



TOWN OF PAONIA
214 GRAND AVENUE
MONDAY, MAY 06, 2024
TOWN BOARD WORK SESSION AGENDA 5:30 PM
[HTTPS://US02WEB.ZOOM.US/J/83596986945](https://us02web.zoom.us/j/83596986945)
MEETING ID: 835 9698 6945

Roll Call

Work Session

Review existing two-person Board Committees to determine if they are needed and fine tune the roles and responsibilities of each.

Adjournment

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
Finance Committee
Draft 3/20/2023

The Purpose of the Finance Committee is primarily to provide oversight of the Town of Paonia's income and expenses. This committee is integral in maintaining adequate internal controls as required by CRS 29-1-603 and the Governmental Accounting Standards Board. ~~accomplished by working closely with the Finance Director/Treasurer who is tasked with managing the Town's Finances. The Finance Committee works with the Finance Director/Treasurer and serves as a liaison between the Town Finance Officer/Treasurer and the Town Board of Trustees. The Finance Director/Treasurer is directly supervised by the Town Administrator.~~

The Town Board of Trustees approves payments of the Town's expenses and adopts the annual budget. ~~The Town Mayor approves payroll spending.~~

The duties of the Finance Committee include:

1. Reviewing the Accounts Payable process, including all expense invoices with the Town Administrator/**Treasurer** and recommending approval of disbursements to the full Board of Trustees;
2. ~~Reviewing all payroll with the Finance Director/Treasurer;~~
3. **Review all monthly financial statements before presentation to the full Board of Trustees.** ~~and approving all bank¹ and investment accounts² through the review of bank /investment account statements, transfers between accounts including ACH transfers and individual amounts expended in each account;~~
4. Serving as primary signatories on checks issued for Town Disbursements. The Town Mayor also serves as an alternate signatory for the Finance Committee when one of the Board Trustee Finance Committee members is unable to attend a Finance Committee work session.
5. ~~Reviewing monthly and year end budget categories to monitor actual income and expenditures to budgeted;~~
6. ~~Reviewing the annual audit with the Town contracted auditor and~~ Serve as a liaison to the Auditors ~~Board of Trustees concerning the~~ during the annual fiscal audit;
7. ~~Recommending approval of payments for Town expenses at each Board of Trustees meeting; and,~~
8. All other duties deemed necessary by the Auditor ~~Audit team,~~ Town Administrator/Treasurer, and/or Board of Trustees ~~or the Finance Director/Treasurer~~ as needed to maintain proper internal controls.

¹—~~Bank accounts include accounts held in a local bank(s) used for payment of operating expenses such as payroll, employee benefits and monthly Town expenditures (including loan payments) and other funds being held for specific budgeted purposes.~~

²—Investment accounts include certificates of deposit held in local banks and funds set aside for long-term specifically restricted spending and reserves held in Colotrust trust accounts or local bank money market accounts.

Town of Paonia Board of Trustees
Personnel Committee Duties
DRAFT Proposed Revisions 5.3.2024

The Purpose of the Personnel Committee is to hear grievances in accordance with requirements within the personnel policies and determine appeals brought by Town employees on matters of suspension, demotion, and dismissal. The Committee conducts appeal proceedings, acting as a fact finder reaching a decision, and makes recommendations to the Town Administrator while preserving the rights and dignity of all who come before the Committee. The Committee meets on an as-needed basis, at least once a year to organize.

The Personnel Committee also assists the Mayor and Board of Trustees in the hiring process for the Town Administrator and the Police Chief during periods of time when either position is vacant.

The Committee is made up of the Mayor, a Trustee selected by the employees of the Town, and one current staff member also selected by the employees of the Town.

Paonia Board of Trustees
Parks Committee Duties
Draft
~~3/10/23~~ 5/6/2024

~~Core Function: Provide an informal forum for citizens, staff and Trustees to discuss plans, requests and initiatives for Town Parks.~~

~~Purpose: Forward recommendations to Town Board for approval or modification.~~

~~Areas of review may include:~~

- ~~• Listening to citizen priorities, issues and requests~~
- ~~• Planning for improvements~~
- ~~• Review of current park conditions~~
- ~~• Implementation of Paonia in Motion~~
- ~~• Walking tours of Parks~~
- ~~• Making recommendations for priorities for budget and planning~~

The Board of Trustees adopted the Paonia Parks, Recreation and Trails Master Plan by resolution 08-2022 on June 23, 2022. As stated on page 10 of the Plan:

“This Plan is a tool to be used by Paonia’s elected and appointed officials and town staff to inform and guide decision-making processes, policy discussions, and community improvements. The Plan is also intended to serve as a key resource for residents, property and business owners, developers, and other stakeholders interested in understanding the community’s aspirations for the future of Paonia’s parks, recreation amenities, recreation programs, and trails.

The Parks, Recreation, and Trails Master Plan is an advisory document. It is not mandatory that the Plan be strictly adhered to. However, the community dedicated significant time and effort into developing the Plan and to ignore it, without legitimate reason, is not advised.”

The function of the Parks Committee is to review individual elements of the Plan in order to create a specific set of questions for each element to be addressed by staff for public discussion before the Board of Trustees. This Plan is advisory in nature and deserves a thorough review of which elements are a priority, can they be implemented as proposed, if not, what additional changes are needed, what is the fiscal impact to implementation, are changes to Town Code needed for implementation, does the element align with the Town’s Comprehensive Plan, etc.

Paonia Board of Trustees
Public Safety Committee Duties
Draft
3/10/23-5/6/2024

~~Core Function: Provide an informal forum for citizens, staff, and Trustees to discuss policies and core functions of Public Safety.~~

~~Purpose: Forward recommendations to Town Administrator/Chief and/or Town Board for approval or modification as appropriate.~~

~~Questions for Board:~~

~~When issues arise, there is confidentiality and sensitivity to consider. What are the expectations for transparency?~~

~~When citizen complaints arise, does this Committee serve as a sounding board (similarly to citizen review boards)?~~

~~How should the Committee fit into the structure and reporting relationships of Board, Town Administrator, and Chief?~~

~~Areas of review may include:~~

- ~~• Listening to citizen priorities, issues, and requests~~
- ~~• Serve as a feedback mechanism to Chief on community concerns~~
- ~~• Planning for improvements~~
- ~~• Review of current approach~~
- ~~• Policy review with Lexipol implementation~~
- ~~• Making recommendations for priorities to Board for budget and planning~~

The Public Safety Committee will be convened when there is a specific issue pertaining to public safety within the Town of Paonia. The Committee will be requested by a vote of the Board of Trustees to:

- research the background/current circumstances creating the issue*;
- review current code in-place (if any) addressing the particular issue;
- identify potential gaps in the code which are contributing to the issue persisting; and
- draft (in conjunction with staff) code revisions intended to address the issue for presentation to the public and full Board of Trustees after Town Attorney review.

* At this time the use of off-road vehicles within Town of Paonia boundaries has become an issue for some town residents. This is an example of an issue in need of resolution that the Public Safety Committee could be integral to solving.