

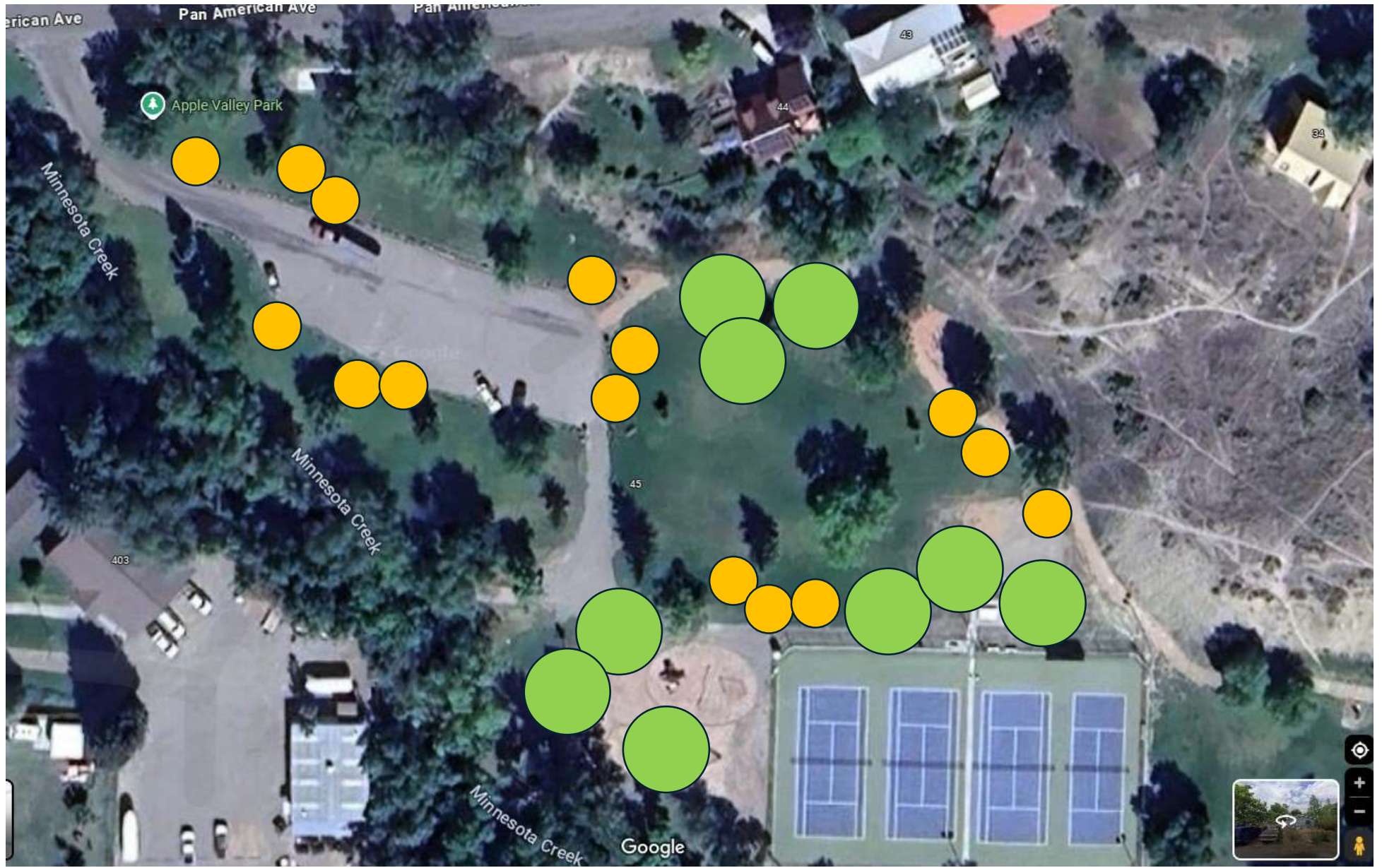


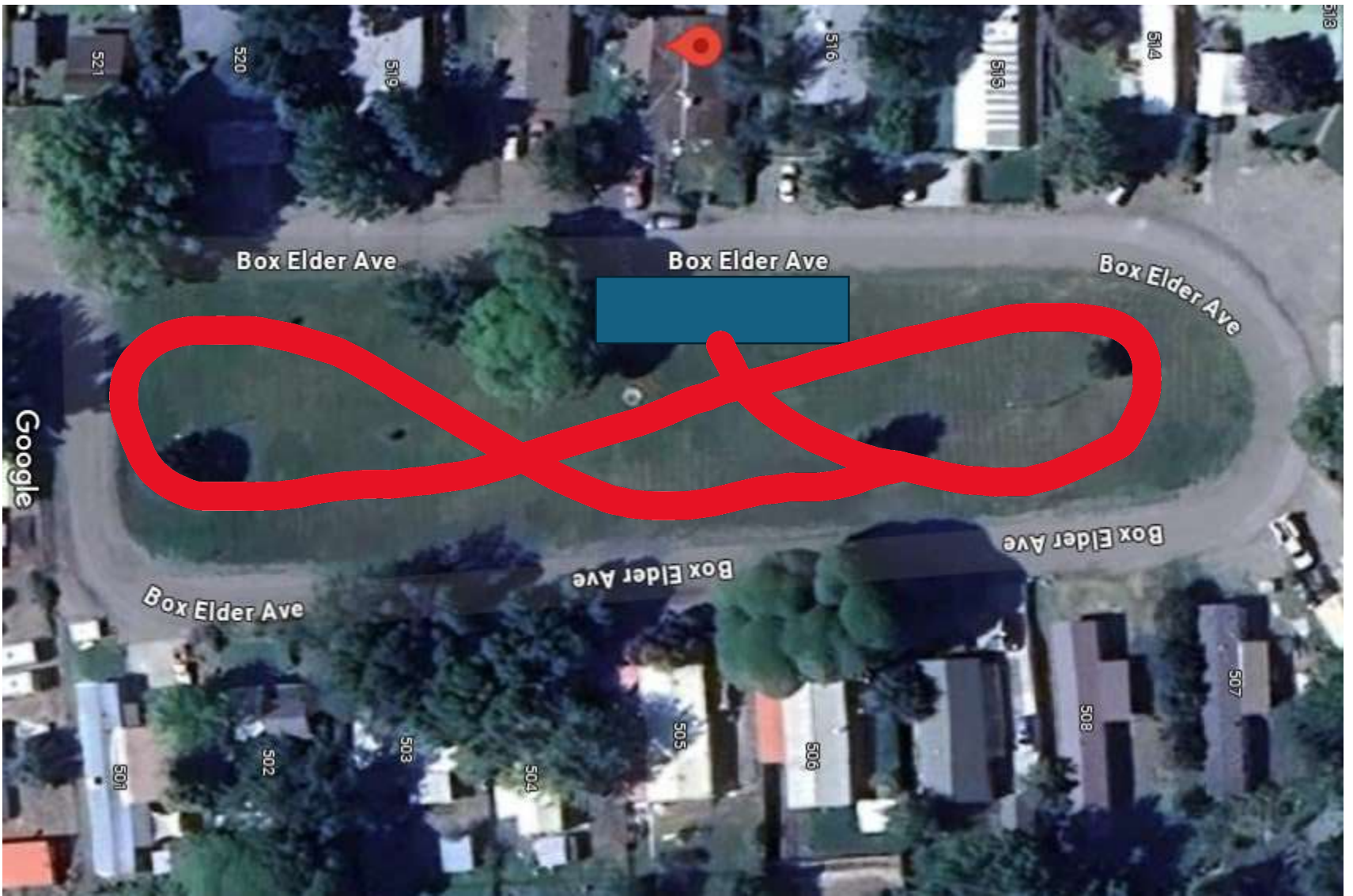
PACKET MODIFICATIONS

July 16, 2025

Addition of the following pictures handed out, not included in the original packet:

- *Apple Valley plan*
 - *Lees Park*
 - *Peony Beds*
 - *Playground*
 - *Smith Center Entry*
 - *Town Park Entry*
 - *Town Park Plan View*
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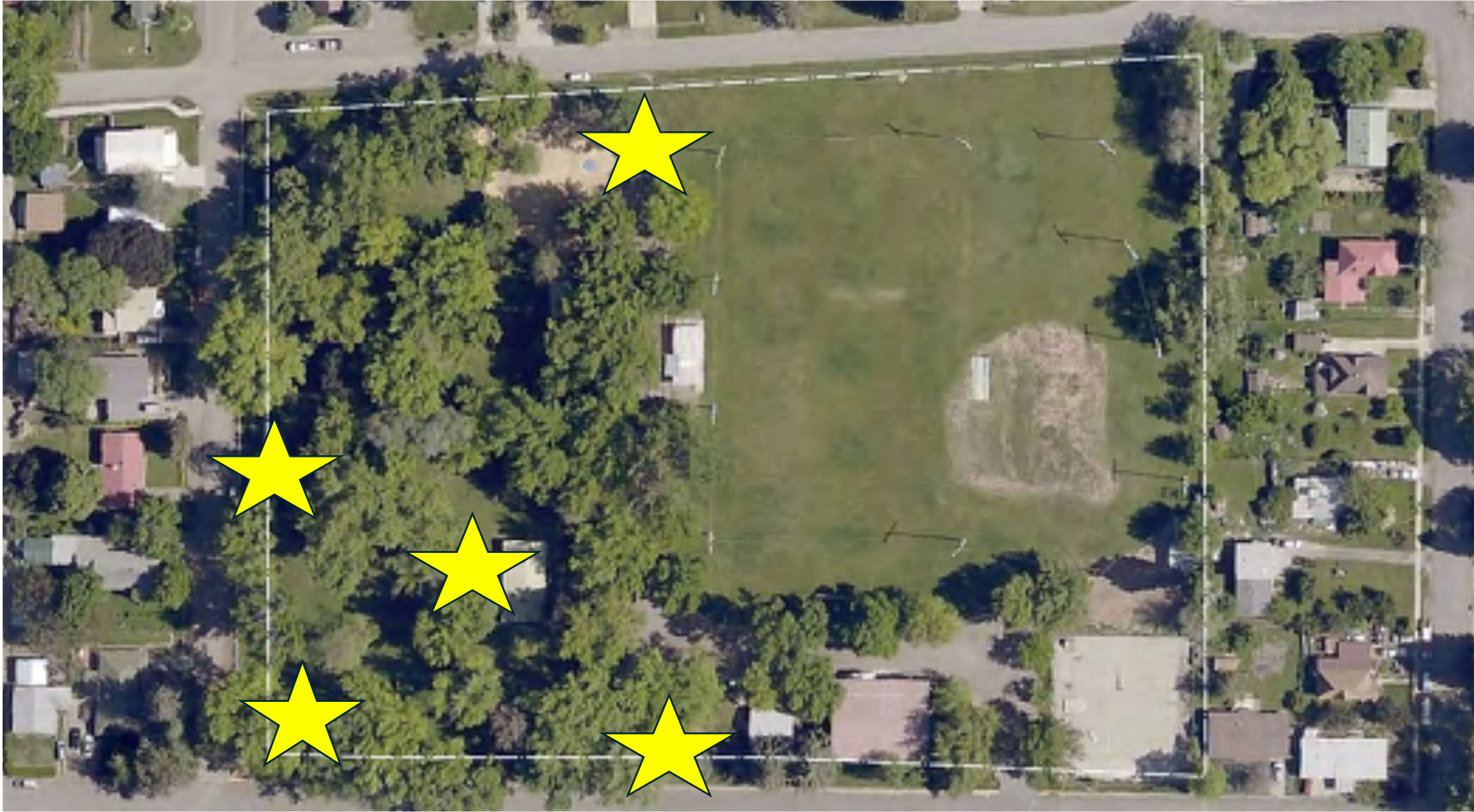














Town of Paonia
214 Grand Avenue
Tuesday, July 15, 2025 5:30 PM
Tree Board Agenda
<https://us02web.zoom.us/j/86264076021>
Meeting ID: 86264076021

Roll Call

Approval of Agenda

Approval of Minutes

April 15, 2025 Meeting Minutes
May 20, 2025 Meeting Minutes
June 17, 2025 Meeting Minutes

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Item #1: Town Park Trees - Discuss planting of 4 replacement trees in 2025

Item #2: Discuss Details of Sick Tree Day Promotion - August 16, 2025

Item #3: Tree Board Liasion - Hear from Trustee Heck about his role

Item #4: Subcommittee Updates
-Town Park Priority - Mark & Tom (Drawings Discussions)
-Watering New Trees (working with Town)

UPCOMING MEETING: Tuesday, August 16, 2025 - Town Hall Board Room @ 5:30PM

Adjournment

As Adopted By:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the

appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second

or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed "in as much detail as possible without compromising the purpose for which the executive session is authorized." In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.



Town of Paonia;
214 Grand Avenue
Tuesday, April 15, 2025 5:15 PM
Tree Board Minutes
[HTTPS://US02WEB.ZOOM.US/J/83867175450](https://us02web.zoom.us/j/83867175450)
Meeting ID: 838 6717 5450

Roll Call

The Vice-Chair calls the meeting to order at 5:15 PM.

PRESENT:

Vice-Chair Mark Newland
Board Member Tom Wells
Secretary Christina Patterson
Board Member Kimberly Haynie
Trustee Mike Heck

ABSENT:

Chair Greg Hottinger

Approval of Agenda

Secretary Patterson makes a motion to approve the agenda, seconded by Board Member Haynie. The motion carries unanimously.

Approval of Minutes

Secretary Patterson makes a motion to approve the minutes, seconded by Vice-Chair Newland. The motion carries unanimously.

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

1) Update of Town Meeting with Public Works - Greg and Mark

Vice-Chair Newland gives an update on the monthly meeting with Public Works and the Board has discussion about: trees for Town Park, Arbor Day, Nursery's to use, tree species and watering.

2) Arbor Day - Discuss Plans Including Promotion - May 3rd

Vice-Chair Newland makes a motion to change Arbor Day to May 10, 2025, seconded by Kimberly Haynie.

The motion carries unanimously.

Discussion of Arbor Day plans includes: planting five trees, placement in the park, pruning demonstration for the public.

3) Subcommittee Reports:

- a) Town Park Priority - Mark & Tom

Discussion on tree pruning training for Public Works employees and progress made so far on the priority plan.

4) Assign Subcommittee:

- a) Master Planting Plan for Town Park, Apple Valley Park, and Lee's Park

Committee will consist of Board Member Wells and Vice-Chair Newland to begin.

5) Public Comment Period (Three Minutes Each)

No public comment was made.

6) Upcoming Events:

- a) **Next Meeting:** May 15, 2025, Town Hall Board Room @ 5:15 PM

Adjournment

Meeting is adjourned at 6:30 PM

Samira M. Vetter, Town Clerk

Greg Hottinger, Chair



Town of Paonia;
214 Grand Avenue
Tuesday, May 20, 2025 5:15 PM
Tree Board Minutes

<https://us02web.zoom.us/j/87379615298>

Meeting ID: 873 7961 5298

Roll Call

Chair Hottinger calls the meeting to order at 5:15 PM

PRESENT

Chair Greg Hottinger
Vice-Chair Mark Newland
Secretary Christina Patterson
Board Member Lisa Short
Board Member Thomas Wells
Board Member Kimberly Haynie
Trustee Michael Heck

Approval of Agenda

Vice-Chair makes a motion to amend "Introduction of new Board Member Short and Item 6(b) Tree Barriers, seconded by Board Member Wells

The motion to amend the agenda carries unanimously.

Chair Hottinger makes a motion to approve the agenda as amended, seconded by Secretary Patterson.

The motion carries unanimously.

Approval of Minutes

Secretary Patterson makes a motion to move the approval of minutes to the next agenda, seconded by Chair Hottinger.

The motion carries unanimously.

Actions & Presentations

Item #1 - Update from Meeting with Town Administrator and Public Works Director

Item #1a - Introduction of Board Member Short

Member Short introduces herself to the Tree Board

Item #2 - Update from Pruning Demo with Public Works Staff

Board Member Wells gives an update on the public works staff training

Item #2b - The Tree Board has discussion about watering logistics, volunteering, creative solutions to resource issues, focused discussion.

Item #3 - Website Update

Vice-Chair Newland gives an update on the webpage migration to the Town website.

Item #4 - Communications/Meetings Protocols

Town Clerk Vetter leads a discussion and answers questions about Open Meeting Laws.

Item #5 - Subcommittee Updates

Item 5 is combined with item 6 since they are the same thing.

Item #6 - Master Planting Plan for Public Property: Town Park, Apple Valley and Lee's Park

Item 6a-

The Board discusses a master planting plan for public property.

Item 6b- Tree Barriers –

The Tree Board has discussion on Master Planting Plans and tree root barriers

Item #7 - Timing of Monthly Meeting - Kimberly Haynie

Board Member Haynie makes a motion to start Tree Board meetings at 5:30 PM until Arbol Market is over in October, seconded by Chair Hottinger

Voting Aye: Chair Hottinger, Vice-Chair Newland, Board Member Short, Board Member Wells, Board Member Haynie and Trustee Heck

Voting Nay: Secretary Patterson

The motion carries.

Item #8 - Public Comment Period

P. Martin: volunteers for tree city app and watering committee

Adjournment

The meeting adjourns at 6:29 pm

Samira M. Vetter, Town Clerk

Greg Hottinger, Chair



Town of Paonia;
214 Grand Avenue
Tuesday, June 17, 2025 5:30 PM
Tree Board Minutes
<https://us02web.zoom.us/j/83944860256>
Meeting ID: 839 4486 0256

Roll Call

Chair Hottinger calls the meeting to order at 5:30PM

PRESENT:

Chair Hottinger
Member Wells
Secretary Patterson
Member Haynie

ABSENT:

Vice-Chair Newland
Member Short
Trustee Mike Heck

Approval of Agenda

Chair Hottinger moved to Approve the agenda, seconded by Secretary Patterson.

The motion carries unanimously

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Item 1 - Cherry Days Booth - Discuss Plans, Including Promotion

Tree Board discusses what to do with the Cherry Days booth. They decide on one day, Friday July 4th 12- 6pm . Secretary Patterson will reserve the booth with Board Member Haynie's help.

Item #2 - Sick Tree Day - Planning and Promotion

Tree Board discusses past Sick Tree Days.

They decide on August 16, 2025 9 am - 1pm, to meet at Town Park and discuss how to promote the event.

Item #3 - Discussion of Role of Trustee Liaison

Topics discussed: Information needed, voting members, budget.

Item #4 - Discuss Support of Citizens with planting, pruning, etc.

Topics discussed are budget, financial assistance for right of way trees, education, care and maintenance of trees, sick tree treatments, procedure and process, applications, buy-in to tree giveaways,

Item #5 - CoTreeView - Next steps

Discussion to utilize the tool to the extent it helps inform the town.

Training: follow up on Sept and Oct dates for training.

Item #6 - Subcommittee Updates

-Town Park Priority - Mark & Tom

The Board decides to wait on this topic until Vice-Chair Newland is in attendance.

Item #7 - Assign Subcommittee

- i. Master Planting Plan for Town Park, Apple Valley and Lee's Park

Discussion on planting sites in CoTreeView

Item # 9 - Public Comment Period (three minutes each)

No public comment made

Upcoming Meeting: Tuesday July 15, 2025 - Town Hall Board Room @ 5:30 PM

Adjournment

The meeting adjourns at 6:30 PM.

Samira M. Vetter, Town Clerk

Greg Hottinger, Chair