez, Town Clerk; Diana Briar, Town Treasurer and James Brown, Public Works Director. **Audience:** Carol McWilliams from the Pine River Times.

**II. PUBLIC COMMENT: NONE**

**III. CONSENT AGENDA:**

**A. APPROVAL OF MINUTES:**

- i. **Regular Town Board Meeting January 20, 2016**
- ii. **Financial Reports for January – A/P Check Register**

**Trustee Melton moved to approve the Consent Agenda. Trustee Box seconded. The motion passed by unanimous voice vote.**

**IV. UNFINISHED BUSINESS:**

- A. IGA with Ignacio Library District for Snow Removal:** The agreement states \$75 per event, Library is happy with the service and the fee; the contract is through the end of the year and is renewable; Town Attorney has reviewed the agreement. **Mayor Protem deKay moved to approve the IGA with the Ignacio Library District for Snow Removal. Trustee Bartley seconded. The motion passed by unanimous voice vote.**
  
- B. Resignation of Municipal Judge:** Judge Diane Knutson submitted her letter of resignation January 19. Town Manager Mark Garcia will prepare a Request for Qualifications to seek out interest in the position. Since we are a court of record, it requires a licensed attorney to sit as Judge. Court is held every other month and may be canceled due to lack of cases. **Trustee Atencio moved to accept Judge Knutson's resignation and entertain applications to fill the position. Trustee Box seconded. The motion passed by unanimous voice vote.**

**V. NEW BUSINESS:**

- A. ORDINANCE 323 – Ordinance to Amend the Municipal Code regarding elections and the Cancellation of elections.** Mr. Garcia explained the Ordinance will amend the Town Municipal Code, Chapter 1, Section 1-5-1, changing the dates for filing an affidavit of intent by individuals seeking to run for office as write-in candidates to the twentieth day prior to the day of the election and Section 1-5-2 allowing for the election to be canceled if the only matter before the voters is the election of persons to office, and if

at the close of business on the nineteenth day before the election there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent.

Mr. Garcia also explained the need to make this an emergency ordinance which would become effective upon adoption because of conflicting dates if the ordinance is passed as a regular ordinance, the effective date would be 30 days after publication (March 20) and the day the election may be canceled is 20 days before the election or March 17. Therefore, staff is recommending the Ordinance pass as an emergency ordinance effective immediately. **Trustee Atencio moved to adopt Ordinance 323 to amend the Municipal Code regarding the filing of an affidavit of intent for write-in candidates and the cancelation of elections. Trustee Melton seconded. The Ordinance was passed as an emergency and becomes effective immediately. The motion passed by unanimous voice vote 7-0.**

## **VI. TRUSTEE REPORTS:**

### **A. Police Report: No questions**

**B. Public Works:** Trustee Atencio asked if staff was working on a policy regarding snow removal and what is being done regarding snow removal so the mess on Browning is not repeated. Mr. Garcia stated staff is working on an Emergency Snow Route Ordinance to deal with snow removal. He asked Public Works to cut down on overtime hours, and they also ran out of places to put the snow with the more than normal accumulation. Mr. Brown stated a snow plow was down after the first storm. Trustee Atencio wanted to address the plowing on Browning, the run off, the ice build-up, water freezing turning to ice rinks and plowed in vehicles; he recommended plowing the snow to the center of Browning; making a policy, notifying the public to move vehicles to allow for snow removal. A lengthy discussion followed; Board members had suggestions, communicating with the public through letters and posting signs; enforcement of ordinance, work with Police Dept. to remove the abandoned vehicles year round; overtime is needed during snow season. Romero Avenue is seriously affected by vehicles, preventing Public Works from cleaning the road and making a narrow passage for school busses and school traffic. Staff has worked on the snow challenge and will continue to work on this; snow route ordinance will be brought to the Board at the next meeting.

Family Dollar: sink hole due to the way the drilling company bored the hole, got too shallow and the road failed, CDOT is requiring it be compacted properly; road should be complete by next week; gas and water service will be connected this week. Asphalt will be done in early spring.

The State CDOT project of the installation of the traffic light at the intersection of Hwy 172/151 is getting underway. Dan Brent the public information officer will begin by notifying the businesses Friday. A public hearing will be held March 16 at 6:00 p.m.

before the Board's meeting. Trustee Box informed the Board that Friday would be his last day at Tribal Planner but would like the communication with the Tribe to continue on this project as they are one of the IACAAP stakeholders. Notices will be sent out in the utility bills.

- C. Treasurer:** Received December Town sales tax from the State and October county sales tax; we still are awaiting the sales tax for November and December from the county. Mr. Garcia contacted County Manager regarding the delay in getting the Town's sales tax to the Town in a timely manner. That will be a topic for discussion at the March 10 meeting. Staff is working on getting a comparison sales tax spreadsheet to the Board.

Finance Officer Diana Briar gave a brief update on loss due to the embezzlement. The \$47,000 loss was written off per the auditor's advice and will go in a miscellaneous income when we get reimbursed from the insurance. Further research from the detailed deposits received from the bank found other areas of missing funds: LPC county checks for Road and Bridge, motor vehicle registrations, business licenses, contractor's license and franchise fees. Total loss at this time is \$70,677. Research shows deposits were manipulated as far back as March; records are being sent to the forensic accountant. A lengthy discussion followed with questions and suggestions came from the Board members.

- D. Community Development Coordinator:** On vacation, no meeting has been held due to illness on the Commission; challenges with Family Dollar and the new restaurant has issues. A meeting will be set with Mr. Walker regarding the development, land swap and wet lands issue.

- E. Town Attorney:** No report; work continues on Dept. of Revenue sales tax exempt issue.

- F. Town Manager:** Mr. Garcia stated Tuggy Dunton has been hired as a part-time front desk clerk. Her position, hours, duties, and title were briefly addressed. The mosquito control contract is being reviewed; costs, potential work done by staff and looking at other options; considering Police Department doing code enforcement. Grant work is moving forward; utility mapping grant agreement has been signed by the Tribe and the DCI grant application has been submitted. Applications will be submitted for the administrative capital improvement grant and tier one energy gas line replacement by the April 1 deadline; both were budgeted in 2016. Still working with Tribal utilities on having a conversation regarding utility rates. Still waiting for a response from the Department of Revenue regarding the sales tax exemption issue. Still on standby regarding the committee meeting and the joint meeting with Tribal Council.

Plan for a strategy and visioning day meeting was set for Saturday March 19 at 9 am with Board Members. March 10 is the joint meeting with LPC Commissioners; items for discussion may include CR 320, annexations, road and bridge mill levy increase; receiving the town's revenue by ACH.

**VII. TRUSTEE REPORT:** Trustee Atencio stated pot holes are bad on Goddard; Mr. Brown stated the State is waiting on asphalt to do the repairs. Mayor Cox addressed Trustee Bartley's absences for the Board meetings. She encouraged more regular attendance and asked him to consider stepping down if he felt he could not make the meetings.

**VIII. ADJOURNMENT:** Being no further business before the Board, Mayor Cox adjourned the meeting at 8:51 p.m. The next regular meeting will be March 16, 2016, at 7:00 p.m. in the Abel F. Atencio Community Center at 540 Goddard Avenue.

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**Stella Cox, Mayor**

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**Date**

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**Attest: Georgann Valdez, Town Clerk**