



**TOWN OF WIGGINS
SPECIAL BOARD MEETING
AGENDA**

JULY 31, 2024 AT 6:00 P.M.

**304 CENTRAL AVENUE
WIGGINS, CO 80654**

***THE PUBLIC IS INVITED & ENCOURAGED TO ATTEND THE MEETING VIA ZOOM OR WATCH ON
YOUTUBE IF THEY ARE UNABLE TO ATTEND MEETING IN PERSON***

GO TO <https://us06web.zoom.us/j/83659910749> FOR THE MEETING LINK

I. INTRODUCTIONS

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

II. TOWN MANAGER APPOINTMENT

1. **Resolution No. 29-2024**, A Resolution of the Wiggins Board of Trustees
Appointing a Town Manager and Approving a Town Manager Employment
Agreement

III. ADJOURNMENT

1. Closing Remarks by Mayor and Adjournment of Meeting



STAFF SUMMARY

Board of Trustees Special Meeting July 31, 2024

DATE: July 30, 2024

AGENDA ITEM NUMBER: 2

TOPIC: Resolution 29-2024 – A Resolution of the Wiggins Board of Trustees Appointing a Town Manager and Approving a Town Manager Employment Agreement

Staff Member Responsible: Nichole Seiber, Town Clerk/Trustee

BACKGROUND:

The Board of Trustees advertised the position of Town Manager after the resignation was received from the former Town Manager, Tom Acre. After a few meetings, the Board of Trustees created a strategy for interviewing the Town Manager candidates. The strategy entailed the Board of Trustees interviewing the preliminary candidates and narrowing down the field to two finalists. The finalists were announced and posted on the Town Hall announcement board and on the Town's website. The Board of Trustees created a staff/community member committee to interview the final two candidates followed by a second interview by the Board of Trustees. The Board of Trustees have extended an offer of employment to Town Manager finalist, Craig Miller.

SUMMARY:

Hiring a new Town Manager frees the Board of Trustees from the administration of daily operations and provides the Trustees time to focus on policy-making duties. The Town Manager provides leadership, purpose and direction that Town Staff can trust. The Town Manager position will be equipped to carry out Board of Trustee's decisions and continue to oversee Town Staff.

FISCAL IMPACT:

Approving this Resolution has no negative impact on the Town's adopted budget. The Town has included the Manager's Salary in the budget. The contract is within the current budget parameters.

APPLICABILITY TO TOWN OBJECTIVES AND GOALS TO PROVIDE SERVICES:

The hiring of a Town Manager supports the Town of Wiggins' Municipal Code and Town's goal to provide orderly and consistent management practices for the Town.

OPTIONS AVAILABLE TO THE BOARD OF TRUSTEES:

The Board of Trustees may approve the Resolution, approve the Resolution with modification, or not approve the Resolution.

MOTION FOR APPROVAL:

I make the motion to approve Resolution 29-2024 – A Resolution of the Wiggins Board of Trustees Appointing a Town Manager and Approving a Town Manager Employment Agreement.

ACTION REQUESTED:

Motion, Second, Roll-Call Vote.

(Resolutions require affirmative votes from the majority of the Trustees present.)

RESOLUTION NO. 29-2024

A RESOLUTION OF THE WIGGINS BOARD OF TRUSTEES APPOINTING A TOWN MANAGER AND APPROVING A TOWN MANAGER EMPLOYMENT AGREEMENT

WHEREAS, pursuant to Section 30.18(A) of the Wiggins Municipal Code, the Board of Trustees shall appoint a Town Manager; and

WHEREAS, the Board hereby deems it appropriate to appoint Craig Miller as the Town Manager and to approve a Town Manager Employment Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WIGGINS, COLORADO:

Section 1. Pursuant to Section 30.18(A) of the Wiggins Municipal Code, the Board of Trustees of the Town of Wiggins hereby appoints Craig Miller to the office of Town Manager effective September 1, 2024, subject to the terms and conditions set forth in the Town Manager Employment Agreement (the "Agreement"), a copy of which accompanies this resolution and is hereby approved.

Section 2. The Mayor is authorized to execute the Agreement, and is further authorized to negotiate and approve on behalf of the Town such revisions to the Agreement as the Mayor determines are necessary or desirable for the protection of the Town, so long as the essential terms and conditions of the Agreement are not altered.

INTRODUCED, ADOPTED AND RESOLVED THIS 31st DAY OF JULY, 2024.

TOWN OF WIGGINS, COLORADO

Christopher Franzen, Mayor

ATTEST:

Nichole Seiber, Town Clerk