

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
MONDAY, NOVEMBER 16, 2020
SPECIAL MEETING**

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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, Ms. Snow and Mr. Johnston

ABSENT: Mr. Nordyke and Mr. Clince

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance

OTHERS PRESENT

Attorney Clay Buchner and Kathy Reis

ORDER OF BUSINESS

a. Review and consideration approving the Town Managers job description.

Mayor Wenke asked the board if the Town Clerk and Deputy Clerk should answer to the Town Manager? Clerk Reis had brought it up that she was appointed by the board, not hired by the Town Manager. The Mayor stated that we need one person that is on touch point and make sure paper work gets done. If the Mayor is out of Town the Mayor Pro-Tem will fill in.

It was asked how would you know the paper work isn't being done. Clerk Reis responded the paperwork would have to be monitored by myself and the Deputy Clerk. It was asked if it would be an overload. Clerk Reis stated the this would be assigned to the Deputy Clerk to track the paper work.

The board members determined that the Town Administrator/Town Clerk/Treasurer would not be under the direction of the Town Manager and would be written into the Town Manager job description.

There was also a concern about not following our own policy regarding nepotism. The attorney said just because you have two family members hired and working together doesn't

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ORDER OF BUSINESS CONTINUED

necessarily mean you have violated policy. If the people were hired on their merit, it shouldn't be a problem. It can't be undone now.

It was asked if there was a fair process for others to apply for the Street and Park Tech position. Clerk Reis reported it was not advertised, however there was one other person that was interested in it. It was determined that it was not a fair process. All policies should be reviewed in 2021. In the future all job openings need to be advertised.

After further discussion the following changes will be made.

Essential Duties and Powers:

First paragraph should include: The Town Manager will be responsible to the Mayor and the BOT for the efficient administration and supervision of all Street and Park departments including organizing, training, hiring and firing all street and park personnel and maintenance.

Language also needs to be added that the Town Manager will be responsible to the Mayor and Board of Trustees. The Town Manager will not be responsible for the administration of the Town Clerk or Deputy Clerk and he/she must coordinate with the Town Administrator/Town Clerk/Treasurer who is the single contact for the Mayor and BOT.

1 a. Changed to: Requires the ability to read and interpret Colorado Statutory and Constitutional law as it pertains to Town government and to develop Ordinances in conjunction with the Town Attorney. The ability to stay current with new laws and how they might impact the Town.

1.b. Changed to: The ability to read and comprehend applicable State and Federal regulations and apply them as necessary to the policies and regulations adopted by the Town and to communicate such with the various State regulatory agencies, Trustees and citizens of the Town.

1.c. Changed to: Deal with personnel issues both professional and personal in a thoughtful and legal manner that comply with the State and Federal regulations and Town policies.

5. Changed to: Work with the Town Administrator/Clerk/Treasurer and BOT to develop an annual business plan and budget.

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ORDER OF BUSINESS CONTINUED

6. Changed to: Keep the BOT advised of the future fiscal needs of the Town and all matters concerning the Town.

The Town Attorney will revise the Town Manager job description.

ACTION: **Ms. Snow** moved and **Ms. Cole** seconded to approve the Town Manager job descriptions with the amendments discussed. Motion carried.

b. Consideration of contracting snow removal for 2020/2021.

Clerk Reis reported that she talked with Kent. The cost for Seifert's to do the snow removal will be \$135.00 per hour per piece of equipment. Kent estimated it would take 60 hours (three days) to clear the entire town with one foot of snow. This will depend on how much our street crew can do. Our road crew are working on getting their CDL's. You can put this out to bid, however we need to do something. We will need a contract with Seifert's, they will provide us a certificate of insurance.

It was discussed what would the amount of snow fall required for Seifert's to remove. Clerk Reis reported in the past the policy is 6" before they start removing the snow. It was determined that the Town contact them when it snows 6" that we contact them.

ACTION: **Mr. Johnston** moved and **Mr. Frickell** seconded to approve subcontracting to Seifert's for snow removal for the 2020/2021 snow season. Motion carried.

c. Discuss and Consideration of moving forward with the equipment lease purchase with 4Rivers.

After much discussion, it was determined that the equipment lease/purchase after the meeting with 4Rivers. Mayor and Town Clerk will meet with 4Rivers regarding the equipment lease/purchase. Clerk Reis reported that we haven't signed a lease yet, we don't know if we can legally get out of the purchase. The Board of Trustees approved the purchase. Mayor Wenke stated equipment was approved in the 2020 budget.

We did not make a down payment, the only thing signed was the quote. The down payment would be paid at the time the lease is signed. 4Rivers special ordered the equipment. They also provided us with a skid steer in the interim at no cost to the Town.

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ORDER OF BUSINESS CONTINUED

ACTION: **Mr. Johnston** moved and _____seconded to terminate the equipment lease with 4Rivers. Motion died to lack of a second.

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

ADJOURN

Recorded by:
Kathy Reis
Town Clerk