



**MINUTES of the IGNACIO TOWN BOARD**  
**SPECIAL MEETING**  
**Monday, March 26, 2020 – 6:00 PM**  
**Remote Public Meeting**

**I. CALL REGULAR MEETING TO ORDER:** Mayor Cox called the meeting to order.

**II. ROLL CALL**

**Present:** Mayor Stella Cox, Trustee Edward Box III, Trustee Sharon Craig, Trustee Sandra Maez, Mayor Pro Tem Alison deKay, Trustee Tom Atencio

**Absent:** Trustee Dixie Melton (excused absence)

**Guests:** David Liberman (Town Attorney), Chris May, Clark Craig, Jessica Lynn Lewis, James Brown, Gina Schulz, Mandy Brown, Mary

**III. PUBLIC COMMENTS**

Mr. May asked if action was going to be taken on any agenda items because he did not receive the packet. Ms. Dunton responded that the items were sent via email. He stated he would check his email.

**IV. NEW BUSINESS**

**A. Ordinance 343 – Digital Meeting Policy (Emergency Ordinance)**

Mr. Garcia gave a background on this item; it is required to be able to conduct meetings remotely. It was reviewed by the Town Attorney. He read the Ordinance and explained certain aspects of it, then asked the Town Attorney to comment. Mr. Liberman stated that the ordinance is completely reasonable and necessary under the current circumstances of the public health emergency. Mayor allowed the public to comment if they desired. Mr. May commented that he had opportunity to review the Ordinance and is in agreement with it. Ms. Schulz agreed. Mr. Brown stated he had no comment. Mr. Craig stated he had no questions. Ms. Lewis stated she had no questions. Ms. Brown stated she had no comment.

**Action:** Trustee Craig moved to approve Ordinance 343. Trustee Atencio seconded the motion. Mayor Cox requested a roll call vote. The motion passed unanimously.

**B. Resolution 06-2020 – Emergency Declaration**

Mr. Garcia stated that Resolution 05-2020 was passed by Mayor Cox in accordance with Statute which allows the Mayor to declare an emergency disaster for 7 days, which she did as a result of the COVID-19 Virus the resulting actions taken by San Juan Basin Public Health and the Governor's office. The purpose of this Resolution is to ratify the Declaration and is needed to extend the declaration for more than seven days. He then asked the Town Attorney to comment. Mr. Liberman stated that this Resolution will allow the Town to access Federal, State and Local emergency aid that may become available. Trustee Atencio asked if there is a timetable on the resolution. Mr. Liberman stated the Emergency Declaration needs to be passed at the meeting this evening, and that it will be in effect until San Juan Basic Public Health or the State removes the emergency declaration or until the Town removes the emergency declaration.

Mayor Cox stated that there are now only six attendees. She gave each attendee the opportunity to comment. Ms. Schulz had no comments. Mr. Craig stated he is in support of this Resolution. Ms. Lewis stated the resolution sounds good to her, and she has no questions. Mr.

Brown texted Ms. Dunton and stated that he had hung up accidentally, and he wanted to let Mayor Cox know that Ms. Brown has no questions.

**Action:** Trustee Craig moved to approve Resolution 06-2020. Trustee Maez seconded the motion. Mayor Cox requested a roll call vote. The motion passed unanimously.

#### C. Meeting Schedule

Mr. Garcia stated, due to the current crisis, the Mayor and staff would like to go to a two-meeting per month schedule. The recommendation is to meet on the first and third Monday of the month. Mayor Pro Tem deKay asked if the meetings need to be weekly; Mr. Garcia stated that, if necessary, a special meeting could be called. The suggested dates for meetings are: April 6 and 20, May 4 and 18, June 1 and 15 and, if necessary, July 6 and 20; these meetings would all begin at 6:30 PM. The Board concurred unanimously; Mr. Garcia stated this information would be put on our website and on Facebook.

### V. STAFF REPORTS

#### A. Police Department

Chief gave a report on the number of confirmed cases, 6 in La Plata and 1 in Archuleta. He stated that he and Mr. Garcia have been working on Incident Command Documents, including continuity of operations and incident action plan. The Town is working closely with other agencies, including San Juan Basic Public Health, La Plata County, the Southern Ute Indian Tribe, Los Pinos Fire, and others. At this time no staff are ill, nor is Chief aware of them having been exposed to the virus. The County has set up a COVID-19 call center (970-385-8700); the Southern Ute Tribe has a call center that is manned from 6 AM to 10 PM (970-563-0214). Mayor Pro Tem deKay stated that the hours have changed; it is now open 8 AM to 5 PM, seven days a week. Comments ensued regarding what information needs to be posted on the website and Facebook page; Ms. Dunton stated the information would be posted as quickly as possible.

#### B. Public Works

Mr. Howlett stated that the gate to the Maintenance Shop is closed to ensure that safe distancing is practiced by his staff and the community. The sewer main is being checked regularly because people are flushing items other than toilet paper and the Public Works Department wants to ensure this does not become an issue for our Town. If a citizen needs a pilot light relit, one Public Works employee will enter that residence wearing proper PPE. Mr. Howlett put caution tape on the playgrounds today as a precaution. The on-call Public Works employee will patrol the Town for at least one hour each day. The Town is in compliance with State testing and reporting.

#### C. Clerk / Treasurer

Utility billing calls are being handled by Ms. Allred. No shut-offs while the COVID-19 emergency declaration is in place. No late fees will be charged for the bill that was due on March 20; this will be assessed as we move forward.

The Election will be drive-through polling place. The Town is encouraging absentee voting as much as possible; this information is on the website, Facebook page, and in the newsletter. There are currently five election judges appointed in case one or more backs out. Ms. Dunton is working with Mr. Howlett and his crew to set up tents for the voting as well as for the watcher(s). Public Works will also be available the day of the election to serve as traffic control.

Updates to the website, Facebook and posting on the front door of Town Hall are happening frequently as information becomes available regarding the COVID-19 pandemic.

Porky's Smokehouse has submitted a completed liquor license application. The Public Hearing is scheduled for May 4.

Mr. Atencio asked questions about the phone calls that are coming into the office. Ms. Allred responded. Mr. Atencio asked about absentee ballots for his mother and other elderly citizens who should not take the risk of leaving their homes. Ms. Dunton explained the process of absentee ballot applications. Other questions were asked regarding the election, which Ms. Dunton addressed.

D. Town Manager

Mr. Garcia gave updates on the conference calls that he and Chief have participated in with State and local agencies. He is addressing payroll in light of the anticipated decrease in sales tax revenues. He stated that preparation that is happening for the audit. Remote access is now in place for office staff to be able to work from home. The last Planning Commission meeting was cancelled due to the closure of Town Hall. Mr. Garcia commended the staff for their work during this challenging time. The team is dedicated and working hard to continue to provide services to the citizens.

After further conversations regarding the details of the election, Mr. Garcia asked if Mr. Liberman had anything he wanted to report to the Board. Mr. Liberman stated that he is receiving daily updates from the attorney's list serve and passing on the relevant items to Mr. Garcia and Ms. Dunton.

**VI. TRUSTEE REPORTS**

Trustee Craig mentioned the Southwest Colorado Disaster Assistance website where information regarding COVID-19 recovery resources will be available ([www.swcoda.org](http://www.swcoda.org)).


**VII. MISCELLANEOUS**

None

**VIII. ADJOURNMENT**

**Action:** Being no further business before the Board, Mayor Cox called for a motion to adjourn. Mayor Pro Tem deKay moved to adjourn the meeting; Trustee Box III seconded. The next regularly scheduled meeting will be on Monday, April 6, 2020, at 6:30 PM via Remote Public Meeting.

  
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Stella Cox, Mayor

  
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Date

  
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Attest: Tuggy Dunton, Town Clerk