

TOWN OF PAONIA
TUESDAY, APRIL 24, 2018
WORK SESSION – PERSONNEL HANDBOOK
5:30 PM
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

- a) **Roll Call**
- b) **Approval of Agenda**
- c) **Announcements**
- d) **Recognition of Visitors & Guests**
- e) **Consent Agenda**
 - 1. Regular Meeting March 27, 2018
 - 2. Work Session April 10, 2018
 - 3. Regular Meeting April 10, 2018

- f) **Unfinished Business**
 - 1. Resolution 2018-04 – Modification of Resolution 2015-13 – Building Permit Fee Schedule
 - 2. Personnel Handbook Revision

- g) **Committee Reports**
 - Finance & Personnel
 - Public Works/Utilities/Facilities
 - Governmental Affairs/Public Safety
 - S2C – Executive Committee
 - Tree Board

- h) **Disbursements**
- i) **Newly Elected Board Member Oath of Office**
- j) **Presentation to Outgoing Board Members**
- k) **Mayor's Report**
 - Board Committee Appointments

- l) **Staff Reports:**
 - Town Administrator's Report
 - Trustee Training Schedule
 - Minor Subdivision Process Discussion – Municipal Code Article 6 Division 3
 - Public Works Lawn Mower Purchase
 - Arbor Day Office Schedule
 - Public Works Report
 - Police Department Report
 - Town Treasurer Report

- m) **Consent Agenda**
 - 1. Liquor License Renewal – One-Thirty-Three LLC, dba West Elk Wine & Spirits
 - 2. Liquor License Renewal – The Living Farm Café

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

n) New Business

1. Board of Trustee Mayor Pro-Tem Appointment – Municipal Code Section 2-2-30
2. Town Officer Statutory Appointments
 - Town Treasurer
 - Municipal Judge
 - Town Attorney
 - Town Clerk
3. Department of Local Affairs (DOLA) Grant Application for Arts Market Survey
4. Ordinance 2018-02 – 2018 Sales Tax Increase
5. Planning & Zoning Open Seat – Community Member
6. Appointment to Tree Board

o) Executive Session

Conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); specific to Mr. Brunner court case.

p) Adjournment

AS ADOPTED BY:
TOWN OF PAONIA, COLORADO
RESOLUTION NO. 2017-10

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:
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report(15 minutes)
- (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. 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.

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