

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, NOVEMBER 9, 2020
SPECIAL MEETING**

-Page 1 -

CALL TO ORDER

Mayor Wenke called the meeting to order at 9:30 a.m.

ROLL CALL

The following members were present: Mayor Wenke, Ms. Cole, Mr. Frickell, Mr. Johnston.
Mr. Cline arrived at 9:33.

ABSENT:

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Clay Buchner via phone and Kathy Reis.

ORDER OF BUSINESS

- a. Consideration of accepting the Town Managers resignation and determine the process for replacement.**

Mayor Wenke reported Ed sent an email that he hasn't resigned, he won't agree with the conditions of the probation period that we put him on last week. We are not going to change our policy.

ACTION: **Ms. Snow** moved and **Mr. Frickell** seconded to dismiss Ed Stefanich as Town Manager. Motion carried.

Mayor Wenke clarified that the removal of Ed Stefanich is immediately. He also suggested we form a committee to review the Town Manager job description. Ms. Cole, Mr. Cline and Mr. Johnston will review the job description.

Mr. Johnston asked if there was a procedure for him to get his belongings and how will he get notified. Clerk Reis we have an Exit Interview, we have a list of keys that he needs to return as well. Mayor Wenke said we can email him. The attorney verified that email is suitable. Mayor Wenke will email him.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, NOVEMBER 9, 2020
SPECIAL MEETING**

-Page 2 -

CALL TO ORDER CONTINUED

b. Consideration of approving amendment of the job description and responsibilities of the Town Clerk position and possible increase in salary.

Mayor Wenke stated during the interim period, we discussed making Kathy responsible for coordinating with the exterior staff. We also discussed increasing her salary to \$50,000 a year. She is currently at \$43,050.00 with a raise of 4% in 2021.

Mr. Johnston asked if the duties are temporary or permanent. The Mayor would like one touch point for him when he comes in the office. Kathy is very organized, know the policies, procedures are and what needs done. The aren't necessarily going to report to her, we need to figure that out.

Ms. Snow inquired; in order for the committee to do the job description, is it a job description for Town Manager or is it a job description for someone that is overseeing buildings and projects. Kathy was going to get a raise anyway and an extra bump due to these additional duties. If what we are looking to replace is the Town Manager, would these additional duties still be Kathy's? Are we giving here these additional duties for ever and she would be a contact person for a Town Manager?

Mr. Johnston suggested maybe a bonus for the next six months.

Mr. Cline was concerned about overloading Kathy with the additional workload and being able to do everything at 100%.

Ms. Snow suggested giving Kathy her a raise and giving her a bonus additional bonus a six-month period and see how it works. Ms. Snow clarified that we keep her raise as is for 2021 and give her a bonus now for the additional duties she is taking on for the remainder of the year and the beginning of next year. We can see how it is all going to work with the new job description. We are going to need one touch point for all the sub-contractors.

Mayor Wenke clarified that we keep her 4% raise in 2021. After the new Town Manager is hired, we can figure her bonus for next year. Ms. Snow said we should give her a bonus for the remainder of this year. We could give her a bonus that would bring her up to that \$50,000.00, the difference from what she is making now and that could be her bonus this year. Clerk Reis suggested just do the 4% raise now and wait until 2021 to determine it. It was agreed to give the 4% raise now and determine a bonus at a later date.

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, NOVEMBER 9, 2020
SPECIAL MEETING**

-Page 3 -

CALL TO ORDER CONTINUED

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to increase Kathy Reis's wages immediately to the amount that was in the 2021 budget. Motion carried.

ACTION: **Mr. Wenke** moved and **Ms. Snow** seconded to change Kathy Reis's title from Town Clerk to Town Administrator/Town Clerk. Motion carried.

c. Consideration of request to approve a raise for the Deputy Clerk.

Clerk Reis requested that the wages be increased starting this month as her job duties will increase. It was already in the budget.

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to approve a raise for the Deputy Clerk immediately. Motion carried.

Ms. Snow moved and **Ms. Cole** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis
Town Clerk