

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2020-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO,
APPOINTING THE TOWN ADMINISTRATOR AS THE TOWN CLERK AND TOWN TREASURER
PURSUANT TO C.R.S. §31-4-304**

WHEREAS, Sec. 2-51 of the Municipal Code authorities and directs the Board of Trustees to appoint town officers by a majority vote of all members of the Board; and

WHEREAS, the Board of Trustees adopted an organizational chart for the Town to reflect modern employment practices whereby the Town Administrator is responsible for supervision and management of all employees of the Town and the Board of Trustees directs and holds the Town Administrator accountable for such duties; and

WHEREAS, C.R.S. §31-4-304 requires the Board of Trustees to appoint a clerk and treasurer and those positions require day to day supervision and management, best undertaken by the Town Administrator since the Board of Trustees do not have continuous interaction with these employees; and

WHEREAS, modern employment practices and risk management dictate that the Board of Trustees not personally participate with the supervision and management of employees since a majority of the Board of Trustees is required to take action with proper notice and individual Board of Trustee direction of employees lacks authority, creates confusion, and disrupts the organization's hierarchy exposing the Town to liability under employment laws; and

WHEREAS, to properly implement the Town's organizational chart, the Board of Trustees finds it in the best interests of the Town to make the Town Administrator responsible for the clerk and treasurer positions and delegate the duties of those positions to employees that can be assigned such titles.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO that the following shall be and is hereby appointed as Town Clerk and Town Treasurer pursuant to C.R.S. §31-4-304:

Town Administrator, Janet Hawkinson, is appointed Town Clerk and Town Treasurer pursuant to C.R.S. §31-4-304 and accountable to the Board of Trustees for the duties of the clerk and treasurer; however, such duties shall be delegated to employees by the Town Administrator and such employees may be assigned and utilize such titles on behalf of the Town, all under the supervision and management of the Town Administrator.

RESOLVED, APPROVED, AND ADOPTED this 28th day of April 2020.

TOWN OF PALISADE, COLORADO

By:



Greg Mikolai, Mayor

ATTEST:



Town Clerk