

**CITY COUNCIL  
CITY OF CREEDE, COLORADO – A TOWN  
February 26, 2003**

**SPECIAL MEETING**

The City Council of the City of Creede – a Town, County of Mineral, State of Colorado, met in a special session in the Creede Town Hall at the hour of 4:00 p.m. There being present at the call of the roll the following persons:

COUNCIL MEMBERS: JB Alexander, Chuck Barnes Gene Dooley, John Goss,  
BJ Myers, Merle Knous,  
ABSENT: Jennifer Homsher

Mayor Myers, presiding, declared a quorum present:

Those members of staff also present were as follows:

Sandra Wright, City Manager

**APPROVAL OF AGENDA**

Mayor Myers advised the Council that this meeting was to discuss the resignation of City Manager Wright and how to proceed to replace the position.

**RESIGNATION**

City Manager Sandra Wright submitted her resignation, giving six weeks notice. She stated that she is moving back to Arizona because she misses her boys who both live there. She also explained that she misses not having the opportunity to take ongoing art classes, going to a dozen art galleries in one afternoon, and Japanese food.

**POSITION REPLACEMENT**

The Council discussed whether to simply hire another City Manager, or to take this opportunity to re-organize how the office is staffed. Councilman Knous pointed out that under State Statute, municipalities must have a Clerk (this position was filled by Wright in addition to City Manager's duties). They felt that at the very least it would be necessary to have a full time assistant in the office, and that the new City Manager would not start at the same salary as Wright.

It was decided to split the office staff into two full time positions, one City Manager who will supervise personnel, bookkeeping and financial reports, monitor City projects, oversee grants, and the like. A City Clerk/Treasurer will also be hired to physically enter the financial records into the accounting software, take minutes at meetings and transcribe them, maintain the utility billing duties, and perform day to day office activities.

Job descriptions from Limon were reviewed and discussed, and the Council felt that those descriptions were in line with what they would like to see for Creede.

The beginning salary of each person will be determined later, but if Wright's salary and the amount budgeted for the part-time office assistant are combined, it could work out to be something in the range of \$20,000 to \$25,000 and \$30,000 to \$35,000. It may be necessary to budget more for office salaries.

The proposed classified ads will be re-written with the headings of City Manager and a separate ad for City Clerk/Treasurer. Councilman Knous pushed to settle the salary issue and include that in the ads, but the rest of the Council didn't feel it was necessary to make that decision until the person being considered is taken into account. Councilman Barnes moved, and Councilman Dooley seconded, to re-write the ads taking the Limon job descriptions as guidelines, to not make the City Manager position a super clerk position, and to get a copy of the re-written ads to each Council member on Thursday before they are sent to the newspapers. There were four yeas, with Councilman Knous voting nay based on wanting the salary information included in the ads. Mayor Myers declared the motion carried.

Mayor Myers also suggested that Wright be kept on as a consultant with an hourly fee. The Council agreed with this arrangement.

EXECUTIVE SESSION

Mayor Myers requested an executive session for the purpose of discussing personnel issues, and asked that Wright be excused. Councilman Barnes moved, and Councilman Goss seconded, to go into executive session at 5:15 p.m.

Councilman Dooley moved, and Councilman Alexander seconded, to come out of executive session at 5:23 p.m. Unanimous. Mayor Myers declared the motion carried.

WATER PROBLEMS

There were questions as to why there was no water for some people in town this past Saturday morning. The problem was solved by Maintenance Supervisor Basham, although he had reported that he didn't really do anything special. Bottom line is that we really don't know why some residences were without water for a time. It was also reported that several people are reporting a strange taste in their water that has been going on for several weeks. Mayor Myers asked that these type of problems be reported to the City Office when they occur, that the Maintenance Crew can't do anything about them if they don't know there is a problem.

ADJOURN

There being no further business to come before the Council at this time, Councilman Goss moved, and Councilman Barnes seconded, that the meeting be adjourned. Unanimous. Mayor Myers declared the motion carried and the meeting was adjourned at 5:25 p.m.

Respectfully submitted:

Approved by City Council

\_\_\_\_\_  
Sandra S. Wright, City Manager

\_\_\_\_\_  
Betty Jean Myers, Mayor