

**TOWN OF SILT
BOARD OF TRUSTEES SPECIAL MEETING AGENDA
TUESDAY, MAY 7, 2024 – 5:30 P.M.
MUNICIPAL COUNCIL CHAMBERS**

ESTIMATED TIME	AGENDA ITEM	PUBLIC HEARING or ACTION ITEM	STAFF PRESENTOR
	Agenda		Tab A
8:00 a.m.	Call to order		Mayor Richel
	Roll call		
	Pledge of Allegiance and Moment of Silence		
	Public Comments - Persons desiring to make public comment on items not on the agenda shall activate the “raise hand” function in the meeting program. For persons who will participate in the meeting by telephone, they should send an email by 5:00 p.m. on the day of the meeting to sheila@townofsilt.org indicating their desire to make public comment. For those attending in person, a “Sign in Sheet” is available in the Council Chambers. Each speaker will limit comments to no more than three (3) minutes, with a total time of 30 minutes allotted to public comments, pursuant to Section 2.28.020 of the Silt Municipal Code		
	Executive Session - For discussion of a personnel matter under C.R.S. Section 24-6-402 (4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; - review of applications received for Town Administrator position.		
	Town Manager Selection Process	Action Item	Tab B SPC Layman & Efting
6:00 p.m.	Adjournment		

BOARD OF TRUSTEES SPECIAL MEETING
May 7, 2024

AGENDA ITEM SUMMARY

SUBJECT:

Town of Silt Board of Trustees Town Manager Finalists Review

PROCEDURE:

The purpose of this meeting is to interview the finalists for the position of Town Manager, review each candidate individually and by name in Executive Session and then, in open session, determine which of them, if any, will move forward in the process. Moving forward may mean instructing staff and the Town Attorney to negotiate an employment contract, arranging for additional interviews, background source interviews, etc.

BACKGROUND OF SUBJECT MATTER:

The Town began advertising for its open Town Manager's position in March 2024 and received 14 resumes. Last month, the Board of Trustees selected five finalists, based on a review of resumes and cover letters, for the position of Town Manager.

SUMMARY:

At the end of this meeting, each candidate will have had the opportunity to meet and discuss their qualifications for this position with members of the Board of Trustees, certain stakeholders of the community and Town of Silt department heads.

Bill Efting and I will lead the Board through the evaluation and decision-making processes. At the end of the meeting, the Board will have elected to go forward with one or more, or no finalists for the position. The Board will further give Town staff directions on how to move forward. This will occur in a public session of the Board.

Below, Trustees will find the existing recruitment and selection schedule, understanding that this is not definitive, as changes may need to be made.

- Schedule
 - May 6-7: Interviews; Getting to know Finalists
 - Mid-May: Due Diligence on top Finalists
 - Late May: Extend job offer
 - June 29: First day of work

ORIGINATED BY: Jeff Layman, Special Projects Manager

PRESENTED BY: Jeff Layman, Bill Efting

TOWN ATTORNEY REVIEW: / x / Yes // No MJS

SUBMITTED BY:

REVIEWED BY:

Jeff Layman
Jeff Layman, Special Projects Manager

Sheila M. McIntyre
Sheila M. McIntyre, Town Clerk