

THE TOWN OF  
PO BOX 2002 • 210 E. MAIN ST.  
BUENA VISTA, COLORADO 81211



BUENA VISTA  
P: 719.395.8643 • F: 719.395.8644  
WEB: WWW.BUENAVISTACO.GOV

**AGENDA  
FOR THE BOARD OF TRUSTEES  
OF THE TOWN OF BUENA VISTA, COLORADO  
March 13, 2023**

**Special Meeting at 5:00 PM**

The Board of Trustee meetings are held at the Community Center and are open to the public.  
Staff and the Public are encouraged to attend the meeting virtually.  
715 E. Main Street, Buena Vista, Colorado

To attend the meeting virtually or to participate in Public Comment and/or Public Hearings,  
you must connect to the video conference.

Conferencing Access Information: <https://us02web.zoom.us/j/83695774712> Password: 351540  
Listen via phone at 1-301-715-8592 Meeting ID: 836 9577 4712 Password: 351540

THE BOARD OF TRUSTEES MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. AGENDA ADOPTION**

*The Board approves the agenda at the start of the meeting, including modifications.*

**V. Board of Trustees Training**

*This training will provide in-depth knowledge of statutory provisions and how those govern the Mayor and Trustees' roles, processes, and responsibilities. There will also be an opportunity for the Board to ask questions they may have about these processes.*

*(Estimated time – 1 hour)*

**VI. Establishing Meeting Ground Rules**

*This will be a discussion about Board expectations and preferences regarding meeting processes, details, and coordination following several lessons learned.*

*(Estimated time – 1 hour)*

**VII. ADJOURNMENT**

Area to Discuss	Staff Discussion/Feedback	Trustee Discussion/Feedback	Ground Rule / Action
1. Agenda – placement of items as work sessions vs. business items & public hearings	This will be covered in training, but worksessions are intended to be more informational, allowing staff interaction in advance on topics Board members may need to understand or to get a feel for what next steps are from the board. Business items should be fully vetted and ready for decision-making or not enough time to discuss in advance and need decision ASAP.		
2. Worksession/exec/regular all in one night. Does this work?	Many would like for worksessions to be on an alternate date and time. Adds to more meetings but makes meetings shorter. Better division of intent between regular meeting and work session		
3. Agenda – pop up items past Thursday prior being included	When draft agenda is sent out by clerk, a timely change to agenda within a few days instead of recommending changes to agenda prior to day before mtg to occur is highly preferred. When and what would be an acceptable deviation to this, if at all (i.e., letters of support)?		
4. Agenda – Timely Staff Reports or materials from speakers for review	Deadline for packet materials to be reviewed--to TA no later than COB previous Tuesday		
5. IT – technical difficulties	Upgrades by IT in community center are occurring and also forthcoming. IT is looking into recent issues. See TA staff report for ideas on setup.		

	TA looking to other staff to fulfill Setup/Zoom oversight/teardown and follow-on upload work. IT will come to “high caliber” critical meetings.		
6. Sensitivities to participants (staff and applicants) and giving them a time to speak if they attend. Teeing this up ahead of time if need be.	Need to know # people coming to speak for all business items and public hearings. This will help us determine if an item can move or if not able then Dept head must inform them to come later and coordinate so they know the expectations. Department Heads – let us know what guests will be attending and who is coming physically or will be online. Dept head to arrange and pass to clerk and admin.		
7. Public comment/3-minute rule for each and no duplicate comment	Mayor emphasis and noting at time limit going into comment or before public comment section of mtg. Someone other than Mayor to time this? A timer on wall or call out card for all to see? Sticking to Staff-applicant-public pattern. Trustees can assist in keeping on track.		
8. Allowing audience to talk when not in public comment (opened as part of public hearing or at start of MTG)	Mayor discretion?		
9. Sticking to designated time estimates on the agenda for each item	Timing it—timer or a card? Who? Should there be a designated time to end mtgs no matter where we are it. Could time change to start		

	earlier??? Additional meetings to cover all the items??? Items not covered to a special meeting?		
10. Typical rhythm is Staff speaks/Applicant is given opportunity to speak/1 <sup>st</sup> & 2 <sup>nd</sup> motions are exchanged & then discussion. Sometimes this doesn't happen or is clunky.	Should we change this process? Would a Clerk provided script be helpful?		
11. Staff Reports. Must we continue to take time to verbalize a written report that is already provided? We have spaced out reports to make this a lighter load...how many like this new way? If we continue to verbalize reports should these be at the start or the end of the meeting?	Staff is somewhat divided on these questions. There are some that feel verbalizing is not a productive use of time when its provided a written report; others enjoy opportunity for direct face time to board; as attention is less towards end, it was felt important to get through public hearings and business items first in meetings while guests are there to participate.		
12. In MTG changes to data by Staff	Highly recommend against this as a practice...too much pressure on staff and could increase potential for error. Best practice to continue meeting to another night.		
13. Executive Session – staying clear and poised	Standing up ok to stretch, jackets on and ready to go sends message have all checked out. If we cannot make it through it then perhaps we need to move to motion to place it on a special meeting instead?		
14. Training BoT and Dept heads	Should there be a trustee and/or training every time a new trustee comes on board; an orientation?		

	What would this look like and who would conduct this training? Annual or yearly refresher?		
15. Sidebar Discussions			
16. Trustees on every advisory committee? Should this be precursor or in lieu of staff report.	Reports from trustee on these committees as part of trustee interaction and staff response.		
17. Potential for permanent MTG Chamber? Or are we content to continue using Community Center?			
18.			
19.			
20.			
21.			
22.			