

Posted on September 5, 2021 at: _____



TOWN OF WIGGINS

**BOARD of TRUSTEES
SPECIAL MEETING**

September 8, 2021 9:00 P.M.
(To Follow Work Session – Approximate Time)

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

***NOTE: THE PUBLIC IS HIGHLY ENCOURAGED TO ATTEND THE MEETING VIA
ZOOM DUE TO LIMITED SEATING CAPACITY***

GO TO THE FOLLOWING SITE <https://us06web.zoom.us/j/89929116786> FOR THE MEETING LINK

SPECIAL MEETING AGENDA

I. INTRODUCTIONS

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

**II. APPOINTMENT TO FILL VACANT BOARD OF TRUSTEE SEAT ON PLANNING AND
ZONING COMMISSION**

III. CONSIDERATION OF RESOLUTION NO. 29-2021- A Resolution Declaring a Vacancy on
the Board of Trustees for the Town of Wiggins and Seeking Eligible Applicants to Fill
the Vacant Position

- 1) Resolution No. 29-2021

IV. ADJOURNMENT

1. Closing Remarks by Mayor and Trustees -Adjourn Meeting



STAFF SUMMARY

Board of Trustees Board Special Meeting

September 8, 2021

DATE: September 4, 2021

AGENDA ITEM NUMBER: 2

TOPIC: Appointment to fill Vacant Board Seat on Planning and Zoning Commission

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

Trustee Patricia Musgrave submitted her resignation from the Board of Trustees effective August 25, 2021. She was also a member of the Planning and Zoning Commission. The Planning and Zoning Commission is comprised of five members, two of which are members of the Board of Trustees. The Mayor and one other Trustee serve on the Planning and Zoning Commission.

SUMMARY

The Board of Trustees need to appoint a member from the Board to serve on the Planning and Zoning Commission, replacing Former Trustee Musgrave.

FISCAL IMPACT

This action has no impact on the adopted budget.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

This appointment supports the Board of Trustees' desire to provide for good governance for the Town of Wiggins.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES

The Board of Trustees can take nominations from the Board and/or a Trustee can volunteer to serve on the Planning and Zoning Commission.

MOTION FOR APPROVAL

I make a motion to appoint Trustee _____ to the Planning and Zoning Commission.

ACTION REQUESTED

MOTION, SECOND, ROLL-CALL VOTE

(Resolutions require affirmative votes from the majority of Trustees present)



STAFF SUMMARY

Board of Trustees Board Special Meeting

September 8, 2021

DATE: September 4, 2021

AGENDA ITEM NUMBER: 3

TOPIC: Discussion and Consideration of Resolution 29-2021 – Declaring a Vacancy on the Board of Trustees and Appointment to Fill the Position

STAFF MEMBER RESPONSIBLE: Tom Acre, Town Manager

BACKGROUND

Trustee Patricia Musgrave submitted her resignation effective August 25, 2021. The Colorado Revised Statute Title 31 section 31-4-108 (2)(b) requires the Board of Trustees appoint to fill the position within sixty days after the vacancy occurs, or it shall order an election, subject to the municipal election code, as soon as practicable to fill the vacancy until the term of office of a successor elected at the next regular election has commenced as provided in section 31-4-105 C.R.S.

SUMMARY

Staff has prepared the attached resolution for the Board of Trustees' discussion and consideration. The resolution declares the vacancy on the Board and suggests a process to fill the vacant position. The process presented would have interested eligible individuals submit a letter of interest and resume via email to the Town Clerk. Following the submission deadline, the Board of Trustees would be provided the applications for review, may interview the applicants, and then would select and appoint an individual to fill the vacancy.

FISCAL IMPACT

The adoption of Resolution No. 29-2021 and appointing to fill the vacant position has no impact on the adopted 2021 Town Budget. If the Board is required to hold a special election, the budget would potentially be negatively impacted by approximately \$5,000 for the cost of the special election.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES

This Resolution supports the Board of Trustees' desire to provide the opportunity for eligible residents to be involved in the governance of the Town of Wiggins.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES

The Board of Trustees could adopt this Resolution as presented, request a modification, or not adopt the Resolution.

MOTION FOR APPROVAL

I make a motion to adopt Resolution 29-2021 – A Resolution Declaring a Vacancy on the Board of Trustees for the Town of Wiggins and Seeking Eligible Applicants to Fill the Vacant Position

ACTION REQUESTED

MOTION, SECOND, ROLL-CALL VOTE

(Resolutions require affirmative votes from the majority of Trustees present)

RESOLUTION 29-2021

A RESOLUTION DECLARING A VACANCY ON THE BOARD OF TRUSTEES FOR THE TOWN OF WIGGINS AND SEEKING ELIGIBLE APPLICANTS TO FILL THE VACANT POSITION

WHEREAS, Trustee Patricia Musgrave submitted a resignation letter, effective August 25, 2021; and,

WHEREAS, the Board of Trustees of the Town of Wiggins has accepted the letter of resignation from Trustee Musgrave; and,

WHEREAS, the resignation of Trustee Musgrave creates a vacancy on the Board of Trustees; and,

WHEREAS, section 31-4-108 (2)(b) C.R.S. requires the Board of Trustees appoint to fill the position within sixty days after the vacancy occurs, or it shall order an election, subject to the municipal election code, as soon as practicable to fill the vacancy until the term of office of a successor elected at the next regular election has commenced as provided in section 31-4-105 C.R.S.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO:

Section 1. The position of Trustee-at-Large for the Town of Wiggins is declared vacant, and the Board of Trustees is seeking applications from eligible citizens having resided in the Town of Wiggins for 12 consecutive months.

Section 2. Applicants are required to submit a letter of intent expressing their interest and reason(s) for applying for the vacant Trustee position. Applications are to be submitted electronically as a single PDF (portable document format) file, emailed to the Town of Wiggins Town Clerk at clerk@wigginsco.com by 4:00 p.m. on October 1, 2021.

Section 3. The Board of Trustees will review the applications of eligible constituents, may request to interview the applicants, and plan to make an appointment to fill the vacancy on October 13, 2021.

INTRODUCED, ADOPTED AND RESOLVED THIS 8th DAY OF SEPTEMBER, 2021.

Jeffrey W. Palmer, Mayor

ATTEST:

Deborah Lee, Town Clerk