

# NORWOOD TOWN BOARD OF TRUSTEES

**Meeting on:** Wednesday, October 9, 2024

**Regular Session starting at:** 7:00 p.m.

**Meeting at:** 1670 Naturita Street, Norwood CO 81423 at Norwood Town Hall and Zoom option.

## AMENDED AGENDA

<https://us02web.zoom.us/j/87556267477?pwd=VmNTcmQ3S3lpTWJFbS80TVZ3NjU5Zz09>

**Meeting ID:** 875 5626 7477

**Passcode:** 8142301

**Dial In**

1-346-248-7799

### Call Regular Meeting To Order

### Public Comment For Items Not On The Agenda

NOTE: Please limit comments to 3 minutes. If comments are not related to an item on the agenda, there will be no Board response or action taken since the topic was not posted with proper notice and any comment could potentially violate the Colorado Open Meetings Law.

### Special District and Stakeholder Reports or Announcements

NOTE: Reserved for items that any community stakeholder or special district would like to make the board aware of. Please note that no decisions will be made at this time. It is requested to keep reports to a maximum of 3 minutes for conduct of time. If you have an item that needs a decision, contact Town Hall to be put on the agenda.

### Consent Agenda

- a. **Minutes of September 11, 2024**
- b. **Minutes of September 12, 2024**
- c. **Minutes of September 19, 2024**
- d. **September Financials**
- e. **Lone Cone Legacy Trust, a fund of the Telluride Foundation, Special Event Liquor License  
1555 Summit Street, Norwood, CO 81423**
- f. **Proclamation of October as Domestic Violence Awareness Month, San Miguel Resource**
- g. **Ratification of Blair and Associates Audit Scope and Objectives**

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## Board Business Agenda

- a. **Arts in the Park Program, Erin Ries**
- b. **Resolution No.1009 Series: 2024 A RESOLUTION SUPPORTING NORWOOD PUBLIC SCHOOLS 5B BOND PROPOSAL**
- c. **Resolution No. 1010 Series: 2024 A RESOLUTION IN SUPPORT OF THE WEST END SUSTAINABILITY PLAN AND ITS GOALS, TO CREATE A UNIFIED VISION FOR THE FUTURE OF THE WEST END COMMUNITIES**
- d. **Morgan Rummel resignation as Trustee and declare vacancy**
- e. **New metal building for Public Works.**
- f. **ASAP Payroll Quote**
- g. **Adding Zoom meeting download to the Town of Norwood's website**
- h. **Policy Presentation for Submission of Documentation for Municipality Board Meetings**

To establish a clear and organized process for submitting documentation in advance of municipality board meetings, Mayor Meehan proposes the following policy:

  1. **Trustee Documentation Submission:**

All documentation relevant to the upcoming board meeting must be submitted to the trustees no later than 48 hours prior to the meeting. This ensures that the trustees have adequate time to review and prepare for discussions and decisions.
  2. **Public Comment Documentation Submission:**

Any individual or group who wishes to present documentation during public comments must be listed on the meeting agenda. To be included on the agenda, the individual must submit their documentation in accordance with this policy, ensuring that it is provided to the trustees no later than 48 hours in advance of the meeting.
  3. **Compliance:**

Documentation that is not submitted within the 48-hour window will not be considered during the meeting. This policy ensures transparency, fairness, and the ability for trustees to give full consideration to all materials provided.

By adhering to this policy, we endeavor to enhance the efficiency and fairness of our board meetings, ensuring that all trustees and members of the public have sufficient time to review and consider the necessary information.
- i. **Policy Clarification on Attorney Communication**

Board Reiteration: All communications between the Town Attorney and the Town Clerk / Administrative Director must include the Mayor as a recipient (cc'd), with the exception of CORA (Colorado Open Records Act) requests. If the communication pertains directly to the Mayor, the Mayor Pro Tem must be copied instead of the mayor to ensure proper oversight and transparency in the process. This policy is intended to maintain clarity, accountability, and effective communication within the board while respecting confidentiality where necessary.
- j. **Direction / Approval of Katherine Fry starting the update of the Code of Conduct, Personnel Policy and create a Board Training tool / manual.**

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## Board Business Agenda (cont.)

### **k. CBI Investigation Status**

- a. Submission and acceptance of documents from CBI and 7JD regarding Mayor Candy Meehan put into public record and published on the website in the minutes
- b. Discuss / Decision letter of withdrawal from investigation request
  - I. Copy of original letter sent
- c. Request for reimbursement for \$3743.00 to Mayor Meehan upon findings from the CBI

### **l. Reconsideration / Decision of Board Selection of DEO for Special Election held on 12.10.2024**

### **m. Letter of recognition from Tami St. Germaine**

### **n. Discussion of First Amended and Restated Intergovernmental Agreement Between Town of Norwood and San Miguel County Sheriff for Peacekeeping Services**

## Staff Reports

- San Miguel Sheriff's Office Calls for Service
- Public Works Director, Randy Harris
- Town Clerk, Amanda Pierce – written report
  - Salary Reviews and Set Budget Work Session

## Mayor and Trustee Reports and Announcements

- Mayors Report – written report
- Trustee Reports

## Executive Session

- a. Discussion of personnel matter under CRS Section 24-6-402-(4)(f)

## Adjourn

NOTE: This agenda is subject to change, including the addition of items up to 24 hours in advance or the deletion of items at any time. The staff reports may include administrative items not listed. Regular meetings, Public Hearings, and Special Meetings are recorded, and ACTION MAY BE TAKEN ON ANY ITEM.

Formal Action cannot be taken at Work Sessions.

For further information, contact Town Hall at 970-327-4288. If special accommodation is necessary per ADA, contact 970-327-4288 or via email pierce@norwoodtown.com prior to the meeting.