



**Board of Trustees
Retreat Agenda
Fraser Town Hall, 153 Fraser Avenue and Virtually
Wednesday February 3, 2020
12:30 PM- 5:30 PM**

**Members of the Board may have lunch together at 12:00 p.m.
NOTE: Times are approximate and agenda subject to change**

Due to COVID-19 social distancing requirements the Fraser Board Room will only allow for participation of 4 people (not including Board and Staff). People with items scheduled on the agenda will be admitted before any public, not on the agenda, until capacity is reached. All others will have the opportunity to digitally attend the meeting with the information provided below.

Virtual Meeting Information

<https://us02web.zoom.us/j/85257818367>

Meeting ID: 852 5781 8367

Phone 1-253-215-8782

1. **12:30 P.M. Cirsa Training Governance, Ethics And Liability Training**

2. **1:30 P.M. 10 Minute Break**

3. **2:45 P.M. Process For Town Manager Recruitment**

Documents:

[Town Manager Recruitment.pdf](#)

4. **3:00 P.M. 10 Minute Break**

5. **3:10 P.M. Process For Town Board Recruitment**

Documents:

[Trustee Vacancy.pdf](#)

6. **4:00 P.M. 10 Minute Break**

7. **4:10 P.M. Committee Structure, Roles And Purpose**

Documents:

[Committee Responsibilities Eligibility Term And Compensation, Staff.pdf](#)
[Board And PC Meeting Posting.pdf](#)

8. 5:00 P.M. **Community Engagement**
9. 5:15 P.M. **Update On Initiatives And Goals**



MEMO TO: Mayor Vandernail and the Board of Trustees
FROM: Wesley LaVanchy, Interim Town Manager
DATE: January 28, 2021
SUBJECT: Town Manager Recruitment

MATTER BEFORE BOARD:

To secure a permanent Town Manager for the Town of Fraser.

ACTION REQUESTED:

Define the process for selecting a permanent Town Manager.

BACKGROUND:

The Town Board has wide discretion in this matter as the appointment and the contractual authority reside with the Board of Trustees. In December, the Town Board contracted for an interim town manager with the assistance of the N.W.CoG who was instrumental in the recruitment process. In preparation for the permanent recruitment, the Board set aside \$40,000 in the 2021 budget.

DISCUSSION & DIRECTION:

- I. Generally speaking, there are two broad options for the Board to consider in its recruitment process:
 1. **Hire a recruiter:** Under this scenario, the Board would contract with a professional recruiting firm to manage the overall process. The advantage is that these firms have established processes, procedures, and extensive networks and contacts that can aid the overall process and alleviate the responsibility and tasks that would otherwise fall to staff.
 2. **Direct staff to manage the process:** Under this scenario, the Board would direct the interim town manager to manage the overall process with the assistance of the clerk and assistant town manager. We would use existing resources to post the announcement, collect applications, compile packets and initiate background examinations. Staff would provide a schedule and manage the communication. This effort would closely model the process utilized for the recently completed interim town manager search.

Once the Board decides the recruitment process, staff will develop a schedule for your consideration.

II. Some Initial Decision Points:

1. Salary Range: New state anti-discrimination laws require that entities post the salary. The current range that was established in the last compensation survey for the Town for this position is \$144,917 to \$176,934. Is this your preference?
2. Housing Allowance: The Board may want to consider providing language in the advertisement that creates flexibility to negotiate on this issue depending on qualifications. Is this something you wish to address and/or negotiate?
3. Residency Requirement: The Board will need to provide some initial feedback on its thoughts on this matter. Should this be defined as the "Fraser Valley" or within so many miles or minutes?
4. Interview Process: During the interim interviews, there was both a staff and Board component. This seemed to serve the selection process well. In addition, the Board may want to consider a meet-n-greet with the public for its finalists.

Please contact me with questions/concerns. wlavanchy@town.fraser.co.us

Vacancy of Trustee Summary:

The Board has two options to fill the vacancy: appointment or call a special election

- With in the 60 days after the resignation the vacancy must be filled by appointment or
- If a vacancy in the board is not filled by appointment or an election is not ordered within sixty days after the vacancy occurs, the board shall order an election, subject to the municipal election code, to be held as soon as practicable to fill the vacancy
- An election takes approximately 100 days to conduct.

31-10-108. Special elections

Special elections shall be held on any Tuesday designated by ordinance or resolution of the governing body. No special election shall be held within the ninety days preceding a regular election. No special election shall be called within sixty days before the date thereof, nor shall any special election be held within the thirty-two days before or after the date of a primary, general, or congressional vacancy election. A special election may be held at the same time and place as a primary, congressional vacancy, or general election as a coordinated election pursuant to section 1-7-116, C.R.S., or may be conducted at the same time as a mail ballot election pursuant to article 7.5 of title 1, C.R.S. Special elections shall be conducted as nearly as practicable in the same manner as regular elections.

31-4-303. Trustees to fill vacancy - mayor pro tem - clerk pro tem

The board of trustees has the power, by appointment, to fill all vacancies in the board or any other office, and the person so appointed shall hold his office until the next regular election and until his successor is elected and has complied with section 31-4-401. The board also has the power to fill a vacancy in the board or in any other elective office of the town by ordering an election to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401. If a vacancy in the board or in such other elective office is not filled by appointment or an election is not ordered within sixty days after the vacancy occurs, the board shall order an election, subject to the municipal election code, to be held as soon as practicable to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401. At its first meeting, the board shall choose one of the trustees as mayor pro tem who, in the absence of the mayor from any meeting of said board or during the mayor's absence from the town or his inability to act, shall perform the mayor's duties. The board also has the power to elect a clerk pro tem to perform the duties of the clerk during his absence or inability to act.



Committee Responsibilities, Eligibility, Term and Compensation

Economic Development Advisory Committee

Staff: Sarah Wieck

Responsibilities:

- The Committee shall act in an advisory capacity to the Board of Trustees as requested by the Board of Trustees and Town Manager.
- The Committee is authorized to explore matters related to economic development in Fraser and make recommendations to the Board of Trustees and Town Manager.
- The Committee shall hold at least one (1) regular meeting each quarter. A quorum is not required to hold a meeting. No vote or recommendation to the Town Board shall take place without a quorum.

Eligibility:

- All members of the Committee shall be bona fide residents of the Town, or own property within the Town, or have at least ten percent (10%) ownership interest in a business that owns property within the Town, or hold a management position with a business located in Fraser. Committee members should provide a broad representation from the community and have an interest in promoting the best interests of the Town and the surrounding community; be objective and thoughtful.
- Committee members shall have expertise or experience in one (1) or more of the following or related areas:
 - Legal, sales, marketing, finance and capital fundraising.
 - Strategic planning, community development and engineering.
 - Entrepreneurial, business development and job creation.
 - Telecommunications/internet, resort/tourism, retail, service/transportation, lodging/hospitality, energy/utilities, or commercial/office real estate.

Term:

- The term of Committee members shall be two (2) years. Committee members may be re-appointed to the Committee for consecutive terms.

Compensation:

- Member is compensated \$75 per meeting attended

Planning Commission

Staff: Catherine Trotter and Antoinette McVeigh

Responsibilities:

- The Planning Commission may prepare such plans and regulations for adoption by it and the Board of Trustees as may now or hereinafter be authorized by the laws of the State or requested by the Board of Trustees, and shall act in an advisory capacity to the Board of Trustees when requested by the Board of Trustees or required by the state statutes or the ordinances of the Town.

Eligibility:

- All members of the Planning Commission shall be bona fide residents of the Town, and, if any member ceases to reside in the Town, his or her membership on the Planning Commission shall immediately terminate.

Term:

- The terms of the ex officio members shall correspond to their respective official tenure. The terms of each of the appointed members shall continue until the second regular municipal election following the appointment or until his or her successor takes office, except as provided by Paragraphs 2-6-20(2) and (3). Selections or appointments to fill any vacancies caused by the expiration of a member's term shall be made within thirty (30) days following the regular municipal election at which the member's term expires. In case of a vacancy caused by the

resignation or removal of a member, the selection or appointment of a replacement shall be made by the Mayor or Board of Trustees, as the case may be, within thirty (30) days from the date the vacancy occurs unless a longer time is needed to find a suitable replacement.

Compensation:

- Member is compensated \$75 per meeting attended

Public Arts Committee

Staff: Sarah Wieck

Responsibilities:

- The Committee shall act in an advisory capacity to the Board of Trustees as requested by the Board of Trustees and Town Manager.
- The Committee is authorized to explore matters related to all aspects of planning, programming, procurement, installation, operations, and maintenance of public art projects and artworks in the Town of Fraser and make recommendations to the Board of Trustees and Town Manager.
- The Committee shall hold at least one (1) regular meeting each quarter. A quorum is not required to hold a meeting. No vote or recommendation to the Town Board shall take place without a quorum.

Eligibility:

- All members of the Committee shall be bona fide residents within the Fraser Recreation District boundaries, or own property within the Town, or have at least ten percent (10%) ownership interest in a business that owns property within the Town, or hold a management position with a business located in Fraser. Committee members should provide a broad representation from the community and interest in promoting the best interests of the Town and the surrounding community; be objective and thoughtful.
- Committee members shall have higher education, expertise or experience in visual and performing arts or in related areas.

Term:

- The term of Committee members shall be two (2) years. Committee members may be re-appointed to the Committee for consecutive terms.

Compensation:

- Member is compensated \$75 per meeting attended

Water Wastewater Committee

Staff: Russell Pennington, Adam Cwiklin and Beth Williams

Responsibilities:

- The Water and Wastewater Committee shall act in an advisory capacity to the Board of Trustees as requested by the Board of Trustees and/or the Town Manager.
- The Water and Wastewater Committee is authorized to explore matters related to water and wastewater and make recommendations to the Board of Trustees and/or the Town Manager.
- The Water and Wastewater Committee shall hold at least one (1) regular meeting quarterly. A quorum is not required in order to hold a meeting.

Eligibility:

- All members of the Water and Wastewater Committee shall be bona fide residents of the Town, own property within the Town or have at least ten-percent ownership interest in a business that owns property within the Town. If any member ceases to meet these eligibility requirements, his or her membership on the Water and Wastewater Committee shall immediately terminate.

Term:

- The terms of the ex officio members shall correspond to their respective official tenure. The terms of each of the appointed members shall be two (2) years, or until his or her successor takes office. Terms of the appointed members shall be concurrent with the two-year municipal election cycle.

Compensation:

- Member is compensated \$75 per meeting attended.



REGULAR MEETINGS - FRASER TOWN HALL

MAYOR OFFICE HOURS

EVERY TUESDAY FROM 11:00-12:00

BOARD OF TRUSTEES

1st AND 3rd WEDNESDAY OF EACH MONTH - 6:00 PM WORKSHOP, 7:00 PM MEETING

PHILIP VANDERNAIL - MAYOR
EILEEN WALDOW - MAYOR PRO-TEM
ANDY MILLER
BRIAN CERKVENIK

KATIE SOLES
PARNELL QUINN
RYAN BARWICK

PLANNING COMMISSION

4th WEDNESDAY OF EACH MONTH - 6:30 PM

JEAN WOLTER – CHAIRPERSON
BOB GNUSE
KATIE SOLES
MARGARET BOWLES

PARNELL QUINN
PHILIP VANDERNAIL
SAM BREWER

WATER/WASTEWATER COMMITTEE

2nd TUESDAY OF EACH MONTH - 9:00 AM

RON ANDERSON – CHAIRPERSON
BOB WOLF
BRIAN CERKVENIK
DENNIS SOLES

EILEEN WALDOW
PARNELL QUINN
PHILIP VANDERNAIL

PUBLIC ARTS COMMITTEE

3RD FRIDAY OF EACH MONTH- 9:00 AM

STEVE FITZGERALD - CHAIRPERSON
CALLIE MCDERMOTT
DEBBE KNUTSON
ERIC VANDERNAIL

JERILYN SUSTER
LISA BAIRD
TARA ROSE HENDRICKS

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

4TH TUESDAY OF EACH MONTH- 9:00 AM

BARRY YOUNG – CHAIRPERSON
BRIAN NICHOLS
DEBORAH BUHAYAR

PAULA METCALF STUART
TARA ROSE HENDRICKS

Town of Fraser

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