TOWN OF PAONIA
TUESDAY, APRIL 06, 2021
TOWN BOARD WORK SESSION AGENDA
5:00 PM

<mark>IN-PERSON MEETING AT 214 GRAND AVENUE COMMUNITY ROOM</mark>

<mark>APPROPRIATE FACE COVERINGS ARE REQUIRED WHILE INSIDE THE BUILDING</mark>

Roll Call

Unfinished Business

1. Lambert Grange #439 – Rethinking Conflict Presentation
2. Street Closure Policies
3. Review and Discussion Regarding Retreat Goals

Adjournment

NOTE: POSSIBLE ACTION ON ALL AGENDA ITEMS UNLESS OTHERWISE SPECIFICALLY NOTED AS DISCUSSION ONLY

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.

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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 even 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 contexts 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.

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	AGENDA SUMMARY FORM

PAONIA C·O·L·O·R·A·D·O	Lambert Grange #439 – Rethinking Conflict Presentation
Summary: As proposed by Cassandra Shenk at the March 23rd Board meeting.	
Notes:	

	Street Closure Policies
PAONIA C·O·L·O·R·A·D·O	

Summary: Discussion and administrator suggestions regarding updated policies for street closures.

Notes:

Resources used:
- Global Designing Cities Initiative
- National Association of City Transportation Officials
- Colorado Municipal Clerks Association
- Colorado City & County Management Association
- City of Delta
- Town of Cedaredge
- Steamboat Springs

Administrator Suggestions r.e. Core Commercial street closure suggestions:

Administrative Approval under the following criteria:

- 6PM or later
- Does not exceed 5 hours/past 11PM
- No consecutive days
- No consecutive weekends
- All current requirements remain

Board approval required under the following criteria:

- Earlier than 6PM
- Over 5 hours
- Consecutive nights
- Consecutive weekends
- Waivers of any current requirements

I also request the Board discuss the pros and cons of allowing commercial use of Poulos Park. The Maximum capacity for the location is 80 people. Research and data suggests the use of pocket parks for more passive uses – as the intent of a pocket park is to allow for outdoor dining and recreating in support of the walkable core commercial area.

AGENDA SUMMARY FORM

PAONIA COLORADO	Review and Discussion Regarding Retreat Goals

Summary:
Review of the goals and priorities set through the Board retreats held late 2020.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

Paonia Town Board of Trustees
Goal Setting Work Session
Friday, October 2, 2020

Board Participants: Mary Bachran, Bill Bear, Karen Budinger, Tamie Meck, Michelle Pattison, Mick Johnson, Dave Knudson
Staff Participants: Neil Ferguson, Travis Loberg, CIndy Jones, Amanda Mojarro, Corinne Ferguson.

Facilitator: Sally Kane
Scribe: Elaine Brett

PURPOSE: To position the town council to work effectively towards the betterment of the town. This includes financial solvency, public health and safety concerns, and the general quality of civic life for the people who live here.

GOAL 1
Administration: Review & update the Town's Master Plan.
   Objective 1 - Create action steps to finish master plan

- Using data already collected and Parks and Trails Plan Project, produce a draft by year end for the Planning Commission to review and complete.

- Include existing Vision, Mission statements.

- Monitor progress and if needed bring in outside expertise to complete the plan.
   Objective 2 - Implement the finished master plan

- Create implementation plan that is mindful of staff and other resources.

- Create communication plan which will promote competency and instill confidence in the Town.

GOAL 2
Development: Diversify and expand revenue streams to support improved services and amenities.
   Objective 1 - Identify and prioritize revenue needs

- Align with Goal 3 and 4
   Objective 2 - Explore and identify sources of revenue

- Create retail marijuana sales rules and ordinances and implement (If Issues 2C and 2D pass in November).

- Prioritize Back the Badge revenues (if Issue passes in November).

- Use a targeted approach to grant seeking to most effectively use staff and board time and revenue generation.

- Expand town boundaries (annexations) to add population and property tax
    1. Be mindful and respectful of the opinions of those who do not want to annex.
    2. Assess the increased workload on Town staff in the process.
    3. Ensure the revenue will cover additional costs.
- Accessory Dwelling Units (ADUs)
    1. Explore required zoning changes
    2. Consider modified rates for water taps and factor in increased water usage.
    3. Investigate other possible fees.
- Develop an economic development and small business promotion stimulation plan with One Delta County.
- Investigate permitting food trucks.
- Investigate registration and fees for short term lodging.
- Pursue bigger revenue sources, e.g. grants, versus many smaller sources.

Objective 3 - Build reserves for future infrastructure improvements and maintenance.

- Examine current fee structures and increase to build reserves.

GOAL 3

Operations: Evaluate and address infrastructure and maintenance needs for reliably providing safe clean water, safe roads, trash and sewer for town residents

Objective 1 - Immediate needs (early quick wins)

- Inform the community and celebrate work that has been already done.
- Work to change the culture and demonstrate that things really get accomplished in Town.
- Share the regular routine schedule for maintenance staff.
- Complete water analysis study.
- Implement a neighborhood clean-up and neighborhood pride projects
- Communicate the sidewalk and street improvement plan.
- Investigate a regular High Country Shopper section for Town accomplishments

Objective 2 - Create a strategic 5 and 10 year plan

- Create Downtown Corridor Plan
- Explore creative ideas to increase reserves other than raising utility rates
- Define infrastructure needs/timelines
    1. Water plan
    2. Safe routes to schools plan
    3. House restoration project with incentives
    4. Drought management plan

GOAL 4

Services/Amenities: Invest in improving the quality of town core services and amenities and insure adequate human resources to accomplish this.

Objective 1 - Define the Town as the area to which we provide services, not just Town limits

Objective 2 - Define Town services:

- Police
- Trash
- Water
- Sewer
- Roads
- Parks
- Interface with public. Communication
- Event support

Objective 3 – Prioritize issues

- Use Covey 4-Box to prioritize Urgent/Important and Non-urgent/Important tasks
- Resist temptation to be distracted by Non-urgent/Non-important issues
- Be respectful of staff time and allocate by importance and urgency of issue

OTHER IMPORTANT POINTS:

- Staff has been around a long time. As such, Trustees need to value and respect their input: what will work, why something will not. Trustees also need to understand that staff have a lot of balls in the air at any given time and respect their time and opinions.
- Look at ways to inspire community pride: Historic designations for old buildings/homes, awards for best landscaping, neighborhood beautification.
- The Board needs to stay at the 30,000 foot level and let the staff be in the weeds.
- Continue to build trust between staff and Board and citizens. When trust goes up, drama goes down.
- Start planning now if we want things to happen.
- Build confidence in the Town. Get most people to believe it.
- Strive for continuous improvement in competence.
- The board needs to hear more from staff if issues arise; if we don't know issues, we can't address them.

PARKING LOT (To be addressed at a later time.)

What is the Paonia culture and its importance to the community?
Small town sense of community

What makes this a place you want to be?
There is a renaissance of small towns and ex-pats returning home.
Friendly, connected, clean, safe
Is there a Welcome packet? Whose responsibility is this?

4 Buckets

Administration

Development

Operations

Services/Amenities

<u>Admin</u>

Review and update the town's master plan.

— building codes + inspection

— trails

— HR

— PR

— Delegate to Planning Commission

Development

Diversify + expand revenue streams to support improved services. and amenities.

- food trucks
- airbnb
- marijuana sales
- grant revenue: does it fit
- reserves

- (annexation)
- accessory dwelling units ADU
- Small business promotion
- one Dollar counts
- back the badge

Operations

Evaluate + address infrastructure and maintenance needs for ~~reliable~~ clean water, safe roads, ~~clean~~ trash + sewer for ~~town~~ residents.

schedule for maintenance

—master plan   —grants
— historical designation —partners
—town designations
— ~~point~~ neighborhood beautification
— ~~reserve~~

Services/Amenities

Improve core Services + amenities
+ ensure adequate Human
Resources to accomplish That

- event support
- police dept   — Communication
                                        — PR
- water, sewer, trash
                        —
- roads, park

PARKING

Culture of the place
- friendly
- connected
- clean
- safe
- welcoming

Urgent
not important

URGENT
important

not
urgent
not important

not
urgent
important

70%