

**RESOLUTION NUMBER 2024-14  
TOWN OF MOFFAT, COLORADO**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF MOFFAT,  
COLORADO, APPOINTING A TOWN CLERK.**

**WHEREAS**, C.R.S. § 31-4-304 requires the Town Board of Trustees (“Board”) to appoint a Town Clerk; and,

**WHEREAS**, the Board finds that the Town Clerk provides essential services to the Board, citizens of the Town, and the general public; and

**WHEREAS**, the Board previously made an interim appointment of Matt Litrenta as Town Clerk and Treasurer, and the Board of Trustees desires to make the appointment of Town Clerk permanent and to hire Matt Litrenta as an employee of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF  
THE TOWN OF MOFFAT, COLORADO THAT:**

**SECTION 1. Recitals.** The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2. Appointment.** The Board hereby appoints Matt Litrenta as the Town Clerk for the Town of Moffat, Colorado, and he shall serve until the earlier of (1) the lawful appointment of a successor to the office of Town Clerk by the Town Board, (2) disqualification or removal from office by the Town Board in conformance with applicable law, or (3) the expiration of his term by law.

The Board hereby separately appoints the Town Clerk as the Town Treasurer until further action is taken by the Board to appoint a Town Treasurer. The board of Trustees has

The appointee shall take an oath or affirmation of office within ten (10) days of appointment in accordance with section C.R.S. § 24-12-101. The board of Trustees has voted to waive the bond requirement of the Town Treasurer.

**SECTION 3. Duties.** Pursuant to C.R.S. § 31-4-305, the Clerk shall attend all meetings of the board of trustees and make a true and accurate record of all the proceedings, rules, and ordinances made and passed by the board of trustees. Records of the town shall be open to inspection at all reasonable times and under reasonable regulations established by the town as provided by law.

The appointee shall perform the duties of the Town Clerk in accordance with the applicable laws and regulations of the State of Colorado, including but not limited to the following: maintaining the Town’s official records, supporting all aspects of Board of Trustees and other Town meetings, conducting municipal elections, managing licenses, and performing other tasks as required by the Town and by law.

The Clerk shall generally be present and available in-person at Town Hall during regular business hours, which may be established and modified by the Town Board at the Board's sole discretion.

Until further action by the Town Board, the appointed Clerk shall also assume the duties of Town Treasurer in accordance with Colorado law; specifically § 31-20-301, et seq.

**SECTION 4. Compensation.** The salary of the Clerk position is hereby confirmed in the amount of SIXTY-SIX THOUSAND DOLLARS AND 00/100 CENTS (\$66,000.00) per year to be paid monthly in the amount of \$5,500.

**SECTION 5. Effective Date.** The appointment is effective immediately and shall continue until further action of this Board.

ADOPTED AND APPROVED by the Board of Trustees this 27th day of February 2024.

TOWN OF MOFFAT

By:   
\_\_\_\_\_  
Jon Lopez, Mayor

ATTEST:

  
\_\_\_\_\_  
Matt Litrenta, Town Clerk/Treasurer

