



TOWN OF PAONIA
TUESDAY, FEBRUARY 12, 2019
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

Consent Agenda

1. Minutes – January 22, 2019
2. Special Event License – The Learning Council – March 2, 2019 – Edesia Kitchen
3. Special Event License – Forage Sisters – February 27, 2019 – Edesia Kitchen

Mayor's Report

Staff Reports

Town Administrators Report
Public Works Report
Police Department Report
Town Treasurer Report

Disbursements

4. Disbursements

Unfinished Business

5. Ordinance 2019-02 Municipal Code Amendment – Fences, Hedges, & Walls
6. Town Administrator Evaluation Procedures
7. Personnel Handbook Sections 202 & 209 Amendment – Access to Personnel Files and Medical Information Privacy

New Business

8. Flying Fork Café – Liquor License Transfer
9. Solar Energy International – Colorado Energy Office Grant - Electric Car Charging Station
10. Resolution 2019-05 2018 Budget Amendment
11. Town Fund Changes/Transfer Request

Committee Reports

Finance & Personnel
Public Works/Utilities/Facilities
Governmental Affairs/Public Safety
Tree Board
Space to Create

Adjournment

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

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

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

II. CONSENT AGENDA

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

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

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

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

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

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

AGENDA SUMMARY FORM



Announcements

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Visitor's & Guests

Summary:

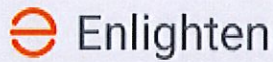
Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

From: Enlighten <donotreply@enphaseenergy.com>
Sent: Monday, February 4, 2019 5:41 PM
Subject: Monthly Energy Production Report for Paonia Town Hall



Monthly Energy Production Report for Paonia Town Hall

Enphase Energy maximizes your solar energy production and keeps you informed about your system. Your monthly energy report shows how your system performed and how much you contributed to offsetting the global carbon footprint.

For more details on these production results, please visit your [Enphase® system](#).

Week	Peak Power	Energy Produced
01/01/2019 - 01/07/2019	320 W	4.20 kWh
01/08/2019 - 01/14/2019	3.28 kW	59.4 kWh
01/15/2019 - 01/21/2019	4.16 kW	78.5 kWh
01/22/2019 - 01/28/2019	4.35 kW	93.5 kWh
01/29/2019 - 01/31/2019	4.27 kW	75.1 kWh
January 2019 Total:		311 kWh
Previous Month Total:		443 kWh
Year to Date:		311 kWh

Your **Carbon Offset** for this month: 474 lbs

You have offset the equivalent of: **6 Trees**



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This is an automated system notification from Enphase Energy Inc.,
1420 N. McDowell Blvd., Petaluma, CA 94954, USA.

AGENDA SUMMARY FORM



Minutes – January 22, 2019

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
January 22, 2019

RECORD OF PROCEEDINGS

Roll Call

PRESENT

Mayor Charles Stewart
Mayor Pro-Tem Chelsea Bookout
Trustee Mary Bachran
Trustee William Bear
Trustee Karen Budinger
Trustee Samira Hart
Trustee Dave Knutson

Approval of Agenda

Motion made by Trustee Bear, Seconded by Trustee Budinger to approve the agenda as presented. Motion carried.

Announcements

None.

Recognition of Visitors & Guests

None.

Consent Agenda

Regular Minutes - January 8, 2019

Motion made by Trustee Bachran seconded by Trustee Knutson for removal of wording on page seven (7) striking *expressed her disdain with*. Motion carried.

Motion made by Trustee Budinger, Seconded by Trustee Hart to approve the consent agenda.

Mayor's Report

Nothing to report.

Staff Reports

Town Administrators Report

February 6th - 8th attending CCCMA annual conference.

Another meeting to discuss the proposed county public safety tax has been scheduled.

The Planning Commission meeting scheduled for February 5th at 6:30pm.

Public Works Report

Continue to plow snow and address potholes when possible.

The IMG storage tank is near 3/4 full.

Investigating problems with some of the springs.

Police Department Report

Extended the ad for help wanted in the newspaper. The police department is accepting applications for a part-time officer.

Officers rotating shifts this month for training.

Requested direction from the Board regarding purchases approved during budget season, specifically the police department vehicles. Administrator Knight requested the Board authorize the Administrator to move forward on budgeted items and bring to the Board after the fact for notice. Trustee Hart and Bear stated that Chief Ferguson has proven his ability to spend wisely.

Motion made by Trustee Bear, Seconded by Trustee Hart to approve the purchase of two vehicles unless amount exceeds the budgeted amount. Motion carried with Trustee Knutson voting nay.

Town Treasurer Report

Disbursements have been reviewed.

The 2019 budget has been submitted to the State.

Disbursements

Motion made by Mayor Pro-Tem Bookout, Seconded by Trustee Budinger to approve disbursements as presented. Motion carried.

Unfinished Business

Memorandum of Understanding – DMEA/Elevate Public Access

Mayor Stewart provided an overview of the history regarding the elevate franchise agreement, specifically to the public access channel. Attorney Nerlin added that the memorandum requirements are for live-streaming meetings and content and suggested the Town contact the City of Montrose for details, as they are in process of adding the live-stream option for their meetings. Trustee Knutson noted concern regarding potential additional costs.

Motion made by Trustee Bachran, Seconded by Trustee Hart to approve the DMEA MOU as presented. Motion carried.

New Business

Colorado Code Consulting – Building Code Update Proposal

Dan Reardon was present to address the Board regarding the Colorado Code Consulting proposal. Mr. Reardon leads the Western Colorado Code Professionals; a group of the Western Slope building officials who meet once a month to discuss topics and issues. Multiple building officials noted the need to update the building code. Six communities expressed an interest in updating their building codes and to share costs.

Mr. Reardon presented a slideshow presentation to the Board and community, which included reasons to update code, including federal legislation requiring the adoption of updated building codes. The estimated timeline is August 2019.

Administrator Knight stated the plan for the building department budget to pay for the process, and if needed, re-allocate line items from the general fund.

Trustee Knutson requested the Board give the Governmental Affairs Committee the opportunity to begin setting meetings for community, specifically builders, contractors, and other interested parties to present ideas and ask questions. The item was referred to Governmental Affairs.

A five (5) minute recess was called.

Edesia Community Kitchen – Six Month Review

At the July 30, 2018 Board meeting a public hearing was held, in which the Board provided Edesia Kitchen approval of the special use request, which included a 6-month compliance review. Trustee Bookout noted a conflict of interest and recused herself from any vote.

Administrator Knight provided a six-month administrative review of the location, noting no complaints received by the Clerk, Police Department, or Administrator prior to notice of review.

Carol Viner spoke on behalf of the owners of 370 Clark Avenue. Ms. Viner stated her clients felt attacked following the public hearings in 2018 and were uncomfortable notifying the Town of issues prior to the 6-month review. Ms. Viner provided an overview of the two-page handout given to the Board during the meeting, which include an updated request.

Discussion ensued regarding the non-compliance complaints and suggestions provided by Ms. Viner.

Mary George was present on behalf of the Edesia Kitchen. Ms. George provided an overview of the documents supplied to Board and included in the packet, noting the progress and actions taken to address requirements placed by the Board and requests from the fire department.

Discussion ensued regarding the compliance efforts provided by Ms. George and potential changes that could be made to appease issues on Clark Avenue.

Motion made by Trustee Bear for staff to investigate the concerns and provide advice for further review. Motion failed for lack of a second.

Motion made by Trustee Knutson, Seconded by Trustee Bear to direct staff to take 6-month review, suggested conditions, and meet with both parties to discuss possible solutions and report back to the Board on February 26th. Motion carried.

Paonia Park Memorial Wall – Update and Request for Support

Dave Bradford was present. Mr. Bradford provided an update regarding the increased costs of granite and the current state of brick sales and funds collected; adding that forty-four (44) bricks have been purchased to date. Mr. Bradford provided a list of historical information requested for inclusion on the wall and asked the Board to re-allocate \$4,000 to the project. The timeline goal for north wall completion is Memorial Day, 2019.

Funding is anticipated to come from re-allocation of conservation trust fund monies set aside for the park playground.

Discussion ensued regarding the process, installation and funding options.

Motion made by Trustee Bear, Seconded by Trustee Bachran for the Town contribute up to \$4,000 toward finalization of the north memorial wall and allow staff to determine how the funds are allocated.

Motion to amend made by Trustee Bookout, Seconded by Trustee Knutson that the re-allocated funds come from capital improvement funds, specifically office furniture. Amended motion carried.

Main amended motion carried.

Resolution 2019-03 Adopting a Policy Concerning the Destruction, Disposal, & Protection of Records Containing Personal Identifying Information

Mayor Stewart provided an overview of an adopted house bill requiring the Board to adopt a policy regarding the destruction, disposal, and protection of personal identifying records.

Motion made by Mayor Pro-Tem Bookout, Seconded by Trustee Bachran to adopt Resolution 2019-03 as presented. Motion carried.

Ordinance 2019-02 Municipal Code Amendment – Fences, Hedges, & Walls

This is the first reading and approval of Ordinance 2019-02, amending section 18-9-10. The amendment will require a fence review with the Town building official prior to installation and establish a fence review fee.

Administrator Knight provided an overview of the ordinance. Mayor Stewart read the opening caption for the record.

Motion made by Trustee Bachran, Seconded by Trustee Hart to adopt Ordinance 2019-02 as presented. Motion carried.

Resolution 2019-04 Fee Schedule

Motion made by Trustee Hart, Seconded by Trustee Budinger to adopt Resolution 2019-04, modifying fees for the Town of Paonia. Motion carried.

Town Administrator Contract Extension

Mayor Stewart provided an explanation regarding the expiration of the two-year administrator contract. The proposed extension was discussed.

Motion made by Trustee Bachran, Seconded by Trustee Hart to accept the administrator contract extension as presented. Motion carried.

Discussion ensued regarding setting the deadline for the administrator review. The Personnel committee will follow up at the next meeting.

At the Request of Bill Brunner – Claim by Bill Brunner That Mayor Stewart Violated Standards of Conduct for Elected Officials

Mayor Stewart recused himself and relinquished the chair to the Mayor Pro-Tem Bookout. It was noted that due to a misunderstanding Mr. Brunner had left the meeting, believing the item had been removed from the agenda. Mayor Pro-tem Bookout stated the issue was on the agenda and suggests people involved with agenda items wait to be sure of the direction of the Board and added she was going to allow the Mayor to present for ten minutes and will allow Mr. Brunner the opportunity to speak at the end, should he return. Town Clerk Ferguson left the meeting to phone Mr. Brunner.

Motion made by Trustee Budinger, Seconded by Trustee Hart to extend the meeting to 10pm. Motion carried.

Mayor Stewart read for the Board his written response regarding the allegations made against him by Mr. Brunner.

Mr. Brunner returned to the open meeting.

Mr. Brunner read for the Board his written complaint alleging Mayor Stewart violated the adopted Standards of Conduct.

Mr. Brunner requested an independent investigation or the appointment of a committee to investigate Mayor Stewart's alleged behavior.

Mayor Pro-Tem Bookout and Trustee Hart stated they do not believe the code of conduct was violated and it is time for the Board to move forward.

Trustee Bear requested Mr. Brunner submit his complaint to the town in writing for review and the Board can choose to respond in the future if they choose.

Trustee Knutson also stated it is time to move forward and asked the parties involved to let the bitterness go so it does not interfere with the work of the Board.

Mayor Pro-Tem Bookout echoed the sentiments to put aside personal differences and focus on what is best for the Town.

Committee Reports

Finance & Personnel

Met to discuss potential changes to the personnel manual suggested at the last Board meeting and plan to meet with Attorney Nerlin to draft the language for Board review in the future.

Motion made by Mayor Pro-Tem Bookout, Seconded by Trustee Hart to continue for additional seven (7) minutes. Motion carried.

Public Works/Utilities/Facilities

Met to discuss ongoing projects and tour the IMG tank repair.
Set several goals for the near future and will bring to the Board at a later date.
Need to begin discussion regarding the Samuel Wade Sewer line extension.

Governmental Affairs/Public Safety

Several items on the table that are still under review and will be presented to the Board in the near future.

A citizen initiative is underway regarding a plastic bag ban, primarily led by students in the community.

Tree Board

Beginning the Arbor Day celebration planning which will include a poster contest at the schools and plan to plant a tree in Lee's Park for Arbor Day.

Space to Create

Artspace will have a community meeting next month at Town Hall.
Working on a vista volunteer process.

Adjournment

Motion made by Trustee Hart, Seconded by Mayor Pro-Tem Bookout to adjourn the meeting. Motion carried.

Meeting adjourned at 10:05pm

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

DRAFT

AGENDA SUMMARY FORM



Special Event License – The Learning Council – March 2, 2019 – Edesia Kitchen

Summary:

Special Event License – The Learning Council – March 2, 2019 – Edesia Kitchen

Clerk’s note: All conditions met. All paperwork and fees paid.

Chief’s note: No issues reported.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

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

Here are things you need to know:

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

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

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Name of person making presentation: Chris Haines

Organization, if speaking on behalf of a group: Learning Council

Is this a request for Board action? Yes No

Please provide a summary of your comments:

Please approve our liquor permit for a
fundraiser supporting the Learning Council's gift
classes.

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

Corinne Ferguson has helped me fill out this
packet.

Contact information:

Name: Chris Haines

Mailing Address: [REDACTED]
Paonia, CO 81428

E-mail: Chris.Haines1@gmail.com

Daytime Phone: * [REDACTED] *

PAID
Cash-

Office Use Only:
Received: <u>1.14.19</u>
Approved for Agenda: <u>1.17.2019</u>
Board Meeting Date: <u>2.12.2019</u>

Application for a Special Events Permit

Departmental Use Only

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Social | <input type="checkbox"/> Athletic | <input checked="" 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:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate <i>The Learning Council</i>	State Sales Tax Number (Required) <i>84-137779A</i>
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <i>PO 1744 Paonia, CO 81428</i>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <i>395 Clark Ave Paonia, CO 81428</i>
--	--

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
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4. Pres./Sec'y of Org. or Political Candidate <i>Alicia Michelson</i>	[REDACTED]	[REDACTED]
--	------------	------------

5. Event Manager <i>Same</i>	[REDACTED]	[REDACTED]
---------------------------------	------------	------------

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

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

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

Date	Date	Date	Date
<i>March 2, 2019</i>			
Hours From <i>4 P</i> .m. To <i>8 P</i> .m.	Hours From .m. To .m.	Hours From .m. To .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 <i>Alicia Michelson</i>	Title <i>Director of the Learning Council</i>	Date <i>11/14/19</i>
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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
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DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

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

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Wayne W. Williams, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

the learning council

is a

Nonprofit Corporation

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

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 10/02/2018 that have been posted, and by documents delivered to this office electronically through 10/03/2018 @ 13:46:21 .

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 10/03/2018 @ 13:46:21 in accordance with applicable law. This certificate is assigned Confirmation Number 11151789 .



A handwritten signature in blue ink that reads "Wayne W. Williams".

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."

LOT 1
41695.2 SQ. FT.
0.957 ACRES

295.77'

14' Garage Door

36" Door

Gas shut off

6 metal doors

3 Ascending Rate Rise Heat Detectors monitored by Superior Alarm and fire protection

14' Garage Door

8" Door
main Electrical Disconnect

N 00'56"59"

(218.79')

36" Door
water main shutoff
meter pit

36" Door

25.0'±

Gas shut off

Exhaust Hood with fire suppression monitored by Superior Fire protection

Clark's Ave

Pull station

24.3'±/-

Garage Door

walk way

52.05'

No Parking sign
Fire Hydrant

30' PUBLIC ACCESS

No parking signs

September 7, 2018

To Town of Paonia,

The Learning Council has permission to apply for a Special Event Permit for the property located at 395 Clark Avenue, for their KPP dinner on MARCH 2 :

A handwritten signature in blue ink, appearing to read 'Mary George'.

Mary George
Edesia Community Kitchen
395 Clark LLC
Property Owner



The Learning Council

education, creativity, & life skills

PO Box 1744 Paonia, CO 81428 970-433-5852

January 14, 2019
C

Dear Town of Paonia

On ~~March 2~~ The Learning Council is hosting a dinner at Edesia Kitchen in Paonia. We would like to serve alcohol as a fundraiser at our event. We plan to have a bar located on the east side of the building by the pizza oven. The bar tender will be checking IDs and will only serve to people 21 years of age and older. The alcohol will be kept in the building during the evening. We plan to have 2 bartenders throughout the event and both will be trained and will check identifications of those who would like to drink. Bartenders will not serve those who are intoxicated. We are encouraging participants to walk or bike to our dinner with a \$5 deduction on their dinner for doing so.

We plan to have a nurse at our dinner for any emergency care that may be necessary as well as a first aid kit. We are confident that our event will be a safe and fun time for all who plan to attend.

Thank you for your consideration.

Alicia Michelsen

Alicia Michelsen

Director of The Learning Council

AGENDA SUMMARY FORM



Special Event License – Forage Sisters – February 27, 2019 – Edesia Kitchen

Summary:

Special Event License – Forage Sisters – February 27, 2019 – Edesia Kitchen

Clerk’s note: All conditions met. All paperwork and fees paid.

Chief’s note: No issues reported.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

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

Here are things you need to know:

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

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

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Name of person making presentation: Forage Sisters

Organization, if speaking on behalf of a group: _____

Is this a request for Board action? Yes No

Please provide a summary of your comments:

Asking for special event permit to host a ~~pop~~ public dinner at edesia community kitchen on Feb 27th

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

Connie Ferguson

Contact information:

Name: Mirasol Gomez

Mailing Address: _____

E-mail: foragesistersco@gmail

Daytime Phone: _____

Office Use Only:
Received: <u>1.30.19</u>
Approved for Agenda: <u>1.31.19</u>
Board Meeting Date: <u>2.12.19</u>

Application for a Special Events Permit

Departmental Use Only

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

- | | | |
|------------------------------------|--|--|
| <input 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:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate FORAGE SISTERS	State Sales Tax Number (Required) 38215000-0000
---	---

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <div style="background-color: black; width: 100%; height: 40px;"></div>	3. Address of Place to Have Special Event (include street, city/town and ZIP) 395 Clark Ave
--	---

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

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

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

Date	Date	Date	Date
Hours From To	Hours From To	Hours From To	Hours From To
2/27/19 4 p.m. To 9 p.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 U-R-g...	Title	Date 1/31/19
------------------------------	-------	------------------------

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)	\$

Date of this notice: 01-29-2019

Employer Identification Number:
83-3342325

Form: SS-4

Number of this notice: CP 575 B

FORAGE SISTERS LLC
FORAGE SISTERS
% NICOLE MARET SACCHITELLA MBR
10061 2100 RD
[REDACTED]

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 83-3342325. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1065

03/15/2020

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.

If you have questions about your EIN, you can call us at the phone number or write to us at the address shown at the top of this notice. If you write, please tear off the stub at the bottom of this notice and send it along with your letter. If you do not need to write us, do not complete and return the stub.

Your name control associated with this EIN is FORA. You will need to provide this information, along with your EIN, if you file your returns electronically.

Thank you for your cooperation.

Keep this part for your records.

CP 575 B (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 B

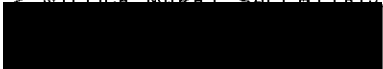
9999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 01-29-2019
EMPLOYER IDENTIFICATION NUMBER: 83-3342325
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
[Barcode]

FORAGE SISTERS LLC
FORAGE SISTERS
& NICOLE MAREE SACCHITELLA MBR



AGENDA SUMMARY FORM



Mayor's Report

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM




Administrator's Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM

	Public Works Report		
Summary:			
Notes:			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Police Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Treasurer's Report

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Disbursements

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Ordinance 2019-02 Municipal Code Amendment – Fences, Hedges, & Walls

Summary:

An ordinance amending chapter 18 of the Municipal code and establishing the review of fence projects within Town limits.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

ORDINANCE NO. 2019-02

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, AMENDING CHAPTER 18, ARTICLE 9, SECTION 10 TO THE TOWN OF PAONIA MUNICIPAL CODE

RECITALS:

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

WHEREAS, pursuant to C.R.S. § 31-23-301, the Town has the power to regulate buildings and other structures for the purposes of promoting health, safety and the general welfare of the community; and

WHEREAS, the Board of Trustees determines that it is in the best interest of the community and the public health, safety and welfare of the citizens of the Town to amend the Town Code to add this provision to the Municipal Code.

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

Section 1. Legislative Findings.

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

Section 2. Amendment of Town Code.

Sec. 18-9-10 shall be repealed and amended to the Town Code as follows:

- (1) All fences and walls are subject to the applicable sections of the IBC.
- (2) Prior to the installation of a new fence, the property owner or their agent shall file for a fence review with the Town Building Official and shall pay the appropriate review fee as may be set by the Town Board of Trustees via resolution. The purpose of the Town requiring a fence review and fee is to allow the Town Building Official to inspect the proposed fence plan to confirm that it meets the provisions of the Town Code, the IBC, and that the fence does not encroach on a public right-of-way.
- (3) No fence, hedge or wall may extend beyond or across a property line unless it is done with the joint agreement of the abutting property owners. It shall be the responsibility of the property owner to locate all property lines.

- (4) No fence, hedge or wall shall encroach upon a public right-of-way or a public sidewalk.
- (5) No barbed wire, sharp-pointed or electrically charged fence shall be permitted in the R-1, R-2, R-3, MH, C-1 or C-2 Districts.
- (6) Fences, hedges or walls shall not exceed four (4) feet in height from the front edge of the house to the property line. Rear yard fences, hedges or walls shall not exceed six (6) feet in height in the R-1, R-2, R-3 or MH Districts. The height shall be measured at the finished grade on the side of the fence nearest the street or abutting property.
- (7) On corner lots, no fence, hedge or wall exceeding thirty-six (36) inches in height shall be placed in a triangular area formed by three (3) points as established by:
 - a. The intersection of the property lines at the corner (Point A); and
 - b. Points B and C measured thirty (30) feet along the property lines from Point A.

Section 3. Severability.

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

Section 4. Repeal of Prior Ordinances.

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Ordinance Effect.

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

Section 6. Effective Date.

This Ordinance shall take effect thirty days after publication.

INTRODUCED, READ AND REFERRED for second read before the Board of Trustees of the Town of Paonia, Colorado, on the 22nd day of January 2019.

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this 12th day of February 2019.

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

By: _____
CHARLES STEWART, Mayor

ATTEST:

J. CORINNE FERGUSON, Town Clerk



Town Administrator Evaluation Schedule

Summary:

Follow-up from Finance & Personnel Committee regarding the evaluation schedule and procedure for Town Administrator Knight.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

Town of Paonia

TOWN ADMINISTRATOR PERFORMANCE EVALUATION PROCEDURE

Purpose of Evaluation

The purpose of the performance evaluation process to be conducted by and between the Board of Trustees and Town Administrator are:

1. To strengthen the relationship between the Board and Town Administrator
2. To provide a mechanism for regular evaluation
3. To identify performance objectives for the Town Administrator
4. To provide feedback to the Administrator and identify areas where improvements may be needed

Frequency

The Board will evaluate the Town Administrator at least annually. The schedule for the evaluation will be established jointly by the Board of Trustees and Town Administrator.

Evaluation Procedure

The evaluation procedure remains at the will and direction of the Board of Trustees and may be modified at any time. In general, the evaluation process will include the following steps.

1. The Town Administrator will inform the Mayor when the time for an annual evaluation has occurred.
2. The Mayor will ask Board Members to complete the evaluation form prior to evaluation session.
3. The Mayor and Board will meet to discuss the Administrator's performance and to assimilate the individual performance evaluations.
4. The Board will conduct a closed session evaluation with the Town Administrator (and Board Members) to discuss the Administrator's performance, future performance goals and objectives for the Administrator.
5. Direct that the performance evaluation and any subsequent actions be placed in the Town Administrator's employee personnel file.

Town of Paonia

TOWN ADMINISTRATOR PERFORMANCE EVALUATION

Town Administrator: _____

Date: _____

Evaluation Period From: _____

To: _____

Submitted by: _____

The following pages define significant areas of responsibility for the Town Administrator position. In each section, examples of performance and responsibility are articulated to better explain each subject heading. Please rate the Administrator's performance based on the following categories:

Rating	Performance	Definition
6	<u>Outstanding</u> Far exceeds all expectations	This person's overall skills and abilities far exceed all expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Consistently outstanding results beyond scope of the performance plan over entire period. Anticipates management's needs and executes plans flawlessly.
5	<u>Excellent</u> Exceeds all expectations	This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond scope of the performance plan in some key areas of responsibility over entire performance period.
4	<u>Very Good</u> Meets or exceeds all expectations	Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative and concern for the quality of the work or service produced by the organization.
3	<u>Good</u> Meets all expectations	Met <u>all</u> expectations of the position and is competent in the performance of responsibilities.
2	<u>Fair</u> Meets most expectations	Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas, and will require additional training or assistance to fully achieve expectations.
1	<u>Poor</u> Fails to meet most expectations	Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.
0	<u>Unsatisfactory</u> Fails to meet all expectations	Performance was well below expectations in all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.

I. **MANAGEMENT OF THE ORGANIZATION:** Effectively runs the operations of the organization. Creates a collaborative, team building environment for staff. Recognizes the accomplishments of staff and other agencies working on behalf of the Town. Supports professional growth and opportunity within the organization. Accepts full accountability for staff and the outcome of Town projects or decisions. Identifies organizational problems and takes remedial action.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

II. **EXECUTION OF POLICY:** Understands and complies with policies and procedures governing the Town. Implements Town policy, fairly and consistently, based upon Board decisions, goals, and applicable laws and regulations. Works toward accomplishing identified Board goals. Presents matters in a factual, analytical way. Coordinates Board policy decisions to staff, departments, other organizations and the community.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

III. **FINANCIAL MANAGEMENT:** Properly prepares and manages the budget. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range revenues and expenditures for the organization.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

IV. **RELATIONS WITH THE BOARD:** Provides regular updates to the Board, keeping them informed about current and critical issues. Makes an effort to be accessible to Board Members. Handles issues that are brought by the Board in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Board Member. Keeps a positive attitude and approach to new ideas, issues and complaints raised by Board Members.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

V. **COMMUNITY RELATIONS:** Makes an effort to understand general community issues and concerns. Remains involved and active in the community. Represents the Town well and in a professional and positive manner. Works proactively with the media and press. Works effectively with community organizations including the County of Delta, Chamber of Commerce and other agencies. Educates the community on Town goals and services.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

VI. **COMMUNICATIONS:** Insures that Board Members receive important information in a timely and effective manner. Presents the Board and community with clear and accurate written reports and correspondence. Responds to correspondence, requests, and complaints, quickly and appropriately. Facilitates open, two-way communication and encourages mutual honesty and respect with the community, Board and staff.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

VII. LEADERSHIP: Provides the Board and the organization with real solutions and creative alternatives to issues and problems. Anticipates and responds to issues. Assures that Board decisions are thought out, objective, consistent with past practices and are legal and ethical. Makes use of sound administrative practices. Leads the organization through effective management of people and tasks.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

VIII. PROFESSIONALISM: Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards in the organization. Works to keep “politics” and personal perspectives out of the decision-making process. Stays active in professional organizations and regional issues.

- | | | |
|--|---|---|
| <input type="checkbox"/> 6-Outstanding | <input type="checkbox"/> 5-Excellent | <input type="checkbox"/> 4-Very Good |
| <input type="checkbox"/> 3-Good | <input type="checkbox"/> 2-Fair | <input type="checkbox"/> 1-Poor |
| <input type="checkbox"/> 0-Unsatisfactory | | |

Comments:

ACHIEVEMENTS: Identify a few of the top achievements or strong points you observed in the Town Administrator over the past year.

Comments:

OBJECTIVES: List two-to-three performance objectives which you feel are important for the Town Administrator to work on for the coming year.

Comments:

NARRATIVE EVALUATION

How effective was the manager in achieving the short-term goals he was assigned for this rating period?

What would you identify as the manager's strength(s), expressed in terms of the main results achieved during the rating period?

What performance area(s) would you identify as an area for improvement?

What constructive suggestions or assistance can you offer the manager to enhance his performance?

What other comments do you have for the manager: e.g., priorities, expectations, goals or objectives for the new rating period?

AGENDA SUMMARY FORM



Personnel Handbook Sections 202 & 209 Amendment – Access to Personnel Files and Medical Information Privacy

Summary:

At the regular meeting January 8, 2019, the topic regarding amendments to the personnel handbook were discussed and referred to the Personnel Committee to review and make a recommendation.

Notes:

Status of agenda item from the Personnel Committee

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

AGENDA SUMMARY FORM



Flying Fork Café – Liquor License Transfer

Summary:

The Flying Fork Café has entered into an agreement to transfer the liquor license located at 101 3rd Street to En Passant, LLC. All documents have been provided. All fees and forms have been submitted. No issues noted from the police Chief.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

Colorado Liquor Retail License Application

New License
 New-Concurrent
 Transfer of Ownership
 State Property Only

- All answers must be printed in black ink or typewritten
- Applicant must check the appropriate box(es)
- Applicant should obtain a copy of the Colorado Liquor and Beer Code: www.colorado.gov/enforcement/liquor

1. Applicant is applying as a/an
 Individual
 Limited Liability Company
 Association or Other
 Corporation
 Partnership (includes Limited Liability and Husband and Wife Partnerships)

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation

En Passant LLC FEIN Number 83-3080595

2a. Trade Name of Establishment (DBA) State Sales Tax Number Business Telephone

Salt, Pollen (970) 623-5841

3. Address of Premises (specify exact location of premises, include suite/unit numbers)

101 3rd St.

City	County	State	ZIP Code
<u>Paonia</u>	<u>Delta</u>	<u>CO</u>	<u>81428</u>

4. Mailing Address (Number and Street)	City or Town	State	ZIP Code
<u>PO Box 212</u>	<u>Paonia</u>	<u>CO</u>	<u>81428</u>

5. Email Address

marcus@saltpollen.com

6. If the premises currently has a liquor or beer license, you must answer the following questions

Present Trade Name of Establishment (DBA)	Present State License Number	Present Class of License	Present Expiration Date
<u>The Flying Fork Cafe & Bakery</u>	<u>18-20374-0000</u>	<u>Hotel & Restaurant/City</u>	<u>04/06/2019</u>

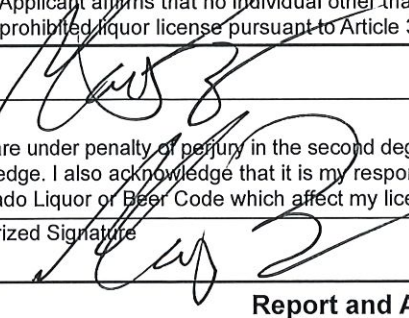
Section A Nonrefundable Application Fees	Section B (Cont.) Liquor License Fees
<input type="checkbox"/> Application Fee for New License.....\$550.00	<input type="checkbox"/> Lodging & Entertainment - L&E (County)\$500.00
<input type="checkbox"/> Application Fee for New License w/Concurrent Review\$650.00	<input type="checkbox"/> Manager Registration - H & R.....\$75.00
<input checked="" type="checkbox"/> Application Fee for Transfer.....\$550.00	<input type="checkbox"/> Manager Registration - Tavern.....\$75.00
	<input type="checkbox"/> Manager Registration - Lodging & Entertainment.....\$75.00
Section B Liquor License Fees	<input type="checkbox"/> Manager Registration - Campus Liquor Complex\$75.00
<input type="checkbox"/> Add Optional Premises to H & R.....\$100.00 X _____ Total _____	<input type="checkbox"/> Master File Location Fee\$25.00 X _____ Total _____
<input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X _____ Total _____	<input type="checkbox"/> Master File Background\$250.00 X _____ Total _____
<input type="checkbox"/> Arts License (City).....\$308.75	<input type="checkbox"/> Optional Premises License (City).....\$500.00
<input type="checkbox"/> Arts License (County).....\$308.75	<input type="checkbox"/> Optional Premises License (County).....\$500.00
<input type="checkbox"/> Beer and Wine License (City).....\$351.25	<input type="checkbox"/> Racetrack License (City).....\$500.00
<input type="checkbox"/> Beer and Wine License (County).....\$436.25	<input type="checkbox"/> Racetrack License (County).....\$500.00
<input type="checkbox"/> Brew Pub License (City).....\$750.00	<input type="checkbox"/> Resort Complex License (City).....\$500.00
<input type="checkbox"/> Brew Pub License (County).....\$750.00	<input type="checkbox"/> Resort Complex License (County).....\$500.00
<input type="checkbox"/> Campus Liquor Complex (City).....\$500.00	<input type="checkbox"/> Related Facility - Campus Liquor Complex (City).....\$160.00
<input type="checkbox"/> Campus Liquor Complex (County).....\$500.00	<input type="checkbox"/> Related Facility - Campus Liquor Complex (County).....\$160.00
<input type="checkbox"/> Campus Liquor Complex (State).....\$500.00	<input type="checkbox"/> Related Facility - Campus Liquor Complex (State).....\$160.00
<input type="checkbox"/> Club License (City).....\$308.75	<input type="checkbox"/> Retail Gaming Tavern License (City).....\$500.00
<input type="checkbox"/> Club License (County).....\$308.75	<input type="checkbox"/> Retail Gaming Tavern License (County).....\$500.00
<input type="checkbox"/> Distillery Pub License (City).....\$750.00	<input type="checkbox"/> Retail Liquor Store License-Additional (City).....\$227.50
<input type="checkbox"/> Distillery Pub License (County).....\$750.00	<input type="checkbox"/> Retail Liquor Store License-Additional (County).....\$312.50
<input checked="" type="checkbox"/> Hotel and Restaurant License (City).....\$500.00	<input type="checkbox"/> Retail Liquor Store (City).....\$227.50
<input type="checkbox"/> Hotel and Restaurant License (County).....\$500.00	<input type="checkbox"/> Retail Liquor Store (County).....\$312.50
<input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City).....\$600.00	<input type="checkbox"/> Tavern License (City).....\$500.00
<input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County).....\$600.00	<input type="checkbox"/> Tavern License (County).....\$500.00
<input type="checkbox"/> Liquor-Licensed Drugstore (City).....\$227.50	<input type="checkbox"/> Vintners Restaurant License (City).....\$750.00
<input type="checkbox"/> Liquor-Licensed Drugstore (County).....\$312.50	<input type="checkbox"/> Vintners Restaurant License (County).....\$750.00
<input type="checkbox"/> Lodging & Entertainment - L&E (City).....\$500.00	

Questions? Visit: www.colorado.gov/enforcement/liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total
			\$ _____

Name	Type of License	Account Number		
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
(a) Been denied an alcohol beverage license?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
(b) Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
(c) Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
or Waiver by local ordinance? <input type="checkbox"/> <input type="checkbox"/>				
Other: _____				
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
13a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?		<input type="checkbox"/> <input type="checkbox"/>		
13b. Are you a Colorado resident?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
<input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____				
a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:				
Landlord	Tenant	Expires		
Kelly Steinmetz / The Flying Fork Cafe LLC	Marcus Parrott / En Passant LLC	12/31/2021		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.		ATTACHED		
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:				
Has a local ordinance or resolution authorizing optional premises been adopted?		<input type="checkbox"/> <input type="checkbox"/>		
Number of additional Optional Premise areas requested. (See license fee chart)				
18. Liquor Licensed Drugstore (LLDS) applicants, answer the following:				
(a) Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?		<input type="checkbox"/> <input type="checkbox"/>		
If "yes" a copy of license must be attached.				
19. Club Liquor License applicants answer the following: Attach a copy of applicable documentation				
(a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
(b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		<input type="checkbox"/> <input type="checkbox"/>		
(c) How long has the club been incorporated?				
(d) Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		<input type="checkbox"/> <input type="checkbox"/>		
20. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:				
(a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		<input type="checkbox"/> <input type="checkbox"/>		

Name	Type of License	Account Number		
21. Campus Liquor Complex applicants answer the following: (a) Is the applicant an institution of higher education? Yes No <input type="checkbox"/> <input type="checkbox"/> (b) Is the applicant a person who contracts with the institution of higher education to provide food services? If "yes" please provide a copy of the contract with the institution of higher education to provide food services. <input type="checkbox"/> <input type="checkbox"/>				
22. For all on-premises applicants. a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record - DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details. b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application - DR 8000 and fingerprints.				
Last Name of Manager Parrott	First Name of Manager Marcus			
23. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. <input type="checkbox"/> <input checked="" type="checkbox"/>				
24. Related Facility - Campus Liquor Complex applicants answer the following: Yes No a. Is the related facility located within the boundaries of the Campus Liquor Complex? If yes, please provide a map of the geographical location within the Campus Liquor Complex. If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex. <input type="checkbox"/> <input type="checkbox"/> b. Designated Manager for Related Facility- Campus Liquor Complex				
Last Name of Manager	First Name of Manager			
25. Tax Distraint Information. Does the applicant or any other person listed on this application including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? If yes, provide an explanation and include copies of any payment agreements. <input type="checkbox"/> <input checked="" type="checkbox"/>				
26. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members . In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant . All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.				
Name	Home Address, City & State	DOB	Position	%Owned
None				
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
** If applicant is owned 100% by a parent company, please list the designated principal officer on above. ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable) ** If total ownership percentage disclosed here does not total 100%, applicant must check this box: <input checked="" type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.				
Name	Type of License	Account Number		
Oath Of Applicant				
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.				
Authorized Signature 	Printed Name and Title Marcus Parrott - Owner			Date 2/7/19
Report and Approval of Local Licensing Authority (City/County)				
Date application filed with local authority 2.5.2019	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)			

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

- Fingerprinted
- Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license

(Check One)

- Date of inspection or anticipated date _____
- Will conduct inspection upon approval of state licensing authority

<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000?	Yes	No
<input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000?	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?	<input type="checkbox"/>	<input type="checkbox"/>

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

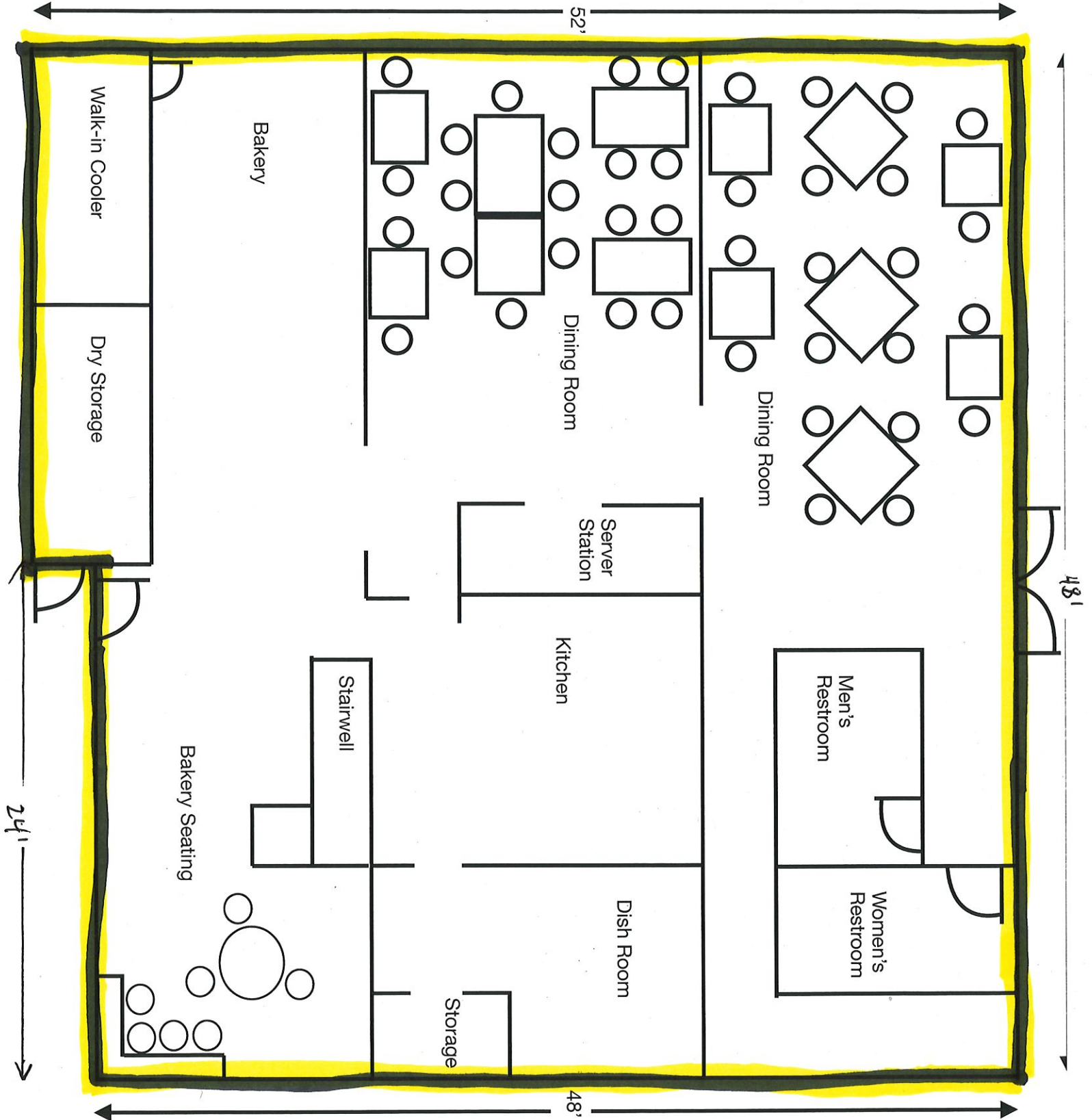
Local Licensing Authority for TOWN OF PAOWIA	Telephone Number 970-527-4101	<input checked="" type="checkbox"/> Town, City <input type="checkbox"/> County
--	---	---

Signature	Print	Title	Date
Signature	Print	Title	Date

16. Who, beside the owners listed in this application, will loan or give money, inventory, furniture or equipment to or for use in this business?

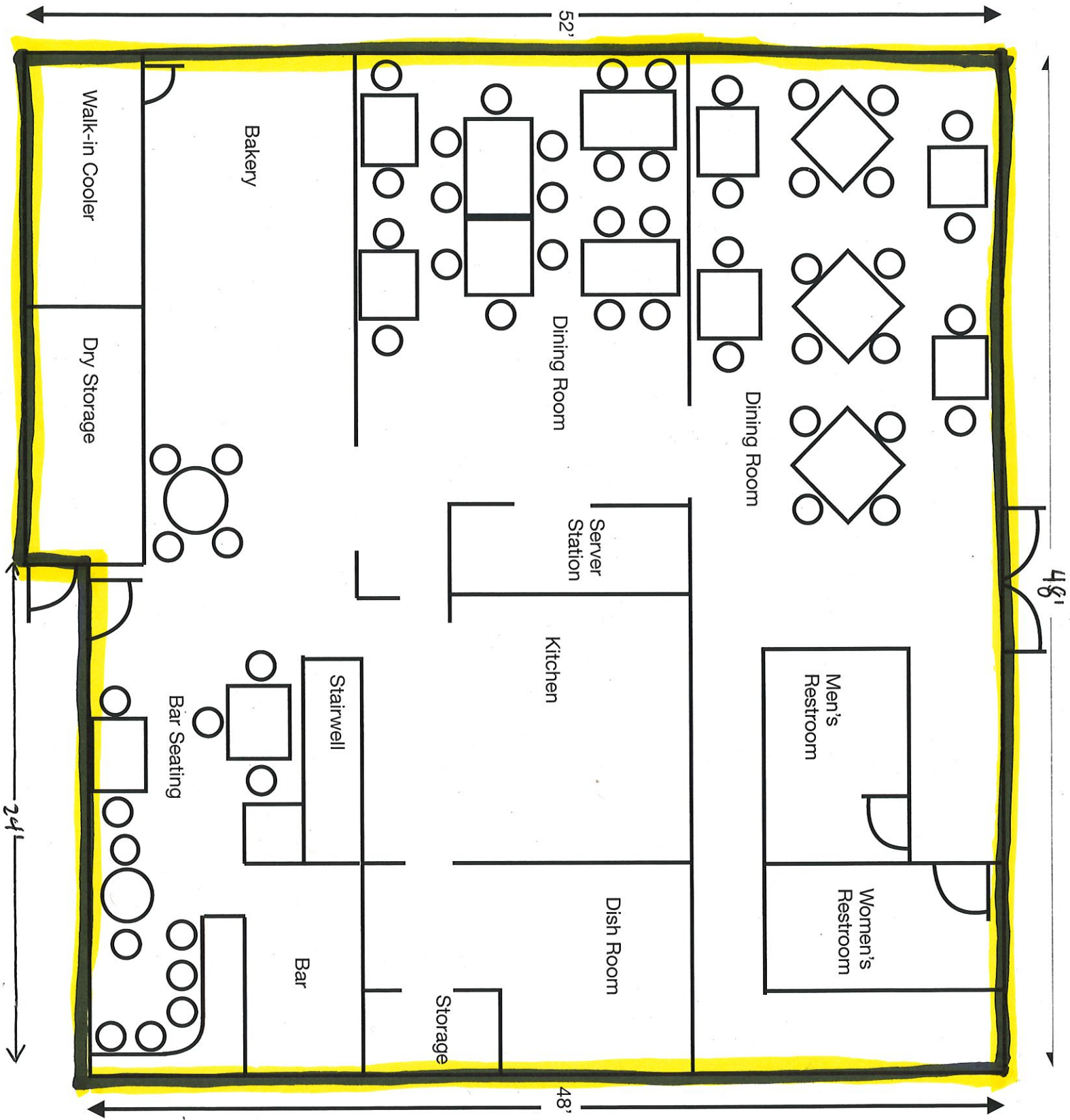
Brett, Elaine	Date of Birth-	[REDACTED]	SSN-	[REDACTED]	Interest- 2% per annum
Brett, Jim	Date of Birth-	[REDACTED]	SSN-	[REDACTED]	Interest- 2% per annum
Randall, Terry	Date of Birth-	[REDACTED]	SSN-	[REDACTED]	Interest- 5% per annum
Woodside, Bruce	Date of Birth-	[REDACTED]	SSN-	[REDACTED]	Interest- 2% per annum

CURRENT



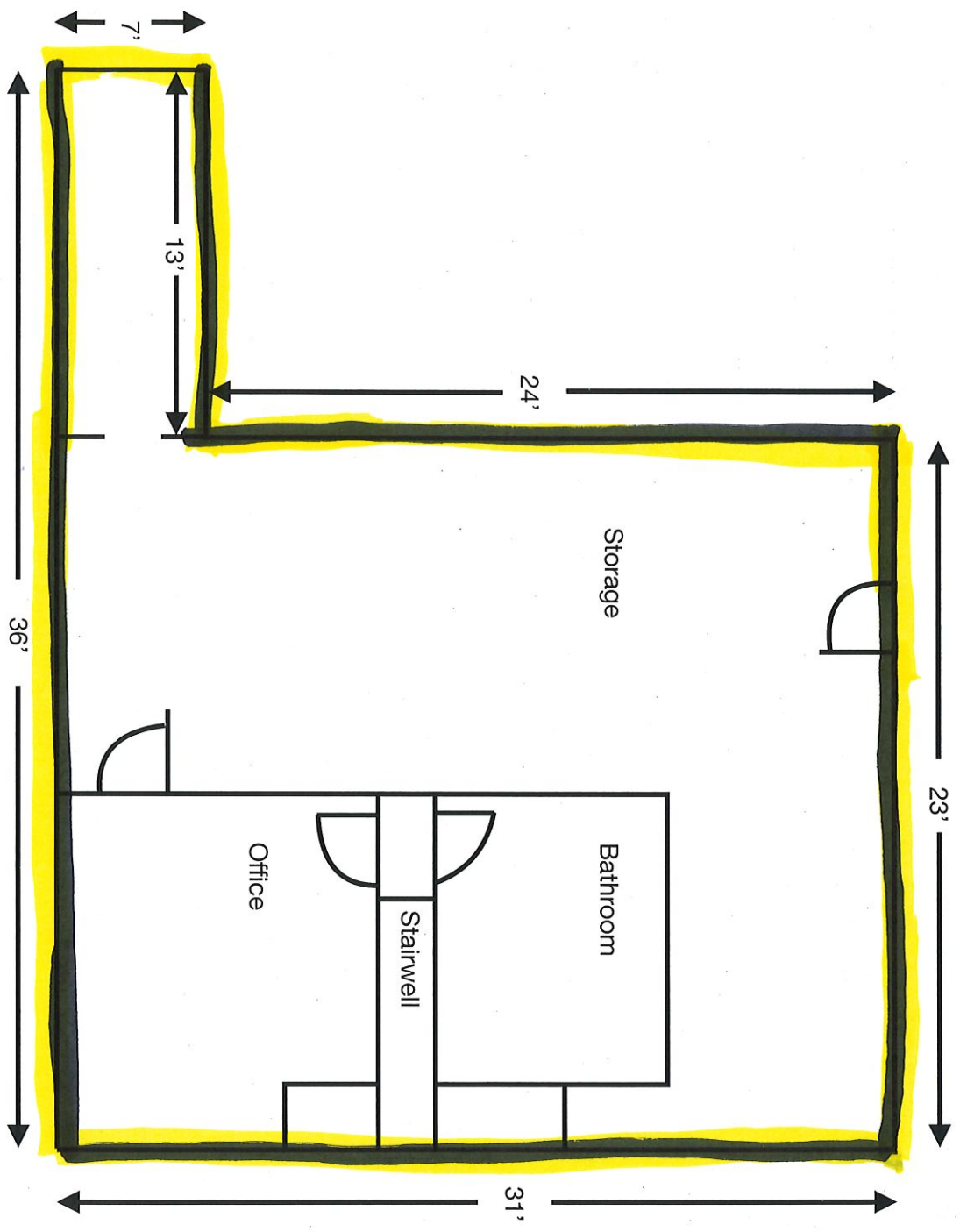
First Floor
Current
Usage

REVISED

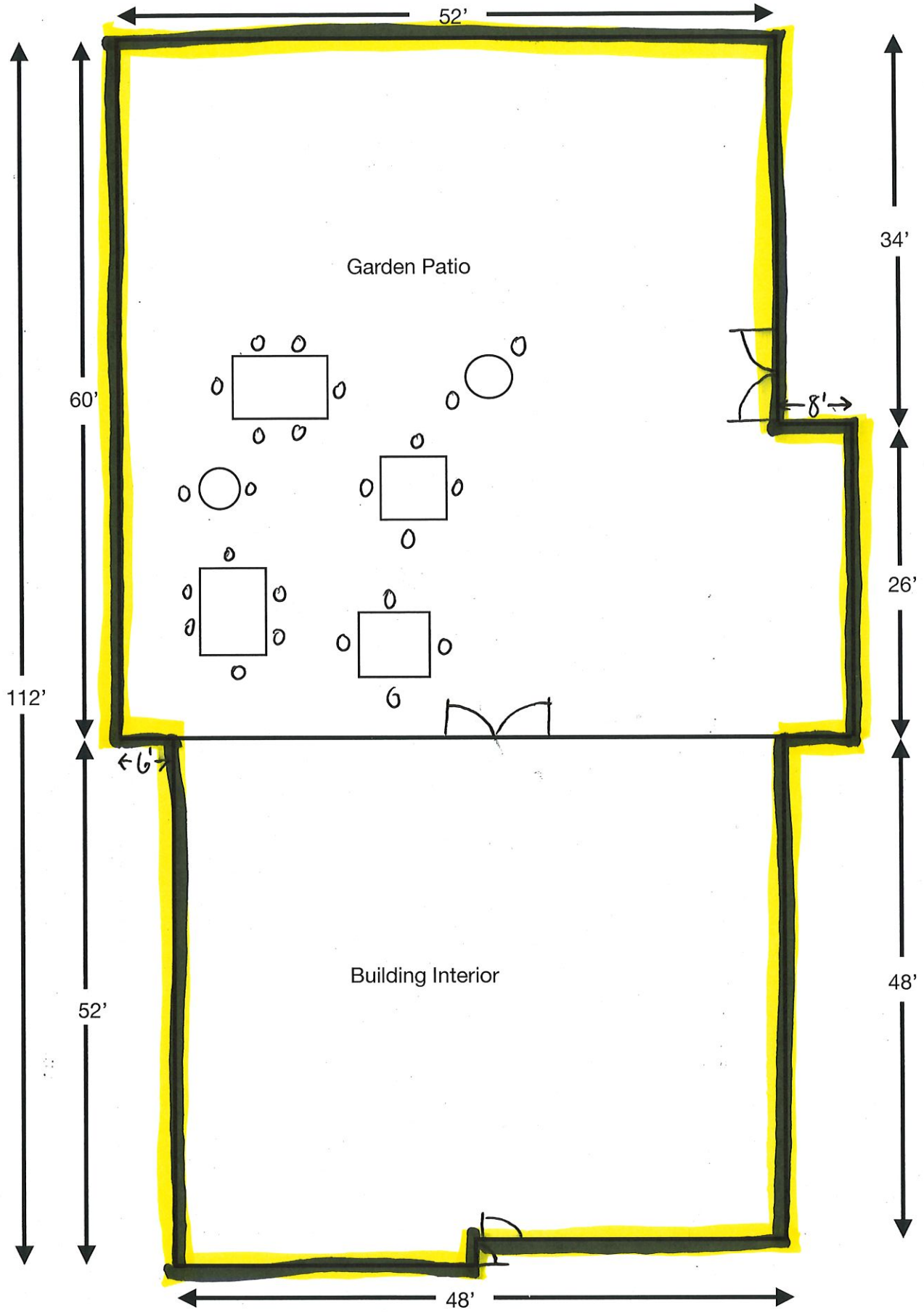


First Floor
Proposed
Usage

Second Floor



Entire
Premises



Authorization of Transfer of Liquor License

I, Kelly Steinmetz, owner and operator of Flying Fork Cafe LLC, dba The Flying Fork Cafe and Bakery, authorize the transfer of the liquor license to En Passant LLC, dba Salt, Pollen, and to the owner and operator Marcus Parrott.

Signed  Date 1/22/19

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF DOCUMENTS FILED

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office, the attached documents are true and complete copies of all documents relating to:

En Passant LLC

Colorado Limited Liability Company

(Entity ID # 20191026238)

consisting of 5 pages as filed in this office.

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/15/2019 that have been posted, and by documents delivered to this office electronically through 01/16/2019 @ 09:42:10 .

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 01/16/2019 @ 09:42:10 in accordance with applicable law. This certificate is assigned Confirmation Number 11331747 .



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/bit/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."



Colorado Secretary of State
 Date and Time: 01/09/2019 01:53 PM
 ID Number: 20191026238

Document must be filed electronically.
 Paper documents are not accepted.
 Fees & forms are subject to change.
 For more information or to print copies
 of filed documents, visit www.sos.state.co.us.

Document number: 20191026238
 Amount Paid: \$50.00

ABOVE SPACE FOR OFFICE USE ONLY

Articles of Organization

filed pursuant to § 7-90-301 and § 7-80-204 of the Colorado Revised Statutes (C.R.S.)

1. The domestic entity name of the limited liability company is

En Passant LLC

(The name of a limited liability company must contain the term or abbreviation "limited liability company", "ltd. liability company", "limited liability co.", "ltd. liability co.", "limited", "L.L.C.", "llc", or "ltd.". See §7-90-601, C.R.S.)

(Caution: The use of certain terms or abbreviations are restricted by law. Read instructions for more information.)

2. The principal office address of the limited liability company's initial principal office is

Street address

101 3rd St

(Street number and name)

Paonia

(City)

CO

(State)

81428

(ZIP/Postal Code)

United States

(Country)

(Province - if applicable)

Mailing address

(leave blank if same as street address)

(Street number and name or Post Office Box information)

(City)

(State)

(ZIP/Postal Code)

(Province - if applicable)

(Country)

3. The registered agent name and registered agent address of the limited liability company's initial registered agent are

Name

(if an individual)

Parrott

(Last)

Marcus

(First)

(Middle)

(Suffix)

or

(if an entity)

(Caution: Do not provide both an individual and an entity name.)

Street address

(Street number and name)

Paonia

(City)

CO

(State)

81428

(ZIP Code)

Mailing address

(leave blank if same as street address)

(Street number and name or Post Office Box information)

Paonia _____ CO 81428
(City) (State) (ZIP Code)

(The following statement is adopted by marking the box.)

The person appointed as registered agent has consented to being so appointed.

4. The true name and mailing address of the person forming the limited liability company are

Name
(if an individual) Parrott Marcus
(Last) (First) (Middle) (Suffix)

or

(if an entity)
(Caution: Do not provide both an individual and an entity name.)

Mailing address
[REDACTED]
(Street number and name or Post Office Box information)

Paonia CO 81428
(City) (State) (ZIP/Postal Code)
United States
(Province - if applicable) (Country)

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

The limited liability company has one or more additional persons forming the limited liability company and the name and mailing address of each such person are stated in an attachment.

5. The management of the limited liability company is vested in
(Mark the applicable box.)

one or more managers.

or

the members.

6. (The following statement is adopted by marking the box.)

There is at least one member of the limited liability company.

7. (If the following statement applies, adopt the statement by marking the box and include an attachment.)

This document contains additional information as provided by law.

8. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document is/are _____
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and deed, or that the individual in good faith believes the document is the act and deed of the person on whose behalf the individual is causing the document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S., the constituent documents, and the organic statutes, and that the individual in good faith believes the facts stated in the document are true and the document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is named in the document as one who has caused it to be delivered.

9. The true name and mailing address of the individual causing the document to be delivered for filing are

Parrott	Marcus		
<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>	<i>(Suffix)</i>
101 3rd St			
<i>(Street number and name or Post Office Box information)</i>			
<hr/>			
Paonia	CO	81428	
<i>(City)</i>	<i>(State)</i>	<i>(ZIP/Postal Code)</i>	
United States			
<i>(Province – if applicable)</i>		<i>(Country)</i>	

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).



Colorado Secretary of State
 Date and Time: 01/16/2019 08:55 AM
 ID Number: 20191026238

Document must be filed electronically.
 Paper documents are not accepted.
 Fees & forms are subject to change.
 For more information or to print copies
 of filed documents, visit www.sos.state.co.us.

Document number: 20191040964
 Amount Paid: \$10.00

ABOVE SPACE FOR OFFICE USE ONLY

**Statement of Change
 Changing the Principal Office Address**

filed pursuant to § 7-90-305.5 and § 7-90-705 of the Colorado Revised Statutes (C.R.S.)

1. The entity ID number and the entity name, or, if the entity does not have an entity name, the true name are

Entity ID number 20191026238
(Colorado Secretary of State ID number)

Entity name or True name En Passant LLC

2. The entity's principal office address has changed.

Such address, as changed, is

Street address 101 3rd St
(Street number and name)

Paonia CO 81428
(City) (State) (ZIP/Postal Code)
United States
(Province - if applicable) (Country)

Mailing address PO Box 212
 (leave blank if same as street address) *(Street number and name or Post Office Box information)*

Paonia CO 81428
(City) (State) (ZIP/Postal Code)
United States
(Province - if applicable) (Country)

3. (If applicable, adopt the following statement by marking the box and include an attachment.)

This document contains additional information as provided by law.

4. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document are _____
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that such document is such individual's act and deed, or that such individual in good faith believes such document is the act and deed of the person on whose behalf such individual is causing such document to be delivered for filing, taken in

conformity with the requirements of part 3 of article 90 of title 7, C.R.S. and, if applicable, the constituent documents and the organic statutes, and that such individual in good faith believes the facts stated in such document are true and such document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is identified in this document as one who has caused it to be delivered.

5. The true name and mailing address of the individual causing this document to be delivered for filing are

Parrott	Marcus		
<i>(Last)</i>	<i>(First)</i>	<i>(Middle)</i>	<i>(Suffix)</i>
PO Box 212			
<i>(Street number and name or Post Office Box information)</i>			
<hr/>			
Paonia	CO	81428	
<i>(City)</i>	<i>(State)</i>	<i>(ZIP/Postal Code)</i>	
United States			
<i>(Province – if applicable)</i>		<i>(Country)</i>	

- (If applicable, adopt the following statement by marking the box and include an attachment.)*
- This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

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,

En Passant LLC

is a

Limited Liability Company

formed or registered on 01/09/2019 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 20191026238 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/15/2019 that have been posted, and by documents delivered to this office electronically through 01/16/2019 @ 09:44:28 .

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 01/16/2019 @ 09:44:28 in accordance with applicable law. This certificate is assigned Confirmation Number 11331759 .



Jena Griswold

Secretary of State of the State of Colorado

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

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AGENDA SUMMARY FORM



Solar Energy International – Colorado Energy Office Grant - Electric Car Charging Station

Summary:

SEI presentation regarding a grant opportunity for the installation of an electric charging station in the Town parking lot.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

A G E N D A

Paonia Town Board Meeting February 12, 2019, 6:30-8:30 p.m.

Discussion Regarding Electric Vehicle Charging Stations

Introduction;

Stefan Johnson, Americorps VISTA with Solar Energy International, and Matt Shmigelsky, Director of Clean Energy Economy for the Region (CLEER) in Carbondale, encourage the Town of Paonia to apply for a grant through the [Charge Ahead Colorado](#) program to install an Electric Vehicle Charging Station at the parking lot of Paonia Town Hall. Stefan and Matt believe there are two key, community-wide benefits to be gained via locating a charging station at town hall. First, an electric vehicle charging station located in downtown Paonia would help attract visitors to patronize local businesses while waiting for their electric vehicles (EVs) to charge. Second, the presence of a publicly accessible charging station would encourage other residents to consider purchasing an electric vehicle, which would in turn lead to a decrease in local air pollution and help preserve the quality of life in Paonia and the North Fork Valley.

Background;

The number of electric vehicles in Colorado and across the country and globe is growing rapidly. There were over 1 million EVs in the United States as of October 2018 ([Scientific American](#)). A conservative estimate from the Edison Electric Institute projects nearly 19 million EVs on US roads by 2030 ([EEI](#)). In early 2018, former Governor John Hickenlooper released the [Colorado Electric Vehicle Plan](#) with the goal of increasing the number of Colorado EVs from roughly 12,000 at the end of 2017 to over 1 million by 2030. Current Governor Jared Polis has doubled down on efforts to electrify Colorado's transportation by issuing an executive order, [Supporting a Transition to Zero Emission Vehicles](#), that creates a transportation working group dedicated to electrification and designates nearly \$70 million from the Volkswagen Dieselgate Settlement towards electrification.

What;

An Electric Vehicle Direct Current Fast Charger (DCFC) for the Town of Paonia.

Where;

The parking lot behind the Town of Paonia City Clerk building at 214 Grand Avenue.

Why;

1. Capture economic development opportunities from EV drivers stopping to charge in downtown Paonia.
2. Realize economic, health, and environmental benefits from electrified transportation.

How;

Taking advantage of the [Charge Ahead](#) grant program from the [Colorado Energy Office](#). The [Charge Ahead](#) grant from the Colorado Energy Office will provide 80% of project funds up to the following maximums;

- \$9,000 for Dual Port, Level 2 Stations
- \$30,000 for Multiple Connection Standard, Level 3 Stations

When;

The current Charge Ahead grant window closes on **Friday, February 15th, at 5:00pm.**

There are typically three windows to apply; January, May, and October.

Cost;

Unit Costs

Stations eligible to receive charge ahead grants range widely from **\$400 to \$40,000 per unit** (Rocky Mountain Institute, US. Department of Energy).

The presenters recommend that Paonia apply for a Level 3 Station. There are several recommended models that all cost less than \$30,000. Included below is a list of quotes provided by the EV charging station manufacturer, [BTC Power](#).

Standard 25kW -	\$20,500
Slim 25kW	\$22,725
Standard (larger DCFC) 50kW	\$24,550
Slim 50kW	\$26,775

Installation Costs

Exact costs for the installation remain unknown.

Data from Rocky Mountain Institute and the US Department of Energy shows that the installations of Level 3 DC Charging stations range widely from \$4,000-\$51,000 per installation.

Better estimates are contingent on more specific details from DMEA about the capacity of 3-Phase power and transformers in the alley behind Paonia. Stefan Johnson had a brief conversation with Rod Geiger, DMEA Energy Services Specialist, on 2/8. Rod will be providing more site-specific information on 2/11.

Matt Shmigelsky spoke with an energy specialist at Holy Cross Energy who said the cost to set a new 3-phase pole and 100kva transformer (labor, installation and part) would be **\$12,000**. This could be necessary for the site being considered at 214 Grand Avenue.

Operations & Maintenance Costs

Highly variable ([Alternate Fuels Data Center, Department of Energy](#)).

Factors to consider;

1. Networked vs non-networked (ie Web-connected); \$0-900 annually
2. Maintenance & Repair; Generally low to non-existent, absent vandalism.
3. Electricity & Demand Charges; Highly Dependent on usage, can be off-set by charging for charging usage.

Total Costs

While more data is needed to be obtained, it seems reasonable assume that the total project cost would range between **\$30,000-\$50,000**.

AGENDA SUMMARY FORM



Resolution 2019-05 2018 Budget Amendment

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

RESOLUTION 2019-05
Resolution to Amend Budget

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND AMENDING THE BUDGET FOR THE TOWN OF PAONIA, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2018 AND ENDING THE LAST DAY OF DECEMBER 2018.

WHEREAS, the Board of Trustees for the Town of Paonia, Colorado, adopted the prepared and submitted the budget to said governing body at the time; and

WHEREAS, appropriations for additional sums of money to defray expenses in excess of amounts budgeted are necessary; and

WHEREAS, monies in the respective funds are available in the form of unappropriated or unrestricted surpluses;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado, that the 2018 Budget is amended as follows:

Section 1. That estimated expenditures for each fund are as follows:

	Original	Amended	Amended
• General Fund	629,072	747,386	788,390
• Capital Improvement Fund	444,422	444,422	499,592
• Conservation Trust Fund	26,050	26,050	27,492
• Enterprise Fund	1,486,970	2,291,956	2,112,200
• Grant/Project Fund	287,824	287,824	415,000
• Space to Create	0	77,500	77,500
For a total of	<u>\$2,917,852</u>	<u>\$3,875,138</u>	<u>\$3,920,174</u>

Section 2. That estimated revenues and prior year surplus for each fund are as follows:

• General Fund	624,663	686,221	818,865
• Prior Year Surplus	<u>178,787</u>	<u>178,787</u>	<u>221,262</u>
• Total	803,450	865,008	1,040,127
• Capital Improvement Fund	145,150	145,150	153,650
• Prior Year Surplus	<u>340,869</u>	<u>340,869</u>	<u>345,942</u>
• Total	486,019	486,019	499,592
• Conservation Trust Fund	7,809	7,809	8,588
• Prior Year Surplus	<u>18,250</u>	<u>18,250</u>	<u>18,905</u>
• Total	26,059	26,059	27,493
• Enterprise Fund	1,493,105	2,132,350	1,612,200
• Prior Year Surplus	<u>2,075,060</u>	<u>2,078,389</u>	<u>2,347,664</u>
• Total	3,571,594	4,210,739	3,959,864

• Grant/Project Fund	270,324	270,324	415,000
• Prior Year Surplus	<u>0</u>	<u>0</u>	<u>0</u>
• Total	270,324	270,324	415,000
• Space to Create		77,500	77,500
• Prior Year Surplus	<u>0</u>	<u>0</u>	<u>0</u>
• Total	0	77,500	77,500
For a total of	<u>\$ 5,205,369</u>	<u>\$ 5,935,649</u>	<u>\$6,019,576</u>

Section 3. That the budget as submitted and herein above summarized by fund, the same is hereby approved and adopted as the Amended Budget of the Town of Paonia, Colorado, for the year 2018.

Section 4. For the purpose of paying the necessary expenses and liabilities of the Town of Paonia for the fiscal year beginning January 1, 2018, and for the purpose of appropriating monies to pay the sums set forth in the Budget of the Town, there is hereby appropriated from the balance on hand and the probable revenue of each fund to each fund for the ensuing year, the sum hereafter set for the following purposes:

Section 7. That the Budget as hereby approved and adopted, shall be signed by the Board of Trustees and made part of the public records of the Town.

Adopted this 12th day of February 2019

Attest:

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

AGENDA SUMMARY FORM



Town Fund Changes/Transfer Request

Summary:

Finance Officer Cindy Jones, with Administrator, Treasurer, and Finance Committee endorsement, request Board approval to shift funds from First State Bank to ColoTrust for the increase in basis points.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Bookout:
Trustee Budinger:	Trustee Hart:	Trustee Knutson:	Mayor Stewart:

Town of Paonia

P.O. Box 460
Paonia, Colorado 81428-0460



January 29, 2019

First State Bank of Colorado
128 Grand Avenue
Paonia, CO 81428

To Whom It May Concern:

Please close our \$600,000.00 Line Of Credit,

Please release our \$600,000.00 Certificate of Deposit,

Please transfer \$600,000.00 to our Ops account 3010000733.

Please reduce our \$400,000.00 Line Of Credit to \$200,000.00,

Please release our \$400,000.00 Certificate of Deposit,

Please reinvest \$200,000.00 in to a one (1) year Certificate of Deposit to secure the above Line of Credit.

Please transfer \$200,000.00 to our Summit account 3000003637.

The signers are currently as follows:

Charles Stewart
Karen Budinger
Chelsea Bookout
Ross King
Corinne Ferguson

Please let me know if you need any additional information.

Thank you!

Charles Stewart
Mayor
Town of Paonia



Adjournment

Summary:

Notes: