BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
TUESDAY, NOVEMBER 1, 2022
SPECIAL MEETING
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CALL TO ORDER

Mayor Wenke called the meeting to order at 2:40 P.M.

ROLL CALL

The following members were present: Mayor Wenke, Mr. Frickell, Ms. Snow, Mr. Nordyke, Mr. Wilhelm, and Mr. Mowry.

ABSENT: Ms. Cole

PLEDGE OF ALLEGIANCE

Mayor Wenke led the Pledge of Allegiance.

OTHERS PRESENT

Kathy Reis

ORDER OF BUSINESS

    a. Review and approve Town Manager ads and job description.

    Some minor changes were discussed and made.

    The extended version is for Indeed, LinkedIn, and CML. The short version would be for Facebook and the newspapers. There are two other government websites to post the ad with a cost of $200.00 each. It was discussed to try the free ones first, then if needed do the other two in a week or ten days.

    ACTION: **Mr. Mowry** moved, and **Mr. Nordyke** seconded to approve of both ads. Motion carried.

    ACTION: **Ms. Snow** moved, and **Mr. Mowry** seconded the approval of the Town Manager job description as amended. Motion carried.

    ACTION: **Mr. Wenke** moved, and **Ms. Snow** seconded to authorize the Town Clerk to pay for two additional sites for posting this open position, if necessary, at no more than $400.00. Motion carried.

ORDER OF BUSINESS CONTINUED

b. **Review the Street and Park Supervisor job description and consideration of adding a possible increase for the 2023 budget.**

Clerk Reis reported that the board is required to approve all job descriptions. She is also trying to be proactive with the 2023 budget, if the new Town Manager decides to have a supervisor at a higher rate than the other employees.

After discussion, it was agreed to put an additional $5,000.00 in contingencies.

Research will be done on exempt versus nonexempt positions.

The Job description will be put on the November meeting for approval.

Ms. Snow moved, and **Mr. Nordyke** seconded to adjourn. Motion carried.

ADJOURN

Recorded by:
Kathy Reis, CMC
Town Clerk