



TOWN OF PAONIA
214 GRAND AVENUE
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, MAY 28, 2024 6:30 PM
[HTTPS://US02WEB.ZOOM.US/J/88699712770](https://us02web.zoom.us/j/88699712770)
MEETING ID: 886 9971 2770

Public Participation: Must raise hand and be recognized by the Mayor, come to the podium and state your name and the street on which you live. Time limit is 3 minutes, one time per item. Direct all comments to the Mayor. No responses will be made by staff or Board during the meeting. No derogatory or demeaning statements or public displays. Please be respectful.

Roll Call

Approval of Agenda

Announcements

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

[May 14, 2024 Regular Meeting Minutes](#)

[Disbursements](#)

Staff Reports

[Departmental](#) Scorecard

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

[Agenda](#) Item # 1- Request to Partner with the Town on Tree and Fence Projects on Shared Property Line at 209 Main Street.

[Agenda](#) Item #2 - Board & Staff Appointment to the Personnel Committee

[Agenda](#) Item #3 - Appreciations Proposal - Trustee Swartz

[Agenda](#) Item #4 - Consideration of Approval to Task the Public Safety Committee with Researching Parking Issues on Grand Ave.

Mayor & Trustee Reports

Adjournment

AS ADOPTED BY:
TOWN OF PAONIA, COLORADO
RESOLUTION NO. 2017-10 – Amended May 22, 2018

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

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed “in as much detail as possible without compromising the purpose for which the executive session is authorized.” In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. 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.

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
May 14, 2024

RECORD OF PROCEEDINGS

Mayor Smith calls the meeting to order at 6: 35 pm.

PRESENT

- Mayor Paige Smith
- Mayor Pro-Tem John Valentine
- Trustee Rick Stelter
- Trustee Bill Brunner
- Trustee Walter Czech

ABSENT

- Trustee Kathy Swartz

Approval of Agenda

Trustee Stelter makes a motion, seconded by Trustee Czech, to approve the agenda.

The motion carries unanimously.

Announcements

Mayor Smith makes an announcement about keeping vegetation clear of the sidewalk, please clear before June 1st, after June 1st Public Works will clear still blocked sidewalks.

Mayor Smith also reminds the Board and Public about Facilities Tour on May 15th.

Mayor Smith reads a Proclamation of Mental Health Month 2024 for the month of May.

Public Comment

S. Watson: comments about signs in the planters.

M. Neiremberger: comments about transparency.

Consent Agenda

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine, to approve the consent agenda.

The motion carries unanimously.

Staff Reports



May Town Administrator & Treasurer's Report

Town Administrator Wynn provides an overview of continuing education classes he attended for the CCCMA Conference.

Police Chief

Chief Laiminger provided an overview of Police Department progress and projects.

Actions & PresentationsPublic comments must be related to the agenda item, 3-minute time limit.

Agenda Item #1 **Public Hearing**

Consideration of Variance to the setbacks at 231 & 235 Box Elder Avenue for the construction of an ADA ramp for access into Paonia Christian Fellowship Church.

Public Hearing Opens at 7:28 pm

Mayor Smith gives the procedure and process that will be used for the Public Hearing.

Town Clerk Vetter confirms proper notification.

No conflicts are disclosed by the Board of Trustees.

Town Administrator Wynn goes over the staff presentation.

Josh McIntyre from Paonia Christian Fellowship Church gives his presentation as to the need for the ADA Ramp to replace the one that was removed.

Public Comment:

Suzanne Watson: comments in favor of the variance.

Shirin Patterson: comments in favor of the variance

Board Questions:

Trustee Brunner asks questions of the applicant and staff about permits, materials, access, and set-back or sidewalk encroachment.

PH closed: 7:53 pm

Board Deliberation:

Trustee Stelter: comments on the necessity and smaller encroachment.

Trustee Brunner: comments on procedures and code.

Trustee Brunner makes a motion to approve the variance, apologize to the applicant and refund their money.

Motion dies for lack of second.

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine, to recommend approval of Variance 2024-01 because it mitigates and existing non-conforming encroachment, that there is a need for use that is described by the applicant with meeting the requirements of the ADA, and that there exists a hardship to the Applicant that is unique to the property and that this approval intends to relieve.

The motion carries unanimously.

Agenda Item #2 Updated SBA Lease Agreement for Cell Tower on P-Hill

Melinda Culley, Kelley PC, gives an overview on the lease amendment.

Public Comment:

L. Chittenden: questions about increased power.

S. Patterson: comments about equipment.

S. Watson: questions about frequency.

Trustee Stelter makes a motion, seconded by Trustee Czech, to approve the updated SBA agreement for the cell tower on P-Hill.

The motion carries unanimously.

Presentation: Parking Limits on Grand Avenue - Laura Chittenden

Laura Chittenden, Indigo Autumn, gives background on the issue and is asking for the 2-hour limit to be reinstated on the 100 and 200 block of Grand Avenue for businesses, plowing and street sweeping, new signs and enforcement and dwelling places being told parking is not a part of the deal.

Discussion includes Municipal Code, adding to future agenda, past parking enforcement, potential solutions, code rewrite, action needed, mixed use, start the work, enforceability, new regulations, process, availability.

Agenda Item #4 Consideration of Appointing an Interested Applicant to the Vacant Seat on the Board of Trustees.

The Board appoints Lucy Hunter to the Board of Trustees by a unanimous ballot vote of the attending Trustees.

Trustee Stelter makes a motion, seconded by Trustee Czech, for a five-minute recess.

The motion carries unanimously.

Agenda Item #5 Consideration of Approval of the Board of Trustees to endorse a Trustee to join the Colorado Municipal League Executive Board - Trustee Stelter

Trustee Brunner makes a motion, seconded by Trustee Hunter to nominate Trustee Swartz if she is willing to serve.

The motion carries unanimously.

Agenda Item #6 Board Committee Discussion & Consideration of Adoption of Resolution 2024-09 Roles of Board Committees - Mayor Smith

Trustee Stelter makes a motion, seconded by Trustee Hunter, to adopt Resolution 2024-09 Roles of Board Committees.

The motion carries unanimously.

Finance Committee will continue to be Mayor Smith and Trustee Swartz

Personnel Committee: to be determined by staff members.

Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine, to appoint Trustee Czech and Trustee Hunter to the Public Safety Committee.

The motion carries unanimously.

Trustee Stelter and Mayor Pro-Tem Valentine are appointed to the Parks Committee by a motion made by Trustee Hunter and seconded by Trustee Czech

Trustee Hunter makes a motion, seconded by Trustee Czech to appoint Mayor Pro-Tem Valentine and Trustee Stelter to the Parks Committee.

The motion carries unanimously.

Agenda Item #7 Consideration of Adoption of Resolution 2024-08 Authorized Signatories

Public Comment:

M. Bachran: comments on Finance Committee make-up.



Trustee Stelter makes a motion, seconded by Mayor Pro-Tem Valentine to Adopt Resolution 2024-08 Authorized signatories.

The motion carries unanimously.

Agenda Item # 8: Appreciations Proposal - Trustee Swartz

Trustee Hunter makes a motion, seconded by Trustee Stelter, to table this agenda item to the next meeting, so Trustee Swartz can introduce it.

The motion carries unanimously

Mayor & Trustee Reports

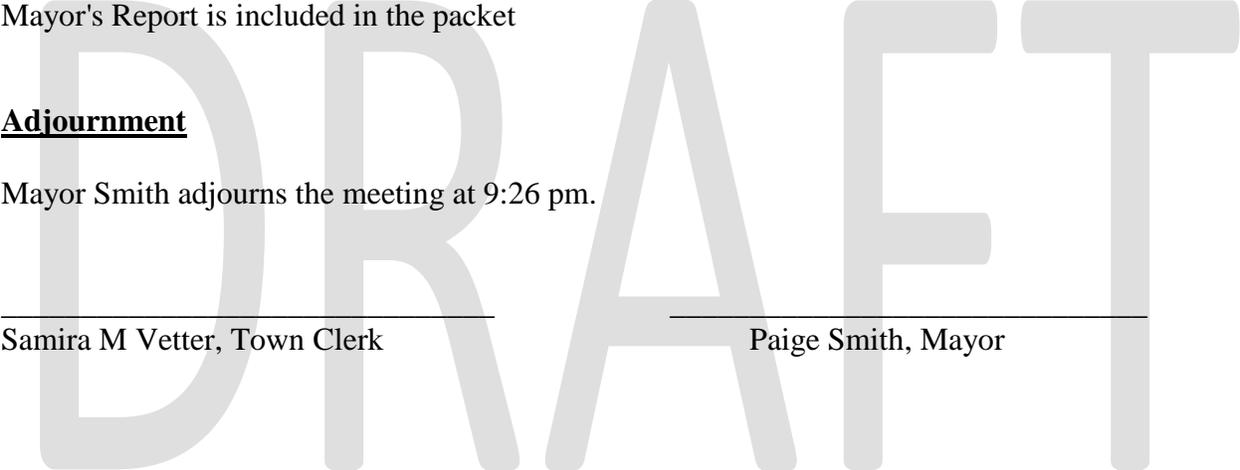
Mayor's Report is included in the packet

Adjournment

Mayor Smith adjourns the meeting at 9:26 pm.

Samira M Vetter, Town Clerk

Paige Smith, Mayor



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	660482907	PROCESSING CHARGES FOR P	05/03/2024	186.92	10-41-20	LEGAL, ENGINEERING & PR	05/31/2024
1352	ADP, INC	661441151	PROCESSING CHARGES FOR P	05/17/2024	163.16	10-41-20	LEGAL, ENGINEERING & PR	05/31/2024
Total ADP, INC:					350.08			
All Copy Products Inc								
1268	All Copy Products Inc	5029786589	COPIER - ADMIN	05/10/2024	89.83	10-41-25	TOWN HALL EXPENSE	05/31/2024
1268	All Copy Products Inc	5029786589	COPIER - WATER	05/10/2024	89.83	60-50-25	SHOP EXPENSE	05/31/2024
1268	All Copy Products Inc	5029786589	COPIER - WASTEWATER	05/10/2024	89.83	70-51-25	SHOP EXPENSE	05/31/2024
1268	All Copy Products Inc	5029786589	COPIER - SANITATION	05/10/2024	89.82	80-52-25	SHOP EXPENSE	05/31/2024
Total All Copy Products Inc:					359.31			
BC Services, Inc								
1163	BC Services, Inc	WC211102825-	ANNUAL WATERLINE CONSTRU	05/14/2021	406.00	60-50-32	FEES & PERMITS	05/31/2024
Total BC Services, Inc:					406.00			
Bolinger & Queen Inc								
14	Bolinger & Queen Inc	1359481	FCAM & MCAMS	05/10/2024	61.09	10-46-22	REPAIRS & MAINTENANCE	05/31/2024
Total Bolinger & Queen Inc:					61.09			
Caselle, Inc								
21	Caselle, Inc	132678	Admin	05/01/2024	68.05	10-43-33	DATA PROCESSING	05/31/2024
21	Caselle, Inc	132678	PD	05/01/2024	68.05	10-42-33	Data Processing	05/31/2024
21	Caselle, Inc	132678	Build	05/01/2024	68.05	10-43-33	DATA PROCESSING	05/31/2024
21	Caselle, Inc	132678	Streets	05/01/2024	40.83	10-45-31	DUES & SUBSCRIPTIONS	05/31/2024
21	Caselle, Inc	132678	Parks	05/01/2024	27.22	10-46-42	CONTRACT SERVICES	05/31/2024
21	Caselle, Inc	132678	Water	05/01/2024	449.13	60-50-33	DATA PROCESSING	05/31/2024
21	Caselle, Inc	132678	Sewer	05/01/2024	449.13	70-51-33	DATA PROCESSING	05/31/2024
21	Caselle, Inc	132678	Trash	05/01/2024	190.54	80-52-33	DATA PROCESSING	05/31/2024
Total Caselle, Inc:					1,361.00			
City Of Grand Junction								
673	City Of Grand Junction	2024-0007339	Lab Tests	04/30/2024	131.00	70-51-20	LEGAL, ENGINEERING & PR	05/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total City Of Grand Junction:					131.00			
Column Software PBC								
1183	Column Software PBC	8DFD59D8-007	PUBLIC NOTICE FOR DCI00044	05/09/2024	29.04		10-41-30 PUBLISHING & ADS	05/31/2024
1183	Column Software PBC	8DFD59D8-007	PUBLIC NOTICE FOR DCI 00044	05/09/2024	35.20		10-41-30 PUBLISHING & ADS	05/31/2024
Total Column Software PBC:					64.24			
Delta County Landfill								
56	Delta County Landfill	419825	Landfill Fee	05/08/2024	290.75		80-52-42 LANDFILL FEES	05/31/2024
56	Delta County Landfill	420012	Landfill Fee	05/10/2024	190.25		80-52-42 LANDFILL FEES	05/31/2024
56	Delta County Landfill	420126	Landfill Fee	05/13/2024	292.00		80-52-42 LANDFILL FEES	05/31/2024
56	Delta County Landfill	420465	Landfill Fee	05/17/2024	521.25		80-52-42 LANDFILL FEES	05/31/2024
56	Delta County Landfill	420663	Landfill Fee	05/20/2024	343.00		80-52-42 LANDFILL FEES	05/31/2024
Total Delta County Landfill:					1,637.25			
EAGLE WASH								
1367	EAGLE WASH	854456	WATER USAGE	05/15/2024	20.07		10-46-23 VEHICLE EXPENSE	05/31/2024
1367	EAGLE WASH	854456	WATER USAGE	05/15/2024	20.07		80-52-23 VEHICLE EXPENSE	05/31/2024
1367	EAGLE WASH	854456	WATER USAGE	05/15/2024	20.08		70-51-23 VEHICLE EXPENSE	05/31/2024
1367	EAGLE WASH	854456	WATER USAGE	05/15/2024	20.08		60-50-23 VEHICLE EXPENSE	05/31/2024
1367	EAGLE WASH	854456	WATER USAGE	05/15/2024	20.08		10-45-23 VEHICLE EXPENSE	05/31/2024
1367	EAGLE WASH	854456	WATER USAGE	05/15/2024	33.00		10-42-23 VEHICLE EXPENSE	05/31/2024
Total EAGLE WASH:					133.38			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	PPE05032024	Retirement Plan PPE05032024	05/03/2024	3,314.57		10-0220 RETIREMENT PLAN	05/31/2024
1190	Empower Trust Company LLC	PPE05172024	Retirement Plan PPE05172024	05/17/2024	3,419.19		10-0220 RETIREMENT PLAN	05/31/2024
Total Empower Trust Company LLC:					6,733.76			
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	PPE05032024	Payroll Ending 05/03	05/08/2024	3,068.56		10-42-11 FPPA PENSION	05/31/2024
63	Fire & Police Pension Assn.	PPE05032024	Payroll Ending 05/03	05/08/2024	502.12		10-42-12 FPPA D&D	05/31/2024
63	Fire & Police Pension Assn.	PPE05102024	Payroll Ending 05/10	04/27/2024	3,068.56		10-42-11 FPPA PENSION	05/31/2024
63	Fire & Police Pension Assn.	PPE05102024	Payroll Ending 05/10	04/27/2024	502.12		10-42-12 FPPA D&D	05/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Fire & Police Pension Assn.:					7,141.36			
Green Analytical Laboratories								
1246	Green Analytical Laboratories	2404257	LEAD AND COPPER PACKAGE	05/08/2024	1,200.00		60-50-20 LEGAL, ENGINEERING & PR	05/31/2024
Total Green Analytical Laboratories:					1,200.00			
Lasting Impressions								
98	Lasting Impressions	28996	DESK PLATES	04/25/2024	72.00		10-41-01 MAYOR & TRUSTEES	05/31/2024
Total Lasting Impressions:					72.00			
Midwest Radar & Equipment								
111	Midwest Radar & Equipment	175135	ACI STALKER FOR 3 VEHICLES	05/08/2024	123.00		10-42-23 VEHICLE EXPENSE	05/31/2024
Total Midwest Radar & Equipment:					123.00			
NATIVE HABITAT, INC.								
1387	NATIVE HABITAT, INC.	866	HERBICIDE TREATMENTS	05/05/2024	530.00		70-51-42 CONTRACT SERVICES	05/31/2024
Total NATIVE HABITAT, INC.:					530.00			
North Fork Service (Reedy's)								
141	North Fork Service (Reedy's)	429648	PW-FUEL	04/01/2024	25.46		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429648	PW-FUEL	04/01/2024	25.46		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429648	PW-FUEL	04/01/2024	25.46		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429648	PW-FUEL	04/01/2024	25.46		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429648	PW-FUEL	04/01/2024	25.46		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429649	PW-FUEL	04/01/2024	20.60		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429649	PW-FUEL	04/01/2024	20.60		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429649	PW-FUEL	04/01/2024	20.60		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429649	PW-FUEL	04/01/2024	20.60		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429649	PW-FUEL	04/01/2024	20.60		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429650	PW-FUEL	04/02/2024	23.03		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429650	PW-FUEL	04/02/2024	23.03		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429650	PW-FUEL	04/02/2024	23.03		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429650	PW-FUEL	04/02/2024	23.03		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	429650	PW-FUEL	04/02/2024	23.03		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863301	PW-FUEL	04/08/2024	4.44		60-50-23 VEHICLE EXPENSE	05/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
141	North Fork Service (Reedy's)	863301	PW-FUEL	04/08/2024	4.44		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863301	PW-FUEL	04/08/2024	4.44		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863301	PW-FUEL	04/08/2024	4.44		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863301	PW-FUEL	04/08/2024	4.43		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863302	Fuel - Police A4	04/09/2024	33.20		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863303	Fuel - Police A5	04/10/2024	33.83		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863304	PW-FUEL	04/11/2024	15.17		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863304	PW-FUEL	04/11/2024	15.17		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863304	PW-FUEL	04/11/2024	15.17		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863304	PW-FUEL	04/11/2024	15.17		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863304	PW-FUEL	04/11/2024	15.17		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863305	TIRE REPAIR	04/11/2024	7.50		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863305	TIRE REPAIR	04/11/2024	7.50		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863306	PW-FUEL	04/11/2024	18.00		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863306	PW-FUEL	04/11/2024	18.00		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863306	PW-FUEL	04/11/2024	18.00		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863306	PW-FUEL	04/11/2024	18.00		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863306	PW-FUEL	04/11/2024	18.00		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863307	PW-FUEL	04/12/2024	22.04		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863307	PW-FUEL	04/12/2024	22.04		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863307	PW-FUEL	04/12/2024	22.04		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863307	PW-FUEL	04/12/2024	22.04		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863307	PW-FUEL	04/12/2024	22.04		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863308	Fuel - Police A2	04/15/2024	48.55		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863309	Fuel - Police A1	04/15/2024	36.60		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863310	PW-FUEL	04/16/2024	21.82		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863310	PW-FUEL	04/16/2024	21.82		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863310	PW-FUEL	04/16/2024	21.82		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863310	PW-FUEL	04/16/2024	21.82		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863310	PW-FUEL	04/16/2024	21.82		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863311	Fuel - Police Pickup Truck	04/16/2024	74.00		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863312	Fuel - Police A6	04/18/2024	40.80		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863313	PW-FUEL	04/22/2024	20.48		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863313	PW-FUEL	04/22/2024	20.48		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863313	PW-FUEL	04/22/2024	20.48		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863313	PW-FUEL	04/22/2024	20.48		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863313	PW-FUEL	04/22/2024	20.48		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863314	Fuel - Police Pickup Truck	04/23/2024	53.00		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863315	PW-FUEL	04/23/2024	5.60		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863315	PW-FUEL	04/23/2024	5.60		10-45-23 VEHICLE EXPENSE	05/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
141	North Fork Service (Reedy's)	863315	PW-FUEL	04/23/2024	5.60		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863315	PW-FUEL	04/23/2024	5.60		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863315	PW-FUEL	04/23/2024	5.60		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863316	Fuel - Police A4	04/25/2024	29.20		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863317	Fuel - Police Pickup Truck	04/25/2024	50.25		10-42-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863318	PW-FUEL	04/25/2024	23.46		60-50-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863318	PW-FUEL	04/25/2024	23.46		10-45-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863318	PW-FUEL	04/25/2024	23.46		10-46-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863318	PW-FUEL	04/25/2024	23.46		80-52-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863318	PW-FUEL	04/25/2024	23.46		70-51-23 VEHICLE EXPENSE	05/31/2024
141	North Fork Service (Reedy's)	863319	Fuel - Police A5	04/25/2024	44.70		10-42-23 VEHICLE EXPENSE	05/31/2024
Total North Fork Service (Reedy's):					1,459.62			
PHOENIX RISING RESOURCES LLC								
1297	PHOENIX RISING RESOURCES	APRIL 2024	COMP PLAN WORK DONE OVE	05/07/2024	5,970.06		10-41-20 LEGAL, ENGINEERING & PR	05/31/2024
Total PHOENIX RISING RESOURCES LLC:					5,970.06			
PIONEER								
1319	PIONEER	PS11858176	TRAIL MIX & DELIVERY CHARG	05/15/2024	1,356.15		10-45-22 REPAIRS & MAINTENANCE	05/31/2024
Total PIONEER:					1,356.15			
RESPEC Company LLC								
1124	RESPEC Company LLC	INV-0424-1088	WATER/WW/ GENERAL ENGINE	04/30/2024	2,926.25		60-50-20 LEGAL, ENGINEERING & PR	05/31/2024
1124	RESPEC Company LLC	INV-0424-1089	SRF PROJECT 04/01/2024-04/30	04/30/2024	97.50		60-50-20 LEGAL, ENGINEERING & PR	05/31/2024
1124	RESPEC Company LLC	INV-0424-1090	WORK IN SUPPORT OF WW E H	04/30/2024	215.00		60-50-60 Water Storage Expenditure	05/31/2024
1124	RESPEC Company LLC	INV-0424-1091	CIP PHASE 1 WATER IMPROVE	04/30/2024	32,175.75		60-50-20 LEGAL, ENGINEERING & PR	05/31/2024
1124	RESPEC Company LLC	INV-0424-1728	DORRIS AVE 04/01/2024-04/30/2	04/30/2024	285.00		70-51-20 LEGAL, ENGINEERING & PR	05/31/2024
Total RESPEC Company LLC:					35,699.50			
Rhinehart Oil Co.								
1224	Rhinehart Oil Co.	69624CT	FUEL	04/30/2024	388.10		80-52-23 VEHICLE EXPENSE	05/31/2024
Total Rhinehart Oil Co.:					388.10			
Robert's Enterprises Inc								
145	Robert's Enterprises Inc	106160004535	Trash SERVICES FOR 14432 & 1	05/08/2024	110.00		80-52-02 CONTRACT LABOR	05/31/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Robert's Enterprises Inc:					110.00			
Salt Lake Wholesale Sports								
1285	Salt Lake Wholesale Sports	97772	FEDERAL AMMUNITION	05/13/2024	698.00		10-42-16 OPERATING SUPPLIES	05/31/2024
1285	Salt Lake Wholesale Sports	97773	147 GR. HST HP	05/13/2024	441.30		10-42-16 OPERATING SUPPLIES	05/31/2024
Total Salt Lake Wholesale Sports:					1,139.30			
The Paper-Clip LLC								
861	The Paper-Clip LLC	2049166-0	Office Supplies	05/07/2024	37.18		10-41-15 OFFICE SUPPLIES	05/31/2024
861	The Paper-Clip LLC	2049166-0	Office Supplies	05/07/2024	37.18		60-50-15 OFFICE SUPPLIES	05/31/2024
861	The Paper-Clip LLC	2049166-0	Office Supplies	05/07/2024	37.18		70-51-15 OFFICE SUPPLIES	05/31/2024
861	The Paper-Clip LLC	2049166-0	Office Supplies	05/07/2024	37.18		80-52-15 OFFICE SUPPLIES	05/31/2024
Total The Paper-Clip LLC:					148.72			
UCI								
1388	UCI	RE247E00232	STREET SIGNS	04/30/2024	475.38		10-45-22 REPAIRS & MAINTENANCE	05/31/2024
Total UCI:					475.38			
ULINE								
1351	ULINE	177689334	2-PERSON WORKSTATION CUB	05/02/2024	871.45		10-41-74 MACHINERY & EQUIPMENT	05/31/2024
1351	ULINE	177689334	2-PERSON WORKSTATION CUB	05/02/2024	871.46		60-50-77 MACHINERY & EQUIPMENT	05/31/2024
1351	ULINE	177689334	2-PERSON WORKSTATION CUB	05/02/2024	871.44		70-51-77 MACHINERY & EQUIPMENT	05/31/2024
1351	ULINE	177689334	2-PERSON WORKSTATION CUB	05/02/2024	871.44		80-52-77 MACHINERY & EQUIPMENT	05/31/2024
Total ULINE:					3,485.79			
US BANK								
1343	US BANK	7298710-C	SERIES 2020A WATER & SEWE	04/25/2024	385.00		70-51-51 RURAL DEVELOPMENT P&I	05/31/2024
Total US BANK:					385.00			
Valley Machine LLC								
165	Valley Machine LLC	7318	CUSTOM CHANNELS & PLATE F	05/07/2024	272.80		10-45-22 REPAIRS & MAINTENANCE	05/31/2024
Total Valley Machine LLC:					272.80			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Winwater Corp								
491	Winwater Corp	07426501	Couplings	05/08/2024	1,849.54		60-50-25 SHOP EXPENSE	05/31/2024
Total Winwater Corp:					1,849.54			
WYNN, STEFEN								
1334	WYNN, STEFEN	04/16/2024-05/	TRAVEL REIMBURSEMENT FOR	05/16/2024	112.58		10-41-25 TOWN HALL EXPENSE	05/31/2024
1334	WYNN, STEFEN	04/16/2024-05/	TRAVEL REIMBURSEMENT FOR	05/16/2024	112.59		10-45-25 SHOP EXPENSE	05/31/2024
1334	WYNN, STEFEN	04/16/2024-05/	TRAVEL REIMBURSEMENT FOR	05/16/2024	112.59		10-46-26 TRAVEL, MEETINGS & TRAI	05/31/2024
1334	WYNN, STEFEN	04/16/2024-05/	TRAVEL REIMBURSEMENT FOR	05/16/2024	112.59		60-50-26 TRAVEL, MEETINGS & TRAI	05/31/2024
1334	WYNN, STEFEN	04/16/2024-05/	TRAVEL REIMBURSEMENT FOR	05/16/2024	112.59		70-51-26 TRAVEL, MEETINGS & TRAI	05/31/2024
1334	WYNN, STEFEN	04/16/2024-05/	TRAVEL REIMBURSEMENT FOR	05/16/2024	112.59		80-52-26 TRAVEL, MEETINGS & TRAI	05/31/2024
Total WYNN, STEFEN:					675.53			
Grand Totals:					73,718.96			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee: _____

Date Reviewed: _____

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE					
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design). CO #1 approved at the 8.22.23 Board Meeting, CO #1 was executed and submitted to SGM on 8.28.23. CDOT approved RMS Grant, R/W acquired from School Board and design is being finalized for construction. CDOT & SGM informed the Town that construction is likely in Spring 2025 and the estimated probable cost of construction is \$2.5MM		7.14.23	1.19.24	
Policy Reviews: Purchasing, Internal Controls, and Personnel	These processes and policies will be a product to be worked on during 2024. Purchasing, Internal Controls estimated completion 5/30/2024; Personnel estimated completion 12/30/2024.		7.17.23	4.23.2024	
Ordinance for Water Companies/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary. Standardized IGA with Water Companies with clauses for mainenance and increasing bulk water rates for non-compliance/if Water Company chooses to have the town complete maintenance. Town Attorney working on Draft Agreement for Hidden Valley water company. Multiple Water Companies have requested formalized agreements with the Town. Hidden Valley has replied that they do not want to enter into a new agreement with the Town but would rather add a supplement to the agreement with the Town taking on additional responsibilities for meter reading and billing without fixing or repairing their system.		7.11.23	4.23.2024	
Code Re-Write	If funded by DOLA grant, then an RFP will need to be issued to meet the competitive bid requirement. Scheduled a phone call with a separate consulting firm to get a budget figure on price for DOLA grant for 8.28.23, once budget price received, will submit to DOLA for their consideration. Received Council Approval for \$25,000 Match from DOLA Admin Grant on 9.14.23. Submission of Grant on 9.15.23. Resubmitted Grant information to DOLA on 11.22.23. RFQ will be live in 2024 after grant funding is awarded and approved. RFP will be made live on 2.5.24 RFP Consultant selection/decision being made on 4.23.2024		7.11.23	4.23.2024	
Chase ink Credit Account	Submitted a letter to Chase Card Services to get control of the online banking account for the Chase ink Credit Card. Would like to see if any cashback rewards have been earned, and if so, where are they. Continue to get control of Chase Bank Credit Cards - will need to travel to Telluride and visit Chase Banker in person. Form has been signed by former finance director and signed by myself and sent to Chase Bank for final approval. Awaiting Chase Banks response.		7.28.23	1.19.24	
Special Event Process and Applications	Improve the process and include the recent ordinance for street closures in the application process. This also includes the process for park reservations. Expected completion date: 12/31/2024		8.1.23	4.23.2024	
FINANCE DEPARTMENT					

TOWN OF PAONIA
DEPARTMENTAL SCORE CARD

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Caselle GL Updates & Chart of Accounts	Professional Management Solutions working with Amanda to get Chart of Accounts correct and GL updated with the most recent reconciliations. This will be marked ongoing until it becomes a normal internal process completed by Staff.		3.1.23	ONGOING	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CLERK'S DEPARTMENT					
Equipment Surplus	Followed up on this item so Surplus can be looked at		7.19.23	1.30.24	
Records Management System Development and Implementation	Subscribed to NAGARA (National Association of Government Archives & Records) for training and best practices of developing records management	\$285/year for 3 user accounts		1.29.24	
Records and vault reorganization, retention compliance	Actively going through, starting new organization process and logging- goes slow due to time constraints	Staff Time	8.15.23	1.30.24	
Point & Pay/ Caselle Integration	Still working out bugs	Point and Pay Absorbed Costs	2.15.23	03.22.24	
Create checklists for Clerk Duties	Create checklists, for all permits, licensing, agenda, board meeting, record retention, new hires etc for consistency and thoroughness. Updating as we go concurrent with the training for new Deputy Clerk - Ongoing	Staff Time	7.19.23	1.29.24	
MuniDocs clean- up & catch up	Still in process as time permits, This has also become the landing place for Board Committee Agenda's and minutes		9.14.23	03.20.24	
On-Boarding for new Board	Setting up training and Facilities Tour for new Board and developing a Board of Trustees handbook, current Robert's Rules in brief	Under \$100			
2024 Municipal Election	Ballot box is open and will be locked at 7 pm on April Second	\$2,094.00	11.15.23	03.22.24	04.12.24
Process new Retail Marijuana license	License conditionally approved by Board pending Tax Bond, sign design compliance and final building permit approval. Administrator and Clerk have worked with RMJ license holders on bond and sign process and Clerk has sent letter of conditional approval to the MED.	Revenue \$5000.00	11.15.23	03.22.24	
Minor Subdivision	1.23.24 @ 6:30 pm Approved with Conditions		11.22.23	1.23.24	
CIRSA Audit	Recieved report and implementing corrections	Staff time	5.9.24		
CBI Audit	Compliant/ Complete	Staff Time	5.1.24	5.16.24	5.16.24

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Fiona's Bartique Liquor License	30 day clock started and license application uploaded for concurrent review	Revenue			
Personnel Liasion Group	Receieved and counted votes, reporting to Board at 5.28.24 meeting, staff choices.	Staff Time	5.6.24	5.23.24	
Staffing	Administrative office positions filled and new employees in the training process				
Transfer Ownership of Liquor License	Uploaded to OIT and providing additional documentation	Revenue \$825	2.9.24	03.22.24	
PUBLIC WORKS DEPARTMENT					
Sidewalk Asset Plan	Working with contractor to determine which projects have been completed within the last 4-5 years. Asset Plan found and being implemented from SGM in 2020.		6.14.2023	11.24.23	
ADA Transition Plan	Discussed at Department Head Meeting, will need to begin to evaluate crossings throughout intersections in Town. Will add this to fulcrum and add notes in GIS about intersections in compliance and intersections that need to be brought into compliance with ADA standards. Working with Town Administrator to accomplish a true plan.		8.1.23	11.24.23	
Remove old flagpoles from arch at Town Hall and Replace with US Flag and Colorado Flag under archway	Cory to evalute what can work underneath the archway that can safely and respectfully display the US flag and the Colorado State Flag. PW Staff fabricating a hanging display for under the vestibule 8.25.23. Need to schedule time to install with employees.		8.1.23	11.24.23	10.01.23
Miner's Memorial in Town Park	Add Temporary vapor barrier to top of walls while awaiting new granite pieces being purchased. Completed 10.15.23.	\$2,500	8.22.23	11.24.23	10.15.23
Add cornering mirror at Pan American and Rio Grande	Completed installation of cornering mirror at Rio grand and Pan American. Larger mirror ordered and will replace the one initially installed. Mirror ordered, need to schedule staff to install. New mirror was installed but didn't survive the first big wind storm. Looking into other options.	\$300	8.8.23	11.24.23	
Working on lead service line inventory	Collecting and analyzing historical records. 25% complete		11/6/2023	11.13.23	
Mays water availability.	Conveyance agreement with Bone Mesa for raw water coming off of Gelwick through the Town's pipe to the splitter box at Mays				
Construction standard update	Need to update construction standards for utility, road, street, and sidewalks. Respec is going to update construction standards.		2/2/2024	2/5/2024	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Finish NorthWest corner of skatepark.	Looking at options to finish the unfinished portion of the skatepark.				
Equipment and contract bids	Public works is currently seeking quotes for pavement milling (Samuel Wade Bridge contracted), asphalt rollers, jet vac combos, and a generator/welder unit.				
Purchase and install Signs (speed and stop).	Signs ordered and will be installed once we receive them. Signs recieved and in process of being installed. Need to order 15 more stop signs.			1.31.24	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
WATER DEPARTMENT					
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023.		7.14.23	11.24.23	
CDPHE Free Assistance Program for Lead Service Lince Replacement	Applied today for the program with Cory and Stefen as PoC. Will evaluate this program in FY-2024. Sunrise Engineering has been helping us through this process.		8.1.23	11.24.23	
Replace meters at Burges & Lamborn Mesa Water Companies	Burges Vault in process of repair and Lamborn Mesa meter replacement will begin soon. Final cost for completing these projects need to be submitted to the Town Administrator and Finance for appropriate accounts receivable.		8.3.23	11.24.23	
Mays Meetering.	Raw Water at the Mays Springs is being metered. Data is being sent to Brian Mitchem. This is before the split to Bone Mesa.				
Consumer confidence reports	Due 6/31/2024				
Mays Cleanup / Spring site Cleanup	Clearing trees and brush at Mays along the springs so that tree roots don't get into the pipes. Wrightwater will need specific areas on the springs cleared and cleaned up. Awaiting drawings for their needs.				
Lead and Copper samples / Survey	Bi-annual				
Finding and addressing water loss issues and low pressure events	We have had 5 waterline repairs in the month of May.				
Wrightwater Engineering / Hydrogeological	Wrightwater initial site visit to the springs. Spent 3 days on the mountain gathering data.				
WASTEWATER DEPARTMENT					
Utility Fee Study	Water and Sewer Rates need to be reviewed. 20-year cash flow analysis for water and upcoming restrictions on NPDES permit for wastewater necessitate increases in the rates for utilities. Proposed Rate increases on the Board agenda for December 12, 2023.		7.14.23	11.24.23	
NPDES Contact Update	Stefen needs to be added as the Executive/Administrative contact for the NPDES Permit. All Correspondence regarding NPDES Permit needs to go to Town Hall Attention: Stefen Wynn, Town Administrator. Follow-up needed to make sure that this is properly completed.		8.1.23	11.24.23	
Aerator at the lagoon for pond 1 failed. Replacement ordered	Replacement ordered				

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
POLICE DEPARTMENT					
Compiling possible municipal code additions, subtractions, and combinations to address shortfalls in current muni code	The department is looking at approximately five (5) code updates/ replacements/new codes to be added by the end of the year.		5/1/2023	3/1/2024	
Reviewing possible municipal code fee/fine updates to address shortfalls in current muni code	Reaching out to other like sized or surrounding municipalities to compile fee and fine amounts. Final recommendations are needed for inclusion in a future packet.	UNK	4/1/2023	3/1/2024	
Police Service Tech office space	PW is working on adding an interior door to an existing office	\$1,500	2/1/2024	3/1/2024	
Lexipol Policy manual review and implementation.	Policies are being reviewed weekly and some changes made. Some policies are sent to town legal counsel for review and input.	PD Admin Function	12/1/2022	3/1/2024	
Patrol Car Outfitting	With a fully staffed department we are needing to get a patrol car fully set up. The patrol car currently being used by the newest officer has no cage for safely transporting individuals. The patrol car is also lacking any radar equipment or overhead lighting.	PW Staff/Donated Eqpt	4/1/2023	3/1/2024	
Open Patrol Position	reviewing candidate applications and scheduling interviews	Admin Function	1/5/1900	3/1/2024	Apr-24
New traffic signage	Department is compiling a list of needed signage and locations for possible install.	UNK	1/1/2024	3/1/2024	In Progress
ESS Security Training	Department Staff are continuing to take the ESS trainings and work towards the 630 Point minimum point threshold	Patrol Function	5/1/2023	3/1/2024	Continuous
Need more cloud based storage for bodycam footage storage.	Awaiting budget to actuals for 2023 fiscal year to identify purchasing window.	\$3,304.40 for BWC and increased storage.	8/1/2023	3/1/2024	1-Apr
Patrol Truck has significant hail damage	Truck is scheduled for repair on March 14th 2024	Insurance	7/1/2023	3/1/2024	Apr-24
Implementation of Spillman FLEX	Working with DCSO on acquiring database access	\$25,121.24	3/1/2023	3/1/2024	
Employee appraisal/review	Packets are completed and being reviewed by Admin staff	Admin/patrol function	1/1/2024	4/1/2024	
Code Enforcement for weeds/junk//trash	Letters are being sent via mail and some are being in-person via uniformed officer.	Patrol Officer hourly rates	5/1/2024		
Need one more bodycam to outfit all sworn officers with contracted equipment.	Contract has been signed and submitted, awaiting delivery of new equipment	\$3,304.40 for BWC and increased storage.	8/1/2023	3/1/2024	1-Apr
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th					
CO#1 from SGM	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design.	\$40,000.00	7.17.23	11.24.23	
Water Department Water Line Verification	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway. Verified that the pipe was replaced with plastic, but the fire hydrant that it connects to is almost 40 years old and time to be replaced. It will be included in the intersection improvements.		7.17.23	11.24.23	
Construction Timeline	Construction is estimated to begin in Late-Spring - Mid-Summer of FY-2024.	\$1,032,000.00	7.17.23	11.24.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
R/W Acquisition - School Board	Plat from the school needs to be recorded - need to contact Wilmore for changes to legal description; County needs to give R/W ASAP; Need to contact private property owner about R/W in front of home (may have an easement). Scheduled to go to the next School Board Meeting for approval - scheduled for 9.14.23. Received the school board R/W, Paonia Plan commission approved in October, and Board of Trustees to consider approval on 11.28.23	N/A	7.17.23	11.24.23	
Verify R/W for County	Portions of the project lay within the Delta County. The portions within Delta County were given to them by CDOT and there may exist an agreement that the County hold it in perpetuity. SGM is checking with CDOT to ensure that the agreement between CDOT and Delta county is sufficient for project purposes. Once confirmed, all R/W will have been acquired for this project.	N/A	11.1.23	11.24.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
DORRIS AVE. SEWER REPLACEMENT					
Project Closeout	Project has been completed. CO #1 & #2 have been approved and after final payment is submitted for the change orders, the project will be completely closed. Reimbursement Requests have been submitted and returned by DOLA. Resubmission in the appropriate format will be the week of 11.27.23. The maximum project award for Tier I EIAF grants is \$200,000. This project was awarded approximately \$130,000. The TA will ask to see if the grant request can be amended since bids were higher than expected and there were two change orders that were unforeseen.		7.17.23	11.24.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Hydrogeological Study					
Grant for \$25,000 Colorado River Water Conservation District Grant	Contract, COI and W-9 sent and received		7.20.23	11.24.23	
Grant from Roundtable	\$25,000 awarded to Paonia for completing the Hydrogeological Study		7.20.23	11.24.23	
CWCB Grant	Awarded \$147,973 towards the Hydrogeological Study		7.20.23	11.24.23	
RFP Available on Bidnet	RFP for completing the study is live on bidnet and consultants have been direct solicited.		11.1.23	11.24.23	
HOUSING NEEDS ASSESSMENT					
Housing Needs Assessment	Final HNA and Housing Action Plan has been accepted by the Plan Commission and Board of Trustees and will be included in the DRAFT of the Master (Comprehensive) Plan.		5.1.23	11.24.23	
DOLA IHOP Reimbursement	3rd Quarter FY-23 reimbursement request submitted and \$32,348.25 will be sent to the Town from DOLA. 4th Quarter FY-23 reimbursement will be submitted and the final reimbursement amount will be requested.		7.1.23	11.24.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

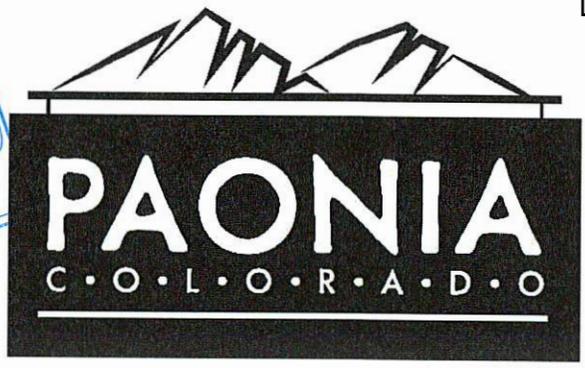
ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
MASTER PLAN					
Met with Phoenix Rising Resources	On 1.5.2024, met with Phoenix Rising Resources Principal to go over expectations and a timeline to finish the project.		5.1.23	1.19.24	
Timeline	1/17 PC Meeting with Status Update; 1/22 Survey Questions from Consultant for Publication; 1/23 Status Update for BoT; 2/2 Staff Meeting with Consultant; 2/27 Status Update for BoT; 2/28 FLUM Meeting PH at PC; 3/1 Staff Meeting with Consultant; 3/13 Draft Element Presentation PH at PC Meeting for Infrastructure; 3/26 Status Update for BoT; 3/29 Staff Meeting with Consultant; 4/3 Draft Element Presentation PH at PC for Transportation, Governance & Community Participation; 4/23 Status Update for BoT; 4/26 Staff Meeting with Consultant; 5/1 Draft Element Presentation PH at PC for Growth Framework, Economic Development, Parks, Recreation & Trails; 5/28 Status Update for BoT; 6/5 Final Presentation PH for Adoption at PC; 6/18 PH Final Adoption by BoT	\$52,395.00	1.19.23	1.19.23	
DOLA Planning Grant	Reimbursement for work already completed will be submitted during week of 11.27.23		5.1.23	11.24.23	
PHASE I - WATER IMPROVEMENTS					
Proposed Alignment	Meeting held on 7.24.23 regarding Existing water line alignment & GIS Data Accuracy. Proposed alignment options to consider, avoid easements by placing the water line is road R/Ws. AC line feeding old water plant, Evaluate PRV needs. Main Line improvements are being realigned so that they follow existing rights of way along roadways in areas that they are possible to be relocated.		7.24.23	11.24.23	
Easement Acquisition	May need to plan for two lines, potable and raw water, Town representative to negotiate easements (Town Administrator) once they're located. Land acquisition amounts have changed and are being finalized, if necessary at all.		8.1.23	11.24.23	
Items Needed from Town Staff	As built for PVC Loop; Exhibit of consecutive systems; photos of PRV 7; 8 & 9 (Jordan provided on 7/25 to Respec); Inventory meters to be replaced along the alignment. All items needed from Town Staff have been provided, including the 20-year cash flow analysis for the Project Needs Assessment.		7.25.23	11.24.23	
File for EIAF Tier II Grant	On 7.27.23, a grant application was filed for EIAF Tier II with project number 09721. DOLA Staff accepted the application for consideration on 8.3.23. Town was awarded \$965,000 for Tank Relining.	\$ 965,000.00	7.27.23	11.24.23	
Project Needs Assessment	Has been completed and submitted to CDPHE for consideration. Staff, consultants and Mayor Bachran completed various pieces of the PNA, and this is a monumental step towards project funding for DWSRF.		3.1.23	11.24.23	
SRF Loan Application	SRF Loan Application is being considered for FY - 2024 and is budgeted for approximately \$7.3MM		3.1.23	11.24.23	
American leak detection survey, Jeremiah working on it	Ord , dry gulch, and lone cabin east loop still need surveyed		4.1.23	12.12.23	



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Agenda Item # 1- Request to Partner with the Town on Tree and Fence Projects on Shared Property Line at 209 Main Street.
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	May 28, 2024
BACKGROUND:	Included in attached letter
BUDGET:	Unknown at this time
RECOMMENDATION:	To direct the Town Administrator to research the requests and costs and bring back a report and staff recommendation for the Board at the June 25, 2024 meeting.
ATTACHMENT:	Request to be on the agenda Richardson Letter

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA
PO Box 460
Paonia, CO 81428
970/527-4101
Paonia@townofpaonia.com



Here are things you need to know:

Formal Board agenda items should be matters of substance for the Board to consider. Examples include: Presentations to the Board seeking support or wishing to inform the Board of plans that affect the Town, Committees presenting their goals and accomplishments, Items that need Board approval to proceed.

Submitting an agenda request does not guarantee placement on an agenda. The Mayor will determine if this is an appropriate item for consideration on the Board of Trustees' formal agenda.

Should this request be denied, the requester may present their item in writing to the Board under correspondence received or by making a verbal comment within the established time limit at the beginning of a regular meeting.

Please complete the following information and return this form no later than Tuesday, two weeks prior to the Board meeting to the Town Hall at 214 Grand Avenue. If the regular meeting is on the Tuesday the 28th, the request must be received before 5pm on Tuesday the 14th.

If your issue is placed on the agenda, be aware that your presentation is limited to 5 minutes.

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.
Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Subject: Up to 6 words (example: Town Park, Potholes, Open Meetings, etc.)

Name of Requester or Presenter: NIKI + JIM RICHARDSON

Representing: (Group or Agency name, or Self) (Self)

Date of submittal: 3/7/24

Date of Requested Board Meeting: (Insert Board Meeting date) May 14, 2024

Specific request:
to talk about our shared property 😊

Describe the problem that requires resolution* or the topic(s) to be presented:

***The Problem**

- What is the problem that needs to be addressed? *See attached letter*
- Please start with defining the problem, not describing the solution.
- Please explain briefly why it is essential that the Town address this problem.
- This section should be no more than 4-5 sentences long.

Recommendation (Please state your recommendation here, along with the main points needed for approval of your request, at most 50 words.) Example: The Paonia Association recommends the Board pass an ordinance preventing elk from standing in the road.

What staff member have you spoken to about this? Please summarize your discussion:

*Stefen Wynn
Ruben Santiago*

*Very positive
listeners! 😊*

Contact information:

Name: Niki Richardson
Physical Address: 209 Main Street
Mailing Address: 33845 Hwy 92
Hotchkiss CO 81419
E-mail: [REDACTED]
Daytime Phone: [REDACTED]

Office Use Only:
Received: _____
Approved for Agenda: _____
Board Meeting Date: _____

[Print Form](#)

[Email Form](#)

Niki Richardson



January 10, 2024

Jim and Niki Richardson
209 Main Street
Paonia, Colorado
And
33845 Highway 92
Hotchkiss Colorado

Dear Stephen and the Town Council of Paonia, Colorado:

We are your new neighbors across the alley at 209 Main Street. There is a shared fence and row of trees between our house and the Town Parking Lot. We spoke to Stephen about the stumps and tree maintenance, and he asked us to put any requests we have in writing, so here we are.

Our request: *We would like to partner with you on current and future tree projects.*

Trees

When we bought the house in August of 2023, the elms and box elders growing between our house and the Town parking lot needed much maintenance, for beauty but also for safety. In December of 2023 we hired Chris Johnson to remove the elms along that fence line and to give the box elders a good trim. This project cost \$1,800. ***We would love it if the town would reimburse us for half of that project (\$900).*** We hope that this “haircut” will hold us for years and years.

Another item: The fence

Cory Heiniger from the Town Public Works Department (sorry Cory!) mentioned that there had been talk of installing a privacy fence between these two properties. ***We think this is a great idea and would like to partner on that!***

And finally: Stumps

As you may remember, there were rotting cottonwoods near the street out front which were becoming dangerous. We were told that the town paid Simon to cut the trees down, but not to remove the stumps. The truth is that we are not sure exactly whose property this is – we think it is Town property. If it is Town property, we don’t know what our responsibilities are for maintenance--this would be a great time to educate us. It would be fun to get those stumps out of there. It is our intention to improve the property all the way out to the road and this is one of the wooden hurdles. ***Would it be possible to partner to remove those stumps?***

Please feel free to call us to discuss this, or to have us come make a request in person.

[Redacted]

Thank you!
Jim and Niki Richardson



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Agenda Item #2 - Board & Staff Appointment to the Personnel Committee
SUBMITTED BY:	Samira Vetter, Town Clerk
DATE:	May 28, 2024
BACKGROUND:	<p>Through a nomination and ballot process, that Department Heads and supervisors did not participate in, the Town Staff selected the following individuals as Personnel Liaison Representatives if they are willing to serve:</p> <p>Staff: Ruben Santiago JoAnn Katzer (alternate)</p> <p>Trustees: Kathy Swartz Rick Stelter (alternate)</p> <p>The staff representatives have agreed to serve until April.</p>
BUDGET:	n/a
RECOMMENDATION:	To appoint Mayor Smith, Trustee Swartz and Ruben Santiago to the Personnel Committee, with Trustee Stelter and JoAnn Katzer as alternates.
ATTACHMENT:	Newly adopted Personnel Committee responsibilities.

Paonia Board of Trustees
Personnel Committee Duties
Adopted 5/14/2024

The Purpose of the Personnel Committee is to hear grievances in accordance with requirements within the personnel policies and determine appeals brought by Town employees on matters of suspension, demotion, and dismissal. The Committee conducts appeal proceedings, acting as a fact finder reaching a decision, and makes recommendations to the Town Administrator while preserving the rights and dignity of all who come before the Committee. The Committee meets on an as-needed basis, at least once a year to organize.

The Personnel Committee also assists the Mayor and Board of Trustees in the hiring process for the Town Administrator and the Police Chief during periods of time when either position is vacant.

The Committee is made up of the Mayor, a Trustee selected by the employees of the Town, and one current staff member also selected by the employees of the Town.

May 9, 2024

Dear Trustees,

At each council meeting, I propose that we set aside a few minutes to acknowledge the things that are happening in town that contribute to community. This is an opportunity for the community to share acts of kindness and community.

I am asking for Council's support for the following:

- 1.) Using up to 3 minutes under "Announcements" at the beginning of each meeting to share appreciations and good news from the community.
- 2.) Actively soliciting appreciations and good news from the community via the Paonia message boards. Suggested posting once/week.
- 3.) I volunteer to collect (via email), review the appreciations/good news, and share at Council meetings. (Trustees are also welcome to add their's—however, in the interest of time, I would like to limit this to a total of 3 minutes.)
- 4.) Trying this for three meetings and then evaluating at the 6/25/24 meeting.

I would like to propose posting on the Paonia message boards the following or some variation each week:

"Hi Paonia, My name is Kathy Swartz and I am a newly elected Town Trustee, who has been serving since September of 2023. After discussing at a Town Council meeting, we have a shared goal of making a regular practice of offering Appreciations at the beginning of Town Council meetings. There is so much good happening in this community and it needs to be shared!

We are seeking your appreciations to share. We want to hear about the neighbor, stranger, town employee, or business who help make Paonia a Community!

Examples (both big and small) are: I would like to offer appreciation to the American Legion for their awesome program of loaning out medical supplies and neighbor Dianne S for picking it up for me; The Local Nomad for removing grass and planting wildflowers; Scott for carrying my heavy bag for me while I was walking on crutches; SK Bikes for sponsoring the community garage sales.

Please EMAIL me at Kswartz@townofpaonia.com. Please try to keep your appreciations concise so that we can share as many as possible."

Thank you for your consideration,

Kathy Swartz



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
MAYOR REPORT**

AGENDA ITEM:	Public Safety Committee – Asking for research re: parking on Grand Ave.
SUBMITTED BY:	Paige Smith, Mayor
DATE:	May 28, 2024
BACKGROUND:	<p>The revised Public Safety Committee Duties adopted at the May 14, 2024, meeting requires that the Board of Trustees must vote in the affirmative to ask the Committee members (Trustee Czech and Trustee Hunter) to address a particular issue.</p> <p>I did not ask for a motion at the meeting on May 14, on the need for the Committee to research addressing a request for parking limits on the 100 and 200 blocks of Grand Ave. and would like to ask for a motion at this meeting.</p> <p>See the attached approved Public Safety Committee Duties for guidance on research elements.</p>
BUDGET:	N/A
RECOMMENDATION:	I move to ask the Public Safety Committee to research how to address parking issues on the 100 and 200 blocks of Grand Ave. in coordination with Town staff.
ATTACHMENT:	Board of Trustees Public Safety Committee Duties

Paonia Board of Trustees
Public Safety Committee
Duties
Adopted 5/14/2024

The Public Safety Committee will be convened when there is a specific issue pertaining to public safety within the Town of Paonia. The Committee will be requested by a vote of the Board of Trustees to:

- ✓ research the background/current circumstances creating the issue*;
- ✓ review current code in-place (if any) addressing the particular issue;
- ✓ identify potential gaps in the code which are contributing to the issue persisting; and
- ✓ draft (in conjunction with staff) code revisions intended to address the issue for presentation to the public and full Board of Trustees after Town Attorney review.

* At this time the use of off-road vehicles within Town of Paonia boundaries has become an issue for some town residents. This is an example of an issue in need of resolution that the Public Safety Committee could be integral to solving.