



## MINUTES of the IGNACIO TOWN BOARD MEETING

Monday, September 21, 2020 – 6:30 PM

Remote Public Meeting

I. **CALL MEETING TO ORDER:** Mayor Cox called the meeting to order at 6:30 PM. She gave the zoom etiquette information, and observed a Moment of Silence, Moment of Gratitude, and Reflection of Hope.

### II. ROLL CALL

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

Absent:

Guests: Thirty-three in attendance

### III. PUBLIC COMMENTS

Marcia Porter-Norton (no address given); running for La Plata County Commissioner and wanted to introduce herself.

### IV. CONSENT AGENDA

A. Regular Town Board Meeting Minutes from August 17, 2020

B. Financial Records – August Check Register and Budget to Actual Reports

C. Liquor License Renewal for Family Dollar

**Action:** Trustee Craig moved to approve the consent agenda; Mayor Pro Tem deKay seconded the motion. The motion passed with an abstention by Trustee Atencio due to not having been in attendance at the August 17 meeting.

### V. UNFINISHED BUSINESS

A. Sage Brush Consulting

Mr. Garcia gave the background on this agenda item. The cost for the scaled-down proposal will be \$4,750.00.

**Action:** Trustee Atencio moved to accept this proposal; Mayor Pro Tem deKay seconded the motion, and suggested that the work session scheduled for September 22 be rescheduled. The motion passed unanimously.

### VI. NEW BUSINESS

A. 2019 Audit Report

Mr. Garcia requested that, prior to entering into the Audit Report, the agenda be amended to include item D, Municipal Court Judge Appointment. The Board concurred.

Mr. Garcia introduced Chad Atkinson to present the report. Mr. Atkinson expressed appreciation to the staff. He then gave an overview of the Audit. The opinion on the

financial statements is that they are clean (materially accurate as presented). Two State Compliance findings last year; only one in the current year, so there has been improvement. Report on compliance and internal controls over financial reporting – two findings: more adjustments in financial statements than in previous year, and bank reconciliations were not done in a timely manner. Both of these were due to the lack of transition between financial officers; the auditors believe this has been addressed with the current staff in place. The only State Compliance related finding was not publishing a notice of public hearing for the Budget Amendment. The Governmental Funds (pg 16) increased as well as the non-governmental funds (p 19, p 48). All of the funds operated within their budgets.

Mr. Atkinson reviewed the financial trends in each fund: the general fund showed a consistent increase; Capital Improvement Fund has \$183,000; Water Fund shows an increase in capital assets and a slight increase in unrestricted funds; Gas Fund shows depreciation on the assets and a decrease in unrestricted net position based on transfers to cover the other utility funds; Sewer Fund shows a large increase in capital assets due to the Town paying off the loans and the unrestricted funds continue to decrease; cash fund balance is down due to improvements and the debt pay-off. Overall the Town is in a good position. Mr. Atkinson offered to answer any questions and again expressed appreciation to the staff. Trustee Atencio asked, with the findings, if there was a concern about fraud; Mr. Atkinson stated that they believe it was simply due to a lack of staff transition. Trustee Melton asked about state compliance; Mr. Atkinson stated the budget amendments need to be noticed for public hearing.

Mr. Garcia stated that the Board needs to take action on the Audit Report this evening to meet the state deadline for Audit Report Submission.

**Action:** Trustee Craig moved to approve and accept the Audit Report; Trustee Melton seconded the motion. The motion passed unanimously.

#### B. Public Hearing on 2021 Budget

Mr. Garcia stated that the draft budget was completed this afternoon and was sent to the Board. The current version of the draft is based on the numbers that were received last week from the auditors for the close of 2019. Work sessions will need to be scheduled to address the utility fund balances. There are no raises included in this draft of the budget; the board will need to consider whether they want to include raises during their work sessions. Funding requests from various agencies have been received and included in the budget; there is no significant change from last year.

The Board members stated that they had not received it. Ms. Dunton stated that she overlooked sending it out in the attempt to be prepared to show it on her screen; she apologized and offered to email it to the Board and post it to the website immediately if the Board so desired. Mr. Atencio suggested moving the October meeting up a week to the 12<sup>th</sup> in order to meet the state submission requirements. The Board concurred that would be good as it would give each of them opportunity to review the Budget prior to that meeting. Mr. Garcia suggested that the Board continue the public hearing to the October 12 Special Meeting.

**Action:** Mayor Pro Tem deKay moved to continue the Public Hearing for the 2021 Budget October 12; Trustee Box III seconded the motion; it passed unanimously.

C. COVID-19 Update

Mr. Garcia stated there is nothing of significance to report. The phone line access has been expanded so people can now call in between 9 AM and 4 PM; staff members are working staggered shifts. There is an executive session on the agenda to discuss the public health order.

Mayor Pro Tem deKay stated that the elementary school has had their first confirmed case of COVID and two classrooms have been quarantined. La Plata and Archuleta have not had increases in positive cases, so they are seeking to move into Protect Your Neighbors; this week there has been an increase which may impact the ability to move into Protect Your Neighbors.

D. Municipal Court Judge Appointment

**Action:**

**VII. STAFF REPORTS**

A. Police Department

Written report was submitted. Chief met with Dr. Fuschetto and Mr. deKay to discuss inserting the School Resource Officer into the classroom more for such things as teaching on traffic laws. IPD has received an invitation from Director Chris Mimack of the SUIT Justice and Regulatory Department to do a call testing event in October.

B. Public Works

Mr. Garcia stated that the Public Works Director tendered his resignation after the last Board meeting and has moved on to work for Goff Engineering. Mr. Garcia stated we have advertised for the position and attempting to fill that as quickly as possible. Garry is currently serving as the interim director, and doing a great job. Shifts are still staggered and work is continuing at a good rate. Asphalt repair has taken place at the top of Becker Hill and the triangle intersection. Water meter replacement is ongoing. Fall Clean Up will be Oct 1-4. Irrigation Pump House Pressure Testing will happen at the end of September; residents will be notified in advance in case there are leaks as a result of the pressure test.

C. Town Clerk/Treasurer

CML District 9 Fall Meeting is scheduled for Thursday, September 24. If any Board Member is interested in attending, Ms. Dunton would be happy to register them.

D. Town Manager

Mr. Garcia stated that they added agenda item had been missed; he covered it at this point in time. Prior Judge has tendered her resignation. We advertised the position; only one person responded. He had submitted and interviewed the last time we posted this position. He has submitted a proposal that matches our previous judge with the exception of travel at \$50.00 per month any time that court is held. Because court is not being held at this time (due to COVID) there is no rush to fill this position; Mr. Garcia suggested this be put on the October 12 agenda for action at that time. The Board concurred.

Mr. Garcia apologized for not getting his report out due to the crunch to get the budget prepared. He stated that the original proposal for the Electrical Vehicle Charging Station was one station for \$3,800.00; the Library submitted a revised proposal that included both charging stations for \$2,400.00 due to the drop in cost for these stations. The Board concurred that the Town should fund both stations at the reduced rate. Trustee Box III asked if the Library was putting in any money to fund these stations. Mayor Cox asked that Clark Craig, who was in attendance and serves as a Library Board Member, comment on this question. He stated that the Library is not planning on contributing to the initial expense; however, they will be responsible for the maintenance and repair of these stations. He stated that they have had contributions from other organizations as well, that have enabled them to meet the needs of the initial project. Mr. Garcia stated that the Town of Ignacio will be identified as a donor on a plaque at the location.

Mr. Garcia stated that the Ignacio School District Board voted to fund \$110,000 toward the Goddard/Becker intersection project. CDOT is contributing \$528,000 toward the project; the Town will cover the remainder.

The Broadband Funding Grant has been approved and work will begin next week. It will be a 5-6 month project. It has been reported to SUIT, and they are initiating a similar project. The Town will attempt to work together on this.

Rock Creek Planning Grant has also been approved; SEH will take the lead in the planning aspect and work will begin as quickly as possible. They would like to meet on October 1 with the Board and Planning Commission; they are in the process of doing a housing study that they will present at that time. Mr. Garcia stated that 60% of the housing units need to be considered affordable housing units. The Board concurred that this would be a good time.

Trustee Craig asked about the 2020 deadline on the irrigation easement; Mr. Garcia stated that he has communicated with Chairman Sage about this deadline as well as the jurisdictional agreement deadline.

Trustee Atencio suggested that the Town Board send a thank-you note to the Ignacio School District Board for the funding support of the Goddard/Becker intersection funding. The Board concurred; Mr. Garcia stated that would be written and the Board can come to the Office to sign.

#### E. Town Attorney

Mr. Liberman stated that he has been attending Board Meetings and keeping the Town staff informed of items that are going on with COVID and the Public Health Orders.

### VIII. TRUSTEE REPORTS

Trustee Craig stated that the County will be giving grants to businesses to help with expenses related to COVID; the application will be available during the month of October. Mayor asked about the Committee that Trustee Craig has been appointed to; Trustee Craig shared that she has been appointed to the Bridge Committee that will give \$4,000,000 to various local governments for Bridge Repair and Reconstruction through the Department of Local Affairs. Trustee Craig stated that Green Chile Fest was a success; everyone expressed appreciation that the Fest happened. She expressed appreciation to the Town for the support they provided. Mayor Cox stated that both IPD and SUPD were present.

**IX. EXECUTIVE SESSION for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b)**

**A. Public Health Order Enforcement Discussion**

Mr. Garcia stated that no action will be taken during the Executive Session. Due to the length of the regular meeting, the original Executive Session Zoom Link had expired, so a new link was sent to the Board Members.

**X. ADJOURNMENT**

Mayor Cox expressed appreciation to all those in attendance and adjourned the open meeting at 8:06 PM. There will be a Special Town Board Meeting on Monday, October 12, 2020, at 6:30 PM via Remote Public Meeting to ensure that the budget submission deadline of October 15 is met; this meeting will take the place of the regularly scheduled meeting of October 19.



**Stella Cox, Mayor**



**Date**



**Attest: Tuggy Dunton, Town Clerk**