

TOWN OF SAGUACHE
Board of Trustees
Special Session
June 15, 2017

The Town of Saguache Board of Trustees met for a Special Session on May 18, 2017, with the following Trustees present:

Greg Terrell, Mayor	Present
May Engquist, Mayor Pro-Tem	Present
Loren Aldrich, Trustee	Present
Susan Collins, Trustee	Present
Wyoma Hansen, Trustee	Present
Janice Torrez, Trustee	Present
Amber Wilson, Trustee	Present

Town of Saguache employees were present as follows:

Pam Fye, Town Administrator	Present
Linda Ahrens, Deputy Clerk	Present
Dan Pacheco, Public Works Director	Absent (excused)

Town of Saguache Attorney was present as follows:

Karen Lintott, Attorney	Absent (excused)
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Citizens in Attendance: None.

Call to Order: Mayor Terrell called the meeting to order at 6:33 pm.

Moment of Silence and Pledge of Allegiance: was led by Mayor Terrell

Additions/Deletions to the Agenda:

Mayor Terrell: Do we have any additions/deletions to the Agenda?

Trustee Hansen: I have a question on the Consent Agenda, the Minutes should include May 23 also, isn't that right? We need to add them.

Town Administrator Fye: One other thing, we need to add the primary contact change request form for our Quickbooks to change it from Rese to me. If they don't have it within 3 days, I will need to request it again. I need to attach the Minutes reflecting this change approval by the Baord.

Trustee Hansen: What is that process? To unlock the three licenses or what?

Town Administrator Fye: I can't call Quickbooks for help with our system. They are only allowed to communicate with the primary contact, and that is still Rese.

Trustee Hansen: Do you have an alternate, if you are not available?

Town Administrator Fye: I don't know, but I will find out.

Trustee Engquist: I had that same trouble when I was trying to verify the credit card.

Town Administrator Fye: Because everything is in Rese's name, and we are having to deal with them as they come up. I have changed everything I have been able to find online.

Trustee Engquist: I had to send them an email from our Minutes that stated that Greg and I could sign for Town.

Trustee Hansen: I want to make another addition to the Agenda, right after the Consent Agenda, that we talk about housekeeping. I want status on different items.

Consent Agenda:

Town Administrator Fye: I have made some corrections to the Minutes, where the dates did not get updated. April 16 said Regular Session instead of Special Session, and in the first sentence said April 11. Those items were corrected on the April 16, May 9, and May 23.

Trustee Wilson: I have a couple of changes. I thought when we did the...

Town Administrator Fye: What date are you referring to?

Trustee Wilson: May 23, page 2, when May made the motion, I thought she said it was only \$75.00 that was to be refunded, not the whole amount.

Town Administrator Fye: That's correct, it was. I will make this change. They came in repeatedly, wrote us a nasty letter and wanted to be on the Agenda. I talked with Mayor Terrell and we determined to refund the entire amount.

Trustee Wilson: Even so, the Minutes should reflect what May said, correct.

Town Administrator Fye: Yes, I will make that change.

Trustee Torrez: We all agreed that it would only be \$75 refunded.

Mayor Terrell: Ultimately, it's my responsibility for making that decision, but when they are coming in more than once a day and phone calls are going on, I would be more than happy to replace the \$50.00 out of my pocket.

Town Administrator Fye: We were wasting more than \$50 in staff time.

Trustee Hansen: But, the Board made a decision. I want, for procedure, from this point forward, if the Board makes a decision, and it is questioned, tell them they can bring it back to the Board. If that letter would have come to you directly, and not before the Board, it would have been administrative, but in the future, if we make a decision, it needs to come back to the Board for reconsideration.

Trustee Engquist: I agree.

Mayor Terrell: But, again, I would be more than happy to refund that \$50 to the Town, because ultimately it was me.

Trustee Hansen: What I don't like is that if people are badgering us, and so then we cave.

Mayor Terrell: It wasn't just that, they actually did us a favor. It was before Cruz started work, and it was the day Dave was hurt.

Trustee Hansen: I agree, but up front, we make that agreement with them, not after the fact. Not after the Board had decided.

Mayor Terrell: Let me tell you what I told them, I said that Dan agreed we would present the full refund before the Board. I also said we would present that, but they needed to write a letter, and they needed to come before the Board.

Trustee Engquist: And, I think you did vote "No" on my Motion. You did not agree to my Motion.

Mayor Terrell: I don't think I did.

Trustee Engquist: So, that should be corrected.

Trustee Hansen: So anyway, in the future, when the Board makes a decision, it stands unless it is reconsidered by the Board.

Mayor Terrell: Just to be clear, I want to apologize to the whole Board for circumventing that, but when you get phone calls all the time...

Trustee Engquist: I understand, apology accepted.

Town Administrator Fye: I apologize as well.

Trustee Wilson: I have another, there are 2 sets of minutes where Trustee Hansen asked that the Water Restrictions be added to the Public Works Report. I think it actually only happened one time.

Town Administrator Fye: You are right. It is on May 9 & May 11. I will fix that.

Trustee Wilson: Then, on Minutes for May 9, the adjournment time is missing.

Town Administrator Fye: I caught that, and it has already been corrected.

Trustee Engquist: There were a couple places where the second to the motion wasn't recorded on May 9. Then, another one where Amber made a motion to schedule the work session on the 23rd that didn't get a second recorded.

Town Administrator Fye: Okay.

Trustee Collins: On the May 23 Special Session, the times don't look right. The start time is 6:11 p.m. and the end time is 6:15 p.m.

Town Administrator Fye: I did check that, and revised it to reflect the end time of 6:39 p.m.

Trustee Collins: Also, on the 23rd, under Citizens present, it is showing there were no citizens present, and we had Municipal Judge Ruth Horn and Deputy Elke Well. Ruth addressed the Board and that presentation is missing.

Town Administrator Fye: Okay.

Trustee Collins: Also, on that same meeting, it showed that I didn't vote, but my name is there, and I should have been voting. Please make sure you add that.

Town Administrator Fye: I see, it doesn't say "aye" after you name.

Trustee Collins: It is like that in several places.

Trustee Wilson: Another one, on May 9, the Review/Discuss/Determine Action on subdivision exemption for Byron Williams, it says Saguache County and Land Use, and it is just supposed to say "Saguache County Land Use."

Town Administrator Fye: Okay. Got it.

Trustee Collins: On April 11, it was our Regular Meeting correct? Under Old Business, where it talks about the costs of the handicap signs for 4th street, I was not present for that meeting, so how much money does it cost to purchase the signs.

Town Administrator Fye: I will have to look, and I will send you the costs. It was minimal, we ordered them, and they have arrived, and are now waiting to be installed.

Trustee Hansen: You just need to add it to the minutes. Okay, on April 11, page 3, voting, Mayor Pro-Tem, all the way through, there are no "aye"s for her on the votes.

Town Administrator Fye: Okay.

Trustee Hansen: And, it says Vote: 5 – ayes, and it should be 6. That is incorrect all the way through it. On page 8, where we are talking about Laurie Vigil's request for Cinco de Mayo, that last sentence doesn't make sense to me, where we say San Juan Avenue from 4th Street to 5th Street for use of both the Floyd Smith Park for children.

Town Administrator Fye: I will remove the "both."

Trustee Hansen: Okay, and you corrected the dates on April 16? Not that this matters, but did we do the Pledge of Allegiance at the park?

Mayor Terrell: No, we did not.

Town Administrator Fye: Some of this is just standard language. I was not present for that meeting, and I got the information I have from Greg and Karen.

Trustee Hansen: It doesn't matter, we didn't do it, so take it out. Also, on page 2, April 16, my name is misspelled in the first paragraph.

Town Administrator Fye: Okay.

Trustee Hansen: May 9, you know where we talk about citizens in attendance, who is James M.?

Town Administrator Fye: We type that from the sign in sheets. That is all he wrote so I don't know.

Trustee Wilson: Oh, I caught the Laura too. Laura with no last name.

Trustee Hansen: On May 9, the pages aren't numbered. Where we talk about Laurie Vigil, there was another mention of her in one of the other minutes.

Town Administrator Fye: For the Cinco de Mayo, is that what you are referring to? Actually, Linda and I went back and checked that. At the meeting, Greg thought that her Request for a Community Grant had already been processed through the Board by Cindy Archuleta, but it had not. Cindy only requested a grant for the Community Easter Egg Hunt. So, Laurie did not request the Cinco de Mayo grant until after the event had already occurred. My intention was to put that back on the agenda if you want it on, for the next meeting, to consider it again. If you voted no because you felt it had already been addressed, that was incorrect.

Trustee Hansen: When you have something like that in the minutes should you put "Note" or something to show it was an error?

Town Administrator Fye: I can do that.

Trustee Hansen: May 23, the dates are incorrect, you probably caught that. In the first paragraph it doesn't show how Susan voted, and in the last paragraph it doesn't show how I voted. When we reviewed the Waiver request from Miracle, and then we moved on to Pat Miller, there is no Motion for that.

Town Administrator Fye: I see that. I will fix it.

Trustee Hansen: That's all I have. What I would like to do when you finish the corrections, are you going to send them out again, do you want us to look at them again. It would be best because there was a lot of corrections.

Town Administrator Fye: Yes.

Trustee Hansen: We can approve it in July, at the point, because it's not going to hurt anything.

Town Administrator Fye: The only complaints we'll receive are that the minutes are not posted on the website.

Trustee Hansen: But have they been posted for a long time?

Town Administrator Fye: Yes, they are all on there.

Trustee Hansen: Some of the links don't work right. I've tried to look around.

Town Administrator Fye: We have a lot of people who say they can't see some items at all, and it is due to the browser being used. It is just that the website is old junky language, and if you use Firefox, Explorer, or Google, it makes a difference. If one doesn't work, try one of the others. I am talking with SIPA and we are now at the front of the line to have our new website built. They have assigned a project manager to handle our site, and they have emailed me the outlines and requested some information that I will be sending them. Hopefully, within the next 90 days, our new website will be up and going. You need to realize though, that once the shell is in place, I will have to populate the entire site, so it is not going to be an overnight process. We want to get all of our Codes/Ordinances out there. I have added the Town's emergency number to our website, right at the top of the home page.

Trustee Hansen: I also gave it to the Sheriff's office.

Town Administrator Fye: On the bills, on the list of bills on the Expenses by Vendor Summary you have, I have added 2 to the General Fund, 1 is the Vectra Card,

Vote as follows: Trustee Aldrich – aye; Mayor Pro-Tem Engquist – aye; Trustee Torrez – aye; Trustee Wilson – aye; Mayor Terrell – aye.


VOTE: 5 – Aye; 0 – No; 0 – Abstain

Let the minutes reflect the vote was unanimous

Adjournment:

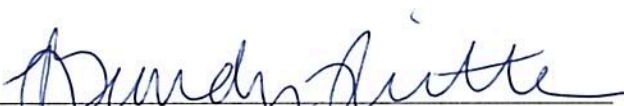
There being no other business, Mayor Terrell adjourned the meeting at 6:15 pm.

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO



Elvie Samora, Mayor

ATTEST:



Brandy Reitter, Interim Town Administrator