

**BOARD OF TRUSTEES
TOWN OF WESTCLIFFE
WEDNESDAY, FEBRUARY 5, 2025
SPECIAL MEETING
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CALL TO ORDER

Mayor Pro-Tem Dembosky called the meeting to order at 9:00 a.m.

ROLL CALL

The following members were present: Mr. Fulton, Mr. Wilhelm, Mr. Nordyke, Mr. Jagow, and Mayor Pro-Tem Dembosky.

ABSENT: Mayor Wenke.

PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Dembosky led the Pledge of Allegiance.

OTHERS PRESENT

Melane Rella, Erin Christie, Neal Marrs, and Attorney Clay Buchner (Zoom).

ORDER OF BUSINESS

- a. Consideration of a request to approve the job description for new position ‘Town Operations Coordinator.’**

Mr. Dembosky reported that the Board will go page by page to review the final job description – there have already been previous edits. The Operations Coordinator will report to the Town Clerk.

The requirement to obtain a CDL was dropped – there just needs to be a thorough knowledge of how to obtain it, in the event another employee wants to get one. A GED was added as an equivalent to a high school diploma. Mr. Jagow suggested putting ‘hence forth referred to as Town Clerk’ rather than continuing to say Clerk/Treasurer. Mr. Wilhelm asked who will be responsible for hiring/firing employees. It was discussed that the Town Clerk will coordinate with the Board if there is a situation where an employee needs to be fired. The consensus was to leave the description as is, with the Board hiring the new position, rather than the Clerk.

The Operations Coordinator will also be the Town Incident Controller to review accidents and make necessary reports, and coordinate with law enforcement. Mr. Marrs reported that this is part of the risk management section of the job description, along with creating a list of contractors to be available to assist with an incident.

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Mr. Dembosky asked for direction from attorney Buchner on whether this job is an 'officer' position under state statute. Mr. Buchner reported it is not an 'officer' position, instead it is an employment position so it doesn't require the job description to be codified by ordinance, it just needs to be adopted. The only default officers by statute are the Clerk/Treasurer and the Attorney.

Mr. Buchner advised the Board that the job description can be approved by a verbal resolution and then task the staff with putting the description in the Town handbook. When the Board makes the motion, it should include the final amendments that were decided upon at this meeting (not previous edits).

At some point all of the job descriptions for the Town will be reviewed at a later date, along with ensuring the policy handbook is up to date.

ACTION: Mr. Jagow moved, and Mr. Fulton seconded to approve the job description with the below-suggested edits and move forward with the hiring process. Motion carried.

Edits to job description:

- 1 – Qualifications section: ...drivers license and have 'thorough' knowledge...
- 2 – Education section: ...high school graduate or GED.
- 3 – Essential Duties section: ...Clerk/Treasurer 'hence forth referred to as Town Clerk'.
- 4 – Essential Duties (1) section: ...building permits and all inspections.
- 5 – Essential Duties (3a) section: ...and are applicable for a small town.
- 6 – Essential Duties (4b) section: ...concise is required so that...
- 7 – Availability (a) section: ...list of all Operations...
- 8 – Two-Communications section: The Town Operations Coordinator...
- 9 – Physical Demands paragraph 3: Deleted 'The Job is primary a desk job.'

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

ADJOURN

Recorded by:
Erin Christie
Deputy Town Clerk