



**TOWN OF PAONIA**  
**REGULAR TOWN BOARD MEETING AGENDA**  
**APRIL 28, 2022**  
**6:30 PM**

**LINK TO VIRTUAL ATTENDANCE:**  
[HTTPS://ZOOM.US/MEETING/84456810376](https://zoom.us/join/84456810376)

**Roll Call**

**Approval of Agenda**

**Announcements**

**Recognition of Visitors & Guests**

1. Recognition of Visitors & Guests

**Consent Agenda**

2. 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

**Disbursements**

3. Disbursements

**Outgoing Board Business**

4. Rob Miller – Pickin in the Park Annual Event and Request for waived fees in lieu of sponsorship
5. Action Item: Board Consideration of Draft Agreement with Lone Cabin/Turner Ditch Regarding Wildlife Mitigation at Wastewater Treatment Plant Property
6. Discussion Item: JDS Hydro Change Order Updates
7. Action Item Continued: Resolution 04-2022 – Board of Trustees facility inspection policy
8. Action Item: Ordinance 04-2022 Zoning Modification to 1375 3<sup>rd</sup> Street

**Mayor's Welcome**

9. Recognition of Outgoing Trustees
10. Affirmation of Office – Trustees

**Incoming Board Business**

11. Resolution 06-2022 Trustee Vacancy
12. Action Item: ASF - Resolution 06-2022 Appointment of Officers
13. Discussion Item: Legacy Events within the Town - Sponsorships/Fees

[14.](#) Discussion Item: Ad-Hoc committee recommendation for modified Trustee meeting policy and procedures

[15.](#) Mayor's Report

**Staff Reports**

[16.](#) Town Administrator's Report

Public Works Report

Police Report

Finance Report

**Committee Report**

[17.](#) Committee Reports

**Adjournment**

[18.](#) 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

|   |               |                  |                   |
|---|---------------|------------------|-------------------|
|  | Roll Call     |                  |                   |
| 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 |

April 19, 2022

AGENDA SUMMARY FORM

|   |                 |                  |                   |
|---|-----------------|------------------|-------------------|
|  | Agenda Approval |                  |                   |
| 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 |

April 19, 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 |

March 28, 2022

AGENDA SUMMARY FORM

|   |                                  |                  |                   |
|---|----------------------------------|------------------|-------------------|
|  | Recognition of Visitors & Guests |                  |                   |
| 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 |

April 19, 2022

AGENDA SUMMARY FORM

|  |  |                  |                   |
|--|--|------------------|-------------------|
|     | <b>Minutes:</b><br>February 3, 2022 – Special Meeting<br>March 10, 2022 – Regular Meeting<br>March 24, 2022 – Regular Meeting<br>March 29, 2022 – Work Session<br>April 14, 2022 – Regular Meeting |                  |                   |
| <b>Summary:</b>  |  |                  |                   |
| <b>Notes:</b>  |  |                  |                   |
| <b>Possible Motions:</b><br><br>Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____ |  |                  |                   |
| Vote:  | Mayor Bachran  | Trustee Budinger | Trustee Johnson   |
| Trustee Knutson  | Trustee Smith  | Trustee Thompson | Trustee Valentine |

**TOWN OF PAONIA**



**Special Board Meeting, February 03, 2022**

**MAYOR AND BOARD OF TRUSTEES**

**Mayor Bachran  
Trustee Knutson  
Trustee Budinger  
Trustee Smith  
Trustee Johnson  
Trustee Meck  
Trustee Thompson**

**February 03, 2022,**

**Special Board Minutes**

**5:00 pm**

**Mayor Mary Bachran** called the Special Meeting of the Town of Paonia to order at 5:00 pm. A link to the formal video of the Special Meeting - <https://www.youtube.com/watch?v=43MQiYF3jR8>

**ROLL CALL:**

Mayor Mary Bachran asked Deputy Clerk Amanda Mojarro to call the roll.

Deputy Clerk Mojarro called the roll and those present were Mayor Bachran, Trustees Knutson, Budinger, Smith, Johnson, and Meck. Trustee Thompson was absent.

**1. Approval of the Agenda:**

Trustee Knutson moved to approve the agenda as presented, seconded by Trustee Budinger. A verbal vote was taken with all Trustees voting "Aye," motion passed.

**2. Announcements:**

None.

**New Business**

**For Possible action to approve Solid Solution Geosciences, LLC Paonia Water Project Number 01800-00100\_C01- a Change order to scope of work with the addition of Task 50 in the of \$ 7,200.**

At the request of Administrator Ferguson Solid Solutions Geosciences entered into an emergency contract to provide a complete audit of the Lamborn Mesa Water Treatment Plant, which provides 2 million gallons of storage, and the Wastewater Treatment Plant, identify necessary repairs and provide ORC services including state reporting and monitoring at both facilities. President of Solid Solution Geosciences, LLC Brianna Greer presented the task summary and discussed the status of the water and

## TOWN OF PAONIA



sewer plants – which included a statement that the plants were in an extreme state of disrepair with numerous issues of improper equipment installation, lack of required equipment maintenance, unsafe conditions, and several instances of environmental noncompliance.

### Discussion points:

- Repairs required to the Lamborn Mesa Water Plant
- Corrections needed at both water plants to rearm\_alarm systems
- Provided an explanation of the Filtertech System installed at the Lamborn Mesa Water Plant
- Both water facilities were found to be out of compliance and SSG was tasked with bringing them back into compliance
- Discussed the Clock Water Treatment Plant with 1 million gallons of storage indicating that it is offline and currently inoperable

SSG’s focus is keeping the Lamborn Mesa Water Treatment Plant operable; Therefore, minimal time is being spent at the Clock Water Treatment Plant.

Trustee Budinger moved to approve the change order to include repairs for SSG in the amount of seven thousand, two hundred dollars (\$7,200), no second. The vote was not taken.

Trustee Smith moved to amend the motion, seconded by Trustee Budinger to approve the Solid Solution Geosciences, LLC Paonia Water Project Number 01800-00100\_C01, a Change order to the scope of work with the addition of Task 50 in the amount of seven thousand, two hundred dollars (\$7,200). A verbal vote was taken with all Trustees voting “Aye,” motion carried unanimously.

### ADJOURNMENT:

The Meeting was adjourned at 7:55 pm.

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Corinne Ferguson, Administrator/Clerk

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Mary Bachran, Mayor





**TOWN OF PAONIA**

**New Business**

**Town of Paonia and North Fork Pool Park and Recreation District updated agreement regarding the existing Paonia Skate Park**

Motion made by Trustee Knutson, Second by Trustee Budinger, to approve the updated contract of the North Fork Pool Park and Recreation District and Paonia Skate Park agreement. Motion carried unanimously.

**SGM Engineering Contract Review**

Motion made by Trustee Smith, Second by Trustee Johnson, to continue discussion items #7, #8, & #9, until the 1<sup>st</sup> meeting in May. Motion carried with five (5) Aye and one (1) Nay.

| Trustee   | Aye | Nay |
|-----------|-----|-----|
| Budinger  |     | X   |
| Johnson   | X   |     |
| Knutson   | X   |     |
| Smith     | X   |     |
| Thompson  | X   |     |
| Valentine | X   |     |

**SGM-Proposal for Engineering Services-Waste/Wastewater Treatment Facilities Standard Operation Procedures (SOP's)**

Continued to the next meeting.

**Filter Tech Systems- Annual Service Contract-Lamborn Mesa Water Treatment Facility (2MG)**

Motion made by Trustee Budinger, Second by Trustee Knutson, then withdrawn.

Continued to a future meeting.

Motion made by Trustee Thompson, Second by Trustee Knutson, to take a 10-minute recess 7:45-7:55. Motion carried unanimously.

**Resolution 05-2022 – Emergency Response Authority Designee Update**

Motion made by Trustee Knutson, Second by Trustee Smith to approve 05-2022 Emergency Response designee. Motion carried unanimously.

**Town Attorney Memo and Recommendations regarding Ordinance 01-2020 Water Tap Moratorium**

Attorney Conklin provided information regarding the proposed definition clarification for the Water Tap Moratorium 01-2020.

Discussion ensued on the following topics.

- Distribution line vs. service line
- Tap vs. meter
- Existing property rights

Motion made by Trustee Smith, Second by Trustee Knutson to permit Mr. Bruner speak for 10 minutes. Motion fails three (3) Aye and three (3) Nay with Mayor Bachran breaking the tie with a Nay.

| Trustee  | Aye | Nay |
|----------|-----|-----|
| Budinger |     | X   |
| Knutson  | X   |     |
| Johnson  |     | X   |



**TOWN OF PAONIA**

|               |   |   |
|---------------|---|---|
| Smith         | X |   |
| Valentine     |   | X |
| Mayor Bachran |   | X |

**Administrator Report regarding determination and application of residential use in a C-1 Zone.**

Information was provided within the packet.

Discussion ensued regarding the following topics.

- Special review definition
- Permitted by right definition
- Non-conforming use definition
- Required parking
- Permitting process

No action taken. This item will be on the next agenda under unfinished business.

Motion made by Trustee Knutson, Second by Trustee Smith to move to Disbursements and Agenda #14 be discussed at this time. Motion carried unanimously.

**Disbursements**

Motion made by Trustee Budinger, Second by Trustee Knutson to approve accounts payable. Motion carried unanimously.

Administrator Ferguson recommended the Board allow her to hold Western Slope Consulting check until the final report is received.

Motion made by Trustee Budinger, Second by Trustee Knutson to hold the check for Western Slope Consulting LLC in the amount of \$11,679.50 until we receive the final report. Motion carried unanimously.

**Unfinished Business**

**Following Board discussion- Ad-Hoc committee recommendation for modified Trustee Knutson and Trustee Thompson meting policy and procedures.**

Trustees Knutson and Thompson provided information on suggested changes for the Board meetings. Discission items included:

- 9:30 PM hard stop
- No public comment on community, staff, or Board reports.
- Executive Sessions scheduled from 6:00 to 6:30 PM.
- Town Attorney business at the beginning of regular meeting to decrease legal attendance.

**ADJOURNMENT**

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

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

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

**TOWN OF PAONIA**



**Town Board Work Session, March 29, 2022**

**Mayor Mary Bachran  
Mayor Pro-Tem Dave Knutson  
Trustee Karen Budinger  
Trustee Mick Johnson  
Trustee Paige Smith  
Trustee Jeff Thompson  
Trustee John Valentine**

**March 29, 2022**

**Minutes**

**5:30 pm**

Mayor Mary Bachran called the Work Session of the Town of Paonia to order at 5:30 pm.

**Work Session Roll Call**

Finance Clerk Candy Wuollet called the roll and those present were Mayor Bachran, Trustee Budinger, Knutson, Johnson, Thompson, and Valentine.

**Unfinished Business**

Western Slope Consulting - Paonia in Motion Parks Recreation and Trails Master Plan Review

Davis Farrar from Western Slope Consulting presented an overview of the Paonia in Motion Parks Recreation and Trails Master Plan. Mr. Farrar stated that he is tentatively scheduling an open house in early April at Town Hall or if weather permits, outside.

Mr. Farrar also shared the need for Town to consider reaching out for grants and GOCO (Great Outdoors Colorado) lottery funds. Solicit individual donations and possibly do fundraising.

The public was encouraged at the meeting to speak up about what they like and dislike. Mr. Farrar also emphasized the need to be creative and make sure the final plan is referenced during budget discussions.

**Adjournment**

Work Session was adjourned at 7: 00 pm.

\_\_\_\_\_  
Candy Wuollet, Finance Clerk

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

**TOWN OF PAONIA**



**Regular Town Board Meeting, March 24, 2022**

**Mayor Bachran  
Trustee Knutson  
Trustee Budinger  
Trustee Johnson  
Trustee Thompson  
Trustee Smith**

**March 24, 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:**

Finance Clerk Candy Wuollet called the roll and those present were Mayor Bachran, Budinger, Knutson, Thompson, and Trustee Smith. Trustee Johnson was not present.

**Approval of the Agenda:**

Motion made by Trustee Smith, Second by Trustee Thompson to approve the agenda with the continuation of the public hearing to the April 14, 2022 meeting. Motion fails with three (3) Nays and one (1) Aye.

|          |     |         |
|----------|-----|---------|
| Trustee  | Aye | Nay     |
| Budinger |     | X       |
| Knutson  |     | X       |
| Smith    | X   |         |
| Thompson |     | X       |
| Johnson  | Not | present |

Motion made by Trustee Knutson, Second by Trustee Johnson to modify the agenda, moving Consent Agenda Mayor’s report, Attorney’s report, and Staff reports to the end of the agenda with a hard start to the Executive session at 8:30 pm, with the rest of the agenda to follow as presented. Motion carried unanimously.

**Announcements:**

Two (2) Board member training meetings are tentatively scheduled for May 4, 2022, with CIRSA and May 17, 2022, with DOLA. Strategic Planning is proposed to begin in June.

**Opportunity to Meet Staff**

Administrator Ferguson introduced Cory Heiniger as our new Public Works Director, along with Jordan Redden and Jeremiah Garcia who work for public works with primary focus in the Town our water and wastewater departments.

**Project Updates**

Trustee Knutson stated that the matrix with updated projects and repairs completed in the water and wastewater departments is very impressive.

**Recognition of Visitors and Guest:**

**North Fork Pool Park and Recreation District**

Lenore Cambria and Sara Sharer introduced themselves and provided a draft copy of an updated MOU for the current Skate Park maintenance, to be on a future agenda.

**Public Hearing**

**TOWN OF PAONIA**



**Davis-Minor Subdivision Variance Application Review-TBA Niagara Avenue**

Opened at 6:57 pm.

Administrator Ferguson gave a presentation regarding timeline and review of the application, subdivision, and proposed variance.

The applicant was given opportunity to discuss the reason for the request.

Board comment/questions.  
Community Comment/Questions.

Closed at 7:10pm

Board discussion ensued.

Motion made by Trustee Budinger, Second by Trustee Knutson to approve the minor subdivision with variance for the lot size. Motion carried with three (3) Aye, and one (1) Nay

| Trustee  | Aye | Nay     |
|----------|-----|---------|
| Budinger | X   |         |
| Knutson  | X   |         |
| Thompson | X   |         |
| Smith    |     | X       |
| Johnson  | not | present |

**New Business**

**Board consideration and possible action regarding Hauze Waterline located on Delta Avenue**

Motion made by Trustee Knutson, Second by Trustee Smith to continue the discussion until a later date when the homeowner wants to come in. Motion carried unanimously.

**Colorado Department of Health and Environment Quick-Win Grant Review- Shade Trees for Paonia**

The total grant would be for \$4,990.00 with no match required. Staff time for in-kind would be approximately fifteen (15) hours. The application deadline is April 24, 2022. CDPHE would like the Town to apply in Two (2) phases, phase one (1) to include the purchase and planting of five (5) trees on Grand Avenue; phase Two (2) for the rest of the trees throughout Town.

Motion made by Trustee Thompson, Second by Trustee Budinger to approve the application to apply for the Quick Win grant. Motion carried unanimously.

**Resolution 02-2022 Board of Trustee Resignation Procedures**

Discussion ensued regarding how resignations are submitted and within what timeline.

*NOTE: The motions made in this section are regarding future resignations given to the Town by seated Trustees. These are not specific to any current activity before the Board.*

Motion made by Trustee Knutson, Second by Trustee Smith that all Trustee resignation letters are to be submitted to the Mayor, Town Clerk, and a copy then forwarded to Trustees. Motion carried unanimously.

**TOWN OF PAONIA**



Motion made by Trustee Knutson, Second by Trustee Smith to accept resignation effective dates once the resolution is adopted at the next board meeting. Motion carried unanimously.

**Resolution 03-2022 Acceptance of Resignation & Notice of Vacancy**

Motion made by Trustee Smith, Second by Trustee Knutson to accept Resolution 03-2022 with the addition of inclusion of the 60-day information. Motion carried unanimously.

**Board of Trustees Appointment to fill trustee vacancy**

Three letters of interest were received from Rick Stelter, John Valentine, and Stephen Keenan.

Motion made by Trustee Budinger, Second by Trustee Thompson to appoint Mr. John Valentine to the Board of Trustees for the next Two (2) meetings. Motion carried unanimously.

Mr. Valentine received the affirmation of office.

**Disbursements**

Motion made by Trustee Budinger, Second by Trustee Knutson to approve disbursements as presented. Motion carried unanimously.

**Unfinished Business**

Resolution 04-2022 Board of Trustees facility inspection policy, Town Attorney will bring us back a redline copy by next meeting.

**Discussion of Trustees top three criteria for setting priorities**

Following each Board members presentation of their three (#) priorities, the following list was the overall agreed upon criteria.

- #1 Safety
- #2 Infrastructure
- #3 Staffing and Budget

**Town Attorney Report**

Town Attorney Report- Attorney Conklin requested direction from the Board regarding where wage garnishment checks from Ms. Chesnik should be delivered to.

Motion made by Trustee Smith, Second by Trustee Knutson to have garnishment check from Kristen Chesnik submitted directly to the town. Motion carried unanimously.

**Executive Session**

Motion made by Trustee Knutson, Second by Trustee Budinger to go into Executive Session with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b): pertaining to interpretation and application to Ordinance 01-2020 Water Tap Moratorium. Motion carried with three (3) Aye, and one (1) Nay

| Trustee  | Aye | Nay     |
|----------|-----|---------|
| Budinger | X   |         |
| Johnson  | not | present |
| Knutson  | X   |         |
| Smith    |     | X       |

**TOWN OF PAONIA**



|          |   |  |
|----------|---|--|
| Thompson | X |  |
|----------|---|--|

The Board entered into executive session at 8:33 pm.

The regular meeting resumed at 9:20 pm. Those present for executive session were: Mayor Bachran, Trustee Budinger, Knutson, Smith, Thompson, Valentine, Town Administrator Corinne Ferguson, and via video conference Town Attorney Jeff Conklin. No issues were noted.

Motion made by Trustee Thompson, Second by Trustee Knutson, to direct the Town Attorney to prepare a memorandum addressing terminology within the water moratorium ordinance. Motion carried unanimously.

**Consent Agenda**

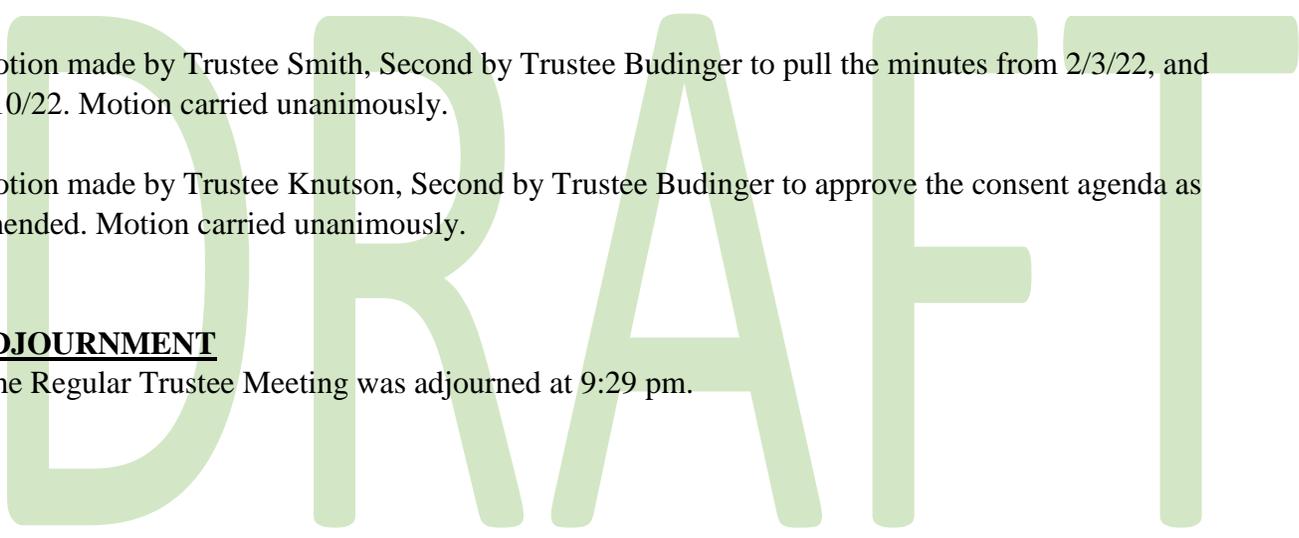
- February 3,2022-Work Session
- February 28,2022- Special Meeting
- March 10, 2022 -Regular Meeting
- Liquor License Renewal
- Flying Fork Cafe`
- Thomas Waldo's

Motion made by Trustee Smith, Second by Trustee Budinger to pull the minutes from 2/3/22, and 3/10/22. Motion carried unanimously.

Motion made by Trustee Knutson, Second by Trustee Budinger to approve the consent agenda as amended. Motion carried unanimously.

**ADJOURNMENT**

The Regular Trustee Meeting was adjourned at 9:29 pm.



\_\_\_\_\_  
Candy Wuollet, Finance Clerk

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

**TOWN OF PAONIA**



**Regular Town Board Meeting, March 10, 2022**

**Mayor Bachran  
Trustee Knutson  
Trustee Budinger  
Trustee Johnson  
Trustee Smith  
Trustee Thompson**

**March 10, 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:**

Finance Clerk Candy Wuollet called the roll and those present were Mayor Bachran, Trustee Johnson, Budinger, Knutson, Smith, and Trustee Thompson.

**Approval of the Agenda:**

Motion made by Trustee Knutson, Seconded by Trustee Thompson to change the order of the meeting as follows: Mayor’s Report, agenda item #6 - vacated Trustee seat, agenda item #7 - Ad-Hoc committee recommendations for Trustee meeting policy, agenda item #8 Presentation of JDS Hydro report, agenda item #9 Presentation of JDS and SGM Engineering task list, disbursements, agenda items #2, 4, 5, 10, 11, 12, and 13 as time permits. Motion carried with four (4) Aye and one (1) Nay.

| Trustee  | Aye | Nay |
|----------|-----|-----|
| Johnson  | X   |     |
| Knutson  | X   |     |
| Smith    | X   |     |
| Thompson |     | X   |
| Budinger | X   |     |

Motion made by Trustee Smith, Second by Trustee Johnson to amend the agenda to remove item #13 and continue to the next meeting. Motion carried unanimously.

**Mayor’s Report**

AARP grant, specifics were included in the packet. No matching funds are needed for this grant, only staff and public works time. The estimated amount is \$19,000.00, staff time is forty (40) hours of public works time at \$4,000, five (5) hours of administrative staff time at \$250.00 for a total of forty-five (45) hours at a cost of \$4,250 in-kind, with an application deadline of March 22, 2022.

Motion made by Trustee Knutson, Second by Trustee Budinger to approve the writing of this grant for Apple Valley Park for the ADA compliance. Motion carried unanimously.

Motion made by Trustee Thompson, Second by Trustee Budinger to further explore the CDPHE Quick-Win Grant for shade trees. Motion carried unanimously.

**New Business**

**Board consideration and possible action regarding vacated Trustee seat**

Motion made by Trustee Smith, Second by Trustee Knutson to have a resigning Trustee submit a written

**TOWN OF PAONIA**



resignation letter. The Board of Trustees shall by resolution adopt the resignation, which begins the 60-day clock for filling the seat, and the resolution shall indicate how the seat will be filled.

Discussion ensued regarding time limit for written resignation. Upon direction from Town Attorney Conklin the motion was modified to read: Direct the Town Attorney to draft a resolution to require a resigning Trustee to submit a written notice of resignation. If a verbal resignation is given, a request to confirm such resignation in writing within seven (7) days of the verbal resignation shall be made, however if no response is received within seven days, the oral resignation will be considered effective. Trustees shall by resolution adopt the resignation, which begins the 60-day clock for filling the seat and the resolution shall indicate how the seat is filled. Motion carried unanimously.

**Board consideration and possible action on Ad-Hoc committee recommendation for Trustee Meeting policy and procedure modifications**

No action taken.

**Presentation of JDS Hydro Progress Report**

James Plumb-Starnes was absent. Brandyn Bair with SGM made himself available to answer questions – as the two are working together to assist Town on water projects.

**Presentation of JDS Hydro and SGM Engineering Task List**

Mayor Bachran provided a synopsis of the meeting with Steve Thomas of the Colorado Rural Water Association (CRWA) and the benefits they can offer to the Town at zero cost.

Motion made by Trustee Smith, Second by Trustee Johnson to direct Colorado Rural Water Association to conduct an Asset Management Plan. Motion carried unanimously.

Motion made by Trustee Johnson, Second by Trustee Thompson to direct SGM to provide quotes on Standard Operating Procedures and Construction standards by the next meeting. Motion carried unanimously.

Motion made by Trustee Smith, Second by Trustee Thompson to amend the motion to add words water distribution, and sewer collection. Motion carried unanimously.

Following a heated comment from a member of the public Trustee Knutson asked for a five (5) minute recess.

Motion made by Trustee Knutson, Second by Trustee Budinger to take a five (5) minute recess. Motion carried unanimously.

Meeting resumed.

Motion made by Trustee Thompson, Second by Trustee Knutson that the Town make an official request to the water users encouraging water conservation in the community. Motion carried.

Motion made by Trustee Thompson, Seconded by Trustee Knutson to amend the motion to encourage water conservation until lower treatment plant is online. Motion carried with four (4) Aye and one (1) Nay.

| Trustee  | Aye | Nay |
|----------|-----|-----|
| Budinger | X   |     |
| Johnson  | X   |     |
| Knutson  | X   |     |

**TOWN OF PAONIA**



|          |   |   |
|----------|---|---|
| Smith    |   | X |
| Thompson | X |   |

**Announcements:**

Municipal Quarterly will be on March 31, 2022 from 9:30-3:00 in Delta, public is welcome.

**Disbursements**

Motion made by Trustee Knutson, Second by Trustee Budinger to approve accounts payable. Motion passed unanimously.

**Recognition of Visitors and Guest:**

None.

**Consent Agenda**

Motion made by Trustee Knutson, Second by Trustee Budinger to approve the Consent agenda as modified for the 2/28/22 Work Session/Special Meeting. Motion carried unanimously.

Motion made by Trustee Smith, Second by Trustee Budinger to approve the Regular Minutes of 2/22/22 with modifications. Motion carried unanimously.

Special Minutes on 2/28/22 will be continued to the next meeting.

**Staff Reports:**

Town Administrator Corinne Ferguson report was included in the packet.

**Public Work Report**

The public works report was included in the packet. Administrator Ferguson stated she plans to have the public works director attend meetings in the near future. New ORC is Benny Archuleta, and he came very highly recommended.

**Police Report**

Chris Lowe the Chief of police recruiter will be in town Monday and Tuesday he is available to meet with Board members and the public.

Finance Report was included in the packet.

**Unfinished Business**

**Advisory Water Committee Meeting Follow-up Discussion**

There are three (3) open positions, two to be filled by in-Town water users once the 30-day deadline passes from ordinance publication date.

Would like to be more consistent with meetings schedules and suggest scheduling them for the last Wednesday of the month.

Would like to have AWC representatives participate in the review, interviewing, and hiring of water staff members.

Town Attorney Conklin advised against involvement below direct supervision of Boards and committees.

**TOWN OF PAONIA**



**Board member volunteer to participate with Mayor Bachran to review the current Colorado Open Records Act Policy**

Trustee Knutson volunteered.

Trustee Thompson requested the Trustees review the new Logo for the Tree board so they can move forward. Administrator Ferguson will have it in the next packet.

**ADJOURNMENT**

The Regular Trustee Meeting was adjourned at 9:29 pm.

\_\_\_\_\_  
Candy Wuollet, Finance Clerk

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

**DRAFT**

AGENDA SUMMARY FORM

|   |               |                  |                   |
|---|---------------|------------------|-------------------|
|  | Disbursements |                  |                   |
| 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 |

April 22, 2022

FOR: 04/28/2022

| UBB OPS DISBURSEMENT SUMMARY |   |                  |
|------------------------------|---|------------------|
| DESCRIPTION                  | DATES                                   | AMOUNT           |
| CURRENT FSBC OPS BALANCE     |   | 217,669.97       |
| ACCOUNTS PAYABLE             | 04/06/2022-04/21/2022                   | (50,642.83)      |
| LOAN PAYMENT                 | D08F212-APPROVED 04/14/2022             | (11,671.70)      |
| NORRIS RETIREMENT PAYMENT    | Scheduled 4/26/2022-APPROVED 04/14/2022 | (1,680.00)       |
| CHASE CREDIT CARD            | 03/24/22-04/23/22                       |                  |
| TRANSFER TO SUMMIT           |   |                  |
| TRANSFER TO PAYROLL          | 4/8/2022                                | (19,686.72) *    |
| PAYROLL TAXES                | 4/8/2022                                | (6,841.32)       |
| TRANSFER TO PAYROLL          | 4/22/2022                               | (23,744.30) *    |
| PAYROLL TAXES                | 4/22/2022                               | (7,907.21)       |
| <b>BALANCE AFTER PAYMENT</b> |   | <b>95,495.89</b> |

| UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY |           |                     |
|---|-----------|---------------------|
| DESCRIPTION                             | DATES     | AMOUNT              |
| CURRENT FSBC SUMMIT BALANCE             |           | 1,493,887.61        |
| TRANSFER FROM OPS                       |           | -                   |
| TRANSFER FROM INT. GRANTS               |           | -                   |
| TRANSFER TO OPS                         |           |                     |
| CURRENT FSBC PAYROLL BALANCE            |           | 2,533.43            |
| TRANSFER FROM OPS                       | 4/8/2022  | 19,686.72 *         |
| TRANSFER FROM OPS                       | 4/22/2022 | 23,744.30 *         |
| PAYROLL (DIRECT DEPOSIT)                | 4/8/2022  | (19,686.72) *       |
| PAYROLL (DIRECT DEPOSIT)                | 4/22/2022 | (23,744.30) *       |
| <b>BALANCE AFTER PAYMENT</b>            |           | <b>1,496,421.04</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: 04/21/2022  |               |              |              |                               |
| GENERAL            |               | 532,591.60   |              | COMBINED FUNDS                |
| SEWER RESTRICTED   |               | 530,680.05   |              | PROPERTY SALE-RESTRICTED      |
| DEBT RESERVE       |               | 106,929.95   |              | AMKO BOND REQUIRED RESERVE    |
| BRIDGE RESERVE     |               | 588,923.77   |              | BRIDGE RESERVE                |
| CONS.TRUST         | 10,410.83     |              |              | RESTRICTED TO PARK USE ONLY   |
| GRANT PASS THRU    | 25.00         |              |              | PLACE HOLDER-COMBINED FUNDS   |
| INT GRANT          | 25.00         |              |              | PLACE HOLDER-COMBINED FUNDS   |
| OPS                | 242,486.10    |              |              | COMBINED FUNDS                |
| PARK CONTRIBUTIONS | 12,750.00     |              |              | SPECIFIC PARK PROJECTS        |
| PAYROLL            | 2,533.43      |              |              | PLACE HOLDER-COMBINED FUNDS   |
| SPACE-TO-CREATE    | CLOSED        |              |              | SPACE TO CREATE ONLY          |
| SUMMIT             | 1,493,887.61  |              |              | COMBINED FUNDS                |
| WWTP               | 58,518.78     |              |              | OLD SEWER REHAB ONLY          |
| CD#2-402           | 203,413.42    |              |              | COMBINED FUNDS-LOC COLLATERAL |
| CD#3-2578          | 260,592.42    |              |              | COMBINED FUNDS                |
|                    | 2,284,642.59  | 1,759,125.37 | 4,043,767.96 |                               |

| CASH POSITION      |              |              |              |                                     |
|--------------------|--------------|--------------|--------------|-------------------------------------|
| CASH POSITION      |              |              |              |                                     |
|                    | COMBINED     | RESTRICTED   | TOTAL        | DESCRIPTION                         |
| As of: 04/21/2022  |              |              |              |                                     |
| GENERAL            | 532,591.60   |              |              |                                     |
| SEWER RESTRICTED   |              | 530,680.05   |              | RESTRICTED TO SEWER CAPITAL PROJECT |
| DEBT RESERVE       |              | 106,929.95   |              | RESTRICTED LOAN REQUIREMENT         |
| BRIDGE RESERVE     |              | 588,923.77   |              | RESTRICTED TO BRIDGE REPAIRS        |
| CONS.TRUST         |              | 10,410.83    |              | RESTRICTED TO PARK CAPITAL PROJECT  |
| GRANT PASS THRU    | 25.00        |              |              |                                     |
| INT GRANT          |              | 25.00        |              | RESTRICTED LOAN REQUIREMENT         |
| OPS                | 242,486.10   |              |              |                                     |
| PARK CONTRIBUTIONS |              | 12,750.00    |              | SPECIFIC PARK PROJECTS AS DONATED   |
| PAYROLL            | 2,533.43     |              |              |                                     |
| SPACE-TO-CREATE    |              | CLOSED       |              | SPACE TO CREATE ONLY                |
| SUMMIT             | 1,493,887.61 |              |              |                                     |
| WWTP               |              | 58,518.78    |              | OLD SEWER REHAB ONLY                |
| CD#2-402           | 203,413.42   |              |              |                                     |
| CD#3-2578          | 260,592.42   |              |              |                                     |
|                    | 2,735,529.58 | 1,308,238.38 | 4,043,767.96 |                                     |

| 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 |                              |
|---------------|---------------|--------------------|----------------|----------------|-----------------|------------------|----------------|-----------|-----------------|-------------------|------------------------------|
| 04/28/2022    | 987           | Black Hills Energy | 04-2022        | 1,215.06       | .00             | .00              | 1,215.06       |           |                 |                   | UTILITIES                    |
| 04/28/2022    | 942           | CGFOA              | AUDIT101-0     | 40.00          | .00             | .00              | 40.00          |           |                 |                   | TRAINING                     |
| 04/28/2022    | 942           | CGFOA              | BUDGET101      | 40.00          | .00             | .00              | 40.00          |           |                 |                   | TRAINING                     |
| 04/28/2022    | 629           | Darla Damerell     | 1020.1-304 N   | 60.00          | .00             | .00              | 60.00          |           |                 |                   | REFUND OF OVERPAYMENT        |
| 04/28/2022    | 286           | Delta County Clerk | 04052022       | 1,968.14       | .00             | .00              | 1,968.14       |           |                 |                   | ELECTION                     |
| 04/28/2022    | 43            | Delta Montrose Ele | 04-2022-9      | 1,454.68       | .00             | .00              | 1,454.68       |           |                 |                   | UTILITIES                    |
| 04/28/2022    | 43            | Delta Montrose Ele | 04-2022-S      | 2,020.45       | .00             | .00              | 2,020.45       |           |                 |                   | UTILITIES                    |
| 04/28/2022    | 43            | Delta Montrose Ele | 04-2022-W      | 1,839.32       | .00             | .00              | 1,839.32       |           |                 |                   | UTILITIES                    |
| 04/28/2022    | 368           | Double J Disposal  | 49193          | 81.00          | .00             | .00              | 81.00          |           |                 |                   | 1MG PORTA POTTY              |
| 04/28/2022    | 368           | Double J Disposal  | 49194          | 211.00         | .00             | .00              | 211.00         |           |                 |                   | PARK PORTA POTTIES           |
| 04/28/2022    | 368           | Double J Disposal  | 49214          | 48.60          | .00             | .00              | 48.60          |           |                 |                   | RECYCLE DROP OFF             |
| 04/28/2022    | 986           | Elevate Fiber      | 66210-27171    | 464.77         | .00             | .00              | 464.77         |           |                 |                   | UTILITIES                    |
| 04/28/2022    | 1092          | Ferguson Waterwo   | 1311023        | 629.02         | .00             | .00              | 629.02         |           |                 |                   | POND LINER REPAIR            |
| 04/28/2022    | 1231          | GOVERNMENT P       | PHASE 2 OF     | 3,500.00       | .00             | .00              | 3,500.00       |           |                 |                   | POLICE CHIEF RECRUITER       |
| 04/28/2022    | 1249          | Heiniger, Cory     | 041622-BOO     | 100.00         | .00             | .00              | 100.00         |           |                 |                   | BOOT ALLOWANCE               |
| 04/28/2022    | 560           | Honnen Equipmen    | 1364942        | 215.67         | .00             | .00              | 215.67         |           |                 |                   | EQUIPMENT REPAIR             |
| 04/28/2022    | 1124          | JDS-Hydro Consul   | INV-0322-12    | 1,757.50       | .00             | .00              | 1,757.50       |           |                 |                   | ENGINEERING                  |
| 04/28/2022    | 1239          | Karp Neu Hanlon,   | 35049          | 7,801.69       | .00             | .00              | 7,801.69       |           |                 |                   | ATTORNEY                     |
| 04/28/2022    | 1250          | Katzer, JoAnn      | CPR TRAINI     | 79.56          | .00             | .00              | 79.56          |           |                 |                   | TRAINING MILEAGE             |
| 04/28/2022    | 1251          | Laiminger, Matt    | CBI FINGER     | 35.10          | .00             | .00              | 35.10          |           |                 |                   | MEETING MILEAGE              |
| 04/28/2022    | 1251          | Laiminger, Matt    | COMPLETE       | 35.10          | .00             | .00              | 35.10          |           |                 |                   | MEETING MILEAGE              |
| 04/28/2022    | 1251          | Laiminger, Matt    | CPR TRAINI     | 79.56          | .00             | .00              | 79.56          |           |                 |                   | TRAINING MILEAGE             |
| 04/28/2022    | 645           | Mail Services, LLC | 1832653        | 461.48         | .00             | .00              | 461.48         |           |                 |                   | BILLING POST CARDS           |
| 04/28/2022    | 499           | Phonz +            | 13040          | 2,583.67       | .00             | .00              | 2,583.67       |           |                 |                   | COMPUTER UPGRADE             |
| 04/28/2022    | 499           | Phonz +            | 13051          | 2,292.91       | .00             | .00              | 2,292.91       |           |                 |                   | NEW WORK STATION             |
| 04/28/2022    | 499           | Phonz +            | 13052          | 536.92         | .00             | .00              | 536.92         |           |                 |                   | BAR CODE SOFTWARE            |
| 04/28/2022    | 499           | Phonz +            | 13056          | 99.99          | .00             | .00              | 99.99          |           |                 |                   | NEW WORK STATION             |
| 04/28/2022    | 499           | Phonz +            | 13065          | 441.90         | .00             | .00              | 441.90         |           |                 |                   | NEW WORK STATION             |
| 04/28/2022    | 520           | PR Diamond Prod    | 0061370-IN     | 3,005.00       | .00             | .00              | 3,005.00       |           |                 |                   | BLADES                       |
| 04/28/2022    | 1167          | Redden, Jordan     | CPR-041422     | 13.01          | .00             | .00              | 13.01          |           |                 |                   | TRAINING MEAL                |
| 04/28/2022    | 737           | Ricoh USA Inc      | 36481849       | 127.42         | .00             | .00              | 127.42         |           |                 |                   | COPIER CONTRACT              |
| 04/28/2022    | 931           | Roop Excavating L  | 030722-0322    | 7,448.16       | .00             | .00              | 7,448.16       |           |                 |                   | SEWER MAIN ALLEY REPLACEMENT |
| 04/28/2022    | 931           | Roop Excavating L  | 1276           | 240.00         | .00             | .00              | 240.00         |           |                 |                   | WATER LEAK                   |
| 04/28/2022    | 148           | Safety-Kleen Corp  | 88707399       | 340.98         | .00             | .00              | 340.98         |           |                 |                   | PARTS WASHER SERVICE         |
| 04/28/2022    | 151           | Snap-On Tools      | 0421225882     | 93.75          | .00             | .00              | 93.75          |           |                 |                   | TOOL (DEEP IMPACT SOCKET)    |
| 04/28/2022    | 152           | Southwestern Syst  | 203001         | 2,412.50       | .00             | .00              | 2,412.50       |           |                 |                   | HYDRO EXCAVATE-WATER LEAK    |
| 04/28/2022    | 156           | TDS Telecom        | 04-2022        | 275.48         | .00             | .00              | 275.48         |           |                 |                   | UTILITIES                    |
| 04/28/2022    | 792           | Town Of Hotchkiss  | VALE CK413     | 5,050.00       | .00             | .00              | 5,050.00       |           |                 |                   | FORWARD GRANT FUNDS          |
| 04/28/2022    | 1247          | Trench Plate Rent  | 425572         | 816.20         | .00             | .00              | 816.20         |           |                 |                   | SEWER MAIN ALLEY REPLACEMENT |
| 04/28/2022    | 162           | United Companies   | 1451780        | 609.63         | .00             | .00              | 609.63         |           |                 |                   | STREET/ALLEY REPAIR          |
| 04/28/2022    | 441           | USA Blue Book      | 938965         | 117.61         | .00             | .00              | 117.61         |           |                 |                   | WATER SAMPLE SUPPLIES        |
| Grand Totals: |               |                    |                | 41             | 50,642.83       | .00              | .00            | 50,642.83 |                 |                   |                              |

Cash Requirements Summary

| Date          | Invoice Amount | Discount Amount | Partial Payments | Net Due Amount | Net Cumulative Amount |     |           |
|---------------|----------------|-----------------|------------------|----------------|-----------------------|-----|-----------|
| 04/28/2022    | 50,642.83      | .00             | .00              | 50,642.83      | 50,642.83             |     |           |
| Grand Totals: |                |                 |                  | 50,642.83      | .00                   | .00 | 50,642.83 |

## Payroll Summary

| Check Date                                       | Name                  | Hours  | Total Paid  | Tax Withheld | Deductions | Net Pay     | Check No | Employer Liability | Total Expense |
|--|-----------------------|--------|-------------|--------------|------------|-------------|----------|--------------------|---------------|
| <b>Pay Frequency:</b> Biweekly                   |                       |        |             |              |            |             |          |                    |               |
| 04/08/2022                                       | Byrge, Rodney A       | 82.00  | 1,535.50    | 296.92       | 0.00       | 1,238.58    | DD       | 146.82             | 1,682.32      |
| 04/08/2022                                       | Cecil, Raymond Cole   | 84.00  | 1,290.00    | 172.74       | 0.00       | 1,117.26    | DD       | 120.62             | 1,410.62      |
| 04/08/2022                                       | Edwards, Roger        | 80.00  | 1,472.50    | 294.65       | 134.14     | 1,043.71    | DD       | 132.15             | 1,604.65      |
| 04/08/2022                                       | Ferguson, Corinne     | 0.00   | 2,997.50    | 537.27       | 258.23     | 2,202.00    | DD       | 223.33             | 3,220.83      |
| 04/08/2022                                       | Garcia, Jeremiah      | 89.50  | 2,073.50    | 352.45       | 0.00       | 1,721.05    | DD       | 206.32             | 2,279.82      |
| 04/08/2022                                       | Heiniger, Cory        | 96.50  | 3,180.00    | 620.21       | 0.00       | 2,559.79    | DD       | 304.27             | 3,484.27      |
| 04/08/2022                                       | Hinyard, Patrick      | 86.00  | 2,193.00    | 347.00       | 304.68     | 1,541.32    | DD       | 67.68              | 2,260.68      |
| 04/08/2022                                       | Jones, Cynthia        | 0.00   | 2,757.50    | 633.89       | 238.79     | 1,884.82    | DD       | 225.47             | 2,982.97      |
| 04/08/2022                                       | Kramer, Lance W       | 80.00  | 1,612.50    | 207.39       | 237.47     | 1,167.64    | DD       | 49.36              | 1,661.86      |
| 04/08/2022                                       | Mojarro Lopez, Amanda | 40.00  | 740.00      | 48.55        | 294.43     | 397.02      | DD       | 51.43              | 791.43        |
| 04/08/2022                                       | Redden, Jordan        | 91.00  | 2,123.00    | 453.93       | 88.00      | 1,581.07    | DD       | 211.24             | 2,334.24      |
| 04/08/2022                                       | Reich, Dennis         | 80.00  | 1,600.00    | 319.12       | 171.46     | 1,109.42    | DD       | 141.94             | 1,741.94      |
| 04/08/2022                                       | Rose, James M         | 80.00  | 1,200.00    | 215.72       | 0.00       | 984.28      | DD       | 112.20             | 1,312.20      |
| 04/08/2022                                       | Wuollet, Candice      | 80.00  | 1,452.50    | 221.41       | 92.33      | 1,138.76    | DD       | 127.17             | 1,579.67      |
| <b>Pay Frequency Totals: Biweekly</b>            |                       | 969.00 | \$26,227.50 | \$4,721.25   | \$1,819.53 | \$19,686.72 |          | \$2,120.00         | \$28,347.50   |
| <b>Total Net Pays for Biweekly frequency: 14</b> |                       |        |             |              |            |             |          |                    |               |
| <b>Company Totals:</b>                           |                       | 969.00 | \$26,227.50 | \$4,721.25   | \$1,819.53 | \$19,686.72 |          | \$2,120.00         | \$28,347.50   |
| <b>Total Net Pays for Company: 14</b>            |                       |        |             |              |            |             |          |                    |               |

## 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> |                    |                   |                   |                    |          |                    |                    |
| 04/21/2022                                       | Byrge, Rodney A       | 85.50           | 1,632.63           | 320.43            | 0.00              | 1,312.20           | DD       | 152.64             | 1,785.27           |
| 04/21/2022                                       | Cecil, Raymond Cole   | 84.00           | 1,290.00           | 172.77            | 0.00              | 1,117.23           | DD       | 120.62             | 1,410.62           |
| 04/21/2022                                       | Edwards, Roger        | 80.50           | 1,486.19           | 297.96            | 134.14            | 1,054.09           | DD       | 133.43             | 1,619.62           |
| 04/21/2022                                       | Ferguson, Corinne     | 0.00            | 2,997.50           | 537.27            | 258.23            | 2,202.00           | DD       | 223.33             | 3,220.83           |
| 04/21/2022                                       | Garcia, Jeremiah      | 98.75           | 2,378.75           | 426.31            | 0.00              | 1,952.44           | DD       | 225.68             | 2,604.43           |
| 04/21/2022                                       | Heiniger, Cory        | 80.00           | 2,437.50           | 440.52            | 0.00              | 1,996.98           | DD       | 227.91             | 2,665.41           |
| 04/21/2022                                       | Hinyard, Patrick      | 84.75           | 2,147.06           | 334.27            | 304.22            | 1,508.57           | DD       | 58.26              | 2,205.32           |
| 04/21/2022                                       | Jones, Cynthia        | 0.00            | 2,757.50           | 633.89            | 238.79            | 1,884.82           | DD       | 204.86             | 2,962.36           |
| 04/21/2022                                       | Katzer, JoAnn         | 56.00           | 922.50             | 137.81            | 70.00             | 714.69             | DD       | 91.80              | 1,014.30           |
| 04/21/2022                                       | Kramer, Lance W       | 85.00           | 1,762.50           | 234.39            | 237.47            | 1,290.64           | DD       | 54.09              | 1,816.59           |
| 04/21/2022                                       | Laiminger, Matthew K  | 83.50           | 2,079.00           | 353.77            | 0.00              | 1,725.23           | DD       | 206.86             | 2,285.86           |
| 04/21/2022                                       | Mojarro Lopez, Amanda | 40.00           | 740.00             | 48.56             | 294.43            | 397.01             | DD       | 51.43              | 791.43             |
| 04/21/2022                                       | Redden, Jordan        | 96.00           | 2,288.00           | 510.36            | 88.00             | 1,689.64           | DD       | 219.14             | 2,507.14           |
| 04/21/2022                                       | Reich, Dennis         | 83.00           | 1,690.00           | 340.91            | 171.46            | 1,177.63           | DD       | 150.36             | 1,840.36           |
| 04/21/2022                                       | Rose, James M         | 80.00           | 1,200.00           | 215.73            | 0.00              | 984.27             | DD       | 112.20             | 1,312.20           |
| 04/21/2022                                       | Vetter, Samira        | 25.50           | 420.50             | 37.30             | 0.00              | 383.20             | DD       | 41.84              | 462.34             |
| 04/21/2022                                       | Wuollet, Candice      | 80.00           | 1,452.50           | 221.42            | 92.33             | 1,138.75           | DD       | 127.17             | 1,579.67           |
| <b>Pay Frequency Totals: Biweekly</b>            |                       | <b>1,142.50</b> | <b>\$29,682.13</b> | <b>\$5,263.67</b> | <b>\$1,889.07</b> | <b>\$22,529.39</b> |          | <b>\$2,401.62</b>  | <b>\$32,083.75</b> |
| <b>Total Net Pays for Biweekly frequency: 17</b> |                       |                 |                    |                   |                   |                    |          |                    |                    |
| <b>Company Totals:</b>                           |                       | <b>1,142.50</b> | <b>\$29,682.13</b> | <b>\$5,263.67</b> | <b>\$1,889.07</b> | <b>\$22,529.39</b> |          | <b>\$2,401.62</b>  | <b>\$32,083.75</b> |
| <b>Total Net Pays for Company: 17</b>            |                       |                 |                    |                   |                   |                    |          |                    |                    |

## Payroll Summary

| Check Date                                     | Name                | Hours | Total Paid | Tax Withheld | Deductions | Net Pay    | Check No | Employer Liability | Total Expense |
|--|---------------------|-------|------------|--------------|------------|------------|----------|--------------------|---------------|
| <b>Pay Frequency:</b> Monthly                  |                     |       |            |              |            |            |          |                    |               |
| 04/21/2022                                     | Bachran, Mary A     | 0.00  | 200.00     | 15.30        | 0.00       | 184.70     | DD       | 19.90              | 219.90        |
| 04/21/2022                                     | Budinger, Karen A   | 0.00  | 100.00     | 7.65         | 0.00       | 92.35      | DD       | 9.95               | 109.95        |
| 04/21/2022                                     | Huffman, Julie J    | 0.00  | 525.00     | 48.89        | 0.00       | 476.11     | DD       | 52.24              | 577.24        |
| 04/21/2022                                     | Johnson, Michael A  | 0.00  | 100.00     | 7.65         | 0.00       | 92.35      | DD       | 9.95               | 109.95        |
| 04/21/2022                                     | Knutson, David A    | 0.00  | 100.00     | 7.65         | 0.00       | 92.35      | DD       | 9.95               | 109.95        |
| 04/21/2022                                     | Smith, Paige W      | 0.00  | 100.00     | 7.65         | 0.00       | 92.35      | DD       | 9.95               | 109.95        |
| 04/21/2022                                     | Thompson, Jeffrey I | 0.00  | 100.00     | 7.65         | 0.00       | 92.35      | DD       | 9.95               | 109.95        |
| 04/21/2022                                     | Valentine, John C   | 0.00  | 100.00     | 7.65         | 0.00       | 92.35      | DD       | 9.95               | 109.95        |
| <b>Pay Frequency Totals: Monthly</b>           |                     | 0.00  | \$1,325.00 | \$110.09     | \$0.00     | \$1,214.91 |          | \$131.84           | \$1,456.84    |
| <b>Total Net Pays for Monthly frequency: 8</b> |                     |       |            |              |            |            |          |                    |               |
| <b>Company Totals:</b>                         |                     | 0.00  | \$1,325.00 | \$110.09     | \$0.00     | \$1,214.91 |          | \$131.84           | \$1,456.84    |
| <b>Total Net Pays for Company: 8</b>           |                     |       |            |              |            |            |          |                    |               |

AGENDA SUMMARY FORM

|   |   |                  |                   |
|---|---|------------------|-------------------|
|    | Rob Miller – Pickin in the Park Annual Event and Request for waived fees in lieu of sponsorship |                  |                   |
| <p><b>Summary:</b><br/>Continued discussion regarding the waiving of fees in lieu of sponsorship for the event in Town Park during the month of August.</p>   |   |                  |                   |
| <p><b>Notes:</b><br/>Things to consider:<br/>the history of the event<br/>community impact<br/>visitors to community<br/>revenues brought to Town<br/>costs to the Town</p> <p>Pickin in the Park Event Cost Estimate for 4 days:</p> <p>Manhours: 32 hours x 2 staff members: \$1,920<br/>Bathroom supplies: 4 cases toilet paper 1 case paper towels: \$200<br/>Cleaning Supplies: \$120<br/>Trash can liners: \$100<br/>Trash: 3 tons (lower impact with less vendors) \$165<br/>Fuel: \$300</p> <p>Administrative with special event liquor license: \$225<br/>Approximate event cost to Town from PITP \$3,030.</p> <p>Event fees charged for PITP:<br/>Half day x four days: \$400<br/>Liquor License: \$75<br/>Recycling credit: -\$50</p> <p>Total Fees: \$425</p> <p>There is no way to adequately quantify the amount of sales tax impact from Pickin in the Park. Reviewing monthly sales tax data does not accurately reflect the events impact without knowing the vendors sales tax payment cycles and number of other days/events participated in.</p> |   |                  |                   |
| Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____  |   |                  |                   |
| Vote:   | Mayor Bachran   | Trustee Budinger | Trustee Johnson   |
| Trustee Knutson   | Trustee Smith   | Trustee Thompson | Trustee Valentine |

**TOWN OF PAONIA**  
**REQUEST TO BE PLACED ON AGENDA**

PO Box 460  
Paonia, CO 81428  
970/527-4101  
paonia@townofpaonia.com

April 14th

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: Rob Miller

Organization, if speaking on behalf of a group: Pickin' Productions

Is this a request for Board action?  Yes  No

Please provide a summary of your comments:

Pickin in the Park - celebrating 15 years!  
Free Music every Thursday in August. Thank  
you for the towns continued support.

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

Contact information:

Name: Rob Miller

Mailing Address: PO Box 1690  
PAONIA

E-mail: PickinProductions@gmail.com

Daytime Phone: 970 260 6493

Office Use Only:  
Received: \_\_\_\_\_  
Approved for Agenda: \_\_\_\_\_  
Board Meeting Date: \_\_\_\_\_

Special Event Park Permit Checklist

*Pickin in the Park 2022*

Minimum Days Due

ITEM:

PRIOR TO EVENT

|  |                  |
|--|------------------|
| Request to be on Agenda  | 60 DAYS          |
| Large Group Park Application                                       | 45 DAYS          |
| Special Event Permit Application (DOR) (serving alcohol)           | 45 DAYS          |
| On Premise Liquor Permit Requested                                 | 45 DAYS          |
| Park/Location Map  | 45 DAYS          |
| (Outline all areas to be licensed, serving area, and storage area) |                  |
| Off Site Map (Map area of off site liquor storage)                 | 45 DAYS          |
| Safety Plan  | 45 DAYS          |
| Banner Permit Application  | 45 DAYS          |
| Street Closure Application   | 45 DAYS          |
| Non-Profit Certificate of Good Standing                            | 45 DAYS          |
| Certificate of Insurance   | 15 DAYS          |
| Vendor List (PRELIMINARY)  | 15 DAYS          |
| DOR Fee - liquor (\$25 per day)                                    | with application |
| Town Fee - liquor (\$50 per day)                                   | with application |
| Town Fees - park - per application requirements                    | with application |
|  |                  |
| <b>**SEP Notification Posted PRIOR TO HEARING</b>                  | 15 DAYS          |
| (Email photo of posting proof to: Corinne@townofpaonia.com)        | 15 DAYS          |

Packet Complete: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Notes: *Request for Sponsorship*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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: Rob Miller  
Organization: Pickin Productions  
Mailing Address: Po Box 11690 Paonia CO  
Telephone Number: 970 260 6493  
Event Manager (if different than Applicant): \_\_\_\_\_  
Event Manager Telephone: \_\_\_\_\_  
Event Manager E-Mail: PickinProductions@gmail.com

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

Four free Thursdays of music for the community. Pickin in the Park - 15<sup>th</sup> Annual

Event Date(s): 8.4.22 Event Hours: 6-10pm

Event Date(s): 8.11.22 Event Hours: 6-10pm

Event Date(s): 8.18.22 Event Hours: 6-10pm

Event Date(s): 8.25.22 Event Hours: 6-10pm

**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 To consider again to waive the Park fee in exchange for a Town Sponsorship.

**Pricing:**

**Half Day (6 Hours or less)** \$ 100.00/day

Includes: 3 dumpsters and up to 5 vendors

Date Submitted \_\_\_\_\_ Amount 400.00 - cf

[ ] **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: 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: \_\_\_\_\_ \$ \_\_\_\_\_

Seperate Application To be Submitted

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Date Submitted \_\_\_\_\_ Amount \_\_\_\_\_

**Recycling:** Should the event provide recycling, a \$50 credit shall be applied. \$ \$50x4=cr \$200 cf

**TOTAL FEES SUBMITTED**

\$ NOT PAID  
\$200.00

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

**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:**

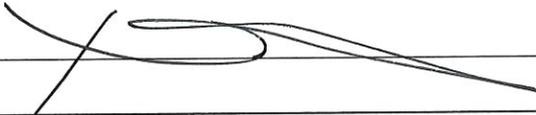
The Town is willing to promote your event by posting submitted material on the Town website, the Town of Paonia Facebook page, and/or a poster placed in the Town Hall entryway.

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 19 day of March, 2022

Printed Name: Rob Miller

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 \_\_\_\_\_

- Application requires Board of Trustee Approval.

**Hearing Date:** 04/14/2022

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

\_\_\_\_\_

\_\_\_\_\_

Rob Miller  
Pickin' Productions  
PO Box 1690  
Paonia, CO 81428

970.260.6493  
pickinproductions@gmail.com  
www.pickinproductions.com

**Pickin' in the Park**  
**August 4, 11, 18, 25 - 2022**

**Main Contact: Rob Miller (See above information)**

**Liability Insurance: We will submit with the town cited in at least 60 days prior**

**Medical Plan: Call 911 for medical emergencies. We have a first aid kit on hand for smaller situations.**

**Parking Plan: We borrow traffic cones from the town and reserve parking space for the band's vehicles, as well as our staff.**

**Safety Plan: Call 911 for emergencies, and we have the number for our local police as well on hand.**

**Security Plan: The Paradise Theatre holds the liquor license. They ID everyone who looks under 50 years old, and places wristbands on people purchasing alcohol. They have at least two "alcohol watchdogs" walking around the park. We also have a small staff who is looking out for glass in the park and anyone bringing in outside alcohol. Both teams are on the lookout for public drunkenness.**

- Need Updated security plan for liquor - understand FOTP no longer requesting liquor license. - cf

AGENDA SUMMARY FORM



Discussion Item: JDS Hydro Change Order Updates

Summary:

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 |

AGENDA SUMMARY FORM



Action Item Continued: Resolution 04-2022 – Board of Trustees facility inspection policy

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 |

**TOWN OF PAONIA, COLORADO**  
**RESOLUTION NO. 4 - 2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, ADOPTING A POLICY AND PROCEDURES REGARDING ACCESS TO TOWN FACILITIES**

**WHEREAS**, the Town of Paonia (the “Town”) is a statutory town in Delta County, Colorado;

**WHEREAS**, in response to a proposed Initiative Petition related to Town records and the transparency issues underlying such Initiative, the Board of Trustees adopted Ordinance No. \_\_\_-2022 to amend the Municipal Code to add a new Section 2-11-10 regarding access to certain records and access to Town facilities;

**WHEREAS**, new Section 2-11-10(b) of the Code provides, in part, that “to the extent allowed by law, the Board of Trustees shall not be denied access to ... view all facilities of the Town in accordance with any applicable Town procedure and upon coordination through the Town Administrator or the Town Administrator’s designee. Inspection of Town facilities shall not be unduly delayed.”

**WHEREAS**, to ensure the timely and orderly access to Town facilities, the Board of Trustees wishes to adopt a policy regarding access to Town facilities; and

**WHEREAS**, the Board of Trustees finds and determines it is in the best interest of the Town to adopt the policy and procedure set forth herein.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:**

1. Recitals. The foregoing recitals are incorporated herein as findings of the Board of Trustees.
2. Board of Trustees – Access to Public Facilities Policy and Procedure.
  - a. Tours of W/S Plants.
    - i. The scope of work for the Town Operator in Responsible Charge (“ORC”) of 2MG treatment plant, 1 MG treatment plant, and the wastewater treatment plant (collectively the “W/S Plants”) shall include:
      1. a requirement to conduct tours of the W/S Plants for the Board of Trustees and Mayor upon coordination by the Town Administrator; and

2. a requirement to hold one public tour per year of the W/S Plants upon coordination by the Town Administrator.

**Commented [JJC1]:** ORC must accommodate access to Trustees per Section 2.b below and once a year for public tour.

~~ii. Upon contracting with the ORC and to the extent possible within this timeframe, the Board of Trustees and Mayor tours of the W/S Plants shall be scheduled in June 2022 and be limited to two elected officials taking a tour at one time to prevent a violation of the Colorado Open Meetings Law and a public tour shall be scheduled in August and/or September, 2022.~~

**Commented [JJC2]:** Removing the specific times. The Board can just direct Staff on scheduling the Board and public tours for this year.

~~iii.~~ ii. The public shall be afforded an opportunity to tour the W/S Plants once a year upon coordination by the Town Administrator.

b. Board of Trustees and Mayor Access to Town Facilities:

i. All current and future Board Trustees and Mayor shall, upon taking office, be provided the opportunity for an orientation that includes a tour of all facilities of the Town, including the W/S Plants, Town office building, Public Works shop, all equipment storage locations, park buildings and shops and shall also be provided a summary sheet of all town-owned vehicles and construction/park maintenance equipment.

**Commented [JJC3]:** Provides for a tour this year and in the future.

ii. If a duly elected or appointed Trustee or Mayor would like to have access to a Town facility or facilities not open to the public, a notice/request shall be made in writing and delivered to the Town Administrator or the Town Administrator's designee requesting such visit with reasonable, advance notice ~~and stating the reason for such a visit. To allow an equal opportunity for all Trustees to participate, the Town Administrator shall inquire with other Trustees and the Mayor if they wish to participate in a facility visit upon receiving such notice/request. The Town Administrator shall then contact any staff/consultants needed to safely and timely conduct such a visit to determine their availability and shall then follow up with the Mayor/Trustees expressing an interest in participating with potential dates/times for such a visit. The Town Administrator shall then finalize a time/date for the facility visit. The facility visit date/time shall accommodate the Mayor/Trustee initiating any notice/request. To the extent possible, site visits shall be completed with not more than 2 Trustees present at a time. The Town Administrator (or designee) shall promptly arrange for and coordinate such facility access, including with any Staff or consultant required for such access.~~ The Town shall ~~otherwise~~ comply with the Colorado Open Meetings Law in conducting such facility access. A facility visit notice/request shall not be denied or unduly delayed or postponed.

**APPROVED AND ADOPTED** this 124<sup>th</sup> day of ~~March~~April, 2022, by the Board of Trustees, Town of Paonia.

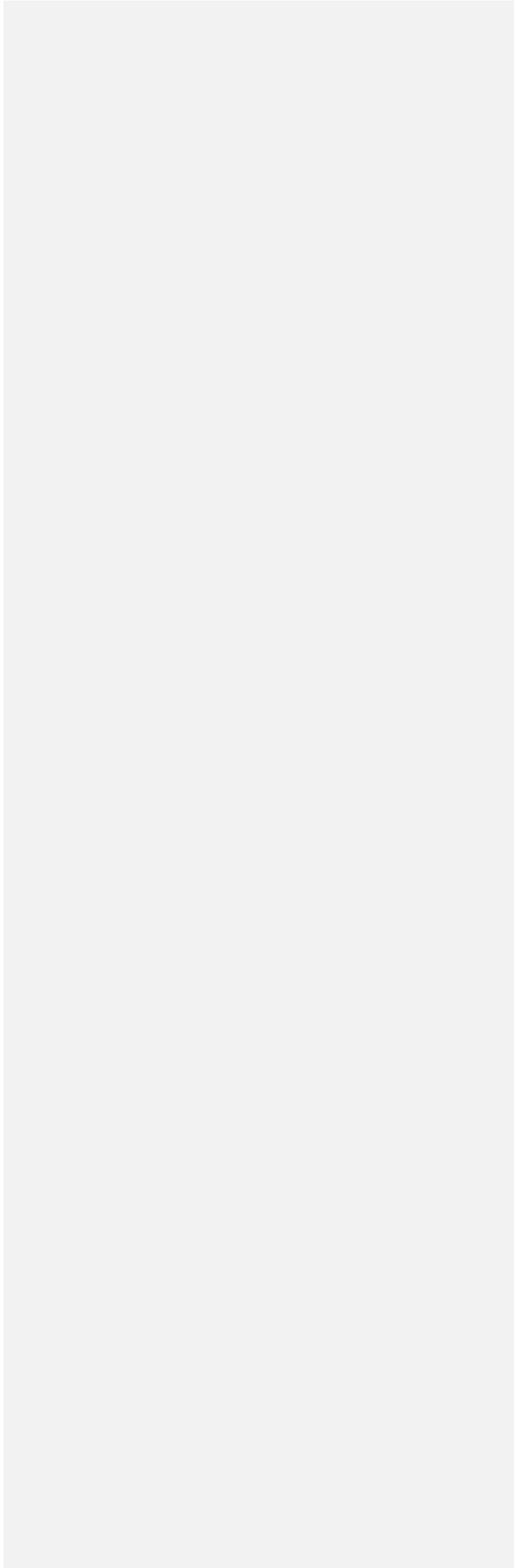
**TOWN OF PAONIA, COLORADO**

By: \_\_\_\_\_  
Mary Bachran, Mayor

**ATTEST:**

By: \_\_\_\_\_  
J. Corinne Ferguson, Town Clerk

DRAFT



**TOWN OF PAONIA, COLORADO**  
**RESOLUTION NO. 04 - 2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, ADOPTING A POLICY AND PROCEDURES REGARDING ACCESS TO TOWN FACILITIES**

**WHEREAS**, the Town of Paonia (the “Town”) is a statutory town in Delta County, Colorado;

**WHEREAS**, in response to a proposed Initiative Petition related to Town records and the transparency issues underlying such Initiative, the Board of Trustees adopted Ordinance No. \_\_\_-2022 to amend the Municipal Code to add a new Section 2-11-10 regarding access to certain records and access to Town facilities;

**WHEREAS**, new Section 2-11-10(b) of the Code provides, in part, that “to the extent allowed by law, the Board of Trustees shall not be denied access to ... view all facilities of the Town in accordance with any applicable Town procedure and upon coordination through the Town Administrator or the Town Administrator’s designee. Inspection of Town facilities shall not be unduly delayed.”

**WHEREAS**, to ensure the timely and orderly access to Town facilities, the Board of Trustees wishes to adopt a policy regarding access to Town facilities; and

**WHEREAS**, the Board of Trustees and finds and determines it is in the best interest of the Town to adopt the policy and procedure set forth herein.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:**

1. Recitals. The foregoing recitals are incorporated herein as findings of the Board of Trustees.
2. Board of Trustees – Access to Public Facilities Policy and Procedure.
  - a. Tours of W/S Plants.
    - i. The scope of work for the Town operator of 2MG treatment plant, 1 MG treatment plant, and the wastewater treatment plant (collectively the “W/S Plants”) shall include:
      1. a requirement to conduct tours of the water and wastewater plants for the Board of Trustees and Mayor upon coordination by the Town Administrator; and

- 2. a requirement to hold one public tour per year of the W/S Plants upon coordination by the Town Administrator.
  - ii. The public shall be afforded an opportunity to tour the W/S Plants once a year upon coordination by the Town Administrator.
- b. Board of Trustees and Mayor Access to Town Facilities:
- i. All current and future Board Trustees and Mayor shall, upon taking office, be provided the opportunity for an orientation that includes a tour of all facilities of the Town, including the W/S Plants, Town office building, Public Works shop, all equipment storage locations, park buildings and shops and shall also be provided a summary sheet of all town-owned vehicles and construction/park maintenance equipment.
  - ii. If a duly elected or appointed Trustee or Mayor would like to have access to a Town facility or facilities not open to the public, a notice/request shall be made in writing and delivered to the Town Administrator or the Town Administrator's designee requesting such visit with reasonable, advance notice. The Town Administrator (or designee) shall promptly arrange for and coordinate such facility access, including with any Staff or consultant required for such access. The Town shall comply with the Colorado Open Meetings Law in conducting such facility access. A facility visit notice/request shall not be denied or unduly delayed or postponed.

**APPROVED AND ADOPTED** this 28<sup>th</sup> day of April, 2022, by the Board of Trustees, Town of Paonia.

**TOWN OF PAONIA, COLORADO**

By: \_\_\_\_\_  
Mary Bachran, Mayor

**ATTEST:**

By: \_\_\_\_\_  
J. Corinne Ferguson. Town Clerk

AGENDA SUMMARY FORM



Action Item: Ordinance 04-2022 Zoning Modification to 1375 3<sup>rd</sup> Street

Summary:

The enacting ordinance for the zoning change approved at the regular meeting April 14, 2022.

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 |

April 22, 2022

**TOWN OF PAONIA, COLORADO  
ORDINANCE NO. 04-2022**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, REZONING PROPERTY LOCATED AT 1375 3<sup>RD</sup> STREET IN THE TOWN OF PAONIA**

**RECITALS:**

**WHEREAS**, the Town of Paonia (the “Town”), in the County of Delta and State of Colorado, is a municipal corporation duly organized and existing under the laws of the State of Colorado; and

**WHEREAS**, pursuant to Section 16-14-20(1) of the Paonia Municipal Code (“PMC” or “Code”), Kira Adighi and Evan Coffey (the “Applicant”) submitted an application to rezone real property (the “Application”) located at 1375 3<sup>rd</sup> Street, identified by Delta County Parcel No. 324505222001, and legally described as:

LOT 7, BLOCK 1, KRALJ ADDITION TO THE TOWN OF PAONIA,  
DELTA COUNTY, STATE OF COLORADO

(the “Property”);

**WHEREAS**, the Applicant owns the Property;

**WHEREAS**, the Property is zoned C-1, Core Commercial District and the Application requests rezoning to the R-1, Low-Density Residential District;

**WHEREAS**, pursuant to Section 16-14-20(2) of the Code, an application for rezoning is a two-step review process and the Planning Commission reviews an application and makes a recommendation to the Board of Trustees;

**WHEREAS**, upon review, the Planning Commission found that R-1, Low Density Residential District zoning is appropriate for the Property and recommended the Board of Trustees approve the Application and rezoning; and

**WHEREAS**, following a public hearing, the Board of Trustees wishes to approve the Application and rezone the Property as R-1, Low-Density Residential District and incorporate such zoning into the Official Zoning Map.

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AS FOLLOWS:**

**Section 1. Recitals.**

The recitals to this Ordinance are adopted as findings of the Board of Trustees in support of the enactment of this Ordinance.

**Section 2. Rezoning.**

The Board of Trustees hereby approves Applicant’s Application, rezones the Property to R-1, Low-Density Residential District zoning, and incorporates such zoning into the Official Zoning Map. The Town staff is further directed to comply with all provisions of the Paonia Municipal Code to implement the provisions of this Ordinance.

**Section 3. Severability.**

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions of this Ordinance, which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

**Section 4. Ordinance Effect.**

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed, and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed, provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded, and further provided that this repeal shall not affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

**Section 5. Effective Date.**

This Ordinance shall take effect thirty days from the date of publication.

**HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this 28<sup>th</sup> day of April, 2022 by a vote of \_\_ to \_\_.**

**TOWN OF PAONIA, COLORADO,  
A MUNICIPAL CORPORATION**

By: \_\_\_\_\_  
Mary Bachran, Mayor

ATTEST:

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

AGENDA SUMMARY FORM

|   |                                  |                   |                   |
|---|----------------------------------|-------------------|-------------------|
|    | Recognition of Outgoing Trustees |                   |                   |
| Summary:<br>Opportunity to recognize and thank Trustees Karen Budinger, Mick Johnson, and Jeff Thompson for their service to the community of Paonia. |                                  |                   |                   |
| Notes:<br><br>THANK YOU, KAREN & MICK & JEFF!   |                                  |                   |                   |
| Vote:   | Trustee Bachran:                 | Trustee Bear:     | Trustee Budinger: |
| Trustee Diehl:  | Trustee Knutson:                 | Trustee Pattison: | Mayor Stewart:    |

April 22, 2022

AGENDA SUMMARY FORM



Affirmation of Office - Trustees

Summary: Affirmation of office for newly elected Trustees, Valentine, Stelter, Smith and Markle.

Notes:

Motion:

Vote:

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

AGENDA SUMMARY FORM



Resolution 06-2022 Trustee Vacancy

Summary: Resolution noticing open seat on the Board of Trustees and the process and timeline to which it shall be fulfilled.

Notes:

Possible Motions:

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

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

**TOWN OF PAONIA, COLORADO  
RESOLUTION NO. 06 - 2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
PAONIA, COLORADO, DECLARING A VACANCY ON THE BOARD OF  
TRUSTEES**

**WHEREAS**, the Town of Paonia (the “Town”) is a statutory town in Delta County, Colorado;

**WHEREAS**, with respect to a vacancy on the Board of Trustees, C.R.S. § 31-4-303 provides in part:

The board of trustees has the power, by appointment, to fill all vacancies in the board or any other office, and the person so appointed shall hold his office until the next regular election and until his successor is elected and has complied with section 31-4-401. The board also has the power to fill a vacancy in the board or in any other elective office of the town by ordering an election to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401. If a vacancy in the board or in such other elective office is not filled by appointment or an election is not ordered within sixty days after the vacancy occurs, the board shall order an election, subject to the municipal election code, to be held as soon as practicable to fill the vacancy until the next regular election and until a successor has been elected and has complied with section 31-4-401....

(emphasis added);

**WHEREAS**, Section 2-2-10(e) of the Town of Paonia Municipal Code (the “Code”) provides, in part, that “The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board of Trustees or in any other elected office, and the person so appointed shall hold office until the next regular election and until his or her successor is elected and qualified”;

**WHEREAS**, at the Board of Trustees regular meeting on February 22, 2022, Trustee Tamie Meck verbally resigned from the Board, which she confirmed in writing the following day on February 23;

**WHEREAS**, at the regular Board of Trustees meeting on March 24, 2022, the Board of Trustees appointed John Valentine to fill the vacant position until April 28, 2022, at which time he would be assuming his position as a Trustee elected to office in the April 2022 election;

**WHEREAS**, as a result of Mr. Valentine assuming his elected Trustee position, there will be a vacancy in the Trustee position he was previously appointed to fill; and

**WHEREAS**, accordingly, the Board of Trustees wishes declare a vacancy on the Board of Trustees, as set forth herein.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO:**

1. Recitals. The foregoing recitals are incorporated herein as findings of the Board of Trustees.
2. Board of Trustees Vacancy. As a result of Trustee Valentine assuming his elected Trustee position, the Board of Trustees hereby declares a vacancy on the Board of Trustees effective as of the date of approval of this Resolution. Such vacancy shall be filled by appointment not later than 60 days from the approval of this Resolution – that is, not later than June 27, 2022. The term of the vacant Trustee position is to and through April of 2024.

**APPROVED AND ADOPTED** this 28<sup>th</sup> day of April, 2022, by the Board of Trustees, Town of Paonia.

**TOWN OF PAONIA, COLORADO**

By: \_\_\_\_\_  
Mary Bachran, Mayor

**ATTEST:**

By: \_\_\_\_\_  
Corinne Ferguson. Town Clerk

AGENDA SUMMARY FORM

|   |   |                 |                   |
|---|---|-----------------|-------------------|
|    | Action Item: ASF - Resolution 06-2022 Appointment of Officers |                 |                   |
| <p>Summary:<br/>Resolution appointing statutorily required positions of the municipal government of Clerk, Treasurer, Attorney, and Municipal Judge.</p>  |   |                 |                   |
| <p>Notes:</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>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           |

**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 – \_\_\_\_\_

Town Clerk – Corinne Ferguson

Town Attorney – Jeffrey Conklin

Municipal Judge – Julie Huffman

APPROVED AND ADOPTED: April 28, 2022.

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

ATTEST:

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

AGENDA SUMMARY FORM



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

Summary:

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 |

April 22, 2022

**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

## Definitions

- **Recognition of Friends and Neighbors** – this is a time for members of the public to speak on any topic not on the agenda. Members of the public, especially Zoom participants, will sign up beforehand via an email to town staff prior to 5 pm the day of the meeting or in person on the day of the meeting to speak. 3 minute time limit.
- **Mayor's Report** – Grants, Communications – partners, public outreach, Town Staff – communication and management; others?...
- **Staff Reports** – always summarized in writing for inclusion on the agenda. Brief presentations in the meeting are used to communicate details of some items in the report. Mayor and Trustees can ask questions. No public comment in the meetings. Public questions and comments can be made in writing and submitted to the mayor and/or town staff. Public comments will be provided to trustees as soon as possible and will be included on the next meeting's agenda if further discussion/action is warranted.
- **Unfinished Business** – these are agenda items from previous meeting(s) that continue to need attention/action by the Board and/or Town Staff.
- **New Business** – something not discussed before or something that was ended at a past meeting, but further discussion is requested.
- **Disbursements** – approval of expenditures made by the town.
- **Committee reports** – updates from official and ad hoc committees on committee business as needed.
- **Public Comment** – Public comment is welcome and encouraged on agenda items.
- **Study Session** – special meetings, discussion sessions, reports from contractors, etc. No Public comment should be expected.

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           |

April 19, 2022

## Mayor's Report

### Grant submissions

- None

### Grants

- Community Resource Center's Funders Roundtable 4-20-22
  - Presented to El Pomar Foundation for bathrooms in Town Park by playground
  - They are interested in funding, but want other sources included to cover costs
- Western Colorado Community Foundation
  - Exploring funding for Board retreat

AGENDA SUMMARY FORM

|   |  |                  |                   |                 |  |                 |               |                  |                   |
|---|--|------------------|-------------------|-----------------|--|-----------------|---------------|------------------|-------------------|
|  | Town Administrator's Report<br>Public Works Report<br>Police Report<br>Finance Report  |                  |                   |                 |  |                 |               |                  |                   |
| Summary:  |  |                  |                   |                 |  |                 |               |                  |                   |
| Notes:  |  |                  |                   |                 |  |                 |               |                  |                   |
| Possible Motions:   |  |                  |                   |                 |  |                 |               |                  |                   |
| Motion by: _____ 2 <sup>nd</sup> : _____ vote: _____                              |  |                  |                   |                 |  |                 |               |                  |                   |
| Vote:   | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Mayor Bachran</td> <td style="width: 25%;">Trustee Budinger</td> <td style="width: 25%;">Trustee Johnson</td> <td style="width: 25%;"></td> </tr> <tr> <td>Trustee Knutson</td> <td>Trustee Smith</td> <td>Trustee Thompson</td> <td>Trustee Valentine</td> </tr> </table> | Mayor Bachran    | Trustee Budinger  | Trustee Johnson |  | Trustee Knutson | Trustee Smith | Trustee Thompson | Trustee Valentine |
| Mayor Bachran   | Trustee Budinger   | Trustee Johnson  |                   |                 |  |                 |               |                  |                   |
| Trustee Knutson   | Trustee Smith  | Trustee Thompson | Trustee Valentine |                 |  |                 |               |                  |                   |

April 19, 2022



# Town of Paonia Administrative Staff Report

April 28, 2022

## Town Administrator

### Overview of Activities/Projects/Accomplishments

- Daily coordination has shifted to bi-weekly with new public works director Cory Heiniger
- Daily management of police department in lieu of open Chief position – working with in-coming Sergeant Matt Laiminger
- GPS Police Chief recruitment is active – Preliminary interviews complete
- Providing ongoing information and communications with parties involved with our systems – SGM, JDS Hydro, SSG, Delta County Health Department, Delta County Emergency Services, Colorado Department of Health and Environmental Safety (CDPHE)
- Continuing with ADP Payroll system for redundancy and cost savings
- The Bid opening for the Operator in Responsible Charge occurred at 11am Thursday April 21<sup>st</sup>. Of note during the opening were discussions regarding confusing language regarding the bid opening process as well as the different situation with one bid being sealed and submitted from an outside contractor and the existing contract with the current ORC being an open document. More information on this topic will be provided at the next meeting, May 12, 2022.

### Goals/Focus for Next Month

- ~~Fill some if not all key open employment positions (considerably accomplished) – COMPLETE~~
- Finalist Interviews in-Town for Chief position
- Continue implementation of inventory and project tracking software in public works and police department – Substantially complete
- Implement back-flow and cross-connection database through Caselle - UNDERWAY
- Continue to work with Beacon meter to upgrade software/hardware for remote meter reading (does not include any cellular/automated in-office reading)
- The Paonia in Motion Final presentation is scheduled for the May 12<sup>th</sup> agenda

### Follow-up from the previous meeting:

- Following meeting with water works staff it has been determined that the Filtech proposal for annual contract services is not needed. Town will move forward with quarterly calibration as has been done for multiple years.
- Staff is reviewing a list of issues noted by Filtech when they toured the plant early this year. Many items have been repaired but a few remain that will require a maintenance visit from Filtech. Once the list is updated, I will have an accurate cost estimate for the last repairs at the Lamborn Plant.
- SGM agenda items from 4/14/2022 are scheduled for the May 12<sup>th</sup> agenda. Brandyn Bai will be in attendance.
- In 2020 and 2021 following conversations with the then Public Works Committee (Bill Bear and Tamie Meck), reported to and discussed with the Board out of committee reports that it was the recommendation to move forward with a general services contract with SGM. Should the Board wish to do a cost comparison with other engineering firms I will begin compiling the information.

**Additional information:**

- A police progress report has been included. The blotter for April will be in the first packet in May.
- A water and wastewater system progress report and updated matrix is also included.
- The public works and finance reports will begin regular updates in the next packet.
- Included in this packet is a ROUGH DRAFT of the budget to actual in the format you are used to receiving it in. Please be advised that this budget to actual is not complete until all manual entries, year-end entries, and reserves are included. Final reserve numbers come from the auditors.



**DELTA  
HEALTH**  
A COUNTY-WIDE HEALTHCARE SYSTEM

March 29, 2022

Mayor Mary Bachran  
Town of Paonia  
PO Box 460  
Paonia, CO 81428

Dear Mayor Bachran,

I am pleased to announce that with your support, CMS has awarded Delta Health the designation status of Sole Community Hospital.

As you are aware, SCH status is one of the key components to the long term financial stability of Delta Health. Support letters, testimonials and phone calls from government officials, local businesses, Board members and community members contributed to this great accomplishment. Thank you for being an advocate for rural communities and rural healthcare.

Best regards,

Matthew Heyn, MHA  
Chief Executive Officer



# PAONIA POLICE DEPARTMENT

# PROGRESS REPORT

## COMPLETED

- Read department policy handbook. Identified several areas in need of updating. Suggested updates are more representative of current town policy and more in line with modern policing principals. Policy changes will emphasize a community-based approach to law enforcement.
- Created new template for the collection and reporting of contact data per Colorado Bill SB20-217. SB20-217 mandates the collection of data associated with Officer contacts. Reviewed new legal standards with current officers, emphasizing the discontinued use of chokeholds.
- Created new policy section # 5-12 making the collecting and reporting of contact data a department requirement in line with State law as required by CRS 24-31-093(2)
- Removed all live ammunition from general areas of the Police Department and consolidated said munitions in the temporary armory closet.
- Completed inventory and catalogue of department owned firearms
- In-car fire extinguishers were inspected by certified personnel, and documentation was updated.

## COMPLETED

- Consolidated prescription drugs that had been turned into the department by citizens. Established a plan to dispose of said drugs in a safe and legal manner.
- Patrol key lock box was locked with all, but two sets of department patrol vehicle keys stuck inside and the combination to the lock unknown. Lock Box was opened, and patrol keys are now accessible by command staff on an as needed basis.
- PD Clerk sorted and organized multiple filing cabinets located inside the department. Many documents within the filing cabinets were outdated and no longer applicable to the department.
- Templates for the most commonly used forms were located, updated and converted to digital copies for future use by department staff and community members.
- Re-organized patrol room to accommodate up to three officers with individual workstations to include computer, phone and filing drawer.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> All keys within the department were located and consolidated into a specific location in the Sergeant's office. No key was located for the evidence cage upstairs. Department personnel currently have no access to evidence cage or evidence residing within the cage.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Issued a Psychological evaluation to a recruit and discussed his formal hire pending results of testing.</li> </ul>  |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Contacted Smartforce, a company specializing in the digital collection and submission of data. Smartforce is currently working with the IT specialist from Phonz+ to establish the Department an account.</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Reached out to a potential candidate who was interested in getting back into a career in law enforcement. Candidate has filled out an application. Background checks, and interviews are currently taking place.</li> </ul>  |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Spoke with an Officer regarding a complaint lodged by a citizen. Officer was advised of the need for a softer more sympathetic approach when managing medical assist calls. Reporting citizen was informed of the action taken with the officer and was pleased.</li> </ul>        | <ul style="list-style-type: none"> <li><input type="checkbox"/> Met with each member of the department and discussed the status of the department, as well as what they could expect from me moving forward. Each member was encouraged to speak freely about what they would like to see in the department and those responses were noted.</li> </ul> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Reviewed expired certification of Department personnel and discovered three members in need of recertifications. Established a date and time for department personal to attend CPR/First Aid certification to bring Department into compliance with POST.</li> </ul>               |  |

### **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 drain pipe 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 back up 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 of the plumbing repairs on the original work order have been

completed/in-progress. All of 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)

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| 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 |
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| 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           |
| Lamborn                          |               | Issues   | Importance                        | Rationale   | Status   |  |
| Security                         |               | Unlocked doors and unknown numbers of keys issued.   | High                              | Damage to infrastructure and public safety from uncontrolled access.  | Rekeying locks or upgrading to unretirable code locksets is recommended. Combination padlock added to rear garage door   |  |
|                                  |               | Open gates.  | High                              | Damage to infrastructure from people or animals   | Gates being kept closed with chains and no locks.  |  |
| Safety                           | 11-Apr        | Multiple incomplete electrical repairs exposing outlets and wiring are present. Lights inoperable in the electrical room.  | URGENT                            | 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.  |  |
|                                  |               | Basic PPE safety equipment is absent.  | URGENT                            | worker safety   | Procurement of basic safety supplies is needed, including nitrile gloves, dust masks, and safety glasses. SSG has been providing their own PPE.  |  |
|                                  | 11-Apr        | No SDS binder with SDS documents is present.   | URGENT                            | worker safety   |  |  |
|                                  | 11-Apr        | No fire extinguishers or alarms present.   | URGENT                            | worker safety and asset protection  |  |  |
|                                  | 11-Apr        | Tripping and low overhead clearance hazards.   | High                              | worker safety   |  |  |
|                                  |               | Mislabelled chemicals  | High                              | worker safety   | Partially addressed, contents of barrels needs to be clearly labeled.  |  |
|                                  |               | Dirty and disorganized.  | Medium                            | Worker Safety, Work Efficiency  | Cleaning, basic organization, and removal of discarded debris has been completed.  |  |
| Buildings/Other                  | 11-Apr        | Continuous water on floor.   | High                              | Process Integrity, Asset Preservation   | Some leaks have been stopped. Other leaks are being corrected by other parties. Active leaks are being collected and diverted to floor drains.   |  |
|                                  |               | Wasp infestation and insect entry.   | Medium                            | Housekeeping, Sanitation  | Needs attention.   |  |
|                                  |               | Four out of six electric unit heaters are not functional. Thermostats may have been damaged by previous pipe breaks and facility flooding.   | High                              | Facility protection from freezing.  | Needs attention of an electrician or HVAC contractor.  |  |
|                                  |               | Black mold in finished walls from flooding and ineffective drying.   | High                              | worker safety and asset protection  | pending - currently bleaching mold to attempt to mitigate worker hazard, but walls likely need to be cut into for effective mitigation.  |  |
|                                  |               | High level sensor is needed for the lower containment area around the neutralization tank.   | High                              | Facility protection from process flooding, Process integrity  | Water on floor sensor from skid one has been temporarily moved to this area to detect high water. The sensor is not ideal and permanent cable needs to be run to the location.   |  |
| SCADA                            | 11-Apr        | Valve failure alarms do not function.  | URGENT                            | Process integrity, notification of valves that are operating in a way that can cause equipment damage                     | Valves were surveyed for deficiencies in position level back by Filter Tech on 2/2/2022. This is a necessary first step to restate valve failure alarms.   |  |
|                                  | 11-Apr        | Logged historical data is not being managed. Logged data is overwritten after a period of 400 days.  | High                              | 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.  |  |
|                                  | 4-Nov         |  | URGENT                            | Process integrity, notifications are vital to protect public and infrastructure   | Alarms were enabled resulting in dozens of callout alerts a night. Filter Tech addressed a nuisance alarm in the system related to the Skid 3 being offline and there have been a callout since. Other process alarms related were surveyed by Filter Tech on 2/2/2022. Adjustments were made for some alarms.   |  |
|                                  |               | A bypass was created after a pipe break to bring Reynolds water to treatment tank  | URGENT - since at least July 2021 | Potential to flood entire plant with no option for remote turnoff.  | Bypass repaired 3/25/2022.   |  |
|                                  | 11-Apr        | The flow meter for the German Creek raw source water line is not operational.  | High                              | Process control, production records   | A new meter was installed on 1/25/2022. PVI installed transmitter/display and connect it to the SCADA system. Flow rate is recording, but scada is not recording totalization.   |  |
| Raw Source Water Inflow to Plant |               | Potential for water hammer and surges capable of breaking piping and flooding the plant exists. This has been ongoing.   | URGENT                            | Process Integrity, Asset Protection   | Engineered evaluation of full operating range dynamics and raw water PVI 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 |
|                                  |               | Compressor 2 of the duplex set has not functioned for an unknown period.   | URGENT                            | 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.  |  |
|                                  |               | The air dryer for the compressed air system was found off and the reason was unknown.  | URGENT                            | Process integrity, reliability of air operated valves, damage to air controls.  | Operation of the air dryer was tested while amp draw and temperatures were monitored. Function of the condensate drain system was verified. Operation was deemed normal and the dryer has been returned to full service.   |  |
| Compressed Air System            |               | 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.                                   | URGENT                            | Process integrity, reliability of air operated valves, damage to air controls.  | The automatic drain valve filter screen was plugged with large amounts of rust. The drain line was also obstructed. These items were corrected and spare automatic drain valves were procured.   |  |
|                                  |               | 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                            | 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 atmospheric humidity present in the facility.   | High                              | Excess humidity increases the amount of moisture that must be removed from compressed air.                                | Control of water on the floor has been made.   |  |
|                                  | 11-Apr        | System lacks final particulate filtration after the desiccant air dryer. Desiccant air dryers are known to have the potential to introduce microparticulates into the compressed air system.               | High                              | 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. Indidentally, it was discovered that the alarm programming was incomplete, and the alarm would not reset. Filter Tech fixed the coding error.  |  |
|                                  |               | Neutralization pump for the chemical backwash system has been submerged and the motor is locked.   | High                              | Needed for neutralization of spent waste from chemical backwash, environmental management                                 | Pending action, will need to be reconditioned or replaced. Pump currently at EmTech  | Replacement pump at EMECH  |
| Chemical Back Wash System        | 11-Apr        | Drain and fill piping is damaged in multiple areas.  | High                              | 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.   | ?  |
|                                  | 11-Apr        | Static mixer for mixing the cleaning chemicals into the backwash water has a cracked injection fitting. Leak has accelerated   | Medium                            | Reliable operation needed to complete chemically enhanced backwashes.   | 10" Saddle tap was ordered 2 weeks ago. WorkWater, still waiting. Called Kormex for quote on replacement static mixer.   |  |
|                                  | 11-Apr        | Chemical feed systems have been unused and unexercised for an extended time period.  | High                              | 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  |  |
|                                  | 11-Apr        | Repaired Pre-existing leak in skid 2 manifold.   | URGENT                            | Production capacity, critical redundancy  | Filter Tech repairing week of 3/13   |  |

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| 35 | 11-Apr                       | Skid 3 now Online. as of March 18, 450,000gal recaptured   | High   | Skid 3 reuses backwash water to improve system efficiency = more water for distribution   | Parts have been procured to fix broken supply piping. Repairs need to be scheduled.   |  |
| 36 | 11-Apr                       | Strainer Units need Differential Pressure Gauge installed, and programmed into SCADA.  | Medium | Process Integrity, asset protection, industry requirement.  | Straining Baskets installed. Need to send Filter Tech a work order for installing DP gauges, cable, connection to PLC, and programmed into Scada  |  |
| 37 |                              | Numerous air driven valve actuators lack proper position status indication and operate erratically.  | URGENT | 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.  |  |
| 38 | Need update                  | Temporary tank lining protection is failing.   | Medium | 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.  |  |
| 39 | 11-Apr                       | Finished water pumps have leaks.   | High   | Production capacity, critical redundancy  | EMTECH returned rebuilt pump, and New Filter water pumps are at Lamborn ready for install.  |  |
| 40 |                              | Cleanwell sample for chlorine and a continuous chlorine analyzer isn't in use. Designated 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 2 MG tank.  | High   | Process control, system water quality, SDWA compliance.   | An alternate sample tap location downstream of the clearwell and finished water pumps was evaluated for stable chlorine measurements. The sample point for the clearwell 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.  |  |
| 41 | 4/11 Need to order equipment | 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 | 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 |
| 42 |                              | Inconsistent operational data has been recorded.   | High   | Operational continuity, process optimization, system analysis, compliance reporting.  | 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. Automated tools to record field generated data and generate reports should be adopted.   |  |
| 43 |                              | No evidence of process analyzer quality assurance or quality control other than routine quarterly calibration by Filter Tech.  | Medium | 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. |  |
| 44 | 11-Apr                       | SDWA compliance monitoring results have not been maintained on site in a consistent manner.  | High   | Some records are required to be kept for up to 12 years. The CDPHE portal is not considered to be an official repository for record keeping and is not guaranteed for availability. | Records have been consolidated, awaiting filing. An organized electronic file system is needed.   |  |
| 45 |                              | Accurate records of chemical consumption and dosage are needed.  | Medium | Planning and process control  | Chemical use has been added to log sheets. Additional equipment is recommended for accurately documenting chemical dosages. No significant records exist.   |  |
| 46 |                              | Major process equipment need basic maintenance records and maintenance schedules.  | Medium | Process Integrity, Asset Management   | Maintenance schedules need to be created based on run time and manufacturer recommendations for preventative maintenance.   |  |
| 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 | Process control, system water quality, SDWA compliance.   | Action is needed.   |  |
| 48 | 16-Apr                       | 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   | Process Integrity, SDWA compliance  | Correct fittings and parts need to be procured and installed.   |  |
| 49 | Need to order 4/11           | 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 replacement of the tank. The feed tank is small and 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 | 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 critical spare parts.  | URGENT | 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  |  |

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|    | 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  | (1mil) CLOCK WTP |               |  |                             |   |   |  |
| 3  |                  |               | 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              |  |

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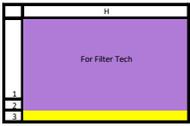
|    | A                 | B             | C  | D                           | E   | F  | G  |
|----|-------------------|---------------|--|-----------------------------|---|--|--|
|    | Addressed         | Updated/added | In-progress // On Going  | Questions/Waiting on others | Need, money, permission, 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  |                   |               |  |                             |   |  |  |
| 9  |                   | 11-Apr        | 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. |  |
| 10 |                   |               |  |                             |   |  |  |
| 11 |                   |               |  |                             |   | Out of SSG Scope   |  |

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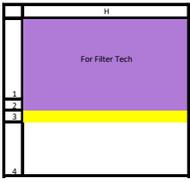
|    | A                                     | B             | C  | D                           | E                | F            | G          |
|----|---------------------------------------|---------------|--|-----------------------------|------------------|--------------|------------|
| 1  | Addressed                             | Updated/added | In-progress // On Going                          | Questions/Waiting on others | Issue            |              |            |
| 2  |                                       |               |  |                             |                  |              |            |
| 3  | Distribution                          |               | Location   | Estimated water loss GPM    | Repair work done | Completed by | Parts Used |
| 4  | SGM and J20 Hydris surveyed the towns |               |  |                             |                  |              |            |
| 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. |                             |                  |              |            |

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|   | 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. |               |                         |                             |   |                          |  |





# Town of Paonia Administrative Staff Report

April 14, 2022

## Town Administrator

### Overview of Activities/Projects/Accomplishments

- Daily coordination has shifted to bi-weekly with new public works director Cory Heiniger
- Daily management of police department in lieu of open Chief position – working with in-coming Sergeant Matt Laiminger
- GPS Police Chief recruitment is active – Preliminary interviews complete
- 2022 regular municipal election canvassing tomorrow in Delta
- Acquisition and installation of materials needed for water/wastewater treatment facilities continues
- Scheduling on-site inspections with multiple entities
  - BrownsHill scheduled for a walkthrough and SCADA update at the Clock 1MG treatment plant
- Providing ongoing information and communications with parties involved with our systems – SGM, JDS Hydro, SSG, Delta County Health Department, Delta County Emergency Services, Colorado Department of Health and Environmental Safety (CDPHE)
- Made conditional offers to two new police officers. One is a newer officer from the 2021 Delta Academy and the other comes with years of experience and training
- Testing ADP Payroll system for redundancy and cost savings
- The incorrect version of Ordinance 02-2022 AWC and 03-2022 Public Finance were published. Both have been re-published at a cost of \$180.60.

### Goals/Focus for Next Month

- ~~Fill some if not all key open employment positions (considerably accomplished) – COMPLETE~~
- Interviews for Chief position (April)
- ORC Contractor Bids
- Present/begin implementation of the plan to be provided by CDPHE for bringing 1MG plant online - UNDERWAY
- Continue implementation of inventory and project tracking software in public works and police department – Substantially complete
- Implement back-flow and cross-connection database through Caselle - UNDERWAY
- Continue to work with Beacon meter to upgrade software/hardware for remote meter reading (does not include any cellular/automated in-office reading)
- Etc.

### Follow-up from the previous meeting:

- A community member stated during the public hearing that the variance request as part of the minor subdivision should have been sent to the Zoning Board of Adjustments & Appeals. This is false. There is no reference in the Paonia Municipal Code or Colorado Revised Statute that states

variances are reviewed by the Zoning Board of Adjustments and Appeals.

#### ARTICLE 8. - ZONING BOARD OF ADJUSTMENT

Sec. 2-8-40. - Powers and duties.

Upon appeal, the Board shall have the following powers:

(1) To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, decision or refusal by an administrative official or agency based on or made in the enforcement of [Chapter 16](#) of this Code.

(2) To hear and decide appeals wherein there is question on the interpretation of the Zone District Map or similar questions as they may arise in the administration of [Chapter 16](#) of this Code.

(3) To hear and decide appeals for special exceptions to the provisions of this Code, such exceptions to be known as variances.

(Ord. No. 2000-02, Art. XXI, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

- A community member stated the Advisory Water Committee is tasked to investigate the water facilities. While important to understand the facility, this is false.

#### ARTICLE 10. - ADVISORY WATER COMMITTEE

Sec. 2-10-30. - Purpose of the Committee.

The Committee is created for the following purposes:

(1) To study and recommend to the Board of Trustees amendments to the sections of Municipal Code that address the Town of Paonia water system, including but not limited to Section 13, Article 1 of the Town Code.

(2) To study and recommend to the Board of Trustees actions based on any written reports, infrastructure analysis and any engineering studies commissioned by the Town of Paonia related to the Town's water system and supply both in and out of Town.

(3) To provide a regularly scheduled forum for any recipient of water from the Town's water system to participate in discussions specific to the water system, including but not limited to maintenance, repairs, rates, and management.

(4) To consider, investigate, make findings, report and recommend on any special matter or question coming within the scope of its work to the Town's Public Works Department and/or to the Board of Trustees.

| DRAFT                 |                            | THESE NUMBERS ARE SUBJECT TO CHANGE |           |             | 2022        |            |              | 2022       | 25%     |              |
|-----------------------|----------------------------|-------------------------------------|-----------|-------------|-------------|------------|--------------|------------|---------|--------------|
| AS OF:                | 3/31/2022                  | MARCH                               | FEBRUARY  | JANUARY     | CUR YTD     | 3          | REMAINING    | ORIG       | % OF    | REMAINING    |
| ACCT NO               | DESCRIPTION                | ACTUAL                              | ACTUAL    | ACTUAL      | ACTUAL      | MO BUDGET  | BUDGET       | BUDGET     | BUDGET  | BUDGET       |
| <b>ADMINISTRATION</b> |                            |                                     |           |             |             |            |              |            |         |              |
| 10-31-01              | PROPERTY TAXES             | -                                   | -         | -           | -           | 142,145.65 | (142,145.65) | 149,627.00 | 0.00%   | (149,627.00) |
| 10-31-03              | SALES TAX - TOWN           | -                                   | 17,224.00 | -           | 17,224.00   | 4,306.00   | 12,918.00    | 17,224.00  | 100.00% | -            |
| 10-31-04              | SALES TAX- COUNTY          | -                                   | -         | -           | -           | 11,250.00  | (11,250.00)  | 45,000.00  |         |              |
| 10-31-08              | PENALTY & INTEREST         | -                                   | -         | -           | -           | 100.00     | (100.00)     | 400.00     | 0.00%   | (400.00)     |
| 10-31-09              | DELINQUENT TAX             | -                                   | -         | -           | -           | 3.75       | (3.75)       | 15.00      | 0.00%   | (15.00)      |
| 10-31-10              | ABATEMENTS                 | -                                   | -         | -           | -           | -          | -            | -          |         | -            |
| 10-32-01              | LIQUOR LICENSES            | 425.00                              | -         | 175.00      | 600.00      | 1,250.00   | (650.00)     | 5,000.00   | 12.00%  | (4,400.00)   |
| 12-32-04              | SPECIAL REVIEWS            | 500.00                              | -         | -           | 500.00      | 187.50     | 312.50       | 750.00     | 66.67%  | (250.00)     |
| 10-35-04              | INTEREST INCOME            | -                                   | 40.07     | 650.49      | 690.56      | 1,800.00   | (1,109.44)   | 7,200.00   | 9.59%   | (6,509.44)   |
| 10-35-05              | LATE CHARGES               | (15.00)                             | (30.00)   | 445.00      | 400.00      | 1,768.75   | (1,368.75)   | 7,075.00   | 5.65%   | (6,675.00)   |
| 10-35-06              | OTHER INCOME               | 232.76                              | 549.62    | -           | 782.38      | 18.75      | 763.63       | 75.00      |         | 707.38       |
| 10-35-15              | REFUND OF EXPENDITURES     | 4,976.45                            | 414.10    | 288.50      | 5,679.05    | 375.00     | 5,304.05     | 1,500.00   |         | 4,179.05     |
| 10-35-16              | RESTITUTION                | 717.29                              | -         | -           | 717.29      | 375.00     | 342.29       | 1,500.00   | 47.82%  | (782.71)     |
| 10-35-20              | GRANT REVENUE              | -                                   | -         | -           | -           | 3,767.00   | (3,767.00)   | 15,068.00  |         | (15,068.00)  |
|                       |                            | 6,836.50                            | 18,197.79 | 1,558.99    | 26,593.28   | 167,347.40 | (140,754.12) | 250,434.00 | 10.62%  | (178,840.72) |
| 10-41-01              | MAYOR & TRUSTEES           | 2,300.00                            | -         | -           | 2,300.00    | 2,400.00   | 100.00       | 9,600.00   | 23.96%  | (7,300.00)   |
| 10-41-03              | SALARIES & WAGES           | 3,769.12                            | 3,806.79  | 3,683.79    | 11,259.70   | 12,628.02  | 1,368.32     | 50,512.09  | 22.29%  | (39,252.39)  |
| 10-41-04              | EMPLOYER FICA              | 367.91                              | 225.71    | 218.09      | 811.71      | 930.28     | 118.57       | 3,721.12   | 21.81%  | (2,909.41)   |
| 10-41-05              | EMPLOYER MEDICARE          | 86.07                               | 52.81     | 50.99       | 189.87      | 217.57     | 27.70        | 870.26     | 21.82%  | (680.39)     |
| 10-41-06              | UNEMPLOYMENT TAX           | 7.54                                | 7.62      | 7.37        | 22.53       | 36.91      | 14.38        | 147.65     | 15.26%  | (125.12)     |
| 10-41-07              | INSURANCE BENEFITS         | 750.74                              | 959.45    | 958.98      | 2,669.17    | 2,928.31   | 259.14       | 11,713.25  | 22.79%  | (9,044.08)   |
| 10-41-08              | PENSION BENEFITS           | 186.51                              | 188.36    | 165.46      | 540.33      | 1,117.91   | 577.58       | 4,471.63   | 12.08%  | (3,931.30)   |
| 10-41-10              | WORKMENS COMPENSATION      | -                                   | -         | 137.00      | 137.00      | 33.50      | (103.50)     | 134.00     | 102.24% | 3.00         |
| 10-41-02              | CONTRACT LABOR             | -                                   | -         | -           | -           | -          | -            | -          | #DIV/0! | -            |
| 10-41-15              | OFFICE SUPPLIES            | 3,243.44                            | 300.48    | 35.71       | 3,579.63    | 1,093.75   | (2,485.88)   | 4,375.00   | 81.82%  | (795.37)     |
| 10-41-16              | OPERATING SUPPLIES         | 22.74                               | 39.35     | 16.56       | 78.65       | 172.50     | 93.85        | 690.00     | 11.40%  | (611.35)     |
| 10-41-17              | POSTAGE                    | -                                   | -         | -           | -           | 173.75     | 173.75       | 695.00     | 0.00%   | (695.00)     |
| 10-41-20              | LEGAL SERVICES             | 13,148.40                           | 4,886.66  | -           | 18,035.06   | 19,079.25  | 1,044.19     | 76,317.00  | 23.63%  | (58,281.94)  |
| 10-41-21              | AUDIT & BUDGET EXPENSE     | -                                   | -         | -           | -           | 1,125.00   | 1,125.00     | 4,500.00   | 0.00%   | (4,500.00)   |
| 10-41-22              | REPAIRS & MAINTENANCE      | -                                   | -         | -           | -           | -          | -            | -          | #DIV/0! | -            |
| 10-41-25              | TOWN HALL EXPENSE          | 764.95                              | 750.00    | 750.00      | 2,264.95    | 2,972.50   | 707.55       | 11,890.00  | 19.05%  | (9,625.05)   |
| 10-41-26              | TRAVEL & MEETINGS          | -                                   | -         | -           | -           | 987.50     | 987.50       | 3,950.00   | 0.00%   | (3,950.00)   |
| 10-41-27              | INSURANCE & BONDS          | -                                   | -         | 2,062.89    | 2,062.89    | 695.00     | (1,367.89)   | 2,780.00   | 74.20%  | (717.11)     |
| 10-41-28              | UTILITIES                  | 612.16                              | 273.91    | 744.95      | 1,631.02    | 1,446.25   | (184.77)     | 5,785.00   | 28.19%  | (4,153.98)   |
| 10-41-29              | TELEPHONE                  | 500.48                              | 220.50    | 233.86      | 954.84      | 757.50     | (197.34)     | 3,030.00   | 31.51%  | (2,075.16)   |
| 10-41-30              | PUBLISHING & ADS           | 77.26                               | 115.10    | 17.08       | 209.44      | 1,590.00   | 1,380.56     | 6,360.00   | 3.29%   | (6,150.56)   |
| 10-41-31              | DUES & SUBSCRIPTIONS       | 1,896.00                            | -         | 3,515.83    | 5,411.83    | 3,057.50   | (2,354.33)   | 12,230.00  | 44.25%  | (6,818.17)   |
| 10-41-33              | DATA PROCESSING            | 744.94                              | 585.50    | 4,180.73    | 5,511.17    | 3,404.75   | (2,106.42)   | 13,619.00  | 40.47%  | (8,107.83)   |
| 10-41-40              | MISCELLANEOUS (CDOT GRANT) | -                                   | -         | -           | -           | -          | -            | -          |         | -            |
| 10-41-43              | CULTURAL EVENTS            | -                                   | -         | -           | -           | -          | -            | -          | #DIV/0! | -            |
| 10-41-44              | HUMAN SERVICES             | -                                   | 3,325.00  | -           | 3,325.00    | 1,168.75   | (2,156.25)   | 4,675.00   | 71.12%  | (1,350.00)   |
| 10-41-70              | CAPITAL OUTLAY             | -                                   | -         | -           | -           | 3,767.00   | 3,767.00     | 15,068.00  | 0.00%   | (15,068.00)  |
| 10-41-71              | PASS THRU FUNDS            | -                                   | -         | -           | -           | -          | -            | -          |         | -            |
| 10-41-90              | TREASURER'S FEE            | -                                   | -         | -           | -           | 825.00     | 825.00       | 3,300.00   | 0.00%   | (3,300.00)   |
|                       | MISCELLANEOUS              | -                                   | -         | -           | -           | -          | -            | -          |         | -            |
|                       | TRANSFERS/GRANT EXP        | -                                   | -         | -           | -           | -          | -            | -          |         | -            |
|                       |                            | 28,478.26                           | 15,737.24 | 16,779.29   | 60,994.79   | 62,608.50  | 1,613.71     | 250,434.00 | 24.36%  | (189,439.21) |
|                       |                            | (21,641.76)                         | 2,460.55  | (15,220.30) | (34,401.51) | 104,738.90 | (139,140.41) | -          |         | 10,598.49    |
|                       | BEGINNING RESERVE          |                                     |           |             |             |            |              | -          |         | -            |
|                       | INCOME                     | 6,836.50                            | 18,197.79 | 1,558.99    | 26,593.28   | 167,347.40 | (140,754.12) | 250,434.00 |         | (178,840.72) |
|                       | EXPENDITURE                | 28,478.26                           | 15,737.24 | 16,779.29   | 60,994.79   | 62,608.50  | 1,613.71     | 250,434.00 |         | (189,439.21) |
|                       | NET CHANGE                 | (21,641.76)                         | 2,460.55  | (15,220.30) | (34,401.51) | 104,738.90 | (139,140.41) | -          |         | 10,598.49    |
|                       | ENDING RESERVE             |                                     |           |             | (34,401.51) |            |              | -          |         | 10,598.49    |
|                       | 25% MIN RESERVE            |                                     |           |             | 15,248.70   |            |              |            |         |              |
|                       | NET AVAILABLE RESERVE      |                                     |           |             | (49,650.21) |            |              |            |         |              |

| DRAFT           |                       | THESE NUMBERS ARE SUBJECT TO CHANGE |          |          | 2022       |           |            | 2022      | 25%     |             |
|-----------------|-----------------------|-------------------------------------|----------|----------|------------|-----------|------------|-----------|---------|-------------|
| AS OF:          | 3/31/2022             | MARCH                               | FEBRUARY | JANUARY  | CUR YTD    | 3         | REMAINING  | ORIG      | % OF    | REMAINING   |
| ACCT NO         | DESCRIPTION           | ACTUAL                              | ACTUAL   | ACTUAL   | ACTUAL     | MO BUDGET | BUDGET     | BUDGET    | BUDGET  | BUDGET      |
| <b>BUILDING</b> |                       |                                     |          |          |            |           |            |           |         |             |
| 12-31-03        | SALES TAX - TOWN      |                                     |          |          | -          | 1,322.00  | (1,322.00) | 5,288.00  | 0.00%   | (5,288.00)  |
| 12-32-03        | BUILDING PERMITS      | 687.70                              | 4,156.45 | 3,393.90 | 8,238.05   | 7,500.00  | 738.05     | 30,000.00 | 27.46%  | (21,761.95) |
|                 |                       | 687.70                              | 4,156.45 | 3,393.90 | 8,238.05   | 8,822.00  | (583.95)   | 35,288.00 | 23.35%  | (27,049.95) |
| 12-43-02        | BUILDING INSPECTOR    | -                                   | 3,040.00 | -        | 3,040.00   | 7,125.00  | 4,085.00   | 28,500.00 | 10.67%  | (25,460.00) |
| 12-43-03        | SALARIES & WAGES      | 166.30                              | 173.87   | 168.66   | 508.83     | 562.67    | 53.83      | 2,250.66  | 22.61%  | (1,741.83)  |
| 12-43-04        | EMPLOYER FICA         | 9.80                                | 10.20    | 9.86     | 29.86      | 34.74     | 4.88       | 138.95    | 21.49%  | (109.09)    |
| 12-43-05        | EMPLOYER MEDICARE     | 2.30                                | 2.40     | 2.31     | 7.01       | 8.13      | 1.12       | 32.50     | 21.57%  | (25.49)     |
| 12-43-06        | UNEMPLOYMENT TAX      | 0.34                                | 0.36     | 0.34     | 1.04       | 1.68      | 0.64       | 6.72      | 15.48%  | (5.68)      |
| 12-43-07        | INSURANCE BENEFITS    | 36.72                               | 44.72    | 44.87    | 126.31     | 133.40    | 7.09       | 533.60    | 23.67%  | (407.29)    |
| 12-43-08        | PENSION               | 8.23                                | 8.60     | 7.67     | 24.50      | 48.36     | 23.86      | 193.44    | 12.67%  | (168.94)    |
| 12-43-10        | WORKMENS COMPENSATION | -                                   | -        | 23.00    | 23.00      | 4.50      | (18.50)    | 18.00     | 127.78% | 5.00        |
| 12-43-15        | OFFICE SUPPLIES       | 2,730.00                            | -        | -        | 2,730.00   | 125.00    | (2,605.00) | 500.00    | 546.00% | 2,230.00    |
| 12-43-17        | POSTAGE               | -                                   | -        | -        | -          | -         | -          | -         | -       | -           |
| 12-43-20        | LEGAL SERVICES        | -                                   | -        | -        | -          | 187.50    | -          | 750.00    | 0.00%   | (750.00)    |
| 12-43-27        | INSURANCE & BONDS     | -                                   | -        | 872.61   | 872.61     | 220.00    | (652.61)   | 880.00    | 99.16%  | (7.39)      |
| 12-43-30        | PUBLISHING & ADS      | -                                   | -        | -        | -          | -         | -          | -         | -       | -           |
| 12-43-31        | DUES & SUBSCRIPTIONS  | 145.00                              | -        | -        | 145.00     | 236.25    | 91.25      | 945.00    | 15.34%  | (800.00)    |
|                 |                       | 3,098.69                            | 3,280.15 | 1,129.32 | 7,508.16   | 8,687.22  | 991.56     | 34,748.87 | 21.61%  | (1,780.71)  |
|                 |                       | (2,410.99)                          | 876.30   | 2,264.58 | 729.89     | 134.78    | 407.61     | 539.13    |         | (25,269.24) |
|                 | BEGINNING RESERVE     |                                     | -        | -        |            | -         | -          | -         |         | -           |
|                 | INCOME                | 687.70                              | 4,156.45 | 3,393.90 | 8,238.05   | 8,822.00  | (583.95)   | 35,288.00 |         | (27,049.95) |
|                 | EXPENDITURE           | 3,098.69                            | 3,280.15 | 1,129.32 | 7,508.16   | 8,687.22  | 991.56     | 34,748.87 |         | (1,780.71)  |
|                 | NET CHANGE            | (2,410.99)                          | 876.30   | 2,264.58 | 729.89     | 134.78    | 407.61     | 539.13    |         | (25,269.24) |
|                 | ENDING RESERVE        |                                     |          |          | 729.89     |           |            |           |         | (25,269.24) |
|                 | 25% MIN RESERVE       |                                     |          |          | 1,877.04   |           |            |           |         |             |
|                 | NET AVAILABLE RESERVE |                                     |          |          | (1,147.15) |           |            |           |         |             |

| DRAFT                  |                           | THESE NUMBERS ARE SUBJECT TO CHANGE |           |             | 2022        |            |             | 2022       | 25%      |              |
|------------------------|---------------------------|-------------------------------------|-----------|-------------|-------------|------------|-------------|------------|----------|--------------|
| AS OF:                 | 3/31/2022                 | MARCH                               | FEBRUARY  | JANUARY     | CUR YTD     | 3          | REMAINING   | ORIG       | % OF     | REMAINING    |
| ACCT NO                | DESCRIPTION               | ACTUAL                              | ACTUAL    | ACTUAL      | ACTUAL      | MO BUDGET  | BUDGET      | BUDGET     | BUDGET   | BUDGET       |
| <b>LAW ENFORCEMENT</b> |                           |                                     |           |             |             |            |             |            |          |              |
| 14-31-02               | S.O. AUTO TAXES           | -                                   | -         | -           | -           | 5,828.75   | (5,828.75)  | 23,315.00  | 0.00%    | (23,315.00)  |
| 14-31-03               | SALES TAX - TOWN          | 19,720.32                           | 21,261.03 | -           | 40,981.35   | 45,500.00  | (4,518.65)  | 182,000.00 | 22.52%   | (141,018.65) |
| 14-31-04               | SALES TAX - COUNTY        | 31,001.30                           | 36,748.01 | -           | 67,749.31   | 81,461.25  | (13,711.94) | 325,845.00 | 20.79%   | (258,095.69) |
| 14-31-06               | CIGARETTE TAX             | 246.73                              | 240.08    | 193.31      | 680.12      | 446.25     | 233.87      | 1,785.00   | 38.10%   | (1,104.88)   |
| 14-32-06               | VIN INSPECTIONS           | 40.00                               | 30.00     | 85.00       | 155.00      | 481.25     | (326.25)    | 1,925.00   | 8.05%    | (1,770.00)   |
| 14-33-02               | MOTOR VEHICLE - \$1.50    | -                                   | -         | -           | -           | 687.50     | (687.50)    | 2,750.00   | 0.00%    | (2,750.00)   |
| 14-33-03               | MOTOR VEHICLE - \$2.50    | -                                   | -         | -           | -           | 991.50     | (991.50)    | 3,966.00   | 0.00%    | (3,966.00)   |
| 14-34-01               | COURT FINES               | -                                   | 100.00    | -           | 100.00      | 206.25     | (106.25)    | 825.00     | 12.12%   | (725.00)     |
| 14-34-02               | POLICE FINES              | 362.00                              | 180.00    | 1,200.00    | 1,742.00    | 6,912.50   | (5,170.50)  | 27,650.00  | 6.30%    | (25,908.00)  |
| 14-34-03               | MISCELLANEOUS FINES-BONDS | 5.00                                | 5,050.00  | 60.00       | 5,115.00    | 50.00      | 5,065.00    | 200.00     | 2557.50% | 4,915.00     |
| 14-34-04               | OTHER AGENCY SCHOOL (SRO) | -                                   | -         | -           | -           | -          | -           | -          | -        | -            |
| 14-34-05               | DOG TAGS                  | 40.00                               | 30.00     | 10.00       | 80.00       | 75.00      | 5.00        | 300.00     | 26.67%   | (220.00)     |
| 14-34-50               | PD Grant                  | -                                   | -         | -           | -           | 1,500.00   | (1,500.00)  | 6,000.00   | 0.00%    | (6,000.00)   |
|                        |                           | 51,415.35                           | 63,639.12 | 1,548.31    | 116,602.78  | 144,140.25 | (27,537.47) | 576,561.00 | 20.22%   | (459,958.22) |
| 14-42-01               | CONTRACT LABOR            | -                                   | -         | -           | -           | -          | -           | -          | -        | -            |
| 14-42-02               | JUDGE                     | 525.00                              | 525.00    | 525.00      | 1,575.00    | 1,875.00   | 300.00      | 7,500.00   | 21.00%   | (5,925.00)   |
| 14-42-03               | SALARIES & WAGES          | 10,775.73                           | 14,680.24 | 16,750.45   | 42,206.42   | 85,064.24  | 42,857.82   | 340,256.96 | 12.40%   | (298,050.54) |
| 14-42-04               | EMPLOYER FICA             | 192.14                              | 189.69    | 160.43      | 542.26      | 308.05     | (234.21)    | 1,232.19   | 44.01%   | (689.93)     |
| 14-42-05               | EMPLOYER MEDICARE         | 158.74                              | 216.73    | 247.39      | 622.86      | 1,230.91   | 608.05      | 4,923.64   | 12.65%   | (4,300.78)   |
| 14-42-06               | UNEMPLOYMENT TAX          | 22.62                               | 30.41     | 34.56       | 87.59       | 254.67     | 167.08      | 1,018.68   | 8.60%    | (931.09)     |
| 14-42-07               | INSURANCE BENEFITS        | 1,710.04                            | 680.74    | 689.65      | 3,080.43    | 15,996.97  | 12,916.54   | 63,987.87  | 4.81%    | (60,907.44)  |
| 14-42-08               | PENSION BENEFITS          | 116.06                              | 147.62    | 185.60      | 449.28      | 3,294.60   | 2,845.32    | 13,178.38  | 3.41%    | (12,729.10)  |
| 14-42-10               | WORKMENS COMPENSATION     | -                                   | -         | 8,551.00    | 8,551.00    | 2,422.50   | (6,128.50)  | 9,690.00   | 88.25%   | (1,139.00)   |
| 14-42-11               | FPPA PENSION              | 669.60                              | 979.28    | 1,267.20    | 2,916.08    | 6,348.23   | 3,432.15    | 25,392.90  | 11.48%   | (22,476.82)  |
| 14-42-12               | FPPA D & D                | 238.08                              | 348.19    | 450.56      | 1,036.83    | 2,240.63   | 1,203.80    | 8,962.51   | 11.57%   | (7,925.68)   |
| 14-42-15               | OFFICE SUPPLES            | 78.31                               | 31.98     | -           | 110.29      | 300.00     | 189.71      | 1,200.00   | 9.19%    | (1,089.71)   |
| 14-42-16               | OPERATING SUPPLIES        | 336.68                              | 712.07    | 98.17       | 1,146.92    | 1,727.50   | 580.58      | 6,910.00   | 16.60%   | (5,763.08)   |
| 14-42-17               | POSTAGE                   | -                                   | -         | -           | -           | 63.50      | 63.50       | 254.00     | 0.00%    | (254.00)     |
| 14-42-20               | LEGAL SERVICES            | -                                   | -         | -           | -           | 625.00     | 625.00      | 2,500.00   | 0.00%    | (2,500.00)   |
| 14-42-22               | REPAIRS & MAINTENANCE     | 809.01                              | -         | 25.00       | 834.01      | 200.00     | (634.01)    | 800.00     | 104.25%  | 34.01        |
| 14-42-23               | VEHICLE EXPENSE           | 320.00                              | 140.04    | 305.00      | 765.04      | 3,085.00   | 2,319.96    | 12,340.00  | 6.20%    | (11,574.96)  |
| 14-42-26               | TRAVEL & MEETINGS         | -                                   | -         | -           | -           | 2,525.00   | 2,525.00    | 10,100.00  | 0.00%    | (10,100.00)  |
| 14-42-27               | INSURANCE & BONDS         | -                                   | -         | 25,108.19   | 25,108.19   | 6,441.00   | (18,667.19) | 25,764.00  | 97.45%   | (655.81)     |
| 14-42-28               | UTILITIES                 | 169.86                              | 93.52     | 330.12      | 593.50      | 500.50     | (93.00)     | 2,002.00   | 29.65%   | (1,408.50)   |
| 14-42-29               | TELEPHONE                 | 252.14                              | 198.59    | 204.05      | 654.78      | 1,256.75   | 601.97      | 5,027.00   | 13.03%   | (4,372.22)   |
| 14-42-30               | PUBLISHING & ADS          | -                                   | -         | -           | -           | 57.50      | 57.50       | 230.00     | 0.00%    | (230.00)     |
| 14-42-31               | DUES & SUBSCRIPTIONS      | 1,273.00                            | -         | 1,400.00    | 2,673.00    | 1,171.25   | (1,501.75)  | 4,685.00   | 57.05%   | (2,012.00)   |
| 14-42-33               | DATA PROCESSING           | 598.89                              | 530.95    | 4,110.88    | 5,240.72    | 7,017.50   | 1,776.78    | 28,070.00  | 18.67%   | (22,829.28)  |
| 14-42-43               | HUMAN SERVICES            | -                                   | 716.67    | -           | 716.67      | 268.75     | (447.92)    | 1,075.00   | 66.67%   | (358.33)     |
|                        |                           | 18,245.90                           | 20,221.72 | 60,443.25   | 98,910.87   | 144,275.03 | 45,364.16   | 577,100.13 | 17.14%   | (478,189.26) |
|                        |                           | 33,169.45                           | 43,417.40 | (58,894.94) | 17,691.91   | (134.78)   | 17,826.69   | (539.13)   |          | 18,231.04    |
|                        | BEGINNING RESERVE         |                                     |           |             |             | -          | -           | -          |          | -            |
|                        | INCOME                    | 51,415.35                           | 63,639.12 | 1,548.31    | 116,602.78  | 144,140.25 | (27,537.47) | 576,561.00 |          | (459,958.22) |
|                        | EXPENDITURE               | 18,245.90                           | 20,221.72 | 60,443.25   | 98,910.87   | 144,275.03 | 45,364.16   | 577,100.13 |          | (478,189.26) |
|                        | NET CHANGE                | 33,169.45                           | 43,417.40 | (58,894.94) | 17,691.91   | (134.78)   | 17,826.69   | (539.13)   |          | 18,231.04    |
|                        | ENDING RESERVE            |                                     |           |             | 17,691.91   | (134.78)   | 17,826.69   | (539.13)   |          | 18,231.04    |
|                        | 25% MIN RESERVE           |                                     |           |             | 29,150.70   |            |             |            |          |              |
|                        | NET AVAILABLE RESERVE     |                                     |           |             | (29,150.70) |            |             |            |          |              |

| DRAFT        |                            | THESE NUMBERS ARE SUBJECT TO CHANGE |            |             | 2022        |           |             | 2022       | 25%     |              |
|--------------|----------------------------|-------------------------------------|------------|-------------|-------------|-----------|-------------|------------|---------|--------------|
| AS OF:       | 3/31/2022                  | MARCH                               | FEBRUARY   | JANUARY     | CUR YTD     | 3         | REMAINING   | ORIG       | % OF    | REMAINING    |
| ACCT NO      | DESCRIPTION                | ACTUAL                              | ACTUAL     | ACTUAL      | ACTUAL      | MO BUDGET | BUDGET      | BUDGET     | BUDGET  | BUDGET       |
| <b>PARKS</b> |                            |                                     |            |             |             |           |             |            |         |              |
| 16-31-03     | SALES TAX-TOWN             | -                                   | 4,037.03   | -           | 4,037.03    | 33,025.00 | (28,987.97) | 132,100.00 | 3.06%   | (128,062.97) |
| 16-35-04     | GRANT REVENUE              | -                                   | -          | -           | -           | 8,510.00  | (8,510.00)  | 34,040.00  | 0.00%   | (34,040.00)  |
| 16-33-07     | SEVERANCE TAX              | -                                   | -          | -           | -           | 325.00    | (325.00)    | 1,300.00   | 0.00%   | (1,300.00)   |
| 16-33-08     | MINERAL LEASING            | -                                   | -          | -           | -           | 1,670.00  | (1,670.00)  | 6,680.00   | 0.00%   | (6,680.00)   |
| 16-35-01     | RENTS & ROYALTIES          | 1,420.00                            | 40.00      | 140.00      | 1,600.00    | 2,618.00  | (1,018.00)  | 10,472.00  | 15.28%  | (8,872.00)   |
| 16-35-09     | PARK CONTRIBUTIONS         | -                                   | -          | -           | -           | -         | -           | -          | -       | -            |
| 16-35-10     | OTHER AGENCY CONT RESERVES | -                                   | -          | -           | -           | -         | -           | -          | -       | -            |
|              |                            | 1,420.00                            | 4,077.03   | 140.00      | 5,637.03    | 46,148.00 | (40,510.97) | 184,592.00 | 3.05%   | (178,954.97) |
| 16-46-03     | SALARIES & WAGES           | 5,150.02                            | 3,796.61   | 5,520.34    | 14,466.97   | 16,820.84 | 2,353.87    | 67,283.35  | 21.50%  | (52,816.38)  |
| 16-46-04     | EMPLOYER FICA              | 314.43                              | 230.31     | 334.35      | 879.09      | 1,028.13  | 149.04      | 4,112.53   | 21.38%  | (3,233.44)   |
| 16-46-05     | EMPLOYER MEDICARE          | 73.54                               | 53.85      | 78.19       | 205.58      | 240.45    | 34.87       | 961.80     | 21.37%  | (756.22)     |
| 16-46-06     | UNEMPLOYMENT TAX           | 10.31                               | 7.60       | 11.03       | 28.94       | 49.75     | 20.81       | 198.99     | 14.54%  | (170.05)     |
| 16-46-07     | INSURANCE BENEFITS         | 404.82                              | 428.94     | 664.98      | 1,498.74    | 3,772.23  | 2,273.49    | 15,088.90  | 9.93%   | (13,590.16)  |
| 16-46-08     | PENSION BENEFITS           | 97.60                               | 86.72      | 202.27      | 386.59      | 776.61    | 390.02      | 3,106.43   | 12.44%  | (2,719.84)   |
| 16-46-10     | WORKMENS COMPENSATION      | -                                   | -          | 2,376.00    | 2,376.00    | 455.00    | (1,921.00)  | 1,820.00   | 130.55% | 556.00       |
| 16-46-15     | OFFICE SUPPLIES            | -                                   | -          | -           | -           | -         | -           | -          | -       | -            |
| 16-46-16     | OPERATING SUPPLIES         | 258.50                              | 328.18     | 253.74      | 840.42      | 1,526.75  | 686.33      | 6,107.00   | 13.76%  | (5,266.58)   |
| 16-46-17     | POSTAGE                    | -                                   | -          | -           | -           | 12.50     | 12.50       | 50.00      | 0.00%   | (50.00)      |
| 16-46-22     | REPAIRS & MAINTENANCE      | 152.80                              | 275.92     | -           | 428.72      | 3,682.00  | 3,253.28    | 14,728.00  | 2.91%   | (14,299.28)  |
| 16-46-23     | VEHICLE EXPENSE            | 846.38                              | 196.62     | 11.70       | 1,054.70    | 1,118.75  | 64.05       | 4,475.00   | 23.57%  | (3,420.30)   |
| 16-46-24     | RENTALS                    | -                                   | -          | -           | -           | 181.25    | 181.25      | 725.00     | 0.00%   | (725.00)     |
| 16-46-25     | SHOP EXPENSE               | 43.98                               | -          | -           | 43.98       | 398.75    | 354.77      | 1,595.00   | 2.76%   | (1,551.02)   |
| 16-46-27     | INSURANCE & BONDS          | -                                   | -          | 5,070.97    | 5,070.97    | 1,075.00  | (3,995.97)  | 4,300.00   | 117.93% | 770.97       |
| 16-46-28     | UTILITIES                  | 787.43                              | 473.41     | 862.96      | 2,123.80    | 1,973.75  | (150.05)    | 7,895.00   | 26.90%  | (5,771.20)   |
| 16-46-29     | TELEPHONE                  | 9.36                                | 11.36      | 24.71       | 45.43       | 177.25    | 131.82      | 709.00     | 6.41%   | (663.57)     |
| 16-46-30     | PUBLISHING & ADS           | 5.20                                | 24.49      | 9.16        | 38.85       | 36.50     | (2.35)      | 146.00     | 26.61%  | (107.15)     |
| 16-46-32     | FEES & PERMITS             | 648.45                              | -          | -           | 648.45      | 187.50    | (460.95)    | 750.00     | 86.46%  | (101.55)     |
| 16-46-42     | CONTRACT SERVICES          | -                                   | -          | -           | -           | 750.00    | 750.00      | 3,000.00   | 0.00%   | (3,000.00)   |
| 16-46-70     | CAPITAL OUTLAY             | -                                   | -          | -           | -           | 3,375.00  | 3,375.00    | 13,500.00  | 0.00%   | (13,500.00)  |
|              | MISCELLANEOUS              | 11,157.31                           | -          | -           | 11,157.31   | 8,510.00  | (2,647.31)  | 34,040.00  | 32.78%  | (22,882.69)  |
|              |                            | 19,960.13                           | 5,914.01   | 15,420.40   | 41,294.54   | 46,148.00 | 4,853.46    | 184,592.00 | 22.37%  | (143,297.46) |
|              |                            | (18,540.13)                         | (1,836.98) | (15,280.40) | (35,657.51) | -         | (35,657.51) | -          | -       | (35,657.51)  |
|              | BEGINNING RESERVE          |                                     |            |             |             | -         | -           | -          | -       | -            |
|              | INCOME                     | 1,420.00                            | 4,077.03   | 140.00      | 5,637.03    | 46,148.00 | (40,510.97) | 184,592.00 |         | (178,954.97) |
|              | EXPENDITURE                | 19,960.13                           | 5,914.01   | 15,420.40   | 41,294.54   | 46,148.00 | 4,853.46    | 184,592.00 |         | (143,297.46) |
|              | NET CHANGE                 | (18,540.13)                         | (1,836.98) | (15,280.40) | (35,657.51) | -         | (35,657.51) | -          |         | (35,657.51)  |
|              | ENDING RESERVE             |                                     |            |             | (35,657.51) | -         | (35,657.51) | -          |         | (35,657.51)  |
|              | 25% MIN RESERVE            |                                     |            |             | 10,323.64   |           |             |            |         |              |
|              | NET AVAILABLE RESERVE      |                                     |            |             | (45,981.15) |           |             |            |         |              |

| DRAFT          |                        | THESE NUMBERS ARE SUBJECT TO CHANGE |            |             | 2022       |             |             | 2022        | 25%     |              |
|----------------|------------------------|-------------------------------------|------------|-------------|------------|-------------|-------------|-------------|---------|--------------|
| AS OF:         | 3/31/2022              | MARCH                               | FEBRUARY   | JANUARY     | CUR YTD    | 3           | REMAINING   | ORIG        | % OF    | REMAINING    |
| ACCT NO        | DESCRIPTION            | ACTUAL                              | ACTUAL     | ACTUAL      | ACTUAL     | MO BUDGET   | BUDGET      | BUDGET      | BUDGET  | BUDGET       |
| <b>STREETS</b> |                        |                                     |            |             |            |             |             |             |         |              |
| 20-31-03       | SALES TAX-TOWN         | 19,720.32                           | -          | -           | 19,720.32  | 31,847.00   | (12,126.68) | 127,388.00  | 15.48%  | (107,667.68) |
| 20-31-06       | MISCELLANEOUS INCOME   | -                                   | -          | -           | -          | -           | -           | -           | -       | -            |
| 20-31-05       | FRANCHISE TAX          | 9,403.02                            | 1,769.86   | 10,180.62   | 21,353.50  | 15,343.75   | 6,009.75    | 61,375.00   | 34.79%  | (40,021.50)  |
| 20-32-02       | MISCELLANEOUS PERMITS  | 150.00                              | 525.00     | 35.00       | 710.00     | 362.50      | 347.50      | 1,450.00    | 48.97%  | (740.00)     |
| 20-33-01       | HIGHWAY USERS TAX      | 2,636.75                            | 3,973.91   | -           | 6,610.66   | 12,479.00   | (5,868.34)  | 49,916.00   | 13.24%  | (43,305.34)  |
| 20-33-10       | ROAD & BRIDGE          | -                                   | -          | -           | -          | 2,012.50    | (2,012.50)  | 8,050.00    | 0.00%   | (8,050.00)   |
| 20-35-02       | MOTOR FUEL TAX REFUNDS | 324.20                              | -          | -           | 324.20     | 468.75      | (144.55)    | 1,875.00    | 17.29%  | (1,550.80)   |
|                |                        | 32,234.29                           | 6,268.77   | 10,215.62   | 48,718.68  | 62,513.50   | (13,794.82) | 250,054.00  | 19.48%  | (201,335.32) |
| 20-45-03       | SALARIES & WAGES       | 9,666.76                            | 6,005.12   | 7,191.13    | 22,863.01  | 35,670.98   | 12,807.97   | 142,683.90  | 16.02%  | (119,820.89) |
| 20-45-04       | EMPLOYER FICA          | 592.44                              | 365.21     | 435.91      | 1,393.56   | 2,180.31    | 786.75      | 8,721.24    | 15.98%  | (7,327.68)   |
| 20-45-05       | EMPLOYER MEDICARE      | 138.56                              | 85.40      | 101.93      | 325.89     | 509.91      | 184.02      | 2,039.65    | 15.98%  | (1,713.76)   |
| 20-45-06       | UNEMPLOYMENT TAX       | 19.35                               | 12.02      | 14.38       | 45.75      | 105.50      | 59.75       | 422.00      | 10.84%  | (376.25)     |
| 20-45-07       | INSURANCE BENEFITS     | 563.30                              | 587.42     | 823.46      | 1,974.18   | 8,022.40    | 6,048.22    | 32,089.60   | 6.15%   | (30,115.42)  |
| 20-45-08       | PENSION BENEFITS       | 135.23                              | 118.72     | 230.67      | 484.62     | 1,373.16    | 888.54      | 5,492.62    | 8.82%   | (5,008.00)   |
| 20-45-10       | WORKMENS COMPENSATION  | -                                   | -          | 4,542.00    | 4,542.00   | 892.50      | (3,649.50)  | 3,570.00    | 127.23% | 972.00       |
| 20-45-15       | OFFICE SUPPLIES        | 78.32                               | -          | -           | 78.32      | -           | (78.32)     | -           | -       | 78.32        |
| 20-45-16       | OPERATING SUPPLIES     | 42.38                               | 35.79      | 1.27        | 79.44      | 156.25      | 76.81       | 625.00      | 12.71%  | (545.56)     |
| 20-45-17       | POSTAGE                | -                                   | -          | -           | -          | -           | -           | -           | -       | -            |
| 20-45-20       | LEGAL & ENG SERVICES   | -                                   | -          | -           | -          | 9,188.75    | 9,188.75    | 36,755.00   | 0.00%   | (36,755.00)  |
| 20-45-22       | REPAIRS & MAINTENANCE  | 375.56                              | 133.98     | -           | 509.54     | 2,127.50    | 1,617.96    | 8,510.00    | 5.99%   | (8,000.46)   |
| 20-45-23       | VEHICLE EXPENSE        | 1,755.67                            | 1,052.97   | 606.70      | 3,415.34   | 2,188.25    | (1,227.09)  | 8,753.00    | 39.02%  | (5,337.66)   |
| 20-45-25       | SHOP EXPENSE           | 192.02                              | -          | 8.61        | 200.63     | 1,520.75    | 1,320.12    | 6,083.00    | 3.30%   | (5,882.37)   |
| 20-45-26       | TRAVEL & MEETINGS      | -                                   | -          | -           | -          | -           | -           | -           | -       | -            |
| 20-45-27       | INSURANCE & BONDS      | -                                   | -          | 3,606.71    | 3,606.71   | 976.25      | (2,630.46)  | 3,905.00    | 92.36%  | (298.29)     |
| 20-45-28       | UTILITIES              | 1,111.97                            | 725.28     | 1,051.65    | 2,888.90   | 2,655.00    | (233.90)    | 10,620.00   | 27.20%  | (7,731.10)   |
| 20-45-29       | TELEPHONE              | 9.35                                | 11.36      | 24.71       | 45.42      | 177.25      | 131.83      | 709.00      | 6.41%   | (663.58)     |
| 20-45-30       | PUBLISHING & ADS       | 5.20                                | 24.49      | 9.16        | 38.85      | 18.75       | (20.10)     | 75.00       | 51.80%  | (36.15)      |
| 20-45-42       | SNOW REMOVAL           | 249.85                              | -          | 8,026.62    | 8,276.47   | 3,875.00    | (4,401.47)  | 15,500.00   | 53.40%  | (7,223.53)   |
| 20-45-70       | CAPITAL OUTLAY         | -                                   | -          | -           | -          | -           | -           | -           | -       | -            |
|                |                        | 14,935.96                           | 9,157.76   | 26,674.91   | 50,768.63  | 71,638.50   | 20,869.87   | 286,554.01  | 17.72%  | (235,785.38) |
|                |                        | 17,298.33                           | (2,888.99) | (16,459.29) | (2,049.95) | (9,125.00)  | 7,075.05    | (36,500.01) |         | (437,120.70) |
|                | BEGINNING RESERVE      |                                     |            |             |            | -           | -           | -           |         | -            |
|                | INCOME                 | 32,234.29                           | 6,268.77   | 10,215.62   | 48,718.68  | 62,513.50   | (13,794.82) | 250,054.00  |         | (201,335.32) |
|                | EXPENDITURE            | 14,935.96                           | 9,157.76   | 26,674.91   | 50,768.63  | 71,638.50   | 20,869.87   | 286,554.01  |         | (235,785.38) |
|                | NET CHANGE             | 17,298.33                           | (2,888.99) | (16,459.29) | (2,049.95) | (9,125.00)  | 7,075.05    | (36,500.01) |         | 34,450.06    |
|                | ENDING RESERVE         |                                     |            |             |            | (2,049.95)  | (9,125.00)  | (36,500.01) |         | 34,450.06    |
|                | 50% MIN RESERVE        |                                     |            |             |            | 25,384.32   |             |             |         |              |
|                | NET AVAILABLE RESERVE  |                                     |            |             |            | (27,434.27) |             |             |         |              |

| DRAFT                             |                       | THESE NUMBERS ARE SUBJECT TO CHANGE |          |          | 2022      |             | 2022         |             | 25%    |              |
|-----------------------------------|-----------------------|-------------------------------------|----------|----------|-----------|-------------|--------------|-------------|--------|--------------|
| AS OF:                            | 3/31/2022             | MARCH                               | FEBRUARY | JANUARY  | CUR YTD   | 3           | REMAINING    | ORIG        | % OF   | REMAINING    |
| ACCT NO                           | DESCRIPTION           | ACTUAL                              | ACTUAL   | ACTUAL   | ACTUAL    | MO BUDGET   | BUDGET       | BUDGET      | BUDGET | BUDGET       |
| <b>STREET-CAPITAL IMPROVEMENT</b> |                       |                                     |          |          |           |             |              |             |        |              |
| 22-31-05                          | IMPACT FEE            | -                                   | -        | -        | -         | -           | -            | -           | -      | -            |
| 22-31-03                          | SALES TAX-TOWN        | -                                   | -        | -        | -         | 1,000.00    | (1,000.00)   | 4,000.00    | 0.00%  | (4,000.00)   |
| 22-31-06                          | OPERATIONAL TAX       | 11,130.00                           | 9,665.00 | 6,750.00 | 27,545.00 | 29,250.00   | (1,705.00)   | 117,000.00  | 23.54% | (89,455.00)  |
| 22-32-01                          | LICENSING FEES        | -                                   | -        | 10.00    | 10.00     | -           | 10.00        | -           | -      | 10.00        |
|                                   | TRANSFER              | -                                   | -        | -        | -         | 61,081.75   | (61,081.75)  | 244,327.00  | 0.00%  | (244,327.00) |
|                                   | RESERVES              | -                                   | -        | -        | -         | 40,760.75   | (40,760.75)  | 163,043.00  | 0.00%  | (163,043.00) |
|                                   |                       | 11,130.00                           | 9,665.00 | 6,760.00 | 27,555.00 | 132,092.50  | (104,537.50) | 528,370.00  | 5.22%  | (500,815.00) |
| 22-45-22                          | REPAIRS & MAINTENANCE | -                                   | -        | -        | -         | 78,750.00   | 78,750.00    | 315,000.00  | 0.00%  | (315,000.00) |
|                                   |                       | -                                   | -        | -        | -         | 78,750.00   | 78,750.00    | 315,000.00  | 0.00%  | (315,000.00) |
|                                   |                       | 11,130.00                           | 9,665.00 | 6,760.00 | 27,555.00 | 53,342.50   | (25,787.50)  | 213,370.00  |        | (185,815.00) |
|                                   | BEGINNING RESERVE     |                                     |          |          |           |             |              | -           |        | -            |
|                                   | INCOME                | 11,130.00                           | 9,665.00 | 6,760.00 | 27,555.00 | 132,092.50  | (104,537.50) | 528,370.00  |        |              |
|                                   | EXPENDITURE           | -                                   | -        | -        | -         | 78,750.00   | 78,750.00    | 315,000.00  |        |              |
|                                   | NET CHANGE            | 11,130.00                           | 9,665.00 | 6,760.00 | 27,555.00 | 53,342.50   | (25,787.50)  | 213,370.00  |        |              |
|                                   | ENDING RESERVE        |                                     |          |          | 27,555.00 | 53,342.50   | (25,787.50)  | 213,370.00  |        |              |
|                                   | COMMITTED             |                                     |          |          | 27,555.00 |             |              |             |        |              |
|                                   | NET AVAILABLE RESERVE |                                     |          |          | -         |             |              |             |        |              |
| <b>BRIDGE</b>                     |                       |                                     |          |          |           |             |              |             |        |              |
| 24-35-04                          | INTEREST INCOME       | -                                   | 44.30    | 36.78    | 81.08     | 75.00       | 6.08         | 300.00      | 27.03% | (218.92)     |
| 24-35-13                          | BRIDGE RESERVE        | -                                   | -        | -        | -         | 10,000.00   | (10,000.00)  | 40,000.00   | 0.00%  | (40,000.00)  |
|                                   |                       | -                                   | 44.30    | 36.78    | 81.08     | 10,075.00   | (9,993.92)   | 40,300.00   | 0.20%  | (40,218.92)  |
| 24-45-22                          | REPAIRS & MAINTENANCE | -                                   | -        | -        | -         | 30,075.00   | 30,075.00    | 120,300.00  | 0.00%  | (120,300.00) |
|                                   |                       | -                                   | -        | -        | -         | 30,075.00   | 30,075.00    | 120,300.00  | 0.00%  | (120,300.00) |
|                                   |                       | -                                   | 44.30    | 36.78    | 81.08     | (20,000.00) | 20,081.08    | (80,000.00) |        | 80,081.08    |
|                                   | BEGINNING RESERVE     |                                     |          |          |           |             |              | -           |        | -            |
|                                   | INCOME                | -                                   | 44.30    | 36.78    | 81.08     | 10,075.00   | (9,993.92)   | 40,300.00   |        | (40,218.92)  |
|                                   | EXPENDITURE           | -                                   | -        | -        | -         | 30,075.00   | 30,075.00    | 120,300.00  |        | (120,300.00) |
|                                   | NET CHANGE            | -                                   | 44.30    | 36.78    | 81.08     | (20,000.00) | 20,081.08    | (80,000.00) |        | 80,081.08    |
|                                   | ENDING RESERVE        |                                     |          |          | 81.08     | (20,000.00) | 20,081.08    | (80,000.00) |        | 80,081.08    |
|                                   | COMMITTED             |                                     |          |          | 81.08     |             |              |             |        |              |
|                                   | NET AVAILABLE RESERVE |                                     |          |          | -         |             |              |             |        |              |
| <b>SIDEWALK</b>                   |                       |                                     |          |          |           |             |              |             |        |              |
| 26-30-01                          | SIDEWALK REVENUE      | 2,555.74                            | 2,556.17 | 2,571.09 | 7,683.00  | 7,767.00    | (84.00)      | 31,068.00   | 24.73% | (23,385.00)  |
| 26-39-99                          | RESERVES              | -                                   | -        | -        | -         | 8,258.75    | (8,258.75)   | 33,035.00   | 0.00%  | (33,035.00)  |
|                                   |                       | 2,555.74                            | 2,556.17 | 2,571.09 | 7,683.00  | 7,767.00    | (84.00)      | 64,103.00   | 11.99% | (23,385.00)  |
| 26-45-22                          | REPAIRS & MAINTENANCE | -                                   | -        | -        | -         | -           | -            | -           |        | -            |
|                                   |                       | -                                   | -        | -        | -         | -           | -            | -           |        | -            |
|                                   |                       | 2,555.74                            | 2,556.17 | 2,571.09 | 7,683.00  | 7,767.00    | (84.00)      | 64,103.00   |        | (23,385.00)  |
|                                   | BEGINNING RESERVE     |                                     |          |          |           |             |              | -           |        | -            |
|                                   | INCOME                | 2,555.74                            | 2,556.17 | 2,571.09 | 7,683.00  | 7,767.00    | (84.00)      | 64,103.00   |        | (23,385.00)  |
|                                   | EXPENDITURE           | -                                   | -        | -        | -         | -           | -            | -           |        | -            |
|                                   | NET CHANGE            | 2,555.74                            | 2,556.17 | 2,571.09 | 7,683.00  | 7,767.00    | (84.00)      | 64,103.00   |        | (23,385.00)  |
|                                   | ENDING RESERVE        |                                     |          |          | 7,683.00  | 7,767.00    | (84.00)      | 64,103.00   |        | (23,385.00)  |
|                                   | COMMITTED             |                                     |          |          | 7,683.00  |             |              |             |        |              |
|                                   | NET AVAILABLE RESERVE |                                     |          |          | -         |             |              |             |        |              |

| DRAFT                          |                          | THESE NUMBERS ARE SUBJECT TO CHANGE |           |         | 2022      |            |              | 2022       | 25%    |              |
|--------------------------------|--------------------------|-------------------------------------|-----------|---------|-----------|------------|--------------|------------|--------|--------------|
| AS OF:                         | 3/31/2022                | MARCH                               | FEBRUARY  | JANUARY | 2022      | 3          | REMAINING    | ORIG       | % OF   | REMAINING    |
| ACCT NO                        | DESCRIPTION              | ACTUAL                              | ACTUAL    | ACTUAL  | CUR YTD   | MO BUDGET  | BUDGET       | BUDGET     | BUDGET | BUDGET       |
| <b>SPACE2CREATE</b>            |                          |                                     |           |         |           |            |              |            |        |              |
| 32-35-05                       | INTEREST RESERVES        | -                                   | -         | 0.81    | 0.81      | -          | 0.81         | -          | -      | 0.81         |
|                                |                          | -                                   | -         | 0.81    | 0.81      | -          | 0.81         | -          | -      | 0.81         |
| 32-50-22                       | PROFESSIONAL SERVICES    |                                     |           |         | -         | -          | -            | -          | -      | -            |
| 32-50-30                       | PUBLISHING & ADS         |                                     |           |         | -         | -          | -            | -          | -      | -            |
|                                |                          | -                                   | -         | -       | -         | -          | -            | -          | -      | -            |
|                                |                          | -                                   | -         | 0.81    | 0.81      | -          | 0.81         | -          | -      | 0.81         |
|                                | BEGINNING RESERVE        |                                     |           |         |           | -          | -            | -          | -      | -            |
|                                | INCOME                   | -                                   | -         | 0.81    | 0.81      | -          | 0.81         | -          | -      | 0.81         |
|                                | EXPENDITURE              | -                                   | -         | -       | -         | -          | -            | -          | -      | -            |
|                                | NET CHANGE               | -                                   | -         | 0.81    | 0.81      | -          | 0.81         | -          | -      | 0.81         |
|                                | ENDING RESERVE           |                                     |           |         | 0.81      | -          | 0.81         | -          | -      | 0.81         |
|                                | COMMITTED                |                                     |           |         | 0.81      |            |              |            |        |              |
|                                | NET AVAILABLE RESERVE    |                                     |           |         | -         |            |              |            |        |              |
| <b>CONSERVATION TRUST FUND</b> |                          |                                     |           |         |           |            |              |            |        |              |
| 40-38-01                       | CONSERVATION TRUST-REV.  | 2,505.65                            | -         | -       | 2,505.65  | 2,125.00   | 380.65       | 8,500.00   | 29.48% | (5,994.35)   |
| 40-38-02                       | INTEREST RESERVES        | -                                   | -         | 1.33    | 1.33      | 3.75       | (2.42)       | 15.00      | 8.87%  | (13.67)      |
|                                |                          | -                                   | -         | -       | -         | 4,266.75   | (4,266.75)   | 17,067.00  | 0.00%  | (17,067.00)  |
|                                |                          | 2,505.65                            | -         | 1.33    | 2,506.98  | 6,395.50   | (3,888.52)   | 25,582.00  | 9.80%  | (23,075.02)  |
| 40-46-20                       | EXPENDITURES-CONS. TRUST | -                                   | -         | -       | -         | 6,395.50   | 6,395.50     | 25,582.00  | 0.00%  | (25,582.00)  |
|                                |                          | -                                   | -         | -       | -         | 6,395.50   | 6,395.50     | 25,582.00  | 0.00%  | (25,582.00)  |
|                                |                          | 2,505.65                            | -         | 1.33    | 2,506.98  | -          | 2,506.98     | -          | -      | 2,506.98     |
|                                | BEGINNING RESERVE        |                                     |           |         |           | -          | -            | -          | -      | -            |
|                                | INCOME                   | 2,505.65                            | -         | 1.33    | 2,506.98  | 6,395.50   | (3,888.52)   | 25,582.00  |        | (23,075.02)  |
|                                | EXPENDITURE              | -                                   | -         | -       | -         | 6,395.50   | 6,395.50     | 25,582.00  |        | (25,582.00)  |
|                                | NET CHANGE               | 2,505.65                            | -         | 1.33    | 2,506.98  | -          | 2,506.98     | -          |        | 2,506.98     |
|                                | ENDING RESERVE           |                                     |           |         | 2,506.98  | -          | 2,506.98     | -          |        | 2,506.98     |
|                                | COMMITTED                |                                     |           |         | 2,506.98  |            |              |            |        |              |
|                                | NET AVAILABLE RESERVE    |                                     |           |         | -         |            |              |            |        |              |
| <b>CAPITAL IMPROVEMENT</b>     |                          |                                     |           |         |           |            |              |            |        |              |
| 50-31-03                       | SALES TAX - CAP IMP      | 19,720.33                           | 21,261.04 | -       | 40,981.37 | 58,500.00  | (17,518.63)  | 234,000.00 | 17.51% | (193,018.63) |
| 50-31-06                       | AIRPORT REVENUE RESERVES | 1,275.00                            | -         | 637.50  | 1,912.50  | 1,912.50   | -            | 7,650.00   | 25.00% | (5,737.50)   |
|                                |                          | -                                   | -         | -       | -         | 123,064.50 | (123,064.50) | 492,258.00 | 0.00%  | (492,258.00) |
|                                |                          | 20,995.33                           | 21,261.04 | 637.50  | 42,893.87 | 183,477.00 | (140,583.13) | 733,908.00 | 5.84%  | (691,014.13) |
| 50-70-20                       | CAPITAL OUTLAY AIRPORT   | -                                   | -         | -       | -         | 105,434.82 | 105,434.82   | 421,739.26 | 0.00%  | (421,739.26) |
|                                |                          | -                                   | -         | -       | -         | 4,960.50   | 4,960.50     | 19,842.00  | 0.00%  | (19,842.00)  |
| 50-70-99                       | Transfer Out             | -                                   | -         | -       | -         | 61,081.80  | 61,081.80    | 244,327.21 | 0.00%  | (244,327.21) |
|                                |                          | -                                   | -         | -       | -         | 171,477.12 | 171,477.12   | 685,908.47 | 0.00%  | (685,908.47) |
|                                |                          | 20,995.33                           | 21,261.04 | 637.50  | 42,893.87 | 11,999.88  | (312,060.25) | 47,999.53  |        | (5,105.66)   |
|                                | BEGINNING RESERVE        |                                     |           |         |           | -          | -            | -          |        | -            |
|                                | INCOME                   | 20,995.33                           | 21,261.04 | 637.50  | 42,893.87 | 183,477.00 | (140,583.13) | 733,908.00 |        | (691,014.13) |
|                                | EXPENDITURE              | -                                   | -         | -       | -         | 171,477.12 | 171,477.12   | 685,908.47 |        | (685,908.47) |
|                                | NET CHANGE               | 20,995.33                           | 21,261.04 | 637.50  | 42,893.87 | 11,999.88  | 30,893.99    | 47,999.53  |        | (5,105.66)   |
|                                | ENDING RESERVE           |                                     |           |         | 42,893.87 | 11,999.88  | 30,893.99    | 47,999.53  |        | (5,105.66)   |
|                                | COMMITTED                |                                     |           |         | 42,893.87 |            |              |            |        |              |
|                                | NET AVAILABLE RESERVE    |                                     |           |         | -         |            |              |            |        |              |

| DRAFT        |   | THESE NUMBERS ARE SUBJECT TO CHANGE |            |             | 2022         |             |              | 2022         | 25%     |                |
|--------------|---|-------------------------------------|------------|-------------|--------------|-------------|--------------|--------------|---------|----------------|
| AS OF:       | 3/31/2022                                     | MARCH                               | FEBRUARY   | JANUARY     | CUR YTD      | 3           | REMAINING    | ORIG         | % OF    | REMAINING      |
| ACCT NO      | DESCRIPTION                                   | ACTUAL                              | ACTUAL     | ACTUAL      | ACTUAL       | MO BUDGET   | BUDGET       | BUDGET       | BUDGET  | BUDGET         |
| <b>WATER</b> |   |                                     |            |             |              |             |              |              |         |                |
| 60-36-01     | WATER CHARGES-RECEIVED                        | 65,212.06                           | 59,408.82  | 91,088.09   | 215,708.97   | 174,381.00  | 41,327.97    | 697,524.00   | 30.92%  | (481,815.03)   |
|              | WATER CHARGES- USAGES                         | 12,360.55                           | -          | -           | 12,360.55    | 201,600.50  | (189,239.95) | 806,402.00   | 1.53%   | (794,041.45)   |
| 60-36-07     | WATER TAPS                                    | -                                   | 5,277.09   | -           | 5,277.09     | -           | 5,277.09     | -            | -       | 5,277.09       |
| 60-36-03     | SALES & SERVICES                              | 255.61                              | 25.00      | 475.00      | 755.61       | 1,750.00    | (994.39)     | 7,000.00     | 10.79%  | (6,244.39)     |
| 60-36-04     | STANDBY TAP FEES                              | 4,353.71                            | 4,276.21   | 4,339.38    | 12,969.30    | -           | 12,969.30    | -            | -       | 12,969.30      |
| 60-36-05     | BULK WATER                                    | 50.00                               | 320.00     | 411.00      | 781.00       | 1,506.25    | (725.25)     | 6,025.00     | 12.96%  | (5,244.00)     |
| 60-36-09     | PENALTIES                                     | 600.00                              | -          | -           | 600.00       | 250.00      | 350.00       | 1,000.00     | 60.00%  | (400.00)       |
| 60-36-12     | RENTS   | -                                   | -          | -           | -            | 250.00      | (250.00)     | 1,000.00     | 0.00%   | (1,000.00)     |
| 60-36-12     | MISCELLANEOUS                                 | -                                   | -          | -           | -            | -           | -            | -            | -       | -              |
| 60-36-30     | GRANT FUNDS                                   | -                                   | -          | -           | -            | 176,183.00  | (176,183.00) | 704,732.00   | 0.00%   | (704,732.00)   |
|              |   | 82,831.93                           | 69,307.12  | 96,313.47   | 248,452.52   | 555,920.75  | (307,468.23) | 2,223,683.00 | 11.17%  | (1,270,498.48) |
| 60-50-02     | TRUSTEES/ADMIN SALARIES                       | -                                   | -          | -           | -            | -           | -            | -            | -       | -              |
| 60-50-03     | SALARIES & WAGES                              | 11,046.80                           | 5,962.73   | 12,048.64   | 29,058.17    | 48,113.35   | 19,055.18    | 192,453.38   | 15.10%  | (163,395.21)   |
| 60-50-04     | EMPLOYER FICA                                 | 665.45                              | 350.00     | 719.79      | 1,735.24     | 2,843.81    | 1,108.57     | 11,375.25    | 15.25%  | (9,640.01)     |
| 60-50-05     | EMPLOYER MEDICARE                             | 155.64                              | 81.87      | 168.33      | 405.84       | 686.78      | 280.94       | 2,747.12     | 14.77%  | (2,341.28)     |
| 60-50-06     | UNEMPLOYMENT TAX                              | 22.11                               | 11.92      | 24.11       | 58.14        | 142.09      | 83.95        | 568.37       | 10.23%  | (510.23)       |
| 60-50-07     | INSURANCE BENEFITS                            | 1,332.43                            | 1,394.32   | 2,021.83    | 4,748.58     | 10,629.61   | 5,881.03     | 42,518.44    | 11.17%  | (37,769.86)    |
| 60-50-08     | PENSION BENEFITS                              | 353.57                              | 255.17     | 560.22      | 1,168.96     | 4,439.11    | 3,270.15     | 17,756.43    | 6.58%   | (16,587.47)    |
| 60-50-10     | WORKMENS COMPENSATION                         | -                                   | -          | 3,776.00    | 3,776.00     | 828.75      | (2,947.25)   | 3,315.00     | 113.91% | 461.00         |
| 60-50-15     | OFFICE SUPPLIES                               | 78.33                               | -          | 90.13       | 168.46       | 103.75      | (64.71)      | 415.00       | 40.59%  | (246.54)       |
| 60-50-16     | OPERATING SUPPLIES                            | 4,264.90                            | 3,379.94   | 3,226.51    | 10,871.35    | 5,853.75    | (5,017.60)   | 23,415.00    | 46.43%  | (12,543.65)    |
| 60-50-17     | POSTAGE                                       | 206.78                              | -          | -           | 206.78       | 1,387.50    | 1,180.72     | 5,550.00     | 3.73%   | (5,343.22)     |
| 60-50-20     | LEGAL & ENG SERVICES                          | 3,008.25                            | 1,167.36   | 6,674.50    | 10,850.11    | 7,000.00    | (3,850.11)   | 28,000.00    | 38.75%  | (17,149.89)    |
| 60-50-21     | AUDIT   | -                                   | -          | -           | -            | 3,125.00    | 3,125.00     | 12,500.00    | 0.00%   | (12,500.00)    |
| 60-50-22     | REPAIRS & MAINTENANCE                         | 17,134.68                           | 31,677.70  | 7,436.54    | 56,248.92    | 56,937.50   | 688.58       | 227,750.00   | 24.70%  | (171,501.08)   |
| 60-50-23     | VEHICLE EXPENSE                               | 51.25                               | 32.27      | -           | 83.52        | 5,090.00    | 5,006.48     | 20,360.00    | 0.41%   | (20,276.48)    |
| 60-50-25     | SHOP EXPENSE                                  | 173.23                              | -          | 8.62        | 181.85       | 487.50      | 305.65       | 1,950.00     | 9.33%   | (1,768.15)     |
| 60-50-26     | TRAVEL & MEETINGS                             | -                                   | -          | -           | -            | 300.00      | 300.00       | 1,200.00     | 0.00%   | (1,200.00)     |
| 60-50-27     | INSURANCE & BONDS                             | -                                   | -          | 26,214.56   | 26,214.56    | 6,887.50    | (19,327.06)  | 27,550.00    | 95.15%  | (1,335.44)     |
| 60-50-28     | UTILITIES                                     | 2,782.62                            | 2,379.84   | 3,303.83    | 8,466.29     | 8,663.50    | 197.21       | 34,654.00    | 24.43%  | (26,187.71)    |
| 60-50-29     | TELEPHONE                                     | 400.48                              | 416.61     | 414.66      | 1,231.75     | 1,272.00    | 40.25        | 5,088.00     | 24.21%  | (3,856.25)     |
| 60-50-30     | PUBLISHING & ADS                              | 124.36                              | 9.16       | 9.16        | 142.68       | 50.00       | (92.68)      | 200.00       | 71.34%  | (57.32)        |
| 60-50-31     | DUES & SUBSCRIPTIONS                          | 1,860.00                            | 1,710.00   | 3,420.00    | 6,990.00     | 5,164.50    | (1,825.50)   | 20,658.00    | 33.84%  | (13,668.00)    |
| 60-50-32     | FEES & PERMITS                                | 8.45                                | 11.70      | 3,003.67    | 3,023.82     | 3,003.75    | (20.07)      | 12,015.00    | 25.17%  | (8,991.18)     |
| 60-50-33     | DATA PROCESSING                               | 894.06                              | 1,496.21   | 1,191.02    | 3,581.29     | 7,407.50    | 3,826.21     | 29,630.00    | 12.09%  | (26,048.71)    |
| 60-50-41     | WRITEOFF-UNCOLLECTABLE                        | -                                   | -          | -           | -            | -           | -            | -            | -       | -              |
| 60-50-42     | CONTRACT SERVICES                             | -                                   | 24,013.41  | -           | 24,013.41    | -           | (24,013.41)  | -            | -       | 24,013.41      |
| 60-50-44     | Norris Retirement                             | 1,680.00                            | 1,680.00   | 1,680.00    | 5,040.00     | 5,040.00    | -            | 20,160.00    | 25.00%  | (15,120.00)    |
| 60-50-50     | Water Power Authority Loan                    | -                                   | -          | 86,909.45   | 86,909.45    | 47,806.25   | (39,103.20)  | 191,225.00   | 45.45%  | (104,315.55)   |
| 60-50-51     | Drinking Water Revolving Fund                 | -                                   | -          | -           | -            | 5,836.00    | 5,836.00     | 23,344.00    | 0.00%   | (23,344.00)    |
|              | UBB Line of Credit                            | -                                   | -          | -           | -            | -           | -            | -            | -       | -              |
| 60-50-52     | FCNB INTERIM FINANCING                        | 495.00                              | -          | -           | 495.00       | -           | (495.00)     | -            | -       | 495.00         |
| 60-50-70     | CAPITAL OUTLAY                                | -                                   | -          | -           | -            | 319,598.75  | 319,598.75   | 1,278,395.00 | 0.00%   | (1,278,395.00) |
| 60-50-71     | PASS-THRU                                     | -                                   | -          | -           | -            | -           | -            | -            | -       | -              |
| 60-50-75     | GRANT PROJECTS                                | -                                   | -          | -           | -            | -           | -            | -            | -       | -              |
| 60-59-90     | DEPRECIATION                                  | -                                   | -          | -           | -            | 80,935.00   | 80,935.00    | 323,740.00   | 0.00%   | (323,740.00)   |
|              |   | 46,738.39                           | 76,030.21  | 162,901.57  | 285,670.17   | 639,633.25  | 353,963.08   | 2,558,532.99 | 11.17%  | (2,272,862.82) |
|              |   | 36,093.54                           | (6,723.09) | (66,588.10) | (37,217.65)  | (83,712.50) | (46,494.85)  | (334,849.99) |         | (297,632.34)   |
|              | BEGINNING RESERVE                             |                                     |            |             |              |             |              |              |         |                |
|              | INCOME  | 82,831.93                           | 69,307.12  | 96,313.47   | 248,452.52   | 555,920.75  | (307,468.23) | 2,223,683.00 |         | (1,270,498.48) |
|              | EXPENDITURE                                   | 46,738.39                           | 76,030.21  | 162,901.57  | 285,670.17   | 639,633.25  | 353,963.08   | 2,558,532.99 |         | (2,272,862.82) |
|              | NET CHANGE                                    | 36,093.54                           | (6,723.09) | (66,588.10) | (37,217.65)  | (83,712.50) | 46,494.85    | (334,849.99) |         | 1,002,364.34   |
|              | ENDING RESERVE                                |                                     |            |             | (37,217.65)  | (83,712.50) | 46,494.85    | (334,849.99) |         | 1,002,364.34   |
|              | 25% MIN RESERVE                               |                                     |            |             | 71,417.54    |             |              |              |         |                |
|              | 25 % OPERATION/MAINT RESERVE (\$1.25 MIL CAP) |                                     |            |             | 71,417.54    |             |              |              |         |                |
|              | 110% REQUIREMENT                              |                                     |            |             | 245,500.00   |             |              |              |         |                |
|              | NET AVAILABLE RESERVE                         |                                     |            |             | (425,552.74) |             |              |              |         |                |

| DRAFT        |                          | THESE NUMBERS ARE SUBJECT TO CHANGE |           |           | 2022         |            |             | 2022       | 25%     |              |
|--------------|--------------------------|-------------------------------------|-----------|-----------|--------------|------------|-------------|------------|---------|--------------|
| AS OF:       | 3/31/2022                | MARCH                               | FEBRUARY  | JANUARY   | CUR YTD      | 3          | REMAINING   | ORIG       | % OF    | REMAINING    |
| ACCT NO      | DESCRIPTION              | ACTUAL                              | ACTUAL    | ACTUAL    | ACTUAL       | MO BUDGET  | BUDGET      | BUDGET     | BUDGET  | BUDGET       |
| <b>SEWER</b> |                          |                                     |           |           |              |            |             |            |         |              |
| 70-37-01     | SEWER CHARGES - RECEIVED | 44,203.68                           | 44,255.83 | 44,446.79 | 132,906.30   | 134,214.00 | (1,307.70)  | 536,856.00 | 24.76%  | (403,949.70) |
| 70-37-04     | SEWER TAPS               | -                                   | -         | -         | -            | 1,250.00   | (1,250.00)  | 5,000.00   | 0.00%   | (5,000.00)   |
| 70-37-09     | Interest Income          | -                                   | 47.99     | 52.22     | 100.21       | 100.00     | 0.21        | 400.00     | 25.05%  | (299.79)     |
|              |                          | 44,203.68                           | 44,303.82 | 44,499.01 | 133,006.51   | 135,564.00 | (2,557.49)  | 542,256.00 | 24.53%  | (409,249.49) |
| 70-51-02     | TRUSTEES/ADMIN SALARIES  | -                                   | -         | -         | -            | -          | -           | -          | -       | -            |
| 70-51-03     | SALARIES & WAGES         | 5,828.40                            | 3,686.21  | 7,566.48  | 17,081.09    | 24,356.24  | 7,275.15    | 97,424.94  | 17.53%  | (80,343.85)  |
| 70-51-04     | EMPLOYER FICA            | 349.05                              | 216.22    | 452.03    | 1,017.30     | 1,442.70   | 425.40      | 5,770.80   | 17.63%  | (4,753.50)   |
| 70-51-05     | EMPLOYER MEDICARE        | 81.65                               | 50.57     | 105.73    | 237.95       | 348.26     | 110.31      | 1,393.02   | 17.08%  | (1,155.07)   |
| 70-51-06     | UNEMPLOYMENT TAX         | 11.65                               | 7.39      | 15.16     | 34.20        | 72.05      | 37.85       | 288.21     | 11.87%  | (254.01)     |
| 70-51-07     | INSURANCE BENEFITS       | 825.36                              | 847.60    | 1,240.52  | 2,913.48     | 5,326.61   | 2,413.13    | 21,306.45  | 13.67%  | (18,392.97)  |
| 70-51-08     | PENSION BENEFITS         | 203.86                              | 164.60    | 352.44    | 720.90       | 2,216.05   | 1,495.15    | 8,864.18   | 8.13%   | (8,143.28)   |
| 70-51-10     | WORKMENS COMPENSATION    | -                                   | -         | 1,027.00  | 1,027.00     | 243.85     | (783.15)    | 975.40     | 105.29% | 51.60        |
| 70-51-15     | OFFICE SUPPLIES          | 78.33                               | -         | 60.08     | 138.41       | 12.50      | (125.91)    | 50.00      | 276.82% | 88.41        |
| 70-51-16     | OPERATING SUPPLIES       | 2,225.46                            | 2,487.90  | 1,539.77  | 6,253.13     | 4,151.25   | (2,101.88)  | 16,605.00  | 37.66%  | (10,351.87)  |
| 70-51-17     | POSTAGE                  | 201.61                              | -         | -         | 201.61       | 673.75     | 472.14      | 2,695.00   | 7.48%   | (2,493.39)   |
| 70-51-21     | AUDIT                    | -                                   | -         | -         | -            | 1,125.00   | 1,125.00    | 4,500.00   | 0.00%   | (4,500.00)   |
| 70-51-22     | REPAIRS & MAINTENANCE    | 2,696.94                            | 670.25    | 661.22    | 4,028.41     | 14,991.25  | 10,962.84   | 59,965.00  | 6.72%   | (55,936.59)  |
| 70-51-23     | VEHICLE EXPENSE          | 376.25                              | -         | -         | 376.25       | 5,075.00   | 4,698.75    | 20,300.00  | 1.85%   | (19,923.75)  |
| 70-51-25     | SHOP EXPENSE             | 173.24                              | -         | 8.62      | 181.86       | 1,532.50   | 1,350.64    | 6,130.00   | 2.97%   | (5,948.14)   |
| 70-51-26     | TRAVEL & MEETINGS        | -                                   | -         | -         | -            | 600.00     | 600.00      | 2,400.00   | 0.00%   | (2,400.00)   |
| 70-51-27     | INSURANCE & BONDS        | -                                   | -         | 9,666.01  | 9,666.01     | 2,798.75   | (6,867.26)  | 11,195.00  | 86.34%  | (1,528.99)   |
| 70-51-28     | UTILITIES                | 3,035.28                            | 25.92     | 3,121.38  | 6,182.58     | 8,987.75   | 2,805.17    | 35,951.00  | 17.20%  | (29,768.42)  |
| 70-51-29     | TELEPHONE                | 134.76                              | 136.77    | 150.12    | 421.65       | 493.25     | 71.60       | 1,973.00   | 21.37%  | (1,551.35)   |
| 70-51-30     | PUBLISHING & ADS         | 5.20                                | 9.16      | 9.16      | 23.52        | 35.00      | 11.48       | 140.00     | 16.80%  | (116.48)     |
| 70-51-31     | DUES & SUBSCRIPTIONS     | 221.40                              | -         | -         | 221.40       | 140.00     | (81.40)     | 560.00     | 39.54%  | (338.60)     |
| 70-51-32     | FEES & PERMITS           | 464.45                              | 621.70    | -         | 1,086.15     | 1,845.50   | 759.35      | 7,382.00   | 14.71%  | (6,295.85)   |
| 70-51-33     | DATA PROCESSING          | 891.81                              | 772.21    | 1,151.21  | 2,815.23     | 3,412.50   | 597.27      | 13,650.00  | 20.62%  | (10,834.77)  |
| 70-51-41     | WRITEOFF-UNCOLLECTABLE   | -                                   | -         | -         | -            | -          | -           | -          | -       | -            |
| 70-51-42     | CONTRACT SERVICES        | -                                   | -         | -         | -            | -          | -           | -          | -       | -            |
| 70-51-43     | GAUGING STATION          | -                                   | -         | -         | -            | 1,025.00   | 1,025.00    | 4,100.00   | 0.00%   | (4,100.00)   |
| 70-51-51     | RURAL DEVELOPMENT P&I    | 74,000.00                           | -         | -         | 74,000.00    | -          | (74,000.00) | -          | -       | 74,000.00    |
| 70-51-54     | DEBT RESERVE             | -                                   | -         | -         | -            | 27,156.25  | 27,156.25   | 108,625.00 | 0.00%   | (108,625.00) |
| 70-51-70     | CAPITAL OUTLAY           | 69,158.84                           | -         | -         | 69,158.84    | -          | (69,158.84) | -          | -       | 69,158.84    |
| 70-51-71     | PASS THRU                | -                                   | -         | -         | -            | -          | -           | -          | -       | -            |
| 70-59-90     | DEPRECIATION             | -                                   | -         | -         | -            | 27,253.00  | 27,253.00   | 109,012.00 | 0.00%   | (109,012.00) |
|              |                          | 160,963.54                          | 9,696.50  | 27,126.93 | 197,786.97   | 135,314.00 | (62,472.97) | 541,256.00 | 36.54%  | (343,469.03) |
|              |                          | (116,759.86)                        | 34,607.32 | 17,372.08 | (64,780.46)  | 250.00     | (65,030.46) | 1,000.00   | -       | (65,780.46)  |
|              | BEGINNING RESERVE        |                                     |           |           |              | -          | -           | -          | -       | -            |
|              | INCOME                   | 44,203.68                           | 44,303.82 | 44,499.01 | 133,006.51   | 135,564.00 | (2,557.49)  | 542,256.00 |         | (409,249.49) |
|              | EXPENDITURE              | 160,963.54                          | 9,696.50  | 27,126.93 | 197,786.97   | 135,314.00 | (62,472.97) | 541,256.00 |         | (343,469.03) |
|              | NET CHANGE               | (116,759.86)                        | 34,607.32 | 17,372.08 | (64,780.46)  | 250.00     | (65,030.46) | 1,000.00   |         | (65,780.46)  |
|              | ENDING RESERVE           |                                     |           |           | (64,780.46)  | 250.00     | (65,030.46) | 1,000.00   |         | (65,780.46)  |
|              | 25% MIN RESERVE          |                                     |           |           | 49,446.74    |            |             |            |         |              |
|              | PROPERTY RESERVE         |                                     |           |           | 530,418.33   |            |             |            |         |              |
|              | NET AVAILABLE RESERVE    |                                     |           |           | (644,645.53) |            |             |            |         |              |

| DRAFT          |                         | THESE NUMBERS ARE SUBJECT TO CHANGE |           |            | 2022         |            |            | 2022       | 25%     |              |
|----------------|-------------------------|-------------------------------------|-----------|------------|--------------|------------|------------|------------|---------|--------------|
| AS OF:         | 3/31/2022               | MARCH                               | FEBRUARY  | JANUARY    | CUR YTD      | 3          | REMAINING  | ORIG       | % OF    | REMAINING    |
| ACCT NO        | DESCRIPTION             | ACTUAL                              | ACTUAL    | ACTUAL     | ACTUAL       | MO BUDGET  | BUDGET     | BUDGET     | BUDGET  | BUDGET       |
| <b>GARBAGE</b> |                         |                                     |           |            |              |            |            |            |         |              |
| 80-30-02       | GARBAGE FEES - RECEIVED | 20,817.69                           | 20,854.63 | 20,950.09  | 62,622.41    | 63,585.00  | (962.59)   | 254,340.00 | 24.62%  | (191,717.59) |
|                | INCREASE                | -                                   | -         | -          | -            | -          | -          | -          | -       | -            |
| 80-37-03       | SALES & SERVICE         | 105.00                              | 459.00    | -          | 564.00       | 2,500.00   | (1,936.00) | 10,000.00  | 5.64%   | (9,436.00)   |
| 80-39-99       | RESERVE                 | -                                   | -         | -          | -            | 4,690.00   | (4,690.00) | 18,760.00  | 0.00%   | (18,760.00)  |
|                |                         | 20,922.69                           | 21,313.63 | 20,950.09  | 63,186.41    | 66,085.00  | (2,898.59) | 283,100.00 | 22.32%  | (201,153.59) |
| 80-52-02       | CONTRACT LABOR          | -                                   | -         | -          | -            | -          | -          | -          | -       | -            |
| 80-52-03       | SALARIES & WAGES        | 9,176.00                            | 9,103.92  | 8,937.95   | 27,217.87    | 31,481.59  | 4,263.72   | 125,926.37 | 21.61%  | (98,708.50)  |
| 80-52-04       | EMPLOYER FICA           | 550.29                              | 544.65    | 533.45     | 1,628.39     | 1,932.79   | 304.40     | 7,731.15   | 21.06%  | (6,102.76)   |
| 80-52-05       | EMPLOYER MEDICARE       | 128.62                              | 127.33    | 124.75     | 380.70       | 452.02     | 71.32      | 1,808.09   | 21.06%  | (1,427.39)   |
| 80-52-06       | UNEMPLOYMENT TAX        | 18.33                               | 18.20     | 17.89      | 54.42        | 93.52      | 39.10      | 374.09     | 14.55%  | (319.67)     |
| 80-52-07       | INSURANCE BENEFITS      | 1,452.74                            | 1,572.74  | 1,651.09   | 4,676.57     | 7,657.25   | 2,980.68   | 30,629.00  | 15.27%  | (25,952.43)  |
| 80-52-08       | PENSION BENEFITS        | 380.54                              | 305.43    | 317.17     | 1,003.14     | 2,095.33   | 1,092.19   | 8,381.30   | 11.97%  | (7,378.16)   |
| 80-52-10       | WORKMEN'S COMP          | -                                   | -         | 5,196.00   | 5,196.00     | 1,562.50   | (3,633.50) | 6,250.00   | 83.14%  | (1,054.00)   |
| 80-52-15       | OFFICE SUPPLIES         | 78.33                               | 65.47     | 36.48      | 180.28       | 40.00      | (140.28)   | 160.00     | 112.68% | 20.28        |
| 80-52-16       | OPERATING SUPPLIES      | 112.01                              | 104.49    | 25.50      | 242.00       | 301.25     | 59.25      | 1,205.00   | 20.08%  | (963.00)     |
| 80-52-17       | POSTAGE                 | 108.57                              | -         | -          | 108.57       | 448.25     | 339.68     | 1,793.00   | 6.06%   | (1,684.43)   |
| 80-52-21       | AUDIT                   | -                                   | -         | -          | -            | 1,125.00   | 1,125.00   | 4,500.00   | 0.00%   | (4,500.00)   |
| 80-52-22       | REPAIRS & MAINTENANCE   | -                                   | 18.94     | -          | 18.94        | 400.00     | 381.06     | 1,600.00   | 1.18%   | (1,581.06)   |
| 80-52-23       | VEHICLE EXPENSE         | 2,579.65                            | 2,312.60  | 235.18     | 5,127.43     | 4,190.00   | (937.43)   | 16,760.00  | 30.59%  | (11,632.57)  |
| 80-52-25       | SHOP EXPENSE            | 195.26                              | -         | 8.62       | 203.88       | 355.00     | 151.12     | 1,420.00   | 14.36%  | (1,216.12)   |
| 80-52-26       | TRAVEL & MEETINGS       | -                                   | -         | -          | -            | -          | -          | -          | -       | -            |
| 80-52-27       | INSURANCE & BONDS       | -                                   | -         | 6,463.39   | 6,463.39     | 1,673.75   | (4,789.64) | 6,695.00   | 96.54%  | (231.61)     |
| 80-52-28       | UTILITIES               | 394.84                              | 25.92     | 452.30     | 873.06       | 667.75     | (205.31)   | 2,671.00   | 32.69%  | (1,797.94)   |
| 80-52-29       | TELEPHONE               | 9.35                                | 11.36     | 24.71      | 45.42        | 187.50     | 142.08     | 750.00     | 6.06%   | (704.58)     |
| 80-52-30       | PUBLISHING & ADS        | 5.20                                | 24.50     | 9.16       | 38.86        | 35.00      | (3.86)     | 140.00     | 27.76%  | (101.14)     |
| 80-52-33       | DATA PROCESSING         | 227.48                              | 144.82    | 289.64     | 661.94       | 685.00     | 23.06      | 2,740.00   | 24.16%  | (2,078.06)   |
| 80-52-41       | WRITEOFF-UNCOLLECTABLE  | -                                   | -         | -          | -            | -          | -          | -          | -       | -            |
| 80-52-42       | LANDFILL FEES           | 5,659.00                            | 2,643.75  | -          | 8,302.75     | 9,330.00   | 1,027.25   | 37,320.00  | 22.25%  | (29,017.25)  |
| 80-52-43       | CLEAN UP DAY            | -                                   | 2,989.80  | 1,135.20   | 4,125.00     | 750.00     | (3,375.00) | 3,000.00   | 137.50% | 1,125.00     |
| 80-52-70       | CAPITAL OUTLAY          | -                                   | -         | -          | -            | 900.00     | 900.00     | 3,600.00   | 0.00%   | (3,600.00)   |
| 80-52-71       | PASS THRU               | -                                   | -         | -          | -            | -          | -          | -          | -       | -            |
|                | DEPRICIATION            | -                                   | -         | -          | -            | 4,411.50   | 4,411.50   | 17,646.00  | 0.00%   | (17,646.00)  |
|                |                         | 21,076.21                           | 20,013.92 | 25,458.48  | 66,548.61    | 70,775.00  | 4,226.39   | 283,100.00 | 23.51%  | (216,551.39) |
|                |                         | (153.52)                            | 1,299.71  | (4,508.39) | (3,362.20)   | (4,690.00) | 1,327.80   | -          | -       | 15,397.80    |
|                | BEGINNING RESERVE       |                                     |           |            |              | -          | -          | -          | -       | -            |
|                | INCOME                  | 20,922.69                           | 21,313.63 | 20,950.09  | 63,186.41    | 66,085.00  | (2,898.59) | 283,100.00 |         | (201,153.59) |
|                | EXPENDITURE             | 21,076.21                           | 20,013.92 | 25,458.48  | 66,548.61    | 70,775.00  | 4,226.39   | 283,100.00 |         | (216,551.39) |
|                | NET CHANGE              | (153.52)                            | 1,299.71  | (4,508.39) | (3,362.20)   | (4,690.00) | 1,327.80   | -          |         | 15,397.80    |
|                | ENDING RESERVE          |                                     |           |            | (3,362.20)   | (4,690.00) | 1,327.80   | -          |         | 15,397.80    |
|                | 50% MIN RESERVE         |                                     |           |            | 141,550.00   |            |            |            |         |              |
|                | NET AVAILABLE RESERVE   |                                     |           |            | (144,912.20) |            |            |            |         |              |

| DRAFT                  |                            | THESE NUMBERS ARE SUBJECT TO CHANGE |                   |                   | 2022              |                     | 2022                |                     | 25%      |                       |
|------------------------|----------------------------|-------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|----------|-----------------------|
| AS OF:                 | 3/31/2022                  | MARCH                               | FEBRUARY          | JANUARY           | CUR YTD           | 3                   | REMAINING           | ORIG                | % OF     | REMAINING             |
| ACCT NO                | DESCRIPTION                | ACTUAL                              | ACTUAL            | ACTUAL            | ACTUAL            | MO BUDGET           | BUDGET              | BUDGET              | BUDGET   | BUDGET                |
| <b>GENERAL SUMMARY</b> |                            |                                     |                   |                   |                   |                     |                     |                     |          |                       |
|                        | ADMINISTRATION             | 6,836.50                            | 18,197.79         | 1,558.99          | 26,593.28         | 167,347.40          | (140,754.12)        | 250,434.00          |          | (178,840.72)          |
|                        | BUILDING                   | 687.70                              | 4,156.45          | 3,393.90          | 8,238.05          | 8,822.00            | (583.95)            | 35,288.00           |          | (27,049.95)           |
|                        | LAW ENFORCEMENT            | 51,415.35                           | 63,639.12         | 1,548.31          | 116,602.78        | 144,140.25          | (27,537.47)         | 576,561.00          |          | (459,958.22)          |
|                        | PARKS                      | 1,420.00                            | 4,077.03          | 140.00            | 5,637.03          | 46,148.00           | (40,510.97)         | 184,592.00          |          | (178,954.97)          |
|                        | STREETS                    | 32,234.29                           | 6,268.77          | 10,215.62         | 48,718.68         | 62,513.50           | (13,794.82)         | 250,054.00          |          | (201,335.32)          |
|                        | STREET CAPITAL IMPROVEMENT | 11,130.00                           | 9,665.00          | 6,760.00          | 27,555.00         | 132,092.50          | (104,537.50)        | 528,370.00          |          | (500,815.00)          |
|                        | BRIDGE                     | -                                   | 44.30             | 36.78             | 81.08             | 10,075.00           | (9,993.92)          | 40,300.00           |          | (40,218.92)           |
|                        | SIDEWALK                   | 2,555.74                            | 2,556.17          | 2,571.09          | 7,683.00          | 7,767.00            | (84.00)             | 64,103.00           |          | (23,385.00)           |
|                        | SPACE2CREATE               | -                                   | -                 | 0.81              | 0.81              | -                   | 0.81                | -                   |          | 0.81                  |
|                        | CONSERVATION TRUST FUND    | 2,505.65                            | -                 | 1.33              | 2,506.98          | 6,395.50            | (3,888.52)          | 25,582.00           |          | (23,075.02)           |
|                        | CAPITAL IMPROVEMENT        | 20,995.33                           | 21,261.04         | 637.50            | 42,893.87         | 183,477.00          | (140,583.13)        | 733,908.00          |          | (691,014.13)          |
|                        |                            | 129,780.56                          | 129,865.67        | 26,864.33         | 286,510.56        | 768,778.15          | (482,267.59)        | 2,689,192.00        | -        | (2,324,646.44)        |
|                        | WATER                      | 82,831.93                           | 69,307.12         | 96,313.47         | 248,452.52        | 555,920.75          | (307,468.23)        | 2,223,683.00        |          | (1,270,498.48)        |
|                        | SEWER                      | 44,203.68                           | 44,303.82         | 44,499.01         | 133,006.51        | 135,564.00          | (2,557.49)          | 542,256.00          |          | (409,249.49)          |
|                        | GARBAGE                    | 20,922.69                           | 21,313.63         | 20,950.09         | 63,186.41         | 66,085.00           | (2,898.59)          | 283,100.00          |          | (201,153.59)          |
|                        |                            | 147,958.30                          | 134,924.57        | 161,762.57        | 444,645.44        | 757,569.75          | (312,924.31)        | 3,049,039.00        | -        | (1,880,901.56)        |
|                        | <b>TOTAL REVENUE</b>       | <b>277,738.86</b>                   | <b>264,790.24</b> | <b>188,626.90</b> | <b>731,156.00</b> | <b>1,526,347.90</b> | <b>(795,191.90)</b> | <b>5,738,231.00</b> | <b>-</b> | <b>(4,205,548.00)</b> |
|                        | ADMINISTRATION             | 28,478.26                           | 15,737.24         | 16,779.29         | 60,994.79         | 62,608.50           | 1,613.71            | 250,434.00          |          | (189,439.21)          |
|                        | BUILDING                   | 3,098.69                            | 3,280.15          | 1,129.32          | 7,508.16          | 8,687.22            | 991.56              | 34,748.87           |          | (1,780.71)            |
|                        | LAW ENFORCEMENT            | 18,245.90                           | 20,221.72         | 60,443.25         | 98,910.87         | 144,275.03          | 45,364.16           | 577,100.13          |          | (478,189.26)          |
|                        | PARKS                      | 19,960.13                           | 5,914.01          | 15,420.40         | 41,294.54         | 46,148.00           | 4,853.46            | 184,592.00          |          | (143,297.46)          |
|                        | STREETS                    | 14,935.96                           | 9,157.76          | 26,674.91         | 50,768.63         | 71,638.50           | 20,869.87           | 286,554.01          |          | (235,785.38)          |
|                        | STREET CAPITAL IMPROVEMENT | -                                   | -                 | -                 | -                 | 78,750.00           | 78,750.00           | 315,000.00          |          | (315,000.00)          |
|                        | BRIDGE                     | -                                   | -                 | -                 | -                 | 30,075.00           | 30,075.00           | 120,300.00          |          | (120,300.00)          |
|                        | SIDEWALK                   | -                                   | -                 | -                 | -                 | -                   | -                   | -                   |          | -                     |
|                        | SPACE2CREATE               | -                                   | -                 | -                 | -                 | -                   | -                   | -                   |          | -                     |
|                        | CONSERVATION TRUST FUND    | -                                   | -                 | -                 | -                 | 6,395.50            | 6,395.50            | 25,582.00           |          | (25,582.00)           |
|                        | CAPITAL IMPROVEMENT        | -                                   | -                 | -                 | -                 | 171,477.12          | 171,477.12          | 685,908.47          |          | (685,908.47)          |
|                        |                            | 84,718.94                           | 54,310.88         | 120,447.17        | 259,476.99        | 620,054.87          | 360,390.38          | 2,480,219.48        | -        | (2,195,282.49)        |
|                        | WATER                      | 46,738.39                           | 76,030.21         | 162,901.57        | 285,670.17        | 639,633.25          | 353,963.08          | 2,558,532.99        |          | (2,272,862.82)        |
|                        | SEWER                      | 160,963.54                          | 9,696.50          | 27,126.93         | 197,786.97        | 135,314.00          | (62,472.97)         | 541,256.00          |          | (343,469.03)          |
|                        | GARBAGE                    | 21,076.21                           | 20,013.92         | 25,458.48         | 66,548.61         | 70,775.00           | 4,226.39            | 283,100.00          |          | (216,551.39)          |
|                        |                            | 228,778.14                          | 105,740.63        | 215,486.98        | 550,005.75        | 845,722.25          | 295,716.50          | 3,382,888.99        | -        | (2,832,883.24)        |
|                        | <b>TOTAL EXPENDITURES</b>  | <b>313,497.08</b>                   | <b>160,051.51</b> | <b>335,934.15</b> | <b>809,482.74</b> | <b>1,465,777.12</b> | <b>656,106.88</b>   | <b>5,863,108.47</b> | <b>-</b> | <b>(5,028,165.73)</b> |
|                        | ADMINISTRATION             | (21,641.76)                         | 2,460.55          | (15,220.30)       | (34,401.51)       | 104,738.90          | (142,367.83)        | -                   |          | 10,598.49             |
|                        | BUILDING                   | (2,410.99)                          | 876.30            | 2,264.58          | 729.89            | 134.78              | (1,575.51)          | 539.13              |          | (25,269.24)           |
|                        | LAW ENFORCEMENT            | 33,169.45                           | 43,417.40         | (58,894.94)       | 17,691.91         | (134.78)            | (72,901.63)         | (539.13)            |          | 18,231.04             |
|                        | PARKS                      | (18,540.13)                         | (1,836.98)        | (15,280.40)       | (35,657.51)       | -                   | (45,364.43)         | -                   |          | (35,657.51)           |
|                        | STREETS                    | 17,298.33                           | (2,888.99)        | (16,459.29)       | (2,049.95)        | (9,125.00)          | (34,664.69)         | (36,500.01)         |          | 34,450.06             |
|                        | STREET CAPITAL IMPROVEMENT | 11,130.00                           | 9,665.00          | 6,760.00          | 27,555.00         | 53,342.50           | (183,287.50)        | 213,370.00          |          | (185,815.00)          |
|                        | BRIDGE                     | -                                   | 44.30             | 36.78             | 81.08             | (20,000.00)         | (40,068.92)         | (80,000.00)         |          | 80,081.08             |
|                        | GENERAL FUND               | 19,004.90                           | 51,737.58         | (96,793.57)       | (26,051.09)       | 128,956.40          | (520,230.51)        | 96,869.99           |          | (103,381.08)          |
|                        | SIDEWALK                   | 2,555.74                            | 2,556.17          | 2,571.09          | 7,683.00          | 7,767.00            | (84.00)             | 64,103.00           |          | (23,385.00)           |
|                        | SPACE2CREATE               | -                                   | -                 | 0.81              | 0.81              | -                   | 0.81                | -                   |          | 0.81                  |
|                        | CONSERVATION TRUST FUND    | 2,505.65                            | -                 | 1.33              | 2,506.98          | -                   | (10,284.02)         | -                   |          | 2,506.98              |
|                        | CAPITAL IMPROVEMENT        | 20,995.33                           | 21,261.04         | 637.50            | 42,893.87         | 11,999.88           | (312,060.25)        | 47,999.53           |          | (5,105.66)            |
|                        |                            | 45,061.62                           | 75,554.79         | (93,582.84)       | 27,033.57         | 148,723.28          | (842,657.97)        | 208,972.52          | -        | (129,363.95)          |
|                        | WATER                      | 36,093.54                           | (6,723.09)        | (66,588.10)       | (37,217.65)       | (83,712.50)         | (661,431.31)        | (334,849.99)        |          | 1,002,364.34          |
|                        | SEWER                      | (116,759.86)                        | 34,607.32         | 17,372.08         | (64,780.46)       | 250.00              | 59,915.48           | 1,000.00            |          | (65,780.46)           |
|                        | GARBAGE                    | (153.52)                            | 1,299.71          | (4,508.39)        | (3,362.20)        | (4,690.00)          | (7,124.98)          | -                   |          | 15,397.80             |
|                        | ENTERPRISE FUND            | (80,819.84)                         | 29,183.94         | (53,724.41)       | (105,360.31)      | (88,152.50)         | (608,640.81)        | (333,849.99)        |          | 951,981.68            |
|                        | NET                        | (35,758.22)                         | 104,738.73        | (147,307.25)      | (78,326.74)       | 60,570.78           | (1,451,298.78)      | (124,877.47)        |          | 822,617.73            |

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           |

April 19, 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           |

April 19, 2022