



NOTICE OF THE REGULAR MEETING OF THE GENERAL ASSEMBLY

TOWN OF OPHIR, CO 81426

TUESDAY 7:00 PM, November 15, 2022

OPHIR TOWN HALL 36 PORPHYRY ST.

[Join Zoom Meeting](#)

Meeting ID: 867 0143 8435 Passcode: 373146

AGENDA

1. CALL TO ORDER
2. ADOPTION & SIGNATURE OF OCTOBER 18, 2022 MEETING MINUTES
3. APPROVAL OF AGENDA
4. BUSINESS ITEMS
 - a. First Reading of Ordinance 2022-04 John Wontroski Town Manager 2023-2025 Contract
5. STAFF REPORTS
6. NEW BUSINESS
7. ADJOURN

MINUTES OF THE REGULAR MEETING OF THE GENERAL ASSEMBLY

TOWN OF OPHIR, CO 81426

TUESDAY, October 18th, 2022 7:00 PM

REMOTE MEETING VIA ZOOM PLATFORM

CALL TO ORDER

(TIME: 7:04 PM)

Voting Members: Mason Osgood, Judah Kuper, Kim Wheels, Eric Beermann, Teri Steinberg, Phil Hayden, Leigh Sullivan, Jerry Oyama, Allyn Hart, Janice Gerona

Non-Voting Members: John Wontrobski, Wile Freeman, Stephanie Weber, Emma Gerona, Cindy Wyszynski

ADOPTION & SIGNATURE OF September 20th, 2022 MEETING MINUTES

Judah Kuper motions to approve and adopt the September 20th, 2022 Ophir GA meeting minutes, Mason Osgood seconds.

In Favor (Aye): Mason Osgood, Judah Kuper, Kim Wheels, Eric Beermann, Teri Steinberg, Phil Hayden, Leigh Sullivan, Jerry Oyama, Allyn Hart, Janice Gerona

Not in Favor (Nay): None

Abstain:

Motion to approve September 20th 2022 meeting minutes passes unanimously

APPROVAL OF AGENDA

Judah Kuper motions to approve the October 18th, 2022 Ophir GA Agenda, Mason Osgood seconds.

In Favor (Aye): Mason Osgood, Judah Kuper, Kim Wheels, Eric Beermann, Teri Steinberg, Phil Hayden, Leigh Sullivan, Jerry Oyama, Allyn Hart, Janice Gerona

Not in Favor (Nay): None

Motion to approve the agenda passes unanimously

BUSINESS ITEMS

4a 2023 Town of Ophir Budget Update

Cindy Wyszynski presents initial draft 2023 Town of Ophir budget, please send any thoughts or concerns to Cindy for her consideration in the budget updates for next year.

4b Eco-Action Partners 2022 Update

Emma Gerona, Executive Director of Eco-Action, presents her 2022 update. Kim Wheels also presents specific updates regarding OSRC and how Ophir can become more sustainable.

4c San Miguel Power Association 2022 Update

Wiley Freeman with SMPA presents their annual update.

4d San Juan Mountain Association 2022 Update

Stephanie Weber with the SJMA presents their summary of work during the summer of 2022, and their findings of Ophir pass recreational use. Overall, Ophir pass has little to no camping, quite clean, and SJMA employees collected over 125lbs of trash with over 68 engagements in the Ophir Valley.

STAFF UPDATES

Mason Osgood (Mayor)-Participating in budget discussions with Cindy. Participating in various recreation/trails stakeholder chats with the region. Halloween gathering Monday eve 5pm on the 31st!

Mason Osgood (Clerk)-Looking for a new clerk!

Cindy Wyszynski (Treasurer)-N/A

Jacey Depriest (OEC)- N/A

Judah Kuper (P&Z)- Last meeting in September was the Cornwall Whitaker hearing and that will be coming to GA in November or December. P&Z is working to organize LUC updates, most importantly the 2018 IRC and building codes to get us up to standard with the region. Also incorporating OEC recommendations for LUC updates as well.

John Wontrobski (Manager)-Finished front loader certification in Durango last week. Silverbell springs legal work continues and the deadline is the end of October for filing in water court. We have a pickleball set and anyone can come and play.

NEW BUSINESS

None

ADJOURN

Having reached the end of the agenda, and with no new business presented, Mason Osgood declared the meeting adjourned at 8:20pm

Town Clerk, Mason Osgood

Date

Minutes prepared by Mason Osgood, Town Clerk

Audio recordings of all General Assembly Meetings are available to the public. Please contact the Town Clerk if you would like a copy of this month's audio of the meeting minutes.

Town of Ophir Town Manager Job Description November, 2022

Duties and Responsibilities:

Performs, directs and coordinates the administrative and professional work of the town government in accordance with policies determined by the General Assembly of the Town of Ophir. Ensures Town compliance with all state, federal, local laws and ordinances.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Plans, assigns, and directs work to achieve all necessary functions of the Town.
- Provides leadership and direction in the development of short and long- range plans for the Town.
- Prepares reports for monthly Town meetings, makes presentations to boards, commissions, and the General Assembly.
- Communicates official plans, policies, and procedures to staff and General Assembly.
- Researches and writes grants.
- Creates annual budget with Town Treasurer.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Performs and/or oversees the operation and maintenance of the water plant and distribution system.
- Performs and/or oversees road maintenance.
- Works with Town staff, maintains harmony among workers and resolves grievances; assists other Town employees in performing duties.
 - Receives, follows up and resolves complaints and/or concerns of residents/ General Assembly members in accordance with the stated laws/policies of the Town. Interprets policies when needed, etc.
 - Prepares a variety of studies, reports and related information for decision- making purposes.
- Advises the General Assembly of financial conditions and current and future Town needs.
- Attends all regular and special meetings of the GA and Town Staff.
- Recommends for adoption by the General Assembly such measures as he or she may deem necessary or expedient.
- Work with contract building inspector to process building permits, perform inspections and site measurements.

- Point of contact for emergency management plans.
- Oversees and directs all contract labor.
- Confers and coordinates with contract attorneys, engineers and other contract professionals.

Work Environment

While performing the duties of this job, the Manager is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

The job description does not create any property rights for job positions. All employees are "at will" employees as set for in Article 4.5 of the Home Rule Charter. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

TOWN MANAGER EMPLOYMENT AGREEMENT TOWN OF OPHIR

This Town Manager Employment Agreement ("Agreement") is entered into as of ____ 2022, between the Town of Ophir, Colorado, acting by its Town General Assembly, P.O. Box 683, Ophir, 81426, hereinafter referred to as "Town", and John Wontrobski, hereinafter referred to as "Manager" both of whom are collectively referred to as the "parties."

- 1. Purpose of Agreement: The Town and Manager hereby agree to enter into this Agreement to appoint and retain Manager as an employee of the Town of Ophir for the position of Town Manager. Manager shall faithfully and diligently perform such duties as are set forth in the attached "Job Description" as adopted by the General Assembly.**
- 2. Term and Compensation: The term of this Agreement shall commence on January 1st 2023 and shall continue until December 31st, 2025. In consideration of his performance as Town Manager, Manager shall be paid a total annual base salary in the amount of \$60,000.00 (Sixty Thousand Dollars). Manager shall work not less than 40 hours per week. Manager shall not be entitled to overtime pay but may take compensatory time off when and if approved by the Mayor.**
- 3. Benefits: Manager will receive \$1000/month subsidy toward insurance/benefits, or a benefit package as determined by the General Assembly.**
- 4. Benefits and Educational/Licensure Allowances: The Town shall also provide education expenses in the amount of \$1000.00 (One Thousand Dollars) per year, pro-rated, which shall be spent on municipal conference or workshop fees, travel, lodging, per diem, or other education related expenses. The Town Manager may observe federal holidays and shall receive 20 days Paid Time Off (PTO) per year, pro-rated, exclusive of compensatory time off. No PTO days may be accrued into the subsequent year. PTO shall be approved by the Mayor.**
- 5. Termination and Options: Manager shall be considered an at-will employee. This Agreement may be terminated by Manager with (30) thirty days prior written notice. Such notice may be waived with the consent of the parties. This Agreement may be terminated at any time by the Town provided that in such case, Manager shall be entitled to accrued compensation, benefits and PTO, together with a severance payment equivalent to two months of accrued compensation, benefits and PTO, unless there has been non-feasance,**

illegal action or breach of Manager's fiduciary responsibility as Manager, in which case no such severance shall be paid.

- 6. Assignment:** The rights and obligations of the parties under this Agreement are not assignable without the written consent of both parties.
- 7. Notices:** All notices required or permitted herein shall be in writing and shall be personally delivered or mailed by registered or certified U.S. Mail, postage prepaid, return receipt requested, to the parties at the addresses given below or at such other addresses that may be specified by written notice in accordance with this paragraph.

If to the Town:

Mayor
PO Box 683 Ophir, CO 81426

If to Manager:

John Wontrobski
459 San Miguel Ridge Telluride, CO 81435 970-708-7412

8. Entire Agreement: This Agreement and the Manager's Job Description attached, hereto, shall constitute the entire agreement between the parties.

9. Approval: Execution of the Agreement must first be approved by the Town of Ophir General Assembly.

10. Contract Changes: This agreement may be amended or extended by motion and Vote of the General Assembly and Agreement of the Manager.

IN WITNESS WHEREOF, the Town of Ophir, Colorado, has caused, this Agreement to be signed by its Mayor, attested by its Clerk, and Manager has signed his name to this Agreement, as of the day and year first appearing above.

Town: _____

By: Mason Osgood, Mayor

ATTEST: _____

By: Mason Osgood, Clerk Attachment: Job Description

Manager: _____

By: John Wontrobski, Town Manager