

City of Las Animas
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City of Las Animas Special Call Meeting

March 05th, 2024

The City of Las Animas special call meeting was called to order in the City Council Chambers by Mayor Ron Clodfelter at 7:17 P.M.

Those present at roll call:

- Ron Clodfelter- Mayor
- Troy Abdulla- Councilman
- Joseph Frazier- Councilman
- Jesse Garcia- Councilman
- Rocky Quintanilla- Councilman
- Maria Medina- Councilwoman
- Lynette Wolfe- Councilwoman

Absent: Angela Kelly-City Clerk

Others Present:

- Sherri L. Montoya – Administrative Assistant/Bookkeeper Light & Power
- Brandon Dittman- Attorney City of Las Animas

Agenda item # 1-Discussion of salary range for City Administrator.

Mayor Ron Clodfelter began by explaining in order to post the Ordinance for the City Administrator position, we must have a salary range. Mayor Clodfelter had been told he needed to have at least two City Council members in agreement with the proposed range. He said he had agreement from three Councilmen; Troy Abdulla, Joe Frazier and Jesse Garcia. The salary range they had agreed on was \$55,000.00 to \$100,000.00. He continued to say that the position of City Administrator has a heavy workload and needs a person with a lot of experience in administration, the City Administrator in La Junta retired and Rocky Ford will be seeking a person for the same position, we will be in competition with these other cities. In order to hire the ideal person, that will come at a very large price, probably the \$100,000.00. Councilman Joe Fraizer added that Rocky Ford was beginning that position at around \$73,000.00. After some further discussion, it was decided to post the salary range as \$70,000.00 to \$100,000.00. No vote was necessary as this is just direction to staff.

Agenda item # 2-Revision of City Clerk position responsibilities and compensation

Mayor Ron Clodfelter read the following:

The Council did decide to hire Angela as City Clerk at part time status to work 32 - 36 hours a week at the agreed upon Wage. She was told that if she needed to work more than 36 hours in a week that she could

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work less the next week. The set duties she received was she is to issue all of the licenses in example Liquor etc., ensures the posting of legal notices, this includes the publication, posting and distribution of Agendas for public meetings, work sessions and hearings. Administers and maintains the City's records management. Attends all City Council meetings and prepares the minutes. Files and records all agreements and contracts executed by the City, all ordinances and resolutions and all policies and goals adopted by the City Council. Creates and mails all checks for Accounts Payable, checks for Payroll, etc..

Angela Started work on February 2, 2024. The first she asked me was how often the City pay Bills. I told her it will be every Friday. She then replied that the County did it twice a month. I replied back that we are the City and not the County and I do not want a bill collector to call me in the Mayor's Office. For the month of February, Angela created one batch of Accounts Payable Checks. I will be honest and say that I believe that She didn't have a fair start to have worked, receiving training from Richard. She was basically was self-training and receiving help from others, Cheryl Miller, Amber Dean, Sandra Durga and Sherri Montoya with the Light & Power helped out tremendously.

Now I would like to get you all up to date. Last Tuesday Angela went home at 2:00pm for lunch. Wednesday morning she did not come to work nor did she call in. One of the Light & Power employees went to her house and seen her car, he knocked on her to no answer. Cheryl then called Angela's Aunt and asked her to go check on her. She has been experiencing dizziness and bad eyesight. She told me that while delivering Council Packets on the 12th of February she slipped on ice and hit her head. She has been to a Medical Doctor and an Eye Doctor in LaJunta. She has since been in the Hospital in Colorado Springs with very weak Kidneys. On Wednesday February 28th, I was able to convince Charmaine to come and help with Payroll so the City Employees would be paid on Thursday. I approved for Charmaine to be paid out of petty cash. Charmaine and Cheryl both came into City Hall to make out checks for Accounts Payable on Saturday, March 2nd. Charmaine has offered her expertise to sit with Angela and train her when she returns to work at \$36.00 per hour. With Accounts Payable along with some other tasks being about 2 months behind, Cheryl has also offered to come in on Saturdays to help Charmaine on Saturdays also for \$36.00. I really think this needs to be approved to get everything caught back up to date.

Councilwoman Lynette Wolfe made a motion to meet the requests of Cheryl Miller and Charmaine Tripp to be paid \$36.00 an hour to help City Clerk Angela Kelly get the city caught up. This is authorized until the April 09th meeting. Councilwoman Maria Medina seconded. Hearing no further discussion or questions, Mayor Ron Clodfelter called for a voice vote. Motion passed 7:52 P.M.

Meeting adjourned @ 7:52 P.M.

by Mayor Ron Clodfelter

Sherri L. Montoya
Admin Assist/Bookkeeper
Las Animas Light & Power

Ron Clodfelter
Mayor