

**TOWN OF HOT SULPHUR SPRINGS**  
**TOWN BOARD**  
**SPECIAL MEETING-TOWN CLERK WORKSHOP**  
**MINUTES**

February 11, 2019  
6:30 PM  
TOWN HALL  
513 ASPEN ST.  
HOT SULPHUR SPRINGS, CO  
[www.HotSulphurSpringsCO.com](http://www.HotSulphurSpringsCO.com)

6:40 PM CALL TO ORDER-ROLL CALL

Mayor Robert McVay, Mayor Pro-Tem Christine Lee (absent), Trustee Dan Nolan, Trustee Ray Tinkum, Trustee Tim Harvey, Trustee Kevin Jones, open seat

Town Staff: Jessie Webb & Kerry Davidson also in attendance

1. Consent Agenda
  - a. Agenda for February 11, 2019
    - i. *Trustee Dan Nolan moved and Trustee Ray Tinkum seconded to accept the consent agenda for the February 11, 2019 special meeting. All voted aye, motion passed.*
2. PUBLIC COMMENT-NONE
3. STAFF-NONE
4. DISCUSSION ITEMS
  - a. 2019 Town Clerk Job Description- changes/additions to include accounting experience, meeting minutes to be more complete, website maintenance. Description needs to be updated & Board of Trustees will vote on at February 21, 2019 meeting
  - b. 2019 Town Staff Job Description- position for Deputy Town Clerk/ administrative assistant
  - c. Discussion items also included review of plant operator submittals, employee handbook possible changes
5. ACTION ITEMS
  - a. Set date for earmarked budget items workshop- MOVED TO BOT MEETING 02 21 19
  - b. Set any additional Board of Trustee workshop dates- MOVED TO BOT MEETING 02 21 19
6. OTHER BUSINESS

Bob McVay  
Dan Nolan  
Christine Lee  
Ray Tinkum  
Tim Harvey  
Kevin Jones  
Open seat
7. ADJOURNMENT
  - i. *Trustee Tim Harvey motioned and Trustee Dan Nolan seconded to adjourn the meeting at 8:25pm. All voted aye, motion passed.*

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Mayor Robert McVay

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Jessie Webb, Interim Town Clerk