

TOWN OF SAGUACHE
Board of Trustees
Special Session
October 28, 2015

The Town of Saguache Board of Trustees met for a Special Session on October 28, 2015, with Trustees being present as follows:

Greg Terrell, Mayor	Present
Luana Lovato, Mayor Pro – Tem	Present
Kate Vasha, Trustee	Present
May Engquist, Trustee	Present
Tony Sandoval, Trustee	Present
June Savage, Trustee	Present
Andrew Virdin, Trustee	Present

Town of Saguache employees present as follows:

Lacy Reed, Deputy Clerk	Present
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Citizens in Attendance: Don Geddes

Call to Order: The Special Session was called to order by Mayor Terrell at 4:30 p.m.

Review Personnel Policy: Mayor Terrell stated that all that the Town's personnel policy says about hiring and firing is that they serve at the will of the board. He suggested to Trustees that they should hold off until codification, but feels those two areas really need worked on. Trustee Vasha stated that the personnel policy is weak, and many areas of it need worked on. She feels that they can move forward with the codification, but agrees it does need a lot of work. No motions were made.

Discuss/Possibly Approve Town Administrator: Mayor Terrell began by stating that the Board of Trustees has been talking about moving towards hiring a Town Administrator for a long time. He felt there are many reasons to go down this path; especially since a Town Administrator will be bringing in their own salary and bringing more money to the town through grant writing. He stated the question is - is this in the best interest of the Town. He feels that as long as he's been serving on the board that this is in the Towns best interest. Trustee Vasha stated that this is her 8th year on board and during that time there have been constant management issues, and right now we have Mayor Terrell who on average is working 25 hours a week; and we cannot expect a volunteer to continue to do that. Trustee Vasha also stated that the Town Clerk already has a full time job with her clerk duties. She also said that there is this DOLA grant that will pay 75% of the salary the first year, 50% the following year, and then 25% for the Town Administrator. She suggests as part of the Town Administrators position that they will be expected to bring in at least 50% of their salary. Mayor Terrell suggested that Town move forward with something temporary to begin with, and that the actual hiring of a Town Administrator not take place until January or February. He feels that would give everyone time to look at how everything will work, and they can also get the DOLA grant started. Trustee Vasha volunteered to do the RFP that would be contractual for up to X months, and then they can begin moving forward with a permanent position. Trustee Virdin (via telecom) let the Trustees know that he's in support of the hiring of a Town Administrator (Trustee Virdin no longer was a participant in the meeting - hung up via telecom). Mayor Terrell stated that he would like for everyone to have their say in how they feel about this. Trustee Engquist stated that she really feels this absolutely needs to be done as there

are really big projects coming up. She also stated the Town still has Vista Grande that they need to get done, and that the Masonic Building is going to be a huge undertaking. She also stated that Mayor Terrell is spending most of his time managing staff and he shouldn't have to do that, it's not his position. Trustee Sandoval asked if this position would have an effect on the Deputy Clerk position, or Town Clerk position. Mayor Terrell responded that the RFP it's open to everyone. He also responded that the Town Administrator position will take pressure off of staff; he also feels that the position will have a positive impact on the Town. Mayor Terrell said one of the things that have been a constant problem is things not getting done, and fingers being pointed. Mayor Terrell then stated having a Town Administrator will make sure that Town's staff is managed correctly, and that things get done without falling through the cracks. Trustee Vasha feels that as long as she has been here, no one is managing departments, no one at the next level except for the Board of Trustees. With having a Town Administrator who reports to Trustees they will be the one in charge of making sure that things get done. She added that it will put new pressure on staff as they will be reporting to someone on a daily basis, but it takes off the pressure of being ordered around by individual board members. Mayor Pro-Tem Lovato then stated for the record that after speaking with Mayor Terrell she became very concerned because every time something hot comes up, the Town has to act on it, and when they had initially spoke they were going to contract with a certain person to do this job with the thought in mind that this certain person would then take over the job. She stated she has a huge concern as the Town has to issue RFP's for its contractors, and has to open up job positions for all people to have the chance to apply; because if we don't we are not an equal opportunity employer. Trustee Vasha agreed, Mayor Terrell also agreed. Trustee Vasha stated that they will definitely be putting out an RFP, and that this will be a contractual agreement as a first step, she also stated that of course by law the Town has to do the RFP and she'd also like to have it run in the Saguache, Center, and Alamosa newspapers. She also offered to begin the DOLA grant, she also stated that they need to look at the budget, and follow policy and procedure just like they do for everything. Trustee Vasha would also like the contractual person to spend time with each employee and will then report and give recommendations to Trustees. Mayor Terrell then shared a Town Administrator job description that could be used as a starting base. Mayor Pro-Tem Lovato also had concerns on how the Town Clerk would feel about this position, since they will have a much higher pay scale than the Town Clerk. Trustee Engquist stated that the Town Clerk can also put in for the position if they would like to. Trustee Vasha then stated that she highly values the Town Clerk but feels that the Town Administrator is a needed position; she added that the Town Administrator can also look into the benefit and compensation packages for staff. Trustee Savage then stated although she's only been on the board a short time, she finds that all the time Trustees spend on Town work is incredible from meetings, and things that need caught up on, and read at home. She added that when this position came up, she was in full support of it. Trustee Vasha then stated that when there is a board turn over and you've had all of these Trustees working really hard on projects and then you lose them you lose all that work. With a Town Administrator they should be making sure that institutionally everything is documented so that the Town won't lose all of that work. Mayor Terrell then asked Deputy Clerk Reed her thoughts on the hiring of a Town Administrator. Deputy Clerk Reed responded that she's okay with the hiring of a Town Administrator so long as her position isn't eliminated; she also had concerns for the Town Clerk adding that the Town Clerk is the Town's most valuable asset; she also asked how much time would the Town Clerk have to take training the Town Administrator on all she knows, as she wouldn't want to see that become a burden when it's supposed to take pressure off of her position. Mayor Pro-Tem Lovato responded that it would depend on how much experience the Town Administrator has. A short discussion continued amongst Trustees on the Town Administrator position until the motion was made.

MOTION by Trustee Vasha; Second by Trustee Engquist

Trustee Vasha moved that the Town move forward with a request for proposals to hire a Town Administrator on a contract basis starting the beginning of November and running through the 1st of December for a total of three months.

Vote as follows: Trustee Engquist – aye; Trustee Lovato – aye; Trustee Savage – aye; Trustee Vasha – aye; Trustee Sandoval – aye; Mayor Terrell – aye; Mayor Pro- Tem Lovato – aye

VOTE: 6 - Aye; 0 – No; 0 – Abstain *Let the minutes reflect the vote was unanimous.*

Adjourn: There being no further business; the meeting was adjourned at 5: 30 p.m.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO

Greg Terrell, Mayor

ATTEST:

Therese Garcia, Town Clerk