

**Regular Meeting  
of the Town Of Ignacio Board of Trustees  
Wednesday, March 18, 2015**

**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, Thomas Atencio, Lawrence Bartley, and Cecilia Robbins. Trustees Absent: Dixie Melton and Edward Box (both were ill) **Staff:** Lee San Miguel, Town Manager; Georgann Valdez, Town Clerk; Lisa Rea, Town Treasurer; Dan Naiman, Community Development Coordinator; Jackie Mejia, Front Desk Clerk and IT and David Liberman, Town Attorney. **Audience:** Carol McWilliams from Pine River Times, Kip Turner, Aviation Director, Dgo-La Plata Airport Improvements Proposal, Tony Vicari, Administrative Assistant, Lisa Turner, Joe Kerby, La Plata County Manager; Brad Blake, La Plata County Commissioner and Rudy Mestas.

**II. PUBLIC COMMENT: NONE**

**III. APPROVAL OF MINUTES:** Trustee Robbins wanted the minutes to reflect that she was absent for the February 18 meeting due to illness. Mayor Protem deKay moved to approve the minutes of February 18, 2015 with that addition. Trustee Bartley seconded. The motion passed by unanimous voice vote.

**IV. PRESENTATION:** Durango-La Plata County Airport Improvements Proposal: Kip Turner, Director of Aviation gave a presentation on the proposed Airport Improvements. He outlined the Terminal building requirements, an overview of current challenges and listed the three alternatives that are being considered. They were: 1) renovate and expand existing terminal building; 2) construct new terminal building adjacent to existing and demolish the old terminal building; and 3) construct new terminal complex on east side of the airfield. Other areas discussed were costs of improvements, funding and possible costs to the citizen. Benefits to Alternative 3 were listed as were the agencies supporting it and the next steps which include continued public outreach, finalize alternate analysis chapter, financial analysis and airport layout plan. Questions from the audience and Board were answered regarding a new intersection, private aircraft, noise issues, funding sources and projection on ground breaking.

**V. UNFINISHED BUSINESS:**

**A. Human Resource Payroll Cost Savings Recommendation requested by Board:** Mr. San Miguel asked for an extension, stating he needed to contact all departments to include everyone in the process. Ms. Rea said the Board directed her to prepare payroll cost saving recommendations at the last meeting. Ms. Rea stated she has been working on this for the past month, has put in a number of hours and has used several resources including CML's HR List Serve, FSLA rules, Chief of Police and Tami, Chief Counsel from

CIRSA and discussed a couple issues with Mr. Lee San Miguel. Following a long phone conversation, she incorporated Tami's Tanoue suggestions into her recommendations. Ms. Rea gave the report to Mr. San Miguel for review. Ms. Rea stated she does not need more time and her report is complete and she is prepared to share it with the Board. Mr. San Miguel wants the Public Works' input as it impacts them directly. Trustee Atencio stated HR should be setting policy for PW not the other way around. The directive was to have Ms. Rea work with Mr. San Miguel and was given one month to compile the information. Mr. San Miguel repeated he wants everyone's involvement and the fair thing is to involve Public Works. The Board asked Mr. San Miguel why his recommendations were not completed in the time allowed. No answer was given. Ms. Rea stated her recommendations will not change. Following a discussion among the Board members as to whether the report should be given to them or to wait until Mr. San Miguel has prepared his recommendations, and whether the subject should be discussed in an executive session, **Trustee Atencio moved to have the Board see Ms. Rea's report. Trustee Robbins seconded. The motion passed by 4-1 with Trustee Bartley voting no.** Mr. San Miguel is to have his recommendations to the Board by the next meeting on April 1. Trustee Atencio asked if he has questions on the report, can he ask Ms. Rea. Mr. San Miguel stated the request has to go through him.

- B. Public Comment Statement: After a brief discussion Mayor Protem deKay moved to adopt #3 of Trustee Melton's recommendation. Trustee Bartley seconded. The motion passed by unanimous vote. In the future the Public Comment Statement will read: *The Town Board values public comment and expects speakers to be courteous showing how one can respectfully disagree with others' views. Comments will address only the Board and may be limited to 5 minutes per person. Please do not comment on items listed on the agenda as opportunity will be given to comment during these discussions.***
- C. RHA Appointment Terms (Requested by RHA) Mayor Protem deKay moved to have Mr. San Miguel serve a three year term and Trustee Robbins serve for one year. Trustee Bartley seconded. The motion passed by unanimous voice vote.**
- D. Action following Town Manager Evaluation in Executive Session February 18, 2015: Mayor Cox stated the Board completed Mr. San Miguel's annual evaluation on February 18, 2015 and during an executive Session the Board agreed by consensus to give him a 3% pay increase, retroactive from 11/18/14; This action must take place in an open meeting. Mayor Protem deKay moved to give Mr. San Miguel, based on the discussion in the February 18, 2015 Executive Session, a 3% annual merit increase. The motion failed due to lack of a second. Trustee Atencio moved to table the item until a full Board is present. Mayor Protem deKay seconded. The motion passed by unanimous voice vote. Mayor Protem deKay asked that this item be placed as: Town Manager Evaluation Discussion in Executive Session with an action Item to follow.**

## **VI. NEW BUSINESS:**

- A. Resolution 03-2015 Authorizing Town Treasurer to sign New Truck Lease Documents:**

Questions were answered by Ms. Rea and Mr. San Miguel. Mayor Protem deKay moved to adopt Resolution 03-2015 to authorize Town Treasurer Lisa Rea to sign the new truck lease documents. Trustee Bartley seconded. The motion passed by unanimous voice vote.

- B. Ordinance 316 – Vacating a Portion of Ignacio Street to Ignacio School District –** Community Development Coordinator Dan Naiman explained the Town of Ignacio is vacating a portion of Ignacio Street and an application has been filed by Ignacio School District, the owners of the property abutting the property to be abandoned, seeking the vacation of the property set. The Town will reserve the rights of way for utilities and the School District will be responsible for maintenance of the Street. **Mayor Protem deKay moved to approved Ordinance 316, vacating a portion of Ignacio Street to Ignacio School District. Trustee Bartley seconded. The motion passed by unanimous voice vote.**
- C. Bike Rally Discussion Vendor Fees and Rent:** Staff has been receiving calls from potential vendors for the motorcycle rally. The vendor’s fee has been \$250 for the weekend and \$100/per space per day in Town parking lot. Following a brief discussion, staff will meet to discuss the impact of rally and future fees; Trustees Atencio and Robbins will represent the Board. The committee will meet and bring their recommendations back to the Board at the April 1 meeting.

**VII. STAFF REPORTS:**

- A. Police Report:** No questions
- B. Public Works:** Mr. San Miguel reported he received a call from Public Health Dept. stating everything was all clear from last month’s sewer spill and the fence has been removed. Staff has received calls from citizens regarding the dust raised by the street sweeper. Mayor Cox asked about a backhoe incident regarding careless driving, Mr. San Miguel responded that he had already discussed it with the department. Trustee Atencio thanked staff for the PUC update and asked why a contractor was hired to help Public Works. Mr. San Miguel stated that extra help was needed, that the contractor was hired because Jackie did not have the time. In the future, it was recommended to use in-house staff. Lisa mentioned it was not in the budget to hire the contractor to do the work. Rudy Mestas, a citizen asked who is responsible for maintenance on CR 320B. Mr. Mestas was pleased that the Town filled a trench so quickly. Mr. San Miguel said the Town and County have a gentlemen’s agreement to help each other out.
- C. Treasurer:** County sales tax up over budget, while the city sales tax revenue is down, as anticipated. We have eliminated a debt service payment with the termination of contract on the Dump Truck/Snow Plow Debt. Minor changes to the revenue over expense report. Auditor will be coming in another week.
- D. Planning:** Working with the School District to begin the annexation process of Ignacio Middle School and other school properties, and a portion of CR 320 and 320B as they must be the petitioner. Questions were answered regarding fees, the improvements of

the roads by the County, and discussion of other portions of 320A. The re-purposing of the old Elementary School was briefly discussed. Dan presented the Board with his final draft of the Downtown Design Guidelines for their review, with comments to be at the next Board meeting.

- E. **IT** – Jackie Mejia reported the Board’s new Chrome Books have arrived. She is setting them up with new Google Gmail addresses and will be offering training. We will go live with them the second meeting in April. This will eliminate the paper Board packets. Town Attorney discussed email conversations between Board members. He will have a summary of email policy and Open Meetings Laws.
- F. **Town Attorney:** Working with Mr. Naiman on Ordinance to vacate, right of way and land use code; Executive Session issues and Board Issues; Sewer District Dissolution finalization; with Mr. San Miguel on Open Records Request from the Durango Herald; Lease Purchase Resolution with Ms. Rea, sales tax issues and IPD Lawsuit. Questions on the Water Rights Issues were answered.
- G. **Town Manager:** Damaged gas meter questions were answered. Meetings with the Family Dollar folks were held. Sewer connections and sewer meter were discussed. Other questions regarding Mr. San Miguel’s report were answered; Southwest Outdoor Expo assistance; Fresh Farmer’s Market opening; Farmer’s Market location; GOCO Grant application award date and PUC Public Awareness visit.

VIII. **TRUSTEE REPORTS:** Regional Housing Authority meeting was canceled due to lack of quorum.

IX. **MISCELLANEOUS: NONE**

X. **EXECUTIVE SESSION:**

**Legal Advice under C.R.S. Section 24-6-402 (4)(b): Mayor Protem deKay moved to go into Executive Session for the purpose of receiving Legal Advice. Trustee Atencio seconded. The motion passed by unanimous voice vote.** The time is now 9:58 p.m. and the Regular meeting has been adjourned.

Before going into Executive Session, a brief discussion took place regarding the second Executive Session on the Agenda to discuss a personnel issue. There was a question if it was a personnel issue involving a particular employee or if it was to discuss the process of the mediation taking place with the employees. Town Attorney David Liberman explained the difference. Mr. San Miguel stated that the posting on the Agenda did not allow for a particular employee to speak in an Executive Session. The Executive Session was to discuss the mediation process. A directive was given to the Town Manager to involve a mediator to improve the relations between the employees during the February 18 Executive Session. Mr. San Miguel stated the first group meeting is scheduled for Tuesday, March 24, with the intent to close the office. **Trustee Atencio moved to allow Town Clerk, Georgann Valdez into the second Executive Session to discuss a personnel matter. Trustee Robbins seconded. The motion passed by unanimous voice vote.**

The Executive Session was concluded at 10:32. No action followed the Executive Session to receive Legal Advice. The Executive Session was held for the purpose previously stated.

**Mayor Protem deKay moved to go into Executive Session for the purpose of discussing a Personnel Matter under C.R.S. Section 24-6-402 (4)(f). Trustee Bartley seconded. The motion passed by unanimous voice vote.** The Regular meeting was closed at 10:35. The Executive Meeting was concluded at 11:25. The Executive Session was held for the purpose previously stated and no action followed the Executive Session.

- XI. ADJOURNMENT:** Being no further business before the Board, Mayor Cox adjourned the meeting at 11:25 p.m. The next regular meeting will be April 1, 2015, at 7:00 p.m. at the Abel F. Atencio Community Center at 570 Goddard Avenue.

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**Stella Cox, Mayor**

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**Date**

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**Attest: Georgann Valdez, Town Clerk**