

**Regular Meeting
of the Town Of Ignacio Board of Trustees
Wednesday, April 1, 2015**

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

Mayor Stella Cox called the Regular Meeting to order at 7:08 p.m. **Trustees Present:** Thomas Atencio, Lawrence Bartley, Edward Box III, Dixie Melton and Cecilia Robbins. Mayor Protem deKay was absent (Spring Break). **Staff:** Lee San Miguel, Town Manager; Georgann Valdez, Town Clerk; Dan Naiman, Community Development Coordinator; Jackie Mejia, IT; James Brown Public Works Director and Jeremy Schultz, Public Works. **Audience:** Rudy and Lillian Mestas, Carol McWilliams from Pine River Times.

II. PUBLIC COMMENT: *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.*

III. UNFINISHED BUSINESS:

- A. Human Resource Payroll Cost Savings Recommendation from Town Manager:** Mr. San Miguel met with Public Works and the Police Department to gather ideas to contribute to what Ms. Rea has previously submitted. They agreed with most of her recommendations and had a few minor changes: Clarifying response time of thirty minutes for an on-call situation, otherwise, in case of emergencies 15 minutes and to include administrative staff in using comp time instead of overtime. A work session was suggested to discuss the recommendations, as well as bringing in CIRSA. Trustee Atencio asked if CIRSA was needed when our staff and the Board should work on the local policies. Mr. San Miguel stated we cannot control overtime, because emergencies cannot be predicted on utilities or computers. Trustee Melton stated Ms. Rea has already spoken with CIRSA when making her recommendations; Mayor Cox concurred that Ms. Rea has done other research in preparing her report. She stated it's not a matter of the comp time, but how it's being managed or monitored.

Mr. Brown stated that the overtime and comp time policy was updated in 2012 and believes the policy is good and working well. Overtime has been budgeted for projects; he needs people on ground after hours with the Town represented for utility emergencies, for broken police cars and snow removal. He feels putting a time limit to use comp time, such as two pay-period cap will short staff the Public Works Department. Some employees like to bank their comp time to use it for hunting or to take time off. Currently there is an 80-hour comp time cap and feels it is being properly managed. It wouldn't work if I have all kinds of people taking off on a Friday. We have a lot of construction projects, gas line replacement, road project, GIS Mapping. He feels

the 500 hours for Public Works is legitimate for the year and cheaper than hiring another person. Trustee Atencio said it's a matter of managing the overtime and comp time, employees shouldn't be building up both. Trustee Bartley stated it's a matter of having staff to cover, and for emergencies. Mr. Brown said it's just a matter of paying overtime as it happens. Trustee Atencio responded, the employee gets paid the same way, time and a half for overtime or compensatory time. Mr. Brown said when you send an employee home to use up comp time, the department is working under staffed. Trustee Atencio stated you don't have to allow two employees to go home or sent home on Friday but spread it out during the week; it's a matter of scheduling your staff's work time.

Trustee Robbins stated when she asked about how the budgeted overtime was being spent so early on in the year, she was concerned this line item might go over budget. She said she is aware of different situations arising to have employees work outside of the normal work hours, but wondered if the Department would stay within the allocated amount in the budget or will it need to be adjusted. Mr. Brown said it could be adjusted with a Supplemental Budget. It was recommended to have the staff discuss it prior to the work session with the Board. Trustee Melton would like the comp time used within the same year earned. Other Board members agreed to have the staff use it or lose it. Mr. Brown stated with the 80-hour cap, and setting a time limit on using it, if it can't be used, it should be paid. Trustee Melton suggested staff use their comp time within the same year earned and to schedule employees to take their comp time off. Trustee Box recommended HR be at the work session with the Board to represent staff. Mr. Brown said Public Works Dept. has a lot of on-call, overtime, comp time and should be at the work session. It was agreed that any employee could be at the work session. It will be placed on the next Board meeting agenda to set a date for the work session.

- B. Bike Rally Vendor Fees and Recommendations:** Staff and two Board members met to discuss the vendor fees for the 2015 Rally. A memo was sent to the Board regarding those in attendance and issues discussed. It was recommended to leave the vendor fees as before \$250.00 for the weekend and \$100 for the space rent in front of Town Hall; the costs will be covered by the revenue from the vendor fees. Trustee Robbins suggested charging for rent spaces according to the size in case of street closures, which will only take place if the number of vendors warrants it. Without knowing how successful the Rally could be, it's merely an estimation of the number of vendors that will come. Mr. San Miguel stated the Town agreed not to under charge, over charge or to promote vendor spaces.

- C. Downtown Design Guidelines Revisions and Comments:** The Board was given the opportunity to send comments to Mr. Naiman on the draft Downtown Design Guidelines Revisions. He is prepared to present the changes to the Municipal Code in form of an Ordinance at the April 15 meeting. The Planning Commission has not approved it; and has not met for a couple of months due to lack of quorum. The PC is scheduled to meet on Wednesday April 8, 2015.

D. 2015 Scheduling of Events – Google Calendar: The Board received their Chromebooks, set up with email, calendar, and training links. Events to be included are the CML Annual Conference, the High School Graduation, Chamber of Commerce Outdoor Expo, meetings, trainings or events.

IV. TRUSTEE REPORTS: Recommended by Mayor Cox: Change meeting times during the summer, change meetings to once a month. RHA meeting was attended by phone by Trustee Robbins.

V. MISCELLANEOUS: Mr. San Miguel informed the Board of a DOLA Grant available to small communities for \$75,000 with a \$25,000 match between four municipalities (Ignacio, Bayfield, Silverton and Pagosa Springs). The Grant could be used to hire a consultant to help the Town prioritize and implement one of the four plans IACAP, Nexus Plan, Chamber of Commerce and DCI already started (\$18,000/\$6200 for each entity). More research will be done at staff level on specifics for the Grant.

Board members had questions regarding emails; Boom boxes are really loud; Staff will research both concerns. Irrigation is available; Spring cleanup will be May 7-10 at the burn pile; Part-time, summer public works position is being advertised.

VI. ADJOURNMENT: Being no further business before the Board, Mayor Cox adjourned the meeting at 8:22 p.m. The next regular meeting will be April 15, 2015, at 7:00 p.m. at the Abel F. Atencio Community Center at 570 Goddard Avenue.

Stella Cox, Mayor

Date

Attest: Georgann Valdez, Town Clerk