



ROGER SWEET
Mayor

DAVID RYAN
Mayor Pro-Tem

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MANOLITO SANCHEZ
Trustee
BOB WILSON
Trustee
DR. JULIETTE SWEET
Trustee

MINUTES FOR THE REGULARLY SCHEDULED VILLAGE COUNCIL MEETING JULY 18, 2018 AT 6:00 P.M. IN THE VILLAGE CONFERENCE ROOM

1. Call to Order

Mayor Sweet called the meeting to order at 6:02 p.m. Also present at the meeting were Trustees Wilson, Ryan, Sanchez, and Sweet, Library Director Phillips, Clerk/Treasurer Dickey, Dr. Lisa Shin, and Adrian & Christina Holder.

2. Pledge of Allegiance

Mayor Sweet led the Pledge of Allegiance.

3. Approval of Agenda

Trustee Ryan moved that the agenda be approved. Trustee Sanchez seconded, and the agenda was approved without opposition.

4. Approval of Minutes from 6/20/18 Meeting

Mayor Sweet asked that the minutes from 6/20 be changed to reflect that the Privacy Policy is also needed to address worries that without a policy the Library may be in violation of state and federal privacy laws. Trustee Ryan moved that the minutes be approved as corrected. Trustee Sweet seconded, and the minutes were approved with the correction.

5. Reports

a. Maintenance-Received

b. Bath House-Received, Trustee Wilson gave Ms. Dickey guidance on presentation of Bath House financial information in the future. Ms. Dickey informed the council of changes to Bath House personnel including leaves of absence for Kateri Gachupin, Shandiin Begaye, and Josanna Toya and the new hires of Kendra Trujillo, Daycie Dozhier, and Mia Sando. Trustee Wilson moved that these personnel changes be accepted. Trustee Sanchez seconded and the personnel changes were unanimously approved. Mayor Sweet explained to the council that he and Chad Bell are concerned that the artesian flow of hot water from the Bath House well is becoming blocked by mineral deposits. Maintaining the well is clearly of utmost importance so Mayor Sweet would like to see if the grant can be used to refurbish the well. Ms. Dickey will follow up.

c. Library-Received, In light of the significant increase budgeted to the library and concerns that such a high level of funding might not always be able to be maintained, Trustee Wilson asked Ms. Phillips whether future budget cuts (if

needed) would affect the eligibility of the library to continue receiving grants. Ms. Phillips replied that the grants would not be jeopardized by budget cuts so long as full functioning of the library is maintained.

- d. *Court-Not Received*
 - e. *Wastewater-Received*
 - f. *Police Chief-Received*
 - g. *P & Z Commission-Not Received*
 - h. *Volunteer Fire Department-Not Received*
 - i. *Lodgers' Tax Advisory Board-Received. Trustee Wilson stated that the minutes LTAB sent to the Village need a correction. The minutes as presented fail to acknowledge Mr. Wilson's presence at the June 6th meeting. Trustee Ryan asked why Ms. Denney and Ms. Struble resigned from LTAB. Mayor Sweet explained that Ms. Denney wanted to pursue some personal interests and no longer had time to devote and Ms. Struble is selling the Giggling Springs, hence her resignation.*
6. *Clerk/Treasurer's Report-Ms. Dickey explained that the fiscal year ended with more Gross Receipts Taxes than expected. Most departments remained within budget, but a BAR will be needed to ensure that our final budget properly reflects both the increased revenues and minor overruns in the Court, the Library, and Maintenance.*
 7. *Resolution 2018-007 Budget Adjustment Request-Trustee Sweet moved that Resolution 2018-007 be approved so that we can make the adjustments to the FY2018 Budget that Ms. Dickey recommended. Trustee Sanchez seconded the motion. A roll call vote was taken with all council members voting in the affirmative and Resolution 2018-007 was unanimously approved.*
 8. *Resolution 2018-008 Approving the Final Quarter's Budget Report-Ms. Dickey explained that a final report must be submitted, reflecting the BAR. Trustee Sweet moved that this resolution be approved. Trustee Sanchez seconded. A roll call vote was taken with all council members voting in the affirmative and Resolution 2018-008 was unanimously approved. Another resolution will be needed for the adoption of the FY 19 Budget. Unfortunately, Ms. Dickey did not have this resolution ready for the meeting. She asked the council if a special meeting could be scheduled on July 25th at 6:00 p.m. just for this one item. The council agreed on the date, so Ms. Dickey will follow up. Trustee Wilson informed the council that he has done some research on the level of Gross Receipts Tax the Village receives, and would like to talk a bit about this during the special meeting.*
 9. *Resolution 2018-009 Adopting Camera and Privacy Policy-Mayor Sweet explained that the committee formed as a result of the June meeting has drafted the Surveillance Equipment Policy as attached. Additional sections will be needed for the Fire Station and the Library, but that this is the overall Village-wide policy. Trustee Wilson suggested removing the second sentence of item 4, and asked that item 7 be changed to clarify that "Recorded security camera footage will only be disclosed to outside parties pursuant to a search warrant....." and reiterated that the cameras are used to provide for the safety and security of Village Property AND Citizens. He questioned whether our Police Chief would be able to look back at footage from the Library security cameras in the event that an incident occurs. Mayor Sweet explained that yes, Chief Nunez could view the footage, he simply could not make and remove a copy of the recording without the documents outlined*

in #7. Trustee Wilson expressed reluctance to approve the policy until the corrections were made and the add-ons were included. He asked that the council wait to approve this policy until all council members had a chance to review it in its entirety.

10. Fixed Asset Certification-*Ms. Dickey explained to the council that as part of the audit, she needed to make the council aware of all the Fixed Assets belonging to the Village and explained that there were no major changes. The auditors have suggested removing items that are fully depreciated or no longer fit criteria to be capitalized. The council approved the Fixed Asset Certification.*
11. Crisis Communication Protocol-*Ms. Asmus-Otero drafted a protocol for crisis communications, and Mayor Sweet & Ms. Dickey refined the protocol in case the council wanted to institute it. Trustee Ryan reiterated that closure of the forest because of extreme fire danger is not a crisis. Moving forward, common sense dictates that in the event of an actual crisis, council members, administrative personnel, and appropriate department heads will communicate, plan and act in a way that reinforces Village leadership and ensures safety of our community. No protocol or policy is required.*
12. July 4th Recap-*Consensus was that the event was successful although the light show was a bit disappointing. Mayor Sweet commended Cody Lewis, Billy Ehret, and Robin Davidson for the excellent job they did planning the event.*
13. Holder Proposal-*Mr. & Mrs. Holder approached the council with ideas for some future events at the Leyba Land. Examples of events were Oktoberfest and a Japanese Culture Celebration. Mr. Holder explained that he has some experience with special event setup from his previous work in town. He wanted to ask the council whether use of the Leyba Land was even a possibility before he put time and energy into more detailed planning. Mayor Sweet explained that the council needed to revisit the issue of rental fees for the Leyba Land, and would like to hear more detailed proposals before approving any events to ensure that events are consistent with the “branding” that was developed by the LTAB. Trustees Ryan and Sanchez encouraged the Holders to develop more specific proposals for the council to review.*
14. ICIP Discussion-*Ms. Dickey gave council members a copy of the previous projects and the priority each had been given in years past. She asked council members to reach out to the community to learn what constituents consider as priorities. This is a way to prepare for next meeting, when the council will need to discuss and identify capital improvement priorities for the next funding cycle.*
15. Mayor's Report
 - a. Mayor Sweet-*Mayor Sweet explained that he and Ms. Dickey were made aware of additional funding opportunities that may be available through the RTPO (Rural Transportation Planning Organization) and four “PFF’s” (Project Feasibility Forms) were submitted. The PFF’s are the first step in the application process, and are for crosswalks, a river-walk trail, a bicycle path, and work on the South Mooney Bridge. If funding is received, it will be in the form of an 86% grant and the Village would be expected to match the other 14% from our own funds. The council will be informed as the application process continues. Meanwhile, Mayor Sweet told the council he is also exploring “Frontier Communities” funding. Mayor Sweet also asked the council to begin*

thinking about Air B&B's and VRBO's and how the Village may be able to address this issue, which he would like to discuss at the next meeting.

- b. Mayor Pro-Tem Ryan-*Nothing to report*
- c. Trustee Wilson-*Nothing to report*
- d. Trustee Sanchez-*Nothing to report*
- e. Trustee Sweet-*Nothing to report*

16. Adjourn

At approximately 8:00 p.m. Trustee Sanchez moved that the meeting be adjourned. Trustee Sweet seconded, and the meeting was unanimously adjourned.