



**Town of Paonia**  
**214 Grand Avenue**  
**Wednesday, June 3, 2026 5:30 PM**  
**Town Board Agenda**  
**<https://us02web.zoom.us/j/84928312917>**  
**Meeting ID: 849 2831 2917**

**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 Approving a Contract with Greg Sund as Interim 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.



**TOWN OF PAONIA  
BOARD OF TRUSTEES MEETING  
STAFF REPORT**

<b>AGENDA ITEM:</b>	Discussion and Consideration of Approving a Contract with Greg Sund as Interim Administrator
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	June 3, 2026 – Special Meeting
<b>BACKGROUND:</b>	<p>At the Special Meeting held on May 22, 2026, the Trustees directed staff to begin the process of searching for an interim Town Administrator by working with the Colorado City County Manager’s Association (CCMA) contact. This outreach was conducted and Bill Ray, the Town’s CCMA senior advisor contact recommended Mr. Greg Sund.</p> <p>Mr. Greg Sund joined the May 29<sup>th</sup> Special Meeting by Zoom, introduced himself and answered questions from the Mayor, Trustees and public. The public and Trustees were provided with his resume and draft contract at this meeting. Trustees directed me to interview references for Greg Sund and report the results at today’s Special Meeting.</p> <p>Please see <b>Attachment A</b> for results of my conversations with Mr. Sund’s references and a Clerk from one of the Town’s where he served as Interim Administrator.</p> <p>In addition, there were discussions at the May 29<sup>th</sup> meeting regarding several parts of Mr. Sund’s draft contract, specifically with regards to the time frame for termination notification in Section 4 and cost to be offered to assist with housing in Section 5.</p> <p>Please see <b>Attachment B</b> for the revised draft contract. Mr. Sund’s resume is included as <b>Attachment C</b>. The Town of Paonia’s 2023 Town Administrator Job Description is included as <b>Attachment D</b>.</p>
<b>BUDGET:</b>	<p>An estimated monthly amount of \$13,560 (estimated \$12,560 salary + \$1000) paid from four separate Budget Fund categories for “Contract Labor:” Administration 25% , Water 35%, Wastewater 35% and Trash 5%. See Attachment E for information on available funds in each category as of April 30, 2026.</p>

<b>RECOMMENDATION:</b>	Motion to approve the contract for Greg Sund to include revisions agreed upon.
<b>ATTACHMENT:</b>	A - Summary of Greg Sund references and Information from Realtor's B - Revised draft contract for Greg Sund C - Greg Sund Resume D - Town of Paonia Administrator Job Description E - Summary of Fund Category Balances as of May 31

# Reference Check Summary

## *Greg Sund - Potential Interim Town Administrator*

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As part of the review process for Greg Sund as a potential Interim Town Administrator, references were contacted to gather feedback about his municipal leadership experience, communication style, ability to work with elected officials and staff, and overall fit for an interim administrative role.

The feedback was consistently positive. The references described Greg as calm, professional, steady, thoughtful, and experienced in working through complex municipal and community situations. A common theme was that he is comfortable stepping into difficult environments, looking at the larger picture, asking questions, and having the conversations needed to move work forward.

Matt Moorhead, Southeast Colorado Project Director for The Nature Conservancy, was contacted on June 1, 2026. He worked with Greg on the purchase of the ranch that later became Fishers Peak State Park. That project involved several major partners, including Great Outdoors Colorado (GOCO), Trust for Public Land, Colorado Parks and Wildlife (CPW), and The Nature Conservancy. Mr. Moorhead explained that Greg was leading a small town with boom-and-bust dynamics at the time, and while the project had its struggles, Greg helped Trinidad become a driving force in the effort. He described Greg as unafraid to ask questions and willing to have the difficult conversations necessary to accomplish something of that size and importance. Mr. Moorhead said Greg was right where he needed to be, when he needed to be, with the various groups involved. Although his work with Greg was limited to that project, he said he would absolutely work with him again because they were able to help make a very significant project happen.

Toby Dougherty, City Manager of Hays, Kansas, worked with Greg when Greg served as the first County Administrator for Ellis County, Kansas, and later employed him as Public Works Director for the City of Hays. Mr. Dougherty said Greg has a gift for going into difficult situations, seeing the big picture, and talking with people. He explained that Greg took on the County Administrator position during the first years of that role, helping establish the position and helping the public understand why it was important. Mr. Dougherty described Greg as having "the patience and tolerance of Job." He also said that while Greg does not get along with everyone, he knows how to remain calm, professional, forward-thinking, and steady. He understands when to stand his ground and when it is time to defer.

Cy Michaels, Mayor of the City of Trinidad, gave very strong feedback regarding Greg's work for the City. She said she could not give Greg enough accolades for the job he did. She described him as a great steward, very business-minded, and someone who understands and respects art. She also noted that he stays on top of his projects, is fantastic with both public relations and human resources, and communicates in a clear and transparent manner. Mayor Michaels said she would rehire him in a flash if she could.

A former employee of Greg's, contacted on May 26, 2026, also spoke very positively about him as a supervisor. She described him as a great boss who knows how to use his staff well and delegate properly. She said he is a calm and thoughtful leader, good with information sharing, and effective in working with boards, staff, and the community. She stated that she would work for him again without a second thought.

Taken together, the reference feedback points to a leader who is steady, practical, and comfortable in challenging or transitional environments. The references emphasized his communication skills, judgment, ability to work with elected officials and staff, and experience with complex municipal projects and community dynamics. They also highlighted his patience, transparency, delegation, and willingness to engage in difficult but necessary conversations.

Based on the feedback received, Greg Sund appears to have the experience, temperament, and leadership style appropriate for consideration as Interim Town Administrator. The references were supportive of his candidacy and either stated directly that they would work with him again or spoke highly of his ability to serve in a municipal leadership role.

### **Realtors Information for Housing Cap**

Staff contacted three realtors, two of whom responded. Carrie Soto of Epique Realty and Liz Heidrick of Needlerock Realty both indicated that the average cost for a small unit, up to two bedrooms, ranges from \$1,200 to \$2,000. Ms. Soto's unit will be available soon, while Ms. Heidrick has a unit available now. Ms. Heidrick also offered to contact her property management team to check on any other available units.

CONSULTANT AGREEMENT  
INTERIM TOWN ADMINISTRATOR

THIS AGREEMENT between the Town of Paonia, a municipal corporation of the State of Colorado, hereinafter referred to as "Town", acting through its Board of Trustees, and Greg Robert Sund hereinafter referred to as "Interim Town Administrator".

WHEREAS, the Board of Trustees of the Town of Paonia appoints the Town Administrator of the Town; and

WHEREAS, the Town is in need of the services of an Interim Town Administrator; and

WHEREAS, the Board of Trustees desires to retain the services of Greg Robert Sund as Interim Town Administrator upon the terms and conditions as set forth herein; and

WHEREAS, Greg Robert Sund desires to serve as Interim Town Administrator of the Town of Paonia upon the terms set forth herein.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

Section 1 – Appointment

Town appoints Greg Robert Sund as Interim Town Administrator of the Town of Paonia subject to the terms and conditions set forth herein.

Section 2 – Hours of Work

The Interim Town Administrator shall make himself present "on-site" during business hours, generally up to 5 days per week at the Paonia Town Hall. Some of the hours worked by Interim Town Administrator not to exceed 40 hours/week may be worked off-site. If the Board of Trustees determines that his presence is required for more days in a particular week and the Interim Town Administrator determines that he is available to be present, then the Interim Town Administrator shall increase the time he is present accordingly. The Board of Trustees and Interim Town Administrator may mutually agree to some flexibility in this schedule in order to accommodate the needs of both the Interim Town Administrator and the Town.

Section 3 – Scope of Services

The Interim Town Administrator shall perform, but not be limited to, the following:

A. Assist with day-to-day operations and management duties as outlined in the January 2023 Job Description for the Town Administrator in conjunction with Administrator/Treasurer Wynn until July 10, 2026, or unless otherwise amended. After such time, the Interim Town Administrator will assume the duties of the Town Administrator;

B. An "on-site" work schedule of generally not less than 30 hours per week, unless extended in accordance by D, E, and F of this section;

C. In person/Telephone/email availability to the Mayor, Board of Trustees, and key employees on a "24/7" basis;

D. Special projects, as approved by a majority of Board of Trustees, with some projects requiring additional time and resources beyond 40 hours per week;

E. Attendance at all Board of Trustees meetings and work sessions; and

F. Other duties as assigned by the Board of Trustees.

#### Section 4 – Term

This Agreement shall commence on the 15th of June, 2026 and extend month-to-month for a period of up to six (6) months. Extensions, up to three (3) months in duration, may be granted by mutual consent of both parties. This Agreement, if necessary, may be terminated by either party with or without cause upon ~~thirty (30) days~~ five (5) days written notice from the Interim Administrator to the Trustees or the day after a majority vote of the Board of Trustees made at a regular or special meeting to approve termination.

#### Section 5 – Compensation

In consideration of the services to be rendered by the Interim Town Administrator, the Town shall pay the Interim Town Administrator \$72.50<sup>1</sup> per hour for those days during which the Interim Town Administrator is engaged in Town business pursuant to Section 2. The Board of Trustees expects the Interim Town Administrator to live in or near Paonia and will provide ½ 50% up to \$1,000 monthly towards the cost of housing and associated utilities for the term of the service. This amount will be prorated appropriately for a less than one month stay. Interim Town Administrator shall also be reimbursed for mileage at the Federal mileage rate for any travel between the Town and his home in Trinidad<sup>2</sup>, Colorado.

The Interim Town Administrator shall submit an invoice every two (2) weeks in accordance with the Town's accounts payable deadline, which will include hours charged and other expenses. These statements will be due and payable by the Town within thirty (30) days after submission.

#### Section 6 – Expenses

The Interim Town Administrator shall be entitled to per diem expenses while engaged with

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<sup>1</sup> This amount is equal to the rate of \$132,000 per annum plus ½ of Social Security/Medicare, Health Insurance at \$4,800 per annum, and a retirement allowance of \$3,960 per annum divided by 2080 hours.

<sup>2</sup> Trinidad is 292 miles one-way from Paonia

the Town for business purposes related to this Agreement consisting of: 1) reimbursement for mileage at the Federal mileage rate; 2) reimbursement for meals at the U.S. General Services Administration rate; and 3) reimbursement for the cost of lodging in a place acceptable to the Interim Town Administrator if so requested by the Interim Town Administrator. Other expenses not included above shall also be reimbursed, provided however that prior approval of the Mayor shall be obtained prior to such expenses.

#### Section 7 – Personal Protection Equipment

To the extent that Personal Protection Equipment (PPE) is necessary for the conduct of Town business, Town shall provide said PPE, without cost to Interim Town Administrator.

#### Section 8 – Independent Contractor Status

It is expressly agreed and understood by and between the parties that the Interim Town Administrator is an independent contractor, and as such, the Interim Town Administrator is not a Town employee and is not entitled to payment or compensation from the Town or to any fringe benefits to which other Town employees are entitled other than as set forth herein. As an independent contractor, the Interim Town Administrator further acknowledges that he is solely responsible for the payment of any and all income taxes, FICA, withholding, unemployment insurance, or other taxes due and owing any governmental entity whatsoever as a result of this Agreement. As an independent contractor, the Interim Town Administrator will not make any claim, or demand or application to or for any right or privilege applicable to any officer or employee of the Town, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage or retirement.

#### Section 9 – Compliance with Law

The Interim Town Administrator shall comply with the provisions of State Law, Municipal Code and all other rules and policies of the Town of Paonia.

#### Section 10 – Indemnification

In addition to those payments set forth above, the Town will be responsible for providing and paying for all appropriate bonding and liability coverage for actions taken by the Interim Town Administrator when performed within the scope of his services as Interim Town Administrator. The Town will cause, if necessary, that said Interim Town Administrator be included as an additional named insured on the Town's liability coverage and shall cause to be provided to the Interim Town Administrator a certificate of insurance reflecting said coverage and status.

Further, the Town agrees to pay all reasonable litigation expenses of the Interim Town Administrator throughout the pendency of any litigation to which the Interim Town Administrator is a party, witness or advisor to the Town, arising out of the Interim Town's Administrator's work for the Town. Such expense payments shall continue beyond Interim Town Administrator's service to the Town as long as litigation is pending. Further, the Town agrees to pay Interim Town Administrator reasonable consulting fees and travel expenses when Interim Town Administrator

serves as a witness, advisor or consultant to Town regarding pending litigation.

Section 11 – Entire Agreement; Governing Law

The text of this Agreement constitutes the entire agreement between the parties. Any representations, statements, promises or understanding not contained herein shall be of no continued force, effect or validity. This Agreement shall be construed under the laws of the State of Colorado. Jurisdiction and venue for any action arising hereunder shall be proper and exclusive in the district court for Delta County, Colorado.

Section 12 – Severability

The invalidity in whole or in part of any provision hereof shall not affect the validity of any other provisions hereof and this Agreement shall remain in full force and effect except as to such invalid provision.

PASSED, APPROVED AND ADOPTED by the Board of Trustees of the Town of Paonia this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Paige Smith, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Greg Sund, Interim Town Administrator

\_\_\_\_\_  
Date

## Greg R. Sund

[REDACTED], Trinidad, Colorado 81082

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**Objective**      **Seeking a local government management position that makes use of my education, experience, skills, knowledge, and abilities.**

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**Profile:**

- ICMA Credentialed Local Government Manager.
- Over 27 years in professional local government management.
- Have worked in local government since 1983.
- Enjoy working with the public, employees, and elected officials.
- Believe in open, transparent government.
- Believe in community involvement.
- Self-motivated, outgoing.
- Enjoy learning.

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**Education:**      **Master of Public Administration, Univ. of South Dakota, Vermillion, SD (1989)**  
**Bachelor of Science, Black Hills State University, Spearfish, SD (1986)**

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### **Relevant Experience & Accomplishments:**

#### **Background and Experience**

- Worked with the Trust for Public Land, The Nature Conservancy, Colorado Parks and Wildlife, and Great Outdoors Colorado (GOCO) on the purchase of a 19,200 acre ranch south of Trinidad, Colorado that Governor Polis named Fishers Peak State Park as the 42<sup>nd</sup> State Park on September 12, 2019.
  - Experience with Ski Town Employee Housing Challenges
  - Experience with Colorado Water Law
  - Helped plan and implement the first rural Space to Create project in Colorado that provides 41 live/work units for low income artists.
  - Took part in the Permanent Supportive Housing Tool Kit workshops offered through DOLA to learn more about homeless issues and one method of addressing people experiencing homelessness.
  - Have directed and/or personally developed and administered many budgets.
  - Strong background and understanding of fund accounting.
  - Experience with government financing, including municipal lease purchasing, bonding, and tax increment financing.
  - Negotiated union contracts
  - Familiar with planning and zoning principles and practice.
  - Considerable experience in economic development.
  - Experience testifying before state legislatures and US Congress.
  - Worked with Congressional delegation to successfully achieve bill relieving city of \$3.2 million debt on a US Bureau of Reclamation project.
  - Participated in a project to construct \$12.3 million community recreation center.
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- Led projects to renovate a courthouse and law enforcement center, construct a new EMS/Rural Fire Facility, and renovated a former bank building into County administrative offices.
- Led project to design and construct a new city hall – involved working with US Attorney’s Office to insure compliance with ADA laws and rules.
- Have directed information technology planning and implementation.
- Have been involved in the development, writing, and revision of many municipal ordinances.
- Experience in human resource management.
- Experience working in three cities with four-year universities and one with a two-year college.
- Experience working with school district to develop and implement programs.
- Have been involved and/or directed strategic planning processes.
- Completion of FEMA ICS Courses 100, 200, 300, 400, 700, and 800
- Wrote and assisted in development of grants (DOLA, US EPA Brownfields, Transportation Enhancements, UDAG, US DOT Section 18 Transit Grants).
- Have testified on two successful DOLA grants on behalf of Trinidad, Colorado.
- Have served on boards and committees of professional and volunteer organizations.
- Have participated in two successful sales tax campaigns
- Have worked with architects on several building projects.
- Strong, long term background of community involvement.

**Management/Supervision**

- Believe in working with elected officials to make sure their policies and priorities are implemented.
- Believe in developing budgets that are useful management tools.
- Believe in understanding, promoting, and supporting goals and objectives of subordinate managers and staff.
- Believe in promoting staff development.
- Experience working with other governmental entities to achieve joint goals and objectives.
- Work to ensure elected officials receive timely information on matters involving the city.
- Understand and promote relationships with universities.
- Believe in promoting citizen involvement in their government.
- Believe in regular joint and individual meetings with management staff to ensure needs and issues are addressed in a timely manner.

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<b>Employment since 2010:</b>	<b>Interim Town Administrator, <i>Georgetown, Colorado</i></b>	<i>12/16/2024 – 4/15/2025</i>
	<b>Interim Town Manager, <i>Mt Crested Butte, Colorado</i></b>	<i>4/18/2022 – 12/31/2022</i>

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**Interim Town Manager, Telluride, Colorado**

01/24/2022 –  
4/15/2022

**Interim City Administrator, Walsenburg, Colorado**

1/1/2020 –  
11/30/2020

**City Manager, Trinidad, Colorado**

2017 - 2019

**Public Works Director, Hays, Kansas**

2015 – 2017

**County Administrator, Ellis County, Kansas**

2010 - 2015

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**Professional  
Development**

**Colorado City/County Management Association** – Have attended most of the annual conferences since moving to Colorado. Was an active participant in virtual classes/trainings during the COVID-19 pandemic shutdowns.

**Colorado Municipal League** – Attended annual conferences in 2017, 2018, and 2019.

**Governor’s Conference on the Future of Water in Kansas** – Attended the conferences in 2012, 2013, and 2014

**American Public Works Association (APWA) Annual Conference - 2016**

**Leadership Hays, Hays, Kansas** – graduated in May 2015

**ICMA Gettysburg Leadership Institute** – Attended in 2012

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**Professional  
Affiliations**

**Colorado City/County Management Association (CCCMA)**

- ICMA Affiliate
- Member 2017-Present

**International City/County Management Association (ICMA)**

- Affiliate member 1990 – 1998
  - Full member 1998 – present
  - ICMA Credentialed Manager 2003 – Present
  - Member of ICMA Credentialing Advisory Board 2007 - 2022
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**Community  
Affiliations &  
Involvement**

**Hays Rotary Club**, Member 2010-2015, President 2013-14

**Hays Sunrise Rotary Club**, Member 2015 - 2017

**Trinidad Rotary Club**, Member 2017 – 10/2024, and current. President 2018-2019

**Rotary District 5470**, Assistant Governor 2019-2020, District Governor 2023 – 2024.

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**Toastmasters International**, 1987 – present..

- Earned Distinguished Toastmaster Award, 2014
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# **Town of Paonia**

## **Town Administrator Job Description**

1/10/2023

### **Job Summary**

Paonia is a statutory Town and provides a full range of public services, including a Police Department and Public Works (water, wastewater, trash, streets, airport, and facilities and parks). The town employs approximately twenty employees, most full-time.

Under a Mayor-Board of Trustees form of government, the Town Administrator manages and oversees Town operations and services at the direction of the Board of Trustees and ensures consistent adherence with Town of Paonia Municipal Code and Town policies. This position is at will and serves at the pleasure of the Mayor and Board of Trustees.

### **Challenges To be Addressed by the Town of Paonia**

- Moratorium on the sale of water taps/additional demands for water enacted in 2020 by local voters after a serious failure of the Town's water treatment system in 2019.
- Engineering firms hired by the Town have assessed the Town's drinking water treatment and distribution system, sewer treatment and distribution system, as well as the condition of roads, town buildings, sidewalks and curb and gutter infrastructure.
- Resulting Capital Improvement Plans are being prioritized including funding needs that will be required over the next several decades.
- In the near-term, the Town is assessing how best to utilize the potential grant funding from the Infrastructure, Investments and Jobs Act and grant matching funds provided by the Colorado legislature to address our identified priorities for the water treatment system in order to be able to lift the moratorium.

### **Salary Range for Town Administrator:**

\$85,000 - \$120,000 commensurate with experience

### **Benefits include:**

- Generous paid time off
- Nine paid holidays
- Health Insurance - 100% of employee and family premium paid
- \$10,000 Life Insurance
- Short-Term Disability
- Retirement: 401B Plan, Town contributes 5% of base salary

### **How to Apply**

Please submit application material consisting of a cover letter and resume to:

By mail: Paige Smith, Town of Paonia, PO Box 460, 214 Grand Avenue, Paonia, CO 81428 or email: [paiges@townofpaonia.com](mailto:paiges@townofpaonia.com)

Position is open until filled.

Questions? Call Trustee Paige Smith at 307-631-4544

To view an online job description and recruitment brochure please go [to Job Opportunities | Town of Paonia \(colorado.gov\)](#)

**The Town Administrator shall have specific duties as follows:**

- Be responsible for the enforcement of laws and ordinances for the Town.
- Make appointments on the basis of executive and administrative ability, training, and experience related to the work which they are to perform.
- Recruit, hire, evaluate, suspend, transfer, and remove the Building Inspector, Clerk, Finance Officer/Treasurer (in coordination with the Board of Trustees) and Public Works Director for cause.
- Make appointments on the basis of executive and administrative ability, training, and experience related to the work which they are to perform.
- Cause a proposed budget to be prepared annually and submit it to the Board and be responsible for the administration of the budget after its adoption.
- Prepare and submit to the Board at the end of the fiscal year a complete report on finances and administrative activities of the Town for the preceding year, and make written and verbal reports at least monthly, and at any time requested by the Board concerning the affairs of the Town.
- Keep the Board advised of the financial condition and future needs of the Town and make such recommendations to the Board for adoption as he/she may deem necessary or expedient, provide quality financial reports to the Board.
- Exercise supervision and control over all applicable executive and administrative departments and recommend to the Board any proposal he/she thinks advisable to establish, consolidate, or abolish administrative departments.
- Be responsible for the enforcement of all terms and conditions imposed in favor of the Town in any contract or public utility franchise, and upon knowledge of any violation thereof, report the same to the Board for such action and proceedings as may be necessary to enforce the same.
- Attends all meetings of the Board and participates in discussions in an advisory capacity. May also be requested to attend various Board Committee meetings, including Finance, Personnel, Water/Sewer/Trash, Streets, Parks, and Public Safety.
- Coordinates with the Mayor and Town Clerk to develop agendas for Board, Planning Commission, Tree Board and Zoning Board of Adjustment/Building Code Board of Appeals meetings.
- Prepare and review operational, administrative, and other special reports.
- Establish a system of accounting and auditing for the Town which shall reflect, in accordance with generally accepted accounting principles.
- Recommend to the Board appropriate personnel rules and regulations and implement them.

- Recommend to the Board for adoption such measures, resolutions, acts and policies as the Town Administrator may deem necessary or desirable for the efficient and proper operation of the Town and the performance of its functions.
- Provide professional advice to the Board and track Board direction and inquiries.
- Formulate and recommend policies and procedures for the Town and communicate official plans, policies, and procedures to staff and the public.
- Receive general policy direction from the Board and follow up with appropriate staff or outside organizations to take necessary action. Serve as leader of the "executive leadership team," implementing Town goals, values, culture, long and short-range planning, policies, procedures, and practices consistent with the goals of consistent improvement.
- Manage the preparation of plans and specifications, estimating cost, advertising for bids, supervision, and approval of any public work or special improvement.
- Establish and maintain proper relationships with other levels of government and public service agencies and conduct all business negotiations between them and the Town.
- Provide effective and efficient customer service.
- Create and retain effective working relationships throughout the organization and in the community.
- Respond to Board and citizen requests for information and assistance.
- Respond to citizen inquiries and concerns on behalf of the Town including investigation, research and problem solving.
- Maintain critical sensitive and confidential communication.
- Utilize diplomacy, communication, and conflict management skills.
- Negotiate and execute agreements in the interest of the Town.
- Surveys grant and loan funding opportunities, prepares competitive grant and loan applications, submits grant and loan applications, controls grant and loan financing, implements grants and loans, and ensures that proper management and reporting for awarded grants and loans.
- Works closely with the Town Clerk to ensure that all public recordkeeping is conducted in a manner as required for local governments and supports and reflects Town adopted policies and procedures.
- Ensures that the Board of Trustees receives a budget to actuals accounting each month and any other financial documents necessary to keep the Board fully informed of the financial condition of the Town.
- Properly stewards the management of Town funds; works with the Finance Director/Treasurer in the development and administration of the annual Town budget, submits budget recommendations to the Mayor/Board of Trustees and monitors expenditures to ensure adherence with the adopted fiscal budget and the Town purchasing policy.
- Participates with the Finance Officer/Treasurer to provide the independent Auditor with information and ensures timely submission to the State of Colorado of the budget as approved by the Board.
- Responsible for hiring and supervision of the Building Inspector, Clerk, Finance Officer/Treasurer (in coordination with the Board of Trustees) and Public Works Director.

- Must be familiar with the Town Municipal Zoning Code/designations and ensure consistent application regarding proposed changes, annexation/de-annexation and requested variances and the Administrator’s role in these processes as required by Town Municipal Code;
- Ensure that Colorado state law regarding Open Meetings and Open Records is followed and advises Board as to the best practices for compliance.
- Oversees all professional and consulting service agreements entered into by the Town, including engineering, architectural, financial, planning & zoning, human resources, etc.
- Oversees all town purchases to ensure spending, reporting and approval from the Board is conducted in accordance with the Town’s Purchasing Policy and falls within allocated budget categories and level of spending.
- Tracks state and federal legislation that impacts the Town; consults with department heads and Town Attorney regarding legislative issues and recommends implementing policies to the Board for consideration and adoption.
- Consults with the Town Attorney regarding legal issues involving the Town and reports outcomes to the Board of Trustees.
- Ensures that the Town’s website is up-to-date and provides information in a way that is consistent, written in a publicly friendly format and that the website is easy to navigate.
- Perform such other duties as may be prescribed by ordinance or required by the Board which are not inconsistent with state statute.

**Qualifications:**

**Education:**

Bachelor's degree from an accredited four-year college or university. Preference is for a degree earned in Public Administration, Public Policy, Business Management, or a related. However, a bachelor’s degree in another major will be considered preferably accompanied with at least five years of experience in positions that require skills and abilities directly related to those required for a Town Administrator.

**Experience:**

Four (4) years of experience in a municipality, county, or other local government and a minimum of two (2) years of supervisory experience.

Or, an equivalent combination of education and experience to fulfill the essential functions, duties, and responsibilities and provide the necessary knowledge, skills, and abilities may be considered.

**Necessary Knowledge, Skills, and Abilities**

**Knowledge of:**

- Local governmental functions and principles and practices of public administration including operations, analysis, and budgeting.
- State of Colorado Municipal law (CRS Titles 29 and 31) and Paonia Town Code, resolutions, policies, and fee schedules.

- Principles, practices and application of strategic planning, performance measurement and public relations.
- Fiscal laws and best practices including GASB, municipal public finance administration and practices, and those specific to Colorado such as Tabor and the Gallagher Amendment.
- Risk management and insurance issues.
- Employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment and the Family Medical Leave Act.

**Skilled in:**

- Public outreach: including a keen awareness of the need to maintain public engagement through a variety of diverse approaches and tools, including website content, social media, and other methods which will best engage with Paonia culture.
- Preparing and presenting written and oral reports.
- Communicating effectively with a wide variety of people, including the Board of Trustees, department heads, employees, and representatives of other governmental agencies.
- Successful grant writing with a solid working knowledge of the grant writing process and a track record of successfully securing and managing grant funding.

**Ability to:**

- Hire, organize, assign, and review work of staff; and able to effectively motivate, develop and discipline staff.
- Plan and coordinate a variety of problem-solving and fact-finding projects.
- Manage multiple projects concurrently and prioritize and delegate work effectively
- Work well under pressure.
- Explain and interpret Town policies, procedures, and functions.
- Establish realistic goals and priorities and attain them.
- Negotiate to find solutions to complex and multi-layered problems and issues.
- Maintain effective working relationships with the public, media, Board of Trustees, employees, and citizens, especially in cases of political significance or high sensitivity.
- Learn and retain technical and complex information, terminology, policies, and procedures.
- Prepare and present ideas and findings clearly and concisely in written, oral, and graphic form using proper sentence construction, punctuation, and grammar.
- Be able to understand and implement complex oral and written instructions.
- Research and prepare complex reports.
- Work well independently and with others to establish and attain objectives.
- Organize workflow and manage time effectively.
- Ensure accountability within the organization and demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Create and maintain good working relationships with contractors, grantors, state and other local government agencies and personnel.

*The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



**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%
<b>Total</b>	<b>\$75,307.68</b>	<b>\$12,946.15</b>	<b>\$88,252.83</b>	<b>\$132,000.00</b>	<b>\$43,746.17</b>	<b>33.14%</b>

**2. Estimated Compensation for accrued time off earned**

<b>Total Accrued Time Payout</b>	<b>\$12,946.15</b>
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**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**