



Town of Paonia
214 Grand Avenue
Friday, May 22, 2026 6:00 PM
Town Board Agenda

[HTTPS://US02WEB.ZOOM.US/J/83867175450](https://us02web.zoom.us/j/83867175450)

Meeting ID: 838 6717 5450

Public Participation: Please raise your hand and wait to be recognized by the Mayor, come to the podium and state your name and whether you live in town or out of town. Time limit is 3 minutes, one time per item, there are instructions at the podium for the timer light. Please direct all comments to the Mayor. No responses will be made by staff or Board during the meeting.

Please be respectful and help to maintain decorum by not engaging in derogatory and/or demeaning statements or public displays.

A) Roll Call

B) Approval of Agenda

C) Actions & Presentations

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

1) Discussion and Consideration of Hiring an Interim Administrator and the Process for Hiring a Full-Time Administrator

D) 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.



MEMORANDUM

TO: The Board of Trustees
 FROM: Ashley Rodarte, Payroll and Accounting Specialist
 DATE: Tuesday, May 19, 2026
 SUBJECT: **Town Administrator terms of nonrenewal**

1. Total Budgetary Estimation of Expenses to mid-July

| | To Date | Time Payout | Total | Budgeted | Remaining | Percent of Budget Left |
|--------------|--------------------|--------------------|--------------------|---------------------|--------------------|------------------------|
| Admin 25% | \$18,826.92 | \$3,236.54 | \$22,063.46 | \$33,000.00 | \$10,936.54 | 33.14% |
| Water 35% | \$26,357.69 | \$4,531.15 | \$30,888.84 | \$46,200.00 | \$15,311.16 | 33.14% |
| Sewer 35% | \$26,357.69 | \$4,531.15 | \$30,888.84 | \$46,200.00 | \$15,311.16 | 33.14% |
| Trash 5% | \$3,765.38 | \$647.31 | \$4,411.69 | \$6,600.00 | \$2,187.31 | 33.14% |
| Total | \$75,307.68 | \$12,946.15 | \$88,252.83 | \$132,000.00 | \$43,746.17 | 33.14% |

2. Estimated Compensation for accrued time off earned

| | |
|----------------------------------|--------------------|
| Total Accrued Time Payout | \$12,946.15 |
|----------------------------------|--------------------|

3. If approved, expenses associated with an Executive Search Consulting firm would be paid through allocations associated with the “Legal, Engineering and Professional Services budget line within the Administration, Water Utility, Wastewater Utility and Sanitation funds. Amounts available within each fund for this line item as of April 30:

| Fund & Amount Allocated | 2026 Budget | Actual spent as of April 30 | % of Budget Spent |
|-------------------------|--------------|-----------------------------|-------------------|
| Admin 25% | \$50,000.00 | \$11,141.00 | 23% |
| Water 35% | \$175,000.00 | \$37,459.00 | 21% |
| Sewer 35% | \$65,000.00 | \$15,474.00 | 24% |
| Trash 5% | \$20,000.00 | \$9,345.00 | 51% |

It is advised that this compensation may vary due to payroll cycles, vacation or sick leave taken, and further accrued paid leave time.

In Public Service,

Ashley Rodarte
Paonia Payroll and Accounting Specialist



REQUEST FOR PROPOSAL FOR RECRUITMENT SERVICES

The City of Florence, Colorado is accepting proposals from interested, well-qualified and experienced professional search firms to provide executive search services for the position of City Manager. This request is intended to gather multiple proposals to evaluate which firm best fits the needs of the City and City Council in the hiring of a City Manager.

General Information

Florence is a city with a population of approximately 4000, located in Fremont County, Colorado and is organized under Colorado Law as a Council-Manager form of government. A Section 200 statutory city, Florence has an appointed City Manager, and a City Council made up of an at-large Mayor and six ward-based council members. Presently, Florence is under the direction of an Interim City Manager, and is moving forward with an entirely new city council elected in August, 2022. Florence is the hub of the regional water system, providing treated water and distribution to the adjacent towns of Williamsburg, Rockvale, Coal Creek and parts of unincorporated Fremont County. For more information on Florence access the following websites: cityofflorence.colorado.gov or cityofflorence.colorado.gov/city-council

Proposal Review and Award Schedule

- | | |
|--|-------------------|
| • RFP opens, notice on website and local paper | October 18, 2022 |
| • RFP due and closes on | November 17, 2022 |
| • Search firm review by City Council in workshop | November 21, 2022 |
| • Search firm selected approved by City Council | December 5, 2022 |

Due Date and Submission Instructions

Respondents to this RFP shall submit completed proposals in a sealed envelope, clearly marked with “**Proposal for Recruitment Services – Florence City Manager**” and the name of the firm submitting the proposal. An original and two (2) copies of the proposal must be submitted by 4:00 pm on Thursday November 17, 2022, to the following address:

**City of Florence
City Clerk’s Office
600 West 3rd Street
Florence, CO 81226**

All inquiries or questions concerning this RFP should be directed to the Florence City Clerk, Cortlyne Huppe at 719-784-4848 x224 or cortlyne.huppe@florencecolorado.org.

Objective:

Using the attached Job Search Goals, prepare a proposal tailored to find the most qualified City Manager candidates to meet the needs of Florence and City Council.

Scope of Services – all subject to Colorado OML and candidate confidentiality statutes

1. Conduct preliminary visit(s) to Florence to meet individually with City Council and City Staff members to help refine the job description, identify City needs and develop the candidate profile.
2. Hold at least one focus group meeting with community members, businesses and organizations to further identify needs and refine the candidate profile.
3. Create an agreed upon candidate recruitment profile.
4. Using the Job Search Goals, timeframe targets, and candidate profile as a guide, develop:
 - the application process and timeline, including preliminary application questions, and
 - the selection process and timeline
5. Recruit a pool of candidates who qualify based on the profile and present initial round of candidates to the Hiring Committee (2 Council and 3 Staff) – including reference lists and screening results.
6. Assist the Hiring Committee and City Council narrow the pool to no more than three (3) finalists with completed background checks on or before March 31, 2023
7. Assist the City Council with finalist meet and greet and interviews in open session in or before April, 2023.
8. Provide contract negotiation and transition assistance to hire City Manager on or before April 30, 2023.

Required Proposal Contents - format is flexible

- A cover letter introducing the company/firm and the individual who will be the primary contact person.
- Introduction - a brief profile of the firm, past experience in City Manager searches (emphasize Colorado experience), and information on the person/team members who will be responsible for assisting Florence in the search.
- Outline your standard search methodology/procedures and explain how it will meet our Job Search Goals, and comply with Colorado open meeting laws and candidate information confidentiality statutes.
- Proposed timeline for initial applications, screening of applicants, selection of finalists, and selection of City Manager.
- Proposed cost of services with description of fee structure/breakdown. Provide cost options if applicable.
- Include client references with emphasis on Colorado and similar sized cities.
- Provide any applicable insurance and warranty information.

Rejection of Proposals

- Florence may reject any and all proposals if the proposals do not include any of the required documents or components as noted above, or for any other reason. City officials may, at their sole and absolute discretion, postpone or cancel this solicitation process, waive any irregularities or technicalities, and/or determine the criteria and process whereby proposals are evaluated.
- There is no expressed or implied obligation for the City of Florence to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Evaluation of Proposals

- Proposals will be reviewed by the City Council in workshop setting open to the public. The council may request additional information or request virtual communications for clarification if needed.
- Final evaluation and selection will be based on, but not limited to, any or all of the following
 - Compliance with RFP
 - Understanding of City needs and unique situation
 - Clear and complete Scope of Services
 - Ability to complete the work within the time specified
 - Qualifications of the firm
 - Cost

Contract Development

The City will conduct final contract discussions and negotiations with the firm selection by the City Council with the assistance of the City Attorney. This contract will be funded out of the 2023 City budget.