



**MINUTES OF THE BUENA VISTA BOARD OF TRUSTEES
SPECIAL MEETING
Tuesday, March 13, 2023**

MINUTES OF THE MEETINGS OF THE BOARD OF TRUSTEES ARE A TRANSCRIPT OF THE GOVERNING BODY'S ACTIONS RATHER THAN A VERBATIM RECORD OF DELIBERATIONS.

An in-person/virtual special meeting of the Board of Trustees was called to order by Mayor Libby Fay at 5:08 PM, Monday, March 13, 2023, at the Buena Vista Community Center, Pinon Room, 715 E. Main Street, Buena Vista, Colorado, having been previously noticed in accordance with the Colorado Open Meetings Law.

ROLL CALL

Attendee Name	Title	Status
Libby Fay	Mayor	Present
Sue Cobb	Trustee	Present
Peter Hylton-Hinga	Trustee	Present
Mark Jenkins	Trustee	Present
Gina Lucrezi	Trustee	Present
Devin Rowe	Trustee	Present
Cindie Swisher	Trustee	Present

Town Staff Present:

Town Administrator Lisa Parnell-Rowe
Public Works Director Shawn Williams
Town Clerk Paula Barnett

Town Attorney Jeff Parker
Deputy Town Clerk Lillian Simpson

Staff attending via Zoom:

Town Treasurer Phillip Puckett
Recreation Supervisor Shane Basford

Police Chief Dean Morgan
Airport Manager Jack Wyles

PLEDGE OF ALLEGIANCE

Mayor Fay led the pledge of allegiance.

AGENDA ADOPTION

MOTION NO. 1:

MOVE TO APPROVE THE AGENDA.

RESULTS	CARRIED
MOVER:	Trustee Rowe
SECONDER:	Trustee Cobb
AYES:	Cobb, Hylton-Hinga, Jenkins, Rowe, Swisher

Trustee Lucrezi arrived at 5:11 PM.

Board of Trustees Training

Town Attorney Jeff Parker shared his training does not include a PowerPoint presentation since he prefers to discuss the points included in the legal memo that has been provided and have interactive conversations with the Trustees.

Parker stated several helpful resources are available to elected officials to help guide them through their duties. The Town’s insurer, CIRSA, offers training, guidance, and educational materials, including two videos he encouraged the Trustees to view (YouTube links included in the memo.)

The Colorado Municipal League (CML) also provides various resources, including conferences, seminars, training sessions, and materials. Parker stated two CML publications that may interest the Trustees are Colorado Municipal Government: An Introduction, and Ethics, Liability, and Best Practices Handbooks.

Parker stated in September of 2021, the Board approved a Board of Trustee Handbook, which provides helpful information and guidance for Trustees on numerous matters they will encounter during their term in office.

Parker reviewed in detail the following points.

- Statutory Town–General Provisions
- Trustee and Mayor Authority and Duties
- Open Meetings Laws
- Open Records Acts
- Conflicts of interest - Ethics
- Legislative versus Quasi-Judicial Actions

Establishing Meeting Ground Rules

Lisa Parnell-Rowe shared that this portion of the meeting will include discussing Board expectations and preferences regarding meeting processes and details.

Stephanie Helm and Jess Pflzgraff with Orion Integration Services, Inc. shared with the Board that the TV monitor outage during the February 14th meeting can be attributed to the

constant moving of the equipment and plugging and unplugging connections into the HTM ports. Helm, Pfalzgraff, staff, and the Board discussed several options for room layouts and locations of monitors. Additional options discussed were having the Trustees log into the Zoom meeting to see what is displayed on the monitors or view the meeting packet and/or PowerPoint presentations from their laptops.

Additional discussion points included the following:

- Agenda - Avoid having a work session, full agenda, and an executive session during one meeting.
- Consider having executive sessions as the first item of business versus at the end of the agenda.
- During executive sessions, if Trustees have questions that the Staff does not have the answers to, adjourn the session and allow staff to obtain additional information and discuss it at a future meeting.
- Set a designated time meeting will end (i.e., 10:30). Remaining agenda items would roll over to the next regular meeting. Attorney Parker suggested meetings have a three-hour time limit. If the meeting is still in session, access and decide to continue the meeting or adjourn.
- Discussed changing the time meetings begin from 7:00 PM to 6:00 PM. The Board agreed to change the time to 6:30 PM starting in April 2023. The Board will officially act on that change at the March 28, 2023, Board of Trustees meeting.

Trustee Rowe left the meeting at 6:55 PM.

- Work sessions – Discussed having work sessions separately to avoid lengthy meetings. Parnell-Rowe shared that not all the Trustees have to attend work sessions. Trustees can review the packet and submit comments and/or questions that will be shared and responded to during the session. A recording of the work session will be available for viewing.

The Board agreed that work sessions that are 30 minutes in length would be scheduled on regular board meeting nights (the second and fourth Tuesdays of the month). A survey will be emailed to the Trustees to determine if the majority would like to schedule work sessions on the first and third Tuesdays of the month or the second and fourth Mondays. A work session will occur only when there are matters to be discussed.

- Staff Reports - Continue the current Staff Report schedule with fewer Team leads speaking in a meeting but allow flexibility of meeting dates when Team Leads will meet with the Trustees. Move Staff reports back to after Consent agenda and have all Team

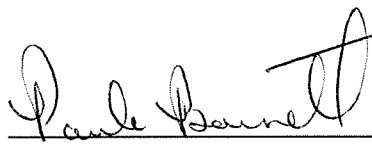
leads available at the start of each meeting through the end of staff reports (Zoom acceptable).

MOTION NO. x:

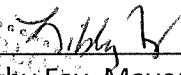
THERE BEING NO FURTHER BUSINESS TO COME BEFORE THE BOARD, THE MEETING BE ADJOURNED AT 7:29 PM.

RESULTS	CARRIED
MOVER:	Trustee Lucrezi
SECONDER:	Trustee Cobb
AYES:	Cobb, Hylton-Hinga, Jenkins, Lucrezi, Swisher

Respectfully submitted:



Paula Barnett, Town Clerk



Libby Fay, Mayor

