

**Town of Saguache
Board of Trustees
Regular Session
September 12, 2017**

Roll Call/ Call to Order:

The meeting was called to order at 6:37pm. A moment of silence and the pledge of allegiance was recited.

The following trustees were present: Trustee Lovato, Trustee Collins, Trustee Aldrich

New Business:

Oath of Office:

Oath of office was taken for the new trustees, Elvie Samora, Timothy Chittum and Randal Arredondo who were then seated for the meeting.

Review/Discuss/Approve the Appointment of the Mayor Pro-Tem –

Trustee Aldrich respectfully asked that he not be considered for Mayor or Mayor Pro-Tem. Trustee Samora asked why a Mayor and Mayor Pro-Tem could not be seated. Trustee Lovato explained that they had the option to ask for letters of interest for the Mayor position. Trustee Samora clarified that state statute allowed for the immediate appointment of Mayor and Mayor Pro-Tem and pointed out there were existing board members and other letters of interest in the board, he suggested that a Mayor and Mayor Pro-Tem be placed from the existing board members and the newly seated members. Trustee Arredondo suggested this also and advertise for the open position. Trustee Aldrich felt that the existing board could appoint a Mayor from the existing board to get the situation back to normal. Trustee Collins was open to seating a Mayor and Mayor Pro-Tem.

Mike Wheeler suggested that if a Mayor is appointed that Terry Gillette's letter of interest be considered for the open trustee's seat.

Trustee Samora and Trustee Lovato expressed their interest in serving as Mayor.

Motion: Trustee Arredondo moved that Trustee Samora be appointed as Acting Mayor until the next town election. Second by Trustee Aldrich.

Vote: Aye – 6, No – 0, Abstain – 1: Let the record show that the motion passes.

Motion: Trustee Arredondo moved to seat Terry Gillette as the sixth town council member for the Town of Saguache. Second by Mayor Samora.

Vote: Aye – 6, No – 0: Let the record show that the motion passes.

Terry Gillette sworn in as Town Trustee.

Mayor Pro-Tem – Open for discussion and seating.

Trustee Collins suggested Trustee Lovato to fill the seat of Mayor Pro-Tem.

Motion: Trustee Arredondo moved to appoint Trustee Lovato as Mayor Pro-Tem until the next election. Second by Trustee Aldrich.

Vote: Aye – 6, No – 0, Abstain – 1: Let the record show the motion passes.

Add or Delete Items from Agenda

Trustee Lovato added the following items to the Agenda:

Water restrictions

Bathrooms at Dave Martinez park

Handicap and stop signs

Status of David Hammel's modified duty.

Update on Mondragon Property under attorney time.

Trustee Arredondo discussed removing the minutes from the consent agenda.

Motion: Trustee Arredondo moved to remove the minutes to be approved from the consent agenda until the next regular session. Second Trustee Gillette

1. Minutes for Regular Session held on April 11, 2017
2. Minutes for Special Session held on April 16, 2017
3. Minutes for Regular Session held on May 9, 2017
4. Minutes for Special Session held on May 16, 2017
5. Minutes for Special Session held on May 18, 2017
6. Minutes for Special Session held on May 23, 2017
7. Minutes for Regular Session held on June 13, 2017
8. Minutes for Special Session on June 15, 2017

Vote: Aye – 7, No – 0, Abstain – 0

Town Clerk/Treasurer Hiring Process Discussion

Interim Administrator Reitter discussed the advertisement time and reported that there were 7 applicants for Town Clerk/Treasurer. The position for Deputy Clerk closed last Friday and three people are being interviewed. Discussed the training of the town clerk and stressed the need to fill that position as soon as possible. Asked the board what process they wanted to use for the appointment of Town Clerk.

Mayor Samora suggested a special session to review the applications for Clerk. Trustee Arredondo agreed that the board should review all of the applications.

A special session was scheduled for Monday September 18, 2017 at 6:30pm to review and make an offer for town clerk.

Mayor Samora and Administrator Reitter clarified the role of the Administrator's role in the hiring process of the Deputy Clerk. It was determined that Administrator was responsible for making recommendations to the board and the board would be responsible for hiring personnel. Mayor

Samora suggested that initially the board should actively make decisions regarding town issues, including having access to all the applicants for the clerk, deputy clerk and maintenance positions for the intent of hiring based on the Administrator recommendation.

Sheriff's Report:

Sheriff Dan Warwick discussed the 5 active cases being investigated in the Town of Saguache. Ellen Cox the victim's advocate supervisor discussed the annual Chocolate Festival that will be taking place on 4th street in Saguache.

Citizen Comments:

Carla Quintana stressed the importance of hiring a town clerk and expressed her pleasure with the appointment of the Mayor and Mayor Pro-Tem.

Mary Johnson discussed the school zone on Pitkin Avenue and enforcement of the posted speed limit. Additional input provided by Sheriff Dan Warwick and Superintendent Garoutte.

James Montoya wanted to know about the town ordinance regarding private citizen property on town property. Specifically referenced travel trailer owned by Fred Quintana.

Dave Winters congratulated new board and talked about slowing traffic on 4th street and property for sale on town right of way.

Mike Wheeler addressed the exclusion of marijuana testing facilities in the ballot question regarding retail marijuana sales. Trustee Lovato let the public know that the retail marijuana ballot question would not be on the November ballot. Clarified through Administrator Reitter that the paperwork was not signed by the Mayor in time and could not be signed by a Clerk and was submitted in time to be placed on the ballot.

Paul Roth appreciated the new board pulling it together and looked forward to open communication. Asked to be heard and acknowledged.

This time is established for the public to address the Board regarding any item not otherwise listed on the agenda. **Citizen comments are limited to 3 minutes per person.**

Executive Session:

Entered into executive session at 8:25 to consider Town Administrator contract. Present in this executive session: Mayor Samora, Pro-Tem Lovato, Trustee Collins, Trustee Arredondo, Trustee Chittum, Trustee Aldrich, Attorney Karen Lintott, Interim Administrator Brandy Reitter.

Executive session concluded at 9:00pm. Those participating in the executive session were: Mayor Samora, Pro-Tem Lovato, Trustee Collins, Trustee Arredondo, Trustee Chittum, Trustee Aldrich, Attorney Karen Lintott, Interim Administrator Brandy Reitter.

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the executive session, or that any improper action occurred during the executive session in violation of the Open Meetings Law, I would ask you to state your concerns for the record.

Ordinances/Resolutions/Public Hearing:

Review/Discuss/Approve Interim Town Administrator Contract

Motion: Trustee Lovato moves to table the town administrator contract until the special session on September 18, 2017 so that Brandy Reitter has time to negotiate her contract and that we approve the Interim Administrator's contract with Brandy Reitter as previously agreed upon.

Second: Trustee Collins

Vote: Aye – 7, No – 0

Bank Signers: Interim Administrator discussed the need to add and delete people as signors for the town bank accounts.

Motion: Trustee Arredondo moved to remove former Mayor Greg Terrell and add Interim Administrator Brandy Reitter and Mayor Samora as signors on the town accounts.

Second: Terry Gillette.

Vote: Aye – 7, No – 0, Abstain - 0

List of bills for September 12, 2017 – moved to ordinances/resolution/public hearing

Motion: Trustee Arredondo moved to approve the list of bills for September 12, 2017.

Second: Trustee Collins.

Discussion regarding use of Bear Claw Services for computer services.

Vote: Aye -7, No – 0, Abstain – 0

Old Business:

1. None

Staff Reports:

Maintenance Report – Danny Pacheco presented the maintenance report to the board. Discussed the grant application for sewer project and determine the public hearing dates. Received a \$10,000 reimbursement from CDPHE for the loan grant planning for the sewer project. Discussed infiltration rates in the Town of Saguache. Clarified the handicap signs on main street and the challenge of placement because of rebar in the sidewalks. Suggested that we address stop sign issues after we do a traffic study. Was directed to do the research a traffic study by the board. The status of Dave Martinez Park bathrooms is still in process and we need to clarify what is left in the fund.

Interim Town Administrator – Stated that at this point town hall and maintenance department are working and in decent shape. The audit will be submitted. Filing system needs work and will take a long time to fix. We are receiving help from a past employee Lacy Reed. Municipal court was moved for this month and we will be getting a new judge on September 19, 2017. The town attorney will be contacting you regarding her contract. Our loan for the sewer system is still on track. DOLA has offered to do a board training. The liquor licenses that were submitted prior to the turnover at town hall were submitted. Fall Fest special events request for the fire department was discussed and the process for approval, requested approval from the board. HUTF reports were compliant on the CDOT side but not the finance side and the Highway Finance Report will be submitted, and we will be compliant. The water attorney has notified me that the water augmentation is moving forward. Regarding an audit before bringing on new employees, the auditor felt he didn't think one was needed but that would be up to the board.

Motion: Trustee Arredondo moved to approve the Saguache Fire Department application for a special events permit to serve alcohol on September 16, 2017 from 8:00am to 6:00pm

Second: Trustee Lovato

Vote – Aye – 7, No – 0, Abstain - 0

Scheduled the next special session for September 18, 2017 at 6:30pm.

Adjournment:

Motion: Trustee Arredondo moved to adjourn at 10:18

Second: Trustee Aldrich

Vote: Aye – 7, No -0

ATTEST:


Iris Garcia, Clerk

TOWN OF SAGUACHE BOARD OF TRUSTEES
SAGUACHE, COLORADO


Elvie Samora, Mayor