



## IGNACIO TOWN BOARD MEETING MINUTES

Monday, December 12, 2022 – 6:00 PM

Abel F. Atencio Community Room, 570 Goddard Avenue  
and via Remote Public Meeting

**I. CALL MEETING TO ORDER:** Mayor Craig called the meeting to order at 6:00 PM by leading in the pledge of allegiance.

### II. ROLL CALL

Present: Mayor Clark Craig, Mayor Pro Tem Edward Box III, Trustee Joseph Atencio, Trustee Alison deKay, Trustee Sandra Maez

Absent: Trustee Tom Atencio, Trustee Jeremy Schulz

### III. APPROVAL OF AGENDA

Mayor Craig stated the following amendments to the agenda:

New business Item I will be postponed until next month.

Add discussion about year-end bonuses to New Business

**Action:** Trustee Joseph Atencio moved to approve the agenda as amended; Mayor Pro Tem Box III seconded the motion. Mayor Craig called for a roll call vote. The motion passed unanimously.

### IV. PUBLIC COMMENTS

None

### V. CONSENT AGENDA

A. Regular Town Board Meeting Minutes from November 14, 2022

B. Financial Records for November 2022

**Action:** Mayor Pro Tem Box III moved to approve the Consent Agenda; Trustee Joseph Atencio seconded the motion. Mayor Craig called for a roll call vote; the motion passed unanimously.

### VI. UNFINISHED BUSINESS

A. Ordinance 352 – Fee Waiver Policy – Public Hearing

Mr. Garcia stated that, at a previous meeting, there were discussions regarding criteria for applicants seeking fee waivers; the updated draft Ordinance is before the Board for action this evening. This requires a Public Hearing, continued from previous meetings.

Mayor Craig opened the Public Hearing at 6:18 PM. There were no public comments on this item. Mayor Craig closed the Public Hearing at 6:19 PM.

**Action:** Trustee deKay moved to approve Ordinance 352, Amending the Ignacio Municipal Code to Allow for the Waiving of Certain Town Fees for the Purposes of Enhancing Economic Development and Affordable Housing within the Town of Ignacio for Calendar Years 2023 and 2024; Trustee Maez seconded the motion. Mayor Craig called for a roll call vote; the motion passed unanimously.

**VII. NEW BUSINESS**

**A. Ignacio Community Library Special Event Permit – Public Hearing**

Mr. Garcia stated that the Library is seeking a Special Event Permit. Marcia Vining, Library Director, is on the call. Marcia stated that this is a Gala Fundraising Event called Denim and Diamonds on January 27, 2023, 6:00-8:00 PM to raise funds for the Friends of the Library, whose sole mission is to support literacy and the programs and materials that the Library provides. Mayor Craig stated that this has been published per CRS and everything is in order. Per Trustee Joseph Atencio’s question, Chief Phillips stated that he has no concerns about this event.

Mayor Craig opened the Public Hearing at 6:28 PM. There were no public comments. Mayor Craig closed the Public Hearing at 6:28 PM.

**Action:** Mayor Pro Tem Box III moved to approve the Special Event Permit Application; Trustee Joseph Atencio seconded the motion. Mayor Craig called for a roll call vote. The motion passed unanimously.

**B. Resolution 12-2022 – E-911 Surcharge – Corrected Numbering**

Mr. Garcia stated there is no action to be taken on this item. The Resolution was approved at the November meeting. Mr. Garcia requested a vote to ratify the change. Mayor Craig called for a motion.

**Action:** Trustee Joseph Atencio moved to approve Resolution 12-2022; Mayor Pro Tem Box III seconded the motion. Mayor Craig called for a roll call vote. The motion passed unanimously.

**C. Utility Rate Changes for 2023 – Public Hearing**

Mr. Garcia stated that the Tribe will be raising their rates 4.4% and the Town traditionally passes these increases on to the customers. This has been published as a Public Hearing.

Mayor Craig opened the Public Hearing at 6:37 PM. There were no public comments. Mayor Craig closed the Public Hearing at 6:38 PM.

Mayor Craig called for a motion.

**Action:** Trustee deKay moved to approve the Utility Rate Changes for 2023; Mayor Pro Tem Box III seconded the motion. Mayor Craig called for a roll call vote. The motion passed unanimously.

**D. Ordinance 354 – Supplemental Budget for 2022 – Public Hearing**

This is an annual Ordinance, per State Statutes, that outlines unanticipated revenues received during the year and expenditures that were unbudgeted as well.

Mayor Craig opened the Public Hearing at 7:43 PM. There were no public comments. Mayor Craig closed the Public Hearing at 6:43 PM. Mayor Craig called for a motion.

**Action:** Trustee Joseph Atencio moved to approve Ordinance 354, Supplemental Budget for 2022; Trustee Maez seconded the motion. Mayor Craig called for a roll call vote. The motion passed unanimously.

**E. Resolution 13-2022 – Adopting 2023 Budget**

Mr. Garcia gave an overview of the 2023 Budget and stated that, once the Budget is adopted, staff will update the narratives and complete the entire budget book to submit to the State. Copies of the entire Budget Book will be available for each Board Member and a copy will be available at the Office.

**Action:** Trustee Maez moved to approve Resolution 13-2022, Summarizing Budgeted Revenues and Expenditures for all Funds and Adopting a Budget for the Town of Ignacio, Colorado, for the 2023 Calendar Year; Mayor Pro Tem Box III seconded the motion. Mayor Craig called for a roll call vote; the motion passed unanimously.

F. Ordinance 355 – Appropriating Funds for the 2023 Budget

Mayor Craig called for a motion.

**Action:** Trustee deKay moved to approve Ordinance 355; Mayor Pro Tem Box III seconded the motion. Mayor Craig called for a roll call vote; the motion passed unanimously.

G. Resolution 14-2022 – Certifying the Mill Levy for 2023

Mr. Garcia stated that with the Recertification of Assessed Property Values (now at \$8,695,390), the Mill Levy has changed to 4.783. Mayor Craig called for a motion.

**Action:** Trustee Joseph Atencio moved to approve Resolution 14-2022; Trustee Maez seconded the motion. Mayor Craig called for a roll call vote; the motion passed unanimously.

H. Professional Services Agreement with HomesFund

Mr. Garcia stated this is an annual agreement with HomesFund; the Town provides monies to HomesFund and they provide Home Buyer education, down payment assistance, and other assistance for first time home buyers. Mr. Garcia stated that HomesFund is also part of the team for affordable housing; this will require a separate agreement at the appropriate time.

Mayor Craig called for a motion.

**Action:** Trustee Joseph Atencio moved to approve the Professional Services Agreement with HomesFund; Mayor Pro Tem Box III seconded the motion. Mayor Craig called for a roll call vote; the motion passed unanimously.

I. Planning Commission Applicant – Shane Roukema

Tabled to January 2023 Meeting.

J. Year-End Bonuses for Staff

Mr. Garcia stated that in the past this has been either an agenda item or a consensus of direction from the Board to Staff. In the past, the year-end bonuses have been \$300 net per each full-time employee and \$150 net for each part-time employee. Trustee Joseph Atencio asked if the Town could afford \$400 per full-time employee and \$200 per part-time employee; Mayor Craig said that will not put us over budget. The consensus of the Board was to include Mr. Garcia even though he is a contractor (and not an employee). Trustee deKay clarified that this bonus is a net amount.

## VIII. STAFF REPORTS

### A. Police Department

Chief Phillips expressed appreciation on behalf of all the employees for the year-end bonus.

Chief attended the La Plata County Community Wildfire Protection Plan Update Meeting. At this point in time Ignacio is not included in this plan. Chief Phillips expressed that the Sundance Fire last year posed a potential threat to the Town and hopes that Ignacio will be included in this Plan in the future.

Staff had planned to attend an auction in Farmington tomorrow; however, due to the weather, they most likely will not attend.

Mayor Craig expressed appreciation to the Police Department as a whole for all the work that was done last week, noting that it was a very difficult week for the department and the Town as a whole.

Mr. Garcia added that the Police Department has not been able to obtain their new vehicle for the past two years, even though it has been budgeted for both years, due to supply chain issues. Chief has begun looking at used vehicles and the intent was to purchase one at the auction. Mayor Craig expressed hopes that the Police Department can obtain a new vehicle next year.

#### B. Public Works Department

Mr. Garcia stated that Mr. Mickey is not present at the meeting due to needing to sand the intersections that are too slick from the storm.

Last week he spent some time with the State on gas compliance to ensure they are satisfied with what he is doing.

Mayor Craig expressed appreciation to both the Police Department and Public Works Department for the assistance with the Parade during the Annual Taste of Christmas.

#### C. Clerk/Treasurer

Mr. Garcia stated that Ms. Dunton is not present due to illness. The only item that was not in her report is that the Post Office no longer allows posting of public items. In the annual resolution that is passed each January, we will no longer list the Post Office as a posting location for agendas and other notices. He also mentioned the documents regarding the new 10-cent bag fee that is required to begin in January 2023.

The Board requested that notice be included in the newsletter that agendas will no longer be posted at the Post Office.

#### D. Town Manager

TimberAge and Sinton Development project at Rock Creek: there are several grant requests in the works. County Commission is in favor of forwarding some funds to the Town; Mr. Garcia will write a request letter, outlining the use of these funds for matching grants in the infrastructure for the housing project. If these funds are received, Mr. Garcia hopes to break ground in the Spring on this housing project. He hopes, once the grant funding has been secured, to develop a public/private partnership agreement between TimberAge, Sinton Development, and the Town. Discussions have occurred with the School District about making the lot on Romero Avenue available as a site for the proofing of the first home that this public/private partnership would build; they have been agreeable to this idea.

On Friday Mr. Garcia received a first draft of a document from the School District and their attorney, attempting to flush out the ELHI negotiations and including a dollar amount in the hopes that the School and Town can come to agreement on a pricing on that property. This will be included in the January agenda as an Executive Session item. Mayor Craig commented that Mr. Liberman will need to review the document as well.

Mr. Garcia stated that he has not had an update from the CU Technical Team; however, he believes they will be valuable in pulling in community involvement in what this property might look like if the Town is able to acquire it.

Trustee Joseph Atencio asked about the raw water easement. Mr. Garcia stated that he will leave this item to the Town Attorney, as he has been working on this item.

Trustee Joseph Atencio then asked for an update on Broadband. Mr. Garcia asked Mayor Craig to respond. He said that they hope to have Hwy 172 lit up in the first quarter of 2023, and the Tribe may be able to tie into that. The NTIA grant is for Tribal use, so that will provide fiber to the houses of Tribal members. The Tribe is looking into grant funding to augment the NTIA funds to provide fiber to non-tribal households in the community.

**E. Town Attorney**

Mr. Liberman stated that, in the past month, he has worked on the bag fee summary documents; assisted on the fee waiver ordinance and kratom moratorium ordinance; Zito Cable Franchise Agreement. He has sent a FOIA Request to the BIA and the Department of Justice, requesting records that involve this easement; no response yet, but he will update the Board as the responses come in. He hopes to be able to assist in writing the Resolution following the response from the FOIA request. Received a letter last week from David Smith, Southern Ute Tribal Attorney, regarding legislation for funding of Missing and Murdered Indigenous Persons that will assist in solving these crimes. Mr. Smith hopes that the Town will be willing to sign an MOU regarding this; he has no details at this time, but Mr. Liberman stated that it seems like a worthwhile cause and would welcome further discussion.

**IX. TRUSTEE REPORTS:**

Mayor Craig acknowledged the work that Mayor Pro Tem Box III and Ms. Dunton did in coordinating the Holiday Party. He also acknowledged the Police and Public Works Departments for their work on the Taste of Christmas. The Boys & Girls Club will be doing their annual Toy Drive over the next week or two; Mayor Craig has been asked to represent the Town of Ignacio as the Boys & Girls Club distribute the toys.


**X. MISCELLANEOUS:**

**XI. ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned 7:48 PM. The next regularly scheduled meeting will be on Monday, January 9, 2023, at 6:00 PM in the Abel F. Atencio Community Room and via Remote Public Meeting.

  
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**Clark Craig, Mayor**

01/09/2023  
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**Date**

  
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**Attest: Tuggy Dunton, Town Clerk**