



**TOWN OF PAONIA**  
**REGULAR TOWN BOARD MEETING AGENDA**  
**THURSDAY, MAY 12, 2022**  
**6:00 PM**

**LINK TO VIRTUAL ATTENDANCE & PARTICIPATION:**

<https://us02web.zoom.us/j/84222974952>

**LINK TO VIEW LIVE OR ON A LATER DATE:**

<https://www.youtube.com/channel/UC2mZDPKrWEAF5T-x3Camtow>

**Presentation to the Board**

- Geothermal Analysis of the Paonia Area

**Roll Call**

**Approval of Agenda**

**Announcements**

- Appointment of Trustee Vacancy

**Recognition of Visitors & Guests**

**Consent Agenda**

Minutes:

April 28, 2022

Special Minutes:

May 2, 2022

Large Park Events:

- Colorado Farm & Food Alliance Large Park Special Event

**Disbursements**

**Unfinished Business**

- JDS Hydro Change Order Updates
- Turner & Lone Cabin Ditch Habitat Replacement Plan
- Legacy Events within the Town - Sponsorships-Fees
- Ad-Hoc committee recommendation for modified Trustee meeting policy and procedures
- Resolution 06-2022 Appointment of Officers
- Residential Use Classification and review procedures in C-1 & C-2 Districts

**New Business**

- Open Committee Seats
  - Planning Commission
  - Paonia Tree Board
  - Advisory Water Committee
- 211 1/2 Niagara Avenue - Alley Tree Removal Administrator Finding
- Board of Trustees Team Building Retreat
- Mayoral Appointment to Finance Committee

**Mayor's Report**

**Staff Reports**

Town Administrator's Report

Public Works Report

Police Report

Finance Report

**Committee Report**  
**Adjournment**

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.

AGENDA SUMMARY FORM



Geothermal Analysis of the Paonia Area

Summary: Presentation led by Colorado Rocky Mountain School Science Department Chair and geology students' presentation of results of a geothermal viability study completed in the Town of Paonia.

Notes:


Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee


May 6, 2022

AGENDA SUMMARY FORM

	Roll Call		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022

AGENDA SUMMARY FORM

	Agenda Approval		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022

AGENDA SUMMARY FORM



Announcements

Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Smith	Trustee Thompson	Trustee Valentine



AGENDA SUMMARY FORM



Appointment of Trustee Vacancy

Summary: Appointment of Trustee to vacant 2-year term as described in Resolution 06-2022 and Municipal Code Section 2-2-10 (e)

[https://library.municode.com/co/paonia/codes/municipal\\_code?nodeId=CH2AD\\_ART2MAB\\_OTR\\_S2-2-10BOTRTEAUQUVA](https://library.municode.com/co/paonia/codes/municipal_code?nodeId=CH2AD_ART2MAB_OTR_S2-2-10BOTRTEAUQUVA)

Notes:

Three (3) letters of interest were submitted from:

- William (Bill) Brunner
- David (Dave) Weber
- Walter Czech

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

Received 4.14.22 (CB)

April 14, 2022

To whom it may concern:

Please accept this letter of interest in the Paonia Trustee seat that will become vacant with the swearing in of the new Board. I am a regular attendee at Town Meetings and believe I have a grasp of Town Issues. I am interested in finding solutions. One of the Town's shortcomings is a lack of administrative experience in contracting and negotiating contracts. I have business experience that may help in this area. Another area of great interest to me is the water situation. I am keenly interested in lifting the moratorium by documenting the resources available to the Town and finding ways to use those resources to accommodate the future of the community by meeting the terms of the moratorium.

Thank you for your consideration.  
Bill Brunner

To: The Town of Paonia  
Date: April 29, 2022

I am applying for an appointment to the currently empty trustee seat on the Paonia Town Board. I have lived in Paonia at 338 Delta Avenue for over 30 years. I was previously a two term trustee. While as a trustee I focused primarily on water problems. I have hiked or biked the town springs and many of the delivery lines. I know the water problems, same ones as twenty years ago, but worse.

Together with several trustee teams we accomplished these water/sewer improvements:

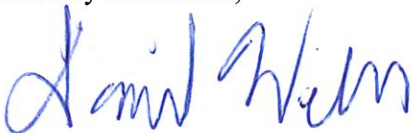
- Specified and oversaw a new water treatment plant.
- Built a new sewer plant.
- Upgraded sewer lines across town and fixed infiltration problems.
- Consolidated loose taps into water companies.
- Improved metering across the water system.
- Removed illegal water taps.
- Put the town on a water tap moratorium, analyzed capacity, then allowed a limited number of taps per year.
- Dealt with water supply issues during 2002/2003 which was a 600 year drought.

Principally by myself I accomplished:

- Did a leak analysis of the upper and lower networks from the plants to the meters. This is on file at the town.
- Discovered a major leak in the half million gallon tank which, when bypassed, gave us an additional 120 taps.
- Negotiated an agreement with Bone Mesa Domestic Water ending a 100 year old feud over shared springs.
- Prevented the Forest Service from grabbing a percentage of our water rights.
- Connected the SCADA computer at the treatment plant to the town office. Never use the Internet here.
- Developed a spreadsheet model that used real data to predict income for various water rate structures.

Of course, a trustee deals with many issues in addition to water/sewer. I know exactly the level of effort required for this job and was reluctant to repeat what I had previously fixed but the neglect and decay of the town water has reached the point where it endangers the health, safety and welfare of the citizens of Paonia. I have the experience and the skills to work on this problem.

Respectfully submitted,



David Weber

## Corinne Ferguson

---

**From:** Walter Czech <walter.czech@gmail.com>  
**Sent:** Tuesday, May 3, 2022 8:00 PM  
**To:** Corinne Ferguson  
**Subject:** Town council position

Corinne,

This letter is to let you know I am interested in the open position on the town council.


I'm a fan of democracy and believe it starts at a local level, if nominated for the position on town council I would do my best to understand and represent the needs of the community as a whole.

I had been coming to Paonia yearly for about twenty years to BMW rally in the town park, my wife and I liked the town so much we moved here eight years ago. Long enough to understand some of the needs and problems that face us. I believe I would be good fit for the town council because of my broad and varied background and my habit of considering context as well as detail.

Thanks for your consideration,  
Walter Czech


104 Meadowbrook Blvd.  
970 527-4592

AGENDA SUMMARY FORM

	Recognition of Visitors & Guests		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022

AGENDA SUMMARY FORM

	<p>Minutes: April 28, 2022 Special Minutes: May 2, 2022 Large Park Event: Colorado Farm &amp; Food Alliance Large Park Special Event</p>		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 9, 2022

**TOWN OF PAONIA**



**Regular Town Board Meeting, April 28, 2022**

**Mayor Bachran  
Trustee Knutson  
Trustee Markle  
Trustee Smith  
Trustee Stelter  
Trustee Valentine**

**April 28, 2022,**

**Regular Meeting Minutes**

**6:30 pm**

**Mayor Mary Bachran** called the Regular Meeting of the Town of Paonia to order at 6:30 pm.

**ROLL CALL**

**Front Office Assistant Candy Wuollet** called the roll and those present were **Mayor Bachran, Trustee Johnson, Trustee Valentine, Trustee Knutson, Trustee Thompson, and Trustee Smith.** **Trustee Budinger** was not present.

**Approval of the Agenda**

Motion made by Trustee Knutson, seconded by Trustee Smith to accept the agenda with changes as follows, move #4 after #13. Motion carried unanimously.

Motion made by Trustee Smith, seconded by Trustee Johnson to move #7 for new board after #14. Motion carried unanimously.

Motion made by Trustee Knutson, seconded by Trustee Smith to approve the agenda with the changes. Motion carried unanimously.

**Announcements:**

Trustee Knutson encouraged disciplined commentary regarding female staff.

Mayor Bachran announced a Strategic Planning Session June 25,2022 it will be a large community event time TBA possibly 10am-4pm, lunch will be provided.

**Visitors and Guest:**

Aaron Watson announced Dark Skies Week and star gazing tonight at the park.

Suzanne Watson wants to look at nuisance ordinance regarding green house lights.

Mary O'Reilly provided information regarding a tree that fell across the alley from her property.

Motion made by Trustee Knutson, seconded by Trustee Thompson to allow Mary O'Reilly to continue. Motion carried unanimously.

Mason Babcock with Alexa Gray Solutions tree service provide his information regarding the removal of the fallen tree.

Motion made by Trustee Thompson, seconded by Trustee Knutson to allow Mr. Babcock to continue. Motion carried unanimously.

## TOWN OF PAONIA



Attorney Conklin recommended the staff should do a review and update the trustees.

### **Consent Agenda**

Minutes:

February 3, 2022-Special Meeting

March 10, 2022 -Regular Meeting

March 24, 2022 -Regular Meeting

March 29, 2022 -Work Session

April 14, 2022-Regular Meeting

Motion made by Trustee Knutson, seconded by Trustee Smith to approve the consent agenda with correction noted regarding attendance at the March 24, 2022, meeting. Motion carried unanimously.

### **Disbursements**

Motion made by Trustee Knutson, seconded by Trustee Thompson to approve accounts payable as provided. Motion carried unanimously.

### **Outgoing Board Business**

Board consideration of Draft Agreement with Lone Cabin/Turner Ditch Regarding Wildlife Mitigation at Wastewater Treatment Plant Property

Continued to next meeting.

### **JDS Hydro Change Order Updates**

Motion made by Trustee Knutson, seconded by Trustee Smith to continue to the next meeting. Motion carried unanimously.

### **Ordinance 04-2022 Zoning Modification to 1375 3<sup>rd</sup> Street**

Motion made by Trustee Knutson, seconded by Trustee Thompson to adopt Ordinance 04-2022 Zoning Modification to 1375 3<sup>rd</sup> Street. Motion carried unanimously.

Motion made by Trustee Smith, seconded by Trustee Knutson to take a 5-minute break. Motion carried unanimously.

### **Mayor's Welcome**

#### **Recognition of Outgoing Trustees**

Thank you to Mick Johnson, Jeff Thompson, and Karen Budinger

#### **Affirmation of Office-Trustees**

Sworn in by Administrator/Clerk Corinne Ferguson, Trustee Stelter, Trustee Valentine, Trustee Smith, and Trustee Markle. Dates to remember:

May 2, 2022 Public Tour @9:00 am, Sewer Plant open to the Public

May 4, 2022 CIRSA Training TBA

May 17, 2022 DOLA Training @6:00 pm

June 25, 2022 Strategic Planning TBA

Board Retreat July 8, 9, 2022, in Grand Junction

July 26, 2022 DOLA Budget Training 5:00 @ Town Hall



**TOWN OF PAONIA**



**Incoming Board Business**

**Resolution 06-2022 Trustee Vacancy**

Motion made by Trustee Markle, seconded by Trustee Smith to approve Resolution 06-2022 with modification to appointment no later than 60 days strike 60 and replace it with 7.

Amendment to the main motion to change 7 to 14 days. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Stelter to accept Resolution 06-2022 with change from 60 to 14 days. Motion carried unanimously.

**Resolution 06-2022 Appointment of Officers**

Motion made by Trustee Markle, seconded by Trustee Smith to go into Executive Session. Motion fails with Three (3) Nays and Two (2) Aye.

Trustee	Aye	Nay
Knutson		X
Markle	X	
Smith		X
Stelter	X	
Valentine		X

Motion made by Trustee Smith, seconded by Trustee Markle to continue this action item to next meeting in May. Motion carried unanimously.

Motion made by Trustee Smith, seconded by Trustee Knudson to add agenda item at the next meeting to discuss the Treasurer position and add an Action item. Motion carried unanimously.

Motion made by Trustee Knutson, seconded by Trustee Stelter that we give Trustee Markle the authority consult with our Town Attorney on questions regarding appointment of officers. Motion carried unanimously.

**Legacy Events within the Town-Sponsorships/Fees**

Motion made by Trustee Markle, seconded by Trustee Stelter to give Rob Miller more time to speak. Motion carried unanimously.

**Rob Miller-Pickin in the Park Annual Event and request for waived fees in lieu of sponsorship**

Shane and Paige Smith sponsored the event for the 2022 year.

Motion made by Trustee Markle, seconded by Trustee Stelter that we do not waive the fee for Pickin in the Park for 2022.

Motion carries with Four (4) Aye and One (1) Nay

Trustee	Aye	Nay
Knutson	X	
Markle	X	
Smith	X	
Stelter	X	
Valentine		X

Motion made by Trustee Markle, seconded by Trustee Stelter to make all Town forms for the public as fillable PDF's and printed only on request. Withdrawn and restated.

**TOWN OF PAONIA**



Motion made by Trustee Markle, seconded by Trustee Stelter to direct staff to make all Town forms for the public available as fillable PDFs on the Town’s website, printed only on request. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Smith to make all agenda items at regular meetings for action only. Motion carried with Four (4) Ayes, One (1) Nay.

Trustee	Aye	Nay
Knutson	X	
Markle	X	
Smith	X	
Stelter	X	
Valentine		X

**Resolution 04/2022- Board of Trustees facility inspection policy**

Motion made by Trustee Smith, seconded by Trustee Knutson to accept Resolution 04-2022. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Smith to extend the meeting ½ hr. Motion carries With Four (3) Aye and One (2) Nay.

Trustee	Aye	Nay
Knutson		X
Markle	X	
Smith	X	
Stelter	X	
Valentine		X

Motion made by Trustee Stelter, seconded by Trustee Markle to continue the meeting on Monday, May 2,2022 at 6:30 to finish the business remaining on this agenda. Motion carried with Four (4) Aye and One (1) Nay.

Trustee	Aye	Nay
Knutson		X
Markle	X	
Smith	X	
Stelter	X	
Valentine	X	

**ADJOURNMENT**

The Regular Meeting was adjourned at 9:30 pm.

\_\_\_\_\_  
Candy Wuollet, Front Office Assistant

\_\_\_\_\_  
Mary Bachran, Mayor

**TOWN OF PAONIA**



**Special Town Board Meeting, May 2, 2022**

**Mayor Bachran  
Trustee Knutson  
Trustee Markle  
Trustee Smith  
Trustee Stetler  
Trustee Valentine**

**May 2, 2022**

**Regular Meeting Minutes**

**6:30 pm**

**Mayor Mary Bachran** called the Regular Meeting of the Town of Paonia to order at 6:30 pm.

**ROLL CALL:**

Front Office Clerk Candy Wuollet called the roll and those present were Mayor Bachran, Trustee Knutson, Markle, Smith, Stetler and Trustee Valentine.

**Approval of the Agenda:**

Motion made by Trustee Markle, seconded by Trustee Smith to amend the agenda with addition of Wastewater Lone Cabin and Turner Ditch habitat project and 211 ½ Niagara tree work reimbursement for discussion only. Motion carried with Four (4) Aye and One (1) Nay.

Trustee	Aye	Nay
Knutson	X	
Markle	X	
Smith	X	
Stetler	X	
Valentine		X

Motion made by Trustee Knutson, seconded by Trustee Smith to approve the agenda as amended. Motion carried unanimously.

**Announcements:**

Trustee Markle wanted to announce the Annual Wacky Raft event is looking for certified Raft Guides and if anyone is interested to contact Kate Redmond and KVNF.

**Unfinished Business**

**Ad Hoc committee recommendation for modified Trustee meeting policy and procedures**

Motion made by Trustee Valentine, seconded by Trustee Knutson to continue this discussion when Jeff Thompson can be here at the next meeting. Motion carried with Four (4) Aye and One (1) Nay.

Trustee	Aye	Nay
Knutson	X	
Markle		X
Smith	X	
Stetler	X	
Valentine	X	

**Budget to Actual for First Quarter-2022**

Point of Order: Trustee Markle stated Mayor Bachran is required under Roberts Rules of Order to reserve her opinion. Point of Order Fails with Four (4) Nay and One (1) Aye.

Trustee	Aye	Nay

**TOWN OF PAONIA**



Knutson		X
Markle	X	
Smith		X
Stelter		X
Valentine		X

Motion made by Trustee Markle, seconded by Trustee Smith to direct staff to produce a complete budget to actual summary every quarter. Motion carried unanimously.

Mayor’s and Staff Reports

Grant Updates: No update for the AARP or the CDOT grant.

The CDPHE Quick Win Phase I was received. Town did not receive a Phase II award.

Arbor Day is Tuesday, May 3<sup>rd</sup>. There will be tree planting ceremonies at Town Hall at 10:00 am and at the Paonia K-8 at 1:30 pm - anyone is welcome to attend.

The Learning Council and Forest Service are working together May 6, 2022, hosting a street litter cleanup day, anyone is welcome to attend. Meet at Town Park 1-3 pm and the Town is providing dumpsters.

Motion made by Trustee Markle, seconded by Trustee Smith to take a 5-minute recess. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Smith to direct staff to produce a statement from our insurance carrier regarding vehicles off site and on private property. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Stelter to add 211 ½ Niagara tree removal as an agenda item at the May 12, 2022, meeting. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Knutson to form an Ad-Hoc I.T. Committee to review existing subscriptions and assets and make suggestions to the Board. Motion carried unanimously.

Trustee Markle and Trustee Valentine volunteered for the committee.

Motion made by Trustee Smith, seconded by Trustee Stelter to revisit the Town’s purchasing policy revisions at the first regular meeting in June. Motion carried unanimously.

Motion made by Trustee Markle, seconded by Trustee Stelter to direct staff not to print and scan documents where we have access to electronic originals. Motion carried unanimously.

Motion made by Trustee Markle, to direct the Advisory Water Committee to produce an outline to bring the Clock treatment plant. Motion fails for lack of a second.

Motion made by Trustee Smith, seconded by Trustee Markle to continue Public Works status report and the associated table to next meeting. Motion carried unanimously.

**ADJOURNMENT**

The Regular Trustee Meeting was adjourned at 9:30 pm.

---

Candy Wuollet, Front Office Assistant

---

Mary Bachran, Mayor

**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:

- You must contact the Town Administrator or Town Clerk prior to coming to the Board. Quite often the issue can be resolved by staff action.
- No charges or complaints against *individual* employees should be made. Such charges or complaints should be sent to the employee's Department Head in writing with your signature.
- Remarks that discriminate against anyone or adversely reflect upon the race, color, ancestry, religious creed, national origin, political affiliation, disability, sex, or marital status of any person are *out of order* and may end the speaker's privilege to address the Board.
- Defamatory, abusive remarks or profanity are *out of order* and will not be tolerated.

Please complete the following information and return this form no later than the Monday, a week prior to the Board meeting to the above address or bring it to the Town Hall at 214 Grand Avenue.

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.

Name of person making presentation: Pete Kolbensschlag

Organization, if speaking on behalf of a group: Colorado Farm & Food Alliance

Is this a request for Board action?       Yes      No

Please provide a summary of your comments:

We are seeking approval to hold a community fair in town park and serve alcohol.

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

Contact information:

Name: Pete Kolbensschlag  
Mailing Address: 124 Grand Ave  
Paonia CO

E-mail: pete@colofarmfood.org  
Daytime Phone: 970-261-0673

Office Use Only:  
Received: 4-26-2022  
Approved for Agenda: 4-27-2022  
Board Meeting Date: 5-12-2022

## Town of Paonia Park/Event Registration Application

*This form is intended for events 100+ people using public property. The Town of Paonia encourages the use of its parks for the pleasure of its citizens, and reminds applicants to consider impacts on neighbors living adjacent to these public areas so we may all continue to enjoy our parks!*

*Please contact the Town office should there be any questions in filling out this form. The Town office is open from 8:00a to 4:30p Monday through Friday.  
Thank you~*

Applicant Name: Pete Kolbenschlag  
Organization: Colorado Farm & Food Alliance & The Learning Council  
Mailing Address: 124 Grand Ave.  
Telephone Number: 970-261-0678  
Event Manager (if different than Applicant): \_\_\_\_\_  
Event Manager Telephone: \_\_\_\_\_  
Event Manager E-Mail: pete@colofarmfood.org

**Please describe the event:** We would like to hold a community fair with live music, food trucks and vendors in town park

Event Date(s): June 18, 2022 Event Hours: 12-8pm

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

**Pricing:**

**Half Day (6 Hours or less)** \$ 100.00/day  
Includes: 3 dumpsters and up to 5 vendors  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Full Day (6+ Hours until 10:00p)** \$ 175.00/day  
Includes: 3 dumpsters and up to 10 vendors  
Date Submitted \_\_\_\_\_ Amount 175

**Multi-Day Rate (3+ consecutive days)** \$ 150.00/day  
Includes: 3 dumpsters and up to 10 vendors  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Additional Vendors (More than 10)** \$ 5.00/ea  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Trash:** The Town will provide 3 dumpsters. If the event requires more, it is the responsibility of the applicant to contract with a local agency for additional services. Compostable ware is strongly encouraged from all vendors and event managers. Styrofoam not permitted.  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Any additional fees submitted (street closure, liquor licensing, etc):**  
Type: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Recycling:** Should the event provide recycling, a \$50 credit shall be applied. \$ - 50

*paid*  
+ 25 DOR fee  
+ 50 Town Fee  
\$ 200

**TOTAL FEES SUBMITTED**

**All fees must be submitted no less than thirty (30) days before the first date of the event.**

**Which park do you want to use?**

- Town Park – 700 Fourth Street
  - Green space including shelters and gazebo
  - Football and/or Back Field area
- Apple Valley Park – 45 Pan American Avenue
- Poulos Park – 221 Grand Avenue *(no commercial activity allowed)*
- River Park – Grand Avenue *(no commercial activity allowed)*

**Will there be alcohol? (Alcohol Requires Board of Trustees Approval)**

- No
- Yes, but we are not selling it.
  - An On-Premise Liquor Application is required.
- Yes, and we would like to sell it.
  - We are a non-profit and submitted From DR-8439 Application for a Special Event Permit and any associated forms required.
  - On an attached piece of paper is the Alcohol Mitigation Plan.

**Will there be vendors?**

- No
- Yes
  - A list of vendors is being provided to the Town for tax compliance.
  - We have contacted the Department of Revenue to work out how taxes will be submitted for the event; either electronically or manually.
  - Vendors will be notified that tax compliance will be monitored.
  - Chalk or tape are permitted to define vendor boundaries on the grass.

**Are you having a parade? Do you need a street closed?**

- No
- Yes. Attached is the street closure request form noting the day, hours and route information.

**Do you have any special requests? (i.e. - gate openings at certain times?)**

- No
- Yes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Other items submitted for consideration:** *(On an attached piece(s) of paper)*

- Communication Contacts
- Liability Insurance  
*(\$1,000,000 minimum AND the Town of Paonia needs to be listed as an additional insured)*
- Medical Plan *(ie - How do you plan on addressing a person who is injured at the event?)*
- Parking Plan *(ie-Staff versus Visitor parking)*
- Safety Plan *(ie - How would you deal with a natural emergency or a tree limb falling?)*
- Security Plan *(ie - Vendor security, controlling alcohol, etc)*

**Promotion:**

The Town is willing to promote your event by posting submitted material on the Town website, the Town of Paonia Facebook page, and/or a poster placed in the Town Hall entryway.

Any material to be promoted must be submitted no less than thirty (30) days before the first day of the event. Material shall only be promoted once for each avenue noted above.

***The undersigned agrees to restore the park to pre-event condition, safety standards will be observed at all times, no glass will be brought into the park and all fees submitted are non-refundable, even if the event is canceled.***

Signed and submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

- Unless waived by Town staff, no less than one week before the event, a meeting **must** be scheduled with the Public Works Director, Parks Maintenance, Town Clerk and the Police Chief, or designees to finalize all plans and coordinate last minute items.

**Date of Pre-Event Meeting:** \_\_\_\_\_

- Application is deemed complete and is accepted. Employee Initials YS

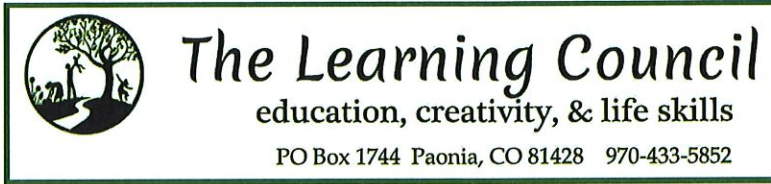
- Application requires Board of Trustee Approval.

**Hearing Date:** 5/20/2020

Comments: First year event

\_\_\_\_\_

\_\_\_\_\_



## **North Fork Community Fair June 18th, 2022 at Paonia Town Park, 12 pm - 8 pm**

### **Communications Contacts:**

Pete Kolbenschlag: mobile (970) 261-0678; [pete@mountainweststrategies.com](mailto:pete@mountainweststrategies.com)

Alicia Michelsen: mobile (970) 433-5852; [thelearningcouncilpaonia@gmail.com](mailto:thelearningcouncilpaonia@gmail.com)

Lisa Delaney: mobile (949) 395-3608; [lisa@mountainweststrategies.com](mailto:lisa@mountainweststrategies.com)

Our on-site safety team (see below) will be in communication with each other and with vendors, volunteers, healthcare workers and with town officials as necessary. We will use cell phones and walkie talkies to communicate with each other. There will be a sound system in the park to communicate with the larger group.

### **Safety Plan**

We anticipate several hundred attendees at this event, based on past attendance. We will have a health and safety team consisting of trained healthcare professionals, and people with CPR certification present. We will also work with Paonia Police and Paonia Firefighters if the need should arise.

We will have a volunteer team responsible for vendor security, trash and recycling. We will have a designated vendor point-of-contact. We will be using temporary structures (event tents with walls) for vendor and information booths, and to protect people, food and equipment from the elements. We will be utilizing electricity during our event. We will keep all electrical outlets secured from the weather and keep electrical wires taped or pinned down. In the event of adverse weather, we will relocate vendors to either the Teen Center or the Vo-Tech building (TBD).

In the case of a natural emergency, we will bring participants indoors to our designated rainy day venue. In the case of a tree limb falling, we will insure that all participants are safe and

moved from the area, and we will work with our safety team and local authorities to remove the limb.

Several food vendors/caterers will provide food at the Town Park. There will be hand washing stations, and the food vendors will be skilled in food safety regulations.

We will keep exits clear so that there is always a direct exit route available. We will be bringing in port-o-pottys with hand sanitizing stations. We will be providing access for people with special needs.

### **Medical Plan**

The Health and Safety Point of Contact for this event is Alicia Michelsen. She can be reached by phone or text at 970-433-5852 or by email at [thelearningcouncilpaonia@gmail.com](mailto:thelearningcouncilpaonia@gmail.com)

We are planning for the safety of our participants and strongly feel that an ounce of prevention is worth a pound of cure, so we will be doing our best to provide a safe environment. We will be sure to include clear pathways to move people through and access for emergency vehicles.

We will host a meeting for our safety team prior to the event, and the safety team will remain in contact and accessible throughout the event.

During this event, there will be in attendance professional medical care providers such as nurses, emt's and possibly even the North Fork Ambulance. There will be a person on site who is trained in CPR and first aid. These medical professionals will be the first point of contact if a medical emergency occurs. We will also utilize local resources such as the North Fork Ambulance and Paonia Police if necessary. We will have a comprehensive first aid kit at the event.

If a person is injured at this event and it is safe to move them, we will move the person to a centrally located place away from the activity where medical professionals can assist the person until an ambulance arrives. We will have communication with the Health and Safety team through cell phones and walkie talkies. If necessary, we will utilize Paonia Urgent Care Clinic for minor medical problems and triage.

### **Alcohol Safety Plan**

We will plan and run our event using well-established alcohol management guidelines such as:

#### *Planning:*

Ban personal alcohol beverages

Set policy for handling people who have had enough to drink.

#### *Set-Up and Physical Design:*

Post signs on Park perimeter: "No outside alcohol" at entrance and "No alcohol beyond this point" at egress points.

Post signs about underage drinking and overconsumption at point of sale and serving of alcoholic beverages.

Rope off the Town Park Playground area, and place "No alcohol beyond this point" signage on or near the ropes. Make sure all event staff and volunteers know to enforce this.

*Alcohol providers and sellers:*

Establish procedures for checking IDs.

Identify legal drinkers with a non-transferable wristband.

We will hire a bartender who has been TIPS certified (TIPS = Training for Intervention Procedures) for alcohol serving and selling. We will have a clear chain of command.

*Food/Beverage:*

Limit size of alcoholic beverages: 12 oz. or less of beer, 4-5 oz. of wine, or 1 oz. of hard liquor.

Limit servings to 1-2 per person at a time

Make alcohol identifiable with easily distinguishable cups.

Alternative beverages will be offered —non- alcoholic drinks and free water.

Food will be offered for sale, which slows the absorption of alcohol.

**Parking Plan**

Staff and vendors will be directed to park by the Teen Center, after drop-off of needed items. Drop-off and temp parking will take place in the street between Town Park and the Football Field. Musicians can unload near the corner of North Fork Ave and Fifth Street, behind the Gazebo stage. Attendees may park on public streets surrounding the park.

## Application Information and Checklist

The following supporting documents must be attached to this application for a permit to be issued:

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions).

**Note:** If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.

- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

- Application must first be submitted to the local licensing authority (city or county) at least thirty (30) days prior to the event.
- The premises to be licensed must be posted at least ten (10) days before a hearing can be held. (44-5-106 C.R.S.)
- An approved application must be received by the liquor enforcement division at least ten (10) days prior to the event.
- Check payable to the Colorado Department Of Revenue

(44-5-102 C.R.S.)

A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not for pecuniary gain or which is a regularly chartered branch, lodge or chapter of a national organization or society organized for such purposes and being non profit in nature, or which is a regularly established religious or philanthropic institution, and to any political candidate who has filed the necessary reports and statements with the Secretary of State pursuant to Article 45 of Title 1, C.R.S. A Special Event permit may be issued to any municipality owning arts facilities at which productions or performances of an artistic or cultural nature are presented for use at such facilities.

If an event is cancelled, the application fees and the day(s) are forfeited.

# Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You Must Be Nonprofit and One of the Following (See back for details.)

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic                              | <input type="checkbox"/> Philanthropic Institution           |
| <input type="checkbox"/> Fraternal         | <input type="checkbox"/> Chartered Branch, Lodge Or Chapter    | <input type="checkbox"/> Political Candidate                 |
| <input type="checkbox"/> Patriotic         | <input type="checkbox"/> Of A National Organization Or Society | <input type="checkbox"/> Municipality Owning Arts Facilities |
| <input type="checkbox"/> Political         | <input type="checkbox"/> Religious Institution                 |  |

<b>LIAB</b>	<b>Type of Special Event Applicant is Applying for:</b>	<b>DO NOT WRITE IN THIS SPACE</b>
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor	\$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer)	\$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate State Sales Tax Number (Required)  
 Colorado Farm & Food Alliance

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) 124 Grand Ave Paonia, CO 81428	3. Address of Place to Have Special Event (include street, city/town and ZIP) Paonia Town Park 704 4th St Paonia, CO 81428
--	---

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres./Sec'y of Org. or Political Candidate Pete Kolbenschlag	11/29/64	229 Hwy 133	970 261 0078
5. Event Manager Pete Kolbenschlag	11/29/64		
6. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. Is premises now licensed under state liquor or beer code? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____		

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?  Yes  No

List Below the Exact Date(s) for Which Application is Being Made for Permit

Date	Date	Date	Date
Hours From .m.	Hours From .m.	Hours From .m.	Hours From .m.
June 18, 2022			
To 8 p .m.	To .m.	To .m.	To .m.

**Oath of Applicant**  
 I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

Signature	Title Director / CO Farm & Food	Date 4/26/22
-----------	---------------------------------	--------------

**Report and Approval of Local Licensing Authority (City or County)**  
 The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.  
**THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
--	--	---------------------------------------

Signature	Title	Date
-----------	-------	------

**DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY**

**Liability Information**

License Account Number	Liability Date	State	Total
		-750 (999)	\$

# **NOTICE**

**PURSUANT TO THE LIQUOR LAWS  
OF COLORADO**

Colorado Food Alliance

**HAS REQUESTED THE LICENSING**

**OFFICIALS OF Town of Paonia**

**TO:** Grant a Special Event

**LICENSE AT:** Paonia Town Park

704 4th Street

**HEARING ON APPLICATION TO BE HELD AT:**

Paonia Town Hall

214 Grand Avenue

**TIME AND DATE:** 6:30pm May 12, 2022

**DATE OF APPLICATION:** April 26, 2022

**BY ORDER OF:** Board of Trustees

**OFFICERS:**

Pete Kolbenshlag - President / Event Manager

ADDRESS OF THE PLACE AT WHICH PETITIONS OR REMONSTRANCES MAY BE FILED  
\* MUST "SWEAT", "TOBACCO", OR "TRANSFER OWNERSHIP OF"  
- Liquor and Beer License Hearing Sign

posted 4/26/2022 (P)

NORTH FORK AVENUE

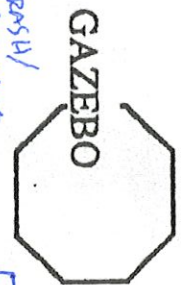
FOOD TRUCKS

Portalet

DRINK LOCAL

Vendors

BACKS/AGE AREA



TRASH/RECYCLING

Info/H2O CTR

TRASH/RECYCLING

Food drinks

Sound

TRASH/RECYCLING

TRASH/RECYCLING

Vendors

Vendors

Info/H2O (COPPA)

LIONS SHELTER

Workshops

PLAYGROUND

LIQUOR CONTROL AREA

Portalet (COPPA)

BLEACH EAGLE

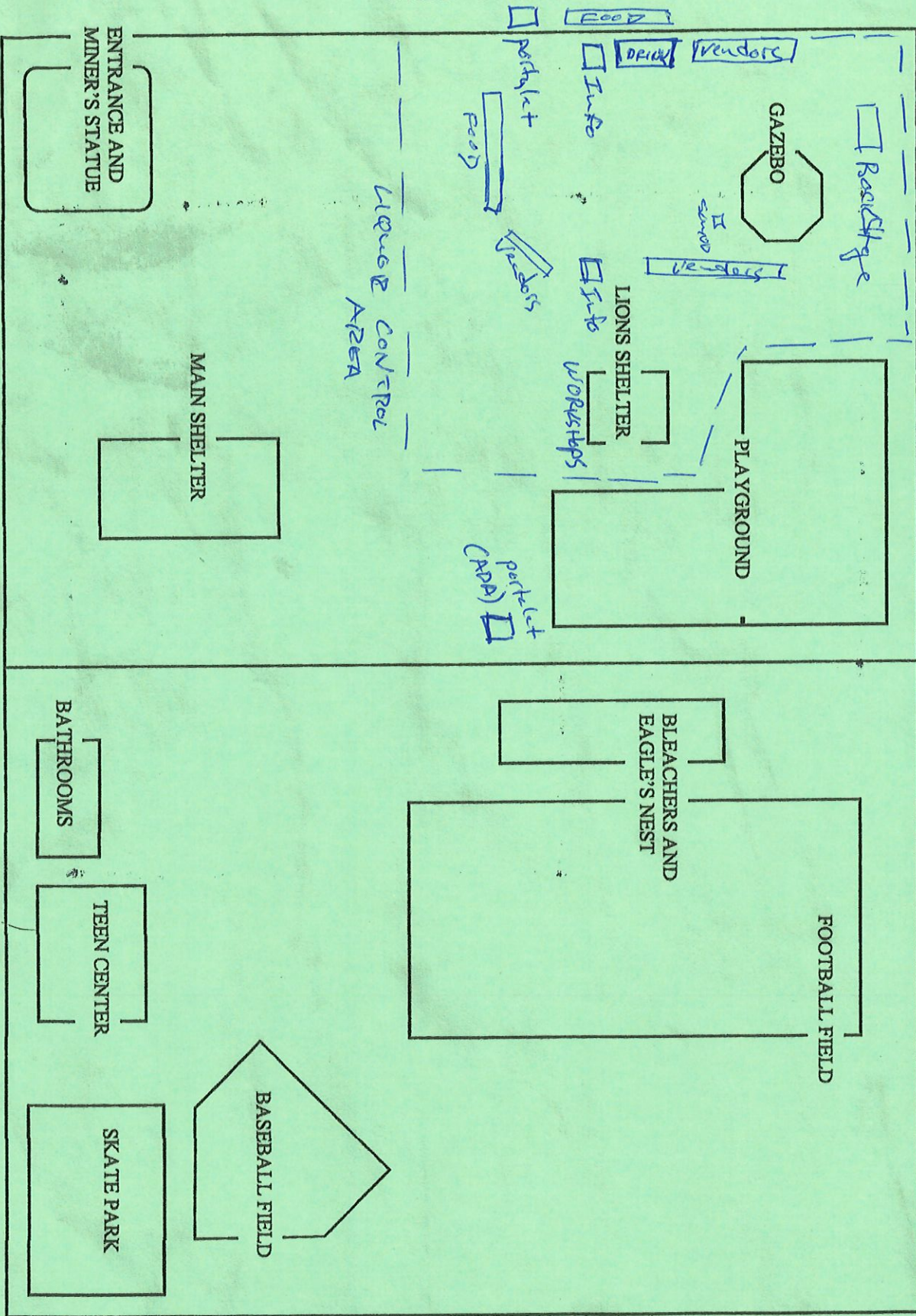
AAA CARPUS



# TOWN PARK MAP

FIFTH STREET

NORTH FORK AVENUE



FOURTH STREET



THELEAR-01

BRENDAS

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/7/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Mountain West In & Fin Serv LLC 100 E Victory Way Craig, CO 81625	<b>CONTACT NAME:</b> Brenda Swank
	<b>PHONE (A/C, No, Ext):</b> _____ <b>FAX (A/C, No):</b> _____
	<b>E-MAIL ADDRESS:</b> brendas@mtnwst.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A : Secura Insurance Company</b>
	<b>NAIC #</b> 22543
<b>INSURED</b>  The Learning Council PO Box 1744 Paonia, CO 81428	<b>INSURER B :</b>
	<b>INSURER C :</b>
	<b>INSURER D :</b>
	<b>INSURER E :</b>
	<b>INSURER F :</b>

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

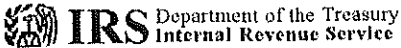
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CP3238594	5/21/2021	5/21/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 <b>HIRED AUTO AND</b> \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Town of Paonia 214 Grand Ave Paonia, CO 81428	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Brenda K Swank</i>
---	--



Department of the Treasury  
Internal Revenue Service  
Cincinnati Service Center  
CINCINNATI OH 45999-0038

In reply refer to: 0256583634  
Nov. 02, 2020 LTR 4168C 0  
84-1377794 000000 00  
00016828  
BODC: TE

THE LEARNING COUNCIL  
% ALICIA MICHELSEN  
PO BOX 1744  
PAONIA CO 81428-1744

040876

Employer ID number: 84-1377794  
Form 990 required: N

Dear THE LEARNING COUNCIL:

We're responding to your request dated Oct. 26, 2020, about your tax-exempt status.

We issued you a determination letter in October, 1998, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO

**CERTIFICATE OF FACT OF GOOD STANDING**

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

the learning council

is a

Nonprofit Corporation

formed or registered on 01/10/2007 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20071014530 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 05/03/2022 that have been posted, and by documents delivered to this office electronically through 05/05/2022 @ 14:16:33 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 05/05/2022 @ 14:16:33 in accordance with applicable law. This certificate is assigned Confirmation Number 14000675 .




A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

\*\*\*\*\*End of Certificate\*\*\*\*\*

*Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."*

AGENDA SUMMARY FORM

	Disbursements		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022

FOR: 05/12/2022

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		209,530.88
ACCOUNTS PAYABLE	04/22/2022-05/05/2022	(39,879.80)
LOAN PAYMENT		
NORRIS RETIREMENT PAYMENT	Scheduled 5/26/2022	(1,680.00)
CHASE CREDIT CARD	03/24/22-04/23/22	(3,277.87)
TRANSFER TO SUMMIT		(100,000.00)
TRANSFER TO PAYROLL	5/5/2022	(22,551.40)
PAYROLL TAXES	5/5/2022	(7,605.43)
<b>BALANCE AFTER PAYMENT</b>		<b>34,536.38</b>

\*  
\*

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		1,494,246.92
TRANSFER FROM OPS		100,000.00
TRANSFER FROM INT. GRANTS		-
TRANSFER TO OPS		
CURRENT FSBC PAYROLL BALANCE		2,487.63
TRANSFER FROM OPS	5/5/2022	30,156.83
PAYROLL (DIRECT DEPOSIT)	5/5/2022	(30,156.83)
<b>BALANCE AFTER PAYMENT</b>		<b>1,596,734.55</b>

\*  
\*

UBB INTERNAL GRANT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT INTERNAL GRANT BALANCE		25.00
<b>BALANCE AFTER PAYMENT</b>		<b>25.00</b>

\*Transfer from Operations Account to Payroll Account then disbursed as Direct Deposit

	BANK BALANCES			DESCRIPTION
	FSBC	COLOTRUST	TOTAL	
As of: 05/06/2022				
GENERAL		532,788.24		COMBINED FUNDS
SEWER RESTRICTED		530,876.02		PROPERTY SALE-RESTRICTED
DEBT RESERVE		106,969.45		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		589,141.23		BRIDGE RESERVE
CONS.TRUST	10,412.11			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	25.00			PLACE HOLDER-COMBINED FUNDS
OPS	194,876.73			COMBINED FUNDS
PARK CONTRIBUTIONS	12,750.00			SPECIFIC PARK PROJECTS
PAYROLL	2,487.63			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	CLOSED			SPACE TO CREATE ONLY
SUMMIT	1,494,246.92			COMBINED FUNDS
WWTP	58,530.80			OLD SEWER REHAB ONLY
CD#2-402	203,413.42			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	260,592.42			COMBINED FUNDS
	2,237,360.03	1,759,774.94	3,997,134.97	

CASH POSITION				
CASH POSITION				
	COMBINED	RESTRICTED	TOTAL	DESCRIPTION
As of: 05/06/2022				
GENERAL	532,788.24			
SEWER RESTRICTED		530,876.02		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		106,969.45		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		589,141.23		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,412.11		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25.00			
INT GRANT		25.00		RESTRICTED LOAN REQUIREMENT
OPS	194,876.73			
PARK CONTRIBUTIONS		12,750.00		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	2,487.63			
SPACE-TO-CREATE		CLOSED		SPACE TO CREATE ONLY
SUMMIT	1,494,246.92			
WWTP		58,530.80		OLD SEWER REHAB ONLY
CD#2-402	203,413.42			
CD#3-2578	260,592.42			
	2,688,430.36	1,308,704.61	3,997,134.97	

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt	
05/12/2022	1253	American Target C	117673	37.50	.00	.00	37.50				TRAINING MATERIALS
05/12/2022	1245	Archuleta, Benny	ARCH5-1-20	1,500.00	.00	.00	1,500.00				ORC CONTRACT AGREEMENT
05/12/2022	14	Bolinger & Queen I	103888-1	73.04	.00	.00	73.04				WATER PLANT REPAIR
05/12/2022	14	Bolinger & Queen I	105018-1	305.45	.00	.00	305.45				WATER LEAK + TOOL
05/12/2022	14	Bolinger & Queen I	105038-1	210.80	.00	.00	210.80				WATER LEAK
05/12/2022	1126	Brown Hill Enginee	688	1,710.00	.00	.00	1,710.00				2022 SCADA LEASE
05/12/2022	21	Caselle, Inc	116852	1,114.00	.00	.00	1,114.00				MONTHLY SOFTWARE FEE
05/12/2022	942	CGFOA	HYPERAUT	30.00	.00	.00	30.00				TRAINING
05/12/2022	56	Delta County Land	374249-3761	2,772.25	.00	.00	2,772.25				LANDFILL FEES
05/12/2022	43	Delta Montrose Ele	05-2022-W	2,162.97	.00	.00	2,162.97				UTILITIES
05/12/2022	46	Dependable Lumb	2204-222233	634.42	.00	.00	634.42				VARIOUS
05/12/2022	48	Don's Market	01-1485744	64.74	.00	.00	64.74				SHOP SUPPLIES
05/12/2022	48	Don's Market	LATE FEE	2.00	.00	.00	2.00				LATE FEE
05/12/2022	368	Double J Disposal	49540	84.00	.00	.00	84.00				1MG PORTA POTTIES
05/12/2022	368	Double J Disposal	49541	220.50	.00	.00	220.50				PARK PORTA POTTIES
05/12/2022	546	EmTech Inc.	S30455	903.02	.00	.00	903.02				WATER PLANT REPAIR
05/12/2022	888	Filter Tech System	9147	1,877.18	.00	.00	1,877.18				WATER PLANT REPAIR
05/12/2022	1252	Garcia, Jeremiah	DON'S MAR	8.65	.00	.00	8.65				BATTERY
05/12/2022	81	High Country Printi	19334	131.26	.00	.00	131.26				BUSINESS CARDS
05/12/2022	81	High Country Printi	19339	87.43	.00	.00	87.43				BUSINESS CARDS
05/12/2022	82	High Country Shop	96770-97027	349.60	.00	.00	349.60				CLASSIFIED AD
05/12/2022	482	Larry D Gillenwate	423093	71.71	.00	.00	71.71				CAR WASH
05/12/2022	98	Lasting Impression	27063+2710	435.15	.00	.00	435.15				PW UNIFORMS
05/12/2022	470	Leon, Susan	050122-0531	750.00	.00	.00	750.00				CLEANING CONTRACT
05/12/2022	896	McCandless Truck	P105078303-	407.61	.00	.00	407.61				TRASH TRUCK
05/12/2022	1234	MERIT ELECTRIC	1151	1,140.00	.00	.00	1,140.00				BREAKER + WATER PLANT REPAIR
05/12/2022	1234	MERIT ELECTRIC	1152	175.00	.00	.00	175.00				TOWN HALL BREAKER
05/12/2022	233	North Fork Pool, P	2022	2,000.00	.00	.00	2,000.00				ANNUAL SHARE
05/12/2022	141	North Fork Service	930589-7296	2,780.68	.00	.00	2,780.68				FUEL/VEHICLE MAINTENANCE
05/12/2022	821	ONE TIME	21040003-51	6.99	.00	.00	6.99				REFUND OF OVERPAYMENT
05/12/2022	122	Paonia Auto Parts	387417-3881	844.93	.00	.00	844.93				VARIOUS
05/12/2022	125	Paonia Farm & Ho	116120-1189	176.22	.00	.00	176.22				VARIOUS
05/12/2022	499	Phonz +	13172	1,858.56	.00	.00	1,858.56				MONTHLY IT FEES
05/12/2022	1224	Rhinehart Oil Co.,L	CP-101028-2	873.36	.00	.00	873.36				FUEL
05/12/2022	737	Ricoh USA Inc	5064458433	174.18	.00	.00	174.18				COPIER CONTRACT
05/12/2022	656	Schmueser Gordo	2013-471.01	172.00	.00	.00	172.00				VALVE VAULT BOX
05/12/2022	1170	Shums Coda Asso	15549	1,800.00	.00	.00	1,800.00				BUILDING INSPECTOR-PLAN REVIEWS
05/12/2022	1170	Shums Coda Asso	15550	590.00	.00	.00	590.00				BUILDING INSPECTOR-INSPECTION SERVICES
05/12/2022	1170	Shums Coda Asso	15551	1,320.00	.00	.00	1,320.00				BUILDING INSPECTOR-CONSULTING SERVICES
05/12/2022	1215	Superior Fire Prote	7472	855.00	.00	.00	855.00				ANNUAL FIRE EXTINGUISHER INSPECTION
05/12/2022	853	Surface Creek Fa	PA/113147	197.00	.00	.00	197.00				NEW HIRE PHYSICAL
05/12/2022	861	The Paper-Clip LL	2043791-204	508.07	.00	.00	508.07				OFFICE SUPPLIES + FLOOR MATS
05/12/2022	1247	Trench Plate Rent	439412	816.20	.00	.00	816.20				TRENCH BOX RENTAL
05/12/2022	1247	Trench Plate Rent	440104	116.60	.00	.00	116.60				TRENCH BOX RENTAL
05/12/2022	161	UNCC	222041109	67.60	.00	.00	67.60				LOCATES
05/12/2022	491	Winwater Corp	063112-01	6,947.15	.00	.00	6,947.15				SEWER ALLEY REPAIR
05/12/2022	491	Winwater Corp	063374-02	516.98	.00	.00	516.98				WATER PARTS
Grand Totals:				47	39,879.80	.00	.00	39,879.80			

Cash Requirements Summary



---

<u>Date</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Partial Payments</u>	<u>Net Due Amount</u>	<u>Net Cumulative Amount</u>
05/12/2022	39,879.80	.00	.00	39,879.80	39,879.80
Grand Totals:	<u>39,879.80</u>	<u>.00</u>	<u>.00</u>	<u>39,879.80</u>	

---



Manage your account online at : [www.chase.com/cardhelp](http://www.chase.com/cardhelp)

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

New Balance  
**\$3,277.87**  
 Minimum Payment Due  
**\$40.00**  
 Payment Due Date  
**05/17/22**

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, go to [www.chase.com](http://www.chase.com)

## ACCOUNT SUMMARY

Account Number:	[REDACTED]
Previous Balance	\$1,828.10
Payment, Credits	-\$1,828.10
Purchases	+\$3,277.87
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
<b>New Balance</b>	<b>\$3,277.87</b>
Opening/Closing Date	03/24/22 - 04/23/22
Credit Limit	\$45,000
Available Credit	\$41,722
Cash Access Line	\$2,250
Available for Cash	\$2,250
<b>Past Due Amount</b>	<b>\$0.00</b>
<b>Balance over the Credit Limit</b>	<b>\$0.00</b>

## YOUR ACCOUNT MESSAGES

Your next AutoPay payment for \$3,277.87 will be deducted from your Pay From account and credited on your due date. If your due date falls on a Saturday, we'll credit your payment the Friday before.

**This Statement is a Facsimile - Not an original**



P.O. BOX 15123  
WILMINGTON, DE 19850-5123  
For Undeliverable Mail Only

**AUTOPAY IS ON**  
See Your Account Messages for details.

Payment Due Date:	05/17/22
New Balance:	\$3,277.87
Minimum Payment Due:	\$40.00

Account number: [REDACTED]

\$ \_\_\_\_\_ Amount Enclosed

**AUTOPAY IS ON**

96061 BEX Z 11322 C  
CINDY JONES  
TOWN OF PAONIA  
PO BOX 460  
PAONIA CO 81428-0460

CARDMEMBER SERVICE  
PO BOX 6294  
CAROL STREAM IL 60197-6294

## To contact us regarding your account:



### Call Customer Service:

In U.S. 1-800-945-2028  
Spanish 1-888-795-0574  
Pay by phone 1-800-436-7958  
International 1-480-350-7099  
We accept operator relay calls



### Send Inquiries to:

P.O. Box 15298  
Wilmington, DE 19850-5298



### Mail Payments to:

P.O. Box 6294  
Carol Stream, IL 60197-6294



### Visit Our Website:

[www.chase.com/cardhelp](http://www.chase.com/cardhelp)

### Information About Your Account

**Making Your Payments:** The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn on or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payment or the total unpaid balance on your account.

You may make payments electronically through our website or by one of our customer service phone numbers above. In using any of these channels, you are authorizing us to withdraw funds as a one-time electronic funds transfer from your bank account. In our automated phone system, this authorization is provided via entry of a personal identification number. You may revoke this authorization by cancelling your payment through our website or customer service telephone numbers prior to the payment processing. If we receive your completed payment request through one of these channels by 11:59 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 11:59 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

If you pay by regular U.S. mail to the Payments address shown on this statement, write your account number on your check or money order and include the payment coupon in the envelope. Do not send more than one payment or coupon per envelope. Do not staple, clip or tape the documents. Do not include correspondence. Do not send cash. If we receive your properly prepared payment on any day by 5 p.m. local time at our Payments address on this statement, we will credit to your account that day. If your payment is received after 5 p.m. local time at our Payments address on this statement, we will credit it to your account as of the next calendar day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

**Account Information Reported To Credit Bureau:** We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, please write to us at Chase Card Services P.O. Box 15369, Wilmington, DE 19850-5369.

**To Service And Manage Any Of Your Account(s):** By providing my mobile phone number, I am giving permission to be contacted at that number about all of my accounts by JPMorgan Chase and companies working on its behalf. My consent allows the use of text messages, artificial or prerecorded voice messages and automatic dialing technology for informational and account servicing, but not for sales or telemarketing. Message and data rates may apply.

**Authorization To Convert Your Check To An Electronic Transfer Debit:** When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. Your bank account may be debited as soon as the same day we receive your payment. You will not receive your check back from your institution.

**Conditional Payments:** Any payment check or other form of payment that you send

us for less than the full balance due that is marked "paid in full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-5049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you will still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

**Annual Renewal Notice:** If your Account Agreement has an annual membership fee, you are responsible for it every year your Account is open. We will add your annual membership fee to your monthly billing statement once a year, whether or not you use your account. Your annual membership fee will be added to your purchase balance and may incur interest. The annual membership fee is non-refundable unless you notify us that you wish to close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual membership fee is billed. Your payment of the annual membership fee does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, the annual membership fee will no longer be billed to your Account.

**Calculation Of Balance Subject To Interest Rate:** To figure your periodic interest charges for each billing cycle when a daily periodic rate(s) applies, we use the daily balance method (including new transactions). To figure your periodic interest charges for each billing cycle when a monthly periodic rate(s) applies, we use the average daily balance method (including new transactions). For an explanation of either method, or questions about a particular interest charge calculation on your statement, please call us at the toll free customer service phone number listed above.

We calculate periodic interest charges separately for each feature (for example, purchases, balance transfers, cash advances or overdraft advances). These calculations may combine different categories with the same periodic rates. Variable rates will vary with the market based on the Prime Rate or such index described in your Account Agreement. There is a transaction fee for each balance transfer, cash advance, or check transaction in the amount stated in your Account Agreement. There is a foreign transaction fee of 3% of the U.S. dollar amount of any foreign transaction for some accounts. Please see your Account Agreement for information about these fees.

**Interest Accrual:** We accrue periodic interest charges on a transaction, fee or interest charge from the date it is added to your daily balance until payment in full is received on your account.

**Credit Limit:** If you want to inquire about your options to help prevent your account from exceeding your credit limit, please call the number on the back of your card.

**Payment Allocation:** When you make a payment, generally, we first apply your minimum payment to the balance on your monthly statement with the lowest APR. Any payment above your minimum payment would generally then be applied to the balance on your monthly statement with the highest APR first. If you do not pay your balance in full each month, you may not be able to avoid interest charges on new purchases.



DA05042021

To manage your account, including card payments, alerts, and change of address, visit [www.chase.com/cardhelp](http://www.chase.com/cardhelp) or call the customer service number which appears on your account statement.



## YOUR ACCOUNT MESSAGES (CONTINUED)

Your AutoPay amount will be reduced by any payments or merchant credits that post to your account before we process your AutoPay payment. If the total of these payments and merchant credits is more than your set AutoPay amount, your AutoPay payment for that month will be zero.

## ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
04/17	AUTOMATIC PAYMENT - THANK YOU	-1,812.11
04/05	MESA COUNTY HEALTH 866-7566041 CO	40.00
04/20	SPRINT *WIRELESS 800-639-6111 KS CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$1425.58- INCLUDING PAYMENTS RECEIVED	346.53
04/12	AMZN Mktp US Amzn.com/bill WA	-15.99
03/28	FULCRUMAPP.COM HTTPSWWW.FULC FL	1,188.00
04/06	AMZN Mktp US*1H3XZ1N62 Amzn.com/bill WA	122.99
04/06	AMZN Mktp US*1H2933HL0 Amzn.com/bill WA	42.95
04/08	AMZN Mktp US*1H9KV2PZ2 Amzn.com/bill WA	33.48
04/12	AMZN Mktp US*1H88A0WP2 Amzn.com/bill WA	48.99
04/14	Amazon.com*1O4I56NH1 Amzn.com/bill WA	394.16
04/16	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	40.00
04/15	AMZN Mktp US*1A2QU1MX0 Amzn.com/bill WA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$1973.55	118.97
03/25	CONOCO - STOP N SAVE 9 PAONIA CO	120.11
03/29	USPS PO 0769660541 PAONIA CO	59.56
04/07	GLOVES.COM HTTPSWWW.GLOV TX	299.97
04/11	PROFESSIONAL EMS ED 970-254-8135 CO	75.00
04/11	PRO EMS EDUCATION WWW.PROEMSEDU CO	75.00
04/18	USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$636.64	7.00
04/04	SQ *THE DIESEL DOC CARBONDALE CO	154.00
04/15	CONOCO - STOP N SAVE 9 PAONIA CO	2.15
04/15	AMZN Mktp US*1A3GW95E0 Amzn.com/bill WA TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8158) \$265.16	109.01

2022 Totals Year-to-Date	
Total fees charged in 2022	\$0.00
Total interest charged in 2022	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

## INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
<b>PURCHASES</b>			
Purchases	13.49%(v)(d)	- 0 -	- 0 -
<b>CASH ADVANCES</b>			
Cash Advances	25.24%(v)(d)	- 0 -	- 0 -
<b>BALANCE TRANSFERS</b>			
Balance Transfer	13.49%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

(v) = Variable Rate

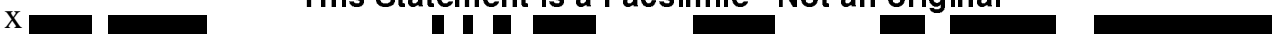
(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

## IMPORTANT NEWS

Your account is a business account,  
to be used only for business transactions.  
It is not intended for personal, family  
or household purposes.



## Payroll Summary

Check Date	Name	Hours	Total Paid	Tax Withheld	Deductions	Net Pay	Check No	Employer Liability	Total Expense
<b>Pay Frequency:</b>		<b>Biweekly</b>							
05/05/2022	Byrge, Rodney A	80.00	1,480.00	283.49	0.00	1,196.51	DD	138.38	1,618.38
05/05/2022	Cecil, Raymond Cole	81.00	1,222.50	157.77	167.56	897.17	DD	114.31	1,336.81
05/05/2022	Connett, Bryce A	24.00	480.00	21.80	57.60	400.60	DD	15.12	495.12
05/05/2022	Edwards, Roger	80.00	1,472.50	294.64	134.14	1,043.72	DD	132.15	1,604.65
05/05/2022	Ferguson, Corinne	0.00	2,997.50	537.28	258.23	2,201.99	DD	223.33	3,220.83
05/05/2022	Garcia, Jeremiah	95.25	2,275.75	401.38	0.00	1,874.37	DD	212.79	2,488.54
05/05/2022	Heiniger, Cory	0.00	2,437.50	440.53	0.00	1,996.97	DD	227.91	2,665.41
05/05/2022	Hinyard, Patrick	90.50	2,382.88	399.68	306.57	1,676.63	DD	33.91	2,416.79
05/05/2022	Jones, Cynthia	0.00	2,757.50	633.89	238.79	1,884.82	DD	204.86	2,962.36
05/05/2022	Katzer, JoAnn	80.00	1,312.50	231.36	70.00	1,011.14	DD	122.72	1,435.22
05/05/2022	Kramer, Lance W	93.00	2,102.50	295.60	237.47	1,569.43	DD	64.80	2,167.30
05/05/2022	Laiminger, Matthew K	43.00	1,093.00	129.01	0.00	963.99	DD	102.20	1,195.20
05/05/2022	Mojarro Lopez, Amanda	40.00	740.00	48.56	294.43	397.01	DD	51.43	791.43
05/05/2022	Redden, Jordan	97.50	2,337.50	527.28	88.00	1,722.22	DD	218.56	2,556.06
05/05/2022	Reich, Dennis	80.00	1,600.00	319.14	171.46	1,109.40	DD	141.94	1,741.94
05/05/2022	Rose, James M	64.00	960.00	157.65	392.79	409.56	DD	89.76	1,049.76
05/05/2022	Vetter, Samira	80.00	1,292.50	173.32	0.00	1,119.18	DD	120.85	1,413.35
05/05/2022	Wuollet, Candice	80.00	1,452.50	210.86	164.95	1,076.69	DD	127.17	1,579.67
<b>Pay Frequency Totals: Biweekly</b>		1,108.25	\$30,396.63	\$5,263.24	\$2,581.99	\$22,551.40		\$2,342.19	\$32,738.82
<b>Total Net Pays for Biweekly frequency: 18</b>									
<b>Company Totals:</b>		1,108.25	\$30,396.63	\$5,263.24	\$2,581.99	\$22,551.40		\$2,342.19	\$32,738.82
<b>Total Net Pays for Company: 18</b>									

AGENDA SUMMARY FORM



JDS Hydro Change Order Updates

Summary: Continued from April 28, 2022  
 James Plumb-Starnes will be in attendance via Zoom to present an update regarding the additional projects JDS Hydro is working on since completion of the draft infrastructure analysis.

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Smith	Trustee Thompson	Trustee Valentine

May 6, 2022

April 26, 2022

Town of Paonia  
Public Works  
Attn: Corinne Ferguson  
214 Grand Avenue  
Paonia, CO 81428

**RE: Tap Moratorium Analysis – Status Update**

To Whom it May Concern,

This letter serves to update the Town of Paonia on our efforts related to addressing the existing tap moratorium. A detailed analysis of the existing tap moratorium has largely not yet been performed. The following table summarizes subtasks described in our contract agreement versus the current status of our efforts.

Task	Status
A. Review inflow spillage and production data for <b>EACH</b> treatment facility	Approximately three months of data of the upper facility have been received. The Lower facility is not yet operational.
B. Review monthly metered water demand	Data Received
C. Review maps indicating locations and number of future tap sales. Use existing distribution system model to run demand models with proposed taps.	Model iterations not yet run
D. <b>Deliverable:</b> Letter Report summarizing comments and opinions regarding viability of serving proposed taps	Not yet started

Analyzing the tap moratorium is heavily dependent on analyzing source water available versus water demands. To date, source (i.e. Spring) water data from the lower facility remains outstanding. It is our understanding that flow meters at the lower facility are operational, and that current staff are working with the Town’s integration and controls contractor to have this flow data reported daily. JDS-Hydro would ideally like to have at least three years of monthly flow data to evaluate to make potential recommendations for or against a tap moratorium. However, we have agreed to provide comments and opinions based on three months of data. Once three months of data from the lower facility have been provided, we will further our analysis of the tap moratorium.

In the meantime, JDS-Hydro offers the following general suggestions - the existing Tap Moratorium should remain in effect until (at least):

1. The lower treatment and storage facilities are operational and online; and
2. The upper two (2) million-gallon storage tank has been recoated; and

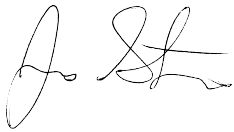


3. Repairs to the existing distribution system pressure reducing valves (PRV) have been completed; and
4. A new PRV has been installed as recommended in our previous water analysis report; and
5. Sufficient data is available to analysis source water available versus demand. The original three months of data expected was from July – September. Analyzing source water volumes during the peak runoff season (i.e. Spring) alone may be insufficient. JDS-Hydro will reassess once the data period for evaluation is known.

The lower treatment and storage facilities provide operational redundancy for a significant portion of the Town's service area. The upper tank services the Town's entire service area. Recoating the upper storage tank will remove this storage volume from service the duration of the recoating effort; the timing of the efforts could prove meaningful. It is understood that a repair and replacement plan for the Town's existing PRVs is currently being executed.

On February 4, 2022, JDS-Hydro provided a progress report on its overall water system evaluation. Therein were listed a few interim recommendations. Subsequently, JDS-Hydro teamed with SGM and provided a follow-up on its interim recommendations. A future letter report addressing the current tap moratorium is likely to include a status update on these tasks and the system overall.

Sincerely,




James Starnes

[jpstarnes@jdshydro.com](mailto:jpstarnes@jdshydro.com)

[james.starnes@respec.com](mailto:james.starnes@respec.com)

719.227.0072 ext 101

AGENDA SUMMARY FORM

	Turner & Lone Cabin Ditch Habitat Replacement Plan						
Summary: Continued from April 28, 2022 – On-Site tour provided May 2 <sup>nd</sup> .							
Notes:  LINK TO Full project and attachments: <a href="https://library.municode.com/co/paonia/munidocs/munidocs?nodeId=4984f484dfb22">https://library.municode.com/co/paonia/munidocs/munidocs?nodeId=4984f484dfb22</a>							
Possible Motions:  Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____							
Vote:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid black; padding: 5px;">Mayor Bachran</td> <td style="width: 25%; border-right: 1px solid black; padding: 5px;">Trustee Knutson</td> <td style="width: 25%; padding: 5px;">Trustee Valentine</td> </tr> <tr> <td style="border-right: 1px solid black; padding: 5px;">Trustee Stelter</td> <td style="border-right: 1px solid black; padding: 5px;">Trustee Smith</td> <td style="padding: 5px;">Trustee</td> </tr> </table>	Mayor Bachran	Trustee Knutson	Trustee Valentine	Trustee Stelter	Trustee Smith	Trustee
Mayor Bachran	Trustee Knutson	Trustee Valentine					
Trustee Stelter	Trustee Smith	Trustee					

May 6, 2022

## WILDLIFE HABITAT LICENSE AGREEMENT FOR TURNER DITCH COMPANY

This agreement, between Turner Ditch Company, a Colorado non-profit mutual ditch corporation (herein "licensee") and Town of Paonia (hereafter "Landowners") is to allow for the creation of a habitat replacement project on Landowners' lands. For that purpose, the parties agree as follows:

1. Landowners owns parcel totals approximately 42.181 acres at 38976 Highway 133, Paonia, Colorado 81428. The legal description is: Quarter: SW S: 1 T: 14S R: 92W Quarter: NW S: 12 T: 14S R: 92W TOTAL AC-42.181+- RESIDUAL ACRES CROUSEN SUB & DELICIOUS ORCHARDS LLC. PT SW4 SEC 1 & NW4 SEC 12 T14S R92W 6PM.BEG SEC COR COMMON TO SECS 1,2,11 & 12 TH N01\*29?11?E 771.01?;N88\*11?24?E 40.10?;N36\*39?28?E 34.66?;S01\*29?11?W 551.66?;N62\*09?08?E 177.45?;N33\*31?44?E 55.11?;N34\*42?26?E 126.83?;N42\*05?18?E 56.96?;N51\*59?38?E 114.35?;N57\*32?15?E 60.92?;N65\*45?58?E 49.15?;N83.20?02?E 222.87?; S74\*54?0?E 181.73?;S59\*42?51?E 122.16?;S43\*14?42?E 108.26?; ETC TO POB PLAT R-696345 R-696351

2. Licensee, at its sole cost and expense, proposes to construct fish and wildlife habitat enhancements on approximately 28.3 acres of this parcel. The location is shown on the map attached hereto as Attachment "A."

3. Landowner hereby grants to Licensee, upon the terms hereinafter provided, a license for the following purposes and in the location described in Attachment "B":

- A. Purpose: To construct, operate, and maintain wildlife habitat enhancement, as described in the Turner and Lone Cabin Ditch Salinity Control Project (R20AC00018) Habitat Replacement Plan at Town of Paonia Water Treatment Plant March 15, 2022.
- B. Period: 50 years until (December 31, 2072).
- C. Construction and Operation: The Licensee shall perform all work under this license agreement in accordance with the plans shown in the Turner Ditch Salinity Control Project (R20AC00018) Habitat Replacement Plan on Town of Paonia property March 15, 2022, or approved revisions hereof, and in a manner satisfactory to Landowner. The licensee is responsible for obtaining all permits, licenses, authorizations, and consents, either from other government entities or private individuals that are necessary and/or required for this activity prior to construction. Licensee will be responsible for watering newly planted trees and shrubs every 7 to 10 days during the growing season until the plants are established. Licensee will maintain habitat improvements on the site for 50 years. The Landowner and Licensee representative will conduct a yearly, joint site review to determine when the habitat improvement objects have been met.
- D. The licensee shall exercise care to preserve the natural landscape and shall conduct its construction operations to prevent any unnecessary destruction, scarring, or defacing of the works. All trees, native shrubbery, and native vegetation shall be preserved and shall be protected from damage which may be caused by Licensee's construction operations and equipment. The timing of the work will be scheduled to minimize the effect on the waterfowl and possible Yellow-billed cuckoo nesting in the area.
- E. The Licensee shall have the right to inspect the premises to assure that the habitat is being adequately maintained. Licensee will be responsible for any out-of-pocket expenses related to repair and maintenance of the habitat enhancement of the project, except for damages caused by Landowner activities. Landowner will assist in regulating irrigation water for newly planted trees and shrubs.

#### 4. RIGHTS RESERVED

A. This license agreement and all rights hereunder shall be held by the Licensee at all times subject to the rights of the Landowner. Jurisdiction and supervision by Landowner over the concerned lands are not surrendered or subordinated by the issuance of this license agreement.

B. Landowner reserves the right to issue additional licenses, right-of-way, or permits for compatible uses of the lands that do not conflict with or damage the habitat replacement improvements involved in this license agreement.

C. The Landowner also reserves the right at all proper times and places freely to have ingress to, passage over, and egress from all of the licensed lands for the purpose of exercising, enforcing, and protecting the rights reserved herein.

#### 5. HOLD HARMLESS

A. Landowners do not assume any liability resulting from the granting of this license agreement or the exercise thereof.

B. Licensee hereby agrees to indemnify and hold harmless Landowner from any loss or damage and from any liability on account of personal injury, property damage, or claims for personal injury or death arising out of the Licensee's activities under this license agreement.

C. Licensee hereby releases Landowner from liability for any and all loss or damage of every description or kind whatsoever, which may result to the Licensee from the construction, operation, and maintenance of wetlands upon Landowner's lands, provided that nothing in this license agreement shall be construed as releasing the Landowner from liability for their own actions.

#### 6. ASSIGNMENT OF TRANSFER

This license agreement shall not be assigned or transferred by the Licensee without the prior written consent of Landowners

#### 7. SUCCESSORS IN INTEREST OBLIGATED

This license agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

8. RECORDED NOTICE

A memorandum of this agreement will be recorded in the Delta County Real Estate records.

Executed this \_\_\_\_ day of \_\_\_\_\_ 2022.

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Turner Ditch Company  
14140 Dry Gulch Road  
P.O. Box 1553  
Paonia, CO 81428

Town of Paonia  
P.O. Box 460  
214 Grand Avenue  
Paonia, CO 81428

State of Colorado  
County of Delta

State of Colorado  
County of Delta

The foregoing instrument was acknowledged before  
me this \_\_\_\_ day, of \_\_\_\_\_, 2022.

This foregoing instrument was acknowledged before  
me this \_\_\_\_ day, of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Commission Expiration)

\_\_\_\_\_  
Commission Expiration)

Notary Seal

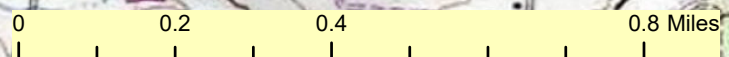
Notary Seal

**Attachment A  
Turner Ditch Habitat Project  
Location Map  
January 13, 2022**



**Legend**

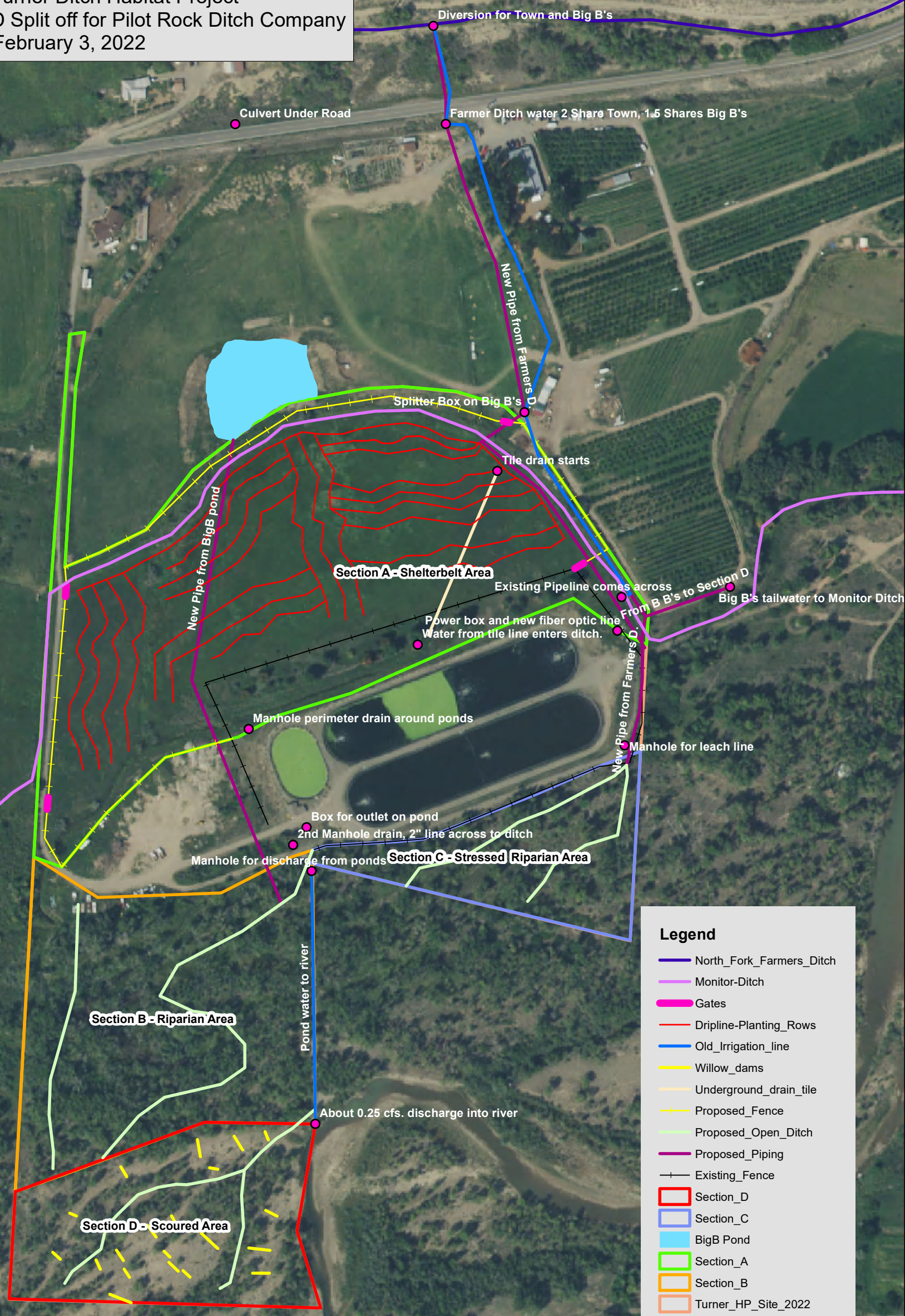
- North\_Fork\_Farmers\_Ditch
- Monitor-Ditch
- Turner\_HP\_Site\_2022
- BigB\_Property



Proposed Turner Ditch Habitat Project  
 Overview with Section D Split off for Pilot Rock Ditch Company  
 February 3, 2022



55



**Legend**

- North\_Fork\_Farmers\_Ditch
- Monitor-Ditch
- Gates
- Dripline-Planting\_Rows
- Old\_Irrigation\_line
- Willow\_dams
- Underground\_drain\_tile
- Proposed\_Fence
- Proposed\_Open\_Ditch
- Proposed\_Piping
- Existing\_Fence
- Section\_D
- Section\_C
- BigB Pond
- Section\_A
- Section\_B
- Turner\_HP\_Site\_2022
- Habitat\_Project\_Pts

0 175 350 700 Feet

**WILDLIFE HABITAT LICENSE AGREEMENT BETWEEN PILOT ROCK DITCH COMPANY  
AND TOWN OF PAONIA**

This agreement, between Pilot Rock Ditch Company, a Colorado non-profit mutual ditch corporation (herein "licensee") and Town of Paonia (hereafter "Landowners") is to allow for the creation of a habitat replacement project on Landowners' lands. For that purpose, the parties agree as follows:

1. Landowners owns parcel totals approximately 42.181 acres at 38976 Highway 133, Paonia, Colorado 81428. The legal description is: Quarter: SW S: 1 T: 14S R: 92W Quarter: NW S: 12 T: 14S R: 92W TOTAL AC-42.181+- RESIDUAL ACRES CROUSEN SUB & DELICIOUS ORCHARDS LLC. PT SW4 SEC 1 & NW4 SEC 12 T14S R92W 6PM.BEG SEC COR COMMON TO SECS 1,2,11 & 12 TH N01\*29?11?E 771.01?;N88\*11?24?E 40.10?;N36\*39?28?E 34.66?;S01\*29?11?W 551.66?;N62\*09?08?E 177.45?;N33\*31?44?E 55.11?;N34\*42?26?E 126.83?;N42\*05?18?E 56.96?;N51\*59?38?E 114.35?;N57\*32?15?E 60.92?;N65\*45?58?E 49.15?;N83.20?02?E 222.87?; S74\*54?0?E 181.73?;S59\*42?51?E 122.16?;S43\*14?42?E 108.26?; ETC TO POB PLAT R-696345 R-696351

2. Licensee, at its sole cost and expense, proposes to construct fish and wildlife habitat enhancements on approximately 5.22 acres of this parcel. The location is shown on the map attached hereto as Attachment "A", and specific planned enhancements are shown on Attachment "B".

3. Landowner hereby grants to Licensee, upon the terms hereinafter provided, a license for the following purposes and in the location described in Attachment "B":

- A. Purpose: To construct, operate, and maintain wildlife habitat enhancement, as described in the Pilot Rock Ditch Company Habitat Replacement Plan, Paonia Treatment Plant, Section D (dated March 17, 2022).
- B. Period: 50 years until (December 31, 2072).
- C. Construction and Operation: The Licensee shall perform all work under this license agreement in accordance with the plans shown in the Pilot Rock Ditch Company Habitat Replacement Plan, Paonia Treatment Plant, Section D (dated March 17, 2022), or approved revisions hereof, and in a manner satisfactory to Landowner. The Licensee is responsible for obtaining all permits, licenses, authorizations, and consents, either from other government entities or private individuals that are necessary and/or required for this activity prior to construction. Licensee will be responsible for watering newly planted trees and shrubs every 7 to 10 days during the growing season until the plants are established. Licensee will maintain habitat improvements on the site for 50 years. The Landowner and Licensee representative will conduct a yearly, joint site review to determine when the habitat improvement objectives have been met.
- D. The Licensee shall exercise care to preserve the natural landscape and shall conduct its construction operations to prevent any unnecessary destruction, scarring, or defacing of the works. All trees, native shrubbery, and native vegetation shall be preserved and shall be protected from damage which may be caused by Licensee's construction operations and equipment. The timing of the work will be scheduled to minimize the effect on the waterfowl and possible Yellow-billed cuckoo nesting in the area.



- E. The Licensee shall have the right to inspect the premises to assure that the habitat is being adequately maintained. Licensee will be responsible for any out-of-pocket expenses related to repair and maintenance of the habitat enhancement of the project, except for damages caused by Landowner activities. Landowner will assist in regulating irrigation water for newly planted trees and shrubs.

#### 4. RIGHTS RESERVED

A. This license agreement and all rights hereunder shall be held by the Licensee at all times subject to the rights of the Landowner. Jurisdiction and supervision by Landowner over the concerned lands are not surrendered or subordinated by the issuance of this license agreement.

B. Landowner reserves the right to issue additional licenses, right-of-way, or permits for compatible uses of the lands that do not conflict with or damage the habitat replacement improvements involved in this license agreement.

C. The Landowner also reserves the right at all proper times and places freely to have ingress to, passage over, and egress from all of the licensed lands for the purpose of exercising, enforcing, and protecting the rights reserved herein.

#### 5. HOLD HARMLESS

A. Landowners do not assume any liability resulting from the granting of this license agreement or the exercise thereof.

B. Licensee hereby agrees to indemnify and hold harmless Landowner from any loss or damage and from any liability on account of personal injury, property damage, or claims for personal injury or death arising out of the Licensee's activities under this license agreement.

C. Licensee hereby releases Landowner from liability for any and all loss or damage of every description or kind whatsoever, which may result to the Licensee from the construction, operation, and maintenance of wetlands upon Landowner's lands, provided that nothing in this license agreement shall be construed as releasing the Landowner from liability for their own actions.

#### 6. ASSIGNMENT OF TRANSFER

This license agreement shall not be assigned or transferred by the Licensee without the prior written consent of Landowners

#### 7. SUCCESSORS IN INTEREST OBLIGATED

This license agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties hereto.

8. RECORDED NOTICE

A memorandum of this agreement will be recorded in the Delta County Real Estate records.

Executed this \_\_\_\_ day of \_\_\_\_\_ 2022.

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Pilot Rock Ditch Company  
43440 Cottonwood Creek Rd  
Chawk81415@yahoo.com  
Crawford, CO 81415

Town of Paonia  
P.O. Box 460  
214 Grand Avenue  
Paonia, CO 81428

State of Colorado  
County of Delta

State of Colorado  
County of Delta

The foregoing instrument was acknowledged before  
me this \_\_\_\_ day, of \_\_\_\_\_, 2022.

This foregoing instrument was acknowledged before  
me this \_\_\_\_ day, of \_\_\_\_\_, 2022.

\_\_\_\_\_  
(Notary's official signature)

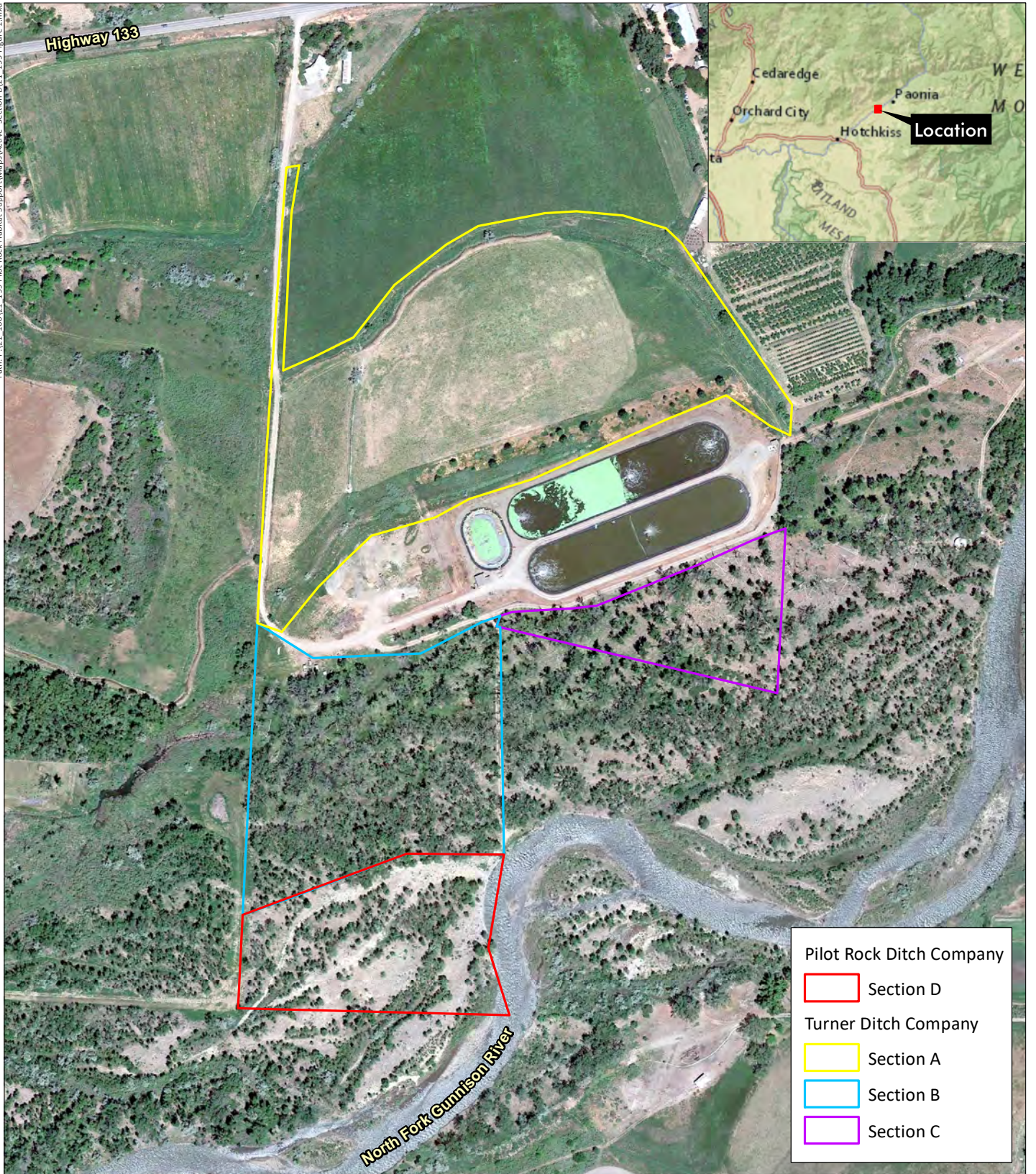
\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Commission Expiration)

\_\_\_\_\_  
Commission Expiration)

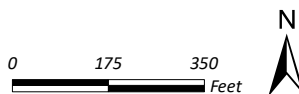
Notary Seal

Notary Seal



### Pilot Rock Habitat Replacement Plan, Section D

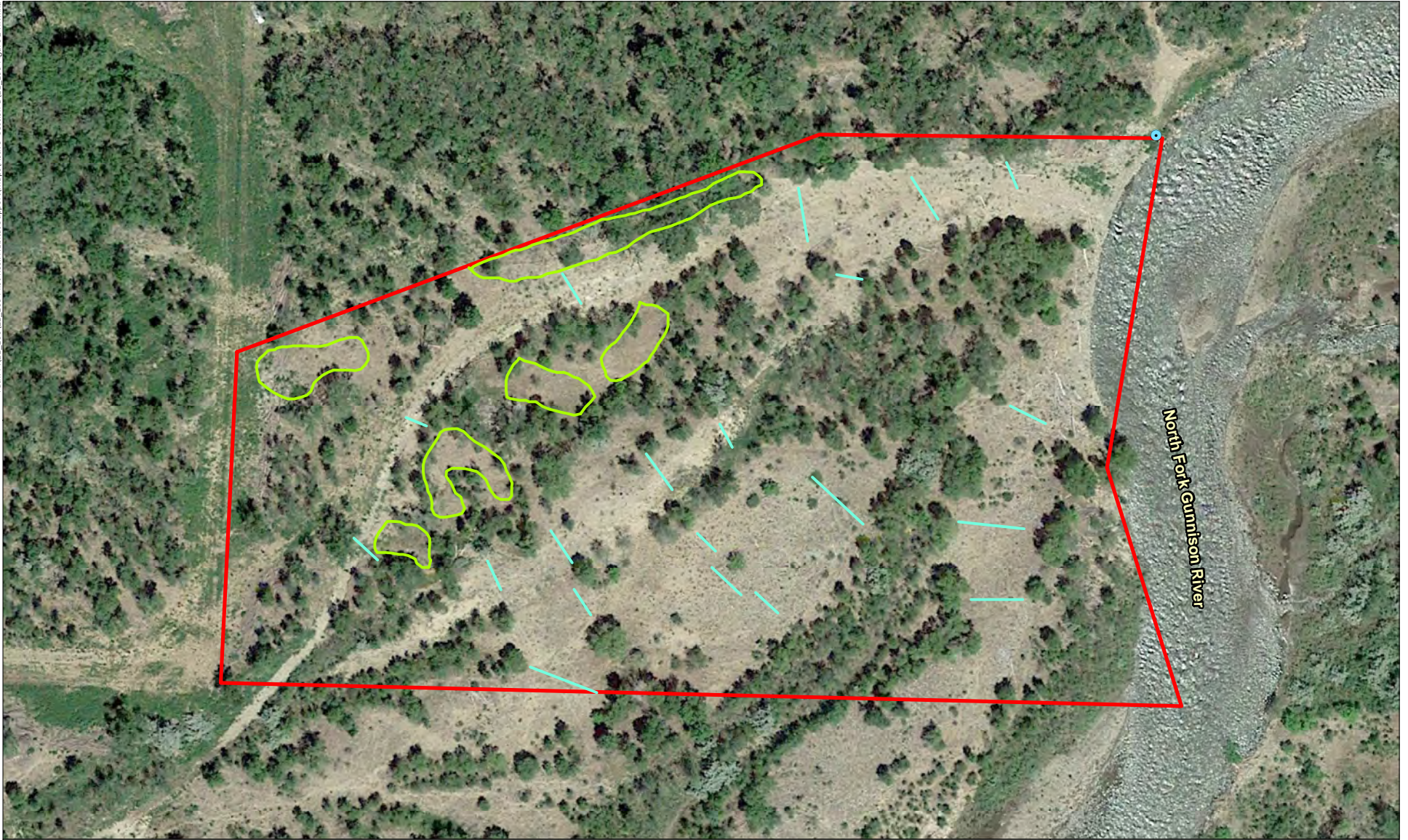
Sections 1 and 12, T14S, R92W; 6th PM  
 UTM NAD 83: Zone 13N; 271896mE, 4303857mN  
 Longitude 107.628654°W, Latitude 38.853979°N  
 USGS Hotchkiss, CO Quadrangle  
 Delta County, Colorado



### Attachment A Vicinity Map

Image Source: Google Earth© , June 17, 2016  
 Prepared for: Pilot Rock  
 Ditch Company  
 File: 21\_199 Figure 1.mxd (GS)  
 March 16, 2022



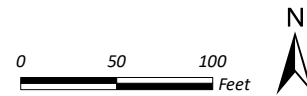


### Pilot Rock Habitat Replacement Plan, Section D


- Water Source/Valve
- Cottonwood Tree Dam
- Shrub and Tree Planting
- Section D

### Attachment B Habitat Plan Improvements

Prepared for: Pilot Rock  
Ditch Company  
File: 21\_199 Figure 2 HP.mxd (GS)  
March 16, 2022



AGENDA SUMMARY FORM

	Legacy Events within the Town - Sponsorships-Fees		
<p>Summary:                  As directed by the Board of Trustees please find attached proposed resolution language with attachments as well as a modified large park event application – main modifications highlighted.</p>			
<p>Notes:</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 9, 2022

**RESOLUTION \_\_-2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE TOWN OF PAONIA, COLORADO  
Setting Forth Guidelines for Special Event Policies**

**WHEREAS**, the Town of Paonia wishes to support high quality community events while also working to minimize impacts to the community, and

**WHEREAS**, events are an important part of the culture of Paonia, and

**WHEREAS**, two important aspects of a special event is the experience for the attendee and the public safety of the community, and

**WHEREAS**, events take planning and coordination not only for the event producer, but also for the Town departments tasked with providing service for the event.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Colorado, that the Special Event Policies are adopted, as described in Exhibit A.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by the Board of Trustees of the Town of Paonia, Colorado.

\_\_\_\_\_  
Mary Bachran, Mayor

Attest:

\_\_\_\_\_  
Corinne Ferguson, Town Clerk

## Exhibit A

### Town of Paonia Special Event Policies

The Town of Paonia supports high quality events while also working to minimize impacts to the community by providing the following event venues and guidelines. The Town classifies formal activities and events as any activity that takes place on Town-owned or managed venues such as streets, sidewalks, parks, trails, parking lots or facilities, and which require Town service or support in order to execute the event or activity.

Special events may include, but are not limited to festivals, automobile shows, arts and/or crafts shows, outdoor concerts or films, carnivals, foot races, bike races or tours, sports tournaments, or any other recreational or community event.

- All events on Town-owned property must be approved by Town staff at least 30 days in advance. Event organizers must complete the appropriate Town forms for their event. Events for over 100 attendees or that request an alcohol permit require Board of Trustees approval.
- If food or alcohol beverages are to be sold and/or consumed, the appropriate local, county and/or state licenses to do so must be secured, and copies given to the Town.
- Parades may take place along Grand Avenue with the completion of appropriate Town forms.
- Other Town streets may be considered and may be closed to through traffic. All impacted properties must be notified.
- Community groups are encouraged to utilize Town Park for events, except that no such use may prohibit use of the park by citizens during the event time.
- Providing services for events has a cost to the Town. Fees or deposits may be charged to offset the cost to the Town by providing facilities or services to events. Fees and deposits may not be waived unless specific criteria are met.
- Any relocation of moveable park tables, benches, or trash receptacles is the responsibility of the event holder. The event holder is responsible to leave the park in the same or better condition prior to the event no later than 10am the following day.
- The Town will provide up to one (1) case of paper towels and toilet paper for each event. Any additional supplies will be the responsibility of the event holder.
- An authorized Town of Paonia representative may terminate the event at any time for good cause, and applicant must then immediately vacate the premises. No refund will be given in such event.

**Town of Paonia**  
**Park/Event Registration Application**

*This form is intended for events over 100 people using public property. The Town of Paonia encourages the use of its parks for the pleasure of its citizens and reminds applicants to consider impacts on neighbors living adjacent to these public areas so we may all continue to enjoy our parks!*

*Please contact the Town office should there be any questions in filling out this form.*

*Thank you~*

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Event Manager (if different than Applicant): \_\_\_\_\_

Event Manager Telephone: \_\_\_\_\_

Event Manager E-Mail: \_\_\_\_\_

**Please describe the event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours: \_\_\_\_\_



**Which Park do you want to use?**

- Town Park – 704 Fourth Street
  - Green space including shelters and gazebo
  - Football Field area
- Apple Valley Park – 45 Pan American Avenue
- Poulos Park – 221 Grand Avenue (*no commercial activity allowed*)
- River Park – Grand Avenue (*no commercial activity allowed*)

**Will there be alcohol?**

- No
- Yes, but we are not selling it.
  - An On-Premise Liquor Application is required.
- Yes, and we would like to sell it.
  - We are a non-profit and submitted form DR-8439 Application for a Special Event Permit and any associated forms required.
  - On an attached piece of paper is the Alcohol Mitigation Plan.

**Will there be vendors?**

- No
- Yes
  - A list of vendors is being provided to the Town for tax compliance.
  - We have contacted the Department of Revenue to work out how taxes will be submitted for the event; either electronically or manually.
  - Vendors will be notified that tax compliance will be monitored.  
Chalk or tape are permitted to define vendor boundaries on the grass.

**Are you having a parade? Do you need a street closed?**

- No
- Yes. Attached is the street closure request form noting the day, hours, and route information.

**Do you have any special requests? (i.e. - gate openings at certain times?)**

- No
- Yes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pricing:**

[ ] **Half Day (6 Hours or less)** \$ **100.00/day**  
Includes: dumpsters and up to 5 vendors  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

[ ] **Full Day (6+ Hours until 10:00p)** \$ **175.00/day**  
Includes: 3 dumpsters and up to 10 vendors  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

[ ] **Multi-Day Rate (3+ consecutive days)** \$ **150.00/day**  
Includes: dumpsters and up to 10 vendors  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

[ ] **Additional Vendors (More than 10)** \$ **5.00/ea**  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

[ ] **Trash:** The Town sites have dumpsters and standard cans throughout the park. If the event requires more, it is the responsibility of the applicant to contract with a local agency for additional services. Compostable ware is strongly encouraged from all vendors and event managers. **Styrofoam not permitted.**  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

[ ] **Any additional fees submitted (street closure, liquor licensing, etc):**  
Type: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

[ ] **Recycling:** Should a multi-day event provide recycling, a \$50 credit shall be applied. \$ \_\_\_\_\_

**TOTAL FEES ANTICIPATED** \$ \_\_\_\_\_

**All fees must be submitted no less than fifteen (15) days before the first date of the event.**

**Items submitted for consideration:**

- Free Admission to Event
- Registered Nonprofit  
*(Must provide Certificate of Good Standing or Nonprofit Charter)*
- Annual Event
  - > five (5) years
  - < five (5) years

**Other items submitted for consideration:** *(On an attached piece(s) of paper)*

- Communication Contacts
- Liability Insurance  
*(\$1,000,000 minimum AND the Town of Paonia needs to be listed as an additional insured)*
- Medical Plan *(ie - How do you plan on addressing a person who is injured at the event?)*
- Parking Plan *(ie-Staff versus Visitor parking)*
- Safety Plan *(ie – How would you deal with a natural emergency or a tree limb falling?)*
- Security Plan *(ie – Vendor security, controlling alcohol, etc)*

**Promotion:**

The Town is willing to promote your event by posting submitted material on the Town website, the Town of Paonia Facebook page, and/or a poster placed in the Town Hall entryway.

Any material to be promoted must be submitted no less than ten (10) days before the first day of the event. Material shall only be promoted once for each avenue noted above.

***The undersigned agrees to restore the park to pre-event condition, safety standards will be observed at all times, no glass will be brought into the park and all fees submitted are non-refundable, even if the event is canceled.***

Signed and submitted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

No less than one week before the event, a meeting **must** be scheduled with the Public Works Director, Parks Crew Chief, Town Administrator/Clerk and the Police Chief, or designees to finalize all plans and coordinate last minute items.  
**Date of Pre-Event Meeting:**\_\_\_\_\_

Application is deemed complete and is accepted. Employee Initials\_\_\_\_\_

Application requires Board of Trustee Approval.  
**Hearing Date:**\_\_\_\_\_

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AGENDA SUMMARY FORM



Ad-Hoc committee recommendation for modified Trustee meeting policy and procedures

Summary: Continued from April 28, 2022

As directed by the Board please find attached the recommendations.

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Budinger	Trustee Johnson
Trustee Knutson	Vacant	Trustee Smith	Trustee Thompson

**TOWN OF PAONIA, COLORADO  
RESOLUTION NO. 2017-10**

**WHEREAS**, the Town of Paonia, a Colorado Statutory Town (herein after the “Town”), conducts its regular business by and through its Board of Trustees meeting, regularly held on the second and fourth ~~Tuesday~~ Thursday of each month; and

**WHEREAS**, for a more efficient administration and management of the regular meetings of the Board of Trustees, the Board believes that it is in the best interest of the Town to implement rules of procedure for the conduct of the Board meetings; and

**WHEREAS**, in an effort to enact more efficient administration, the Board shall implement the use of a consent agenda for the passage of non-controversial items, where Board comment and discussion on such matters is unanticipated; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Delta County, Colorado, that the following Rules of Procedure and Consent Agenda Policy are hereby adopted:

**I. RULES OF PROCEDURE**

**Section 1. Schedule of Meetings.** Regular Board of Trustees meetings shall be held on the second and fourth ~~Tuesdays~~ Thursday 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 with a hard stop 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. Due to the limited time of Trustee meetings, the order for agenda items will be determined addressed by placing agenda items requiring a board decision and items specifically requested by a citizen at the beginning of the agenda.

**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:

**Order of Business**

(a) Roll Call - (5 minutes)

- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Friends and Neighbors (10 minutes)
- (e) Unfinished Business (45 minutes)
- (f) New Business (45 minutes)
- (g) Disbursements (15 minutes)
- (h) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (i) Mayor's Report (10 minutes)
- (j) Staff Reports:
  - (1) Town Administrator's Report
  - (2) Public Works Reports
  - (3) Police Report
  - (4) Treasurers Report  
(15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

- ~~(a) Roll Call - (5 minutes)~~
- ~~(b) Approval of Agenda - (5 minutes)~~
- ~~(c) Announcements (5 minutes)~~
- ~~H(d) Recognition of Visitors and Guests (10 minutes)~~
- ~~G(e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)~~
- ~~J(f) Mayor's Report (10 minutes)~~
- ~~I(g) Staff Reports:~~
  - ~~(1) Town Administrator's Report~~
  - ~~(2) Public Works Reports~~
  - ~~(3) Police Report~~
  - ~~(4) Treasurer Report~~  
~~(15 minutes)~~
- ~~D(h) Unfinished Business (45 minutes)~~
- ~~E(i) New Business (45 minutes)~~
- ~~F(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, Staff Reports and Work Sessions.** 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. There is no public comment on these items as they are information items only. Staff Reports, work sessions, and presentations to the Board will be open to public comment when the issue or circumstance becomes an agenda item.

**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. Public input is encouraged and welcomed for unfinished and for new business agenda items or when requested by a majority of the Board. Staff Reports, work sessions, and presentations to the Board shall not be open to public comment.~~ Each member of the public wishing to address an agenda item to the Town Board shall sign in for public comment ahead of the meeting and list the agenda items on which they wish to comment. A sign in sheet will be provided at the entrance. Speakers will be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address street of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed only 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. Each speaker will have 3 minutes to comment. Additional comments can be provided in writing or email. 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. Disruptive behavior includes raised voices, vulgar language, finger pointing, directly addressing trustees. All comments are made through the mayor or administrator of 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. A summary will be provided by the presiding officer at the beginning of each meeting.

**Section 11. Executive Sessions.** Executive sessions will be held at 6:00 p.m. by proper posting of the reason for the executive session, calling the meeting to order and proposing a formal motion including citations and purpose for the Executive Session. A majority of the Board must approve the motion prior to convening.

**Section 12. Work and Study Sessions.** Work and Study sessions will be held on the third Thursday of each month from 5:30 to 7:00 p.m as needed. The Mayor will determine the topic for each session. These informal meetings provide a chance for more interactive discussions on specific topics between Citizens, Board Members, subject-matter experts, and Staff. These Sessions will not be open to public comment unless a majority of the Board requests comments.



## 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~~-administrative 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. 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.

INTRODUCED, READ, PASSED, AND ADOPTED THIS 11th DAY OF JULY, 2017.

By \_\_\_\_\_  
Corinne Ferguson, Town Clerk

By \_\_\_\_\_  
Charles Stewart, Mayor

AGENDA SUMMARY FORM

	Resolution 07-2022 Appointment of Officers								
<p><b>Summary:</b> Continued from April 28, 2022, regular meeting. Resolution appointing statutorily required positions of the municipal government of Clerk, Treasurer, Attorney, and Municipal Judge.</p>									
<p><b>Notes:</b> The Town Administrator position remains the same.</p> <p>There have been ongoing discussions regarding the Treasurer position. C.R.S. 31-4-304 <a href="https://law.justia.com/citations.html">https://law.justia.com/citations.html</a> states that the board of trustees shall appoint a treasurer but gives no guidance or requirements that the treasurer be a stand-alone position.</p> <p>Prior to former Treasurer Ross Kings appointment and since his resignation August 2021 Finance Officer Cindy Jones has performed all duties assigned to the Treasurer, with oversight from two Board designated trustees (formerly the Finance Committee) and the Town Administrator.</p> <p>Research into other communities of similar size found that it is most common for the finance director or town clerk to fulfill the treasurer appointment. Under the current circumstances for the clerk – holding multiple positions for the Town, and the current finance director operating in the position with oversight mechanisms in place, it is my recommendation that Finance Director Cynthia Jones be appointed as treasurer.</p>									
<p><b>Possible Motions:</b></p> <p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>									
Vote:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Mayor Bachran</td> <td style="width: 25%;">Trustee Knutson</td> <td style="width: 25%;">Trustee Valentine</td> <td style="width: 25%;"></td> </tr> <tr> <td>Trustee Stelter</td> <td>Trustee Smith</td> <td>Trustee Markle</td> <td>Trustee</td> </tr> </table>	Mayor Bachran	Trustee Knutson	Trustee Valentine		Trustee Stelter	Trustee Smith	Trustee Markle	Trustee
Mayor Bachran	Trustee Knutson	Trustee Valentine							
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee						

May 9, 2022

To: Paonia Board of Trustees and Mayor Bachran  
From: Paige Smith, Trustee  
Date: May 4, 2022  
Subject: Considerations Regarding the Appointment of the Town Treasurer

---

Upon reviewing State Statutes and Town Ordinance which prescribe the duties of the Treasurer, it's apparent to me that the governing body of a municipality (specifically Trustees and Mayor in the Town of Paonia) shall have oversight over the Treasurer they appoint. Please see **Attachment A** for the State Statutes and Ordinance I reviewed.

Therefore, I would respectfully like to share my thoughts on what I've deduced from my review of pertinent statutes and ordinance and my suggestions for moving forward with the Treasurer position.

Town Trustees and the Mayor, which constitute the governing body, have the sole fiduciary responsibility for the Town as assigned by statute and we have agreed to this responsibility by affirming our oath of office. Therefore, it seems of paramount importance to make it clear that we are relying on the Treasurer for the custody and management of funds.

The Town of Paonia Finance Officer's job description confers responsibility for the duties ascribed to a Treasurer in statute and ordinance. The Finance Officer and associated duties are simply being referred to with a title not enshrined in these same statutes or ordinance. In my opinion, this difference in nomenclature has led to confusion as to which position is implementing the duties prescribed by statute and ordinance and conducted under the direction of the governing body. In addition, the title "Finance Officer" does not exist in Town ordinance.

To clearly define which position is responsible for conducting the duties of Treasurer and eliminate this confusion, I suggest that we abandon the use of the term "Finance Officer" and instead consistently refer to the person in the position of responsibility for managing town finances as the Treasurer. By doing so, we are making it clear that this person is implementing the responsibilities assigned by statute and ordinance, taking direction from the Board and not solely under the supervision of the Administrator. This will likely require a revised job description specifically for the Treasurer acknowledging that individual as an employee of the Town and not a volunteer. Additionally, state statute at 31-20-407 provides for a Municipality to hire a "Treasurer's deputy" if needed.

As part of redefining and affirming the role of the governing body with regards to the oversight of budgeting and spending also established by statute and ordinance, I would like to propose that a formal Finance Committee consisting of two Trustees be created by Resolution to serve in this role.

I do not have an exhaustive list of Committee duties and responsibilities to propose at this time, but the following might be appropriate:

- "Render an account at the end of each month showing the state of the treasury and the balance of money in the treasury" CRS 31-20-301(2)(d)
- Review financial statements and cash balance fund reports for presentation to the governing body
- Review town checking/savings/investment accounts
- Review draft audit report in preparation for presentation to the governing body

If the governing body agrees to consider my suggestions related to the Treasurer position and the creation (or perhaps a re-creation!) of a Finance Committee, I will volunteer to provide a more well-defined draft list of Committee duties for consideration by the governing body. I would also suggest that Cindy and Corinne be asked for suggestions regarding Committee duties.

Thank you for your consideration of my suggestions.

Attachment A

Statutes and Town Ordinance Pertinent to the Treasure's Duties  
and Governing Board Responsibilities

**Colorado State Statute 24-18-103 Public trust - breach of fiduciary duty**

(1) The holding of public office or employment is a public trust, created by the confidence which the electorate reposes in the integrity of public officers, members of the general assembly, local government officials, and employees. A public officer, member of the general assembly, local government official, or employee shall carry out his duties **for the benefit of the people of the state.**

(2) A public officer, member of the general assembly, local government official, or employee whose conduct departs from his **fiduciary duty** is liable to the people of the state as a trustee of property and shall suffer such other liabilities as a private fiduciary would suffer for abuse of his trust. The district attorney of the district where the trust is violated may bring appropriate judicial proceedings on behalf of the people. Any moneys collected in such actions shall be paid to the general fund of the state or local government. Judicial proceedings pursuant to this section shall be in addition to any criminal action which may be brought against such public officer, member of the general assembly, local government official, or employee.

**Colorado State Statute 31-4-304 Appointment of officers - compensation.** The board of trustees shall appoint a clerk, treasurer, and town attorney, or shall provide by ordinance for the election of such officers, and may appoint such other officers, including a town administrator, as it deems necessary for the good government of the corporation, and it shall prescribe by ordinance their duties when the same are not defined by law and the compensation or fees they are entitled to receive for their services. The board of trustees may require officers to take an oath or affirmation in accordance with section 24-12-101. The election of officers shall be at the regular election, and no appointment of any officer shall continue beyond thirty days after compliance with section 31-4-401 by the members of the succeeding board of trustees.

**Colorado State Statute 31-20-301. Bond of treasurer - waiver - duties.**

(1) The treasurer shall give a bond to the city or town in its corporate name with good and sufficient sureties, to be approved by vote of the governing body in such sum as it requires, conditioned on the faithful performance of his duties as treasurer of such city or town so long as he shall serve as such treasurer and requiring that, when he vacates such office, he will turn over and deliver to his successor all moneys, books, papers, property, or things belonging to such city or town and remaining in his charge as such treasurer. The governing body of the city or town may waive the requirement of a bond.

(2) The treasurer shall:

(a) Receive all moneys belonging to the city or town and shall keep his books and accounts in such manner as may be prescribed by ordinance. Such books and accounts shall always be subject to the inspection of any member of the governing body.

(b) Keep a separate account of each fund or appropriation and the debits and credits belonging thereto;

(c) Give every person paying money into the treasury a receipt therefor specifying the date of payment and upon what account paid, and he shall also file statements of such receipts with the city or town clerk on the date of his monthly report;

(d) Render an account to the governing body or such officer as may be designated by ordinance, at the end of each month and more often if required, showing the state of the treasury at the date of such account and the balance of money in the treasury. He shall also accompany such accounts with a statement of all moneys received into the treasury and on what account during the preceding month, together with all warrants redeemed and paid by him. Said warrants, with any vouchers held by the treasurer, shall be delivered to the clerk and filed with his account in the clerk's office upon every day of such statement. He shall return all warrants paid by him stamped or marked "paid". He shall keep a register of all warrants redeemed and paid, which shall describe such warrants and show the date, amount, number, the fund from which paid, and the name of the person to whom and when paid.

**Colorado State Statute 31-20-302. Penalty for using municipal funds.** The treasurer is expressly prohibited from using, either directly or indirectly, the municipal money or warrants in his custody and keeping them for his own use or benefit or that of any other person. Any violation of this provision shall subject him to immediate removal from office by the governing body which is authorized to declare said office vacant, in which case his successor shall be appointed and shall hold office for the remainder of the unexpired term of such officer so removed.

**Colorado State Statute 31-20-303. Deposits - investments - interest - no liability.**

(1) (a) As used in this subsection (1), the term "resolution" means a written resolution duly adopted by a majority vote of the governing body, which vote is entered in its minutes.

(b) Subject to the requirements of part 6 of article 75 of title 24, C.R.S., in all cities and towns in this state, the treasurer shall deposit all the funds and moneys that come into his possession by virtue of his office, in his name as treasurer or in the name of such other custodian as has been appointed by resolution, in one or more state banks, national banks having their principal office in this state, or, in compliance with the provisions of article 47 of title 11, C.R.S., savings and loan associations having their principal offices in this state which have been approved and designated by resolution. The governing body by resolution may authorize the investment of all or any part of such funds and moneys in any type of security or form of investment authorized by part 6 of article 75 of title 24, C.R.S., or by any other law of this state. All securities so purchased shall be duly registered in the name of the treasurer or other custodian appointed by resolution and, if issued in a form so permitting, shall be deposited and safely kept by him in the custody of some state or national bank located in this state. The governing body, by resolution, shall establish requirements for the sale or other disposal of securities and for the deposit or reinvestment of any proceeds, subject to the restrictions set forth in this section. For the purposes of investment of funds of the city or town, the governing body of the city or town, by resolution, may appoint one or more custodians of the funds and moneys, and such persons shall give surety bonds in such amount and form and for such purposes as the governing body may require.

(2) Such funds and moneys may be deposited in said banks and savings and loan associations in demand accounts, in interest-bearing savings accounts, or in certificates of deposit for fixed periods of time at such rates of interest as may be negotiated from time to time. All interest credited or received on such deposits shall become a part of the general fund of the city or town or of such other fund as the governing body designates.

(3) No city or town treasurer or member of the governing body who acts in good faith in approving and designating such depository shall be liable for loss of public funds deposited by such treasurer or his deputies by reason of default or insolvency of such depository; nor shall any such treasurer who invests any such funds as provided in this section or any member of the governing body who in good faith authorizes such investment be liable for any loss on account of such investment.

(4) Subject to the requirements of part 7 of article 75 of title 24, C.R.S., funds of the city or town may be pooled for investment with the funds of other local government entities.

**Colorado State Statute 31-20-304. Reports - annual account - publication.** The treasurer shall report to the governing body, as often as required, a full and detailed account of all receipts and expenditures of the city or town as shown by his books up to the time of said report. Annually, by March 1 after the close of the fiscal year, he shall make out and file with the clerk a full and detailed account of all such receipts and expenditures and of all his transactions as such treasurer during the preceding fiscal year and shall show in such account the state of the treasury at the close of the fiscal year, which account the clerk shall immediately cause to be published in a newspaper printed in such city or town if there is one and, if not, by posting the same in a public place in the clerk's office.

**Colorado State Statute 31-20-305. Collector to keep warrants - books - pay over weekly - receipt.** It is the duty of the collector, if anyone except the treasurer is specially appointed, or the person acting in that capacity to preserve all warrants returned into his hands, and he shall keep such books and his accounts in such manner as the governing body prescribes. Such warrants, books, and all papers pertaining to his office at all times shall be open to the inspection of and subject to the examination of the mayor, any member of the governing body, or any committee thereof. He shall pay over to the treasurer weekly, and more often if required by the governing body, all moneys collected by him, taking such treasurer's receipt therefor, which receipt he shall immediately file with the clerk. The clerk, at the time of filing or on demand, shall give such collector a copy of any such receipt so filed.

**Colorado State Statute 31-20-306. Collector to report - annual statement - publication.** The collector shall make a written report to the governing body, or any officer designated by it, of all moneys collected by him, the account whereon collected, or of any other matter connected with his office when required by the governing body or by any ordinance of the town or city. He shall also annually, by March 1 after the close of the fiscal year, file with the clerk a statement of all moneys collected by him during the year, the particular warrant, special assessment, or account on which collected, the balance of moneys uncollected on all warrants in his hands, and the balance remaining uncollected at the time of the return on all warrants which he returned during the preceding fiscal year to the clerk. The clerk shall publish or post the same as required to be done by section 31-20-304 in regard to the annual report of the treasurer.

**Colorado State Statute 31-20-307. Keeping moneys - inspection of books - paying over.** The collector is expressly prohibited from keeping the moneys of the city or town in his hands or in the hands of any person for his use beyond the time prescribed for the payment of the same to the treasurer. Any violation of this provision will subject him to immediate removal from office. All the city or town collector's papers, books, warrants, and vouchers may be examined at any time by the mayor, clerk, or any member of the governing body. The collector shall pay over every two weeks, or more often if the governing body so directs, all money collected by him from any persons or associations to the treasurer taking his receipt therefor in duplicate, one of which receipts he shall at once file in the office of the clerk.

#### Town of Paonia Ordinance

#### **Sec. 2-3-10. – Appointed officers.**

(a) In accordance with C.R.S. § 31-4-304, the following officers of the Town shall be appointed by a majority vote of the members of the Board of Trustees:

- (1) Town Clerk;
- (2) Town Treasurer; and
- (3) Town Attorney.

#### **Sec. 4-2-10. - Custody and management of funds.**

Moneys in the funds created in this Chapter shall be in the custody of and managed by the Town Treasurer. The Town Treasurer shall maintain accounting records and account for all of said moneys as provided

by law. Moneys in the funds of the Town shall be invested or deposited by the Town Treasurer in accordance with the provisions of law. All income from the assets of any fund shall become a part of the fund from which derived and shall be used for the purpose for which such fund was created; provided that, except as otherwise provided in this Code or by other ordinances or laws, the Board of Trustees may transfer out of any fund any amount at any time to be used for such purpose as the Board of Trustees may direct.

*The governing body also holds the responsibility for managing the Town of Paonia Water and Sewer Enterprise and this responsibility includes being informed regarding revenue and expenditures associated with both funds.*

## **Chapter 13, Article 4 – Water and Sewer Activity Enterprise**

### **Sec. 13-4-10. - Establishment.**

There is hereby established, pursuant to the terms and provisions of the Water Activity Law, Title 37, Article 45.1, C.R.S., the Town Water and Sewer Enterprise, hereinafter referred to as the "Enterprise." Funds related to the Enterprise are set forth in Sections 4-2-60 and 4-2-70 of this Code. The Enterprise shall consist of the business represented by the system, being all of the Town's water and sanitary sewer facilities and properties, now owned or hereafter acquired, whether situated within or without the Town boundaries, including all present or future improvements, extensions, enlargements, betterments, replacements or additions thereof or thereto. The Enterprise shall have all of the authority, powers, rights, obligations and duties as may be provided or permitted by the Water Activity Law and the Colorado Constitution and as may be further prescribed by ordinance or resolution of the Town.

### **Sec. 13-4-20. - Governing body.**

The governing body of the Enterprise, hereinafter referred to as the "Governing Body," shall be the Board of Trustees and shall be subject to all of the applicable laws, rules and regulations pertaining to the Board of Trustees. Whenever the Board of Trustees is in session, the Governing Body shall also be deemed to be in session. It shall not be necessary for the Governing Body to specifically announce or acknowledge that actions taken thereby are taken by the Governing Body of the Enterprise. The Governing Body may conduct its affairs in the same manner and subject to the same laws which apply to the Board of Trustees for the same or similar matters; provided that, in accordance with Section 37-45.1-104(2), C.R.S., the Governing Body may authorize the issuance of bonds by adoption of a resolution.

**RESOLUTION 07-2022  
A RESOLUTION OF THE  
TOWN OF PAONIA, COLORADO,  
REGARDING THE APPOINTMENT  
OF OFFICERS**

**WHEREAS**, CRS 31-4-304 provides that, after each regular election, the Board of Trustees shall appoint a Clerk, Treasurer, and Town Attorney; and

**WHEREAS**, CRS 31-10-105 provides that the governing body shall appoint a Municipal Judge for a specific term not less than two (2) years and may be reappointed for a subsequent term; and

**WHEREAS**, the Paonia Municipal Code chapter 2, Article 3 Section 2-3-10 requires the appointment of officers by a vote of the Board of Trustees; and

**WHEREAS**, Board of Trustees of the Town of Paonia, Colorado, is required to appoint officers to carry on the Business of the Town.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Colorado, that the following persons are appointed.

Treasurer – Cynthia Jones

Town Clerk – Corinne Ferguson

Town Attorney – Jeffrey Conklin

Municipal Judge – Julie Huffman

APPROVED AND ADOPTED: May 12, 2022.

\_\_\_\_\_  
Mary Bachran, Mayor

ATTEST:

\_\_\_\_\_  
Corinne Ferguson, Town Administrator/Clerk





## **JOB DESCRIPTION**

TITLE: FINANCE OFFICER  
DEPARTMENT: ADMINISTRATION  
REPORTS TO: TOWN ADMINISTRATOR  
EMPLOYMENT STATUS: FULL-TIME, EXEMPT

### **Description:**

Under general supervision, performs financial and clerical functions and complex bookkeeping duties involving financial record keeping and accounting, payroll, budget capital assets, and revenue collection as well as perform administrative backup duties as needed.

### **Duties:**

- Work closely with administrative staff to ensure accuracy and adherence to procedures
- Prepare required reports including state reporting
- Maintain relationships with funding agencies
- Advise Town Board and Town Administrator on financial matters
- Review, evaluate, and implement internal controls
- Ensure adherence to GASB standards
- Develop, recommend, and implement financial policies
- Assist with questions, comments, and concerns as needed
- Perform clerical functions including data entry, faxing, filing, and copying
- Responsible for accounting receipts and disbursements
- Performs daily business activities of the town's financial management
- Prepare financial statements and cash balance fund reports
- Prepare a variety of financial records
- Maintain and reconcile general ledger
- Reconcile expenditures and receipts
- Prepare and reconcile accounts payable and receivable transactions
- Provides accounts payable list
- Oversight of check signing
- Prepare payroll, payroll deductions, payroll reports, and records
- Prepare bank reconciliations monthly
- Reconcile and monitor Cash flow to ensure sufficient funds are available
- Forecast cash flow requirements
- Prepare Tabor calculations when applicable
- Reconcile investments of the town's funds
- Reconcile town checking/saving/investment account

- Reconcile deposits and transfers money between accounts
- Prepare updated information in all accounts and ensures all accounts are balanced
- Provide investment recommendations in accordance with sound financial practices
- Prepare annual town budget in conjunction with Town Administrator and Department heads
- Assists in the presentation of the budget to the Board of Trustees
- Assists in development of any amendments or modifications to the town budget
- Reconcile certifying assessments, special charges, and tax levies to the County Auditor
- Prepare and maintain Fixed Asset tracking and annual depreciation calculations
- Maintain all debt schedules and coordinate debt payments
- Prepare for and assist in the annual audit
- Prepare for and assist in any single audit, when necessary
- Prepare the MD&A for the audit
- Prepare reports and the presentation of all financial data as required for the audit
- Review the draft audit report and recommend changes or corrections
- Research and recommend funding opportunities when needed
- Prepare financial analysis for capital needs
- Monitor Grant accounting and compliance requirements
- Works with Bond Council and provides information necessary for bond issues
- Problem solving skills are helpful in developing solutions for unanticipated issues and challenges
- Performs special projects and other miscellaneous duties and responsibilities as assigned by supervisor
- Flexibility in hours to include evenings as required
- Provides support to the Administration as needed

**Skills and abilities:**

- Ability to work both with a team and independently
- Good people skills
- Ability to perform professionally, and to exercise initiative, independent judgement and discretion
- Maintain confidentiality and handle matters of sensitive nature
- Ability to handle multiple duties at one time
- Ability to prioritize assignments and reprioritize as necessary
- Ability to attend classes, willingness to improve and enhance professional skills
- Detail-oriented professional with the ability to go beyond traditional accounting responsibilities
- Ability to handle the pressure of multiple demands and concurrent deadlines
- Problem solver and forward thinker with the ability to anticipate Town financial needs



- Willingness to accept public input
- Understand about small town opportunities and limitations
- Be a team player, with integrity and ability to take ownership
- Caselle software knowledge a plus

**Minimum qualifications:**

- CPA or CPFO preferred
- Degree in business, accounting, finance, or related field
- Two years of progressively responsible governmental (fund) accounting experience or combination of experience and education

\*This job description is not intended to be an exhaustive list of all possible duties, responsibilities, or qualifications associated with the job\*

**Work environment:**

- Professional office environment
- Moderately noisy, must be able to perform duties while being interrupted during the workday
- Regular deadlines to prioritize and meet

AGENDA SUMMARY FORM



Residential Use Classification and review procedures in C-1 & C-2 Districts

Summary:

Continued agenda item from April 28, 2022 regular meeting. Administrators opinion and information can be accessed in the 4/28/2022 agenda packet linked here: [Town of Paonia Agendas, Packets, Minutes, and Video Links](#) and attorney finding and recommendations to the Board regarding the definitions of use in C-1 and C-2 district.

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 9, 2022

Glenwood Springs – Main Office

201 14<sup>th</sup> Street, Suite 200  
P. O. Drawer 2030  
Glenwood Springs, CO 81602

Aspen

323 W. Main Street  
Suite 301  
Aspen, CO 81611

Montrose

1544 Oxbow Drive  
Suite 224  
Montrose, CO 81402

Jeffrey J. Conklin

Partner/Shareholder

[jjc@mountainlawfirm.com](mailto:jjc@mountainlawfirm.com)

Direct: 970.928.2124

Office: 970.945.2261

Fax: 970.945.7336

*\*Direct Mail to Aspen Office*

May 6, 2022

**PACKET MEMORANDUM**

TO: Town of Paonia, Mayor and Board of Trustees

FROM: Karp Neu Hanlon, P.C.

RE: Residential Use Classifications – Commercial Zone Districts

---

The purpose of this memo is to follow up on the Board of Trustees' recent discussion of residential use classifications in commercial zone districts and summarize our recommendations on such use classifications. The context of this discussion largely arose as a result of construction activity at properties located at 224 Grand Avenue and 223 Grand Avenue. Each project involves construction/remodel of residential units on the second floor of such buildings, which have commercial/business uses on the first floor. Both are located in the C-1 Core Commercial Zone District.

Briefly as to background, each of the Grand Avenue projects applied for building permits several months ago. The Town's building inspector reviewed and referred the applications for a zoning review prior to issuing a building permit. The Town Administrator reviewed and determined that the residential component of the projects falls within a "dwelling units secondary to the business use" use classification, which is a permitted use in the C-1 District – that is, a use that does not require special review by the Planning Commission or Board of Trustees. As a result, building permits were issued for construction on the projects. Later, at the Board's request, the Town Administrator prepared a memo to the Board explaining this background and reason for her determination, which included extensive review of the legislative history resulting in the classification as "dwelling units secondary to the business use" as well as precedent in applying this use in Town.


As a procedural matter, the question of which use category applies to the Grand Avenue projects is not currently before the Board of Trustees. The Town Administrator made a determination as part of a normal review and building permits were issued. Because there was no question of interpretation at the time of application, the Town Administrator did not determine that any referral to the Planning Commission, Board of Trustees, or Board of Adjustment was necessary. To revoke a building permit and "unwind" this process now is rife with legal issues that I reserve for discussion in executive session, if requested by the Board.

As to questions of zoning interpretation, the Code imperfectly addresses such a procedure. There are provisions in Article 16, Chapter 15 and Article 2, Section 8 related to appeal to the Board of Adjustment of persons aggrieved by administrative determinations (e.g. inability to obtain a building permit); however, there is not a general procedure for use determinations or administrative referral. This area of the Code could be amended to more thoroughly and clearly provide for such a procedure.

Further, the Board has questioned whether uses such as those at the Grand Avenue projects constitute “dwelling units secondary to the business use” (permitted use in C-1), “dwelling units as part of a business use” (special use in C-1), or “multiple-family dwellings” (special use in C-1). The first two of these use classifications are undefined in the Code and “multiple-family dwellings” use is defined as “single building used by three (3) or more families living independently of each other in separate dwelling units but does not include motels, hotels, boarding houses or tourist homes.” Given that these first two uses are undefined, I recommend the Board consider a Code amendment to define such uses in the Code to avoid any potential for misclassification in the future. The Board of Trustees could also amend the schedule of uses to reclassify the review procedure for such uses.

In summary, I recommend that the Board of Trustees consider amending the Code to: (a) define the use “dwelling units secondary to the business use”; (b) address review procedures for questions of Code interpretation or administrative determinations of uses; (c) review the schedule of uses and determine whether any permitted uses should be reclassified as special review; and (d) consider whether the Board wishes to use this opportunity to make any other amendments to the Zoning Code.

AGENDA SUMMARY FORM

	<p>Open Commission/Committee Seats - Letters of Interest                  Planning Commission                  Paonia Tree Board                  Advisory Water Committee</p>		
<p>Summary:                  Announcement of open commission/committee seats.</p>			
<p>Notes:</p> <p>Planning Commission – One open seat for the trustee representative position. Municipal Code Section 2-6-30</p> <p>Paonia Tree Board – One open seat for the Trustee representative position and two open community member seats. Municipal Code Article 7 as amended by Ordinance 04-2021.</p> <p>Advisory Water Committee – Three (3) open seats for members of the public. Municipal Code Article 10 as amended by Ordinance 02-2022.</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>			
<p>Vote:</p>	<p>Mayor Bachran</p>	<p>Trustee Knutson</p>	<p>Trustee Valentine</p>
<p>Trustee Stelter</p>	<p>Trustee Smith</p>	<p>Trustee Markle</p>	<p>Trustee</p>

May 9, 2022

# APPLICATION FOR BOARD OR COMMISSION



PO Box 460  
214 Grand Avenue  
Paonia, CO 81428

Phone: 970-527-4101  
Fax: 970-527-4102  
Paonia@townofpaonia.com

Application for:  Planning Commission  Zoning Board  Zoning Board of Adjustments  
 Tree Board  Advisory Water Committee

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Length of Residency in Town of Paonia: \_\_\_\_\_ years \_\_\_\_\_ months

Please list any specialized business skill or education:

\_\_\_\_\_  
\_\_\_\_\_

Please list any civic activities:

\_\_\_\_\_  
\_\_\_\_\_

Are you familiar with any ordinances or master plans relating to the particular board or commission for which you are applying?

Yes  No

Are you related to any employee, appointed or elected official of the Town of Paonia Government?

Yes  No

If yes, please list name and position of relative(s):

\_\_\_\_\_  
Applicant's Signature indicating, under penalty of perjury that, to the best of the applicant's knowledge, the foregoing is true, correct, and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_.

Staff Initials: \_\_\_\_\_.

Approved: \_\_\_\_\_.


Date: \_\_\_\_\_.

Notes: \_\_\_\_\_.

\_\_\_\_\_.



AGENDA SUMMARY FORM

	211 1/2 Niagara Avenue - Alley Tree Removal Administrator Finding
---	---

**Summary:**  
 As directed by the Board at the April 28, 2022, regular meeting, please find attached the administrator recommendation to the Board.

**Notes:**

**Possible Motions:**

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee



05/08/2022

## ADMINISTRATIVE MEMO

---

**TO:** BOARD OF TRUSTEES

**FROM:** *CORINNE FERGUSON*

**SUBJECT:** 211 ½ NIAGARA AVENUE ALLEY TREE

On Friday April 22, 2022, the Town and surrounding area experience severe wind gusts, causing tree limbs to fall throughout the area. The Paonia Public Works crew worked diligently to clean up and remove branches as located and/or reported.

Town Hall nor Delta County Dispatch was notified of a significant tree branch that had fallen and was significantly blocking the main personal and emergency access to most of the residences on the 200 block of Niagara Avenue until late afternoon Sunday, April 30, 2022.


Upon notification from dispatch to the Paonia Police Department and notification near the same time to me from Blake Kinser, I directed Cory Heiniger, Public Works Director, to go to the site to access the situation. Upon arrival Mr. Heiniger noted the location of the tree limb in the crook of the tree it had fallen from, the size of the limb, and the location of private property in the direct vicinity, this was not a removal staff could do. I advised Mr. Heiniger to call a tree service and have the situation assessed and obtain a cost estimate. Mr. Heiniger followed direction and proper procedure. Additional measures are being put in place to properly confirm and document procedure moving forward.

Having investigated the situation and the Town staff response I believe the Town acted prudently with the information provided at the time and recommend the Board take no action.

Corinne Ferguson

Town Administrator/Clerk

AGENDA SUMMARY FORM

	Board of Trustees Team Building Retreat		
Summary: Discussion requested from the Board of Trustees.			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee


May 9, 2022

AGENDA SUMMARY FORM

	<p>Mayoral Appointment to Finance Committee</p>		
<p>Summary:</p>			
<p>Notes:</p>			
<p>Possible Motions:</p>			
<p>Motion by: _____ 2<sup>nd</sup>: _____ vote: _____</p>			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 9, 2022

AGENDA SUMMARY FORM

	Mayor's Report		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022

## Mayor's Report

### Grant submissions

- None

### Region 10 Board of Directors Meeting 3-24-22


- Executive Director Report – Michelle Haynes
  - Moving forward on building remodel
  - Working on 50<sup>th</sup> anniversary celebration for August/September
- Small Business Resource Center – Nancy Murphy
  - SBDC accreditation audit in progress
  - Information about new employment laws provided
  - Need to try Spanish trainings
  - Working with CDOT to provide online government contracting classes
  - Need better outreach
- Business Loan Fund – Dan Scinto
  - Climber Fund not getting traction
  - Energize CO funding now fully deployed – gave out \$400,000 in grants
    - Hoping State will fund again
  - SBA Micro-lending program – Lent over \$1,000,000
    - Getting the Micro-lender of the year award from the State
- Community Development – Trish Thibido
  - Enterprise Zones
    - Ridgeway EZ application for concert series
  - CEDS meetings quarterly
  - Working on public lands protection and tourism
  - RISE innovation project ongoing
  - Youth entrepreneur camp a success – want to replicate
  - Involved in One Delta County strategic planning
- Community Living Services – Eva Vetch
  - Expanding Mom's Meals Program around the entire region
    - Looking to VOA to help manage
  - Senior Companion program under RSVP program
    - 2 new RSVP coordinators
    - Still need a coordinator for Ouray County
  - Work on 4-year plan will begin this summer
  - May is Older American's month
- Regional Broadband – Corey Bryndal
  - Lake City contracting with DOLA for fiber
  - 3 constructions projects in Ouray
  - Lots of activity around Telluride
  - Working on getting a link to Salt Lake City along I-70 as backup if Denver goes down can get feed from Salt Lake

- Next step is to connect with Albuquerque
  - DMEA working with ways to get additional funding to completely build out their service area
- Gunnison Valley Transportation Region Committee – Vince Rogalski
  - Beginning July 1, Little Blue Canyon will have alternate lanes open during the day
  - Night closures will continue throughout the project
  - Bustang will run from Crested Butte to Gunnison to Montrose when the canyon is finished
- Gunnison County
  - Lake Powell will be filled by reservoirs near the Wyoming border not from Blue Mesa
  - Boat docks will be shut down on Grand Mesa for the summer
  - Housing stock is extremely low across the region – about 2 per month available
  - Average \$3K foot housing cost is over 1 million dollars

### **Grants**

- Need to begin working on DOLA Tier II grant for lining the 2 million gallon tank

AGENDA SUMMARY FORM

	Town Administrator's Report Public Works Report Police Report Finance Report		
Summary:			
Notes:			
Possible Motions:  Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

April 19, 2022





## Town of Paonia Administrator Report

---

May 12, 2022

*Teamwork is the secret that makes common people achieve uncommon results.*  
- Ifeanyi Enoch Onuoha

### **Overview of Activities/Projects/Accomplishments - Goals/Focus for next two weeks - Follow-up from the previous meeting:**

- Determined ADP does not offer the necessary process for municipal payroll processing
- Participated in a successful Arbor Day celebration
- Working with DOLA regarding Technical Services Program to assist with long-term planning for implementation of state mandated sewer regulations
- Navigating Beacon Meter and Caselle Software modifications for remote reading software update
- The Paonia in Motion Final presentation has been re-scheduled for the May 26<sup>th</sup> agenda
- SGM proposals have been integrated with a standard services contract as provided by Attorney Conklin and provided to SGM for review. This will come back to the Board at a future meeting
- Meeting with City of Delta Manager and Building Department staff for discussion of Town building department and draft IGA
- Met via Zoom with Attorney Conklin, his colleague Richard Peterson-Cremer, and Building Official Dan Reardon regarding draft of building code ordinance update – to include review of building/zoning changes made in 2017
- The water and wastewater system progress report and updated matrix are included as requested from May 2<sup>nd</sup> special meeting
- Scheduled staff meeting update with CRWA Representative Scott Thomas – A public meeting will be scheduled with Mr. Thomas at that time – information to come
- Meeting with CRWA Greg Colter while in the area (wastewater)
- ORC Archuleta ordered organic/inorganic test kits that include testing for nitrates in the Town water following community feedback of a potential positive test result on a home test kit – once staff receives the results, we will provide them
- Board motion to provide a CIRSA Statement regarding vehicle coverage. Provided by Catherine Wegman and Debbie Coleman:
  - The Town's own procedures and policies dictate what is or what is not allowed with the Town owned vehicles. It is recommended that the Town's policy for take home vehicles addresses the Town's position on allowing spouses, children, pets to ride in the vehicle, etc.
  - The General Provisions of the CIRSA Liability policy, under "Who Is A Covered Party", Coverage Part I – Auto Liability section 2 states, "Any elected or appointed official, trustee, director, officer, employee, volunteer or judge of a "Member" during their authorized use at

any time of an “auto” you own, hire or borrow...” If an employee is driving a vehicle on Town business and gets in an accident, the employee’s injuries would be covered under worker’s compensation insurance. However, if they get in an accident while outside of their scope of their job or while using the vehicle for personal use, the employee and any third-party (i.e. family member) riding in the vehicles do not have worker’s compensation coverage, and, in the event of an accident, could file a claim against the Town for bodily injury. As a reminder, the CIRSA automobile liability policy limits are \$5,000,000. Also, the operation of a motor vehicle is a one of the waivers in the Colorado Governmental Immunity Act.

- The Town is responsible if the employee has an accident in a take-home vehicle. The employee, per the definition above, is a covered party. If someone else is at fault, the Town should be able to collect from the other party. Nothing changes if a third-party is in the vehicle. If the employee was at fault, then we would pay the loss, including any 3rd party bodily injury or property damage to the additional party in the car. If someone else is at fault, CIRSA would pay the claim and then subrogate against the at-fault party.

One additional thought is that many CIRSA Members, including CIRSA itself, have adopted a policy that only allows the person assigned the company owned vehicle to drive it. No family or friends are allowed to drive the vehicle.

**To summarize, the Town has coverage for the Town’s auto, regardless of its use.** The Town’s own policies and procedures dictate how the Town vehicles can be used. However, the more a vehicle is used, the greater chance there is for a claim, which increases the Towns’ exposures. The Town’s auto liability deductible applies per occurrence and multiple losses could increase the Town’s contribution in years to come.

**Additional information:**

- A police progress report has been included and will be provided monthly along with the blotter at the first regular meeting of each month.
- A Board/Delta County Commissioner meeting is scheduled for Monday, June 6<sup>th</sup> to discuss the North Fork Airport and Airport Advisory Committee. The meeting will be held at the Maloney House at the Hotchkiss Fairgrounds at 5:00 pm.



# Paonia Police Department

DEPARTMENT BRIEFING: SUMMARY OF PROGRESS

05/05/2022

- Continued review of current department policy manual. Began installing updates to the policy manual.
- Spoke with Officers regarding multiple traffic related complaints, and the need for increased presence and enforcement. Performed active radar training with all patrol officers. Evaluated functionality of department radar equipment and officer proficiency with said equipment. Installed CitizenContact app on officer cell phones and completed training on the use of new data collection app as required by the state.
- Updated Department website to reflect which VIN inspections the Department can complete, and pricing associated with each type of inspection.
- Collaborated with Phonz+ and town Administrator to reactivate wireless aircards for active patrol cars. Aircards were activated and department laptops were placed in patrol cars and connected to wireless network.
- Simmons lock and key performed a review of department doors and locks and is in the process of re-keying and replacing interior and exterior locks. New keys will be marked:  
"DO NOT DUPLICATE"  
Every officer will be assigned the requisite keys depending on rank and training status.
- Coordinated with Delta County Sheriff's Office and Dispatch to register and assign call signs for every Officer as well as Service Technician Katzer.
- Formalized hiring of Patrol Officer Bryce Connett. Began department policy review with Officer Connett and covered updated policy and department expectations. Officer Connett completed firearms training and qualification and began shadowing officers as required by phase one of FTO program.
- Completed equipment list for Officer Connett. Equipment was ordered and pending arrival will be put into service immediately.
- Installed CitizenContact app on officer cell phones and completed training on the use of new data collection app as required by the state.
- Located key for evidence cage and obtained entry. Inside cage multiple firearms were located without evidence tags or case #'s attached. Through an exhaustive search of several 1990's and early 2000's cases most of the serial numbers were tied to existing closed cases. Investigation is ongoing as to other uncategorized old evidence in the cage.



# Paonia Police Department

DEPARTMENT BRIEFING: CONTINUED

05/05/2022

- Currently in communication with the District Attorney's office concerning the previously mentioned cases. They have approved the "destroy/release" status of several pieces of evidence currently in the Department's possession.
- Temporary armory closet was cleaned out and re-organized to be more accessible and tidier.
- Completed a Domestic Violence investigation resulting in the issuance of an arrest warrant for a repeated domestic violence offender. This case alone was not extremely complex in nature however, it was conducted by an Officer with no previous experience in such matters with this Department. Through the help of other department personnel and command staff the Officer successfully conducted the investigation. Subject is currently detained at the Delta County Jail.
- Vehicle inspections were conducted on each active and assigned patrol vehicle. Missing equipment was identified, and damaged/broken equipment was noted.
- Finalized acquisition of (1) service weapon for Officer Connett. Repayment contract was signed and logged into records.



# Town of Paonia Administrative Staff Report

May 6, 2022

## Finance Director

### Overview of Activities/Projects/Accomplishments

- ❖ Continue Audit Preparation and Year End  
(Report expected by June 30,2022)
- ❖ Submitted Annual Report for ARPA Funds (Cindy)
- ❖ Completed registration for Phillips 66 Fuel Cards (Samira)
- ❖ Compile required information to submit GOCO Final Reimbursement Request (Cindy)
- ❖ Submitted update to ClearGov through 3/31/2022

### Trainings/Meetings Attended

- ❖ BKD CPAs & Advisors–How to Improve your MD&A (Cindy & Samira)
- ❖ US Department of Treasury Webinar – State & Local Fiscal Recovery Funds Reporting for Non-Entitlement Units
- ❖ CIRSA – Ethics, Liability & Best Practices for Elected Officials (Cindy & Samira)
- ❖ CGFOA Budget 101– Colorado Budget Las Basics + Demographic & Economic Outlook (Cindy & Samira)

### MISC or Upcoming Items

- ❖ Health Insurance renewal
- ❖ CIRSA renewal application
- ❖ Budget to Actual
- ❖ Audit Entries + Beginning Year Entries

### Goals/Focus/Improvements for Next Month

- ❖ Audit Work Continues from February – June
- ❖ Continue to work with Cory on the Parts inventory processes (Ongoing)
- ❖ Continue to work with Candy on the Ordering processes (Ongoing)
- ❖ Continue to work with Candy on the Vehicle/Equipment tracking processes (Ongoing)
- ❖ Continue training Samira (Ongoing)
- ❖ Refresher training for JoAnn (Ongoing)

PLEASE BE ADVISED: This report is provided as an opportunity to keep the Board and community aware of the ongoing activities, progress, and processes at the multiple plants. This is not a complete list, nor itemized as it is a living changing document of things noticed and noted. Projects to do and begin budgeting for the short and long term will be completed through a separate process. Kind regards, Administrator Ferguson.

Status Report 4.19.2022

### **Lamborn(2mil) Water Treatment Plant**

Significant repairs include Filter Tech replacing the lower raw water header on Skid 2. The skid was shut down due to a leak at the flange. Repair occurred March 17<sup>th</sup>, and since that time the skid has cycled through 5,960,455 gallons.

Another significant repair on Skid 3 was completed on March 18<sup>th</sup>. Due to piping being secured in suspension from the ceiling, allowing for pipes to swing with a lot of force, skid 3's feed plumbing was broken. Town of Paonia's Water crew repaired the broken fittings and secured said plumbing to the ground with Unistrut. The repair is holding despite the energy being put on it in a perpendicular direction from the poorly secured backwash system. Filter Tech's technician, Chris Shotten, advised the prior operator not to secure any plumbing from the ceiling. The original stands used to secure the piping were taken out due to poor accessibility through the plant.

Additional repairs were made to the neutralizing tanks to allow skid 3 to be put back into operation. The 1,000gal and 5,000-gal neutralizing tanks were rotated and shifted out of their original position, making repairing plumbing not feasible. Those tanks were repositioned and breaks in the drainpipe were repaired. Skid 3 has recaptured close to 500,000gallons as of April 22<sup>nd</sup>. Skid 3 takes the backwash water from skid 1 and 2, filters it, and puts it into distribution. Previously the backwash water from skid 1 and 2 simply discharged into Roeber's field.

The neutralizing system had 2 broken bulk heads, some more piping, and a flooded 2hp recirculating pump. Bringing these repairs to completion is only being held up by EMTECH finishing its repairs on our recirculating pump. In addition to the repair, a backup pump and motor were sourced and will be ordered. We can continue to operate the plant at full capacity (albeit that's determined by the spring output) without the neutralizing system in operation. The system neutralizes chlorine residuals before it is discharge. There's no harm being caused to Roeber's land or livestock without it, but it is a compliance concern. The neutralizing system also allows for the balancing of pH after a chemical washing of the filter membranes is performed. Our source water is exceptionally clean, and we haven't needed to use a chemical treatment. Backwashing and Integrity tests have been sufficient.

Moving forward, a 10" PVC static mixers needs to be purchased and installed. This component is part of the backwashing, and neutralizing system. It has a leaking element. This leak's flow rate continues to gain. A 10" saddle tap was ordered as a cheaper, quicker fix, but that fitting still hasn't arrived after 3 weeks. The saddle tap can be used elsewhere if it fails, or we decide not to use it and replace the entire static mixer.

The static mixer also has chemical feed lines, both PVC and polytube. The tube needs to be replaced and the PVC flushed and cycled. Because the chemical washing has never been used, Filter tech is needed to restart that system and ensure programming is correct.

The remaining neutralizing repairs can be completed – once the 2hp pump gets back - in 1 full day with 2 people.

150mesh screen filters were placed into housing for skids 1 & 2. This prevents large debris from damaging the Filter membranes.

Chris Shotten, Filter Tech, is scheduled 4/25-27 to show new operators all the plant nuances and teach how to troubleshoot the PLC/SCADA integration. Filter tech will also conduct its already scheduled analyzer calibration maintenance at this time, too. An updated work order will be created for the Board of Trustees to review. All the plumbing repairs on the original work order have been completed/in-progress. All the routine maintenance tests are being completed by Paonia Waterworks. Chris will fix a few SCADA indicator errors and teach new operators. We very well may be able to complete Filter Tech's entire work order without the need for a new purchase agreement.

### **CLOCK(1Mil) Water Treatment plant**

Paonia Waterworks removed all the boxes and papers with water damage and mold. The Office workstation has been cleaned, including removing mouse droppings. All of the paper documents, lab equipment and replacement parts have been consolidated, and await cataloging. All additional unnecessary stuff was removed from the plant.

Kris Lantzy is scheduled to meet new operators at the clock plant on 4/19 to grant access to the SCADA computer and establish objectives for integrating analyzers with SCADA for tracking data.

Once SCADA is again accurately tracking data, the plant can be brought online to evaluate for repairs needed.

Tracking Spring throughput is a priority.

### **Wastewater Plant**

Ammonia levels have fallen out of compliance once in recent years, and we're starting to see a repeat of that trend. To address this, 2 large aerators are being brought back online, and 2 others have been repaired. The plant has not been in operation according to its original engineered specifications. Breakers which were sized too small were replaced with their original, larger, ones to accommodate the 2 large aerators. We are currently experiencing electrical short comings. One large gauge cable intended for the system's 20hp aerator was cut and therefore too short.... There are two reset switches needing to be replaced in the main breaker panel.

Sludge removal records have not been found. The lagoons may have feet of sludge causing too much anaerobic activity and preventing aeration. TOP needs to order a "Sludge Judge" for Paonia Waterworks to perform a sludge audit to determine next steps.

Pond liner repairs are scheduled for hot days, in which the adhesive will work best.

Effluence Flow sensor needs to be installed. Chlorine residual analyzer need to be repaired; Needs new sump pump and a ½" coupling. Sentinel is the cloud computing data tracking system installed by Filter Tech. Filter Tech also provides the cloud services on a monthly subscription. Browns Hill Engineering has also worked on the Wastewater plant's SCADA integration – more will be known after meeting with Kris.

### **Springs**

Lower German Creek spring has a diversion box with no top cover. There is concern of animals falling into the water line, or rocks and mud falling in. It's recommended to fabricate a piece of metal that can completely cover the spring diversion box.

Paonia Public Workers toured the German Creek spring system, including the TOP/Roeber diversion. TOP is currently receiving 0% of the Beaver Ditch Dam Spring.

Water Commissioner Luke Reschke, and Paonia Waterworks will go assess German Creek Springs on April 28<sup>th</sup>. Luke would like to see a flow meter installed on the Beaver Ditch Dam system. The Town of Paonia is entitled to the first ½ cubic foot (approx. 228gpm) from this spring. This spring shares water rights with Roeber's who are entitled to the water over the first ½ cubic foot.

Spring locations are available on SGM provided GIS map. Pipeline mapping needs added.

### **Mapping**

Spoke with Brandyn Blair about teaching us how to add layers to ArcGIS. Layer ideas include, asset priorities, Road priorities, Pipeline priorities, repair history, spring lines, contiguous water company's Master meters & PRVs (if applicable)



A	B	C	D	E	F	G
Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						

	11
	For Filter Tech
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	Supplying
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	Installed.
36	
37	Def.
38	
39	
40	
41	
42	Necessary buffer.
43	
44	
45	
46	
47	

A	B
Addressed	Updated/added
Lamborn	
Security	
Safety	11-Apr
	11-Apr
	11-Apr
	11-Apr
Buildings/Other	11-Apr
SCADA	11-Apr
	11-Apr
	11-Apr
Raw Source Water Influent to Plant	
Compressed Air System	11-Apr
Chemical Back Wash System	11-Apr
	11-Apr
	11-Apr
	11-Apr
Membrane Filtration	11-Apr
Finished Water	Need update
	11-Apr
	Greenwell
Process Sampling	4/11 need to order equipment
Record Keeping	
	11-Apr

	A	B
.45		
.46	Equipment/Spare parts	
.47		
.48		16-Apr
.49		Need to order 4/11
.50		
.51		

	C	D
1	In-progress // On Going	Questions/Wailing on others
2		
3	<b>Issues</b>	<b>Importance</b>
4	<i>Unlocked doors and unknown numbers of keys issued.</i>	High
5	<i>Open gates.</i>	High
6	Multiple incomplete electrical repairs exposing outlets and wiring are present. Lights inoperable in the electrical room.	URGENT
7		
8	<i>Basic PPE safety equipment is absent.</i>	URGENT
9	<i>No SDS binder with SDS documents is present.</i>	URGENT
10	<i>No fire extinguishers or alarms present.</i>	URGENT
11	<i>Tripping and low overhead clearance hazards.</i>	High
12	<i>Mislabelled chemicals</i>	High
13	<i>Dirty and disorganized.</i>	Medium
14	<i>Continuous water on floor.</i>	High
15	<i>Waste in collection and incorrect entry.</i>	Medium
16	Four out of six electric unit heaters are not functional. Thermostats may have been damaged by previous pipe breaks and facility flooding.	High
17		
18	Black mold in finished walls from flooding and ineffective drying.	High
19	<i>High level sensor is needed for the lower containment area around the neutralization tank.</i>	High
20		
21	Valve failure alarms do not function.	URGENT
22		
23	Logged historical data is not being managed. Logged data is overwritten after a period of 400 days.	High
24		
25	<b>44869</b>	<b>URGENT</b>
26	<i>A bypass was created after a pipe break to bring Reynolds water to treatment tank</i>	<b>URGENT - since at least July 2021</b>
27	The flow meter for the German Creek raw source water line is not operational.	High
28		
29	Potential for water hammer and surges capable of breaking piping and flooding the plant exists. This has been ongoing.	URGENT
30		
31	Compressor 2 of the duplex set has not functioned for an unknown period.	URGENT
32		
33	<i>The air dryer for the compressed air system was found off and the reason was unknown.</i>	URGENT
34	<i>Automatic drain system for the compressed air receiver tank was not functioning. Large amounts of water in excess of three gallons, was manually drained from the tank.</i>	URGENT
35	Desiccant air dryer has not been maintained according to the system usage rate. The desiccant was not changed on frequent intervals and spare desiccant is expired with excess moisture content indicated.	URGENT
36	Excess atmospheric humidity present in the facility.	High
37		
38	System lacks final particulate filtration after the desiccant air dryer. Desiccant air dryers are known to have the potential to introduce micro particulates into the compressed air system.	High
39		
40	<i>Neutralization pump for the chemical backwash system has been submerged and the motor is locked.</i>	High
41	Drain and fill piping is damaged in multiple areas.	High
42		
43	Static mixer for mixing the cleaning chemicals into the backwash water has a cracked injection fitting. Leak has accelerated	Medium
44		
45	Chemical feed systems have been unused and unexercised for an extended time period.	High
46		
47	<i>Repaired Pre-existing leak in skid 2 manifold.</i>	URGENT
48	<i>Skid 3 now Online - as of March 16- 450,000gal recaptured.</i>	High
49	Strainer Units need Differential Pressure Gauge installed, and programmed into SCADA.	Medium
50		
51	Numerous air driven valve actuators lack proper position status indication and operate erratically.	URGENT
52		
53	Temporary tank lining protection is failing	Medium
54		
55	Finished water pumps have leaks.	High
56	<i>Sample for chlorine and a continuous chlorine analyzer isn't in use. Designed sample location provides inconsistent measurements. Operating without this process sampling location makes realizing the result of changes to the disinfection process take 24 to 48 hours depending on the plant rate and volume in the</i>	High
57		
58	Minimal lab equipment is available for bench validation of process analyzers and samples. Lab instruments should be available for checking the operation and validating all major process sample analyzers.	Medium
59		
60	<i>Inconsistent operational data has been recorded.</i>	High
61		
62	No evidence of process analyzer quality assurance or quality control other than routine quarterly calibration by Filter Tech.	Medium
63		
64	SDWA compliance monitoring results have not been maintained on site in a consistent manner.	High

	C	D
.45		Medium
.46	Major process equipment need basic maintenance records and maintenance schedules.	Medium
.47	Sodium hypochlorite (bleach) feed system lacks a means to verify the realtime feed rate to enable measuring accurate dosages and evaluate process adjustments.	Medium
.48	Sodium hypochlorite (bleach) feed system contains many low compatibility parts. Brass fitting with seals for domestic water supply are used in the system. The feed tank has a bulkhead fitting with metal stainless steel bolts.	High
.49	Sodium hypochlorite (bleach) feed tank has a poorly fitting cover that allows insects to enter. This creates debris in the sodium hypochlorite that can obstruct pumps and block chemical injection check valves. Replacement of the feed tank bulkhead fitting with non-metal parts may require replacment of the tank. The feed tank is small an requires refilling more often than a larger tank. The feed tank in use appears to have been the sodium thiosulfate feed tank at the WWTP.	Medium
.50	Lack of critical spare parts.	URGENT
.51		

E	F	G	H	I	J	K	L	M	N	O
Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system	For Filter Tech							
National Status										
to Infrastructure and public safety from uncontrolled leaks is recommended. Combination padlock added to rear garage door.										
Damage to infrastructure from people or animals being kept closed with chains and no locks.										
worker safety, asset protection	Merit Electric addressed most exposed wires. Breaker room still needs light. A few more outlets. Follow up with Merit about work performed.									
worker safety	Infineon nitro gloves, dust masks, and safety glasses. ECG has been providing their own PPE.									
worker safety										
worker safety and asset protection										
worker safety										
worker safety	Need, contents of barrels needs to be clearly labeled.									
Worker Safety, Work Efficiency	Isolation and removal of discarded debris has been completed.									
Process Integrity, Asset Preservation	ing corrected by other parties. Active leaks are being collected and diverted to floor drains.									
Housekeeping, Compliance	Need attention.									
Facility protection from freezing	Needs attention of an electrician or HVAC contractor.									
worker safety and asset protection	pending - currently blanking mold to attempt to mitigate worker hazard, but walls likely need to be cut into for effective mitigation.									
City protection from process flooding, Process integrity	this area to detect high water. The sensor is not ideal and permanent cable needs to be run to the location.									
Process integrity, notification of valves that are operating in a way that can cause equipment damage	Valves were surveyed for deficiencies in position feed back by Filter Tech on 2/22/2022. This is a necessary first step to restate valve failure alarms.									
Required for compliance monitoring, reporting, and future process evaluation.	Filter Tech has provided information on the stored location of logged data files and how to transfer the data files. Action is needed to establish a schedule and repository storage for the logged data.									
Emergency notifications are vital to protect public and infrastructure from flooding, Process integrity	Skid 3 being offline and there hasn't been a callout since. Other process alarms related were surveyed by Filter Tech on 3/2/2022. Adjustments were made for some alarms.									
Not to flood entire plant with no option for removal	Repairs repaired 3/25/2022.									
Process control, production records	A new meter installed on 1/25/2022. PPW installed transmitter/display and connect it to the SCADA system. Flow rate is recording, but scale is not recording totalization.									
Process integrity, Asset Protection	Engineered evaluation of full operating range dynamics and raw water PRV setpoints may be needed. Addition of a transfer box located closer to the plant in the German Creek raw water line is planned. This is intended to reduce the line pressure at the plant. This change in pressure may need to be evaluated for impact on flow capacity through the plant raw water piping. Called John Tedder about this	Called John Tedder. John Tedder has created a quote for a new 8" prv								
Process integrity, critical redundancy	Troubleshooting of the problem was completed by an electrician and determined to be the motor. The motor was repaired by an electric motor shop and is awaiting reinstallation.									
Emergency, reliability of air operated valves, damage to air controls.	Operation of the compressed air system was verified. Operation was deemed normal and the dryer has been returned to full service. The dryer line was also obstructed. These items were corrected and spare automatic drain valves were procured.									
Process integrity, reliability of air operated valves, damage to air controls.	Fresh desiccant has been procured and is awaiting installation. After Skid 2 is installed, will implement.	Need to implement Tracking system								
Excess humidity increases the amount of moisture that must be removed from compressed air.	Control of water on the floor has been made.									
Process integrity, reliability of air operated valves, damage to air controls.	Desiccant replaced. (Maintenance log needs to be created) Additionally, this was the first time it had been replaced and the first time an alarm was triggered. Inadvertently, it was discovered that the alarm programming was incomplete, and the alarm would not reset. Filter Tech fixed the coding error.									
Removal of spent waste from chemical backwash, environmental	Material to be reconditioned or replaced - this	Replacement pump at EMTech								
System needed for compliance and readiness to respond to changes in membrane performance to maintain production capacity.	Material sourced, most repairs have been made. Waiting on recirculating pump repair/new pump to arrive, to install recirculating/chemical dosing plumbing.	?								
Reliable operation needed to complete chemically enhanced backwashes.	10" Saddle tap was ordered 2 weeks ago. Water, still waiting. Called Kormex for quote on replacement static mixer.									
Reliable operation needed to complete chemically enhanced backwashes.	Neutralizing Tanks have been put back into place. Repairs still need to be repaired to static mixer and dosing pump. Tubing needs to be replaced and lines need to be flushed.									
Production capacity, critical redundancy	Filter Tech repairing week of 3/23									
Raw water to improve system efficiency - more water	Filter Tech repairing week of 3/23									
Process integrity, asset protection, industry requirement.	Straining Baskets installed. Need to send Filter Tech work order for installing DP gauges, cable, connection to PLC, and programmed into Scada									
Process integrity, erratic operation can cause damage to the filtration skids and piping systems.	Numerous solenoids have been replaced and large efforts to improve air quality have been made.									
Public safety, system water quality, SDWA compliance	Work is underway by other consultants. All levels of operations staff understanding and involvement early in the planning process is required.									
Production capacity, critical redundancy	EMTECH returned rebuilt pump, and New Filter water pumps are at Lamborn ready for install.									
Process control, system water quality, SDWA compliance	Chlorine analyzer was moved to this point and has been providing the needed process control. This does not impact the location or operation of the entry point chlorine sample point for compliance monitoring.									
Process control, system water quality, SDWA compliance.	The chlorine colorimeter has been verified and placed back in use. Procurement of pH meter is recommended for basic water quality documentation and will likely be required for operation of optimized corrosion control. Procurement of a portable lab turbidimeter is recommended due to the number of process turbidimeters in use.	still need a tabletop turbidimeter to verify analyzer's accuracy.								
Process optimization, system analysis, compliance	Log of corrections to data logged by SCADA to be more appropriate for production statistics and compliance monitoring. Automated tools to record field corrected data and accurate reports should be adopted.									
Process integrity, reporting validation	Temporary hard copy daily operational log sheets have been created and organized in a single binder. A wider segment of parameters are being recorded. Filter Tech is looking at corrections to data logged by SCADA to be more appropriate for production statistics and compliance monitoring. Electronic copies of previous instrument calibration records need to be requested from Filter Tech to be retained available on site.									
Some records are required to be kept for up to 12 years. The CORV portal is not considered to be an official repository for record keeping and is not warranted for availability.	Records have been consolidated, awaiting filing. An organized electronic system is needed.									

	E	F	G	H	I	J	K	L	M	N	O
45	Planning and process control	Chemical use has been added to log sheets. Additional equipment is recommended for accurately documenting chemical dosages.									
46	Process Integrity, Asset Management	No significant records exist. Maintenance schedules need to be created based on run time and manufacturer recommendations for preventative maintenance.									
47	Process control, system water quality, SDWA compliance.	Action is needed.									
48	Process Integrity, SDWA compliance	Correct fittings and parts need to be procured and installed.									
49	Process integrity, sanitary conditions	Action is needed to identify a suitable replacement with a tight fitting cover and having a screen vent. Increasing the size of the feed tank would require a different weight scale.									
50	lack of spare parts has hindered repairs, redundancy is a requirement and necessary for proper plant function.	Some basic critical parts and equipment have been procured. Some minimal spare parts are in inventory. Detailed inventory and recommended added spares is pending action.									
51		Out of SSG Scope									



	A	B	C	D	E	F	G
	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
1							
2							
3	(1mil) CLOCK WTP		Issues	Importance	Rationale	Status	
4		11-Apr	Disinfect and remove mouse droppings and black mold. Find copies of all material that was damaged by water.				
5		11-Apr	Organize existing components and parts, then catalog inventory.				
6							
7		11-Apr	Current Flow rate, turbidimeters, and chlorine residual analyzer sensor instruments connect to archaic, analog recording systems. Sensors need to be connected to the existing scada system at the plant. Installation of Cable to PLCs may be needed.	HIGH		Scheduled walk through at plant with Kris Lantry from	
8		11-Apr	With Sensors installed the process of running water through the plant can begin. each flow process will need to be evaluated.				
9		11-Apr	Repairs Unknown				
10		11-Apr	Tubing needs to be replaced throughout				
11		11-Apr	Chemical enhanced backwash tubing needs to be replaced, piping needs to be flushed				
12			Some chemicals need to be properly disposed of, the rest need to be evaluated for use.				
13		11-Apr	1 million gallons of water needs to be distributed, but not into the distribution system.				
14			State of distribution beyond the clock plant is unknown.				
15							
16							
17							
18			Unknown - out of service. No phone, a leak caused interior damage and document loss			Out of SSG scope as the plant is offline	

H	
	For Filter Tech
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

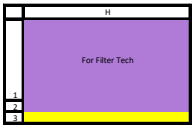
	A	B	C	D	E	F	G
	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
1							
2							
3	Spring Collection		Issues	Importance	Rationale	Status	
4		11-Apr	Luke Reschke - Water Commissioner encourages a flow meter @ Beaver Dam Ditch Diversion.		Good recording keeping of TOP's water resource systems and individual springs inform good projections of future supplies. TOP can maintain receiving its full water rights.		
5		11-Apr	Spring system lacks pipeline mapping.				
6		11-Apr	collection system needs to be inspected for leaks				
7		11-Apr					
8			Beaver Dam Ditch needs flow meter. TOP entitled to 1/2 cubic foot year round. Roebert has entitlement to divert anything above that.			Out of SSG Scope as source water system is not accessible.	
9							
10						Out of SSG Scope	
11							

	11
	For Filter Tech
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

	A	B	C	D	E	F	G
	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Issue		
1							
2							
3	Distribution		Location	Estimated water loss GPM	Repair work done	Completed by	Parts Used
4	SGM and JDS-Hydro surveyed the towns water/wastewater infrastructure and identified critical areas of concern, including pipes due for replacement.						
5							
6							
7							
8							
9							
10							
11							
12							
13	Repairs						
14			O road/				
15			4th Street/ North Fork				
16	15-Apr		Ductile iron pipe, main line on O road had hole				

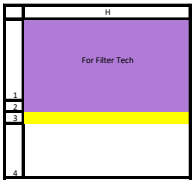
	11
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

	A	B	C	D	E	F	G
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
2	Sewer (collection)		Issues	Importance	Rationale	Status	






	A	B	C	D	E	F	G
1	Addressed	Updated/added	In-progress // On Going	Questions/Waiting on others	Need, money, permission, or information	Need to Source and Order	Filing Related - Unaccounted for. Need to implement system
2	StormWater		Issues	Importance	Rationale	Status	
3	With Future EPA regulations on the horizon, Paines needs to develop a strategy to design and implement a pre river discharge plan.						




AGENDA SUMMARY FORM

	Committee Reports		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022

AGENDA SUMMARY FORM

	Adjournment		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____			
Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee

May 6, 2022