

**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: XIII.2.
Meeting Date: 1/03/202**

TO: Mayor Angelo and Members of Board of Trustees
FROM: Victoria Simonsen, Town Administrator
DATE: December 23, 2021
ITEM: Discussion on Role and Authority of Boards and Commissions

ORDINANCE
 MOTION / RESOLUTION
 INFORMATION

- I. **REQUEST OR ISSUE:** Discussion on Role and Authority of Boards and Commissions
- II. **RECOMMENDED ACTION / NEXT STEP:** Discuss and clarify the role and authority of the Town of Lyons Boards and Commissions appointed by the Mayor and Trustees. Staff is planning to host a training session for all appointees on January 22, 2022.
- III. **FISCAL IMPACTS:** None at this time.
- IV. **BACKGROUND INFORMATION:** The roles, responsibilities, and authority of boards and commissions are clearly spelled out in state statute and the Lyons Municipal Code. With no formal training since the beginning of the pandemic, there have been situations where board and commission members may have stepped outside their scope. Training is also necessary for Board and Staff Liaisons whose responsibilities are, in part, to ensure that the role, authority, and legal compliance of their Board and Commission is maintained.

This discussion is meant to clarify some of the basic guidelines until formal training can be obtained later this month. Moving forward, staff recommends at least bi-annual training and quarterly meetings of chairs of the different groups to better communicate and collaborate on projects of mutual interest.
- V. **LEGAL ISSUES:** None at this time.
- VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** None at this time.
- VII. **SUMMARY AND ALTERNATIVES:** The Town Administrator and Town Attorney would like to present general information on the roles and authority of appointed board/commission members, seek feedback from the Board of Trustees, and clarify any questions that the Board of Trustees may have at this time.