

## RECORD OF PROCEEDINGS

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### TOWN OF KREMMLING SPECIAL TOWN BOARD MEETING February 24, 2025

The Board of Trustees for the Town of Kremmling met in the Boardroom located at 203 Park Avenue, Kremmling, Colorado 80459. With Mayor Wes Howell presiding, the meeting was called to order at 6:00 PM. Trustees present: Jim Miller, Wes Howell, Erik Woog, Brad Perry, and Brady Mathis. Dave Sammons and Leo Pesch absent. Staff present: Town Clerk & Treasurer Teagan Serres and Chief of Police Jesse Lisenby.

**Conflicts of Interest:** None.

**Additions/Deletions to the Agenda:** None.

#### **Agenda Items:**

##### **1. Discussion & Action Item. Treasurer/Finance Director Job Posting & Description.**

Ms. Serres reported that the Board of Trustees adopted a new organization chart at the Regular Meeting on February 19, 2025, which separated the positions of Town Clerk and Treasurer. She presented both the current job description for the Town Clerk & Treasurer and the previous job description for the Treasurer/Finance Director for the Board's review.

The Mayor and Trustees assessed the two job descriptions and instructed Ms. Serres to create a new Treasurer/Finance Director job description. This new description should incorporate the Treasurer's roles and responsibilities from the current Town Clerk & Treasurer job description, along with the Finance Director roles from the former job description. They established a salary range of \$70,000 to \$85,000 for this position.

The Board directed Ms. Serres to post the Treasurer/Finance Director job description as soon as possible. Additionally, they permitted Ms. Serres to retain the current Finance Officer as a part-time employee to ensure the continuation of services and to assist with training the new Treasurer/Finance Director.

##### **2. Executive Session pursuant to C.R.S. §24-6-402(4)(g) and 24-6-402(4)(e), for (i) consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. §24-72-204(3)(a)(XI), and (ii) determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation regarding the **Second Review of Non-Finalist Town Manager Applicants.****

TRUSTEE MATHIS MOTION TO ENTER EXECUTIVE SESSION pursuant to C.R.S. §24-6-402(4)(g) and 24-6-402(4)(e), for (i) consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act, specifically records submitted by non-finalists under C.R.S. §24-72-204(3)(a)(XI), and (ii) determining positions, developing strategy and instructing negotiators relative to matters that may be subject to negotiation regarding the Second Review of Non-Finalist Town Manager Applicants. TRUSTEE MILLER SECONDS. Roll Call Vote was taken, Trustee Perry, Trustee Mathis, Trustee Woog, and Trustee Miller. 4 "aye" votes, 0 "nay" votes; MOTION PASSED.

The Executive Session concluded at 7:33 PM; and no decisions were made during the Executive Session. The recording will reside with the Town for 90 days. Those present during the executive session were Mayor Howell, Trustee Perry, Trustee Miller, Trustee Mathis, Trustee Woog, Town Clerk & Treasurer Teagan Serres, and Chief of Police Jesse Lisenby.

##### **3. Report from Executive Session.**

##### **4. Town Manager Interview Process and Timelines.**

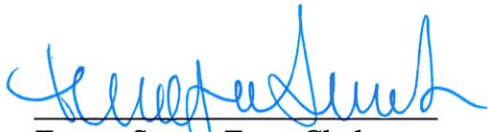
The Mayor and Trustees discussed and deliberated to interview five applicants and conduct staff-led tours of the Town's facilities along with a community mixer. They scheduled a special

meeting for March 6, 2025, at 10 a.m. to conduct candidate interviews in an executive session. After each interview, staff will be available to provide tours of the Town Hall, the Water Treatment Plant, and the Police Department.

Additionally, the Board directed Ms. Serres to arrange a community meet-and-greet, preferably at the High School, on March 6, 2025, at 5 p.m. The Mayor and Board of Trustees also scheduled another special meeting on March 10, 2025, for an executive session to review the candidates and potentially announce the finalists.

**Adjournment:**

TRUSTEE WOOG MOTION TO ADJOURN. Voice vote taken; 4 “aye” votes, 0 “nay” votes. MEETING ADJOURNED at 8:16 PM.

  
Teagan Serres, Town Clerk  
Wes Howell, Mayor