

RESOLUTION NO. 2022-12

**A RESOLUTION GRANTING CERTAIN
MANAGEMENT AUTHORITY TO KRISTINA DURAN,
TOWN CLERK**

RECITALS

The Town of Pierce does not have a Town Administrator, and does not anticipate having funds for the purpose of hiring a Town Administrator in the foreseeable future;

the Town of Pierce from time to time has a need for an individual to make day-to-day management decisions, including business and personnel assignment decisions, when members of the Board of Trustees and the Mayor are unavailable to make such decisions;

the Board of Trustees believes that it is necessary to appoint an individual to have certain management decisions as set forth in this resolution.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PIERCE, COLORADO, as follows:

Section 1. The Board of Trustees by this resolution grants Kristina Duran, certain authority to make day-to-day management and business decisions for the Town. This authority is personal to Kristina Duran while she is appointed the Town Clerk of the Town of Pierce, and such authority shall not transfer to any subsequent or successor Town Clerk, and such authority may be revoked at any time by the Board of Trustees.

Section 2. By this resolution, the Board of Trustees grants to Kristina Duran, the authority to make day-to-day management decisions regarding repair and maintenance of buildings, repair and maintenance of streets, sewers, public works, equipment, and town buildings without specific board approval, based upon the best judgment of Kristina Duran.

Section 3. The Board of Trustees further grants to Kristina Duran authority to direct all other Town employees with regard to work assignments, interaction with the public, and insure that all employees are at all times working in the best interest of the Town of Pierce. The Clerk when directing public works employees shall when possible, direct work assignments, job duties, and other personnel decisions through the Public Works Director.

Section 4. Kristina Duran, as Town Clerk is also granted authority to make day-to-day business decisions, including soliciting bids for contracts or repair services needed by the Town and is authorized to accept bids which constitute the lowest responsible bid for matters involving less than eight thousand dollars (\$8,000.00).

Section 5. Nothing in this resolution shall grant Kristina Duran the authority to hire new personnel or to terminate existing personnel without the approval of the Board of Trustees.

PASSED, ADOPTED, and APPROVED this **11th** day of July, 2022.

Julie Lukela, Mayor

ATTEST:

Kristina Duran, Town Clerk