



To: Mayor and Council  
From: Jay Brunvand  
Date: February 5, 2025  
Agenda Item: Resolution 05 – Series 2025

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**REQUEST:**

Council is asked to approve Resolution 05 – Series 2025 a Resolution appointing an interim Town Administrator for Special Projects and an Interim Town Administrator for in-house operations for the Town of Minturn.

**INTRODUCTION:**

In light of Michelle Metteer's resignation and as considered in prior discussions the Council is asked to appoint Ms. Katie Sickles as the Interim Town Administrator for Special Projects. Her role will be to continue the advancement and or completion of the multitude of special projects and capital projects the town is currently undertaken. As a result of several interviews and conversations, Ms. Sickles has the background and expertise to manage the projects and to move forward those projects in a professional manner.

In addition, the council is asked to appoint Jay Brunvand as Interim Town Manager as the inhouse Interim Town Manager. This position will be responsible for the policies and affairs of the Town, managing and controlling the functions of the Town Departments and staff, and in house assistance of the permanent Town Manager and liaison with the Special Projects interim Town Manager.

**ANALYSIS:**

N/A

**COMMUNITY INPUT:**

N/A

**BUDGET / STAFF IMPACT:**

The replacement of the Town Manager with a permanent hire will require significant effort and costs. The intent is to place qualified interim individuals while the permanent hire search is undertaken.

**STRATEGIC PLAN ALIGNMENT:**

In accordance with Strategy #1 to practice fair, transparent, and communicative local government and in accordance with Strategy #4 to advance decisions, projects, and initiatives that expand future opportunity and viability for Minturn.

RECOMMENDED ACTION OR PROPOSED MOTION:

“Motion to approve Resolution 05 – Series 2025 appointing interim town managers as presented.

ATTACHMENTS:

- Resolution 05 – Series 2025