



TOWN OF PAONIA
214 GRAND AVENUE
TUESDAY, AUGUST 27, 2024
TOWN BOARD WORK SESSION AGENDA 5:00 PM
[HTTPS://US02WEB.ZOOM.US/J/82917909700](https://us02web.zoom.us/j/82917909700)
MEETING ID: 829 1790 9700

Roll Call

Work Session

Goals & Objectives by Department

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.

Paonia Public Works
Mission Statement, Objectives and Capital Improvement

Mission Statement:

Paonia Public Works is dedicated to providing quality services to the Town of Paonia through current environmental, infrastructure and ethical standards for the future and growth of our diverse community.

We Envision a Paonia that Supports:

Agriculture
Local Business
Creative Culture
Parks and Recreation
Tourism
Tradition and Historical Preservation

We Value:

Safety
Employees and Family
Fairness
Transparency
Partnership

Budget Objectives and Capital Improvement Projects:

1. Departmental Growth and Structure

Grow Public Works department to dedicate appropriate time and manpower to improvement projects.

Implement inner departmental organizational chart to improve communication, record keeping and work management

Develop seasonal schedule to routinely maintain Town assets and infrastructure

2. Improve sidewalk, gutter and curb conditions

Use the sidewalk audit of 2024 to prioritize areas that are in need the most. Goal is to graduate all red (poor) and yellow (fair) marked areas to Green (good) Conditions

Prioritize safety by implementing current ADA accessibility as well as tree and brush trimming

3. Update Water and Wastewater infrastructure, treatment facilities and practices to comply with the most current State and Federal Regulations

Develop construction standards to create uniformity and consistency for our water and wastewater system

Secure funding to update WTP and WWTP to comply with new Regulations (by 2027 or 2030)

Lift the water moratorium

Increase raw water intake and develop plan to expand raw water storage or treated water storage to secure flow to residents

4. Improve street conditions

Use 2021 Street Audit to prioritize streets that are the most in need of repair. Goal is to improve Paser rating to 5 or above

Prioritize safety and visibility on all streets and alleyways through scheduled trimmings, curb and street markings and signage

5. Stormwater Management

Develop an accurate mapping of current stormwater infrastructure

Identify and correct areas that need repair or re-routed

6. Park Management and Sustainability

Public bathroom improvements to ensure plumbing functionality, privacy and safety

Develop schedule for grass care throughout the year

Improve park accessibility and comfort

Increase communication with the public of maintenance schedule

Administration Department

1. Build Confidence in Utility Billing
2. Build transparency and confidence along with efficiency in Town accounting processes
3. Establish and use standardized filing for utility and accounting documents
4. Create and maintain a comfortable and safe working environment for office staff
5. Create confidence for staff interactions with public and with work duties through continued training



PAONIA POLICE DEPARTMENT

214 Grand Avenue / PO Box 460 Paonia, CO 81428
Phone: 970-527-4822

The Paonia Police Department has identified the following as potential objectives moving forward:

- Continued investment in officer and citizen safety through contemporary training that more accurately addresses current socio-economic issues.
 - Mental health
 - Unhoused
 - Blended Family Structure
 - Custody Considerations (Parenting Agreements)
 - Protection Orders/ Restraining Orders

- Continued investment in officer and citizen safety through the acquisition of modern equipment.
 - Security Cameras
 - Vulnerable/Remote location security
 - Resource multiplier

 - Continued Axon updates for body-cams, conducted energy devices (Taser).
 - Less lethal force options
 - Less lethal munitions