

TOWN OF MT. CRESTED BUTTE  
RESOLUTION NO. 16  
SERIES 2023

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MT. CRESTED BUTTE, COLORADO, AUTHORIZING THE TOWN MANAGER TO SIGN CERTAIN CATEGORIES OF CONTRACTS**

**WHEREAS**, the Town of Mt. Crested Butte (the “Town”) is a Colorado home rule municipality, governed by the elected Town Council, having all the powers conferred by Article XX of the Colorado Constitution; and

**WHEREAS**, the Council has authority pursuant to the Home Rule Charter and CRS31-16-101 et seq to adopt and enforce ordinances; and

**WHEREAS**, in the exercise of this authority the Council has previously adopted Code Section 2-56 which authorizes the Town Manger to sign any contract authorized by the Town Council; and

**WHEREAS**, certain classes of contracts are either already supported by appropriation, or are minor and administrative in nature; and

**WHEREAS**, some contracts are processed without actual Town signatures at all, since they are in the form of electronic correspondence in the purchasing process; and

**WHEREAS**, because Town staff obtains authorization to procure goods and services per purchasing authorization limits approved by the Council in advance of placing a purchase order or other form of commitment to purchase, it would be very time consuming and cause real delay if the Council were required to individually approve all of these documents prior to the Town Manager’s signature; and

**WHEREAS**, permitting the Town Manager to sign such contracts without individual Council action will enable the Town to function more efficiently.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MT. CRESTED BUTTE, COLORADO, THAT:**


**Section 1.** The Council hereby grants approval for the Town Manager to sign the following categories of contracts without individual Council action, provided however, that funds for the same must first be included in an approved budget or supplemental appropriation:

- Contracts, cost estimates, proposals, and specifications for goods, services and construction not exceeding \$150,000
- Change orders for contracts that do not exceed appropriated amounts
- Change orders within the scope of the original contract, not to exceed 10% of the current contract sum

- Purchase orders approved without an associated contract
- Contracts with vendors identified through use of cooperative purchasing organizations
- Agreements with cooperative purchasing organizations, where required by those organizations
- Renewal agreements and letters of extension for multiple predefined terms
- Contracts in excess of \$150,000 when necessary in emergency situations, provided that:  
(1) the Town Manager obtain the Mayor's prior approval, and (2) the contract is ratified by the Council at its next regular or special meetng.

**Section 2. Effective Date.** This Resolution shall be effective immediately upon adoption.

INTRODUCED, READ, AND ADOPTED at a regular meeting of the Town Council of the Town of Mt. Crested Butte on the 15<sup>th</sup> day of August 2023.

  
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Nicholas Kempin, Mayor

ATTEST:

  
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Tiffany O'Connell, Town Clerk