



TOWN OF PAONIA
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, JULY 25, 2023 6:30 PM

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

Roll Call

Approval of Agenda

Announcements

Introduction of Corporal William Gilliam

Public Comment

Any topic not included on the agenda, 3-minute time limit.

Consent Agenda

[Disbursements](#)

Staff Reports

[Departmental Scorecard](#)

Actions & Presentations

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

1. [Consideration of Approval of Western Slope Conservation Centers request for a donation of \\$2000 for repair of damages to the school loop trails](#)
2. [Discussion and Decisions on parking at the top of Pan American and Vista Drive](#)
3. [Consideration of Approval of the Mountain Harvest Festival Request for longer Street Closure](#)
4. [Discussion on possible mobility route from Town Park to Downtown](#)
5. [Approval of Opting into Proposition 123 to Increase Affordable Housing](#)
6. [Discussion and direction for Urban Rural Continuum about optional add-ons to contract.](#)
7. [Consideration of approval of engagement letter for Sherry Caloia as water counsel](#)
8. [Consideration of Approval of sponsoring a Cadet in the Police Academy for employment commitment](#)

Mayor & Trustee Reports

Adjournment

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

I. RULES OF PROCEDURE

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

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

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. CONSENT AGENDA

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.

Town of Paonia

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Consent Agenda

Report Criteria:

- Summary report.
- Invoices with totals above \$0 included.
- Only unpaid invoices included.

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Total Cost	Date Paid	Voided	Description	GL Account and Title
Archuleta, Benny									
Archuleta, Benny	ARCH6-1-2023	06/01/2023	1,500.00	.00	750.00			WATER SAMPLES	70-51-42 CONTRACT SERVICES
Browns Hill Engineering & Controls									
Browns Hill Engineering & Control	1033	06/01/2023	1,710.00	.00	1,710.00			20-703 PAONIA VMSCADA LEAS	60-50-42 CONTRACT SERVICES
Browns Hill Engineering & Control	1058	07/01/2023	1,710.00	.00	1,710.00			20-703 PAONIA VMSCADA LEAS	60-50-42 CONTRACT SERVICES
CALOIA, SHERRY A.									
CALOIA, SHERRY A.	PAONIA - 7-7-2	07/07/2023	5,000.00	.00	5,000.00			PROFESSIONAL SERVICES	60-50-10 WORKMENS COMPENSATIO
CEBT									
CEBT	INV 0057095	06/30/2023	16,201.40	.00	2,314.49			HEALTH INSURANCE GROUP B	80-52-03 SALARIES & WAGES
Cedar Creek Supply LLC									
Cedar Creek Supply LLC	INV-0166	06/17/2023	1,510.00	.00	1,510.00			SODIUM HYPOCHLORITE	60-50-16 OPERATING SUPPLIES
Cedar Creek Supply LLC	INV-0167	06/17/2023	1,015.00	.00	1,015.00			SODIUM HYPOCHLORITE	60-50-16 OPERATING SUPPLIES
Core & Main LP									
Core & Main LP	T146499	07/03/2023	345.34	.00	345.34			VALVE BOX RISERS	10-45-22 REPAIRS & MAINTENANCE
Delta County Landfill									
Delta County Landfill	400593	06/13/2023	534.00	.00	534.00			Landfill Fee	80-52-42 LANDFILL FEES
Delta County Landfill	401074	06/20/2023	477.75	.00	477.75			Landfill Fee	80-52-42 LANDFILL FEES
Delta County Landfill	401439	06/26/2023	240.75	.00	240.75			Landfill Fee	80-52-42 LANDFILL FEES
Delta County Landfill	401988	07/03/2023	250.25	.00	250.25			Landfill Fee - 07/03/2023 - INV 40	80-52-42 LANDFILL FEES
Delta County Landfill	402230	07/07/2023	502.00	.00	502.00			Landfill Fee - 07/07/2023 - INV 40	80-52-42 LANDFILL FEES
Delta County Landfill	6302023	06/30/2023	2,571.50	.00	510.25			Landfill Fee - 06/30/2023 - INV 40	80-52-42 LANDFILL FEES
DELTA COUNTY MEMORIAL HOSPITAL									
DELTA COUNTY MEMORIAL HO	83803A12539-	06/27/2023	295.00	.00	295.00			MEDICAL EXAM - SEELEY, THO	10-42-44 HUMAN SERVICES
Delta Montrose Electric Assn.									
Delta Montrose Electric Assn.	3200690300-0	07/10/2023	447.80	.00	447.80			UTILITIES - 214 GRAND AVE - T	10-41-28 UTILITIES
Delta Montrose Electric Assn.	20992900-071	07/10/2023	72.01	.00	72.01			UTILITIES - 4TH STREET (CITY	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3080270000-0	07/03/2023	84.68	.00	84.68			UTILITIES - 501 BOX ELDER (BE	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3120200000-0	07/10/2023	152.64	.00	152.64			UTILITIES - APPLE VALLEY PAR	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3140015008-0	07/10/2023	61.00	.00	61.00			UTILITIES - LIGHTS FOR BB DIA	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3140124001-0	07/10/2023	250.93	.00	250.93			UTILITIES - 730 4TH STREET	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3140305400-0	07/10/2023	399.74	.00	399.74			UTILITIES - TEEN CENTER & PA	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3140308201-0	07/10/2023	62.30	.00	62.30			UTILITIES - TOWN PARK NEAR	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3200125000-0	07/10/2023	1,384.32	.00	1,384.32			UTILITIES - STREET LIGHTS	10-45-28 UTILITIES
Delta Montrose Electric Assn.	9805013000-0	07/10/2023	61.00	.00	61.00			UTILITIES - 200 BLOCK GRAND	10-45-28 UTILITIES
Delta Montrose Electric Assn.	3080095000-0	07/03/2023	3,352.53	.00	3,352.53			UTILITIES - 12762 ROEBER RD -	60-50-28 UTILITIES

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Total Cost	Date Paid	Voided	Description	GL Account and Title
Delta Montrose Electric Assn.	3080629100-0	07/03/2023	441.84	.00	441.84			UTILITIES - 41576 LAMBORN M	60-50-28 UTILITIES
Delta Montrose Electric Assn.	3100003000-0	07/03/2023	72.61	.00	72.61			UTILITIES - LAMBORN RESVR	60-50-28 UTILITIES
Delta Montrose Electric Assn.	3100701901-0	07/03/2023	204.84	.00	204.84			UTILITIES - 41010 LAMBORN R	60-50-29 TELEPHONE
Delta Montrose Electric Assn.	20886100-071	07/17/2023	10,902.53	.00	10,902.53			UTILITIES - HWY 133 (SEWAGE	70-51-28 UTILITIES
Delta Montrose Electric Assn.	3180027500-0	07/10/2023	209.83	.00	52.46			UTILITIES - 403 2ND STREET	70-51-28 UTILITIES
Dependable Lumber, Inc.									
Dependable Lumber, Inc.	2306-288335	06/30/2023	77.94	.00	77.94			Contractor Bags - 4th of July Even	10-46-16 OPERATING SUPPLIES
Dependable Lumber, Inc.	2307-289706	07/10/2023	3.98	.00	3.98			PARTS FOR APPLE VALLEY SP	10-46-22 REPAIRS & MAINTENANCE
Dependable Lumber, Inc.	2307-289801	07/10/2023	2.78	.00	2.78			SUPPLIES FOR TOWN PARK RE	10-46-22 REPAIRS & MAINTENANCE
Dependable Lumber, Inc.	2307-290481	07/13/2023	13.58	.00	4.53			WET FILTER	10-46-25 SHOP EXPENSE
Dependable Lumber, Inc.	2307-289751	07/10/2023	28.10	.00	28.10			Town Hall Conf. Room Supplies fo	10-46-40 MISCELLANEOUS
Dependable Lumber, Inc.	2307-289761	07/10/2023	18.50	.00	18.50			Town Hall Conf. Room Anchors &	10-46-40 MISCELLANEOUS
Dependable Lumber, Inc.	2307-289987	07/11/2023	4.99	.00	4.99			REDUCING BUSHINGS FOR WA	60-50-22 REPAIRS & MAINTENANCE
Dependable Lumber, Inc.	402215	07/11/2023	34.13	.00	17.07			OIL FILTER, SPARK PLUGS, OIL	60-50-22 REPAIRS & MAINTENANCE
Dependable Lumber, Inc.	2307-290283	07/12/2023	2.40	.00	2.40			WASHERS - TRASH DEPT.	80-52-22 REPAIRS & MAINTENANCE
Don's Market									
Don's Market	01-1854588	06/21/2023	14.78	.00	14.78			TP & PT	10-46-16 OPERATING SUPPLIES
Don's Market	01-1862463	06/29/2023	261.82	.00	261.82			TP for 4th of July Event	10-46-16 OPERATING SUPPLIES
Don's Market	04-1079297	07/18/2023	96.72	.00	96.72			BATH TISSUE & DRUM LINERS	10-46-16 OPERATING SUPPLIES
Don's Market	02-1511659	06/26/2023	28.15	.00	7.04			Bottled Water	70-51-25 SHOP EXPENSE
Duckworks Auto Parts Inc									
Duckworks Auto Parts Inc	11044-415544	07/11/2023	205.66	.00	102.83			AIR FILTER + BATTERY FOR PO	10-46-22 REPAIRS & MAINTENANCE
Elevate Fiber									
Elevate Fiber	1198710-07122	07/12/2023	124.68	.00	124.68			Internet - 401 2ND STREET	10-43-28 UTILITIES
Elevate Fiber	271710-07122	07/12/2023	274.65	.00	274.65			Internet - 41576 LAMBORN MES	60-50-28 UTILITIES
Elevate Fiber	127710-07122	07/12/2023	124.68	.00	124.68			Internet - 38976HWY 133	70-51-28 UTILITIES
Elevate Fiber	66210-071220	07/12/2023	539.61	.00	89.94			Internet - 214 GRAND AVE - TOW	70-51-28 UTILITIES
Filter Tech Systems, Inc.									
Filter Tech Systems, Inc.	9454	07/05/2023	1,925.98	.00	1,925.98			WESLOCK K20 POSITIONNER +	60-50-22 REPAIRS & MAINTENANCE
Grand Junction Winwater									
Grand Junction Winwater	068652-06	06/27/2023	626.99	.00	626.99			CLAY CAST & PVC COUPLING -	70-51-22 REPAIRS & MAINTENANCE
GRAND MESA MOTORSPORTS LLC									
GRAND MESA MOTORSPORTS	4187601	07/11/2023	109.96	.00	54.98			BALL BEARINGS - POLARIS 4X4	60-50-22 REPAIRS & MAINTENANCE
GWSP LLC									
GWSP LLC	JUNE2023	07/12/2023	1,000.00	.00	1,000.00			LODGING + CLEANING	10-41-02 TOWN ADMIN/CONTRACT L
HARRIS, SCOTT									
HARRIS, SCOTT	07102023	07/10/2023	296.25	.00	296.25			CUSTOMER REIMBURSEMENT	10-35-15 REFUND OF EXPENDITURE
HENDERSON, GARRETT									
HENDERSON, GARRETT	24117368	07/10/2023	101.97	.00	101.97			BOOT ALLOWANCE REIMBURS	10-42-16 OPERATING SUPPLIES

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Total Cost	Date Paid	Voided	Description	GL Account and Title
Honnen Equipment Co. Inc.									
Honnen Equipment Co. Inc.	1493709	07/07/2023	351.69	.00	87.93			Backhoe Loader Rental	60-50-22 REPAIRS & MAINTENANCE
Intermountain Sweeper Co.									
Intermountain Sweeper Co.	119936	06/30/2023	275.73	.00	275.73			VALVE KIT + FREIGHT	60-50-22 REPAIRS & MAINTENANCE
LAWRENCE, ANGELA A.									
LAWRENCE, ANGELA A.	REIMB-072023	07/01/2023	961.21	.00	961.21			REIMBURSEMENT FOR TRAVEL	10-41-26 TRAVEL & MEETINGS
Leon, Susan									
Leon, Susan	07012023-073	07/20/2023	775.00	.00	775.00			Cleaning Contract	10-41-25 TOWN HALL EXPENSE
Mail Services, LLC.									
Mail Services, LLC.	1896247	07/10/2023	535.89	.00	267.95			Postage	70-51-17 POSTAGE
Mesa County Health Dept Labs									
Mesa County Health Dept Labs	1799-23	07/10/2023	20.00	.00	20.00			Samples - 001 TCR 040	60-50-32 FEES & PERMITS
NEWLAND, MARK									
NEWLAND, MARK	123306201042	06/20/2023	6.56	.00	6.56			TREE BOARD REIMBURSEMEN	10-46-40 MISCELLANEOUS
NEWLAND, MARK	2306-286898	06/22/2023	14.09	.00	14.09			REIMBURSEMENT FOR TREE B	10-46-40 MISCELLANEOUS
Paonia Auto Parts									
Paonia Auto Parts	401165	06/12/2023	6.28	.00	6.28			Battery	10-42-23 VEHICLE EXPENSE
Paonia Auto Parts	402060	07/06/2023	34.54	.00	8.63			Air Filter	10-43-16 OPERATING SUPPLIES
Paonia Auto Parts	402285	07/13/2023	52.10	.00	52.10			Air Filter + OIL FILTER - POLARI	10-45-23 VEHICLE EXPENSE
Paonia Auto Parts	401973	07/05/2023	68.10	.00	17.03			DISTRIBUTOR CAP, IGNITION C	10-46-22 REPAIRS & MAINTENANCE
Paonia Auto Parts	402180	07/10/2023	4.38	.00	4.38			Parts FOR POULOUS PARK	10-46-22 REPAIRS & MAINTENANCE
Paonia Auto Parts	402312	07/13/2023	19.40	.00	19.40			WELDABLE STEEL - PARK	10-46-22 REPAIRS & MAINTENANCE
Paonia Auto Parts	402345	07/14/2023	16.88	.00	4.22			98 FORD PART	10-46-23 VEHICLE EXPENSE
Paonia Auto Parts	402309	07/13/2023	12.94	.00	6.47			CLEANING WIPES	70-51-16 OPERATING SUPPLIES
Paonia Auto Parts	402452	07/17/2023	47.48	.00	11.87			Shop Expenses	70-51-22 REPAIRS & MAINTENANCE
Paonia Auto Parts	402026	07/06/2023	125.59	.00	125.59			1995 CHEVEY C1500 TRUCK DI	70-51-23 VEHICLE EXPENSE
PAONIA CAR WASH									
PAONIA CAR WASH	693111	05/01/2023	74.00	.00	74.00			CAR WASH	60-36-01 WATER CHARGES
PAONIA CAR WASH	693113	07/01/2023	37.00	.00	37.00			WATER USAGE	70-51-28 UTILITIES
Paonia Farm & Home Supply Inc									
Paonia Farm & Home Supply Inc	163084	07/13/2023	16.14	.00	16.14			PARTS FOR APPLE VALLEY SP	10-46-22 REPAIRS & MAINTENANCE
Paonia Farm & Home Supply Inc	163147	07/14/2023	3.98	.00	3.98			APPLE VALLEY SPRINKLER RE	10-46-22 REPAIRS & MAINTENANCE
Paonia Farm & Home Supply Inc	163178	06/14/2023	4.99	.00	4.99			VINYL FENCING + MIRROR FOR	10-46-22 REPAIRS & MAINTENANCE
Paonia Farm & Home Supply Inc	162305	07/06/2023	4.49	.00	4.49			WaSP/HORNET SPRAY	60-50-16 OPERATING SUPPLIES
Paonia Farm & Home Supply Inc	162789	07/11/2023	5.68	.00	2.84			Supplies	60-50-22 REPAIRS & MAINTENANCE
Paonia Farm & Home Supply Inc	162738	07/11/2023	9.99	.00	3.33			DUSTER AIR CAN AEROSOL	70-51-25 SHOP EXPENSE
PHOENIX RISING RESOURCES LLC									
PHOENIX RISING RESOURCES	CAINV-000071	06/30/2023	7,586.00	.00	7,586.00			MAY AND JUNE TOWN PASTER	10-41-75 GRANT PROJECTS
Phonz +									
Phonz +	15276	07/14/2023	2,895.16	.00	2,895.16			STEFEN WYNN LAPTOP/DOCKI	10-41-16 OPERATING SUPPLIES

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Total Cost	Date Paid	Voided	Description	GL Account and Title
Phonz + PIONEER	15083	06/01/2023	2,349.33	.00	775.28			Office Suport	70-51-42 CONTRACT SERVICES
PIONEER	PSI1800093	07/07/2023	1,241.27	.00	1,241.27			TRAIL MIX, DUMP, AND FUEL C	10-46-22 REPAIRS & MAINTENANCE
PIONEER	S30PSC11089	07/12/2023	1,821.25	.00	1,821.25			TRAIL MIX, DUMP, AND FUEL C	10-46-22 REPAIRS & MAINTENANCE
REGIONAL ASBESTOS MITIGATION SERVICES									
REGIONAL ASBESTOS MITIGATI	2798	06/16/2023	3,582.97	.00	3,582.97			ASBESTOS REMOVAL 2ND HAL	10-46-02 CONTRACT LABOR-PARK C
RESPEC Company LLC									
RESPEC Company LLC	INV-0623-749	06/30/2023	5,313.75	.00	2,656.88			PAONIA DORRIS AVE PROJECT	60-50-20 LEGAL & ENGINEERING SER
RESPEC Company LLC	INV-0623-750	06/30/2023	6,673.75	.00	6,673.75			PAONIA - SRF PROJECT NEEDS	60-50-20 LEGAL & ENGINEERING SER
RESPEC Company LLC	INV-0623-748	06/30/2023	686.25	.00	343.13			PAONIA WATER/WW GENERAL	70-51-20 LEGAL & ENGINEERING SER
Rhinehart Oil Co.,LLC									
Rhinehart Oil Co.,LLC	41707CT	06/30/2023	619.76	.00	58.25			FUEL	10-45-23 VEHICLE EXPENSE
Rinker Materials									
Rinker Materials	RI 26900147	07/07/2023	11,217.49	.00	11,217.49			FIRST STREET SEWER REPLA	70-51-22 REPAIRS & MAINTENANCE
Robert's Enterprises Inc									
Robert's Enterprises Inc	070123-08312	07/10/2023	110.00	.00	110.00			Trash Pickup	80-52-02 CONTRACT LABOR
SAMIRA VETTER									
SAMIRA VETTER	027567	07/09/2023	38.00	.00	38.00			FUEL REIMBURSEMENT	10-41-26 TRAVEL & MEETINGS
SAMIRA VETTER	129304703	07/14/2023	59.00	.00	59.00			FUEL REIMBURSEMENT	10-41-26 TRAVEL & MEETINGS
SAMIRA VETTER	47838	07/14/2023	781.22	.00	781.22			LODGING FOR CMCA INSTITUT	10-41-26 TRAVEL & MEETINGS
SAMIRA VETTER	727131	07/14/2023	42.48	.00	42.48			FUEL REIMBURSEMENT	10-41-26 TRAVEL & MEETINGS
Santiago, Ruben									
Santiago, Ruben	840-58000395-	06/23/2023	126.00	.00	126.00			POSTAGE REIMBURSEMENT F	60-50-17 POSTAGE
SGM, INC.									
SGM, INC.	2013-471.013-	07/19/2023	151.00	.00	151.00			PROFESSIONAL SERVICES FO	60-50-42 CONTRACT SERVICES
TDS Telecom									
TDS Telecom	07302023	07/10/2023	6.60-	.00	6.60-			CREDIT BALANCE	70-51-27 INSURANCE & BONDS
The Place I Go									
The Place I Go	TPIG-6491	06/29/2023	93.00	.00	93.00			REDDEN DRUG/ALCOHOL SCR	80-52-20 Legal Services
Valley Machine LLC									
Valley Machine LLC	6836	06/21/2023	262.20	.00	262.20			Pipe + Cutting Fee - Stage Railing	10-46-22 REPAIRS & MAINTENANCE
VSP									
VSP	3680597	07/18/2023	273.84	.00	45.64			VISION BENEFITS	80-52-07 INSURANCE BENEFITS
Weekender Sports, Inc									
Weekender Sports, Inc	49699	07/12/2023	9.99	.00	9.99			AIRBOX COVER CLIP - POLARI	60-50-23 VEHICLE EXPENSE
Winwater Corp									
Winwater Corp	99230600	06/30/2023	10.29	.00	10.29			Service Charge	60-50-25 SHOP EXPENSE
WYNN, STEFEN									
WYNN, STEFEN	WYNN-REIMB	07/21/2023	1,283.90	.00	1,283.90			REIMBURSEMENT - TRAVEL EX	10-41-26 TRAVEL & MEETINGS

Vendor Name	Invoice Number	Invoice Date	Net Invoice Amount	Amount Paid	Total Cost	Date Paid	Voided	Description	GL Account and Title
Grand Totals:			108,647.32	.00					

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Summary report.

Invoices with totals above \$0 included.

Only unpaid invoices included.

Town of Paonia



Departmental Scorecard

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
TOWN ADMINISTRATOR'S OFFICE					
Improve Meter Reading & Bill Generation Processes	Caselle installed on TA Laptop, Next step to contact Badger and get access to the web system called Beacon. Export File from Beacon needs to be imported to Caselle.		3.4.2022	7.17.23	
Release of Conservation Trust Fund (CRT) Disbursements/File CTF Report	Awaiting completion of the FY-22 Audit to certify that expenditures tie to the GL. No penalty for filing the CTF report late.		7.17.23	7.17.23	
FY-22 Audit	Professional Management Solutions reported that the Audit should be finished in October, 2023		7.17.23	7.17.23	
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design		7.14.23	7.17.23	
Mid-Block Crosswalk on Grand Ave.	Consider options for a midblock crosswalk on grand Ave.		7.11.23	7.19.23	
Policy Reviews: Purchasing, Internal Controls, and Personnel	Collecting various policies for review - first discussion at Department Head Meeting on 7.18.23		7.17.23	7.17.23	
SLFRF Report to USTreasury	Upload Project/Expenditure Report to SLFRF portal		3.1.22	7.17.23	
Ordinance for Water Companies/Agreements with Water Companies	At a minimum an agreement with water companies that describes expectations from the town, expectations from the water companies/subdivisions, indemnification, and insurance requirements should be considered to reduce liability to the town. Further discussion with the Water Attorney is necessary		7.11.23	7.17.23	
Code Re-Write	Consulting Agreement needed with Leslie Klusmire to go through the Town's Existing Code and clean it up. Coordination between Leslie and Town Attorney.		7.11.23	7.17.23	
Secure Water Rights Attorney	Sherry Coloia Engagement Letter on the 7.25.23 agenda for consideration		7.14.23	7.17.23	
FINANCE DEPARTMENT					
FY-22 Audit	Professional Management Solutions reported that the Audit should be finished in October, 2023		7.17.23	7.17.23	
Caselle GL Updates & Chart of Accounts	Professional Management Solutions working with Amanda to get Chart of Accounts correct and GL updated with the most recent reconciliations		3.1.23	7.17.23	
ADP Workforce Software Integration	Professional Management Solutions working with Staff to get ADP workforce implemented and integrated into the Caselle Software		7.17.23	7.17.23	
Schedule of Fees	Introduced at the 7/11/23 Council Meeting. Further discussion may be warranted - including with sidewalk fees		7.11.23	7.17.23	
Utility Rate/Fees	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CLERK'S DEPARTMENT					
Schedule CEBT Training	CEBT Training is Set up for 10:30 am on September 14th. Emma Dahlin will be here to explain benefits, how to access and to answer any questions the staff has	FREE	7.17.23	7.20.23	
Update Bidding Site	Created Main Contact user profile for Town Administrator on bidnet.com and coordinating training for RFP process		7.17.23	7.17.23	
Equipment Surplus	Asked Department Heads to start assessing what may be eligible to be declared Surplus		7.19.23		
Records Management System Development and Implementation		Staff Time			
OnBoard with Empower	Meeting with Shane Squibb tomorrow about process for newly eligible employees to get their 457b going	Town's contribution percentage	7.17.23	7.19.23	
Point & Pay/ Caselle Integration	Scheduling meeting for this week to start the integration process with Blake so this module can get up and running! Process has been held up by Caselle internal upgrades to their sytem in preparation for the integration.	Point and Pay Absorbed Costs	2.15.23	7.19.23	
ADP Workforce Software Integration	Meeting with Michelle Duran, the Timekeeping Module Team (7.24.23) and Main Integration Team (7.21.23) by zoom to do next integration steps.		7.17.23	7.20.23	
Updating Personnel Records	Currently working in it. Asked Department heads to ask their staff to update emergency contacts and to ensure all training certifications are included in files.	Staff Time	7.19.23		
PUBLIC WORKS DEPARTMENT					
Sidewalk Asset Plan	Working with contractor to determine which projects have been completed within the last 4-5 years.		6.14.2023	7.17.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
WATER DEPARTMENT					
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway.		7.17.23	7.17.23	
Utility Fee Study	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	
WASTEWATER DEPARTMENT					
Utility Fee Study	Water and Sewer Rates need to be reviewed		7.14.23	7.17.23	

**TOWN OF PAONIA
DEPARTMENTAL SCORE CARD**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
POLICE DEPARTMENT					
	Renewing LESO 1033 Application				
	Conducting LESO 1033 Equipment Audit				
	Speed limit study to evaluate potential changes to town wide speed limits				
	Compiling possible municipal code additions, subtractions, and combinations to adress shortfalls in current muni code				
	Reviewing possible municipal code fee/fine updates to adress shortfalls in current muni code				
	Lexipol Policy manual review and implementation.				
CDOT Revitalizing Main Streets Grant, "Safe Pathways for Paonia," 3-Points InX Grand, 4th & 5th					
CO#1 from SGM	SGM CO #1 Forthcoming adding scope of work for GeoTech Eng. Svcs., and MOT plan to design set & Striping Plan, and Adding Add'l. meetings to Project Admin. as req. by CDOT. (Odisea didn't include in original design.	\$40,000.00	7.17.23	7.17.23	
Water Department Water Line Verification	Water Line under InX may need replaced if it's steel or iron. Cost will be internal labor to replace it, and needs coordinated with final contractor - WD to verify pipe under roadway.		7.17.23	7.17.23	
Construction Timeline	SGM estimates that construction will more likely be in Spring 2025, and not Spring of 2024 - TA to verify why?		7.17.23	7.17.23	
Plat Approval from the School	Plat from the school needs to be recorded		7.17.23	7.17.23	

TOWN OF PAONIA
DEPARTMENTAL SCORE CARD

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
DORRIS AVE. SEWER REPLACEMENT					
Notice of Award - K&D	Notice of Award submitted to K&D Construction so that they can begin planning Mobilization on site.		7.17.23	7.17.23	

TOWN OF PAONIA
DEPARTMENTAL SCORE CARD

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
Colorado River Water Conservation District Grant					
Grant for \$25,000 for matching funds for the Hydrogeology Study	Contract waiting for Mayor's signature, Certificate of Insurance and W-9 ready to send to them. - SMV			7.20.23	
PROJECT 4					

Town of Paonia



Colorado Municipal Clerks Association (CMCA) Institute.

Classes:

Basic Records: Everything I needed to get started on a new records management system that works with the State records retention schedule. **I am already laying the groundwork for an overhaul, but it will be a long process to get set-up and then into all departments.**

Law School for Clerks: Better understanding of Colorado Revised Statute and how to apply to Clerk duties, CORA and Licensing among other issues.

Other Duties as Assigned: Avoiding conflict of interest with the many hats a clerk must wear.

Liquor Licensing 101-103 and Hands on Liquor: All things liquor licensing from Clerks Office to MED, Public Hearings, Renewals, Process. - **Since I have been back, I have changed a few steps in our licensing process, requested sign up for the online licensing portal through the DOR and am working on making licensing run smoother.**

Marijuana Licensing Basics, Marijuana Licensing Round Table & Marijuana Enforcement Division: Dual-Licensing, requirements, compliance, and open discussions with 3 members of the Marijuana Enforcement Division about the laws, regulations and current trends. **Again, I have already implemented several changes in our licensing process, gotten us signed up to the online license processing portal and am working on making the process run smoother.**

Mock Council Meeting: Led by a certified Parliamentarian with many common questions answered and tips for training and on boarding to help meetings go smoother.

We were able to tour the Capitol building and the Ralph Carr Judicial Building and had Q & A sessions with General Assembly Senator Bridges & Representative Willford; as well as Colorado Municipal League representatives and law and elections staff and former general assembly clerks.

I did all of this with 103 other Colorado clerks (largest group so far) in various stages of Institute; 57 of us were in our first year and most of us had been clerks for less than a year in small rural communities. The value of spending a week with so many clerks, novices to experienced, networking and learning was invaluable, and I came back with many more resources than I was expecting. I am looking forward to attending for the next 2 years!

Town of Paonia

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Item 1



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

AGENDA ITEM:	Agenda Item # 1 - Western Slope Conservation Center request for donation of \$2,000.00 for repair of Damages to the Town-Owned School Loop Trails
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	7.21.23
BACKGROUND:	<p>Flooding of the North Fork of the Gunnison River caused flooding earlier this year. The flooding washed out a large section of the trail on the Town-Owned School Loop side of the the trail. The Western Slope Conservation Center has raised funds to cover the \$65,000 in damage done to the entire trail network for the River Park and School Loop Trails. The WSCC has raised \$25,000, and is working on another \$25,000 grant from DMEA.</p> <p>The request of the WSCC is for \$2,000 to cover the cost of the damage on the School Loop side of the Trail on Town-Owned property (commonly located at 640 Grand Avenue).</p>
BUDGET:	40-46-20 Expenditures Conservation Trust Fund: \$2,000.00 FY-23 Budget: \$30,845.75; No Expenditures to Date.
RECOMMENDATION:	<p>Considering that the requested donation is to repair damage on the Town-Owned side of the trail system, and the WSCC is going to complete the repairs themselves, this request would be administratively approved. However, since it is an unbudgeted expenditure for a donation, it is receiving Board consideration.</p> <p>Recommended Motion(s): I recommend approval of the donation request for \$2,000.00 to the Western Slope Conservation Center for the repair of the School Loop Trail.</p>
ATTACHMENT:	<p>Attachment A: Request to be on Town Council Agenda_WSCC Attachment B: Paonia School Loop Damage Pictures Attachment C: Parcel & Assessor Data on Property Attachment D: Paonia School Loop Damage Trail Map 2023</p>

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

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



Here are things you need to know:

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

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

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

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

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

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

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

Town Donation for Repairing the Flood Damage on Town Property on the School Loop Trails

Name of Requester or Presenter: Ben Graves (Presenter), Kathy Swartz (requester)

Representing: (Group or Agency name, or Self) The Nature Connection &WSCC

Date of submittal: 07/18/2023

Date of Requested Board Meeting: (Insert Board Meeting date) 07/27/2023

Specific request:

Western Slope Conservation Center and The Nature Connection are asking for a \$2,000 donation to be applied to repair the flood damage on the School School Loop Trails, which is on town property.

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

***The Problem**

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

As the Council is aware, almost \$65k of damage was done to the River Park and School Loop Trails after the flooding. WSCC and TNC are actively fundraising for this and have secured over \$25k thus far between grants and donations from the community. (Kathy Swartz, Interim Executive Director for WSCC, is presenting at DMEA this evening and is asking for a \$25k capital credits grant).

A large section of trail on the School Loop side was washed away from the flooding. This was on Town Property and is a large safety risk. TNC crews are rerouting about 725' of trail, which is mostly on town property. The funds would cover a combination of gravel, trail mix, weed cloth, heavy equipment rental, and project management time.

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

WSCC and TNC recommend the Boards approve \$2,000 from The Conservation Trust Fund to pay for the repairs on town property on the School Loop Trail. This section of the part is NOT connected to the MOU.

What staff member have you spoken to about this? Please summarize your discussion:
Kathy Swartz has spoken with Stefen Wynn about this.

Contact information:

Name: Kathy Swartz
Physical Address: 204 Poplar Ave
Mailing Address: PO Box 1612, Paonia, CO 81428

E-mail: director@theconservationcenter.org
Daytime Phone: 970-361-4389

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

[Print Form](#)

[Email Form](#)







Account Search | View Created Report(s) | Safe Search | Change User Profile | Help? | Logout stefernw

Account: R001136
1 of 34 Results [Next >](#)

Location	Owner Information	Assessment History												
Parcel Number 318731400008 Tax Area Id BR- - BR- Situs Address 640 GRAND AVE Legal Summary 640 GRAND AVE PAONIA 81428 S: 31 T: 13S R: 91W SubDivision: UNPLATTED- CITY TOTAL AC 16.27 AC +- PT WEST OF HWY 187 FT SW4SE4 T13S R91W 6PM BEG SW COR NELY TO PT 880' E NW COR SW4SE4 TH E ALONG N LINE SW4SE4 440' TO NE COR SW4SE4 S ALONG E SUBD LINE 296' 865' W95' 844' W60'3' S277' W201' S220' TO S SUBD LINE W825' 5' ML TO POB LESS 2.874 AC TO ST HWY LESS 5.385 AC TO ST HWY BK 252 PG 462 BK 369 PGS 424 & 425 BK 333 PG 95 BK 391 PG 336	Owner Name PAONIA TOWN OF Owner Address PO BOX 460 PAONIA, CO 81428-0460	Actual (2023) \$220,000 Assessed \$63,800 Exempt (\$63,800) Total Taxable \$0 Tax Area: BR- Mill Levy 72.3070												
<table border="1"> <thead> <tr> <th>Type</th> <th>Actual</th> <th>Assessed</th> <th>Acres</th> <th>SQFT</th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>Land</td> <td>\$220,000</td> <td>\$63,800</td> <td>16.270</td> <td>0.000</td> <td>1.000</td> </tr> </tbody> </table>			Type	Actual	Assessed	Acres	SQFT	Units	Land	\$220,000	\$63,800	16.270	0.000	1.000
Type	Actual	Assessed	Acres	SQFT	Units									
Land	\$220,000	\$63,800	16.270	0.000	1.000									
Transfers No Transfer Documents Images														
<input type="button" value="GIS"/>														

Legend

-  Flood Damaged Trail - 2023
-  Paonia River Park Trail Phase I (Built in 2016)
-  Paonia School - River Park Extension Trail Phase 2 (Built in 2021)
-  Property Lines
-  Re-Route 2023
-  School Connecting Trail (completed 2021)

Paonia K8 School

Paonia River Park Parking and Trailhead

Paonia School Loop River Trail

This map shows the approximately 725 feet of trail damaged by the flooding and movement of the North Fork River during Spring of 2023. To ensure the safety of trail users and mitigate further erosion, the trail will be moved inland, away from the collapsing bank. The new re-route (blue) is approx.. 750 ft in length and will be built on Town of Paonia and School District Property. Portions of the damaged trail will be removed and others will remain to provide views of the river.



Town of Paonia

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Item 2



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

AGENDA ITEM:	Agenda Item #2 Discussion and Decisions on Parking at the Top of Pan American and Vista Drive
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	7.21.23
BACKGROUND:	<p>Numerous discussions and committee reports were presented to the Town Administrator for this item on 7.21.2023 at 4:30PM. Due to the intricacies surrounding the issue with parking in this location, the Town Administrator requests that this is tabled until the August 8, 2023 Meeting in order to give staff ample opportunity to review the issue, meet with Residents, and devise a plan that can be presented to the Board for consideration.</p> <p>Town Administrator left a Voicemail for Trustee Knutson on 7.21.23, and spoke with Trustee Stetler about tabling the item until staff had more time to consider solutions. Trustee Stetler was amenable to tabling the item until the August 8th Meeting.</p> <p>Staff will contact the HOAs involved about tabling the agenda item until August 8th.</p>
BUDGET:	TBD
RECOMMENDATION:	Recommended Motion: I move to table the agenda item until the August 8, 2023 meeting to give staff enough time to consider solutions for the issue.
ATTACHMENT:	

Town of Paonia

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Item 3



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

AGENDA ITEM:	Agenda Item # 3 - SE-2023-06 22nd Annual Mountain Harvest Festival
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	7.20.23
BACKGROUND:	<p>The NFV Creative Coalition submitted a special event application on June 1, 2023 for the 22nd Annual Mountain Harvest Festival, Friday, September 22 - Sunday, September 24, 2023 (Attachment 1 SEP MHF 2023 Application). The request includes the use of the Town Park's green space, shelters and gazebo; with alcohol, vendors, and street closures beginning on Saturday, September 23, 2023 from 8AM until 10PM. As required by the Application process a meeting with Town Staff is scheduled for 9/12/23 at 10AM to coordinate for the event.</p> <p>Pending the determination of the street closure during this meeting, the NVFCC is prepared to submit payment for the total amount of fees in the amount of \$625 with a refundable \$500 deposit for a total of: \$1,125. To comply with the provisions of Ordinance 2023-03 §11-1-80 (l), the applicant has provided proof of portalets and trash containers for the event (Attachment 2 NFCC MHF Street Closure Letter), and has produced a letter from an affected business owner that allows for the storage of the portalet after the closure (Attachment 3 Odisea Letter of Support). The NVFCC agrees that an amendment to the fees may be required depending upon a final vendor list presented to the Town no later than 9/27/2023.</p> <p>After reviewing the NVFCC staff letter, staff believes that the event would qualify for an extended street closure under §11-1-80 (m) of Ord. 2023-03. The success of the event depends on enough time to setup and remove the stage, Staff does not believe that the additional time will unduly burden staff or resources, the event is open to the public, and that the applicant has agreed to arrange for the block up to Town Hall on the Southside of Grand to remain open until Noon. Staff believes that the applicant has given adequate consideration for businesses that operate during the morning hours to continue business with minimal operation on Saturday 9/23/2023.</p>
BUDGET:	<p>Total Revenue: 10-32-01 Liquor Licenses = \$150 10-32-02 Misc. Permits = \$50 Banner Permit + \$425 17 hr. Street Closure + \$500 Refundable Deposit = \$975; net revenue (less deposit) \$475.</p>
RECOMMENDATION:	<p>In consideration of the application and upon paying the fees and deposits associated with the entire special event application, and after ample time has passed for the advertisement of alcohol as required by code, the Town Administrator recommends a favorable decision for the entire special event application.</p> <p>Recommended Motion(s): I recommend approval of Special Event Application 2023-06 the 22nd Annual Mountain Harvest Festival pending the timely payment of fees & deposits associated with the permit; and the successful outcome of a public hearing for a special events permit with alcohol after adequate notice pursuant to 44-5-106 C.R.S.</p>
ATTACHMENT:	<p>Attachment A: NFVCC Special Event Application Attachment B: NFVCC_MHF Street Closure Letter Attachment C: Emails Allowing Parking on Southside of Grand Attachment D: Odisea Letter of Support for Portalet Permission</p>

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: Amy DeLuca

Organization: NFV Creative Coalition

Mailing Address: Po box 143 Paonia Co 81428

Telephone Number: 805-798-4806

Event Manager (if different than Applicant): same

Event Manager Telephone: Judd Kleinman 720-320-8987

Event Manager E-Mail: nfvcreativecoalition@gmail.com

Please describe the event: _____

22nd Annual Mt. Harvest Festival

Event Date(s): Friday 9/22 Event Hours: 4p-8p

Event Date(s): Sat. 9/23 Event Hours: 10am-6pm Town Park

Event Date(s): Sat 9/23 Event Hours: 8am-10pm Grand Ave.

Event Date(s): Sun 9/24 Event Hours: 10am-6pm

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
- River Park – Grand Avenue

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 extended street closure Sat 9/23
8am - 10pm

Pricing:

Half Day (4 Hours or less) \$ 100.00/day
 Includes: 3 dumpsters and up to 5 vendors
 Date Submitted _____ Amount 100.00

waived

Full Day (4+ 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 6.13.23 Amount 300.00

waived (1st)

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

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

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

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

TOTAL FEES SUBMITTED \$ _____

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 *(email)*
(\$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 1st day of June, 2023

Printed Name: Amy DeLuca

Signature: *[Handwritten Signature]*

- Unless waived by Town staff, no less than one week before the event, a meeting **must** be scheduled with the Public Works Director, 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 _____

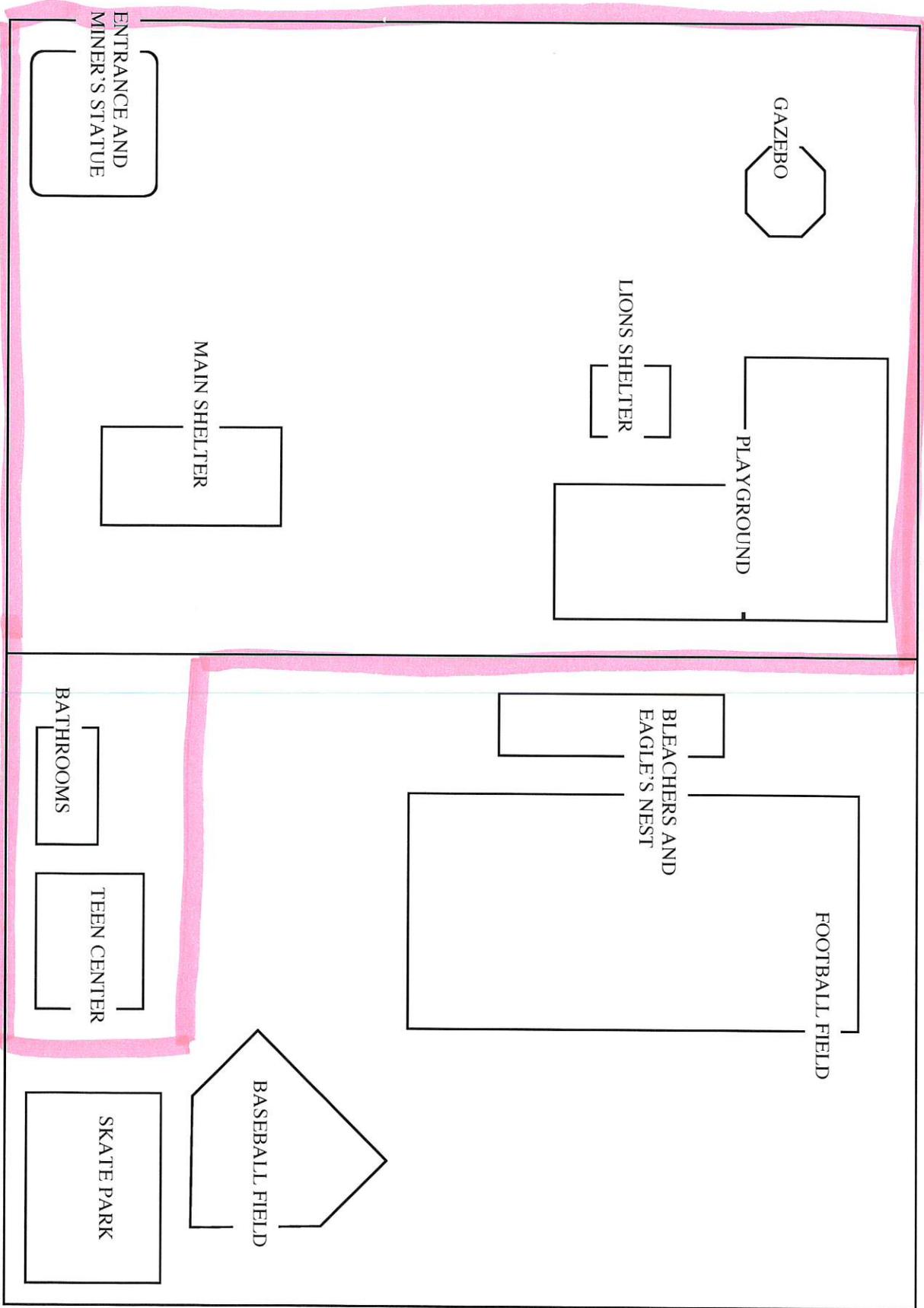
- Application requires Board of Trustee Approval.
Hearing Date: _____

Comments: _____

TOWN PARK MAP

NORTH FORK AVENUE

FIFTH STREET



FOURTH STREET

Application for a Special Events Permit

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

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

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

1. Name of Applicant Organization or Political Candidate North Fork Valley Creative Coalition	State Sales Tax Number (Required) 46-2288267
--	---

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) PO Box 143 Paonia, Co 81428	3. Address of Place to Have Special Event (include street, city/town and ZIP) Paonia Town Park 1/2 Grand Ave. Paonia, Co 81428
--	---

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres./Sec'y. of Org. or Political Candidate Amy DeLuca	6-17-68	40887 German Crk Dr. Paonia Co 81428	805-798-4806
5. Event Manager Judd Kleinman			720-320-8987

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES HOW MANY DAYS? 4 days	7. Is premises now licensed under state liquor or beer code? <input type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
--	---

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

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

Date 9/22/23	Date 9/23/23	Date 9/24	Date
Hours From 4 p.m. To 4 p.m.	Hours From 10 a.m. To 10 p.m.	Hours From 10 a.m. To 6 p.m.	Hours From .m. To .m.

Oath of Applicant

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

Signature Amy DeLuca	Title President NFVCC	Date 6-1-23
--	---	---

Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

THEREFORE, THIS APPLICATION IS APPROVED.

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

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

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

Application Information and Checklist

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

- Appropriate fee.
- Diagram of the area to be licensed (not larger than 8 1/2" X 11" reflecting bars, walls, partitions, ingress, egress and dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- Copy of deed, lease, or written permission of owner for use of the premises.
- Certificate of good corporate standing (NONPROFIT) issued by Secretary of State within last two years; or
- If not incorporated, a NONPROFIT charter; or
- If a political Candidate, attach copies of reports and statements that were filed with the Secretary of State.

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

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

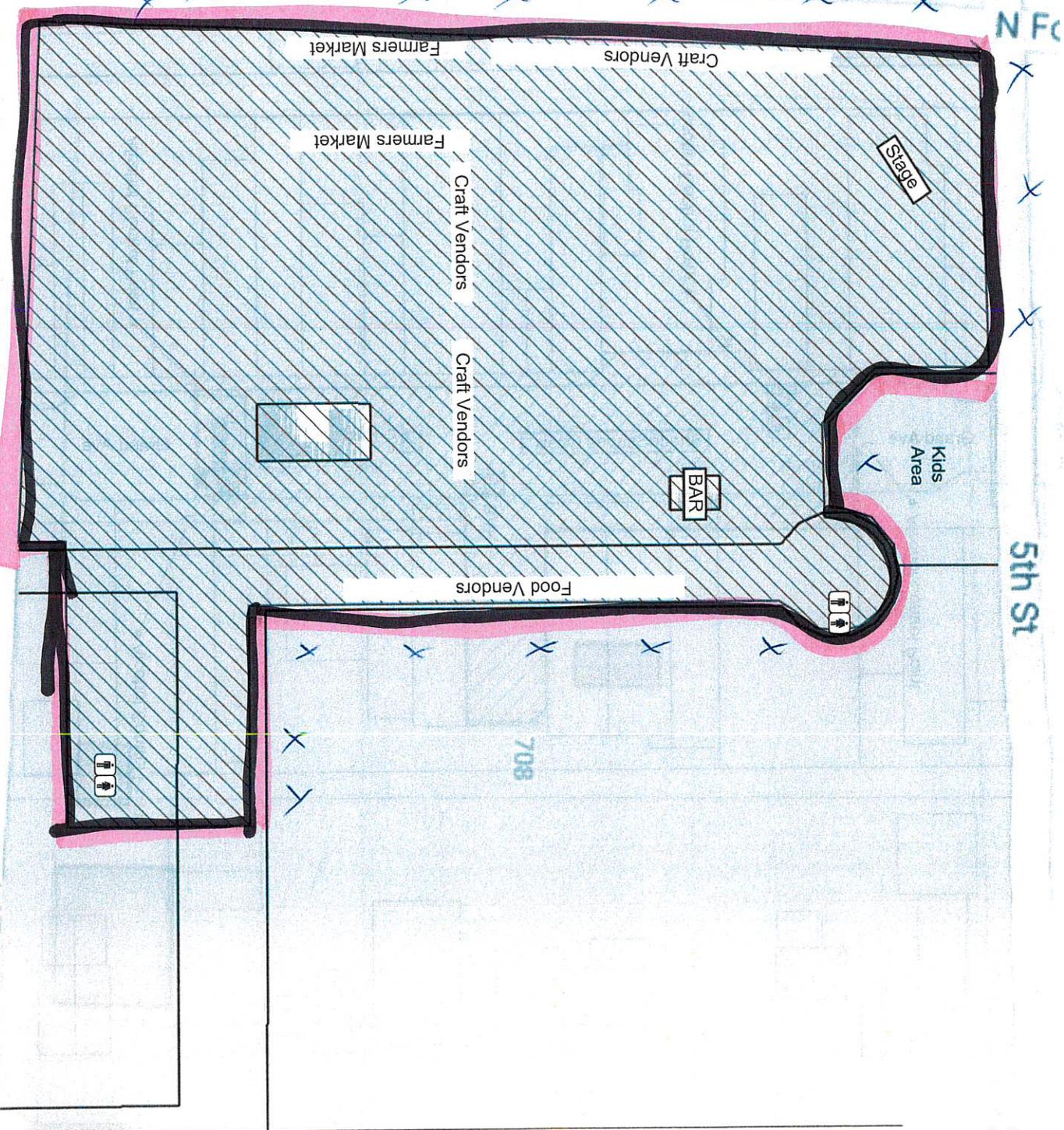
A Special Event Permit issued under this article may be issued to an organization, whether or not presently licensed under Articles 4 and 3 of this title, which has been incorporated under the laws of this state for the purpose of a social, fraternal, patriotic, political or athletic nature, and not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

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

signage

no alcohol beyond this point

1:2



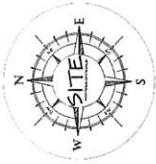
DRAWN BY
Judd Kleinmar
DESCRIPTION
Town Park

PROJECT
MHF'22

Alcohol
Control
Area

a

02



DRAWN BY
Judd Kleinmar
DESCRIPTION
Town Park

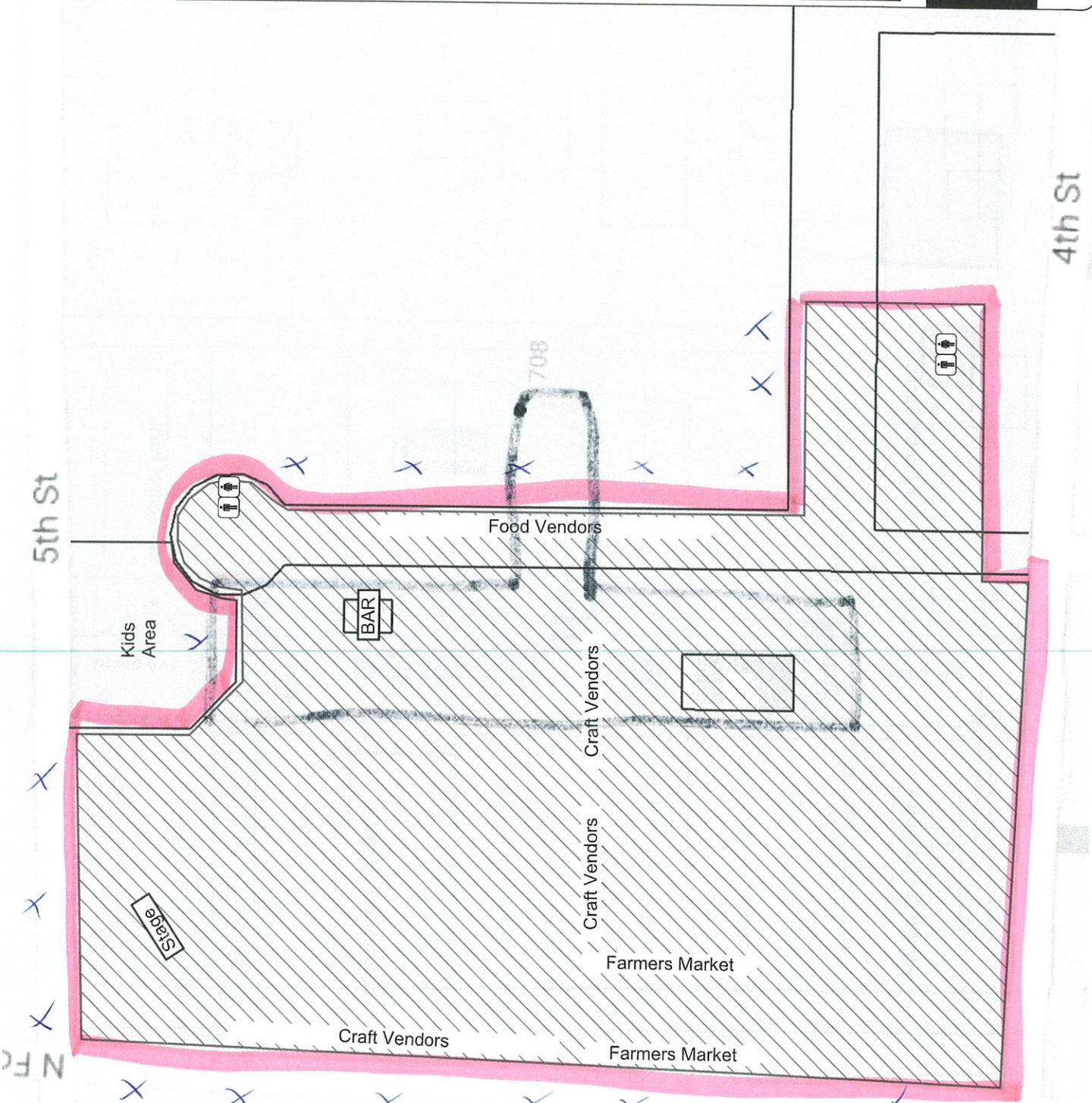
PROJECT
MHF'22

Alcohol
Control
Area

a

40

02



1:2

no alcohol beyond this point

430

434

440

414

514

516

NFC



DRAWN BY
Judd Kleinmar
DESCRIPTION
Down Town Stage

PROJECT
MHF'23

Alcohol
Control
Area

a

01

41

3rd Street

Road Close
9/24 8am-2am

Grand Ave

Alcohol Control Point

Stage

FOH

BAR

ShadeScapes Oasis

Alcohol Control Point

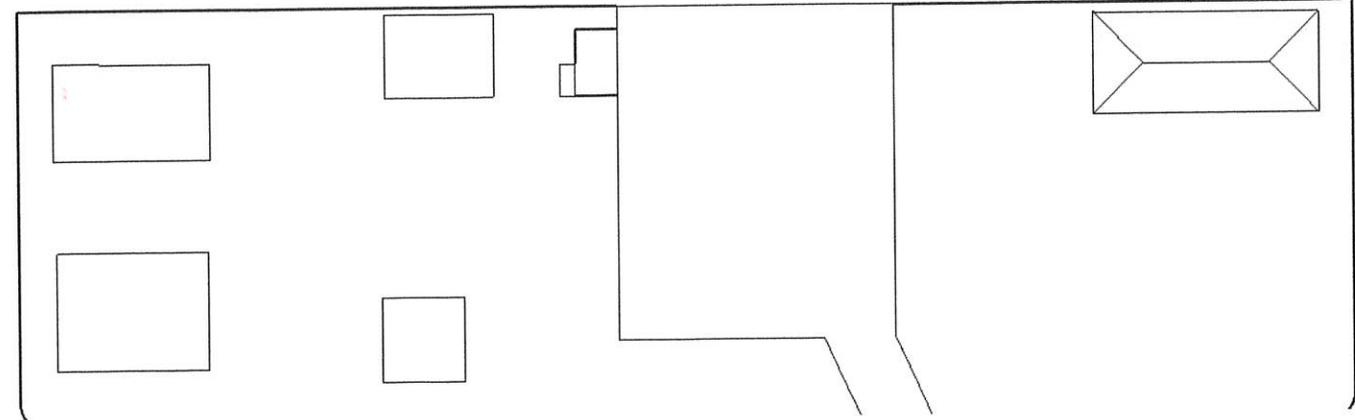
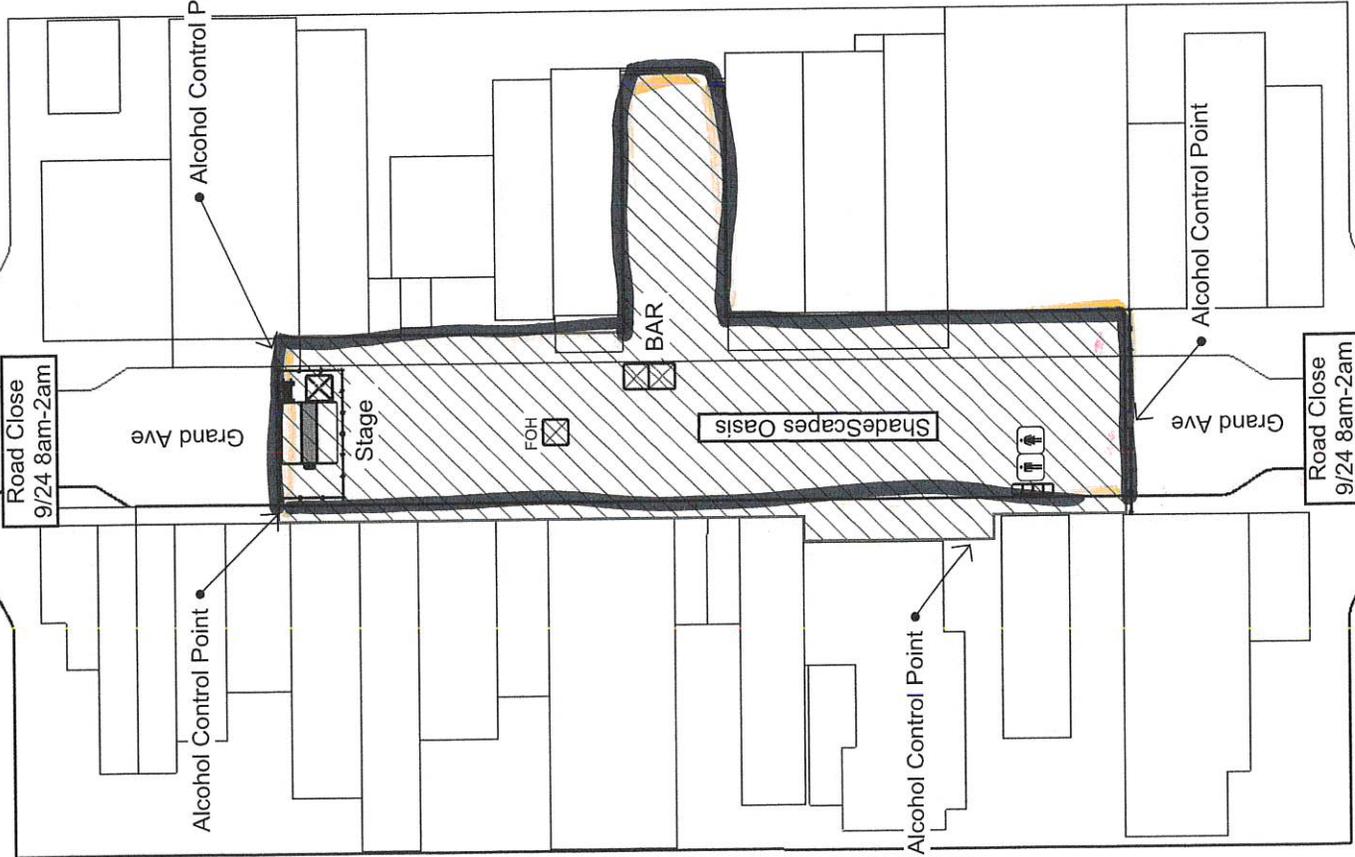
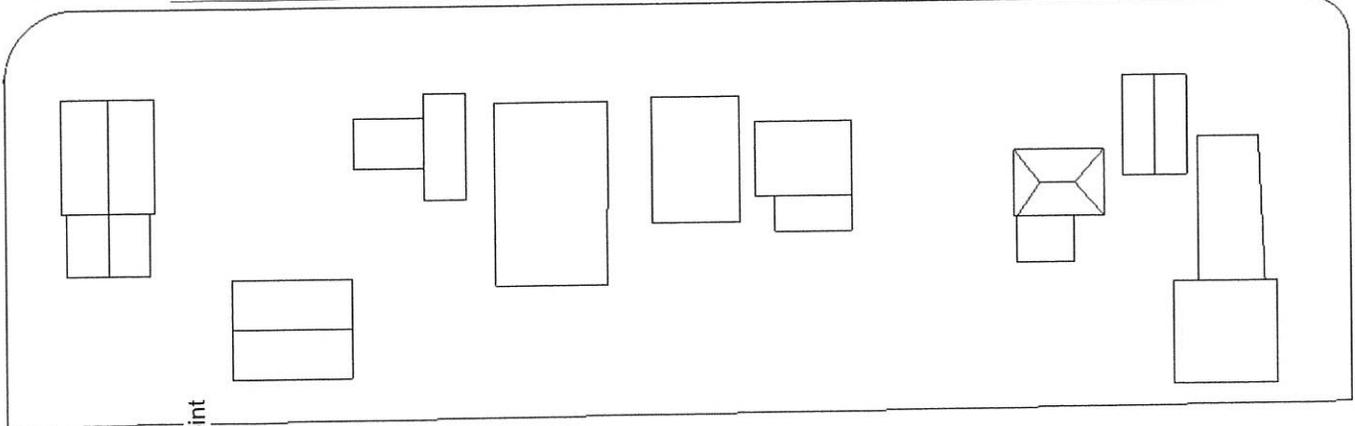
Grand Ave

Alcohol Control Point

Road Close
9/24 8am-2am

2nd Street

202





NORTH FORK VALLEY
CREATIVE
COALITION
THE VALLEY CREATES

EVENT SAFETY PLAN

INTRODUCTION

The Mountain Harvest Festival will take place on September 22nd -24th, 2023 in Paonia Colorado - It will take place in Paonia Town Park on all three days and on the 300 block of Grand Ave on the 25th. The purpose of this plan is to provide an outline of festival safety operations and communications. This plan is not intended to be a detailed guide to respond to every situation that may occur at the festival regarding safety and security.

ALCOHOL SERVICES - In compliance with the State of Colorado alcoholic beverages will be served at both Town Park and on Grand Ave. Festival will be in compliance with applicable laws associated with operation under licenses required for sale and consumption of alcoholic beverages. A perimeter will be established and guarded on Grand Ave. Security services will be provide by Citadel Security

OFF SITE LIQUOR STORAGE - Paonia United Brewing 302 Grand Ave. Paonia Co. (see map attached)

MEDICAL PLAN

First Aid kits will be available at the festival INFO tent and at the stages. In the case of an medial emergency we will use North Fork Ambulance VIA 911.

HOSPITAL LOCATIONS -

PRIMARY HOSPITALS

1. Delta Health 1501 E 3rd St, Delta, CO 81416 (970) 874-7681
2. St. Mary's 2635 N 7th St, Grand Junction, CO 81501. (970) 298-2273

SHOW PAUSE PLAN

The festival will maintain a show pause plan where designated staff (security consulting rep/designated crowd monitor and/or stage manager) will have autonomy to pause a performance or take directive from festival command. The show pause plan will be implemented when any situation occurs at a stage requiring the performance to stop. This plan encourages artist participation but also does not require artist permission or participation.

EMERGENCY PLAN

The festival is subject to a variety of risks including, but not limited to, weather, fire, and civil disturbance. **Public safety officials will be in command of any emergency** with the festival providing support as directed. The purpose of this Emergency plan is to outline the festival's approach to emergency response and communications.

SITUATIONS AND ACTIONS – Emergency situations will be classified in one of two ways:

1. Non-Immediate - Situations identified either through monitoring or intelligence that will occur in the future allowing for a proactive approach to response and communications. I.E., civil disturbances, approaching weather event.
2. Immediate - Situations that occur without notice that require immediate action and require a reactive approach to response and communication. I.E. Acts of terrorism, structural failure, hazardous materials exposure, fire.

EMERGENCY COMMUNICATIONS - Emergency communications will be classified in one of two ways:

1. Information Alert - Internal and/or public communication to inform all parties of a potential situation that may occur. These alerts typically do not require action by event staff, vendors, or the public. These alerts should occur at a cadence every 30 minutes until there is no longer a need.
2. Emergency Alert - Internal and public communications that require immediate action by all. These alerts should occur at a cadence every 15 minutes until there is no longer a need.

Internal Communications (Emergency Team to Festival departments) will be disseminated both by radio and cellphone.

Public Communications (communications directed toward patrons) will be disseminated in various ways including but not limited to festival audio systems, SMS messaging, Social media channels, festival website. All public information will be released by the Festival Spokesperson at an appropriate time and/or location.

EMERGENCY TEAM - The event Emergency Team will be made up of the following individuals, who will report to the Command Post in the event of an emergency.

NAME	POSITION	CELL
Judd Kleinman	Festival Operations	(720)320-8987
Amy DeLuca	Festival Director	(805)798-4806
Rob Miller	Artist Relations	(970)260-6493

EVACUATION SHELTER SITES – The emergency evacuation plan for town park will be to send attendees to their homes or vehicles to shelter. For the Grand Ave venue we will also have use of the Paradise Theater, The Learning Council/Hearth& Blue Sage Center to shelter if people do not have access to a vehicle or residence.

WEATHER PLAN

The festival is subject to various weather conditions. The purpose of the weather plan is to provide an outline of the festival's response to weather events that may occur.

MONITORING - The Operations Director is responsible for monitoring weather using the NOAA weather app for any potential severe weather threats. This includes forecasts as well as hourly updates in the event severe weather is expected to move into the area during the event.

High Wind Action Plan - Each stage will have a weather plan. The Stage on Grand Ave will have plan that has been certified by and engineer contracted by the manufacturer of the structure. Festival Organizers will convene a meeting at each structure prior to opening the event to review thresholds, timelines, and personnel requirements to perform any actions dictated by engineering documents. Organizers may make the

determination to lower thresholds to accommodate situational factors that may present but will never exceed thresholds dictated in engineering documents. Pre-show meetings will be held and will determine the following:

1. Communication plan should high wind or other weather occur or have the potential to occur
2. Evaluate and determine thresholds and associated actions
3. Define specific action to take place when conditions are approached or predicted
4. Detail which personnel will perform each task

SAMPLE SITUATIONS AND ACTIONS

APPROACHING WEATHER

Situation: If rain or other weather is moving toward the area, which may or may not impact the festival, an information alert is issued by the Command Post.

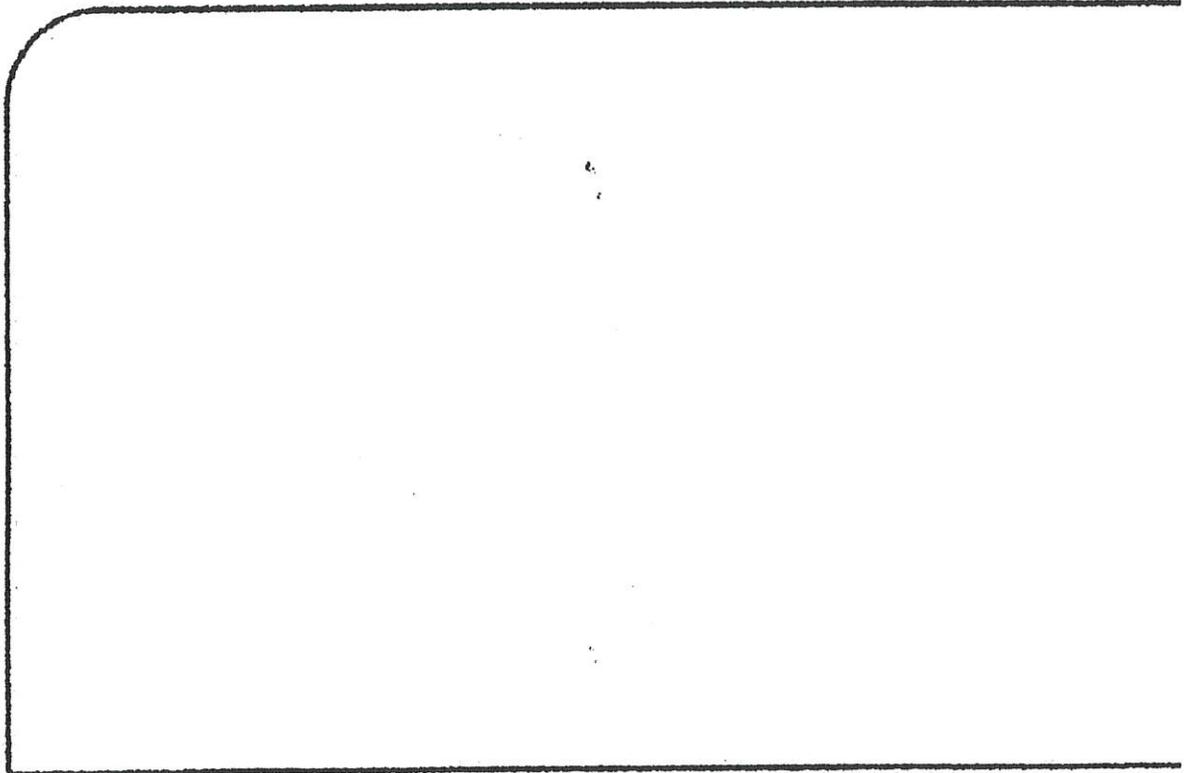
Action: If this situation occurs, the following will take place:

- o Command Post will notify Emergency Team members of the specific situation and message an information notice only. Typically, no action is required.
- o An ALL-CALL transmission will go out to all radio users informing them of the alert in a clear and succinct manner. Updates will be messaged out every 30 minutes until the alert is waived off.

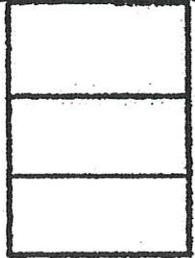
Sample information Alert - Please stand by for an announcement. We have been informed that light to moderate rain is on its way to this area. We are not expecting a severe storm, but we may delay the festival temporarily due to rain.



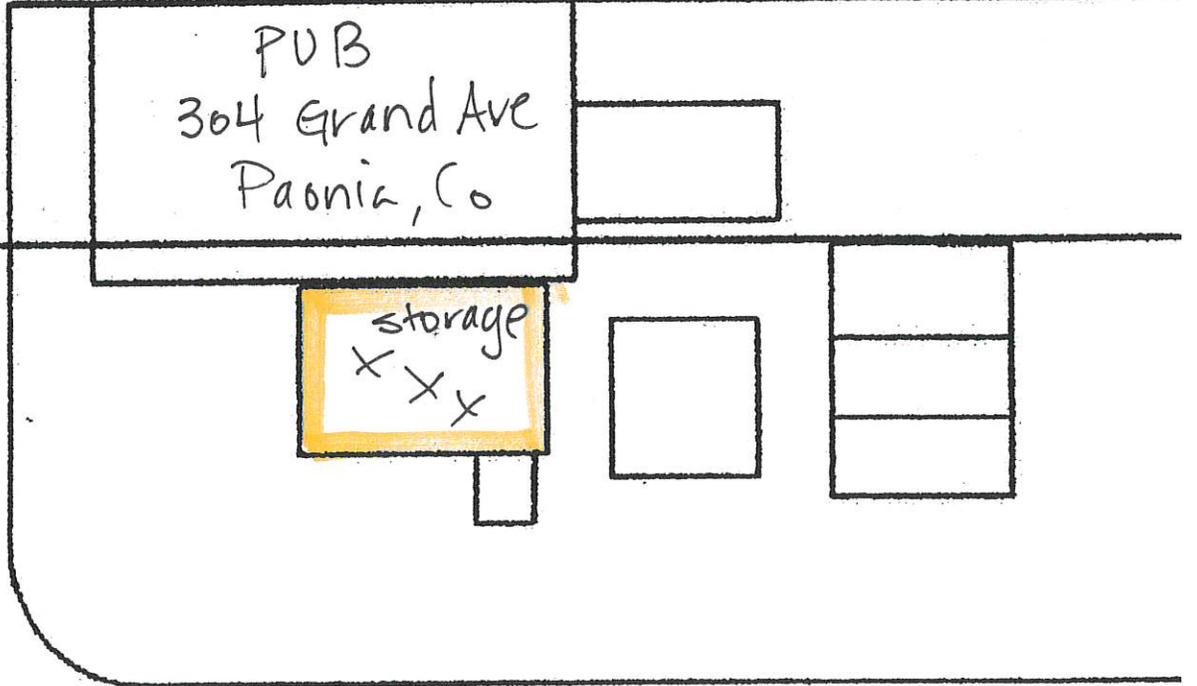
THIRD ST.



PUB
304 Grand Ave
Paonia, Co



GRAND AVE.



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



Here are things you need to know:

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

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

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

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

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

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

Name of Requester or Presenter:

Representing: (Group or Agency name, or Self) NFVCC (Amy DeLuca)

Date of submittal:

Date of Requested Board Meeting: (Insert Board Meeting date)

Specific request:

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

*The Problem

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

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

NFVCC recommends that the Board approve the special event permit for Mt. Harvest Festival, downtown "Dinner & Dancing" street closure & liquor license on Saturday Sept. 23rd. 8am - 10pm

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

Contact information:

Name: Amy DeLuca
Physical Address: 7 po box 143
Mailing Address: Paonia Co. 81428
E-mail: cirquepaonia@gmail.com
Daytime Phone: 805-798-4806

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

Print Form

Email Form

Town of Paonia Temporary Banner Permit

Organization Name: NFVCC
Address: PO Box 143
Contact Person: Amy Deluca Telephone #: 805-798-4806
Event: Mt. Harvest Festival Date(s): 9/13 - 9/27

This permit is good for local events only.
Organization must be registered non-profit.
\$50.00

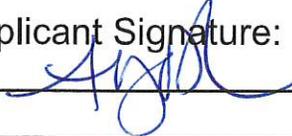
Banner Specifications:

- Not to exceed 3 Foot Height x 16 Foot Length _____
- Must have air holes
- Installation performed by applicant

(Note: The Applicant agrees to indemnify and hold harmless the Town, and its officers and its employees, from and against any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arise out of or are in any manner connected with the services to be provided under this Agreement, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, or other fault of the Applicant, any subcontractor of the Applicant, or any officer, employee, or agent of the Applicant or any subcontractor of the Applicant. Applicant further waives and releases the Town, and its officers and its employees, from any and all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which Applicant may suffer and which arise out of or are in any manner connected with the services to be provided under this Agreement.)

Banners may be installed up to two (2) weeks prior to event and **must** be removed no later than five (5) days after the event.

I, the undersigned, hereby agree to all terms and conditions set forth herein.
Failure to comply may result in the inability to apply for future permits.

Applicant Signature:  Date: 6-1-23

Town of Paonia Use Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Signed: _____		

Town of Paonia Application for Street Closure

Organization Name: NFV Creative Coalition
Address: Po Box 143
Contact Person: Amy DeLuca Telephone #: 805-798-4806
Date of Requested Street Closure: Saturday Sept. 23, 2023

Start Time	End Time	Street(s) and Block(s) Requested for Closure
8am	10pm	Grand Ave. between 2nd & 3rd St.

Number of Participants Expected:
1200

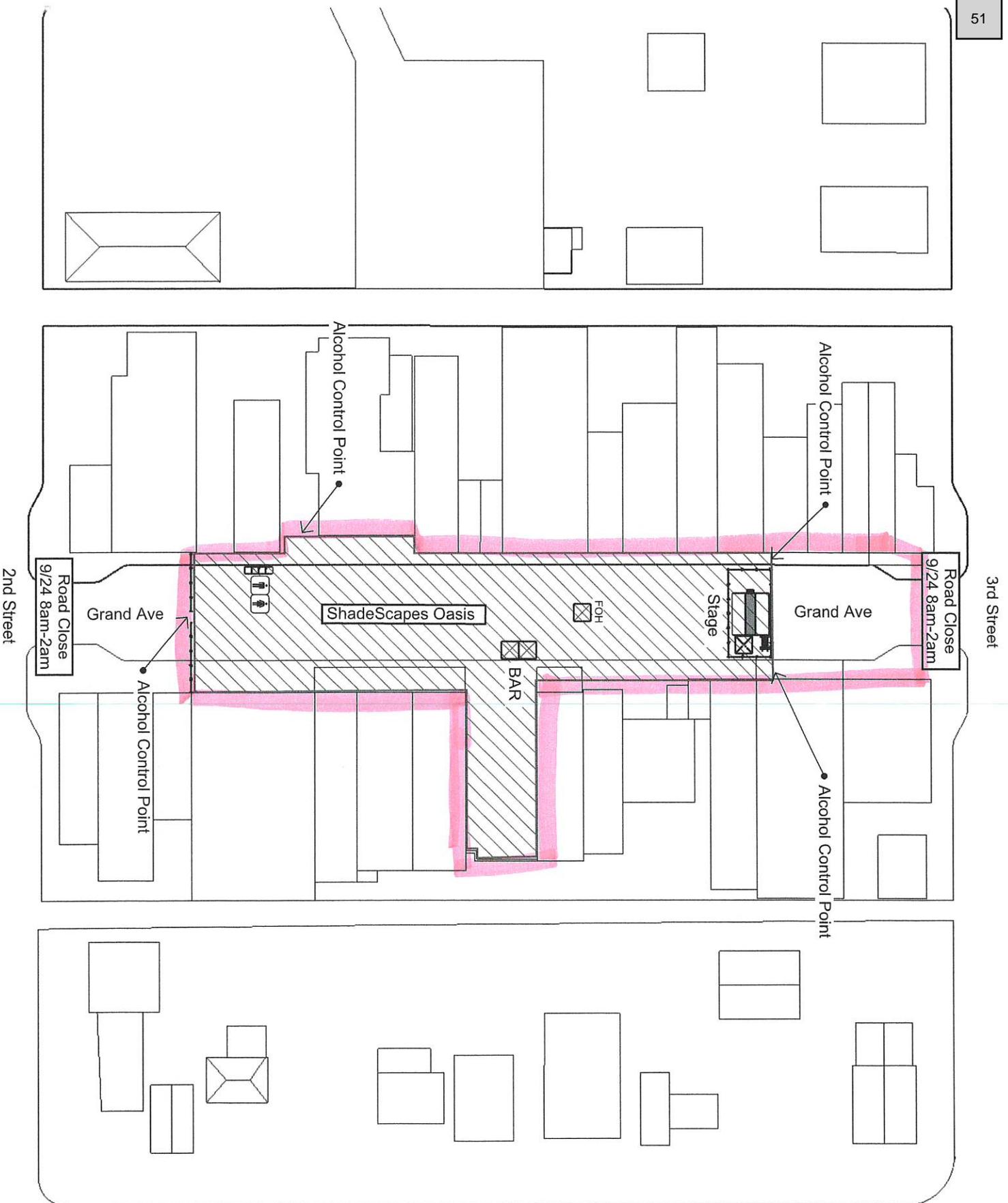
I have read the attached Street Closure Ordinance 2023-03 and fully accept all responsibilities required by the Town for this street closure, including the requirement to provide trash containers and portapotties for event goers at my own cost. Attached to this application are the following:

1. A copy of general liability insurance policy;
 2. A check in the amount of \$25.00 per hour of street closure (minimum one hour)
 3. *A check in the amount of \$500.00 for deposit to be held by the Town of Paonia (The deposit will be returned to the applicant following the event in full if the street(s) are in the same condition prior to closure);
 4. Written proof of notification to all adjoining property owners and businesses; and written description of any vending and/or commercial activity occurring during the event.
- * I acknowledge and agree that The Town may draw on my organization's deposit upon my organization's (1) failure to ensure the removal of all barricades, event organizer and vendor equipment and personal property, trash containers and receptacles, and any other items placed by my organization or vendors in the event area by such time as the event is required to conclude as established in this permit, or (2) upon my organization's failure to return the event area free of trash and to the condition existing prior to the event within twelve (12) hours of the conclusion of the event.*

Applicant Signature:  Date: 6-1-23

Comments from Chief of Police or Proxy: _____

Town of Paonia Use Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: _____
Signed: _____		



01



Alcohol
Control
Area

PROJECT
MHF' 23

DRAWN BY
Judd Kleinmar
DESCRIPTION
Down Town Stage



OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

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

North Fork Valley Creative Coalition, Inc

is a

Nonprofit Corporation

formed or registered on 08/04/2012 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20121427405 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/17/2021 that have been posted, and by documents delivered to this office electronically through 03/19/2021 @ 08:23:15 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/19/2021 @ 08:23:15 in accordance with applicable law. This certificate is assigned Confirmation Number 13031554 .



Jena Griswold

Secretary of State of the State of Colorado

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

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



Dear Mayor Bachran, Stefan Wynn & Town Trustees,

The NFVCC is requesting an exception to the time restrictions for the street closure on Saturday 9/22/23 for the 22nd Annual Mountain Harvest Festival. After an extremely successful event in 2022, we're looking to repeat and improve on our new marquee event. We are requesting a closure of the 200 block of Grand Avenue from 7am until midnight on September 23rd.

The 10 hour limitation does not allow NFVCC enough time for the setup and breakdown of the stage, sound, and lights as well as the time required by the bands to set up, soundcheck, perform and breakdown. For our marquee event we look to bring the biggest and best bands to ever play in Paonia. Bands that can not fit on the stages available at the Paradise, the Blue Sage or Town Park. In order to provide the right size stage, PA system, and lighting rigs required by these acts safely AND successfully the schedule as follows we need a **17 hr time frame.**

7:00 a - 12:00 p	Stage, sound & light load in
12:00 - 2:00 p	Headliner load in & set up
2:00 - 3:00 p	Headliner sound check and pushback.
3:00 - 4:30 p	Opener load in & set up
4:30 - 5:30 p	Opener Sound Check
6:00 - 7:30 p	Opening Act (90 min)
7:30 - 8:00 p	Set Change
8:00 - 10:00 p	Headliner Act (120 min)
10:00 -12:00 a	Stage, sound & light load out & street clean up

All of these times are industry standard with the 4 hours for stage, sound and light set up being a fairly compressed time frame. The added time at the start of the day is to provide time to have any cars left on the street the night before, time to move and to make sure no cars are in the way to hold up the process once

that stage arrives. We will place signs by 2pm on Friday the 22nd that will give notice for the street closures start and end time.

MHF will provide an appropriate number of portable restrooms based on the industry standard of 1 unit for 150 people. Due to the limitations of the only vendor of portable restrooms in our area these units will be delivered on the Mon. 9/18 place on Grand Saturday 9/23 and picked Mon. 9/25. Following the event, once they are full, we can not move them so we have permission from Odesia Engineering to place them in front of their business until pick up. We feel this also provides an additional community service to have extra restrooms available to people visiting downtown businesses on Sunday.

Additionally MHF will provide a dumpster and additional trash/recycling receptacles for the event. We will also service the existing trash TOP cans located along Grand Ave.

- We request that the town please service TOP containers on Grand from 1st thru 2nd Street and Town Park on the morning of Friday 9/22.

*In 2022 we arrived to find all of the above receptacles completely full and overflowing. We did start the weekend in both locations by *emptying* all of these receptacles inside our closure area and emptied them before we left.

Finally, we would like to address the street closures' effect on downtown businesses. While we acknowledge not every business and resident of Paonia benefits and/or enjoys our event, we believe that this is a small, albeit vocal, minority of the town. Without question all but three of the businesses on Grand Ave will tell you that they had their best, or close to their best day of the year during MHF '22. Our intent is to build on this success! The Hwy 133 closure has had a devastating effect on our downtown businesses during Spring tourist season. The Fall harvest is critical to our local economy and we intend to support this effort with the 22nd Annual Mountain Harvest Festival.

Sincerely



Amy DeLuca
NFVCC President
Mountain Harvest Festival Coordinator

Stefen Wynn

From: Judd Keinman <juddkleinman@gmail.com>
Sent: Thursday, July 20, 2023 8:28 AM
To: Stefen Wynn
Cc: Amy DeLuca; Samira V
Subject: Re: NFVCC Special Event Application

Stefen, welcome to town, I look forward to meeting you.

I would be open to providing some parking spots on the south end of grand until noon on Saturday. We could leave the area right up to town hall open. Any signage that is available to communicate this would be very helpful. Especially a "Road Closed to Through Traffic" sign to put at 2nd and grand. After noon we will need to start setting elements in that area. I also like to leave lots of time for people to remove their vehicles so I would post that they can park until noon but we will not schedule our elements to go into that area until 1pm. We will have to have a person posted at 2nd and Grand starting at noon to turn people away and open the barricade to let those already parked exit.

We will have bike barricade for creating our liquor control zone as well as to protect areas like the stage and sound board positions. Happy to provide any other information you might need.

Thanks

Judd

Judd Kleinman
Double Shot Productions
SITE map/design/build

(720)320-8987
juddkleinman@gmail.com

On Jul 20, 2023, at 8:13 AM, Stefen Wynn <StefenW@townofpaonia.com> wrote:

Hi Amy,

You're on it! Thank you very much.

SW

From: Amy DeLuca <cirquepaonia@gmail.com>
Sent: Wednesday, July 19, 2023 8:40 PM
To: Stefen Wynn <StefenW@townofpaonia.com>; Judd Keinman <juddkleinman@gmail.com>
Cc: Samira V <SamiraV@townofpaonia.com>
Subject: Re: NFVCC Special Event Application

Hi Stefen,

I'm looping in our Head of Operations Judd Kleinman here so he can help clarify any concerns or questions as well.

- I have contacted Lucy Hunter at Odisea, she will send the letter directly to you.
- We are using the very same map that Chief Larminger approved last year without any changes.
- Yes, we can absolutely mark some spots on 2nd street for morning customers parking.

- In the past the town has provided barricades & "street closure" signs for our use at 2nd and 3rd Street(s). We also put up no-parking signs on Grand the night before to inform folks and eliminate any confusion in the morning. If you need images of these let me know. I believe Judd provided some additional barricades to secure the area around the stage, loading area, sound engineers as well as creating an emergency fire lane.

Here are many images of the event. Glad to hear your family will get to enjoy the festival too!

<https://mountainharvestfestival.org>
<https://mountainharvestfestival.org/2022-festival-photos/>

Sincerely
Amy

Amy DeLuca, owner
Cirque Boutique & Gallery
Ship: 224 Grand Ave. Suite 5
Bill: PO Box 304
Paonia, CO. 81428

Tue - Sat. 11:30-5:30
www.cirqueboutiquepaonia.com



On Wed, Jul 19, 2023 at 7:56 PM Stefen Wynn <StefenW@townofpaonia.com> wrote:

Hi Amy,

I received all of the materials for the 22nd Annual Mountain Harvest Festival, and I plan to complete a staff report in support of the event as submitted. I plan to start discussing the expectations of Town staff in my upcoming Department Head Meetings. I think it will be important that we coordinate our staff to ensure that the street closure is communicated adequately to other businesses, and that we're ensuring that our sanitation crews are ready ahead of and during the event. I'm also going to ask Chief Laiminger to review the safety & emergency plan with his officers.

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My final request is more of clarification and regards the street closure. I'm unsure how this has happened in the past, but I plan to direct the street department to install Maintenance of Traffic signage with detours and alternate parking for restaurants and shops that may be open during the morning hours. Will there be an opportunity to have a few spots open on the 2nd street side of Grand Avenue until 10AM?

Again, thank you for getting all of this put together and for coordinating this entire event. I look forward to my family participating this year.

In Public Service,

<image001.png>

Stefen Wynn, M.P.A.

Paonia Town Administrator

P : (970) 527-4101

F : (970) 527-4102

E : StefenW@TownofPaonia.com

214 Grand Ave.

Paonia, CO 81428

<https://townofpaonia.colorado.gov/>

<image002.png><image003.png> <image004.png>

Stefen Wynn

From: Amy DeLuca <cirquepaonia@gmail.com>
Sent: Wednesday, July 19, 2023 8:40 PM
To: Stefen Wynn; Judd Keinman
Cc: Samira V
Subject: Re: NFVCC Special Event Application

Hi Stefen,
I'm looping in our Head of Operations Judd Kleinman here so he can help clarify any concerns or questions as well.

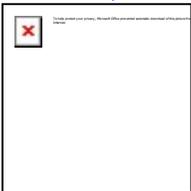
- I have contacted Lucy Hunter at Odisea, she will send the letter directly to you.
- We are using the very same map that Chief Larminger approved last year without any changes.
- Yes, we can absolutely mark some spots on 2nd street for morning customers parking.
- In the past the town has provided barricades & "street closure" signs for our use at 2nd and 3rd Street(s). We also put up no-parking signs on Grand the night before to inform folks and eliminate any confusion in the morning. If you need images of these let me know. I believe Judd provided some additional barricades to secure the area around the stage, loading area, sound engineers as well as creating an emergency fire lane.

Here are many images of the event. Glad to hear your family will get to enjoy the festival too!
<https://mountainharvestfestival.org>
<https://mountainharvestfestival.org/2022-festival-photos/>

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Stefen Wynn, M.P.A.

Paonia Town Administrator

P : (970) 527-4101

F : (970) 527-4102

E : StefenW@TownofPaonia.com

214 Grand Ave.

Paonia, CO 81428

<https://townofpaonia.colorado.gov/>



Stefen Wynn

From: Lucy Hunter <lucy@odiseanet.com>
Sent: Thursday, July 20, 2023 9:03 AM
To: Stefen Wynn
Cc: cirquepaonia@gmail.com; Judd Kleinman
Subject: Mt. Harvest

Hi Stephen,

As the owner of 210 Grand Ave, I have no objections to the Mt. Harvest crew using the parking spaces in front of our building for porta-potties over the weekend, to be removed before 9am Monday. I am in full support of this event. If there is any other way that I can be of help in this regard, please let me know.

Thank you,

Lucy Hunter, P.E. | Principal | ODISEA Engineering | **m: 970-270-7353**
(she/her/hers)



Town of Paonia

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Item 5



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

AGENDA ITEM:	Agenda Item #5 Opt-in to Proposition 123, Authorizing the Town Administrator to Act on Behalf of the Town
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	7.21.23
BACKGROUND:	<p>Proposition 123 created the State Affordable housing Fund making several hundred million dollars available for affordable housing initiatives. The funding is available to local governments through DOLA and OEDIT.</p> <p>The Town engaged UrbanRuralContinuum to assist with a Housing Needs Assessment, and have already begun the process of gathering community input necessary to put together a plan for affordable housing and the missing middle.</p> <p>The process for opting into the program requires that the Town authorize the Town Administrator to do so. The process for filing is relatively simple, but requires the Board to authorize the Town Administrator to do so on behalf of the jurisdiction.</p> <p>The funds from Prop123 may be used for a wide-variety of expenses related to securing additional affordable housing options. The opt-in is a three year commitment to build 22 affordable homes, or an estimated 8 homes a year. There isn't a funding claw-back provision if the commitment isn't achieved by the third year. Affordable is dependent on jurisdiction, household size, and year.</p> <p>Affordable housing is simply defined as, "the monthly rental rate sits at 30% of a person's income." So the term affordable is fluid, but a good baseline to determine affordable could be the USDA's Guaranteed Housing Program Income Limits for Delta County, CO, BUT that is a completely different program than Colorado's Prop123.</p>
BUDGET:	No Local Match Required. Funding would be restricted revenue that's to be dedicated to affordable housing, and could include land-banking activities.
RECOMMENDATION:	<p>This is a newly adopted program meant to tackle the affordable housing issue, and comes with very little risk to the Town for opting-in. The program requirements include a 22 new affordable housing unit baseline over a three year period that could be easily obtained, or at least planned for after the Town acquired land, or properties for development. The new units could be single-family housing, or other types of affordable housing such as condos, town homes, duplexes or apartments.</p> <p>Recommended Motion(s):</p> <p>I move to authorize the Town Administrator to opt-in to the Proposition 123.</p>
ATTACHMENT:	<p>Attachment A: DOLA Local Government Workshop on Prop 123</p> <p>Attachment B: USDA Income Limits for Affordable Housing Ex.</p>



Proposition 123



1. 12:00 - 12:05 - meeting format - 5 minutes
2. 12:05 - 12:15 - high-level overview of Prop 123 - 10 minutes
3. 12:15 - 12:45 - review of “affordable housing” definition & baseline calculations - 10 C & 20 Q/A
4. 12:45 - 1:15 - discuss baseline designation/petition and commitment process - 10 C & 20 Q/A
5. 1:15 - 1:25 - walkthrough of interactive website - 5 C & 5 Q/A
6. 1:25 - 1:40 - what does compliance look like, and fast track process - 5 C & 10 Q/A
7. 1:40 - 1:55 - high-level overview of funding programs, including timing of funds - 15 minutes
8. 1:55 - 2:00 - next steps



DOH receives 40% of funds. The portion transferred to Affordable Housing Support Fund for DOH is estimated to be:

- \$58 million from 2022-23 budget year (transferred July 1, 2023)
- \$116 million from 2023-24 budget year (transferred July 1, 2024)

OEDIT receives 60% of funds. The portion transferred to Affordable Housing Financing Fund for OEDIT is estimated to be:

- \$87 million from 2022-23 budget year (transferred July 1, 2023)
- \$175 million from 2023-24 budget year (transferred July 1, 2024)



Deadlines for municipalities and counties for unincorporated:

- Initially by November 1, 2023
- Subsequent 3-year cycles also by November 1st

Required to first develop a baseline of affordable housing:

- The American Community Survey (ACS)
- Comprehensive Housing Affordability Strategy (CHAS) - HUD retabulations of ACS
- DOH method - if the two above will not work



Petition:

- Neighboring county's AMI
- State Median Household Income

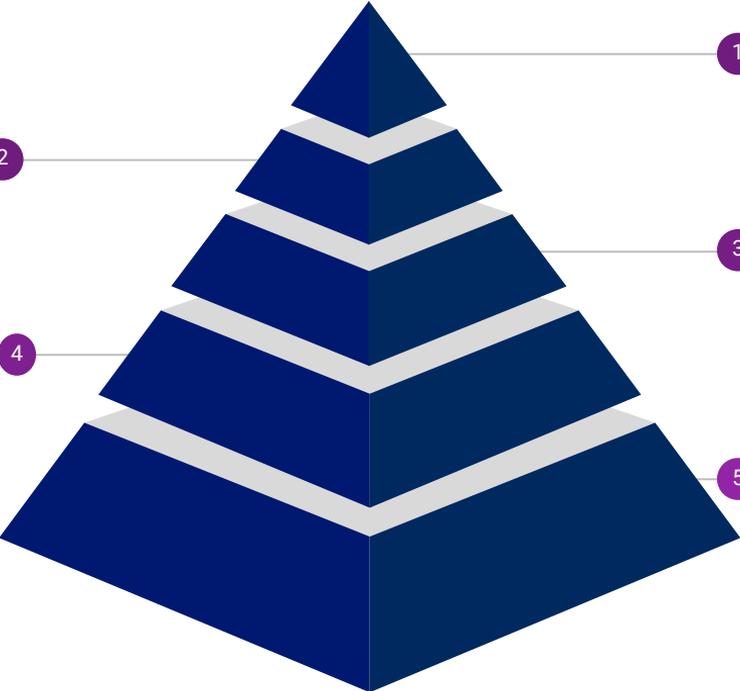
Objective:

- Increase baseline # of affordable housing by 3% each year
 - New construction or converted from unaffordable
 - Must increase by at least 9% by December 31, 2026



Affordable Units
Affordable Units have a rental rate at or below the **Max Rent Level**, or a sale-price at or below the **Max Home Price**.

Income Limits
Homebuyer Income Limit is 100% of Median Income.
Renter Income Limit is 60% of Median Income.



Baseline
Housing units are included in the **Baseline** if they are **Affordable Units**; for-sale units are only included if they are available.

Max Affordability Levels
Max Rent Price is 30% of monthly income for a household at the **Renter Income Limit**.
Max Home Price is a mortgage at 30% of the monthly income for a household at the **Homebuyer Income Limit**.

Median Income
The **Median Income** levels available depend on jurisdiction, household size, and year.





Proposition 123 - Affordable Housing Commitment

By submitting this form, I agree that I have authority to file a local government affordable housing commitment on behalf of the municipality or county I selected.

1. Set an Affordable Housing Baseline

Enter your baseline amount of affordable housing ⓘ *

Select the data source for your baseline *

(Draft system design. System contents, formatting, and functionality subject to change based on stakeholder feedback.)



2. Provide Information Supporting The Baseline

Paste the URL used to generate your baseline *

```
http://example.com/?year=2022&hh_size=3&type=Area%20Median%20Income&limit=Own%20AMI&locality=08001
```

(Draft system design. System contents, formatting, and functionality subject to change based on stakeholder feedback.)



Proposition 123: Submission System Design

3. Submit a commitment

Describe if and how high-density housing, mixed income housing, environmental sustainability, and the deconcentration of affordable housing may be prioritized *

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

I agree that the three year goal to increase affordable housing in my jurisdiction is 9, and the annualized goal is 3, based on 3% annual increases over the baseline amount of 100.

I agree to the above calculated statement *

Yes

No

(Draft system design. System contents, formatting, and functionality subject to change based on stakeholder feedback.)



End of submission
process, unless...



Additional information has to
be provided to substantiate the
baseline



Proposition 123: Submission System Design

2. Provide Information Supporting The Baseline

Populate the following information that was used to determine your baseline amount of affordable housing:

Income limit type *

Income Limit Household Size ⓘ *

Income Limit Year ⓘ *

Home value to income ratio ⓘ *

Describe the methods used to produce your affordable housing baseline *

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Integer feugiat scelerisque varius morbi enim nunc. Dolor magna eget est lorem ipsum dolor sit amet. Quam adipiscing vitae proin sagittis nisl. Nam libero justo laoreet sit amet cursus sit amet dictum. Enim nec dui nunc mattis enim ut tellus elementum sagittis. Rutrum tellus pellentesque eu tincidunt. Facilisis gravida neque convallis a cras semper. Cursus mattis molestie a iaculis at erat pellentesque adipiscing commodo. Fermentum et sollicitudin ac orci phasellus egestas. Sed lectus vestibulum mattis ullamcorper velit. Diam in arcu cursus euismod quis viverra nibh cras.

(Draft system design. System contents, formatting, and functionality subject to change based on stakeholder feedback.)



End of submission
process, unless...



Additional information has to
be provided to petition for use
of an alternative median
income



2a. Justify a petition

Describe why the Area Median Income of an adjacent jurisdiction or the State Median Income was chosen. *

(Draft system design. System contents, formatting, and functionality subject to change based on stakeholder feedback.)





Proposition 123: Submission Considerations

- Three steps
 - If no flexibility is needed
- An additional step
 - If alternative data is used and needs to be substantiated
 - An alternative median income is selected and needs to be petitioned



1	Education	<ul style="list-style-type: none">• Articles• Frequently Asked Questions• Key Dates
2	Service	<ul style="list-style-type: none">• Submit questions• Links for commitment submission (coming soon)
3	Feedback	<ul style="list-style-type: none">• Comments• Polls

engagedola.org/prop-123



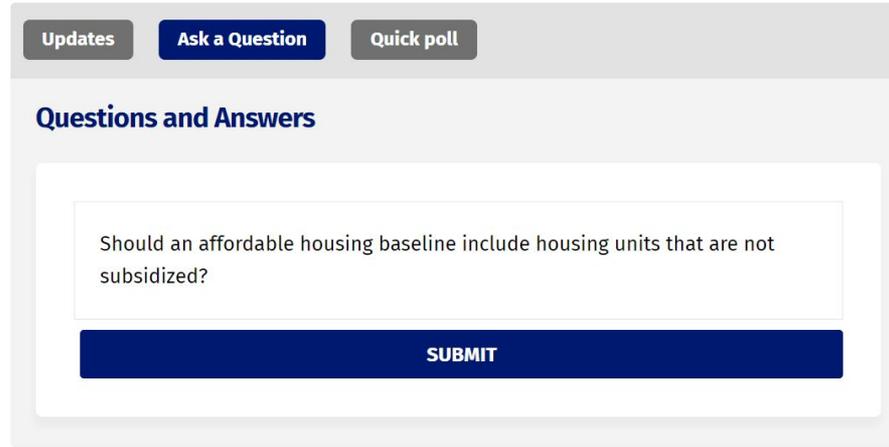
What topic needs more educational materials?

- Affordable Housing Baselines
- Affordable Housing Funding Programs
- Definitions (of affordable housing etc.)
- Fast-Track Permitting Process
- Local Government Affordable Housing Commitments
- Compliance with Annual Increases in Affordable Housing
- Other
- Nothing, I Don't Need More Materials

[View Results](#)

SUBMIT





The screenshot shows a web interface for an engagement site. At the top, there are three buttons: "Updates", "Ask a Question", and "Quick poll". Below these is a section titled "Questions and Answers". Inside this section, there is a text input field containing the question: "Should an affordable housing baseline include housing units that are not subsidized?". Below the input field is a dark blue button labeled "SUBMIT".

? Should an affordable housing baseline include housing units that are not subsidized?

Yes, baselines must consider both subsidized and unsubsidized housing stock. For this purpose, housing is defined as affordable based on the households it is affordable to. Whether a unit receives, or has received, subsidy from a funder such as the U.S. Department of Housing and Urban Development has no impact on whether it is included in a baseline.





Proposition 123: EngagementHQ Considerations

- Visit EngagementHQ to:
 - Gain knowledge on statutory concepts
 - Find resources to develop baselines with ease
 - Pose questions that haven't been answered
 - Offer feedback on revisions or additions to materials
 - Comment on draft processes to inform their development
 - Stay apprised of new information to effectively take advantage of Proposition 123



Compliance

- ★ November 1, 2023 - deadline to file commitment
 - Ineligible for funding 2024 calendar year
 - May file a 2-year or 1-year commitment to finish out 3-year cycle

- ★ December 31, 2026 - deadline to meet 9% increase
 - New housing - permitted
 - Existing housing - permitted and fully funded
 - Ineligible for funding 2027 calendar year
 - May file a 2-year commitment by 11/1/27 and be eligible for funding again in 2028



Fast-track Approval Process

- **Not required** for this first iteration
 - Must be in place for commitment due November 1, 2026

- Final decision on a complete application (special permit, variance, or other development permit)
 - 50% or more of the units constitute affordable housing (does not apply to subdivisions)
 - 90 calendar days
 - Option to extend for an additional 90 calendar days at the request of the developer
 - Grant extensions for additional information or revisions
 - **30 days** from response (5 business days to respond)



DOH will utilize its 40% of the funds for:

1. Affordable Home Ownership Program - up to 50%
 2. Program Servicing Persons Experiencing Homelessness - up to 45%
 3. Local Planning Capacity Development Program - up to 5%
- \$58 million from 2022-23 budget year (transferred July 1, 2023)
 - \$116 million from 2023-24 budget year (transferred July 1, 2024)



Down-payment assistance to first-time homebuyers (prioritize first-generation):

- Up to 120% AMI

Grants and loans (up to 100% AMI):

- Non-profits and community land trusts to support affordable home ownership
- Groups or associations of mobile home owners to assist with the purchase of their park



Provide to persons experiencing homelessness or at risk of:

- Rental assistance
- Housing vouchers
- Eviction defense assistance - includes legal, financial, and case management

Grants and loans to non-profits, local governments, and private entities:

- Development/preservation of supportive housing
- Other homelessness related activities as determined by DOH
 - Includes housing programs paid for by a paid for success basis



Grants to local governments to increase capacity of local govt planning departments responsible for processing land use, permitting, and zoning applications for housing projects.

- Fast-track and other streamlining development processes and systems/technologies
- Land use code amendments that effectively streamline development review (e.g., admin approval)
- Staff or contractor assistance to review aff housing applications within expedited timeline
- Once first commitment accepted, future commitment development

DLG's next steps, in partnership with DOH:

- Additional outreach and engagement for input on this grant program
- Engage planners and developers to create Fast-Track guidance, templates
- Assistance needed to develop this first commitment?



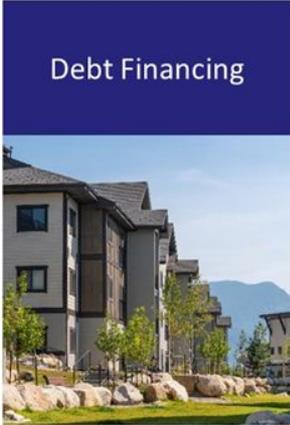
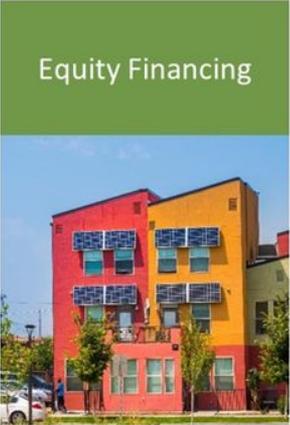
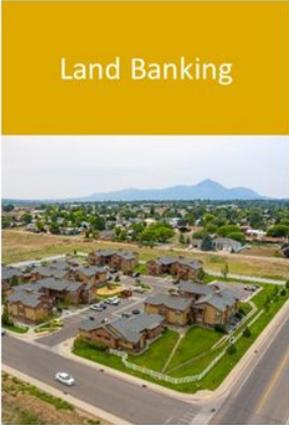
COLORADO

Department of Local Affairs

Division of Housing

Affordable Housing Financing Fund

Affordable Housing Financing Fund Office of Economic Development and International Trade (OEDIT), Administered by CHFA



financing fund



priorities

Projects that achieve high-density housing, mixed-income housing, and projects consistent with the goal of environmental sustainability will be prioritized.



- Continuation of Local Government Discussions
 - March 15th - DRCOG
 - March 20th - CCAT
 - March 22nd - CML
 - March 23rd - CCI
- Specifics on Program Funds
 - DOH/DLG - March 24th from 2:00 to 4:00 PM
 - OEDIT/CHFA - April 4th from 3:00 to 5:00 PM
- May 1st - start commitment window
- July 1st - funding is available





COLORADO

Department of Local Affairs

Division of Housing

Thank You!

HB - 1 - 3555, Appendix 5

GUARANTEED HOUSING PROGRAM INCOME LIMITS

STATE:COLORADO		----- FY 2023 A D J U S T E D I N C O M E L I M I T S -----							
	P R O G R A M	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON*
Delta County, CO	VERY LOW INCOME	43500	43500	43500	43500	57450	57450	57450	57450
	LOW INCOME	69600	69600	69600	69600	91850	91850	91850	91850
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Dolores County, CO	VERY LOW INCOME	43500	43500	43500	43500	57450	57450	57450	57450
	LOW INCOME	69600	69600	69600	69600	91850	91850	91850	91850
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Eagle County, CO	VERY LOW INCOME	59150	59150	59150	59150	78100	78100	78100	78100
	LOW INCOME	94650	94650	94650	94650	124950	124950	124950	124950
	MOD.INC-GUAR.LOAN	136050	136050	136050	136050	179600	179600	179600	179600
Fremont County, CO	VERY LOW INCOME	43500	43500	43500	43500	57450	57450	57450	57450
	LOW INCOME	69600	69600	69600	69600	91850	91850	91850	91850
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Garfield County, CO	VERY LOW INCOME	49600	49600	49600	49600	65500	65500	65500	65500
	LOW INCOME	79350	79350	79350	79350	104750	104750	104750	104750
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Grand County, CO	VERY LOW INCOME	46650	46650	46650	46650	61600	61600	61600	61600
	LOW INCOME	74650	74650	74650	74650	98550	98550	98550	98550
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Gunnison County, CO	VERY LOW INCOME	46850	46850	46850	46850	61850	61850	61850	61850
	LOW INCOME	74950	74950	74950	74950	98950	98950	98950	98950
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Hinsdale County, CO	VERY LOW INCOME	43500	43500	43500	43500	57450	57450	57450	57450
	LOW INCOME	69600	69600	69600	69600	91850	91850	91850	91850
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950
Huerfano County, CO	VERY LOW INCOME	43500	43500	43500	43500	57450	57450	57450	57450
	LOW INCOME	69600	69600	69600	69600	91850	91850	91850	91850
	MOD.INC-GUAR.LOAN	118150	118150	118150	118150	155950	155950	155950	155950

* ADD 8% OF 4 PERSON LIMIT FOR EACH PERSON IN EXCESS OF 8 PERSONS

** MODERATE INCOME IS DEFINED AS THE GREATER OF 115% OF THE U.S. MEDIAN FAMILY INCOME OR 115% OF THE AVG. OF THE STATE-WIDE AND STATE NON-METRO MEDIAN FAMILY INCOMES OR 115/80THS OF THE AREA LOW-INCOME LIMIT

Town of Paonia

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Item 6



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

AGENDA ITEM:	Agenda Item #6 Discuss and Direction for the Urban Rural Continuum about optional add-ons to Agreement
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	7.21.2023
BACKGROUND:	<p>The Urban Rural Continuum has been contracted to complete a Housing Needs Assessment to address affordable housing needs. The Town also received a DOLA IHOP Planning Grant to help understand the housing needs and adopt better policy and regulatory strategies.</p> <p>The Board has also already approved IHOP strategies to assist with better understanding the housing needs of the Town.</p> <p>The two add-on options include: a first draft of proposed/revised code language for up to four of DOLA's qualifying IHOP strategies; and detailed strategy for development of one affordable housing project.</p>
BUDGET:	10-41-75 Grant Projects: \$8,760.00.
RECOMMENDATION:	<p>The Town has a serious need to evaluate Land Development Regulations and code amendments for housing. The direction of the Board historically has been to find solutions for affordable housing. Moving forward with the additional work will free up staff time, is affordable, and is necessary to completing steps needed to secure Prop123 funding for future initiatives and housing needs.</p> <p>Recommended Motion: I move to approve both Urban Rural Continuum Optional Add-ons for an amount not-to-exceed: \$8,760.</p>
ATTACHMENT:	<p>Attachment A: IHOP Strategies Approved by Board Attachment B: URC Optional Add-ons</p>

IHOP Strategies Approved by Board

- 4. The creation of an expedited development review process for acquiring or repurposing underutilized commercial property that can be rezoned to include affordable housing units, including the preservation of existing affordable housing units;
- 10. Authorizing accessory dwelling units as a use by right on parcels in single family zoning districts that meet the safety and infrastructure capacity considerations of local governments;
- 12. Allowing the development of small square footage residential unit sizes;
- 16. Other novel, innovative or creative approaches to incentivize affordable housing development.

Optional Add-Ons to the Housing Needs Assessment and Action Plan were not decided on by the Negotiation Committee (Mayor Bachran and Trustee Knutson) as they wanted the Board to decide. The consulting team needs to know no later than the end of August if these items are desired or not.

5. DRAFT HOUSING ACTION PLAN

The Draft Action Plan will be developed based on all project research and community engagement combined with the specialized knowledge of our consulting team. It will be in a simple format so that changes can easily be made as needed. This draft plan will be reviewed by the Housing Committee and the Town Board. Based on feedback, the draft will be edited into the Final Action Plan.



6. FINAL HOUSING ACTION PLAN

The Final Action Plan will be detailed and thoughtful but also simple and clean. The Action Plan will be in an easy to read format that can be a living document used to track progress. The Action Plan will include detailed steps to specifically address the Town of Paonia’s housing needs and desires. These actions will be prioritized with timeframes, strategies to implement or adopt suggested action steps, potential partners, and funding sources. As requested in the RFP, the following will be included in the Action Plan, along with additional strategies identified throughout the process:



- a. Recommendations on municipal code revisions to remove barriers and incentivize affordable housing. These recommendations will aim to include at least four of DOLA’s Qualifying Strategies including addressing expedited review, ADUs, smaller residential units, and short-term rentals as prioritized by the Town Board at their regular September 22, 2022, meeting.



Optional Add On: First draft of proposed/ revised code language for up to four of DOLA’s qualifying strategies, assumed to be ADUs, Short Term Rentals, smaller unit size, and expedited review.



- b. A list of potential development sites, primarily public or institutional land, along with potential funding sources for acquisition and construction. Site identification was requested in the RFP to be included in the HNA, but we believe it is a better fit as part of the Action Plan.

Optional Add On: A detailed strategy for the development of an affordable housing project including site identification, potential partners, rough project design, range of units and programming mix, and potential financing.

- c. Steps to form a housing authority, if determined to be a priority strategy.
- d. GIS data and maps as appropriate to support the HNA and Action Plan.

COST PROPOSAL

HOURLY RATES

URBAN RURAL CONTINUUM

Andrew Coburn	\$140
Shay Coburn	\$140

AYRES ASSOCIATES

Josh Olhava	\$155
Mike Scholl	\$180
Additional staff	\$120

BUDGET

The share of the project to be completed by URC is estimated to be 75%, with Ayres completing 25%.

Budget Table Notes

- Costs include all personnel time, equipment, data purchase, supplies, overhead expenses, and profit.
- URC travel to and from Paonia is free.

Community Engagement	\$22,230
Phase 1: Housing Needs Assessment	\$25,660
Phase 2: Housing Action Plan	\$22,260
PROJECT TOTAL	\$70,150
OPTIONAL Add-On: First draft of proposed code language	\$6,580
OPTIONAL Add-On: Detailed strategy for development of one affordable housing project	\$2,180
Project Total (with Optional Add-Ons)	\$78,910

Cost for each optional add-on

Town of Paonia

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Item 7



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

AGENDA ITEM:	Agenda Item #7 Consideration of Approval of Engagement Letter for Sherry Caloia as Water Counsel
SUBMITTED BY:	Stefen Wynn, Town Administrator
DATE:	7.21.2023
BACKGROUND:	<p>The Town enacted a water moratorium and has been working towards completing the provisions necessary to lift the water moratorium. The law surrounding Water Rights requires an expertise on a very specific section of law.</p> <p>Ms. Caloia has already assisted the town with completing a project reviewing the water right decrees for the Town and completed a water rights table and legend for the Town's use. At the conclusion of that project, the existing agreement letter expired.</p> <p>The Town has a need to continue working with a Water Rights Attorney while it navigates projects, and questions associated with lifting the moratorium on new and extensions of water services.</p> <p>Ms. Caloia agreed to not escalate rates, similar to Kelly, PC did when the Town Attorney, Nick Cotton-Baez was retained.</p>
BUDGET:	60-50-20 Water - Legal & Engineering Services, an initial agreement up to \$5,000.
RECOMMENDATION:	<p>Considering that water rights require a specific expertise in law and Ms. Caloia has knowledge of the Town's existing water systems. Staff recommends approval of this legal agreement.</p> <p>Recommended Motion(s): I move to approve the agreement with Sherry Caloia in an initial amount, not to exceed \$5,000.</p>
ATTACHMENT:	<p>Attachment A: Paonia Engagement Letter (rev.)</p> <p>Attachment B: Email from Sherry Caloia</p>

SHERRY A. CALOIA, P.C.
Sherry A. Caloia, Esq.
P.O. Box 443
Glenwood Springs, CO 81602

970-987-1492 (Cell)
scaloia@outlook.com

July 14, 2023
Town of Paonia
Stefen Wynn Town Manager
214 Grand Ave
Paonia, CO 81428
stefenw@townofpaonia.com request

Re: Engagement for legal services

Dear Stefen,

It was good to talk to you today. I am happy to send this letter of engagement to you offering my services to the Town as your water counsel.

I am setting forth what my engagement as your Town’s water attorney would be should the Board decide to hire me. This will outline the arrangement I propose to provide legal services for the Town. Accordingly, I submit for your approval the following provisions governing our engagement. If you agree, please sign the enclosed copy of this letter in the space provided below. If you have any questions about these provisions, or if you would like to discuss possible modifications, do not hesitate to contact me.

Scope. I am engaged to provide the Town with water rights legal services as the Town may need Town or request from time to time. The services provided by me will only include water rights matters, which matters can overlap into other areas such as water quality or contracts but does not include any matters outside of these. You and I may agree to expand or limit the scope of our representation from time to time; however, any expansion or limitation should be confirmed in a writing signed by you and us.

Term. My representation shall terminate upon the Town’s request or my retirement. Either the Client or I may terminate our engagement at any time for any reason upon notice to the other; although, my right to terminate may be limited by the applicable rules of professional conduct. If I terminate the engagement, I will take such steps as are reasonably practicable to protect your interests in the above matter and, if the Client requests, I will suggest possible successor counsel and provide that counsel with whatever papers provided to us. If permission for withdrawal is required by a court, I will promptly apply for that permission, and you agree to engage successor counsel to represent the Client.

Paonia engagement

Fees. My fees will be based on the time spent, with the minimum billable increment of time being one-sixth of an hour (10 minutes) and will be paid by the Client. The services for which you may be charged include, for example, telephone and office conferences, research, correspondence, opinions, memoranda, court appearances, depositions, preparation of litigation documents, and related papers. My rate is \$250 per hour. I agree not to adjust my rate above \$250 per hour until January 1, 2024 or thereafter. After that, I may adjust these rates from time to time but will notify you if this affects you. The firm generally evaluates rates on an annual basis, and will give you at least 30 day's written notice of adjustments. You will be responsible for paying the rates in effect following that notice. The Town may wish to specify what employees with the Town are authorized to request my services and to limit the cost of services to a certain amount per project without Board approval.

Expenses. During the provision of services for the Client, I often incur expenses. These expenses may include, but are not limited to, charges for serving and filing papers, recording or certifying documents, depositions, transcripts, investigations, witnesses, copying charges, postage and the fees and expenses of third parties. I will bill expenses to you as they are accrued. Large disbursements may be billed in advance, while certain costs associated with litigation-related work, including, for instance, the charges of expert witnesses and the charges of other law firms (acting, for example, as local counsel) may be forwarded to you for direct payment to the billing party. Although I may provide estimates for charges to be incurred by us during my legal representation, such estimates are, by both their prospective nature and the uncertainty of any legal representation, necessarily inexact. Accordingly, I cannot be bound by any estimates.

Billing. I will submit billings from time to time to you usually every other month. All billings shall be due and payable upon receipt. Payment is due within thirty (30) days from the billing date. If payment is not received within sixty days from the billing date, the outstanding balance will accrue interest at the rate of 12 percent (12%) per annum, (1% per month) from the billing date until paid in full.

Retainer. At this time, I am not asking for a retainer.

Favorable Outcome Not Guaranteed. I make no warranty or representation concerning the successful termination of the matter or the favorable outcome of any legal action that may be undertaken. All statements by me are statements of professional opinion only.

Power of Attorney. Client gives me a power of attorney to execute all documents which are necessary or desirable to proceed with legal representation on the matter, such as pleadings, compromises, releases, verifications, dismissals, orders and other similar documents.

Retention of Files. Upon termination of this matter, Client shall take possession of all of Client's files including any property or items furnished by Client or otherwise relating to the services. I have the right to retain copies at my expense of all items contained in those files.

Post Engagement Matters. After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. Unless you engage us after completion of the matter to provide additional advice on issues arising from the matter, the firm has no continuing obligation to advise you with respect to future legal developments.

Client Responsibilities. You agree to cooperate fully with us and to provide promptly all information known or available relevant to our representation. You agree to notify us promptly of any change in the address or contact data for Client.

Conflicts. You should be aware that this firm represents many other companies and individuals. It is possible that during the time that I am representing you Client, some of my future clients may have disputes or transactions with the Client. The Client agrees that I may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to my work for you even if the interests of such clients in those other matters are directly adverse. I agree, however, that the Client’s prospective consent to conflicting representation contained in the preceding sentence shall not apply in any instance where, because of our representation of the Client, I have obtained proprietary or other confidential information of a nonpublic nature, that, if known to such other client, could be used in any such other matter by such client to the Client’s material disadvantage. If the Client affiliates with, acquires, is acquired by, or merges with another company, you will provide us with sufficient notice to permit us to withdraw as your attorneys if I determine that such affiliation, acquisition, or merger creates a conflict of interest which precludes our continued representation in this matter. You should know that, in similar engagements letters with many of our other clients, I have asked for similar agreements to preserve our ability to represent you.

Choice of Law. Our engagement is entered under and shall be governed by the laws of the state of Colorado excluding its choice of law provisions, even if our services involve actions and representation in other jurisdictions.

Integration. This Agreement constitutes the full and complete understanding between you and this firm. Any other oral or written prior agreements or understandings are superseded hereby. Any amendment to this engagement must be in writing signed by all parties.

Please sign and date the accompanying copy of this letter and return it to our office using the enclosed envelope or by facsimile or electronic mail. Your signature delivered by facsimile or electronic mail will be effective as an original. The effective date of this Agreement will be the date I receive copies showing execution by the Client and payment of the initial retainer (if requested).

Very truly yours,

/Sherry A Caloia/

Sherry A Caloia

Agreed to this ____ day of July 2023 _____ by Stefen Wynn as manager for the Town of Paonia.

From: [sherry caloia](#)
To: [Stefen Wynn](#)
Subject: Billing
Date: Friday, July 21, 2023 2:18:30 PM

I agree not to raise my rates as requested.
Sherry A Caloia

Sent from [Mail](#) for Windows

Town of Paonia

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Item 8



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

AGENDA ITEM:	Police Cadet Academy Sponsorship
SUBMITTED BY:	Matthew Laiminger - Chief of Police
DATE:	July 20, 2023
BACKGROUND:	The Paonia Police Department currently has one opening for a patrol officer. The department has identified a well suited candidate who has applied, but is not currently P.O.S.T. certified. We would like to sponsor this cadet in the upcoming Fall 2023 Technical College of the Rockies Police Academy. This process of recruiting and sponsoring an applicant gives the department a means to combat the current staffing challenges law enforcement is facing state wide. The applicant has no issue committing to a four year contract with the Town of Paonia, in return for a paid sponsorship in the Technical College of the Rockies Police Academy.
BUDGET:	Cost of the Academy is approximately \$8169.92* The department budgeted for this position, which has been open due to a resignation in May. Budgeted 2023 wages for this position will cover academy costs and cadet wages through the end of the budget year with no additional funding required.
RECOMMENDATION:	Recommend the Town sponsor a cadet in the fall 2023 Technical College of the Rockies Police Academy in exchange for a four year employment commitment.
ATTACHMENT:	Included



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[Paying for College](#)

[Career Services](#)

Law Enforcement Academy

About

The Law Enforcement Academy at the Technical College of the Rockies has been in Delta, Colorado since 1973. The school has gone through many names over those years but the dedication to providing a superior educational experience has not. After successful completion of TCR's Law Enforcement Academy, students will be eligible to take the State POST (Police Officer's Standards and Training) exam. Only after passing this exam will a student be eligible to work in Colorado Law Enforcement. Students may apply to be a police officer, deputy sheriff, or town marshal. The Academy is approximately four months long depending on which semester you



Details

Upcoming Dates

- August 2023

Time

- Monday - Friday
- 6:00am - 5:00pm

Pricing

- \$8169.92*
- * approximate cost, not including assessment and state testing fees; subject to change

Program Information

- Law Enforcement Academy is a 36 credit, 637.5 hour program
- Law Enforcement Academy is 1 semester
- Pep test required for admission (\$40)
- After successful completion of TCR's Law Enforcement Academy, students will be eligible to take the State POST(Police Officer's Standards and Training) exam(\$150). Only after passing this exam will a student be eligible to work in Colorado Law Enforcement.

Department Faculty

- Kimberly Shea (Program Coordinator)

STAFFING LEVELS

FULL TIME	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Town Administrator	0	0	1	1	1	1	1	1	1	1	1	1
Town Clerk	1	1	1	0	1	1	1	1	X	X	X	1
Deputy Clerk	1	1	1	1	0	0	0	1	1	1	1	1
Assistant Clerk (PD/UT)	0	0	0	0	0	0	0	0	1	1	1	1
Front Desk Assistant	0	0	0	0	0	0	0	0	0	0	0	1
Assistant to Admin	0	0	0	0	0	0	0	0	1	0	0	0
Finance Officer	1	1	1	1	1	1	1	1	1	1	1	1
Finance Clerk	0	0	0	0	0	0	0	0	0	1	1	0
PART TIME												
Assistant	0	0	0	0	1	1	1	0	0	0	0	0
Building Official	1	1	1	1	1	1	1	0	0	0	0	0
Treasurer	0	0	0	0	1	1	1	1	1	1	1	X
Elected Officials	7	7	7	7	7	7	7	7	7	7	7	7
APPOINTED												
Town Attorney	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL	12	12	13	12	14	14	14	13	14	14	14	14

The following table shows the total staffing for all operations of the Police/Public Safety Department.

FULL TIME	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Police Chief	1	1	1	1	0	1	1	1	1	1	1	1
Sergeant	1	1	1	1	1	0	0	1	1	1	1	1
Corpral	0	0	0	0	0	0	0	0	0	0	1	1
Investigator	0	1	1	1	0	1	1	0	0	0	0	1
Police Officers	3	2	1	0	1	1	1	2	3	4	3	2
PART TIME												
Municipal Judge	1	1	1	1	1	1	1	1	1	1	1	1
Police Officer	0	0	0	0	0	1	1	1	0	0	0	0
Code Enforcement	1	1	1	1	0	0	0	0	0	0	0	0
TOTAL	7	7	6	5	3	5	5	6	6	7	7	7

The Public Works Department includes staffing for General Fund operations as well as Enterprise Fund operations.

FULL TIME	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Public Works Director	1	1	1	1	1	1	1	1	1	1	1	1
Public Works Supervisor	0	0	0	0	0	0	0	0	1	1	0	1
Utility Assistant	0	0	0	0	0	0	0	0	1	1	0	0
Laborer with CDL	1	1	1	1	1	1	1	2	2	2	2	2
Laborer	5	5	5	4	3	3	3	3	2	2	3	2
PART TIME												
Laborer	1	1	1	1	0	1	1	1	0	0	0	2
Seasonal Laborer	1	1	0	0	0	0	0	0	0	0	1	0
TOTA	9	9	8	7	5	6	6	7	7	7	7	11

The Public Utilities Department will be part of the Public Works Department in 2023.

FULL TIME	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Public Utilities Director	0	0	0	0	0	0	0	0	0	0	1	0
Utility Assistant	0	0	0	0	0	0	0	0	1	1	2	3
TOTAL	0	1	1	3	3							

OFFICER	2021	2			100%				
WAGES	-	26.50	55,120.00	-	-	55,120.00	-	-	-
OVERTIME	-	80/30	1,855.00	-	-	1,855.00	-	-	-
TAXES	-		7,891.04	-	-	7,891.04	-	-	-
BENEFITS	-		7,078.64	-	-	7,078.64	-	-	-
T	-	34.59	71,944.68	-	-	71,944.68	-	-	-
OFFICER			OPEN			100%			
WAGES	-	25.00	52,000.00	-	-	52,000.00	-	-	-
OVERTIME	-	60/30	1,500.00	-	-	1,500.00	-	-	-
TAXES	-		7,202.00	-	-	7,202.00	-	-	-
BENEFITS	-		7,016.24	-	-	7,016.24	-	-	-
TOTAL	-	32.56	67,718.24	-	-	67,718.24	-	-	-