



TOWN OF PAONIA
TUESDAY, MARCH 10, 2020
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

Roll Call

[Roll Call](#)

Approval of Agenda

[Agenda Approval](#)

Announcements

[Announcements](#)

Recognition of Visitors & Guests

1. [Visitors & Guests](#)

Consent Agenda

2. [Regular Minutes:](#)

[February 11, 2020](#)

[Large Park Event:](#)

[Blue Sage Center for the Arts StoryFest Closing Celebration June 27, 2020 4:00-10:00PM](#)

[Special Event Permits:](#)

[Blue Sage Center for the Arts – Town Park - June 27, 2020 4:00-10:00PM](#)

[Liquor License Renewals:](#)

[En Passant, LLC dba Salt Pollen](#)

Mayor's Report

3. [Mayor's Report](#)

Staff Reports

4. [Administrator's Report](#)

[Public Works](#)

[Police Report](#)

5. [Treasurer's Report](#)

Disbursements

6. [Disbursements](#)

Unfinished Business

7. [Dark Skies Paonia – Ordinance Discussion](#)

8. [GOCO Grant Award – Parks, Recreation, and Trails Master Plan](#)

New Business

9. [The Learning Council – Large Park Event](#)

[Street Closure](#)

[Sponsorship in Lieu of Fees](#)

10. [Blue Sage Center for the Arts – Letter of Support – Grant Application](#)

11. [Colorado Oil & Gas Conservation Commission Mission Change Rulemaking – Draft Letter – Requested by Trustee Bachran – Local Governmental Designee \(LGD\)](#)

12. [Clark Alley Sewer Line Project – Settlement Agreement](#)

13. [Resolution 2020-04 Accepting Roop Excavating, LLC Project: Clark Alley Sewer Line Replacement](#)

14. [Town Hall Electrical Repairs](#)
15. [I. Town Administrator and Police Chief - Direct Reporting Relationships – Requested by Finance & Personnel](#)
16. [Personnel Handbook – Addition of Language to Section 803 – Requested by Finance & Personnel](#)
17. [Modifications to Mayor Duties – Requested by Finance & Personnel](#)

Committee Reports

18. [Finance & Personnel](#)
[Governmental Affairs & Public Safety](#)
[Public Works-Utilities-Facilities](#)
19. [Space 2 Create](#)
20. [Tree Board](#)

Adjournment

21. [Adjournment](#)

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

II. CONSENT AGENDA

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

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

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

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

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

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

AGENDA SUMMARY FORM

	Roll Call		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

AGENDA SUMMARY FORM

	Agenda Approval		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

AGENDA SUMMARY FORM

	Announcements		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

Mayoral Debate

- **March 14th**
 - **1:00pm**
 - **Paonia Public Library – 80 Samuel Wade Road**
-



Candidate Forum

- March 17th •
 - 6:00pm – 8:00pm •
 - Town Hall 214
Grand Avenue •
-





226-228 Grand Avenue
PO Box 700
Paonia, Colorado 81428
(970) 527-7243
www.BlueSage.org

Town of Paonia
P.O. Box 460
Paonia, CO 81428-0460

3/4/2020

On behalf of the Blue Sage Board of Directors and the North Fork community at large I want to extend our gratitude to you for becoming a business member of the Blue Sage. Together we will continue to provide quality programming that is innovative, educational, and entertaining to people of all ages in our rural area. Your support is very much appreciated.

Sincerely,

A handwritten signature in black ink that reads "Debra Muzikar". The signature is fluid and cursive.

Debra Muzikar
Executive Director

Blue Sage Center for the Arts 501©(3) Tax ID#84-1335434



HopeWest

*Charles know that we
Please are very grateful for
your kind support.
Nancy*

February 21, 2020

Charles G. Stewart
The Town of Paonia
PO Box 460
Paonia, CO 81428-0460

Dear Charles G. Stewart,

It is with warm appreciation that we received your donation of \$300.00. Each gift we receive deepens the commitment of our community and represents an investment in HopeWest. This in turn allows us to provide all families facing serious illness and loss with extraordinary care. The kind of care we all want for our loved ones.

You will never know the families who will be touched by your kindness, but one act of generosity can change the course of a life. At the heart of hospice is a spirit of caring, it is part of everything we do. Your support provides the inspiration that ignites this spirit and we are forever grateful.

With gratitude,

Nancy Hovde

Nancy Hovde
Development Officer HopeWest Delta
nhovde@hopewestco.org
970-874-3436

Please retain for your tax records. No goods or services were received for this charitable contribution. HopeWest Tax ID #84-1207388

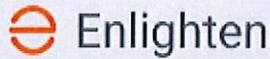
To qualify for State of Colorado Enterprise Zone tax credit, we must have Colorado Account Number, Federal Employer ID Number or the last 4 digits of your Social Security Number on file.

HopeWest periodically publishes donor recognition materials and your name may appear in these publications as Charles G. StewartThe Town of Paonia unless you notify us otherwise or have already notified us.



Dedicated to profoundly changing the way our community experiences aging, serious illness and grief – one family at a time.

From: Enlighten <donotreply@enphaseenergy.com>
Sent: Friday, March 6, 2020 8:05 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
02/01/2020 - 02/07/2020	4.28 kW	103 kWh
02/08/2020 - 02/14/2020	4.34 kW	150 kWh
02/15/2020 - 02/21/2020	4.32 kW	152 kWh
02/22/2020 - 02/28/2020	4.33 kW	170 kWh
02/29/2020 - 02/29/2020	4.07 kW	27.9 kWh
February 2020 Total:		603 kWh
Previous Month Total:		421 kWh
Year to Date:		1.02 MWh

Your **Carbon Offset** for this month: 919 lbs

You have offset the equivalent of: **11 Trees**



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

	Visitors & Guests		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	<p>Regular Minutes: February 11, 2020</p> <p>Large Park Event: Blue Sage Center for the Arts StoryFest Closing Celebration June 27, 2020 4:00-10:00PM</p> <p>Special Event Permits: Blue Sage Center for the Arts – Town Park - June 27, 2020 4:00-10:00PM</p> <p>Liquor License Renewals: En Passant, LLC dba Salt Pollen</p>
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Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

Minutes
Regular Board Meeting
Town of Paonia, Colorado
February 11, 2020

RECORD OF PROCEEDINGS

The Regular Board Meeting held Tuesday, February 11, 2020, was called to order at 6:35 PM by Mayor Charles Stewart, followed by the Pledge of Allegiance.

Roll Call:

Board members present were as follows:

- Mayor Charles Stewart
- Trustee William Bear
- Trustee Mary Bachran
- Trustee Karen Budinger
- Trustee Dave Knutson
- Trustee Michelle Pattison

A quorum was present, and Mayor Stewart proceeded with the meeting.

Approval of Agenda

Motion made by Trustee Bear, seconded by Trustee Budinger to remove item 10 (WSSC) Western Slope Conservation Center. Move item 11 (S2C) Space to Create to visitors and guests. Approve the agenda as amended. Voting aye: Trustee Bear, Trustee Budinger, Trustee Bachran, Trustee Knutson, Trustee Pattison. Motion carries.

Announcements

None.

Trustee Appointment – Carolyn Diehl Oath of Office.

New Trustee Carolyn Diehl was sworn in on February 11, 2020, at 6:37 pm by Interim Administrator/Town Clerk Ferguson.

Visitors and Guests

Bill Brunner questioned the current engineer's study in regard to the Water Moratorium Ordinance conditions.

Administrator Ferguson stated the engineer is informed of the Water Moratorium Ordinance conditions that need to be met.

Space to Create-Request for Board of Trustees Commit a Town Owned Parcel for Housing
Mayor Stewart read summary notes.

Discussion ensued by the Board of Trustee members in regard to Space to Create housing project.

Discussion Points:

- Ownership of the property - Town of Paonia.
- Ownership of the units
- Financial stability

- Financial responsibility
- Art Space is a nonprofit and is committed to keeping the units cost affordable.
- Property management of the units – Art Space.
- Commitment from the Town of Paonia - when the Town applied and accepted the project.
- Financial funding.
- Water taps - how many the Town will be able to sell after the engineering is complete.
- Property market value
- No funds coming out from Town’s budget- the only cost to Town is time staff spent on the project.
- Land remediation – apply for Brownfields grant for land remediation testing.
- Twin Lakes property will stay under Town of Paonia - tax exempt.
- Paonia S2C team members have been working on the project for (3yrs.) three years.
- Traffic study - required
- Water taps
- Units – property tax - partners responsibility.

Public comment Points:

- The Town’s long-term economy - S2C stated that it will incentives the community by holding creative classes, a community center, and support the arts and community development.
- Bill Brunner is not in favor of the S2C housing project - wants the community to vote.
- Chris Kendall is concerned with the viability of Twin Lakes property for the reason that it was formerly a sewer plant.
- Affordable housing in Paonia - will be addressed in the Town of Paonia’s master plan.
- Concerns with the Twin Lakes landform.
- Utilization of the units - anyone involved in creative pursuits.

The predevelopment period will show details regarding the property, cost, and if it is viable land to develop on.

Consent Agenda

Amended Minutes - Regular Board Minutes, November 18, 2019.

Regular Minutes - January 14, 2010

Amended minutes from the November 18, 2019 meeting adding the motion to place on the agenda discussion of creation of a water committee.

Motion by Trustee Bachran, seconded by Trustee Knutson to approve the consent agenda as presented. Voting aye: Trustee Bear, Trustee Budinger, Trustee Bachran, Trustee Knutson, Trustee Pattison, Trustee Diehl. Motion carries.

Mayor’s Report

Committee Appointments

Mayor Stewart appointed

- Trustee Diehl and Trustee Bear to Public Works - Utilities - Facilities.
- Trustee Budinger and Trustee Knutson to Finance and Personnel.
- Trustee Pattison and Trustee Bachran to Governmental Affairs and Public Safety.

Staff Reports

Administrators Report

- 2020 Presidential Primary - ballots go out February 12, 2020.
- 2020 Presidential Primary super Tuesday - March 03, 2020.
- No stamp required when using a designated drop of ballot box.
- Voters are required to sign their ballots.
- Completed boundary and annexation survey to be included in the 2020 census.
- Planter in front of the Town Hall's was relocated for better access for the glass enclosed bulletin board
- Soliciting bids for replacing Town Hall's lights.
- Streetlights ordered - date of arrival and installation of new lights undetermined.
- Attending One Delta County meetings - in the event the board chooses to participate in the future.
- The Delta County Economic Alliance meets every 2 weeks - working on developing a draft (IGA) Intergovernmental Agreement between individual communities and the county.
- Planning and Zoning code update meeting February 27, 2020.

Public Works Report

- Clark sewer project finishing up the week of the 14th.
- Clark alley - fixing in spring of 2020.
- Bulk water fill station - (2) two quotes - (1st) first one is a new Coleman fill station - (2nd) second one is a retro fit into the current fill station - more information on these options is being gathered.
- Water production went down from 230,000 gallons per day to 189 per day gallons - found large leak near the 1 mil plant - leak has been fixed
- 2 Mil - spilling 89,000 gallons per day.
- 1 Mil - 100,000 gallons per day.

Police Report

- Received applications for the administrative clerk position for the police and public works department – extended deadline date to receive applications to February 21, 2020.
- Police blotter was included in the packet.

Treasurer's Report

- Payroll and disbursement were reviewed.

Disbursements

Motion by Trustee Budinger, seconded by Trustee Knutson to approve disbursements with exception of Roop disbursement. Voting aye: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knutson, Trustee Pattison Trustee Diehl. Motion carries.

Disbursements documents were included in the packet.

Unfinished Business

USDA Loan Refinance - Discussion Continued

Trustee Diehl recused her vote.

Discussion Points:

- AMKO advisors’ bond - bond counsel - no fee
- Looking into other bond counsel firms - bond counsel costs are high - a bond counsel price is \$600 an hour.
- Board concerned with approval of the AMKO Advisors agreement.
- Town Attorney stated that AMKO Advisors needed to know about the current water moratorium, and past water issues in February 2019.
- The Town Attorney stated that more reviews will be needed as the process moves along.
- A memo with the review and recommendations of the AMKO Advisors agreement from the Town Attorney’s office was included in the packet.
- An email from AMKO Advisors to Town Administrator Ferguson, and the Preliminary official statement documents were included in the packet.

Motion by Trustee Budinger seconded by Trustee Bachran to approve the AMKO Advisors agreement. Voting aye: Trustee Budinger, Trustee Bachran, Trustee Knutson, Trustee Bear. Voting nay: Trustee Pattison. Motion carried with 4 ayes and 1 nay.

New Business

Picken In the Park - Rob Miller

Motion by Trustee Bachran seconded by Trustee Budinger to approve Picken in Park large park event. Voting aye: Trustee Bachran, Trustee Budinger, Trustee Bear, Trustee Knutson, Trustee Pattison, Trustee Diehl. Motion carries.

Large park event and road closure applications were included in the packet.

Discussion ensued by Picken in the Park event organizer Rob Miller asked the Board Members to waive fees in exchange for sponsorship.

Discussion Points:

- Waive park rental fees
- Waive road closure fee
- More lighting and plug in outlets in the park.

Discussion ensued by the Board of Trustees regarding waiving fees for Picken in Park and concerned with the issues it can bring if approved.

Discussion Points:

- Closing North Fork - residential issue - no
- Move porter potties along 5th street - ground is not leveled - will be looking into a better area to have the porter potties.
- Approving request can cause other entities who hold similar events to request waiving fees from the Town Board.
- Cost to Town - Town staff time - public works - police department

Public Comment:

- Picken in the park is a community-oriented event.
- Picken in the Park is a fun event that is held in paonia.

Motion by Trustee Pattison, seconded by Trustee Knutson to waive park and road closure fees in exchange for Town recognition from Picken in Park. Voting aye: Trustee Bachran, Trustee Budinger, Trustee Knutson, Trustee Pattison. Voting nay: Trustee Diehl, Trustee Bear. Motion carries with 4 ayes 2 nays.

Western Slope Conservation Center – 2020 Riverpark Project Updates.

Removed from agenda.

Discussion Regarding Dogs at Large.

Discussion ensued regarding the increase of dogs at large and the nuisance it has caused for the Town residence.

Discussion Points:

- No housing for dogs – only veterinary in paonia - Dr. Vincent retired
- Paonia Chief Ferguson contacted Dr. Raymond a vet located in Hotchkiss on Pitkin to house dogs – collecting information of housing cost.
- Town Administrator Ferguson advised to meet with Governmental Affairs regarding the dog’s at large issue.
- Chief Ferguson advised residents to license their dogs with the Town – 1st offence is \$50, 2nd offence is \$100, and 3rd is court summons for at dogs at large.
- Town Administrator Ferguson advised to promote a free or reduced fee for a month to license dogs.
- Increase fee for dogs at large
- Fence Hight

Motion by Trustee Pattison, seconded by Trustee Budinger to set a free month for dog license with plenty of advertisement. Once free month ends fee will revert back to regular cost. Voting aye: Trustee Pattison, Trustee Budinger, Trustee Bachran, Trustee Diehl. Voting nay: Trustee Bear, Trustee Knutson. Motion carries with 4 ayes and 2 nays.

Motion by Trustee Diehl, seconded by Trustee Pattison to refer the fence ordinance specific to the height to Governmental Affairs. Voting aye: Trustee Diehl, Trustee Pattison, Trustee Bachran, Trustee Budinger, Trustee Bear, Trustee Knutson. Motion carries.

Discussion Regarding the Creation of a Municipal Water Committee.

Discussion ensued by Trustee Pattison regarding the creation of a Municipal Water Committee to have a structured water system that will include input from the out of Town water users.

Discussion Points:

- Trustee Diehl advised to refer the subject matter to the Public Works – Utilities – Facilities Committee.
- Municipal Water Committee – members to serve on the board – director of the board – Town Board council member to be on the Municipal Water Committee.
- Municipal Water Committee – committee will be an advisory board only and will report to the Town Board.

- Town Attorney Nerlin advised the Town Board to discuss the subject matter further in reference under Title 31 in the state statues.
- Have an adequate number of people wanting to serve on the water committee.

Motion by Trustee Pattison, seconded by Trustee Diehl to instruct Town staff to put a call out to request applications or resumes from people, to join the Municipal Water Committee and set an operate application deadline date and submit the application to the Public Works committee and have the Public Works committee make the initial Water Committee appointment . Motion withdrawn by Trustee Pattison.

Discussion of Proposed Language Amending Municipal Code Chapter 18 – Temporary Signs as Provided by Trustee Pattison.

Discussion regarding the proposed language amending the temporary sign code in the Municipal code chapter 18 section 2. 18-6-40 was presented to the Town Board by Trustee Pattison. The draft ordinance was included in the packet.

Discussion Points:

- Updating the language from the Municipal code chapter 18 section 2. 18-6-40 to Trustees Pattison’s recommended language.
- Town Attorney Nerlin advised the board to review the language further.

Motion by Trustee Pattison, seconded by Trustee Bachran to send the drafted ordinance for review by Town Counsel in coordination with the Town Attorney and its understanding pertaining to its intent to adhere .Voting aye: Trustee Pattison, Trustee Bachran, Trustee Knutson, Trustee Bear, Trustee Diehl, Trustee Budinger. Motion carries.

Discussion of Proposed Language Amending Municipal Code Chapter 2 – Elections as Provided by Trustee Pattison.

Discussion regarding the proposed language amending the Elections code in the Municipal code chapter 2 section 2. 2-1-40 as presented to the Town Board by Trustee Pattison.

Motion by Trustee Pattison, seconded by Trustee Bachran to refer the drafted ordinance to the Town Attorney for review. Voting aye: Trustee Pattison, Trustee Bachran, Trustee Knutson, Trustee Bear, Trustee Diehl, Trustee Budinger. Motion carries.

Motion by Trustee Pattison, seconded by Trustee Bachran to have the Town Clerk in conjunction with the Town Attorney to review the drafted ordinance for issues and consider the Town Clerk’s revised ordinance. Voting aye: Trustee Pattison, Trustee Bachran, Trustee Knutson, Trustee Bear, Trustee Diehl, Trustee Budinger. Motion carries.

Committee Reports

Finance & Personnel

- AMKO Adviser’s draft ordinance was not included on the agenda.
- Employee liaison – appoint new member.

Governmental Affairs & Public Safety

- (GAPS) Governmental Affairs and Public Safety priority list to be addressed at the next meeting on February 25, 2020.

- Trustee Pattison informed that a meeting with the committee member Trustee Bachran and Chief Ferguson to discuss dogs ‘at large issue will be scheduled.

Public Works – Utilities – Facilities

- On January 30, 2020 met with committee member Trustee Bachran, Town staff, and JDS Hydro.
- On March 07, 2020, a Public Works – Utilities – Facilities meeting to discuss Clark sewer project change order and answer questions regarding the water moratorium.

Space 2 Create

Nothing to report.

Tree Board

- Arbor Day – April 24th.
- Arbor Day celebration – May 1st – participation from students.
- Planting trees in honor of Ed Marston and Jordan Schevene
- Recommended Apple Valley to plant the trees.

Motion by Trustee Bear, seconded by Trustee Bachran to extend the meeting to 10:30pm. Voting aye: Trustee Bachran, Trustee Bear, Trustee Pattison, Trustee Budinger, Trustee Diehl. Motion carries.

Executive Session

Executive session for a conference with the Town Attorney for the purpose of receiving legal advice on specific questions to discuss the West Fourth Street Town Lot purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest under C.R.S. Section 24-6-402(4)(a);

Motion to enter executive session for a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under interest under C.R.S. Section 24-6-402(4)(a); regarding the West Fourth Street Town Lot. Motion made by Trustee Bachran, Seconded by Trustee Bear. Voting aye: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knutson, Trustee Pattison, Trustee Diehl.

Executive session for a conference with the Town Attorney for the purpose of receiving legal advice on specific questions to discuss the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e); Clark Alley Sewer Line Project.

Motion to enter executive session for a conference with the Town attorney for the purpose of receiving legal advice on the Clark Alley Sewer Line Project specific legal questions under interest under C.R.S. Section 24-6-402(4)(e). Motion made by Trustee Bachran, Seconded by Trustee Bear. Voting aye: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knutson, Trustee Pattison, Trustee Diehl.

Entered executive session at 9:40pm.

Returned to open meeting at 10:36pm.

In attendance were: Mayor Stewart, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Pattison, Trustee Knutson, Trustee Diehl, Town Attorney Nerlin, Administrator Ferguson, Public Works Director Travis Loberg.

Motion by Trustee Bear, seconded by Trustee Knutson to pay Roop Excavation invoice less 25%. Voting aye: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knutson, Trustee Pattison, Trustee Diehl.

Adjournment

Motion by Trustee Bear, seconded by Trustee Bachran to adjourn the meeting. Voting aye: Trustee Bear, Trustee Bachran, Trustee Budinger, Trustee Knutson, Trustee Pattison, Trustee Diehl.

Meeting adjourned at 10:39pm.

Amanda Mojarro, Deputy Clerk

Charles Stewart, Mayor

DRAFT

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: Bobby Haas

Organization, if speaking on behalf of a group: Blue Sage Center for the Arts

Is this a request for Board action? Yes No

Please provide a summary of your comments:

Requesting a special event
Liquor Permit
Letter of Support for grant
for general operating support

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

Amanda Mojarró - SEP.

Contact information:

Name: Bobby Haas

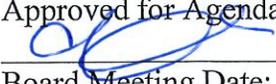
Mailing Address: 

E-mail: Haas@RobbyHaas.com

Daytime Phone: 

Office Use Only:

Received: 2/26/2020

Approved for Agenda: 

Board Meeting Date: 3/10/2020

Town of Paonia Park/Event Registration Application

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

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

Applicant Name: Bobby Haas
Organization: Blue Sage Center for the Arts
Mailing Address: PO Box 700 Paonia 81428
Telephone Number: 970-527-7243
Event Manager (if different than Applicant): _____
Event Manager Telephone: [REDACTED]
Event Manager E-Mail: Haas@BobbyHaas.com

Please describe the event: _____
A closing celebration for StoryFest;
a 2-day storytelling symposium
Event Date(s): June 27 Event Hours: 4-10 pm
Event Date(s): _____ Event Hours: _____
Event Date(s): _____ Event Hours: _____
Event Date(s): _____ Event Hours: _____

Which park do you want to use?

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

Will there be alcohol?

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

Will there be vendors?

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

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

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

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

- No
- Yes *we plan to have ~~etc~~ a microphone and small speaker. need electricity @ gazebo*

Pricing:

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

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

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

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

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

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

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

TOTAL FEES SUBMITTED \$ 50.00

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

TOWN OF PAONIA
 FEB 26 2020
PAID

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

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

Promotion:

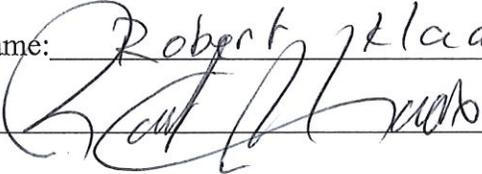
The Town is willing to promote your event by posting submitted material on the Town website, the Town of Paonia Facebook page, via e-mail to people who are on the Town’s subscribed list, and/or a poster placed in the Town Hall entryway.

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

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

Signed and submitted this 21st day of February, 2020

Printed Name: Robert Klaas

Signature: 

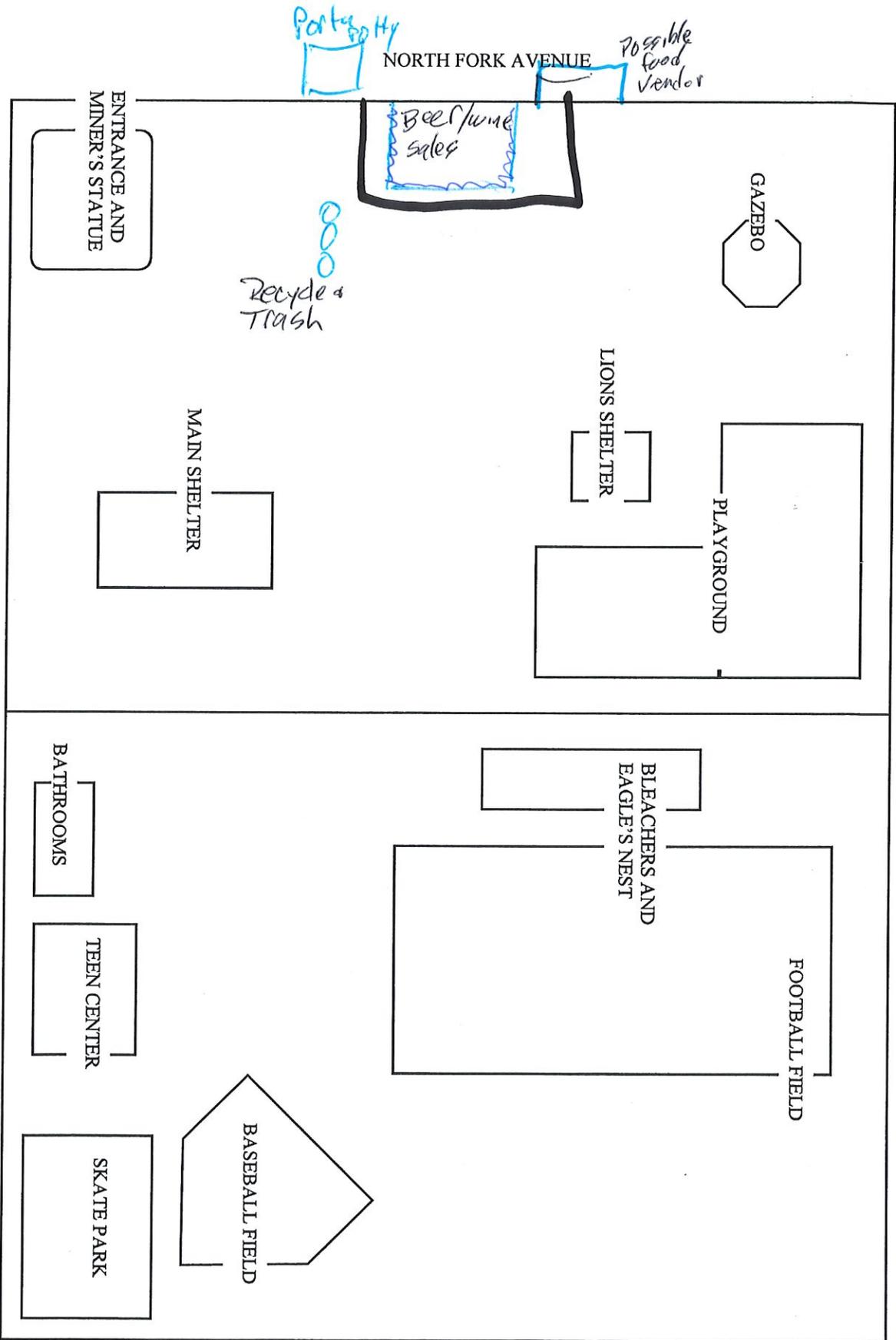
No less than one week before the event, a meeting **must** be scheduled with the Public Works Director, Parks Maintenance, Town Clerk and the Police Chief, or designees to finalize all plans and coordinate last minute items.
Date of Pre-Event Meeting: _____

Application is deemed complete and is accepted. Employee Initials 

Application requires Board of Trustee Approval.
Hearing Date: 3.10.2020

Comments: _____

TOWN PARK MAP



MISSOURI DEPARTMENT OF REVENUE
Enforcement Division
5-2300

Application for a Special Events Permit

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

- Social
- Fraternal
- Patriotic
- Political
- Athletic
- Chartered Branch, Lodge Or Chapter
- Of A National Organization Or Society
- Religious Institution
- Philanthropic Institution
- Political Candidate
- Municipality Owning Arts Facilities

LIAB	Type of Special Event Applicant is Applying for:	
2110	<input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor	\$25.00 Per Day
2170	<input type="checkbox"/> Fermented Malt Beverage (3.2 Beer)	\$10.00 Per Day

DO NOT WRITE IN THIS SPACE
Liquor Permit Number

1. Name of Applicant Organization or Political Candidate *Blue Sage Center for the Arts* State Sales Tax Number (Required)

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)
*328 Grand Ave
P.O. Box 700 Paoonia 81428*

3. Address of Place to Have Special Event (include street, city/town and ZIP)
*Town Park
7004th St.*

Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
------	---------------	---	--------------

4. Pres./Sec'y of Org. or Political Candidate
Ulrich D. Lange

5. Event Manager
Bobby Lucas

6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?
 NO YES HOW MANY DAYS? _____

7. Is premises now licensed under state liquor or beer code?
 NO 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
<i>June 27 2020</i> From <i>4</i> P.m. To <i>10</i> 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 *[Signature]* Title *Committee Chairman* Date *21 Feb 20*

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) City 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)	\$

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,

BLUE SAGE CENTER FOR THE ARTS

is a

Nonprofit Corporation

formed or registered on 01/26/1996 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 19961011973 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 02/24/2020 that have been posted, and by documents delivered to this office electronically through 02/25/2020 @ 16:12:24 .

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 02/25/2020 @ 16:12:24 in accordance with applicable law. This certificate is assigned Confirmation Number 12109999 .



Jena Griswold

Secretary of State of the State of Colorado

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

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



Communication Contacts:

Bobby Haas [redacted]
haas@bobbyhaas.com

Debra Muzikar [redacted]
director@bluesage.org

Lou Muzikar [redacted]

MEDICAL PLAN

During the workshop portion of the day the Paonia walk in clinic is available within 1 block of all of the seminars. At the final event to take place in Town Park, we will have a first aid kit on site for minor medical issues; we will have cell phones on site to call 911 for more serious issues

PARKING Plan

We will utilize available street parking; many/most attendees will walk from the Blue Sage

SAFETY PLAN

natural emergency

We will follow established safety procedures in the event of a natural emergency

SECURITY PLAN

We plan on having a group of 4 security personnel patrolling the event to make sure no hazardous events are happening and to make sure all vendors are secure.

Submit to Local Licensing Authority

**SALT, POLLEN
 PO BOX 212
 Paonia CO 81428**

Fees Due	
Renewal Fee	500.00
Storage Permit \$100 X	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 500.00

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below Return to city or county licensing authority by due date

Licensee Name EN PASSANT LLC		Doing Business As Name (DBA) SALT, POLLEN		
Liquor License # 03-11367	License Type Hotel & Restaurant (city)	Sales Tax License # 34875706	Expiration Date 03/17/2020	Due Date 02/01/2020
Business Address 101 3RD STREET Paonia CO 81428				Phone Number 970 [REDACTED]
Mailing Address PO BOX 212 Paonia CO 81428 P.O. Box #1825			Email Stock81615@yahoo.com	
Operating Manager Marcel Parrott	Date of Birth [REDACTED]	Home Address [REDACTED]		Phone Number [REDACTED]
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Rented* *If rented, expiration date of lease 12/31/21				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Affirmation & Consent 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.				
Type or Print Name of Applicant/Authorized Agent of Business Marcel Parrott				Title Owner
Signature [Signature]				Date 2/13/20
Report & Approval of City or County Licensing Authority The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules. Therefore this application is approved.				
Local Licensing Authority For				Date
33	re	Title		Attest

	Mayor's Report		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson: :	Trustee Pattison:	Mayor Stewart:

	Administrator's Report Public Works Police Report		
Summary:			
Notes:			
VW – verbal warning WW – written warning CIT - citation CAA – clear adult arrest UTL – unable to locate			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:
	:		

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 02/15/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
06:55:01	ALARM	1ST ST, Paonia, CO	PPD	PPD	
10:31:43	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
12:34:42	AGENCY ASSIST	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	
16:32:34	SUSPICIOUS	GRAND AVE;PHS, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Date Occurred: 02/16/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
00:54:44	Noise Complaint	MAIN AVE; Paonia, CO	PPD	PPD	CIT
13:32:36	Medical/transfe	OAK AVE, Paonia, CO	PPD	PPD	
16:31:31	Information	MINNESOTA AVE; back alley, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 02/18/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:30:00	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
17:08:36	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	WW
18:32:38	Noise Complaint	PAONIA AVE, Paonia, CO	PPD	PPD	VW
19:39:36	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Date Occurred: 02/19/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:04:06	Noise Complaint	MAIN AVE, Paonia, CO	PPD	PPD	VW
14:36:09	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	VW
18:34:49	DUI	200 BLOCK OF GRAND AVE., Paonia, CO	PPD	PPD	CAA

Total Incidents for this Date: 3

Date Occurred: 02/20/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:37:48	Medical/transfe	MAIN AVE, Paonia, CO	PPD	PPD	
20:14:50	911/hangup	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 02/21/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:57:51	Medical/transfe	BOX ELDER AVE, Paonia, CO	PPD	PPD	
10:35:28	Traffic Stop	1000 BLOCK OF 2ND St., Paonia, CO	PPD	PPD	VW
12:10:07	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	CIT
14:36:41	Traffic Stop	1000 BLOCK OF 2ND St., Paonia, CO	PPD	PPD	CIT
17:43:15	Traffic Stop	900 BLOCK OF 2ND St., Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 5

Date Occurred: 02/22/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:16:33	Traffic Stop	300 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	VW
10:56:57	Traffic Stop	500 BLOCK OF 2ND St., Paonia, CO	PPD	PPD	VW
15:17:10	Code Enforce	300 BLOCK OF ORCHARD AVE., Paonia, CO	PPD	PPD	WW
15:56:09	AGENCY ASSIST	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	
22:11:55	Traffic Stop	400 2ND ST, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 5

Date Occurred: 02/23/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:45:20	ANIMAL CONTROL	4TH ST; PAONIA TOWN PARK, Paonia, CO	PPD	PPD	WW
14:25:07	Code Enforce	200 BLOCK GRAND AVE, Paonia, CO	PPD		CIT
15:16:37	SEX OFFENSE	2ND ST, Paonia, CO	PPD	PPD	
22:07:57	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Date Occurred: 02/24/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:48:14	CITIZEN ASSIST	ORCHARD AVE, Paonia, CO	PPD	PPD	
20:39:05	SUSPICIOUS	PAONIA AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 02/25/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:48:35	AGENCY ASSIST	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	
13:54:44	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
18:48:57	SHOPLIFTING	2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 3

Date Occurred: 02/26/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:11:40	VIN INSPECTION	ONARGA AVE, Paonia, CO	PPD	PPD	
10:33:32	SUSPICIOUS	NORTH FORK AVE; Paonia, CO	PPD	PPD	
13:50:36	Medical/transfe	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
18:11:32	ALARM	VISTA DR;creek vista apts, Paonia, CO	PPD	PPD	
18:20:13	SUICIDE/ATTEMPT	GRAND AVE, Paonia, CO	PPD	PPD	
18:44:21	ANIMAL CONTROL	POPLAR AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 6

Date Occurred: 02/27/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:28:18	Traffic Stop	400 BLOCK OF 5TH St., Paonia, CO	PPD	PPD	CIT
17:10:18	FIRE	meadowbrook blvd, Paonia, CO	PPD		

Total Incidents for this Date: 2

Date Occurred: 02/28/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:23:22	Code Enforce	300 BLOCK OF POPLAR AVE., Paonia, CO	PPD	PPD	WW
12:29:52	Code Enforce	300 BLOCK OF POPLAR AVE., Paonia, CO	PPD	PPD	WW
12:54:09	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	PPD	VW
20:31:17	Disturbance	OAK AVE, Paonia, CO	PPD	PPD	
22:01:25	CITIZEN ASSIST	ONARGA AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 5

Date Occurred: 02/29/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:30:49	AGENCY ASSIST	OAK AVE, Paonia, CO	PPD	PPD	
10:29:12	Traffic Stop	50 BLOCK OF SAMUEL WADE RD., Paonia, CO	PPD	DIST3	VW
14:43:24	SUSPICIOUS	BOX ELDER AVE; Paonia, CO	PPD	PPD	
16:50:09	Medical/transfe	NORTH FORK AVE; Paonia, CO	PPD	PPD	
16:58:09	DOMESTIC	OAK AVE, Paonia, CO	PPD	PPD	CAA
17:59:56	ANIMAL CONTROL	BOX ELDER AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 6

Total reported: 54 VW= 10, WW= 5, CIT=6, CAA=2.

Report Includes:

All dates between `00:00:01 02/15/20` and `00:00:01 03/01/20`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

	Treasurer's Report		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	Disbursements		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

FSBC OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		216,897.91
ACCOUNTS PAYABLE	02/22/20-03/06/20	(61,605.51)
TRANSFER TO PAYROLL	2/28/2020	(18,949.87)
TRANSFER TO SUMMIT	APPROVED 2/25/20 (100,000)	(50,000.00)
ROOP EXCAVATING	CK#47620	(26,740.00)
PAYROLL TAXES	2/28/2020	(17,489.51)
BALANCE AFTER PAYMENT		42,113.02

1


FSBC SUMMIT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		53,792.85
TRANSFER FROM OPS		18,949.87
TRANSFER FROM OPS	APPROVED 2/25/20 (100,000)	50,000.00
CURRENT FSBC PAYROLL BALANCE		25.00
PAYROLL (DIRECT DEPOSIT)	2/28/2020	(18,949.87)
BALANCE AFTER PAYMENT		103,817.85

1


CREDIT CARD		
CHASE	2/23/2020	179.16
CITIBANK	NO LONGER IN USE	-
TOTAL		179.16

FSBC INTERNAL GRANT BALANCE	
BALANCE	25.00
CD TOTAL	25.00



FSBC LOC BALANCE		
FSBC CD#1 @ 2.00%	GENERAL	252,526.90
FSBC CD#2 @ 0.55%	GENERAL-COLLATERAL FOR LOC	201,391.54
CD TOTAL		453,918.44
LOC (\$200,000)-RENEWED 7/2019		-
BALANCE AVAILABLE SECURING LOC		453,918.44



COLOTRUST - GENERAL	
TOTAL	529,857.70
COLOTRUST RESTRICTED - SEWER PROPERTY	
TOTAL	527,956.23
COLOTRUST RESTRICTED - SEWER LOAN RESERVE	
TOTAL	106,381.17
COLOTRUST - BRIDGE RESTRICTED	
TOTAL	585,900.78

GRANT FUNDS IN PROCESS	
TOTAL	-

BANK BALANCES			
	FSBC	COLOTRUST	TOTAL
AS OF: 03/06/20			
GENERAL		529,857.70	
SEWER RESTRICTED		527,956.23	
DEBT RESERVE		106,381.17	
BRIDGE RESERVE		585,900.78	
CONS.TRUST	1,316.77		
GRANT PASS THRU	25.00		
INT GRANT	25.00		
OPS	108,876.33		
PARK CONTRIBUTIONS	21,331.02		
PAYROLL	25.00		
SPACE-TO-CREATE	13,148.71		
SUMMIT	53,792.85		
WWTP	58,214.77		
CD#2-402	201,391.54		
CD#3-2578	252,526.90		
	710,673.89	1,750,095.88	2,460,769.77



Cash Requirements Report - Paonia
Due date(s): All-All
Check Issue Date: 3/6/2020

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
03/10/2020	1021	AXON Enterprise I	SI-1643456	5,149.00	.00	.00	5,149.00	✓		
03/10/2020	377	Benson Brothers L	26519-26688	802.91	.00	.00	802.91	✓		
03/10/2020	14	Bolinger & Queen I	66726-66727	119.22	.00	.00	119.22	✓		
03/10/2020	21	Caselle, Inc	100843	989.00	.00	.00	989.00	✓		
03/10/2020	1122	CASRO	01188	350.00	.00	.00	350.00	✓		
03/10/2020	673	City Of Grand Junc	2020-000760	125.00	.00	.00	125.00	✓		
03/10/2020	1091	Dairy Specialists, L	RTI15730-RT	1,966.11	.00	.00	1,966.11	✓		
03/10/2020	39	Delta County Inde	1380861-138	286.25	.00	.00	286.25	✓		
03/10/2020	43	Delta Montrose Ele	2-2020-S	2,972.24	.00	.00	2,972.24	✓		
03/10/2020	43	Delta Montrose Ele	3-2020-W	2,424.01	.00	.00	2,424.01	✓		
03/10/2020	46	Dependable Lumb	2002-103382	318.99	.00	.00	318.99	✓		
03/10/2020	48	Don's Market	01-812291	65.19	.00	.00	65.19	✓		
03/10/2020	48	Don's Market	01-812953	32.14	.00	.00	32.14	✓		
03/10/2020	368	Double J Disposal	F-021220-02	56.00	.00	.00	56.00	✓		
03/10/2020	56	Enterprise Fund/La	316792-3181	2,113.00	.00	.00	2,113.00	✓		
03/10/2020	62	Feather Petroleum	5831390-532	763.01	.00	.00	763.01	✓		
03/10/2020	1113	JENNCHEM LLC	804200	1,125.00	.00	.00	1,125.00	✓		
03/10/2020	574	Kwiki Tire II Inc	104284	17.06	.00	.00	17.06	✓		
03/10/2020	482	Larry D Gillenwate	423061	96.28	.00	.00	96.28	✓		
03/10/2020	470	Leon, Susan	030120-0331	700.00	.00	.00	700.00	✓		
03/10/2020	645	Mail Services, LLC	1722552	387.22	.00	.00	387.22	✓		
03/10/2020	103	Master Petroleum	CL-43867-IN	630.95	.00	.00	630.95	✓		
03/10/2020	763	Mesa County Healt	578-20	20.00	.00	.00	20.00	✓		
03/10/2020	763	Mesa County Healt	579-20	20.00	.00	.00	20.00	✓		
03/10/2020	141	North Fork Service	422942-1245	665.80	.00	.00	665.80	✓		
03/10/2020	821	OneTime	105 PAONIA-	93.85	.00	.00	93.85	✓		
03/10/2020	122	Paonia Auto Parts	362154-3627	481.92	.00	.00	481.92	✓		
03/10/2020	125	Paonia Farm & Ho	39462-40506	248.89	.00	.00	248.89	✓		
03/10/2020	1119	Peak Alarm Co., In	1016610	62.50	.00	.00	62.50	✓		
03/10/2020	499	Phonz +	1610	1,237.31	.00	.00	1,237.31	✓		
03/10/2020	1123	Pinnacle Glass Co	16337	325.00	.00	.00	325.00	✓		
03/10/2020	737	Ricoh USA Inc	5058903195	139.54	.00	.00	139.54	✓		
03/10/2020	737	Ricoh USA Inc	9028144310	6.37	.00	.00	6.37	✓		
03/10/2020	931	Roop Excavating L	022620	20,000.00	.00	.00	20,000.00	✓		
03/10/2020	656	Schmueser Gordo	2013-471.00	2,429.45	.00	.00	2,429.45	✓		
03/10/2020	956	SGS North Americ	52160117499	127.03	.00	.00	127.03	✓		
03/10/2020	152	Southwestern Syst	202624	1,497.37	.00	.00	1,497.37	✓		
03/10/2020	152	Southwestern Syst	202625	1,293.00	.00	.00	1,293.00	✓		
03/10/2020	912	T and G Services,	25228	3,640.00	.00	.00	3,640.00	✓		
03/10/2020	861	The Paper-Clip LL	2035680-203	335.79	.00	.00	335.79	✓		
03/10/2020	161	UNCC	220020837	17.88	.00	.00	17.88	✓		
03/10/2020	162	United Companies	1334717	254.37	.00	.00	254.37	✓		
03/10/2020	162	United Companies	1335168	338.75	.00	.00	338.75	✓		
03/10/2020	946	Varnier Equipment	24926	68.24	.00	.00	68.24	✓		
03/10/2020	169	Wagner Equipment	P00C224124	1,982.17	.00	.00	1,982.17	✓		
03/10/2020	169	Wagner Equipment	P55C014972	67.84	.00	.00	67.84	✓		
03/10/2020	491	Winwater Corp	053467-00	3,155.69	.00	.00	3,155.69	✓		
03/10/2020	491	Winwater Corp	053467-01	1,370.45	.00	.00	1,370.45	✓		
03/10/2020	491	Winwater Corp	053507-00	237.72	.00	.00	237.72	✓		
Grand Totals:			49	61,605.51	.00	.00	61,605.51			

Employee Number	Name	85-00 Net Pay Emp Amt
1057	Adams, Curtis G	943.89
1054	Beardslee, Dominic D	1,044.17
1004	Bolt, Evan	1,062.57
1052	Edwards, Roger	912.46
1002	Ferguson, J. Corinne	2,262.16
1020	Ferguson, Neil	1,886.56
1022	Hinyard, Patrick	771.67
1001	Jones, Cynthia	1,743.45
1011	Joss, William B	277.05
1050	Loberg, Travis	2,225.96
1003	Mojarro-Lopez, Amanda	1,405.62
1025	Patterson, Taffine A	12.32
1055	Redden, Jordan	989.14
1051	Reich, Dennis	998.07
1026	Vassel, Andrew C	1,134.24
1024	Winnett, Lorin E	1,280.54

Grand Totals:

16	18,949.87
----	-----------

Paul (signature)
2/25/2020

002 101
18,949.87+
277.05-
002
18,672.82*

Report Criteria:
Unpaid transmittals included
Begin Date: ALL
End Date: ALL

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
2							
2	IRS Tax Deposit		02/21/2020	74-00	Federal Tax Deposit Social Security	10-0216	1,082.23
2	IRS Tax Deposit		02/21/2020	74-00	Federal Tax Deposit Social Security	10-0216	1,082.23
2	IRS Tax Deposit		02/21/2020	75-00	Federal Tax Deposit Medicare Pay P	10-0216	345.87
2	IRS Tax Deposit		02/21/2020	75-00	Federal Tax Deposit Medicare Pay P	10-0216	345.87
2	IRS Tax Deposit		02/21/2020	76-00	Federal Tax Deposit Federal Withhold	10-0216	1,665.39
Total 2:							✓ 4,521.59
4							
4	Aflac		02/07/2020	63-01	Aflac Pre-Tax Pay Period: 2/7/2020	10-0225	120.18
4	Aflac		02/07/2020	63-02	Aflac After Tax Pay Period: 2/7/2020	10-0225	24.90
4	Aflac		02/21/2020	63-01	Aflac Pre-Tax Pay Period: 2/21/2020	10-0225	120.18
4	Aflac		02/21/2020	63-02	Aflac After Tax Pay Period: 2/21/2020	10-0225	24.90
Total 4:							✓ 290.16
6							
6	Colorado Dept of Labor		12/27/2019	98-00	SUTA State Unemployment Tax Pay	10-0218	73.50
6	Colorado Dept of Labor		01/10/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	73.97
6	Colorado Dept of Labor		01/24/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	74.43
6	Colorado Dept of Labor		02/07/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	75.67
6	Colorado Dept of Labor		02/21/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	74.00
Total 6:							✓ 371.57 <i>PTK</i>
9							
9	Colorado Dept of Revenue		02/07/2020	77-00	State Withholding Tax Pay Period: 2/7	10-0217	721.00
9	Colorado Dept of Revenue		02/21/2020	77-00	State Withholding Tax Pay Period: 2/2	10-0217	763.00
Total 9:							✓ 1,484.00
31							
31	Mutual of Omaha		02/21/2020	51-01	Group# MOORetirement Plan Pay P	10-0220	179.44
31	Mutual of Omaha		02/21/2020	51-01	Group# MOORetirement Plan Pay P	10-0220	794.73
31	Mutual of Omaha		02/21/2020	51-02	Group# MOO Loan Payment Pay Pe	10-0220	129.07
Total 31:							✓ 1,103.24
33							
33	FPPA - Fire & Police Pensi		02/21/2020	50-00	FPPA Pay Period: 2/21/2020	10-0219	684.27
33	FPPA - Fire & Police Pensi		02/21/2020	50-00	FPPA Pay Period: 2/21/2020	10-0219	497.65
33	FPPA - Fire & Police Pensi		02/21/2020	90-00	Death & Disability Pay Period: 2/21/2	10-0219	174.18
Total 33:							✓ 1,356.10
70							
70	Rocky Mountain HMO		02/07/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	230.29
70	Rocky Mountain HMO		02/07/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	4,145.76
70	Rocky Mountain HMO		02/07/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	166.99
70	Rocky Mountain HMO		02/07/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,005.98
70	Rocky Mountain HMO		02/07/2020	60-04	RMHMO - Vision Pay Period: 2/7/202	10-0223	40.22

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		02/21/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	230.29
70	Rocky Mountain HMO		02/21/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	166.99
70	Rocky Mountain HMO		02/21/2020	60-04	RMHMO - Vision Pay Period: 2/21/20	10-0223	40.22
70	Rocky Mountain HMO		02/21/2020	60-01	Adjustment	10-0223	.01-
Total 70:							8,026.73
71							
71	The Harford		02/07/2020	65-01	Group#013307460001 Hartford Basic	10-0226	29.68
71	The Harford		02/07/2020	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38
71	The Harford		02/07/2020	65-03	Group#013307460001 Hartford Disab	10-0226	124.39
71	The Harford		02/21/2020	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38
71	The Harford		02/21/2020	65-02	Group#013307460001	10-0226	.01-
71	The Harford		02/21/2020	65-02	Adjustment for SVOight	10-0226	9.11-
Total 71:							203.71
73							
73	Delta Dental of Colorado		02/07/2020	60-05	Dental RMHMO - Dental Pay Period:	10-0223	251.97
73	Delta Dental of Colorado		02/21/2020	60-05	Dental RMHMO - Dental Pay Period:	10-0223	251.97
73	Delta Dental of Colorado		02/21/2020	60-05	Dental	01-0223	.04
Total 73:							503.98
Grand Totals:							17,861.08

Report Criteria:

Unpaid transmittals included
Begin Date: ALL
End Date: ALL

0.*

4,521.59+

290.16+

1,484.00+

1,103.24+

1,356.10+

8,026.73+

203.71+

503.98+

008

17,489.51*

17,861.08+

371.57-

002

17,489.51*



Manage your account online: www.chase.com/ink

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile app today

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

New Balance
\$179.16
 Minimum Payment Due
\$25.00
 Payment Due Date
03/17/20



Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.
Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

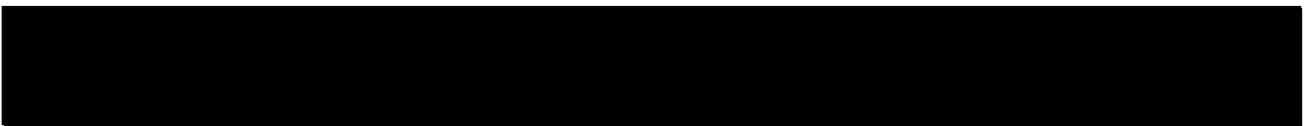
ACCOUNT SUMMARY

Account Number:	[REDACTED]
Previous Balance	\$428.77
Payment, Credits	-\$428.77
Purchases	+\$179.16
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$179.16
Opening/Closing Date	01/24/20 - 02/23/20
Credit Limit	\$45,000
Available Credit	\$44,820
Cash Access Line	\$9,000
Available for Cash	\$9,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

YOUR ACCOUNT MESSAGES

Your next AutoPay payment for \$179.16 will be deducted from your Pay From account and credited on your due date. If your due date falls on a Saturday, we'll credit your payment the Friday before.

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





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Customer Service: 1-800-945-2028

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ACCOUNT ACTIVITY

(B)

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
02/17	AUTOMATIC PAYMENT - THANK YOU	-428.77
02/12	USPS PO 0769660541 PAONIA CO CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$425.77- INCLUDING PAYMENTS RECEIVED	3.00
02/12	CONOCO - STOP N SAVE 9 PAONIA CO	47.50
02/18	Amazon.com*K78DO04T3 Amzn.com/bill WA	71.20
02/19	CO DELTA CO SVS DENVER CO CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$132.76	14.06
01/29	CONOCO - STOP N SAVE 9 PAONIA CO NEIL FERGUSON TRANSACTIONS THIS CYCLE (CARD 3775) \$20.00	20.00
01/27	USPS PO 0769660541 PAONIA CO	1.60
01/30	USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$23.40	21.80

2020 Totals Year-to-Date	
Total fees charged in 2020	\$0.00
Total interest charged in 2020	\$0.00

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

INTEREST CHARGES

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

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	14.74%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	26.49%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	14.74%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period

- (v) = Variable Rate
- (d) = Daily Balance Method (including new transactions)
- (a) = Average Daily Balance Method (including new transactions)

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

	Dark Skies Paonia – Ordinance Discussion
---	--

Summary:
 At the request of Aaron Watson – Dark Skies Paonia – wishes to update the Board regarding Dark Skies and begin discussion of ordinance.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

Dark Skies Paonia Update for 3/10/2020 Town Council Meeting

IDA Lighting Ordinance Guidelines - Summary of Main Points:

In order to be considered for International Dark Sky Association (IDA) certification, Paonia must adopt a lighting ordinance compliant with 2018 IDA Community Guidelines.

Following is a summary of lighting ordinance main points. More specific details can be found at the following web address:

<https://www.darksky.org/wp-content/uploads/2018/07/IDSC-Guidelines-Jun2018.pdf>

Summary of Dark Sky Lighting Ordinance Main Points:

- 1) Color Temperature of outdoor lighting must be 3000 Kelvin or less.
- 2) Outdoor lighting must be shielded so that no light is emitted above the horizontal plane passing through its lowest light-emitting part.
- 3) Lumens per net acre caps on all outdoor lighting.
- 4) Adaptive controls on all new public outdoor lighting.
- 5) Restrictions on illuminated signs.
- 6) Curfews and timers on athletic field lighting.
- 7) Town would have 10 years to bring ALL PUBLIC and PRIVATE lighting into compliance with the ordinance.
- 8) Town would have up to 5 years to bring all TOWN-OWNED lighting into compliance with the ordinance.



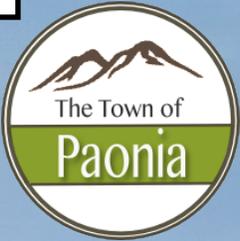
	GOCO Grant Award – Parks, Recreation, and Trails Master Plan
---	--

Summary:
Continued from previous meeting: GOCO grant award for Parks, Recreation and Trails master plan.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

8.



PROPOSAL FOR THE TOWN OF PAONIA'S
2020 PARKS, RECREATION, AND TRAILS MASTER PLAN



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Contact Information

This proposal was a collaborative effort of our team. It has been prepared and submitted by Western Slope Consulting, LLC (WSC) on behalf of the team.

Davis Farrar, principal with WSC, is the primary point of contact for our team and can be reached at: 970.618.4708 | davis@coloradoplanning.com | PO Box 411, Carbondale, CO 81623

Photo Credits

Cover page photos by: Nicholas Turner (Jumbo Mountain Trails photo); Town of Paonia (Paonia Town Park photo); Adam Sharron (Fishing the North Fork of the Gunnison photo); and, Steven Huntley (Town of Paonia Aerial photo).
Table of Contents photo: Google Earth street view overlaid with “Festival Street” concept sketch by Jim Leggitt.

Town of Paonia Selection Committee-

8.

The team of Western Slope Consulting LLC (WSC), GreenPlay (GP) and Leggitt Studio (LS) is pleased to submit this response to Town of Paonia's Request for Proposals for the 2020 Parks, Recreation, and Trails (PRT) Master Plan. Our team has a history of collaborating on these types of projects and a proven ability to provide the support and guidance necessary for achieving a successful project. We pride ourselves on delivering cost-effective and quality service that results in actionable outcomes.

Our team has no affiliation with the Town of Paonia and have not been involved with any projects there within the past five (5) years. Most members of our team do not require a license to practice in the State of Colorado. Those members that do require a license, have the proper licensing to practice in Colorado. To the best of our knowledge, no members of our team have had disciplinary action taken, or have disciplinary action pending, against them. One of my key roles is to oversee the quality of the services and deliverables that we provide to the Town of Paonia. WSC has never participated in an external quality control review. We would encourage the selection committee to contact the references we've listed with our work samples if they'd like to gain a better understanding of the quality of our services and deliverables.

Our team understands that we would be tasked with delivering the following:

1. A fun, creative, interactive, collaborative and inclusive community engagement process.
2. A detailed inventory and "Base Plan" that identify and document: (1) goals, policies, ideas, action items, etc. from relevant studies and plans; (2) the location, role, condition, utilization and other pertinent information for all components of the town's recreation system; (3) the type, condition, participation rates and other pertinent information for special events, recreation programs, activities and classes offered in Paonia; (4) assets and opportunities that could serve to enhance Paonia's recreation system, programs and events.
3. A assessment of the Town of Paonia's recreation system needs to determine the benefits of existing amenities and services, as well as the current and future demand for these. The needs assessment and inventory are to be used in identifying and highlighting potential areas of shortfall or oversupply.
4. A compilation and analysis of key regional, state and/or national recreation trends likely to impact Paonia over the next 10-15 years.
5. A 2020 PRT Master Plan for the Town of Paonia that builds upon previous community planning efforts and includes:
 - A vision and/or goals that provide direction for the 2020 PRT Master Plan and Paonia's recreation system as a whole.
 - Recommendations for policies, design criteria, level of service (LOS) standards, recreation programs and events, and capital improvement projects.
 - Schematic designs, material lists and cost estimates for parks, recreation amenities/facilities, open space areas, trails and community gathering spaces.
 - A realistic and actionable implementation plan for the community to follow and use to guide decision-making and achieve on the ground change over the coming years.

WSC's long-term presence on Colorado's Western Slope and experience working in rural communities brings familiarity and understanding to this project. Our team has unique knowledge of outdoor recreation and it's affect on a community's desirability, quality of life and economic opportunities:

1. I was a founding member of the Red Hill Council (www.redhillcouncil.org). The Red Hill Council is a nonprofit organization that has worked with the BLM for the past 23 years to develop roughly 20-miles of trails on public lands north of Carbondale, CO. My role with the Red Hill Council has provided me with familiarity working with Federal land managers. I also played a pivotal role in efforts to build the whitewater park in Glenwood Springs, CO.
2. Matt Farrar (WSC), a former professional kayaker, and Jim Leggitt (LS) championed efforts in Eagle, CO to develop a River Corridor Master Plan that resulted in the recent construction of a multi-million dollar river park (eagleoutside.com/riverpark/).

Our team's broad range of knowledge and skill set enable us to look at opportunities and challenges related to Paonia's recreation system from a number of perspectives. For example, our team's community planning and design experience enables us to understand that local streets are an important element of a community's recreation system as they offer opportunities to connect people with parks, recreation amenities/facilities, open space areas, trail systems, etc. Local streets are also an important public space (often overlooked in communities and/or are a commonly dedicated to vehicles) that offer opportunities to create community gathering space, such as a festival/event street and/or installation of parklets. We believe that our team's knowledge and skill sets puts us in a unique position to guide the Town of Paonia and it's community to a successful outcome for the 2020 PRT Master Plan.

We are excited about the prospect of working alongside town staff, stakeholders and the community to craft a plan that continues to enhance Paonia's unique qualities and keeps the community moving in a positive and prosperous direction. We thank you for the opportunity to submit this proposal and look forward to further discussing our qualifications with you in the near future.

Sincerely,



Davis

55

2| OUR UNDERSTANDING OF THE PROJECT

8. Our team understands the following to be the Town of Paonia’s desired outcomes from the 2020 PRT master planning effort. If selected, our team will work with town staff to clarify and confirm desired outcomes for the 2020 PRT Master Plan as part of the project kick-off process. Our team’s approach and scope of services (refer to p. 15) have been tailored specifically to satisfy the town’s desired outcomes for the project.

COMPONENTS OF THE TOWN OF PAONIA’S 2020 PHROST MASTER PLAN			
	1 BACKGROUND RESEARCH & BASE PLAN	2 NEEDS ASSESSMENT & SCHEMATIC DESIGNS	3 2020 PRT MASTER PLAN
Desired Outcomes from Each Component of the 2020 PRT Master Plan	<p>An inventory/existing conditions analysis that identifies and documents:</p> <ul style="list-style-type: none"> Relevant goals, policies, ideas, etc. from relevant town, county, Recreation District, Bureau of Land Management (BLM), US Forest Service (USFS), etc. studies and plans, which include: <ul style="list-style-type: none"> - 2020 Town of Paonia Master Plan Update - 1996 Town of Paonia Master Plan - Town of Paonia’s Municipal Code - 2011 North Fork Recreation Master Plan - 2018 Delta County Recreation & Trails Master Plan - 2018 Delta County Master Plan - Relevant BLM Resource Management Plans The location, role, current condition, utilization and other pertinent information for the parks, open space areas, recreation amenities/facilities, trails and surrounding public lands (ex. nearby BLM Lands and Paonia State Park) that comprise Paonia’s overall recreation system. Maps that illustrate and provide pertinent information about the town’s existing recreation system. The type, condition, participation rates and other pertinent information for special events, recreation programs, activities and classes offered by the Town of Paonia, as well as by other government agencies, local organizations and local businesses. Assets and opportunities for enhancing Paonia’s recreation system, programs and events. Information regarding relevant regional, state and/or national trends and their potential affect on recreation in Paonia. 	<p>A needs assessment that identifies and documents:</p> <ul style="list-style-type: none"> Information obtained from members of the Community Action Team, stakeholders and the public regarding: (1) programming of recreation amenities/facilities in Paonia; (2) participation rates and trends in local events, programs, etc.; (3) scheduling, operational and/or maintenance challenges; (4) existing and potential future demands; and (5) usage patterns. The community’s levels of satisfaction with and perceptions of parks, open space areas, recreational facilities, trails, community gathering spaces, special events, recreational programs and activities. Areas of Paonia currently underserved by the existing recreation system. Current and projected demographic trends and their potential impact on the town’s recreation system. Relevant regional, state and national recreation trends. Helps to establish appropriate level of service (LOS) standards for the Town of Paonia. <p>Schematic designs and “before” and “after” concept sketches for:</p> <ul style="list-style-type: none"> Future components of Paonia’s recreation system and improvements to existing components. Historic and cultural features of the Town of Paonia are to be incorporated into this design work. <p>Material lists and cost estimates for existing and future components of Paonia’s recreation system.</p>	<p>A 2020 Parks, Recreation, and Trails Master Plan that:</p> <ul style="list-style-type: none"> Includes a vision and/or goals (as appropriate) that provide guidance and direction for the town’s recreation system. Includes direction for specific areas of interest relevant to the town’s recreation system that may include: <ul style="list-style-type: none"> - Natural resource utilization, protection and preservation. - Local and regional connectivity. - Facility development and management. - Program and event development and management. - Collaboration and community partnerships. - Parks, recreation and trails funding. Recommended policies, level of service (LOS) standards, classification systems, design criteria and implementation actions regarding the development, operation and maintenance of parks, open space areas, recreation amenities/facilities, trails and community gathering spaces in Paonia. Recommended policies, criteria, standards and implementation actions regarding the development, implementation and maintenance of recreation programs, activities and events in Paonia. Includes a detailed implementation/action plan that prioritizes action items and offers information about costs, responsible parties, potential funding options, triggers and measures of success for each item.



Western Slope Consulting, LLC | Lead Firm

Western Slope Consulting is a family-owned and operated planning and design firm based in Carbondale, Colorado. Western Slope Consulting has a 23-year history working with local governments and private sector clients across western Colorado to address their planning needs. The firm has completed a variety of plans for rural communities and counties. Our Colorado clients include Meeker, Cedaredge, DeBeque, Collbran, Garfield County, New Castle, Silt, Rifle, Parachute, Rio Blanco County and Ridgway. The firm’s experience in both the public and private sectors brings a special level of competence to the projects we work on.

Western Slope Consulting’s team has worked both as municipal and county planners charged with developing and implementing regulations and policies derived from large-scale master plans. We understand the practice of using the goals of a plan to establish policies, create capital improvement plans and implement other changes to achieve the community’s desired future.

Western Slope Consulting is a Colorado Company and Employer.

contact: Davis Farrar
 ph: (970) 618-4708
 email: davis@coloradoplanning.com
www.coloradoplanning.com



Staff assigned full-time to the 2020 PRT Master Plan...



Davis Farrar | Davis is the principal of Western Slope Consulting. His 39-year career includes municipal planning and management, as well as extensive experience with public and private sector planning projects. Davis has worked for a number of municipalities on the Western Slope as a contract planner and manager. He brings a wealth of experience working with the complexities associated with recreation master planning, recreation facility design and development, trails and public parks. Davis also has a strong understanding of developing, using and implementing community master plans.

Key Roles & Responsibilities | Davis will oversee the 2020 PRT Master Plan and serve as the primary point of contact with the town. He will also: (1) Serve as the lead for community engagement activities; (2) Participate in developing, implementing and facilitating a fun, interactive and broad reaching community engagement process; (3) Support the compilation and analysis of town regulations, plans and other pertinent documents, data and trends relevant to the PRT Master Plan; (4) Support the development of the “Base Plan” for the PRT Master Plan; (5) Provide insights and advice on the operation and maintenance of various types of recreation facilities from a town/city administration perspective; (6) Support preparation of the PRT Master Plan document; and, (7) Be responsible for quality control for project deliverables.

Standard Rates |

Hourly \$120.00
 Travel \$60.00/hour + mileage



Matt Farrar | Matt is a partner in Western Slope Consulting. He has 7-years of experience working as a municipal planner, public and private sector planning consultant and senior project manager/planner for a non-profit organization. As a native of western Colorado, Matt enjoys working with rural communities to develop realistic and sustainable economic growth strategies that build on and preserve important assets, such as quality of life, authenticity, local heritage, small independent businesses, and natural resources.

Key Roles & Responsibilities | Matt will serve as the overall project manager for the 2020 PRT Master Plan. He will also be involved with: (1) Developing and implementing an effective community outreach strategy; (2) Developing, implementing and facilitating a fun, interactive and broad reaching community engagement process; (3) Developing the “Base Plan” for the 2020 PRT Master Plan; (4) Researching and analyzing town regulations, plans and other pertinent documents, data and trends relevant to the PRT Master Plan; (6) Supporting schematic design work; and, (7) Compiling and/or creating graphics, outreach materials, GIS data and maps, and documents for the project.

Standard Rates |

Hourly \$100.00
 Travel \$50.00/hour + mileage

Davis Farrar | Principal

8. Project Lead / Community Outreach & Engagement / Research & Analysis / Schematic Designs / Cost Estimates / Quality Control

EDUCATION

- + Rocky Mountain Program | University of Colorado at Denver
Management training for senior executives in local government.
- + Master of Arts- Geography | Arizona State University
- + Bachelor of Arts- Geography | University of Vermont

AWARDS

- 2000 | National "Making a Difference" Award for Red Hill Trails Master Plan
Carbondale, CO

CAREER HIGHLIGHTS

- + Principal, Western Slope Consulting, LLC | Carbondale, CO
- + Town Manager, Town of Carbondale | Carbondale, CO
- + Planning Director, Town of Carbondale | Carbondale, CO
- + County Planner, Garfield County | Garfield County, CO

RELEVANT WORK EXPERIENCE

- + Interim Town Manager, Town of Basalt | Basalt, CO
- + Interim City Manager, City of Rifle | Rifle, CO
- + Town Manager, Town of Collbran | Collbran, CO
- + Contract Town Planner, Town of Buena Vista | Buena Vista, CO

RELEVANT PROJECT EXPERIENCE

- + City of Rifle Pool Complex | Rifle, CO
- + Crown Mountain Recreation Center | El Jebel, CO
- + Arena Master Plan | Collbran, CO
- + Recreation Master Plan | Carbondale, CO
- + Wulfsohn Open Space & Trails Master Plan | Glenwood Springs, CO
- + Glenwood Springs Whitewater Park | Glenwood Springs, CO
- + Glenwood Springs Recreation Master Plan | Glenwood Springs, CO
- + Whitewater Park Feasibility & Concept Design | Carbondale, CO
- + Red Hill Management & Trails Master Plan | Carbondale, CO
- + Garfield County Comprehensive Plan Update | Garfield County, CO
- + Town of Collbran Comprehensive Plan | Collbran, CO

Matt Farrar | Partner

Project Manager / Community Outreach & Engagement / Research & Analysis / Schematic Designs / Cost Estimates / Graphic & Document Creation

EDUCATION

- + Master of Urban Design | University of Colorado at Denver
- + Master of Urban & Regional Planning | University of Colorado at Denver
- + Bachelor of Arts- Geology | University of Colorado at Boulder

AWARDS

- 2012 | Outstanding Student Project | American Planning Association (APA)- Colorado
Awarded for the Town of Poncha Springs Parks and Recreation Master Plan.

CAREER HIGHLIGHTS

- + Partner, Western Slope Consulting, LLC | Carbondale, CO
- + Senior Project Manager, Community Builders | Glenwood Springs, CO
- + Assistant Town Planner, Town of Eagle | Eagle, CO

RELEVANT PROJECT EXPERIENCE

- + Town of Eagle River Park Funding and Design | Eagle, CO¹
- + Town of Eagle Pump Track Design and Construction | Eagle, CO¹
- + Town of Eagle Skateboard Park Site Feasibility Study | Eagle, CO¹
- + Town of Eagle- River Corridor Plan | Eagle, CO¹
- + Confluence Redevelopment Plan | Glenwood Springs, CO¹
- + Town of Poncha Springs Parks and Recreation Master Plan | Poncha Springs, CO
- + Garfield County Comprehensive Plan Update | Garfield County, CO
- + Fairplay Forward (Downtown Plan) | Fairplay, CO
- + Gunnison Vibrancy Initiative (Downtown Master Plan) | Gunnison, CO¹
- + Downtown Fraser Strategic Plan | Fraser, CO¹
- + Strong at Heart (Downtown Master Plan) | Taos, NM¹

¹ Experience prior to joining Western Slope Consulting.



GreenPlay | Partner Firm

GreenPlay LLC operates as a consortium of experts to provide services nationally for park, recreation, open space, and related agencies. In 1999, Teresa Penbrooke, PhD, MAOM, CPRE, an experienced public parks and recreation professional, identified certain needs in the industry that were not being fully satisfied. Teresa noticed that although many land planning, design, and architecture consultants serviced this industry, most did not have actual operations and management experience within the profession. This reality forced parks and recreation organizations to rely on guidance from multiple consulting firms, often spending needless time organizing and managing these specialists into one cohesive team. GreenPlay became a viable solution by offering practical, innovative, and comprehensive consulting services by professionals with direct experience in parks, recreation, and open space operations and management.

GreenPlay acts as a management tool for agencies by organizing consultant teams that are responsive, experienced in the field, and who understand the needs of administrators and their communities. GreenPlay works nationwide with 23 employees and over 75 technical consortium agencies and sub-consultants to complete projects for large and small agencies around the United States. Since 1999, GreenPlay has completed over 550 projects in 46 states for governmental agencies and private sector companies.

contact: Keri Konold
ph: (303) 439-8369
email: kerik@greenplayllc.com
www.greenplay.com

Staff assigned full-time to the 2020 PRT Master Plan...



Keri Konold, CPRP | Keri is a Certified Parks and Recreation Professional (CPRP) with experience in public open space, parks, recreation, golf course, and cemetery management for three Colorado public agencies since 2007. Keri has a passion for public land management, integrating roles for health and wellness, balancing conservation and recreational use, and improving working relationships for all involved. She also has served as a member of the City of Lafayette, CO’s Open Space Advisory Committee. Keri received a BS in Anthropology at Kansas State University, with a focus in accounting. Keri’s business acumen and abilities for quick discernment of key issues match with her professional people skills, making her an ideal consultant on a variety of types of projects..

Key Roles & Responsibilities | Keri will serve as the day-to-day contact for GreenPlay and will oversee the research work for the “Base Plan” for the 2020 PRT Master Plan. Keri will also be involved with: (1) Needs assessment work; (2) Support for schematic design work; (3) Developing cost estimates for operations, maintenance and/or capital improvement projects; and, (4) Preparation of a maintenance component of the 2020 PRT Master Plan.

Standard Rates |

Hourly \$150.00
Travel \$1,500 per trip to/from Paonia



Dave Peterson, MS, PLA | Dave is a Registered Landscape Architect in Colorado and is a CLARB Certified Landscape Architect. Dave’s leadership in the science of parks and recreation planning embraces innovative techniques for incorporating demographics data into GIS analyses and determining needs beyond traditional broad-brush allocation strategies. Dave started his career in community development and planning but expanded to park and school design. This variety of experience, as well as his diverse background in education and sports medicine make him a valuable member of the team.

Dave loves looking for ways to incorporate the newest computer graphic technique or process into the projects he works on. Parks and recreation master planning and comprehensive GIS mapping using composite values methodology incorporates both detailed and broad thinking and therefore is a good match for his skills.

Key Roles & Responsibilities | Dave will lend his expertise to the inventory and mapping of the various components of Paonia’s overall recreation system, as well to the efforts to establish Level of Service (LOS) standards for Paonia.

Standard Rates |

Hourly \$150.00
Travel \$1,500 per trip to/from Paonia

Keri Konold, CPRP | Project Consultant

8. Play Lead & Project Manager / Research & Analysis / Design Criteria & Level of Service Standards / Cost Estimates / Maintenance & Sustainability Plan

EDUCATION

- + Bachelor of Science | Kansas State University
- + Czech Studies | Charles University, Prague
- + Program Graduate | University of Virginia's Weldon Cooper Center for Public Service Leading, Educating, and Developing

CAREER HIGHLIGHTS

- + Project Consultant, GreenPlay LLC | Louisville, CO
- + Community Relations Officer, City of Boulder | Boulder, CO
- + Budget Analyst, City of Boulder | Boulder, CO
- + Recreation Programs Manager | Carbon Valley, CO
- + Senior Administrative Assistant, City of Lafayette | Lafayette, CO

CERTIFICATIONS

- + Certified Parks and Recreation Professional (CPRP)
- + Certificate of International Association of Public Participation Foundations in Effective Public Participation
- + Certificate of Level 1, ArcGIS

PUBLICATIONS

- + *For Lafayette Parks, Open Space and Golf: Recognition is Multi-Directional*, Colorado Parks and Recreation Association Byline, Fall 2012

RELEVANT PROJECT EXPERIENCE

- + Parks, Health, Recreation, Open Space, and Trails Plan | Fruita, CO
- + Construction and Maintenance Handbook | Boulder County, CO
- + Wildlife Management Policy Plan | Longmont, CO
- + Leisure Needs Assessment and Action Plan | Santa Maria, CA
- + Parks, Recreation, and Open Space Master Plan Update | Aurora, CO
- + Parks and Recreation Master Plan | Brush, CO
- + Parks and Recreation Comprehensive Plan | Elizabeth, CO
- + Parks and Recreation Master Plan Update | Lafayette, CO
- + Master Plan | Prospect Park and Recreation District, CO

Dave Peterson, MS, PLA | Project Consultant

Research & Analysis / Design Criteria & Level of Service (LOS) Standards / Cost Estimates / Maintenance & Sustainability Plan

EDUCATION

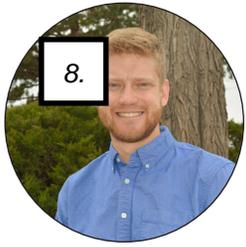
- + Master of Science- Exercise and Sports Science | University of Arizona
- + Bachelor of Science - Landscape Architecture | Colorado State University
- + Bachelor of Science - Education | University of Nebraska

REGISTRATIONS & CERTIFICATIONS

- + Registered Landscape Architect in Colorado (#977)
- + CLARB Certified Landscape Architect

RELEVANT PROJECT EXPERIENCE

- + Park & Recreation Master Planning | Aurora, CO
- + Park & Recreation Master Planning | Commerce City, CO
- + Park & Recreation Master Planning | Denver, CO
- + Park & Recreation Master Planning | Lakewood, CO
- + Park & Recreation Master Planning | Littleton, CO
- + Park & Recreation Master Planning | Louisville, CO
- + Park & Recreation Master Planning | Wheat Ridge, CO
- + Park & Recreation Master Planning | Windsor, CO
- + Park & Recreation Master Planning | Valdez, AK
- + Park & Recreation Master Planning | Glendale, AZ
- + Park & Recreation Master Planning | Encinitas, CA
- + Park & Recreation Master Planning | Palm Springs, CA
- + Park & Recreation Master Planning | Post Falls, ID
- + Park & Recreation Master Planning | Sandpoint, ID
- + Park & Recreation Master Planning | Farmington, NM
- + Park & Recreation Master Planning | Henderson, NV
- + Park & Recreation Master Planning | Tulsa, OK
- + Statewide Comprehensive Outdoor Recreation Plan (SCORP) | State of Maryland
- + Statewide Comprehensive Outdoor Recreation Plan (SCORP) | State of New Mexico
- + Healthy Communities Planning | Arlington Heights, ILL
- + Healthy Communities Planning | Liberty, MO
- + Healthy Communities Planning | South Bend, IN



Caylon Vieleher | Caylon has served in many roles throughout the last decade. His love for health and play have given Caylon a true appreciation for our public spaces and the role that they can play in our communal and ecological health. He applies a keen interest in geographic information science and the impacts it has on our human landscape, social justice, and equality. Through his experience in program leadership, Caylon has worked personally with diverse populations and gained valuable experience in communication and public relations. He provides a combination of technical analysis, people-oriented personality, and passion for the power that parks and recreation brings to quality of life in communities.

Key Roles & Responsibilities | Caylon will support efforts to inventory and map the various components of Paonia’s overall recreation system. He will also be involved with efforts to establish Level of Service (LOS) standards for the Town of Paonia.

Standard Rates |

Hourly	\$150.00
Travel	\$1,500 per trip to/from Paonia

Caylon Vieleher | GIS Analyst/Project Consultant

Research & Analysis / Design Criteria & Level of Service (LOS) Standards / Cost Estimates / Maintenance & Sustainability Plan

EDUCATION

- + Bachelor of Arts- Philosophy | Fort Lewis College

CAREER HIGHLIGHTS

- + GIS Analyst/Project Consultant, GreenPlay LLC | Louisville, CO
- + Land Surveying and Data Acquisition, Flatirons Surveying | Boulder, CO
- + Environment/Agriculture Services, Peace Corps | The Gambia, West Africa

RELEVANT PROJECT EXPERIENCE

- + Parks, Recreation, and Open Space Strategic Plan | Aurora, CO
- + Parks and Recreation Master Plan | Valdez, AK
- + Parks and Recreation Master Plan | Glendale, AZ
- + Parks and Recreation Master Plan | Lathrop, CA
- + Parks and Recreation Master Plan | Valley Wide, CA
- + Parks and Recreation Master Plan | Victorville, CA
- + Parks and Recreation Master Plan | Stonecrest, GA
- + Parks and Recreation Master Plan | Sandpoint, ID
- + Parks and Recreation Master Plan | Henderson, NV
- + Parks and Recreation Master Plan | Holly Springs, NC
- + Parks and Recreation Master Plan | Iredell County, NC
- + Parks and Recreation Master Plan | Hamilton County, TN
- + Parks and Recreation Master Plan | Angleton, TX
- + Parks and Recreation Master Plan | Hampton, VA



8.

contact: Jim Leggitt
ph: (720) 252-2819
email: jim@drawingshortcuts.com
www.drawingshortcuts.com

Leggitt Studio LLC (LS) | Partner Firm

LS is architecture, planning and design firm based in Denver, CO. LS was formed in 2008 by Jim Leggitt, FAIA to focus specifically on both large and small community planning projects. Initially teamed with the Chinese based firm LLG Studios, Leggitt worked on large international planning projects in China and the Middle East. More recently, Jim has committed most of his time to working with small Western communities on corridor and downtown revitalization initiatives, specifically employing his hand drawing skills to help the public visualize “before” and “after” scenarios during planning workshops.

Staff assigned full-time to the 2020 PRT Master Plan...



Jim Leggitt, FAIA | Architect, urban planner, author, educator and professional illustrator, Jim Leggitt, has been practicing for over 40-years in Denver, Colorado. In addition to being the principal of Leggitt Studio LLC, he has conducted design visualization seminars and drawing workshops for AIA and ASLA National Conventions, AIA regional and local conferences, universities, architectural firms and allied design professionals throughout the country and Canada for over 20-years.

An expert with downtown and corridor planning, public engagement, 3D SketchUp modeling and conceptual visualization, Jim has participated in countless project charrettes leading the design process and generating quick hand drawn sketches that reflect place-making options and opportunities that come from revitalization of underutilized properties, neglected public spaces and poor pedestrian/bike connectivity.

Key Roles & Responsibilities | Jim will serve as the lead on schematic designs for parks, recreation facilities and trails, as well as the lead on developing “before” and “after” concept sketches for the 2020 PRT Master Plan.

Standard Rates |

Hourly \$125.00
Travel \$62.50 + mileage

Jim Leggitt | Principal

Schematic Designs / “Before” & “After” Concept Sketches

EDUCATION

- + Bachelor of Architecture | Rhode Island School of Design
- + Bachelor of Fine Arts | Rhode Island School of Design

CAREER HIGHLIGHTS

- + Principal, Leggitt Studio LLC | Denver, CO
- + Consulting Principal, StudioINSITE | Denver, CO

PUBLICATIONS

- + *Drawing Shortcuts: Developing Quick Drawing Skills Using Today’s Technology*

RELEVANT PROJECT EXPERIENCE

- + Town of Eagle River Park Conceptual Design | Eagle, CO¹
- + Town of Eagle - River Corridor Plan | Eagle, CO¹
- + Confluence Redevelopment Plan | Glenwood Springs, CO¹
- + Downtown Grand Junction Plan | Grand Junction, CO
- + Fairplay Forward (Downtown Plan) | Fairplay, CO
- + Gunnison Vibrancy Initiative (Downtown Master Plan) | Gunnison, CO
- + Highway 50 Corridor Plan | Salida, CO
- + 6th Street Corridor Master Plan | Glenwood Springs, CO¹
- + Downtown Fraser Strategic Plan | Fraser, CO¹
- + Strong at Heart (Downtown Master Plan) | Taos, NM

¹ Project completed as principal in charge with studioINSITE.



4| OUR WORK SAMPLES & REFERENCES

1. Fairplay Forward | Fairplay, CO

In 2018, Davis Farrar (WSC), Matt Farrar (WSC) and Jim Leggett (LS) worked with the Town of Fairplay on a downtown assessment project, named "Fairplay Forward." Davis, Matt and Jim worked with the town to engage all facets of the community in a conversation around the following issues...

- What do we cherish about our downtown?
- What type of place do we want our downtown to be?
- As we grow and change, how do we retain all that is great about our downtown, while realizing its immense potential?
- How can our downtown best reflect our authenticity and unique sense of place?

The process for Fairplay Forward was designed to answer these questions and resulted in a strategy/plan that provides the community with a roadmap for proactively shaping their downtown in a way that celebrates Fairplay's past while also embracing its future. An online version of the 2019 Fairplay Forward Plan can be found here: <https://downtownfairplay.com/fairplay-forward-plan/>

Now, you may be asking yourself - What relevance does a Downtown Assessment have to a Parks, Recreation and Trails Master Plan? Well, a key component of this project was working with town staff, local leaders, stakeholders and the community to identify existing assets in and around downtown Fairplay and ideas for how to enhance these assets in order to strengthen the downtown. Assets that were identified included:

- Trail systems on public lands in and around the Town of Fairplay.
- Underutilized public spaces in or near downtown Fairplay, which included: (1) lawn space in front of the historic Park County Courthouse; (2) a town-owned property providing access Fairplay's river park; and (3) a highway overlook just west of Fairplay.

To enhance/better utilize these assets, Davis, Matt and Jim worked with own staff, local leaders, stakeholders and the community to:

- Identify specific ideas for how to connect the downtown with the trail systems in and around Fairplay so that the downtown could serve as the "trailhead." The diagram on the following page is the result of this work.
- Identify and conceptualize specific ideas for enhancing/improving the underutilized public spaces in or near the downtown so that these public spaces could better serve as community gathering spaces and create more reason for locals and visitors to come to, and spend time in, downtown Fairplay. The adjacent sketches illustrate concepts that were prepared for these public spaces.

PROJECT BUDGET

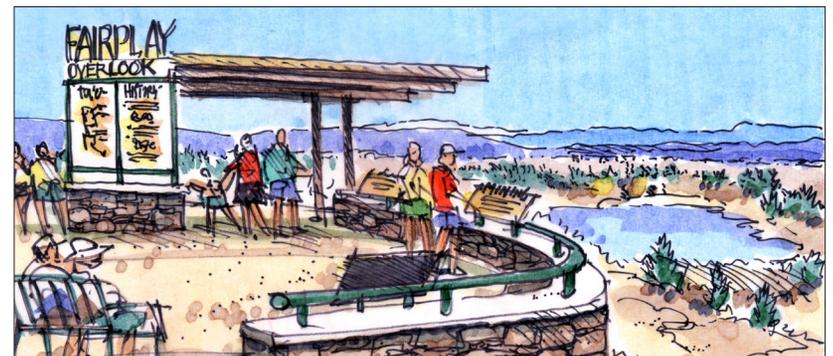
\$23,000

PROJECT STATUS

The Fairplay Forward Plan was completed and unanimously adopted by the Town's Board of Trustees in late 2019. The town is currently working on implementation of the plan.

PROJECT REFERENCE

Tina Darrah | Fairplay Town Administrator
(719) 622 ext. 102 | tdarrah@fairplayco.us

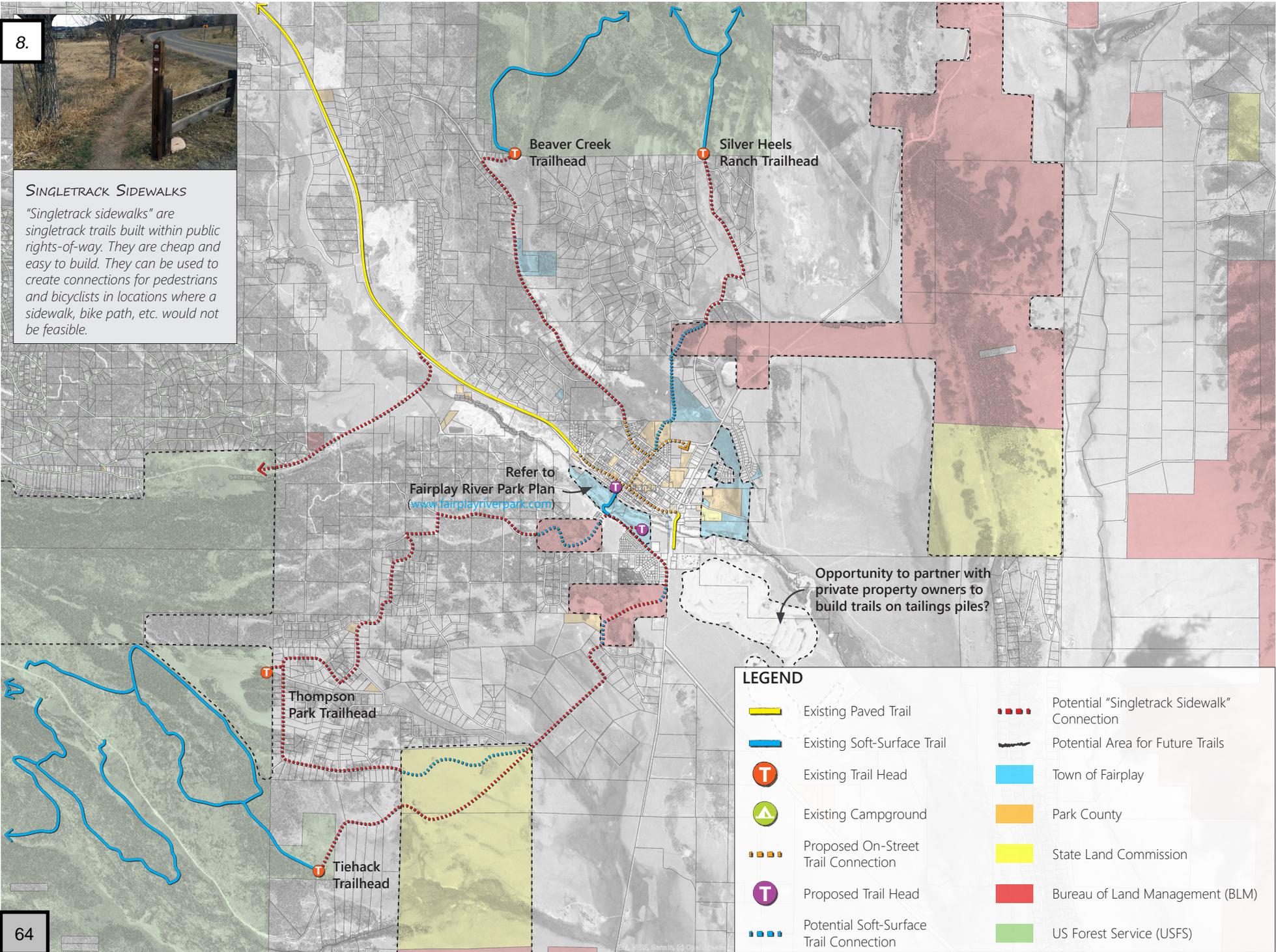




8.

SINGLETRACK SIDEWALKS

"Singletrack sidewalks" are singletrack trails built within public rights-of-way. They are cheap and easy to build. They can be used to create connections for pedestrians and bicyclists in locations where a sidewalk, bike path, etc. would not be feasible.



LEGEND

-  Existing Paved Trail
-  Existing Soft-Surface Trail
-  Existing Trail Head
-  Existing Campground
-  Proposed On-Street Trail Connection
-  Proposed Trail Head
-  Potential Soft-Surface Trail Connection
-  Potential "Singletrack Sidewalk" Connection
-  Potential Area for Future Trails
-  Town of Fairplay
-  Park County
-  State Land Commission
-  Bureau of Land Management (BLM)
-  US Forest Service (USFS)

2. River Corridor Master Plan | Eagle, CO

As the Assistant Planner for the Town of Eagle, Colorado, Matt Farrar (WSC) served as the project manager. The in-house kayaking/whitewater park expert and local champion for the town's river corridor master planning project. This planning effort signified a major shift in the town's approach to economic development. Historically, economic development efforts in Eagle focused on attempts to become a regional shopping destination. However, with today's retail market and Eagle becoming recognized as a popular mountain biking destination, local efforts have shifted to an approach rooted in the economic and quality of life impacts of outdoor recreation amenities. With improvements to the river and continued investment in trails, outdoor recreation is poised to become a major component of the town's economy and attraction for future residents and businesses. An online version of the 2015 River Corridor Plan can be found here:

www.townofeagle.org/DocumentCenter/View/14393/Eagle-River-Corridor-Plan---2015

Matt's key responsibilities associated with the River Corridor Plan included:

- Developing and facilitating an extensive community engagement process that resulted in the goals, strategies and implementation actions included in the plan.
- Compiling, analyzing and mapping of data for existing and future conditions along the river corridor.
- Generating graphics, content and the layout for the planning document.
- Developing a detailed implementation matrix.
- Significant involvement with crafting a ballot measure that resulted in a 0.5% sales tax increase to fund the construction of the Eagle River Park.

Jim Leggitt (LS) also played an important role in the development of the Town of Eagle's- River Corridor Plan. Jim served as the lead for the design team contracted by the town for the project. Jim was tasked with:

- Assisting with the development of the framework plan for the River Corridor Plan.
- Developing the design concepts included in the plan (refer to the adjacent images).
- Assisting with community engagement activities.
- Preparing cost estimates and visualizations for the town's sales tax initiative to fund the Eagle River Park.

PROJECT BUDGET

River Corridor Plan: \$50,000-\$100,000 (approximately)

Eagle River Park: \$5.9 million (approximately)

PROJECT STATUS

The River Corridor Plan was completed and unanimously adopted by the Town's Board of Trustees in 2015.

Construction of the Eagle River Park was completed in 2019.

PROJECT REFERENCE

Sarah Baker | Former Town of Eagle Trustee

(970) 331-0799 | sbaker@sbakerpc.com



The Town of Eagle's river corridor planning effort focused on utilizing outdoor recreation amenities and infill development to strengthen Eagle's downtown and the local economy.

Our team's work on the Town of Eagle's - River Corridor Plan provides us with a unique understanding of how community's can utilize local natural amenities and resources to enhance the quality of life for residents and visitors and bolster the local economy.

3. Parks, Recreation & Open Space Master Plan | Glenwood Springs, CO

8. Play facilitated a community planning process that created a long-range master plan for the City of Glenwood Springs to help guide decisions on parks, recreation, and open space opportunities. The planning process enabled the city to articulate its vision for these services and to provide a framework of action plans for future implementation. A significant portion of the Plan included an evaluation of community parks and recreation service impacts on the local tourist industry.

PROJECT BUDGET

\$59,999

PROJECT STATUS

The master plan was completed in 2016.

PROJECT REFERENCE

Tom Barnes | Former City of Glenwood Springs Parks and Recreation Director
(970) 384-6315 | tom.barnes@cogs.us



4. Parks, Recreation & Open Space Master Plan | Basalt, CO

GreenPlay developed a Parks, Open Space, and Trails Master Plan. The plan helped guide the future acquisition of land, prioritize improvements to existing recreational amenities and open space, and identify trail connections within the Town of Basalt and surrounding areas.

Working with the Basalt Parks, Open Space, and Trails Committee (POST) and planning staff, our team:

- Collaborated with the Basalt POST to refine the intent (goals and objectives) of the Master Plan.
- Updated existing parks, open space, and trails inventory for Basalt and the Three-Mile Planning Area.
- Identified deficiencies as well as opportunities and constraints within the existing parks, open space, and trails system.
- Conducted an extensive public input process.

PROJECT BUDGET

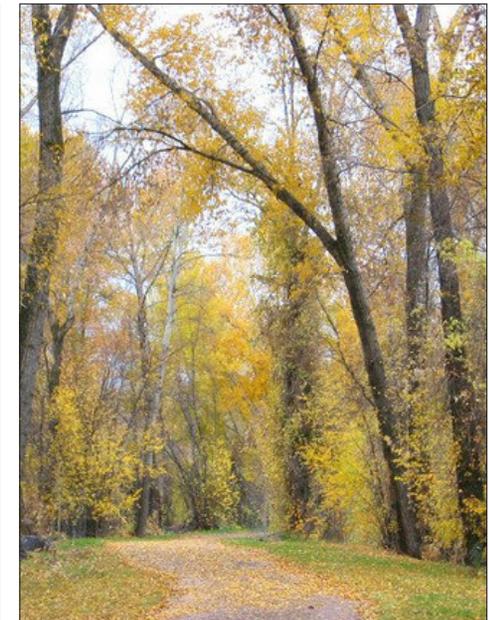
\$29,950

PROJECT STATUS

The master plan was completed in 2013.

PROJECT REFERENCE

Brian McNellis | Senior Planner
(970) 927-4701 ext. 202 | brianm@basalt.net



5. Crown Mountain Park Recreation Center | El Jebel, Colorado

West Slope Consulting, LLC (WSC) was the principal planning firm that processed a Major PUD Amendment with **8.** County for the Crown Mountain Park Recreation Center. Davis Farrar worked with a team of seven consultants to develop the PUD amendment application. Davis prepared and processed the required 1041 application with the County. The project was a proposed 25,000 square-foot recreation center which included a variety of workout rooms, yoga studios, indoor pool and track along with office facilities. The structure was to be the first major building constructed on an existing site that included a variety of soccer fields, baseball ballfields, basketball courts and tennis courts. Work included redesign of the northerly third of the property to include new access, parking, circulation and integration with the existing site. Project financing was proposed by bond issue subject to a vote of the residents in the district. Project input and support was evaluated through a robust public process which included a community survey and numerous public input meetings. Technical aspects of the project were handled by traffic consultants, engineers, architects, landscape architects and others. Davis was the lead on presentations at community meetings, presentations to the Mid-Valley Planning Commission and to the Eagle County Commissioners.

Davis' key responsibilities associated with the Crown Mountain Park Recreation Center included:

- Coordination with the other consulting team members on required components of the PUD application.
- Preparation of the land use application and 1041 submittal.
- Presentation of the application before the Mid-Valley Planning Commission and Eagle County Commissioners.
- Presentations at the various community meetings on the project.
- Coordination and strategy development with Crown Mountain Recreation District Board of Directors.

PROJECT BUDGET

\$227,753

PROJECT STATUS

The project was approved by the Eagle County Commissioners. A mill levy ballot question was presented to the voters and failed. The funding question came on the heels of the "Great Recession" in 2008 and voters were unwilling to approve a mill levy increase.

PROJECT REFERENCE

Mark Fuller | Crown Mountain Project Manager
(970) 618-5086 | fulcon@comcast.net



5 | OUR PROPOSED APPROACH & SCOPE OF SERVICES

8. The team is proposing the following approach and scope of services for the Town of Paonia’s 2020 PRT Master Plan. If selected, we would like the opportunity to work with town staff to fine tune the proposed approach and/or scope of services (as necessary) to best-suit Paonia’s needs and desired outcomes.

OVERVIEW OF APPROACH & SCOPE OF SERVICES FOR THE 2020 PHROST MASTER PLAN			
	PHASE I: CURRENT CONDITIONS INVENTORY/“BASE PLAN” <i>Where are we today?</i>	PHASE II: NEEDS ASSESSMENT & SCHEMATIC DESIGNS <i>Where do we want to be?</i>	PHASE III: PLANNING FOR ACTION <i>How do we get there?</i>
Key Outcomes	<ol style="list-style-type: none"> Project start-up tasks completed: <ul style="list-style-type: none"> Community Action Team (CAT) established. Community Outreach & Engagement Plan (COEP) prepared and made available. Project name, logo and/or tagline created. Project website up and running. Coordination and Facilitation of a Kick-off Meeting with the CAT. In-person visits to all town parks, open space areas, trails and recreation amenities/facilities with town staff (if possible). Audit of relevant plans, studies, codes, etc. Compilation, analysis and summation of data, policies and other information related to the 2020 PRT Master Plan. Preparation and distribution of up to five (5) “Community Snapshots.” Preparation and distribution of a Current Conditions Summary (i.e. “Base Plan”). 	<ol style="list-style-type: none"> Preparation for and Facilitation of a 2-day Community Input Workshop. Preparation and distribution of a Community Survey. Distribution of the Community Survey results. Draft Vision, Goals and Framework Plan for the 2020 PRT Master Plan. Preparation for and Facilitation of a 2.5-day Design Workshop. Schematic designs for parks, recreation amenities/facilities, open space areas, trails and community gather spaces. “Before” and “After” concept sketches. Material lists and cost estimates. 	<ol style="list-style-type: none"> Final Vision, Goals and Framework Plan for the 2020 PRT Master Plan. Final schematic designs for parks, recreation amenities/facilities, open space areas, trails and community gather spaces. Detailed implementation/action plan for inclusion in the 2020 PRT Master Plan. Draft and final version of the 2020 PRT Master Plan. Presentation of the final 2020 PHROST Master Plan to the Town Board. Delivery of three (3) hard copies of the final version of the 2020 PHROST Master Plan to town staff. Delivery of a USB drive to town staff that includes: <ul style="list-style-type: none"> Final 2020 PRT Master Plan in PDF and Adobe InDesign format. Maps for the master plan in ArcGIS format. Presentations from the project in PDF format. Current Conditions Summary (i.e. “Base Plan”) in PDF and Adobe InDesign format. Community Snapshots in PDF and Adobe InDesign format. Photos, illustrations and graphics from the project. Collaboration with town staff to transform the project website into an online version of the final 2020 PRT Master Plan (if desired).
Community Engagement Activities	<ol style="list-style-type: none"> Online Engagement: <ul style="list-style-type: none"> Project website Social media CAT Kick-Off/Orientation Meeting. Stakeholder Interviews and/or Focus Group Sessions. 2-day Community Visit. Pop-up events hosted at community events and at other strategic locations in Paonia. Call & Text Message Engagement (optional add-on). 	<ol style="list-style-type: none"> Online Engagement: <ul style="list-style-type: none"> Project website Social media Community Survey. CAT Meeting(s). Stakeholder Interviews and/or Focus Group Sessions. 2-day Community Input Workshop. 2.5-day Design Workshop. Pop-up events hosted at community events and/or other strategic locations in Paonia. Call & Text Message Engagement (optional add-on). 	<ol style="list-style-type: none"> Online Engagement: <ul style="list-style-type: none"> Project website Social media Action planning calls with town staff. Action Planning Workshop with town staff, the CAT and Town Board. Draft PRT Master Plan review workshop with town staff, the CAT, Town Board and interested members of the community. Sharing of the draft 2020 PRT Master Plan with the community via the project website. Presentation of the final 2020 PRT Master Plan to the Board of Trustees at a public meeting. Call & Text Message Engagement (optional add-on).

COMMUNITY ENGAGEMENT ACTIVITIES

Understanding that the town desires an engagement process that involves all facets of the community, we have developed a process that we believe provides ample opportunity for broad and inclusive participation while maintaining a timely project schedule. The engagement activities listed below are to be implemented in order to facilitate effective and meaningful community participation throughout the planning process for 2020 PRT Master Plan:

OVERVIEW OF COMMUNITY ENGAGEMENT ACTIVITIES FOR THE 2020 PRT MASTER PLAN		
COMMUNITY ENGAGEMENT ACTIVITY	BRIEF DESCRIPTION OF ACTIVITY	WHEN WILL THIS ACTIVITY BE USED
1. Online Engagement	<p>Project Website. The project website will serve as tool for gathering input from the community via online polls, questionnaires, an “Idea Wall” and an interactive map program.</p> <p>Social Media. Our team will work with town staff and the CAT to develop a #hashtag for the project (if desired). This will enable community members to share images of their hopes, dreams, ideas, etc. for Paonia on Social Media, specifically Instagram.</p>	Phase I Phase II Phase III
2. Pop-Up Events	<p>Pop-Up events are intended to be a fun and easy way to gather input from people while they are out and about in the community. The concept for Pop-Up events is to set up a “booth” (pop-up tent (if desired), folding tables and chairs) at a community event or at a popular location in the community (ex. post office, grocery store, library, etc.) and offer an activity or activities that enable people to share their input about the future of Paonia’s recreation system.</p> <p>Pop-up events will necessitate having local volunteers available to host these. WSC will prepare and provide a “Pop-up Event Guide” to inform volunteers how to host and gather input via a pop-up event.</p>	Phase I Phase II
3. Community Survey	<p>The Paonia Community Survey will provide an opportunity to gather broad input from the community on topics/areas of interest relevant to the 2020 PRT Master Plan. Careful consideration will be given to how this survey is designed in order to avoid duplicating questions that have already been asked via the town’s on-going community master planning process.</p>	Phase II
4. Community Action Team (CAT) Meetings	<p>The CAT will comprise citizens from all walks of life and perspectives. The intent of the CAT is to have it represent the broad range of people who have a vested interest in the success of Paonia’s recreation system. Through engaging the CAT over the course of the project, we hope to bolster their support for and ownership of the 2020 PRT Master Plan.</p>	Phase I Phase II Phase III
6. Town Board Meetings	<p>These meetings will serve as opportunities to bring the town’s elected officials together to learn about, discuss and weigh in on the 2020 PRT Master Plan. Through engaging the town’s elected officials over the course of the project, we hope to bolster their support for and ownership of the 2020 PRT Master Plan.</p>	Phase I Phase II Phase III
8. Stakeholder Interviews/Focus Group Sessions	<p>Stakeholder interviews/Focus Group Sessions will provide opportunities for focused discussions with local interest groups about key issues related to Paonia’s future.</p>	Phase I Phase II
9. Community Meetings/Workshops/Open Houses	<p>Community meetings/workshops/open houses will provide opportunities for the general public to learn about, discuss and weigh in on the 2020 PRT Master Plan.</p>	Phase I Phase II Phase III
10. Call & Text Message Engagement <i>(optional add-on)</i>	<p>Please refer to page 28 of this proposal for information about the optional call and text message engagement service.</p>	Phase I Phase II Phase III

WHAT MAKES OUR APPROACH UNIQUE?

We offer a fresh and unique approach to community planning that we believe will lead to a 2020 PRT Master Plan for the Town of Paonia that has strong community support and will result in realistic and achievable outcomes.

8.

1| We Employ a Fun, Interactive, Inclusive and Efficient Community-Driven Process

Our experience has taught us the value of, and need for, drawing upon local values and expertise to devise community-driven solutions. Our team is well-versed in implementing effective community engagement activities that provide for an open and inclusive dialogue about: (1) Community hopes, dreams and aspirations, as well as ideas for how to achieve these; (2) Finding common ground on challenging and potentially polarizing issues; and, (3) Identifying realistic and actionable steps that lead to positive change. We strive to engage communities in ways that result in strong ownership and support for project outcomes.

We work to ensure that community engagement activities are fun, interactive and easy and convenient to attend. We achieve this by...

- Offering a variety of options for people to provide input including in-person and online engagement activities.
- Working with town staff and local leaders to ensure that community engagement activities are fun and interactive.
- Scheduling events at convenient times and locations. We also work with our clients to offer incentives for attending meetings such as, food, drink, and childcare.
- Balancing the goal of an open & inclusive process with community burn out from too many meetings.
- By having a clearly defined purpose for every event/meeting. In other words, we won't host an event/meeting just for the sake of it.

2| We Strive to Keep the Community Informed and Engaged

We have found that consistent outreach is essential to keeping the community informed about and engaged with community planning efforts. We strive to share information with community members on a regular basis and do our best to utilize a variety of communication channels in hopes of effectively sharing information with a broad range of people. The communication channels we typically use are social media (i.e. Facebook, Instagram, Twitter, etc.), email and/or text message blasts, print media (i.e. flyers, posters, newspaper articles, postcards, etc.) and word of mouth (i.e. information shared via town staff, local leaders, the Community Action Team, etc.).

3| We Empower the Community

We will work with town staff to establish a team of local leaders (aka the "Community Action Team") that will...

- Craft a name, logo and/or tag line for the project (if desired).
- Guide the community engagement process by providing feedback on what's working well and what can be done to make it work better.
- Advise on the best ways to reach out to and engage with the different facets of the community.
- Leverage their networks in the community to encourage their family, friends, colleagues, etc. to participate in engagement activities.
- Support engagement activities by assisting with meeting facilitation, providing introductions at meetings, helping with setup/take down at events, etc.
- Guide the development of the 2020 PRT Master Plan.
- Champion outcomes and support the town with implementation efforts.

We will also compile and share information with the community to raise local awareness about...

- Current conditions of parks, recreation facilities, open space areas, trails, events, recreation programs and activities in the community.
- Key regional, state and/or national trends likely to affect the Town of Paonia.
- How the community's input has been used to guide and shape the 2020 PRT Master Plan.

4| We Focus on Realistic and Achievable Outcomes

Our team's experience working as municipal planners and managers has taught us how to approach projects in a way that results in realistic and achievable outcomes. Too often we have seen plans with great ideas but that are not rooted in reality. Consequently, these plans rarely gain traction when it comes time for implementation. Our team will work with the town, the Community Action Team, stakeholders and the community to identify a range of implementation projects from those that can be achieved by simply taking a bucket of paint and painting temporary bike lanes on a local street to those that are more complex, but still rooted in reality, and may necessitate outside the box thinking in terms of partnerships and funding. We have a proven track record with our projects leading to actual on the ground change and take pride in our efforts leading to plans that can actually be implemented. The last thing we want is to deliver a plan that sits on a shelf and collects dust.

SCOPE OF SERVICES

PHR 8. MASTER PLAN PHASE I | Project Startup & Current Conditions Inventory/"Base Plan"

In PHR 8, our team will work with the town, the Community Action Team, stakeholders and the community to: (1) Develop a detailed inventory of the existing parks, recreation facilities, open space areas, trails, events, programs and activities that comprise Paonia's overall recreation system; (2) Raise awareness about current conditions in Paonia and regional, state and/or national trends likely to impact the community over the coming years; (3) Compile goals, policies, action items, ideas, etc. from related studies and plans.

Through this work our team hopes to be able to answer the following questions related to parks, recreation, open space and trails in Paonia:

+ *Where have we been?*

+ *Where are we today?*

Task 1.0 | Project Start-Up

Task 1.0 Services

1. WSC to work with town staff to review and confirm the scope of services and desired outcomes for the 2020 PRT Master Plan. Our team wants to ensure that our approach is well aligned with the town's desired outcomes for the project.
2. WSC to work with town staff to establish a tentative schedule of project meetings and discuss initial project data needs.
3. WSC to work with town staff to determine the best way to integrate the planning process for the 2020 PRT Master Plan with the on-going update to the town's Master Plan. Our team's goal is to have these planning processes work in unison and complement each other.
4. WSC to work with town staff to identify and contact people to serve on the Community Action Team (CAT) (i.e. Steering Committee). Members of the CAT may include:
 - Local Elected and/or Appointed Officials.
 - Staff from the Town of Paonia.
 - Local business owners.
 - Local youth.
 - Representatives from Paonia's Creative District.
 - Delta County Staff, Elected and/or Appointed Officials.
 - Representatives the North Fork Recreation District.
 - Representatives from the 50J School District.
 - Representatives from state and/or federal agencies (ex. Colorado Parks and Wildlife, Bureau of Land Management, US Forest Service, etc.).
 - Representatives from other key stakeholder groups in the community.

The anticipated roles & responsibilities of the CAT include:

- CONNECT | Guide, support and participate in outreach efforts and engagement activities to ensure broad community involvement in the project.
 - ADVOCATE | Work to build and maintain community support and accountability for implementation of project outcomes.
 - LEAD | Continue to lead and organize within the community to sustain momentum and inspire on the ground change, even after the plan is complete.
5. WSC to prepare a "Community Outreach & Engagement Plan" (COEP) for the project. The COEP will:
 - Include information about the community engagement activities for the project.
 - Provide a tentative schedule for community outreach and engagement activities.
 - Identify communication channels to be used for the project.

Before finalizing, the COEP will be shared with the CAT for review. The COEP will be revised based on the input received. Pertinent information from the COEP will then be made available to the community via the project website.

6. WSC to build a WordPress website specifically for the project (please see www.downtownfairplay.com or www.meekermovingforward.com for examples of project websites created by WSC). The purpose of the website will be to:
 - Serve as a clearinghouse for information about the project including updates, events, documents, etc.
 - Provide opportunities for the community engage with project online via an an “Idea Wall” and short questionnaires and/or polls.
 - Enable community members to sign up for project updates.
 - Enable the community to contact the consultant team.

WSC is open to exploring this website being both for the 2020 PRT Master Plan, as well as for the town’s on-going community master planning efforts.

WSC will work with town staff, the CAT and other key stakeholders to link the project website with the other appropriate websites.

The Town of Paonia will be responsible for purchasing the domain name for the project website. WSC will maintain and update the website for the duration of the project.

Task 1.0 Deliverables

1. WSC coordination of, and participation in, up to three (3) hours of conference calls with town staff to:
 - Review and refine the scope of services, as necessary, to ensure that the scope is best-suited for the desired outcomes of the project.
 - Discuss ideas for integrating the town’s on-going master planning project with the process for the 2020 PRT Master Plan.
 - Discuss ideas for people to invite to serve on the CAT.
2. WSC preparation and delivery of the final, vetted scope of services (as necessary).
3. WSC preparation of a flyer and email template with information about the CAT to be used by the town to encourage participation on the team.
4. WSC preparation of a Community Outreach & Engagement Plan (COEP) for the project. WSC to make one (1) round of revisions to the document based on feedback from towny staff and the CAT. WSC preparation and delivery of the final COEP to the town and posting of pertinent information from the document to the project website.
5. A WordPress website for the project. WSC to make revisions to the website based on feedback from town staff and the CAT. The town is responsible for purchasing the domain name for the project website. The cost for a domain name is anticipated to be around \$20-\$30. WSC will maintain and update the project website for the duration of the project.

Task 2.0 | Community Visit #1 - Project Kick-Off Meeting and In-Person Inventory Work

Task 2.0 Services

1. WSC and GP to work with town staff to prepare for, and coordinate the logistics of Community Visit #1. This visit to Paonia will serve as an opportunity for WSC and GP to spend time in Paonia in order to:
 - Participate in and facilitate a kick-off/orientation meeting with the CAT.
 - Visit and inventory all town parks, open space areas, trails and recreational facilities with town staff (if possible).
 - Participate in and facilitate an initial round of interviews and/or focus group sessions with key stakeholders and/or interest groups.
2. WSC to prepare the outreach materials, agendas, sign-in sheets, presentations, maps and handouts necessary for Community Visit #1. WSC to work with town staff to distribute materials to the Community Action Team and others for Community Visit #1.
3. Staff from WSC and GP travel to/from Paonia and participation in, and facilitation of, Community Visit #1.

Task 2.0 Deliverables

1. WSC support town staff with: (1) Extending invitations to members of the CAT for a kick-off/orientation meeting; and, (2) Coordination of logistics for Community Visit #1, including meeting venues, meeting supplies, and refreshments (if desired).
2. WSC preparation of agendas, sign-in sheets, presentations and hand-outs, as necessary, for Community Visit #1.
3. Staff from WSC and GP travel to/from Paonia for Community Visit #1.
4. WSC participation in, and facilitation of, a 1.5-hour kick-off/orientation meeting with the CAT.
5. WSC participation in, and facilitation of, up to four (4) 1 to 1.5-hour interviews and/or focus group sessions with key stakeholders and/or interest groups.
6. WSC and GP participation in visits to and inventories of all town parks, open space areas, trails and recreational amenities/facilities with town staff (if possible).

Task 3.0 | Data Collection & Analysis

Task 3.0 Services

8.

1. WSC and GP to compile and summarize information collected during Community Visit #1.
2. WSC to work with town staff and members of the CAT to compile and conduct a review/audit of existing studies and planning documents in order to identify and document implementation projects accomplished, goals, policies, ideas, actions, etc. relevant to the 2020 PRT Master Plan.
3. WSC to work with town staff, members of the CAT and other stakeholders to compile, analyze and summarize current data related to parks, recreation amenities/facilities, open space areas, trails, local and regional recreational assets and opportunities, special events, programs, activities and classes.
4. WSC and GP to compile and map current data for all existing elements of Paonia's recreation system, recreational assets and opportunities. As part of this work, WSC will perform a neighborhood level analysis of connections/access to the various elements of Paonia's existing recreation system in order to better understand areas of Paonia that may be underserved. In addition, key aspects of existing studies and planning documents will be mapped on an as needed basis as part of this work.
5. WSC to compile, analyze and summarize current demographic data, as well as data for regional, state and/or national recreation trends, which could impact Paonia over the coming years.
6. WSC to work with GP, town staff and members of the CAT to determine appropriate and/or desired levels of service (LOS) in Paonia.

Task 3.0 Deliverables

1. WSC and GP compilation and summation of the data/information collected during Community Visit #1.
2. WSC compilation, review/audit and summation of goals, policies, ideas, actions and any other key aspects of existing studies and planning documents that are relevant to the 2020 PRT Master Plan.
3. WSC compilation, analysis and summation of current and historic data/information available for parks, recreation amenities/facilities, open space areas, trails, local and regional recreational assets and opportunities, special events, programs, activities, classes and any other key elements of Paonia's overall recreation system.
4. WSC and GP compilation of data and creation of maps in ArcGIS that depict all existing elements of Paonia's recreation system, relevant recreational assets and opportunities, neighborhood connection/access to Paonia's recreation system and key aspects of existing studies and planning documents (as appropriate).
5. WSC compilation, analysis and summation of relevant historic, current and projected demographic data, as well as data for regional, state and/or national recreation trends, which could influence Paonia's recreation system over the next 10-15 years.
6. WSC collaboration with town staff and members of the CAT to determine appropriate and/or desired levels of service (LOS) in Paonia.
7. WSC coordination of and participation in up to four (4) hours of calls with town staff and/or the CAT to discuss and identify: (1) sources of data/information; (2) relevant regional, state and/or national trends, topics, issues, etc. to research and collect data for; and/or, (3) desired levels of service (LOS) for the Town of Paonia.

Task 4.0 | "Community Snapshots" & Current Conditions Summary (i.e. "Base Plan")

Task 4.0 Services

1. WSC to work with town staff and the CAT to review, discuss and identify key outcomes from Task 3.0 to prepare up to five (5) "Community Snapshots." The purpose of the snapshots is to highlight important data/information and to share this data/information with people in an easily digestible, "at-a-glance" format.
2. WSC to work with GP to compile the outcomes of Task 3.0 and prepare a document (i.e. Current Conditions Summary/"Base Plan") that serves as an inventory of the data/information and maps relevant to the town's recreation system and to the 2020 PRT Master Plan. WSC strives to present the data/information in this document in a manner that is visually appealing and easily understood.

Task 4.0 Deliverables

1. WSC collaboration with town staff and/or the CAT to review, discuss and identify key outcomes from Task 3.0 to be used for "Community Snapshots." This work will entail email correspondence and/or up to three (3) hours of calls with town staff and/or the CAT
2. WSC preparation and distribution of up to five (5) one-page "Community Snapshots." WSC to be responsible for posting the snapshots to the project website. WSC to work with city staff and the Community Action Team to distribute snapshots via other appropriate communication channels.
3. WSC work with GP to prepare a "Current Conditions Summary/Base Plan" document that summarizes the data/information compiled and analyzed in Task 3.0. WSC to present data/information in a manner that is visually appealing and hopefully easily understood. WSC to be responsible for posting this document to the project website. WSC to work with town staff and the CAT to distribute the summary document via other appropriate communication channels.

EFFECTIVE SUMMATION & SHARING OF KEY DATA

8.



A one-page document highlighting important data and trends, aka a "Community Snapshot," can be an effective tool for raising awareness about where a community stands in regards to various key issues.

The snapshot above was created to better inform people in Fairplay, CO about housing in their community. "Snapshots of Paonia" will be prepared and shared with the community during Phase I of the 2020 PRT master planning process.

The intent of the "Snapshots" is to better inform the community about the current condition of parks, recreation amenities/facilities, open space areas, trails, special events, recreation programs and activities in Paonia and regional, state and/or national trends that could affect Paonia over the coming years.

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PHROST MASTER PLAN PHASE II | Needs Assessment & Schematic Designs

In Phase II, our team will work with the town, CAT, stakeholders and the community to identify the needs of Paonia's parks, recreation amenities/facilities, open space areas, trails, special events, programs, activities, etc. We will also work with the town and CAT to develop a draft Vision and/or Goals, as well as a draft Framework Plan.

Furthermore, in Phase II, our team will work with the town, CAT, stakeholders and the community to develop schematic designs for select parks, recreation amenities/facilities, open space areas, trails, community gathering spaces, as well as "before" and "after" concept sketches. The purpose of the schematic designs and concept sketches will be to help the community visualize their aspirations for Paonia's recreation system. These will also be used in preparing material lists and cost estimates.

Through our work during Phase II we hope to be able to answer the following questions:

+ What type of recreation system does Paonia want to have in the future? (i.e. Where do we want to be?)

Task 5.0 | Community Visit #2 - Community Input Workshop

Task 5.0 Services

- WSC to work with town staff to prepare for, and coordinate the logistics of Community Visit #2. This visit to Paonia will serve as an opportunity to host a 2-day workshop that includes:
 - Up to six (6) 1-1.5 hour interviews and/or focus group sessions with key stakeholders and/or interest groups.
 - A Community Input Meeting/Workshop.
 - Meetings with town staff and the CAT (as appropriate).
- The purpose of Community Visit #2 is to:
- Gather community and stakeholder input on needs and aspirations for Paonia's recreation system.
 - Begin to gather specific ideas for how to address those needs and/or achieving the desired recreation system.
 - Share and discuss the findings of the outcomes of Task 3.0.
 - Make additional visits to various elements of the town's existing recreation system (as necessary).
- WSC to prepare the outreach materials, agendas, sign-in sheets, presentations, maps and hand-outs necessary for Community Visit #2. WSC to work with town staff and the CAT to distribute the outreach materials for Community Visit #2.
 - WSC travel to/from Paonia and participation in, and facilitation of, the 2-day Community Visit #2.

Task 5.0 Deliverables

- WSC support town staff and the CAT with outreach for Community Visit #2 to ensure participation from key stakeholders and interest groups as well as to encourage broad participation from the community.
- WSC preparation of agendas, sign-in sheets, presentations and hand-outs, as necessary, for Community Visit #2.
- WSC participation in, and facilitation of, a 2-hour Community Input Meeting/Workshop.

- Task 5.0 Deliverables* (continued)
4. WSC participation in, and facilitation of, up to six (6) 1 to 1.5-hour interviews and/or focus group sessions with key stakeholders and/or interest groups.
 5. WSC travel to/from Paonia for Community Visit #2.

8.

Task 6.0 | Community Survey

- Task 6.0 Services*
1. WSC to work with town staff and the CAT to develop questions for a Community Survey to be used to gather public input on Paonia’s recreation system.
 2. WSC to work with town staff and the CAT to distribute the survey to community members. Paper copies of the survey will be made available and the survey will be available online.
 3. WSC will work with town staff and the CAT to distribute outreach materials for the community survey to encourage broad participation.
 4. WSC to compile, manage and analyze all survey responses collected.
 5. At the conclusion of the survey, WSC to: (1) conduct a analysis of the survey data; and, (2) generate graphs, tables, narratives, infographics, etc. to clearly and simply explain the survey results;.
 6. WSC to generate a report and/or PowerPoint presentation summarizing the results of the community survey.
 7. WSC to work with town staff and the CAT to share the report and/or PowerPoint with the community.

- Task 6.0 Deliverables*
1. WSC coordination of, and participation in, up to three (3) hours of calls with town staff to develop questions for the Community Survey.
 2. WSC creation of a paper copy and online version of the community survey.
 3. WSC work with town staff print and distribute paper copies of the Community Survey..
 4. WSC work with town staff and the CAT to distribute a flyer/poster and/or a social media post to encourage participation in the Community Survey. WSC will be responsible for posting information about the Community Survey on the project website.
 5. WSC to compile, manage and analyze the survey responses collected. WSC to create graphs, tables, narratives, infographics, etc. to assist with explaining the results of the survey.
 6. WSC to create a report and/or PowerPoint presentation that summarizes the results of the Community Survey including, a description of the methodology, an executive summary, research findings and open-ended comments. WSC will deliver an electronic copy of these materials to the town.
 7. WSC to post the report and/or PowerPoint to the project website and deliver outreach materials to town staff to be used to inform people about the availability of the Community Survey results.

Task 7.0 | Draft Vision, Goals and Framework Plan / Community Visit #3

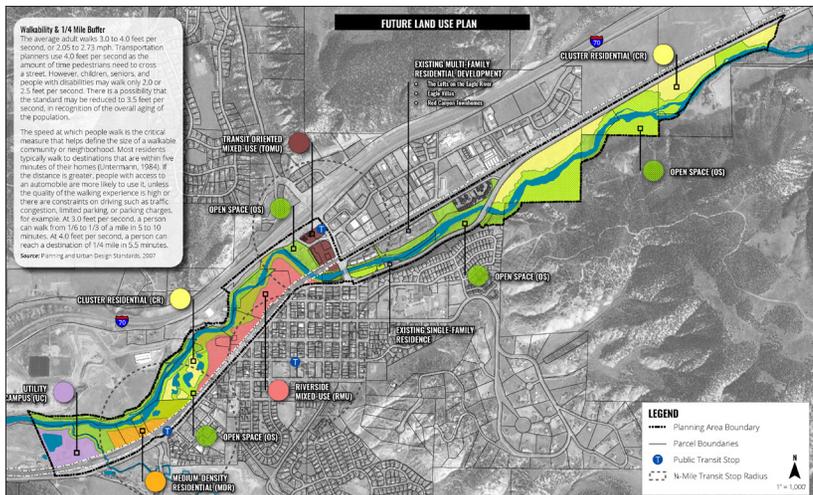
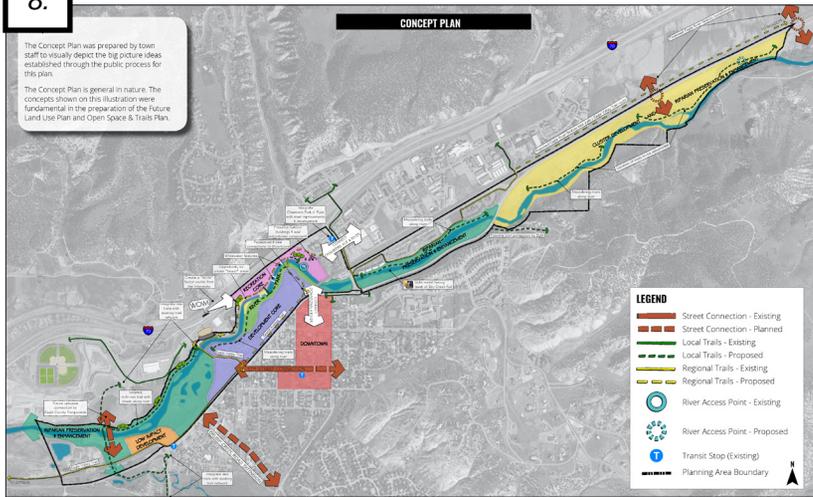
- Task 7.0 Services*
1. WSC to work with town staff and the CAT to prepare a draft vision and/or goals for the 2020 PRT Master Plan. The draft vision and/or goals are to be developed using the key themes/“big ideas” that emerged from input from stakeholder groups and the community. WSC to travel to/from Paonia in order to host a meeting with town staff and the CAT to develop a draft vision and/or goals for the 2020 PRT Master Plan.
 2. WSC to prepare a draft framework plan that illustratively describes the key themes/“big ideas” that emerged from stakeholder and community input. WSC to share the draft framework plan with town staff and the CAT for review and feedback. WSC to make one (1) round of revisions to the draft Framework Plan based on the feedback offered.

- Task 7.0 Deliverables*
1. WSC support town staff with: (1) Coordination of logistics for a 2-hour meeting with the CAT, including meeting venue, meeting supplies, and refreshments (if desired). The intent of this meeting will be to develop a draft vision and/or goals for the 2020 PRT Master Plan.
 2. WSC preparation of an agenda, sign-in sheet, presentation, and hand-outs, as necessary, for the meeting with the CAT.
 3. WSC travel to/from Paonia for the meeting with the CAT.
 4. WSC participation in, and facilitation of, a 2-hour meeting with town staff and the CAT.

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THE VALUE OF A FRAMEWORK PLAN

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Task 7.0 Deliverables (continued)

1. WSC creation of a draft framework plan that illustratively describes the key themes/"big ideas" that emerged from stakeholder and community input. WSC to share the draft framework plan with town staff and the CAT for review and feedback. WSC to make one (1) round of revisions to the draft Framework Plan based on the feedback offered.
2. WSC to post the draft vision and/or goals and the draft framework plan to the project website in order to share these with the community and to gather feedback on these. WSC to deliver outreach materials to town staff to be used to inform people about the availability of these items.

Task 8.0 | Community Visit #4 - Design Workshop

Task 8.0 Services

1. WSC and LS to work with town staff to prepare for, and coordinate the logistics of Community Visit #3. This visit to Paonia will serve as an opportunity to host a 2.5-day workshop that includes:
 - Drop-in hours for interested parties to review and provide feedback on design schematics/concepts for select parks, recreation amenities/facilities, open space areas, trails and community gathering spaces, as well as "before" and "after" concept sketches.
 - A Community Workshop and a Community Open House.
 - Up to four (4) 1 to 1.5 hour interviews and/or focus group sessions with key stakeholders and/or interest groups..
 - Meetings with town staff and CAT (as appropriate).

The purpose of Community Visit #2 is to:

- Gather community and stakeholder input design schematics/concepts for select parks, recreation amenities/facilities, open space areas, trails and community gathering spaces, as well as "before" and "after" concept sketches.
 - Continue gathering input on and specific ideas for how to address the needs and/or aspirations for the town's recreation system.
 - Share and discuss the findings of Community Visit #2 and the Community Survey.
 - Make additional visits to various elements of the town's existing recreation system (as necessary).
2. WSC and LS to prepare the outreach materials, agendas, sign-in sheets, presentations, maps and hand-outs necessary for Community Visit #3. WSC to work with town staff and the CAT to distribute the outreach materials for Community Visit #3.
 3. WSC and LS travel to/from Paonia and participation in, and facilitation of, the 2.5-day Community Visit #3.

The "Concept Plan" for the Town of Eagle's - River Corridor Plan is shown above. This framework plan was created by Matt Farrar (WSC) to illustrate the "big ideas" that emerged from the planning process for the river corridor. Matt created a similar framework plan for the City of Glenwood Springs' - Confluence Redevelopment Plan (<http://www.cogs.us/DocumentCenter/View/2847/9-2017-Confluence-Redevelopment-Plan?bidId=>). The "Concept Plan" for Eagle's - River Corridor Plan served as the foundation for the Future Land Use Map (also shown above) that was created via the planning process.

Our team anticipates creating a similar type of framework plan for the 2020 PRT Plan in order to capture and illustrate the "big ideas."

Task 8.0 Deliverables

8.

1. WSC support town staff and the CAT with outreach for Community Visit #3 to ensure participation from key stakeholders and interest groups as well as to encourage broad participation from the community.
2. WSC and LS preparation of agendas, sign-in sheets, presentations, maps and hand-outs, as necessary, for Community Visit #3.
3. WSC and LS participation in, and facilitation of, a drop-in hours during the Community Visit #3.
4. WSC and LS participation in, and facilitation of, a 2-hour Community Workshop.
5. WSC and LS participation in, and facilitation of, a 2-hour Community Open House.
6. WSC and LS participation in, and facilitation of, up to four (4) 1 to 1.5-hour interviews and/or focus group sessions with key stakeholders and/or interest groups.
7. WSC and LS participation in, and facilitation of, up to two (2) 1 to 1.5-hour meetings with town staff and the CAT (as appropriate).
8. WSC and LS travel to/from Paonia for Community Visit #3.
9. WSC posting outcomes of the Community Visit #3 to the project website in order to share these with the community and to gather feedback on these. WSC to deliver outreach materials to town staff to be used to inform people about the availability of these items.

PHROST MASTER PHASE III | Planning for Action

In Phase III, our team will work with the town, the CAT, stakeholders and the community to develop: (1) A realistic and actionable implementation plan for the community to follow and use to guide decision-making and achieve on the ground change over the coming years; and, (2) the 2020 PRT Master Plan.

Task 9.0 | Finalize Design Schematics & Concept Sketches / Prepare Material Lists & Cost Estimates

Task 9.0 Services

1. WSC and LS to work with town staff and the CAT to refine and finalize the design schematics/concepts for select parks, recreation amenities/facilities, open space areas, trails and community gathering spaces, as well as the “before” and “after” concept sketches based on the outcomes and feedback from Phase II.
2. WSC to work with LS and GP to prepare material lists and cost estimates for the designs prepared for parks, recreation amenities/facilities, open space areas, trails and community gathering spaces.

Task 9.0 Deliverables

1. WSC and LS modification of design schematics and “before” and “after” concept sketches based on feedback from town staff, the CAT, stakeholders and the community.
2. WSC delivery of electronic copies of the final design schematics and “before” and “after” concept sketches to town staff.
3. WSC posting of final design schematics and “before” and “after” concept sketches to the project website. WSC to deliver outreach materials to town staff to be used to inform people about the availability of these items.
4. WSC delivery of material lists and cost estimates for final designs prepared for parks, recreation amenities/facilities, open space areas, trails and community gathering spaces.

Task 10.0 | Action Planning / Community Visit #5

Task 10.0 Services

1. WSC to work with town staff and the CAT to prepare an action plan for the 2020 PRT Master Plan. The action plan is to be developed using the outcomes that emerged from Phase I and Phase II. WSC anticipates much of this work occurring remotely (i.e. via conference calls between WSC, town staff and the CAT (as appropriate)).
2. WSC travel to/from Paonia in order to participate in, and facilitate, an Action Planning Workshop with town staff and the CAT to review and finalize the implementation/action plan for the 2020 PRT Master Plan.

Task 10.0 Deliverables

1. WSC coordination and facilitation of up to four and a half (4.5) hours of conference calls with town staff and the CAT (as appropriate). The intent of these conference calls will be to develop an initial draft of the implementation/action plan for the 2020 PRT Master Plan.

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5. WSC support town staff with: (1) Coordination of logistics for a 2-hour meeting with town staff and the CAT, including meeting venue, meeting supplies, and refreshments (if desired). The intent of this meeting will be to review, discuss and finalize the implementation/action plan for the 2020 PRT Master Plan.
6. WSC preparation of an agenda, sign-in sheet, presentation, and hand-outs, as necessary, for the meeting with town staff and the CAT.
7. WSC travel to/from Paonia for the meeting with town staff and the CAT.
8. WSC participation in, and facilitation of, a 2-hour meeting with town staff and the CAT.
9. WSC to prepare and distribute the final implementation/action plan for the 2020 PRT Master Plan with town staff and the CAT.

Task 11.0 | Draft 2020 PRT Master Plan / Community Visit #6

Task 11.0 Services

1. WSC to prepare and deliver a draft of the 2020 PRT Master Plan.
2. WSC to work with town staff to prepare for, and coordinate the logistics of draft plan review meeting with town staff, the Town Board and the CAT. This visit meeting will serve as an opportunity to host a joint meeting of these groups in order to review, discuss and provide feedback on the draft of the 2020 PRT Master Plan.
3. WSC to compile the feedback received on the draft of the 2020 PRT Master Plan.

Task 11.0 Deliverables

1. WSC to provide the town with an electronic version of the draft 2020 PRT Master Plan.
2. WSC to work with town staff and the CAT to prepare outreach materials for the draft of the 2020 PRT Master Plan and to distribute the outreach materials along with the draft document. WSC will be responsible for posting the draft document to the project website.
3. WSC support town staff with coordination of logistics for a 2-hour draft plan review meeting, including meeting venue, meeting supplies, and refreshments (if desired).
4. WSC preparation of an agenda, sign-in sheet, presentation, and hand-outs, as necessary, for the draft plan review meeting.
5. WSC travel to/from Paonia for the draft plan review meeting.
6. WSC participation in, and facilitation of, a 2-hour joint draft plan review meeting with town staff, the Town Board and the CAT.

Task 12.0 | Final 2020 PRT Master Plan / Community Visit #7

Task 12.0 Services

1. WSC to revise the draft of the 2020 PRT Master Plan based on feedback from town staff, the Town Board, the CAT and the community.
2. WSC to work with town staff to prepare for, and coordinate the logistics of a presentation of the final 2020 PRT Master Plan to the Town Board (i.e. Community Visit #7). The hope would be to have the Town Board adopt the plan following the presentation.
3. WSC to prepare and deliver the final version of the 2020 PRT Master Plan.

Task 12.0 Deliverables

1. WSC work with town staff and the CAT to prepare and distribute outreach materials for the presentation of the final 2020 PRT Master Plan.
2. WSC support town staff with the coordination of logistics for a presentation to Town Board at a public hearing.
3. WSC work with town staff and the CAT to prepare and distribute outreach materials for the final 2020 PRT Master Plan. WSC will be responsible for posting the final document to the project website.
4. WSC delivery of three (3) hard copies of the final version of the 2020 PRT Master Plan to town staff.
5. WSC delivery of a USB drive to city staff that includes:
 - Final 2020 PRT Master Plan in PDF and Adobe InDesign format.
 - Maps for the master plan in ArcGIS format.
 - Presentations from the project in PDF format.
 - Current Conditions Summary/"Base Plan" in PDF and Adobe InDesign format.
 - Community Snapshots in PDF and Adobe InDesign format.
 - Photos, illustrations and graphics from the project.

6. WSC collaboration with town staff to transform the project website into an online version of the final 2020 PRT Master Plan (if desired).

SERVICES EXCLUDED FROM SCOPE OF SERVICES

This proposal assumes that the Town of Paonia will be responsible for providing the following:

- Purchase of the domain name for the project website. It is anticipated that the domain name for the project website will be around \$20-\$30.
- Notices of public meetings and postings in the official town notice locations, local newspaper, town website and other locations. Our team will provide electronic versions of community outreach materials, as necessary. In addition, our team will deliver electronic versions of meeting agendas and meeting materials.
- Sufficient paper copies of materials for project meetings. Our team will be responsible for providing the town with electronic versions of any materials to be printed in advance of project meetings.
- If possible, printing/plotting of large format materials (ex. maps, posters, etc.). Our team will be responsible for providing electronic versions of large format materials to the town for printing/plotting. In the event that the town is unable to print/plot large format materials, our team has the ability to take care of the printing/plotting of those materials.
- Reserving and coordinating the set up of venues for project meetings. Our team will work with town staff to identify appropriate venues and preferred room setup for project meetings.
- Audio and video equipment for project meetings, as necessary.
- Supplies for project meetings (as appropriate) such as, tables, chairs, pens, pencils, name tags, flip charts, etc. Our team will provide the town with supply lists for each project meeting, in advance of these meetings.
- Refreshments for project meetings, as appropriate.
- Posting of any project related materials on the town's website and/or social media pages, including Facebook, Instagram and Twitter. Our team will deliver electronic versions of any materials to be posted to the town's website and/or social media pages.
- Hard copies and/or electronic copies of studies, planning documents, development documents, etc. relevant to the project.

6 | SCHEDULE FOR COMPLETION & COST OF SERVICES

8. The team is proposing the following schedule for completion of the 2020 PRT Master Plan. We have developed this schedule with the following key dates in mind: (1) March 2020- project start; (2) August 31, 2020- the town's target date for completion of the project. While we do our best to have a draft of the 2020 PRT Master Plan available by the end of July 2020 and complete the project by the end of August 2020, we believe that a more realistic timeframe would be delivery of the draft 2020 PRT Master Plan in August 2020 and completion of the project in September 2020.

All key staff assigned to this project are available and able to complete the project within the proposed schedule. This schedule assumes that there will be no delays in the town's consultant selection process or during the process for the 2020 PRT Master Plan. If delays do occur, it is likely that they will impact the proposed schedule.

	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
2020 PRT MASTER PLAN PHASE I Project Startup & Inventory (Where are we today?)							
Task 1.0 Project Startup							
Task 2.0 Community Visit #1- Project Kick-Off							
Task 3.0 Data Collection & Analysis							
Task 4.0 "Community Snapshots" & Current Conditions Summary (i.e. "Base Plan")							
2020 PRT MASTER PLAN PHASE II Needs Assessment (Where do we want to be?)							
Task 5.0 Community Visit #2- Input Workshop							
Task 6.0 Community Survey							
Task 7.0 Draft Vision, Goals and Framework Plan / Community Visit #3							
Task 8.0 Community Visit #4- Design Workshop							
2020 PRT MASTER PLAN PHASE III Planning for Action (How do we get there?)							
Task 9.0 Finalize Design Concepts							
Task 10.0 Community Visit #5- Action Planning							
Task 11.0 Draft 2020 PRT Master Plan / Community Visit #6							
Task 12.0 Final 2020 PRT Master Plan / Community Visit #7							
MEETINGS/WORKSHOPS/OPEN HOUSES							
Meeting with Community Action Team		•	•	•	•	•	•
Meeting with Town Board		•	•	•	•	•	•
Community Meeting/Workshop/Open House			•		•		

• = proposed meeting

Provided below is a not-to-exceed cost breakdown for the tasks identified in our proposed scope of services and our team’s reimbursable expenses for the project. We would request that we have the flexibility to re-allocate task hours and funds, upon mutual agreement with the town, to ensure the best possible outcome.

8. FEES & HOURS BY TASK		
PHASE & TASK	TASK FEE	TASK HOURS
2020 PRT MASTER PLAN PHASE I Project Startup & Inventory (Where are we today?)		
Task 1.0 Project Startup	\$1,560.00	15.0
Task 2.0 Community Visit #1- Project Kick-Off	\$4,150.00	40.0
Task 3.0 Data Collection & Analysis	\$8,600.00	64.0
Task 4.0 “Community Snapshots” & Current Conditions Summary	\$1,600.00	16.0
<i>subtotal</i>	<i>\$15,910.00</i>	<i>135.0</i>
2020 PRT MASTER PLAN PHASE II Needs Assessment (Where do we want to be?)		
Task 5.0 Community Visit #2- Input Workshop	\$6,200.00	54.0
Task 6.0 Community Survey	\$5,400.00	48.0
Task 7.0 Draft Vision, Goals and Framework Plan / Community Visit #3	\$3,662.00	32.0
Task 8.0 Community Visit #4- Design Workshop	\$10,436.00	84.0
<i>subtotal</i>	<i>\$25,698.00</i>	<i>218.0</i>
2020 PRT MASTER PLAN PHASE III Planning for Action (How do we get there?)		
Task 9.0 Finalize Design Schematics, Prepare Materials List & Cost Estimates	\$9,150.00	65.0
Task 10.0 Community Visit #5- Action Planning	\$2,000.00	20.0
Task 11.0 Draft 2020 PRT Master Plan / Community Visit #6	\$4,372.00	40.0
Task 12.0 Final 2020 PRT Master Plan / Community Visit #7	\$3,200.00	32.0
<i>subtotal</i>	<i>\$18,722.00</i>	<i>157.0</i>
LABOR TOTAL	\$60,330.00	510.0
REIMBURSABLE EXPENSES		
Per Diem & Lodging	\$6,000.00	
Printing & Plotting	\$500.00	
<i>Call & Text Messaging Engagement Service (optional add-on)</i>	<i>+\$600.00</i>	
<i>subtotal</i> <i>(does not include call & text messaging service)</i>	<i>\$6,500.00</i>	
TOTAL PROJECT COST & HOURS	\$66,830.00	510.0

OPTIONAL ADD-ON: CALL & TEXT MESSAGE ENGAGEMENT SERVICE

Text message open rates are around 98-99%, whereas email open rates hover around 20%. Therefore, integration of text message engagement with the process for the 2020 PRT Master Plan could be an effective way to engage a broader range of community members, specifically younger demographics.

Text message engagement would enable:

- Community members to provide input from the convenience of their mobile phone.
- Our team to share information about the project with community members.

Initial engagement will require posters/flyers to be hung in prominent locations around the community, inviting people to respond to a specific question about Paonia’s recreation system via a specific phone number (ex. 1-800-MYIDEAS). As people respond, the text message program will develop a database with their contact information. This information will be a valuable resource for gathering future input and/or notifying people of upcoming events, project updates, etc.

To avoid “spamming” community members, the text message program will be set up to enable participants to opt-in to future text message engagement opportunities.

In addition to the text message service, there would be an option of offering an automated answering service for the project. Essentially this would serve as an input/idea hotline for the project. People would have the ability to call the project specific phone number (ex. 1-800-MYIDEAS) anytime and leave a message(s) with their input on and/or ideas for Paonia’s recreation system.

More information about the call and text message service that we would recommend using can be found at: <https://grasshopper.com/>



DHM DESIGN

LANDSCAPE ARCHITECTURE | LAND PLANNING | ECOLOGICAL PLANNING | URBAN DESIGN

Response to Request for Proposals Paonia Parks, Recreation, and Trails Master Plan

Submitted To:
Town of Paonia
214 Grand Avenue
PO Box 460
Paonia, CO 81428

Submitted By:
DHM Design
Jason Jaynes, PLA
Principal-in-Charge | Primary Point-of-Contact
311 Main Street, Suite 102
Carbondale, CO 81623
970.963.6520 | jjaynes@dhmdesign.com

Submittal Date
February 7, 2020

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February 7, 2020

Town of Paonia
214 Grand Avenue
PO Box 460
Paonia, Colorado 81428
Paonia@townofpaonia.com

RE: Parks, Recreation, and Trails Master Plan | Town of Paonia, Colorado

Dear Members of the Selection Committee,

On behalf of the DHM Design Project Team, we express our sincere excitement for the opportunity to work with the Town of Paonia on the Parks, Recreation, and Trails Master Plan project. We are passionate about responsible public access to outdoor recreation, and are dedicated to supporting the management of access that allows for enjoyment of our amazing natural resources while minimizing impact on the land. We understand one of the major goals of the Parks, Recreation, and Trails Master Plan is to evaluate the current sites and provide recommendations, improvements, and sustainable management and design solutions for future uses. We also understand the importance of providing community outreach efforts to support the goal of providing a more sustainable recreational experience for both the community and visitors to the Town. The community outreach will offer an important opportunity for the Town to look beyond traditional site planning and focus quality of life, cultural values, and community priorities. Our work in and around the region and our deep portfolio of small town mountain projects gives us the experience and skills to tackle this project. Our team shares an enthusiasm for recreational design and has the depth of experience and energy to realize the community's vision.

DHM Design will work hand-in-hand with the Town of Paonia, Town Board, and stakeholders to develop a Parks, Recreation, and Trails Master Plan that addresses the need for recreational uses and connections and will provide a long-term comprehensive vision for recommendations and improvements to accommodate the growing demand while preserving the environment. We know that the community has invested time and energy in recent outreach efforts to begin to identify priority improvements to connections and facilities, and that much of the known community desires are already grounded in realistic expectations for achievable and actionable projects. We also know that the ongoing Town Master Plan process will provide much valuable information and background to inform this recreation and connectivity focused plan. This Parks, Recreation, and Trails Plan will build on the work done to date, reflecting the community's high priority for recreation, fitness and outdoors. This comprehensive plan will serve as a policy guide with recommendations that can be used by the town, your partners, other agencies and community organizations that influence the use of this resource to guide land use and development from a holistic and sustainable perspective. At the same time, the process and resulting plan will be based on results and actions, supporting short-term implementation of priority projects and pursuit of outside funding.

We Are Park, Recreation, Trails, and Open Space Specialists. We have decades of experience and have a solid grasp of the associated opportunities and challenges of providing an outstanding recreation experience while respecting fragile ecosystems cultural and historic assets. We will work with you to assure the results from the planning efforts will be a cherished system of recreation assets that is unique to the Paonia community and its visitors, connecting people to the natural environment in a manageable way.

Our team has experience doing this exact type of work for agencies around the country. As part of the design team for the National Park Service and US Forest Service, we frequently work in these large ecosystems and often heavily visited landscapes and understand the importance of quality of life, resource preservation, tourism, management and use of natural space. DHM is a proud partner with many state and federal land management agencies in preparing comprehensive recreation and management master plans for parks, trails, historic sites and open space.

The jobs of the DHM team, and the conservation and design principles we have practiced across every ecosystem, translate to each project we take on: Protect natural systems and human history. Reveal opportunities for exploration and enjoyment. Leave a light footprint. We understand and applaud the practical, economic and social dimensions of Paonia's efforts for actively managing recreation assets into the future.

We Listen. Our job is to take the information from the community and client, and then work towards a realistic plan that inspires trust in the process and transparency in the final solutions. Our tried and true approach generates engagement, understanding and support through multiple means of outreach and feedback loops. We will engage with community members through a series of public meetings and stakeholder groups. We will concurrently work with the community organizations and project partners to reach optimized solutions that respect their voices and priorities.

If selected, Jason Jaynes will oversee the project as Principal-in-Charge and Primary Point-of-Contact. Jason's specific experience and understanding of visitor use management, recreation, parks, trails and open space management planning will serve this project from bigger picture goal setting to the details of each drawing and deliverable. From his very similar project experience in the Roaring Fork Valley and Delta County, he knows how to integrate the community into the planning process in a way that drives supportable decision making. Jason will be supported by Jeremy Allinson, Senior Associate/Natural Resource Program Manager, who will provide Ecological and Natural Resources expertise; as a Delta county native and current resident of Montrose, Jeremy's project experience coupled with his intimate personal knowledge and genuine investment in the future of the North Fork Valley will be an invaluable asset to this project.

We Understand Your Goals. We want the outcome to be as successful as possible and will provide the attention to detail and scope necessary to get you there. Our final product will grow out of our collaborative effort to: create a plan that is inspiring and practical while protecting the land and resources. We understand that the goals of the project are to provide a unified vision that serves the current and future needs of the community, serves the needs of a broad variety of users, and prioritizes implementation actions over a five-year period.

A major challenge to any planner is solving the problems of today while ensuring success in the future. Our job is to meet that challenge through careful analysis and creative solutions, facilitating a successful plan of action that ultimately enriches the user's experience, the overall quality of life of the community, and the culture of Paonia. Our proposal will describe our experience, references, statement of understanding of Paonia and the project, work philosophy/work to be performed, project deliverables, and fee schedule.

DHM is highly qualified to assist you with the Parks, Recreation, and Trails Master Plan project. If selected, our team is available to immediately begin work on this important effort. Our proposal demonstrates that we have the experience, capacity and excitement to successfully complete this project for the Town of Paonia. We look forward to the opportunity to provide our approach and qualifications.

Sincerely,
DHM Design

Jason Jaynes, PLA
Principal-in-Charge | Project Manager | Primary Point-of-Contact
970.963.6520 | jjaynes@dhmdesign.com

Jeremy Allinson
Senior Associate | Natural Resource Programs Manager
970.963.6520 | jallinson@dhmdesign.com

"Thank you DHM Design! You make projects like Red Hill possible. Many conservation projects require technical design and planning expertise to complete. Whether it's facilitating a public process, designing new trails on Red Hill, master planning a future for Chapin Wright Marble Basecamp, or restoring the Crystal River, AVLТ relies on the skill of our partners at DHM Design to get the job done.

~ Aspen Valley Land Trust



Thank you for Considering DHM Design.

Parks, Recreation, and Trails Master Plan

We understand that recreation is not just recreation anymore. It is interconnected with a myriad of issues, from public health and local economies to the protection of fragile ecosystems and the preservation of community treasures. DHM provides recreation planning solutions that respond to the evolving trends in outdoor recreation, are place-based and responsive to environmental, infrastructure and fiscal constraints.



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Transmittal Letter

Technical Proposal

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Technical Proposal

"DHM has helped us take our parks master plan from visioning through implementation over the past decade. We are very happy with their ability to assist us with grant funding and the creation of buildable plans."

~Deb Downs, City Administrator of Victor

"DHM has been our advocate and trusted partner for the past decade. They continue to work hand in hand with many members of the community to make sure the vision for Ridgway is realized year after year."

~Jen Coates, Town Manager of Ridgway

DHM DESIGN LANDSCAPE ARCHITECTURE
URBAN DESIGN + LAND PLANNING
ECOLOGICAL PLANNING

8.

8. Independence

The firm should provide an affirmative statement that it is independent of the Town of Paonia. The firm should also list and describe the firm's professional relationships involving the Town of Paonia for the past five (5) years. Should there be any involvement, a statement explaining why such relationship does not constitute a conflict of interest relative to performing the proposed audit must be included.

DHM is an independent from the Town of Paonia and have no professional relationship with the Town in the past five years.

B. License to Practice in Colorado

An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in Colorado.

DHM and the key professional staff of DHM are properly licensed to practice in the State of Colorado.

C. Firm Qualifications and Experience

The proposal shall state the size of the firm, the size of the audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

Size of Firm: 60

Auditing Staff Size: 3

Office Location Work to be Performed:

Carbondale
311 Main St # 102
Carbondale, CO 81623
ph: 970.963.6520



Supporting Office Locations:

Denver
900 S Broadway, Suite 300
Denver, Colorado 80209
ph: 303-892-5566

Durango
1309 E. 3rd Ave, Suite 205
Durango, CO 81301
ph: 970.385.4219

Bozeman
27 E. Main Street, Suite D
Bozeman, MT 59715
ph: 406.219.2012

Staff Involved in this Engagement and Role:

DHM and our team pledges to staff this project with the key individuals listed below, and to make these individuals available immediately to complete work of the highest possible level of professional standards within the appropriate time frame.

Jason Jaynes, PLA - Principal-in-Charge | Primary Contact
Jeremy Allinson - Project Manager | Natural Resources Programs Manager
Allie Newman - Project Planner
Alex Fales - Project Landscape Architect

In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years, including the name and address of any regulatory agency or professional organization involved.

92 is not involved in any pending or past disciplinary action against the firm.

About DHM Design



Who We Are

We are landscape and ecological professionals who call the West home. Like the region itself, we are pragmatic, independent and resilient individuals — but we're also steeped in the values and skills of teamwork. We are vigorous users and lovers of the outdoors, committed to both environmental and cultural preservation. Since our founding in Denver in 1975, our employee-owned Corporation has expanded with offices in Carbondale, Durango and Bozeman. Our roster now includes professionals in landscape architecture, natural resource management, horticulture, land use planning, graphic design, 3D modeling and computer imaging, plus some who also hold degrees in enriching fields like studio art, anthropology and philosophy.

What We Do

In a word, stewardship. In a phrase, the integration of ecological planning with design. We stress the primacy of context. We strive for holistic awareness not only of a place and its ecology, but its history of human presence too. Deliberately, our interventions sit lightly on the land. What we don't do is anything more than what's called for. Our work is primarily in the American West, from the Front Range across the Great Basin to the Sierra Nevadas. We plan and design for resort and residential communities, historic sites, civic spaces and parks, small-town revitalizations, tribal lands, legacy ranches and high-end residences. We are especially proud that a considerable part of our portfolio has been work for the National Park Service. This connection has instilled in us a deep sensitivity to the necessary balance between protecting nature and revealing how it can be enjoyed.

How We Do It

Every one of our projects is a collaborative interaction between the client, a cross-disciplinary team of DHM professionals and, when appropriate, expert outside consultants. The work begins with inquiry. Listening leads to perception and analysis. We expect to find complexity, and we embrace it — though the solutions we arrive at often appear deceptively simple. We are committed to open-minded engagement with a project's stakeholders, and are especially resourceful at graphic presentation and the facilitation of dialogue. We have learned that communication and trust make possible the union of divergent viewpoints, and that in turn makes landscapes that can be cherished and sustained.



Silverthorne Trails

Our team’s strong track record brings unique expertise.

Local Expertise - This is Home

- » We are a firm with a strong focus on parks, recreation, trails planning and design
- » With our holistic and ecologically-based approach, we understand how to develop land in a sustainable and economically advantageous manner so natural amenities are enhanced, social nodes are vibrant and thriving, and private areas remain peaceful retreats from the world
- » We have extensive experience leading small to large multidisciplinary teams; primarily for public clients on public lands, including over 65 projects with the National Park Service, including 8 active NPS projects and 3 active United States Forest Service projects
- » Our team has direct relevant experience on these types of projects and develop innovative design solutions to challenging and complex projects

Results-Driven Planning

- » Our significant information collection and analysis capabilities translates to powerful, data-informed recommendations
- » We build implementation steps into each master plan, including the identification of key actions, low hanging fruit for immediate change and activities to drive momentum from the outset
- » Our goal is to achieve density while minimizing impact on the land, incorporating sustainable design principles, and responding to how people live, work, rest and move
- » Funding research and goal setting for grant seeking builds on success to leverage the most financial resources for the park Our partnerships and collaborations are tested, long standing and effective

Leadership

- » Our Principal-in-Charge, Jason Jaynes, has deep experience in Parks & Recreation projects, specifically working with municipalities throughout the West. He understands the process associated with working toward a shared vision
- » Our Principals and Project Managers are involved throughout the entire process from project kickoff through the final warranty walk. Our firm leaders take a very hands-on approach to our projects

Effective Teamwork and Engaging Outreach

- » We believe in a collaborative, team-focused approach; where consensus, experience, aesthetics, technical skills, and ecology are balanced
- » We have a history of building trust and conducting good faith efforts in mountain communities.

8. **ly Experience**

DHM considers ecological planning the true intersection of landscape architecture, planning, and ecological services. We make a commitment to include ecological planning into how we approach all projects, from large-scale private ranches to small urban parks. We believe any worthy plan must be structured around a high quality vision. This calls for a combination of sensitivity to the site and the community as well as innovation and practicality. Our master planning design process incorporates pragmatic steps and utilizes creative solutions to explore, develop and refine a vision that meets multiple goals for each project. The success of the Parks, Recreation, and Trails Master Plan depends on establishing an overall community-driven vision that balances with the natural systems at play. DHM has a proven track record of providing high value to clients across the state for these specific needs.

As landscape architects and planners we are particularly interested in creating livable communities that celebrate the environment and integrate innovative approaches to sustainable site design. We see a healthy community as complex, richly layered and saturated with vitality. With our holistic and ecologically-based approach, we understand how to develop land in a sustainable and economically advantageous manner so natural amenities are enhanced, social nodes are vibrant and thriving, and private areas remain intimate retreats from the world. Our goal is to achieve density while minimizing impact on the land, incorporating sustainable design principles, and responding to how people live, work, rest and move.

MOUNTAIN TOWNS

Every town has its story — the names and dates, the reasons for its founding and growth, and sometimes the causes of its decline. But beneath those standard histories, every town has another origin story. One that always starts with the landscape. A confluence of rivers, the sheltering flank of a mountain, mineral deposits or rich timber or good grassland — there was something in the nature of the place that made people stop to camp, and then come to settle. A railroad might arrive later, then a highway, and the town might prosper and grow. But things evolve. And we look first to the history, and to the land itself. We believe the solution to a small town's challenge is inherent in the place.

DHM demonstrates a high degree of expertise in planning, zoning, public involvement, design, and project management. Our solutions reinforce a sense of place, are technically sound, gain community support, and are fiscally responsible. By integrating aesthetic and functional aspects of each solution, we can achieve project goals of balancing multiple priorities and building bridges between the land and its use. We have also successfully facilitated public meetings ranging from large to small.

In particular, small town community members tend to be highly engaged and informed about their area. They care deeply and want their concerns to be understood as projects move through the decision-making process. Our job is to let them know we are listening and guide the conversations toward a balance of priorities that achieve multiple goals. Our team is dedicated to working with the land trust, stakeholders and individual community members to make sure we identify who should be involved in the public process and how best to engage them.

Mountain planning requires a specialized understanding of the different seasonal experiences and how the guests will experience the place year-round. Sustainability also weighs ever more heavily in regions whose economy is built primarily on the natural environment. We work with many destinations to harness authentic economic vitality and coalesce constituencies that preserve local character and environment. Our work with Colorado communities large and small has created implementable plans for year-round visitation and resilience through economic and climatic shifts. We believe our experience in similar design and planning projects is an important component of our success along with our commitment to collaboration with team members, clients, and communities in which we work. We come to the design process prepared and with a high level of expertise and yet are open to the creative dialog that ensues, shaping projects in ways that are better than what could have been achieved alone. We have a deep portfolio of work in resort and ski towns coupled with a mastery of the underlying considerations in a master planning process.



8. TRAILS AND RECREATION PLANNING

Trails and open spaces not only provide recreation opportunities, but connect neighborhoods and provide safe alternative transportation options. We believe any worthy plan must be structured around a high quality vision. This calls for a combination of sensitivity to the site and the community as well as innovation and practicality. Our team has extensive experience in the planning and implementation of award-winning trail and greenway plans with the technical design knowledge of how the trail is to be built. Many of the Trails and greenways that we enjoy today are part of the National Trails System. Since its inception in 1968, over 1,000 national recreation trails have been created across the country. Countless more trails have been created with the help of other organizations, such as the Greenway Foundation, American Trails, and the Rails to Trails Conservancy, which all contribute to an impressive network of trails in urban, rural, and wild areas.

Through decades of work with open space and recreation areas across the region, we have found that successful projects are often a matter of balancing priorities and acting as true stewards of the land. Regional and State Parks, Bureau of Land Management, National Parks and Forest Service areas have all seen a significant increase in attendance over the last two decades. One of the biggest threats to these lands is of overuse resulting in the degradation of these resources. By planning for and managing this larger volume of visitation, agencies are united by a shared mission to protect the resource while still working to connect people to the outdoors and provide appropriate recreation opportunities and settings. These agencies seek a balance between conserving and managing natural, cultural and scenic resources while providing various forms of recreation and interpretation.

Our experience in Colorado includes visitor amenities at Cherry Creek State Park, master plans for Staunton and Yampa State Parks and many other public lands that are similar in use and mission. With in-house ecologists, we start with the natural systems at each park, layering recreation where appropriate and managing visitor use to preserve the resource. Our experience planning for Wyoming and Wisconsin State Parks also gives us broader experience with national trends and collaborative solutions to issues that our own state faces in each park.



PUBLIC PARTICIPATION

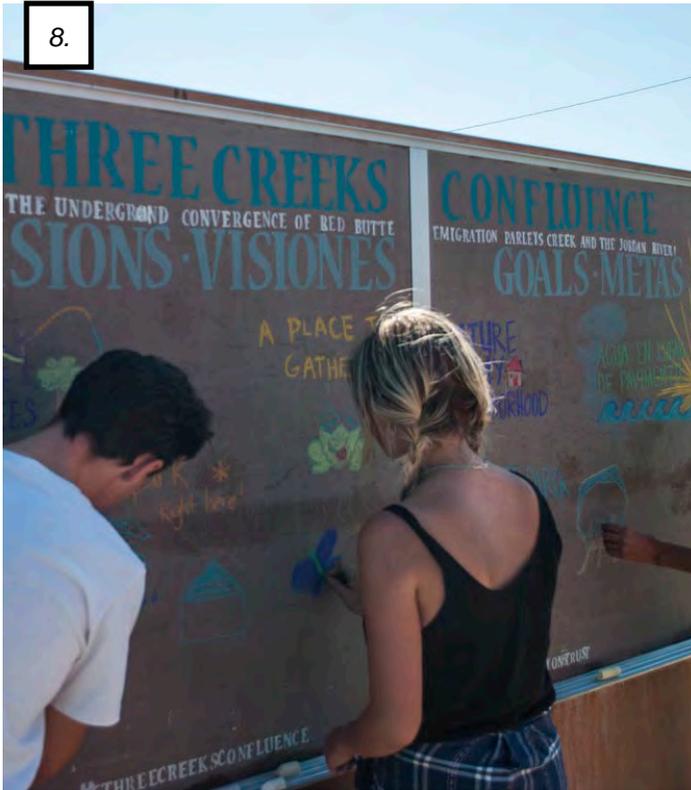
The Public Process is about gaining trust - and keeping it. As consultants that work with a wide range of clients, we have developed strategies that are proven to be inclusive, inspiring and honor the energy given by each community.

We work toward engaging the community with these goals in mind:

- Sensitivity to local history and previous planning efforts
- Listening and analyzing widely divergent interest groups
- Budget/staff capacity considerations
- Operations and maintenance capacity
- Personal interaction with the people of the town
- Reaching disenfranchised groups
- Using outreach methods that work for generational and socio-economic differences

There are many forms that public outreach takes and we often find that it is a blend of multiple levels of communication that works with each community's own "social ecology". For Slate River Valley, we will craft a process that includes small focus groups, person to person interviews, social media and larger open houses - all with a strong emphasis on transparency and inclusiveness. The public process is an opportunity to generate new ideas, discover what's important to people, promote the assets, and attempt to align user and owner interests. We have worked in over 60 municipalities throughout the country, building support for projects and successfully engaging citizens in the planning and design process.

Our process takes into consideration the sometimes widely divergent interest groups and opinions on each project. In Windsor, Colorado we recently designed a matrix of priorities that helped diverse individual business owners who had varying levels of concerns with the built environment, ideas for improvements and policy/process changes. This allowed the team and the community a framework for discussions that moved quickly toward agreeable solutions. In Butte, there is the possibility for neighborhood chats or barbeque's at a park with a list of discussion topics - we want to create a safe space to listen.



Farmer's market booths and pop up events are also effective at getting input on the ground. The key is to customize it to what works for Crested Butte and document the input and decisions made so each person feels heard and acknowledged throughout the process. We could also consider an on-site survey of businesses where we talk to people with a questionnaire to get information from those who know what it is like to run a business in town. Where there might be gaps in financial capital, Butte makes up for it with human capital - energy we can tap to create a buzz and momentum around the ideas in the plan.

Online and social media tools play an increasing role in our public outreach process. Project Websites can be specifically designed to engage the public, post the latest information, updates to the project and distribute a calendar of events. They create possibilities to receive input from the community beyond public meetings and allows for discussions to take place in a secure and controlled environment. We can easily integrate surveys online to capture feedback beyond the public meeting forums. The project team will provide content to post on social media channels (i.e., Facebook and Twitter) to provide announcements regarding pop-up events and public forums. Whether its recording a podcast or creating a Facebook event, we understand the many channels and technologies to reach and engage the most people.

For example, in Billings, in addition to attending the Strawberry Festival and hosting open houses, we developed a project web site, surveys and promotions through Facebook that give even greater access for feedback from the public. These are very cost effective tools that, combined with face to face outreach, lead to more effective facilitated discussions, innovative ideas and a better chance at community endorsement.

We believe communication is a critical design tool during the public process. More than a pretty picture, graphic visualizations are integral to the ongoing conversations that lead to well conceived and artfully delivered projects. DHM uses hand graphics, artistic renderings, and 3D Modeling for design, design review, presentations and marketing across a broad spectrum of project types. Using a suite of rendering tools, we transform the vision of a project into still images or videos with varying level of detail for a publishable, transportable end product that opens the door to what's possible. Our 3D team can construct an overall context model and existing conditions model for the district, conduct a charrette with the city to generate massing and phasing scenarios with the goal of providing detailed, eye level renders of the district character.

Our suite of visualization tools can provide:

- Graphic renderings, info graphics and animations demonstrating growth potential
- Highlighting specific parcel locations for development
- Demonstrate development phasing and cycles
- Branding and marketing collateral with clients and for conferences
- Tools to expand for future locations with ready-made context, model and render base files

For the City of Durango, we helped them undertake an ambitious, multi-year character district planning process to create a framework of coordinated district plans that define the unique character of each district and provide a vision for the future. This included the development of character district renderings from a macro to micro view, analyzing existing development code language for these Districts, producing conceptual visualizations of potential redevelopment and public projects, as well as translating existing City policy documents into amendments to the Land Use and Development Code. The purpose of the character renderings is to give form to the massing's studies and how the scenarios can take on a Durango specific character uniting the district with Main Street and the overall sense and place of the city.



8. ECOLOGICAL SERVICES

DHM Design is passionate about enhancing the interconnection between natural systems and human development and is dedicated to protecting the integrity of the land and ecosystem in every aspect of the planning and design process.

DHM Design has spent 40 years developing an important understanding of how connections and relationships to the natural environment can be communicated through master planning processes. DHM Design is unique in that it offers in-house solutions that emphasize ecological planning and natural resource management in every aspect of the planning and design process. Our ecological team members are not outside consultants, but principals within our firm who work carefully with our design staff on all aspects of our projects. Our approach to natural area master planning is to first understand the resource with dedicated analysis of the ecological components of a site. All decisions are grounded in this careful analysis, resulting in sustainable and creative solutions to design challenges.

DHM Design considers ecological planning the true intersection of landscape architecture, planning, and ecological services. We make a commitment to include ecological planning into how we approach all projects, from large-scale private ranches to small urban parks. These are not considered external services, but rather integrated into each of our projects. We pride ourselves in discovering unique ecological opportunities that connect landscape architecture and our design approach with the greater natural world around us.



Natural Resource Inventory, Analysis, & Management

Overall Services

- Due Diligence, Permitting, Mitigation & Restoration
- High Level Restoration Design
- Restoration Ecology

Water Resources

- Clean Water Act Section 404 Permitting
- Wetland Delineation & Wetland Crossing Permit (USACOE Wetland Delineation)
- Stream Permitting
- National Pollutant Discharge Elimination System (NPDES) Permit Applications
- Stormwater Pollution Prevention Plans (SWPPPs)

Compliance, Permitting, & Planning

- Visual Resource Analysis
- Erosion Sediment Control General Permits
- Threatened & Endangered Species Surveys (ESA)
- National Environmental Policy Act (NEPA)
- Phase I Environmental Site Assessments
- Environmental Inspections
- State, Federal & Local Permitting (Documentation Preparation & Submittal)
- Environmental Constraints Analysis
- Overall Site Planning & Resource Avoidance
- Public Outreach, Involvement & Education
- Mitigation Planning
- GIS Planning, Monitoring & Decision Support Tools
- Revegetation Plans

Detailed Services

- Endangered Species Act Compliance (Section 7 Consultations, Threatened & Endangered Species Surveys)
- Habitat Conservation Plans (HCPs)
- Biological Assessments & Evaluations
- Pre-Construction Avian Surveys & Nest Relocation
- Ecological Assessments & Restoration Design
- Construction Administration
- Watershed Management Plans (WMP)
- Invasive Species Management (Noxious Vegetation Management Plans)
- Forestry & Forest Restoration Plans
- Fire Hazard Analysis & Management Plans
- Grazing Plans & Agricultural Management Plans
- Conservation Banking & Wetland Mitigation Banking
- Candidate Conservation Agreements/With Assurances (CCAS)
- Special Area Management Plans (SAMPs)
- Integrated Natural Resources Management Plans (INRMPs)
- Maintenance Management Plans
- Forest Health Management Plans
- Arboricultural Studies & Reports
- Tree Mitigation Studies & Reports
- River/Flood Restoration Analysis & Plans
- Native Landscape Management Protocol
- Sustainability Responsive Park Development Plans
- Habitat For Birdwatching, Fishing, & Hunting

Team Organizational and Key Personnel



Blue River Trail

THE DHM DESIGN TEAM

Below we introduce each core team member and their role; resumes for each are provided on the following pages. Our entire core team is located in Carbondale.

The project will be led by **Jason Jaynes**, a principal in the Carbondale office and registered landscape architect. Jason has nearly 20 years of experience serving the western slope from Carbondale, with many public planning and design projects informed by public process. In the last two years he has led the development of process and products for the Delta County Recreation and Trails Master Plan; Red Hill Access Trails; Rio Grande Trail Node Plan; Rio Grande Trail Standards; and the current Aspen Lumberyard Affordable Housing project, which includes extensive public and stakeholder outreach and community presentations. Jason brings an easy-going and approachable manner to the process and enjoys engaging with stakeholders across all backgrounds and perspectives.

Jeremy Allinson will direct the mapping and natural resource study of the project. A native of Delta and current resident of Montrose, Jeremy knows intimately and cares deeply about the North Fork Valley and Delta County region. His existing relationships with key contacts in local, state, and federal agencies allows our team to efficiently collect data and connect with stakeholders at the land and program management levels. Jeremy was instrumental in the development of the Delta County Recreation and Trails Master Plan. His current workload includes on-call support for the Roaring Fork Transportation Agency and Pitkin County, integrating natural resource values into recreation corridors and land management activities.

Allie Newman is our research and policy document guru and a professional shape shifter. She's a trained landscape architect with a practice focus on ecological planning, connecting our land planning and ecological planning work in her day-to-day activities. She was also an integral team member on the Delta Trails project, spearheading policy research and recommendations, and is currently supporting Pitkin County's on-call ecological planning work. She has recent experience with DHM's NPS projects, providing cultural resource evaluation reporting and the resulting physical design and policy planning.

Alex Fales is a registered landscape architect with significant site design experience. He's DHM's project lead on the Lilac Park project for Collbran, and will support the project with conceptual design and graphics. Recently Alex led the development of planning concept communication, site plan design, graphic illustration, and presentation products for the Breckenridge Summer Special Uses Master Plan project, a collaboration between Vail Resorts Development Company and the White River National Forest.



ABOUT

EDUCATION

B.S. in Landscape Architecture
Kansas State University, 2000

CERTIFICATIONS

Professional Landscape Architect
Colorado | Wyoming | Oregon | Nevada

AREAS OF EXPERTISE

Trails & Greenways
Public Process
Visualization
Alignment Review
Amenity Design & Detailing
Residential Design
Civic & Municipal
Project Management

CONTACT

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DHM DESIGN

JASON JAYNES

Principal | Studio Manager | Professional Landscape Architect (CO, WY, OR, NV)

Jason has been involved in a broad range of projects, including trail planning, residential and ranch design, feasibility and visual analysis, public process planning and public presentations. He has an extensive history of public and private work in the Rocky Mountain Region and has been involved in numerous LEED Certified and sustainably focused projects in the region. He believes that the components of environmental stewardship, functionality and human comfort are inextricable from the design process and the ultimate, lasting quality of a built project.

NOTABLE WORK

Delta County Recreation Master Trails Plan | Delta County, CO

Jason has been an integral member of the team working to inventory and evaluate the current trail systems, looking for opportunities to create new connections. The Master Trails Plan is a guiding document for the Delta County Board of County Commissioners, helping to prioritize needs and guide efforts in finding additional lands and funds that may be needed for existing operations and future trails, recreation facilities and development of infrastructure. The team is prioritizing and establishing a framework for improvements and links to existing trails, identifying funding sources for phased implementation of new trail locations and existing trail maintenance. All of this will ultimately create a community-driven plan for success.

Red Hill Access Trails | Carbondale, CO

Jason has been working with Singletrack Trails, the Town of Carbondale and Aspen Valley Land Trust to improve Red Hill's trail network. The project is relocating the trailhead to the base of the hill, where parking is more accessible and rockfall is less likely. With this relocation access point, there will be opportunity for new multi-use trails that will connect the existing trails up to Mushroom Rock, as well as a mountain bike-specific trail that will end at the base. DHM did the initial site analysis and trail alignment concept designs, provided support for the public outreach process, and developed the design for the trails' wayfinding and signage. DHM's support for the public outreach process consisted of hosting open houses, managing a project website, and advertising public event and project updates through social media. We are thrilled to bring one of Carbondale's favorite year-round accessible trails into a new era of enjoyment for the community.

Rio Grande Trail Node Plan | Pitkin County, CO

The Rio Grande Trail within Pitkin County is the focus of a Node Plan that identifies spots along the trail where additional amenities are needed, such as benches, picnic tables, restrooms, etc. Pitkin County Open Space and Trails sought community input on the draft concepts for enhanced or additional trailheads and nodes through a public survey. Locations for historical interpretation of sites along the trail will also be part of the plan.



DHM DESIGN

JEREMY ALLINSON

Senior Associate | Natural Resource Programs Manager

As an environmental planner and natural resource coordinator, Jeremy has experience in fisheries and wildlife investigations; aquatic resource studies; riparian and aquatic habitat assessments; hydrologic assessments; impact assessments and stream restoration design and construction. He has experience working on large scale, multi-year NEPA development projects as well as small localized stream restoration projects. A native to Colorado, Jeremy gets his inspiration from being outdoors, hunting and fishing. Professionally, he believes in striking a balance between environmentally responsible development and protection of natural resources.

ABOUT

EDUCATION

B. of Science in Land Use - Environmental Resources, Metropolitan State University, Denver, 2009

REGISTRATIONS & AFFILIATIONS

Safeland USA/PEC
Western Association of Fish & Wildlife Agencies
Certified Technical Service Provider

AREAS OF EXPERTISE

Environmental Permitting & Planning
Project Siting & Resource Avoidance
Mitigation & Restoration Planning
National Environmental Policy Act (NEPA)
Biological Resource Investigations
Site Planning & Resource Avoidance
Environmental Compliance Monitoring
Wetland Delineation & Restoration
Stream Habitat Assessments & Restoration
Fisheries & Natural Resource Management

RECENT PROJECTS

Marble Basecamp; Marble, CO
Moon Run Ranch; Snowmass, CO
Warm Springs Wetland Mitigation Bank;
Warm Springs, CO
Aspen Valley Ranch; Aspen, CO
Basalt River Restoration; Basalt, CO
BelleJackBlue Ranch; Woody Creek, CO
Bear Wallow Ranch; New Castle, CO
Junebug Farm; Eagle County, CO
Montrose Brownfields; Montrose, CO

CONTACT

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NOTABLE WORK

Breckenridge Vail Resorts Mountain Improvements | Breckenridge, CO

Jeremy played an integral role in the Breckenridge Vail Resorts Mountain Improvements project that was designed to enhance on-mountain summer access and amenities for a diverse range of users. Jeremy and team worked hand-in-hand with the stakeholder to create a holistic plan that integrated multiple recreation amenities while maintaining the ecological experience of the site and supporting USFS goals for public education and interaction with the natural environment on public lands. The project included planning, design, and logistics for improvements spanning three peaks at the ski area, with improvements ranging from canopy tours, ziplines, a climbing wall and an observation tower to trailheads, interpretive nodes, primitive footpaths and singletrack mountain bike trails. The team also developed construction management and access plans, project staging and phasing, off-site visibility analysis, overall master plans, technical site plans, and illustrative graphics used to describe the intent of the finished improvements.

Delta County Recreation Master Trails Plan | Delta County, CO

Delta County determined that a comprehensive Recreation Master Trails Plan was essential for developing clear goals and objectives that will act as a guiding document for the Board of County Commissioners. Knowing that additional land and funds may be needed for existing operations as well as future trails, recreation facilities and development of infrastructure, this plan will help prioritize these needs and guide future efforts. The team is working to inventory and evaluate the current trail systems and look for opportunities to create new connections. They will prioritize and establish a framework for improvements and links to existing trails, identify funding sources for phased implementation of new trail locations and existing trail maintenance. All of this will ultimately create a community-driven plan for success.



DHM DESIGN

ALLIE NEWMAN

Senior Designer

A fifth generation Coloradoan, Allie has a profound connection to the landscape, ecology and culture of the American West. She has a decade of experience as a professional wilderness and river guide and brings her passion for natural and heritage landscapes to every project. Allie creates authentic designs to foster community strength and encourage curiosity and exploration.

ABOUT

EDUCATION

Masters of Landscape Architecture,
University of Colorado Denver, 2017
Bachelor of Arts Environmental Science,
University of Colorado, 2010

AREAS OF EXPERTISE

Cultural Landscape Preservation and Interpretation
Resource Master Planning
Ecological Restoration

CONTACT

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NOTABLE WORK

Pitkin County On Call Services | Pitkin County, CO

- *Filoha Meadows Nature Preserve Riparian Restoration* - Filoha Meadows is a 185 acre property along the Crystal River which contains thermal bogs that support rare plant and animal species. The design restores critical riparian habitat with native planting, enhancing the area for multiple species of wildlife.
- *North Star Nature Preserve Fen Restoration* - Permitting and construction of earthen dam to restore natural hydrology. Turn of the century agricultural practices drained surface water from this historic fen; this project restores water and native plants to this biologically diverse ecosystem.
- *Sky Mountain Park, Brush Creek Ponds Restoration* - Design, permitting and construction of old agricultural ponds into upland riparian and sagebrush habitat providing habitat for water fowl, pollinators and ungulates.
- *Sky Mountain Park Communication Graphic* – Developed, illustrated, and rendered graphic for public communication and outreach. The graphic describes Pitkin County efforts to regenerate overly-mature Gambel Oak Stands to enhance wildlife habitat and reduce potentially dangerous fuel loads.

Delta County Trails Recreation Master Plan | Delta County, CO

Allie was part of the team that Delta County selected for a county wide comprehensive Recreation and Trails Master Plan. The Master Plan is the guiding document for the development of future trail infrastructure and was based on extensive community input, outreach and feed back. The plan prioritizes the goals of the county and future efforts for funding and land acquisition. Programmatic elements included in the master plan are new and existing trails, opportunities for trail connections, recreation facilities and associated infrastructure that work with Delta county’s heritage and expanding population center.

Crystal River Bank Stabilization | Carbondale, CO

In 2019, the Crystal River experienced historically high flows for an extended period. The heavy runoff exacerbated erosion of steep slopes and created a critical threat to the stability of the Crystal Valley Trail and adjacent irrigation ditch. DHM worked with project partners to develop a design to stabilize and restore 800 linear feet of riverbank. The goals of the project were threefold; to reduce risks to infrastructure and users of the Crystal Valley Trail, to achieve an aesthetic similar to nearby natural river segments and to preserve and enhance the ecological values of the area. DHM led the design team through the USACE permitting process, consulted on grading and restoration design, and produced a restoration-planting plan that included various biologic stabilization measures to naturalize and strengthen the project.



DHM DESIGN

ALEX FALES

Senior Designer

Alex has worked on a variety of project types on the Western Slope, including recreation and public parks, neighborhood master planning, and resorts and residences. Alex is an avid rock climber that looks to the mountain terrain for excitement and challenges. Inspired by the high desert environment, he believes in providing people of all ages with access to the outdoors.

ABOUT

EDUCATION

B. of Landscape Architecture
Iowa State University, 2012

RECENT PROJECTS

Hay Meadow; Eagle, CO
Eagle Valley High School; Eagle, CO
Eastbank, Roaring Fork School District;
Carbondale, CO
Lyons Regional Library; Lyons, CO
Avon World Resort Condos; Avon, CO
Lift One Lodge; Aspen, CO
Aspen Valley Ranch; Aspen, CO
Skyline Residence; Ukraine
South Aspen Street PUD; Aspen, CO
Truscott Affordable Housing Phase IIA; Aspen, CO
Gunnison County Courthouse; Gunnison, CO
Eagle's Rise Ranch; Snowmass, CO
Bridges School Entrance; Carbondale, CO
Aspen Valley Hospital; Aspen, CO
Rocky Mountain Biological Laboratory; Gothic, CO
Clear W Ranch; Pitkin County, CO
Highway 133 Planting Design; Carbondale, CO

CONTACT

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NOTABLE WORK

Crystal River Restoration | Carbondale, CO

AVLT, along with the Town of Carbondale, hired DHM as part of a team to complete comprehensive river restoration for a 1.5 mile stretch of the Crystal River. DHM helped acquire \$130,000 in grant funding for the project to be implemented. The first phase of the project is focused on restoring the wetland and riparian habitat and creating passive educational opportunities with interpretive signage, trails, and gathering spaces. The second phase, which encompasses the remaining mile of the river, the team is designing a new a permanent diversion structure to improve both up and down stream aquatic habitat while still diverting water to nearby ditches.

Breckenridge Vail Resorts Mountain Improvements | Breckenridge, CO

The project was designed to enhance on-mountain summer access and amenities for a diverse range of users. DHM worked hand-in-hand with Vail Resorts Development Company, Breckenridge Mountain planning staff, the contracting team and USFS staff to create a holistic plan that integrates multiple recreation amenities while maintaining the ecological experience of the site and supporting USFS goals for public education and interaction with the natural environment on public lands. The project included planning, design, and logistics for improvements spanning three peaks at the ski area, with improvements ranging from canopy tours, ziplines, a climbing wall and an observation tower to trailheads, interpretive nodes, primitive footpaths and singletrack mountain bike trails.

Redstone Castle | Redstone, CO

The Redstone Castle was built in 1902 for industrialist and coal magnate John Cleveland Osgood. Placed on the National Register of Historic Places in 1971, the Castle provides a unique glimpse into the personal styles and social culture of America's elite at the turn of the 20th Century. DHM has helped the property owners with the land use approvals process, including entitlements, rezoning, and public outreach, as well as master planning for overall improvements and stewardship of the site.

8. Similar Engagements with Other Government Entities

Project Experience



Blue River Trail

As a firm with a practice focus in the western United States, and specifically mountain regions, DHM Design has worked with many small western towns. Our work spans planning for large and heavily-visited national parks, including the Grand Canyon and Rocky Mountain National Parks, to recreation and parks planning for mining towns such as Victor, Colorado. This project will be served out of our Carbondale office by staff who have deep and ongoing experience in natural resource planning, parks and recreation planning, and public/stakeholder engagement.

On the following pages, we have provided project descriptions for five projects that have been led and managed by the core team identified for the Paonia PRTMP. These projects range from large-scale planning (Delta County Recreation and Trails Master Plan) to small community park design (Lilac Park in Collbran).

These projects illustrate our experience with directly relevant planning and design for rural, western slope communities, along with an understanding of the culture and methods of engagement of the individual constituent groups. The Delta County RTMP is most similar in project process and work type, at about twice the budget due to the total project area, duration, and number of stakeholders. The Rio Grande Trail Node Plan and Standards most closely matches the project labor hours/budget and includes specific site design, cost estimation, and clear project prioritization.

Red Hill Access Trails included a heavy public process, with a community-generated set of priorities and expectations for the future development of trails connecting the Town of Carbondale to a popular trail system on BLM lands. The Marble Basecamp project is an example of environmentally sensitive and informed planning for a primitive outdoor education camp designed to support school and youth programs in the development of an understanding and appreciation of the outdoors. And the Lilac Park project in Collbran is an example of site-level planning and design, envisioning a community gathering place adjacent to downtown using design proposals that are cost-effective and responsive to the character of Collbran.

Of this list of projects, DHM has ongoing work with the Town of Collbran on Lilac Park, with AVLT on the Marble Basecamp, and with the Town of Carbondale and AVLT on the Red Hill Access Trails. The next several pages illustrate these projects in more detail, with additional descriptions and client references. We are happy to provide more examples of parks, recreation, and trails planning, and public outreach processes from our portfolio of DHM projects performed out of our Carbondale studio.

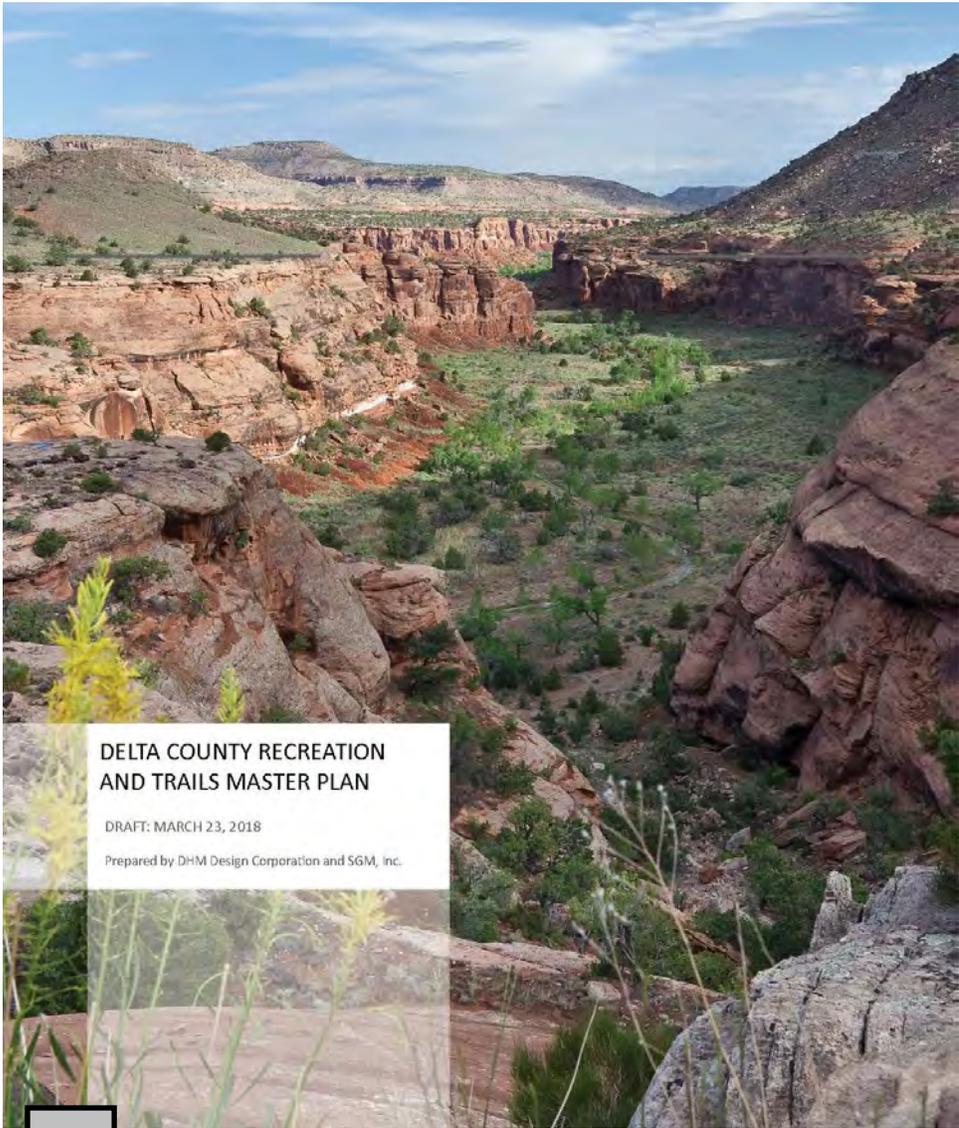
As a firm, we are committed to serving the communities in our region; the staff assigned to this project are passionate about helping small towns envision their evolution while protecting and enhancing the heart and soul of the place.

DELTA COUNTY RECREATION MASTER TRAILS PLAN

Delta County, Colorado

Delta County determined that a comprehensive Recreation Master Trails Plan was essential for developing clear goals and objectives that will act as a guiding document for the Board of County Commissioners. Knowing that additional land and funds may be needed for existing operations as well as future trails, recreation facilities and development of infrastructure, this plan will help prioritize these needs and guide future efforts.

The team is working to inventory and evaluate the current trail systems and look for opportunities to create new connections. They are prioritizing and establishing a framework for improvements and links to existing trails, identifying funding sources for phased implementation of new trail locations and existing trail maintenance. All of this will ultimately create a community-driven plan for success. The Master Plan has recently been approved by the Board of County Commissioners.



**DELTA COUNTY RECREATION
AND TRAILS MASTER PLAN**

DRAFT: MARCH 23, 2018

Prepared by DHM Design Corporation and SGM, Inc.

CLIENT

Delta County
Elyse Ackerman-Casselberry,
Director of Planning & Economic
Development
970.874.2105
ecasselberry@deltacounty.com

PROJECT TEAM

DHM Design
SGM Engineering
RPI Consulting

PROJECT DATA

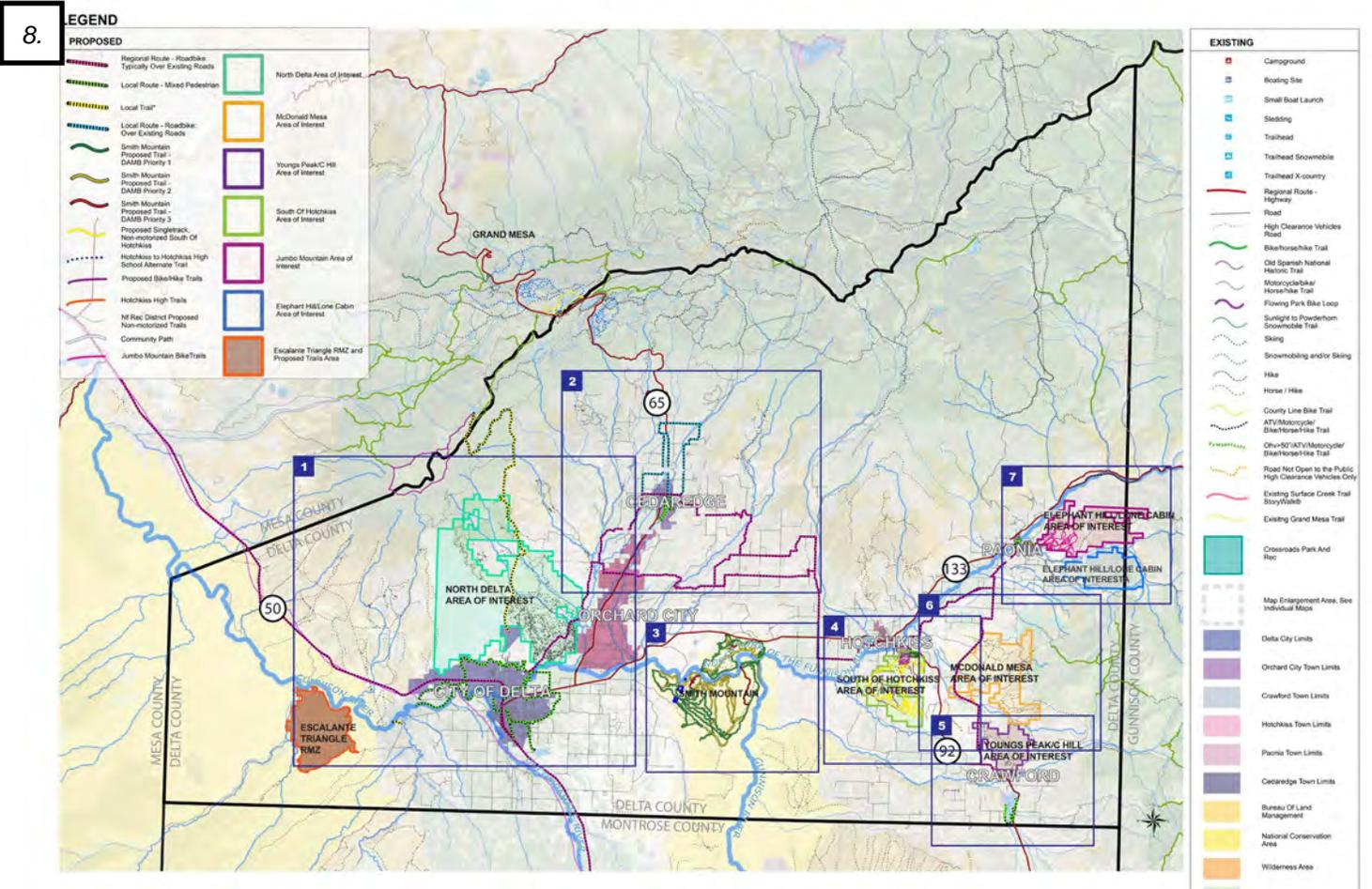
GoCo Grant Funded Project
County-wide Trails Network

SERVICES

Recreational Planning
Natural Resource Assessment
Public Outreach
Project Website
Graphic Design

STATUS

In Progress



RED HILL ACCESS TRAILS

Carbondale, Colorado

With direct adjacency to town and close access, Red Hill is Carbondale’s recreation “back yard”; residents feel a sense of ownership and have a great deal of pride for the quality and environment of the trails. DHM has been working with Singletrack Trails, the Town of Carbondale and Aspen Valley Land Trust to improve Red Hill’s trail network. The project is relocating the trailhead to the base of the hill, where parking is more accessible and rockfall is less likely. With this relocation access point, there will be opportunity for new multi-use trails that will connect the existing trails up to Mushroom Rock, as well as a mountain bike-specific trail that will end at the base. DHM did the initial site analysis and trail alignment concept designs, provided support for the public outreach process, and developed the design for the trails’ wayfinding and signage. DHM’s support for the public outreach process consisted of hosting open houses, managing a project website, and advertising public event and project updates through social media. We are thrilled to bring one of Carbondale’s favorite year-round accessible trails into a new era of enjoyment for the community.

CLIENT

Town of Carbondale in Partnership
with Aspen Valley Land Trust
Eric Brendlinger, Carbondale Parks Director
970-963-2733
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PROJECT TEAM

DHM Design
Singletrack Trails

PROJECT DATA

Trail Improvements
Project Website

SERVICES

Site Analysis Study
Conceptual Design
Design Development
Public Process Outreach
Construction Administration
Construction Documents
Wayfinding & Signage Design

STATUS

In Progress



8.



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MARBLE BASECAMP

Marble, Colorado

DHM Design, is working in close collaboration with Aspen Valley Land Trust (AVLT) to develop a remote 47-acre mountain property to be used for outdoor education. Aspen Valley Land Trust recently purchased the property and is seeking a land use change permit in order to formalize and continue the historic use of the property and to allow for minor improvements to address maintenance and to support the existing programming on the site. In addition to ensuring continued outdoor educational access for public schools and under served youth groups, all proposed improvements and planning were designed around the preservation of the natural setting of the property.

To initiate the planning process, DHM’s Ecological Services and Land Planning staff conducted a thorough review of Gunnison County land use code and all potentially applicable state and federal land use permits and processes for the proposed improvements to the property. With this information, DHM and AVLT developed a number of proposed improvements for the property and identified where minimal impacts would occur while maintaining and supporting the existing infrastructure and uses already in place. Ecological site planning included an extensive review of the property’s existing conditions and features including existing easements for public hiking access along the beginning section of North Lost Trail, a Forest Service trail that crosses the property without previous protection of a trail easement; and the significant ecological and riparian values of a National Forest inholding that lies within the High Elk Corridor and Lost Trail Creek potential conservation area. Maintenance recommendations were made to improve ecological site conditions including the annual removal of hazard trees and deadfall, annual clearing of brush to maintain camping spots and reduce fuel loads, and annual maintenance of a group campfire site.

CLIENT

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Suzanne Stephens, Executive Director
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PROJECT TEAM

DHM Design
 Aspen Valley Land Trust
 Gunnison County
 U.S. Forest Service

PROJECT DATA

47-Acre Property
 Water Supply, Access Road
 Transportation and Parking
 Outdoor Education Area
 Small Group Camp Area
 Existing Cabin
 Waste Water Disposal

SERVICES

Ecological Land Use Planning
 Site Plan Development
 Permitting
 Agency Coordination

STATUS

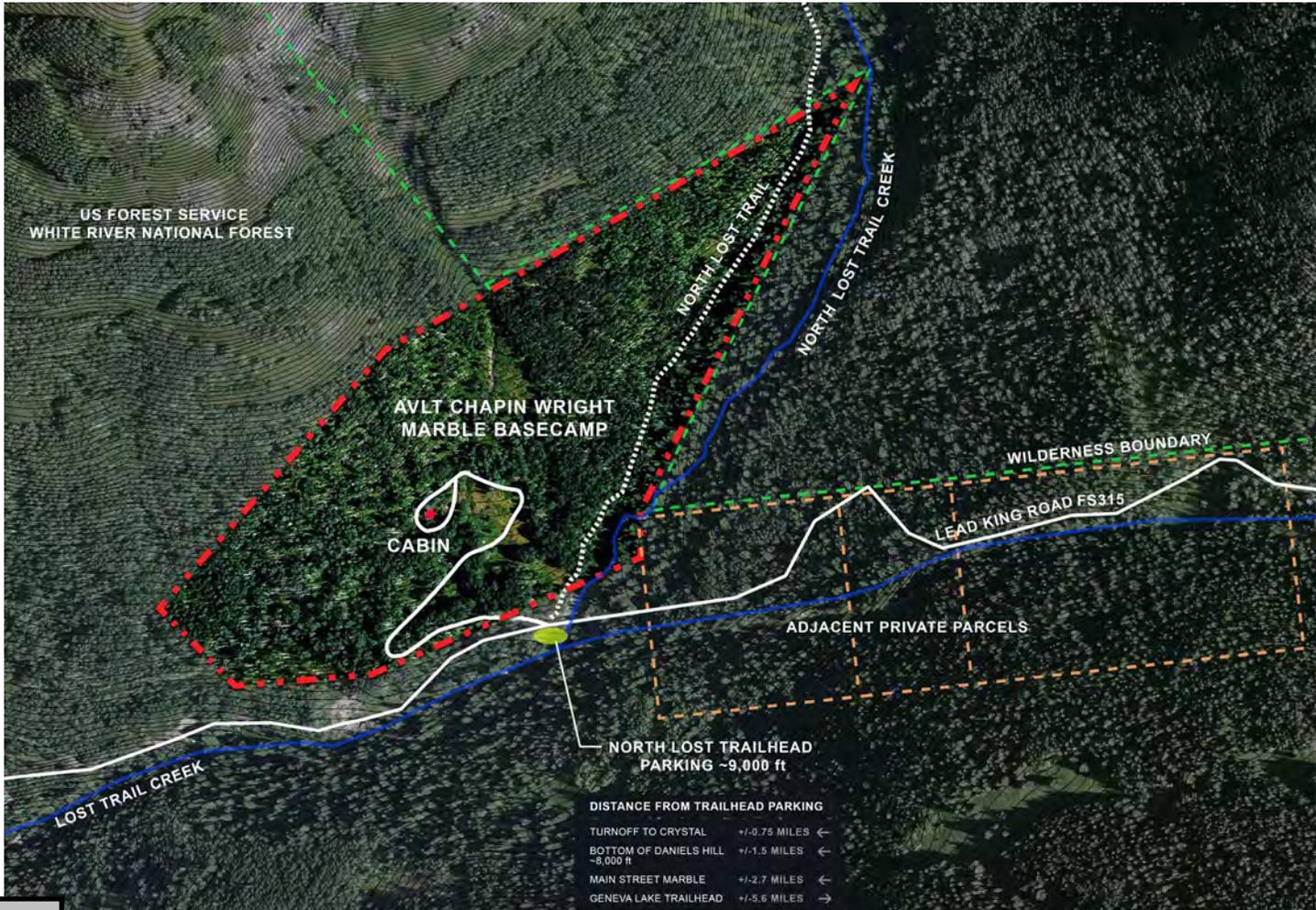
In Progress



8. Existing Structure on Site



Pre-Existing Site Conditions



RIO GRANDE TRAIL NODE PLAN & STANDARDS

Pitkin County, CO

The Rio Grande Trail is a shared-use, paved and natural-surface trail connecting Glenwood Springs and Aspen; approximately half of the trail is managed or wholly owned by Pitkin County Open Space and Trails. DHM worked with OST staff in the development of a master plan, called the "Node Plan," which identified opportunities for trailhead and trail wayside amenities for public use. The Node Plan is complemented by a standards document that identifies the guiding policies for the trail and establishes a set of materials and design standards for future improvements. Additionally, individually identified trailheads and nodes are illustrated with schematic plans, cost estimation, and phasing recommendations to facilitate installation by county crews or contractor procurement.

CLIENT

Pitkin County Open Space & Trails
 Gary Tennenbaum, Director, Pitkin
 County Open Space and Trails
 970.920.5232
 gary.tennenbaum@pitkincounty.com

PROJECT TEAM

DHM Design
 SGM Engineering

PROJECT DATA

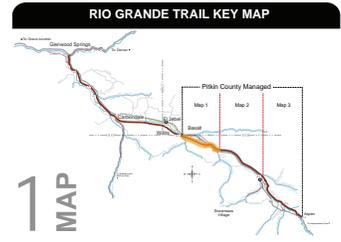
Trailhead
 Open Space
 Parking Lot

SERVICES

Master Planning
 Site Design
 Landscape Architecture
 Materials Standards
 Cost Estimation

STATUS

In Progress



SIGNAGE DESIGN

ASPEN VALLEY LAND TRUST

Carbondale, Colorado

DHM Design is working with Aspen Valley Land Trust to create a comprehensive signage package that will help to identify and share the stories of conserved properties and to become a recognizable landmark in the Roaring Fork Valley. Signage will accommodate a range of uses, from simple property identification to interpretive kiosks. While visibility is important, a special focus on materials and scale will ensure that the signage fits appropriately within the context of the agricultural landscape.

CLIENT
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 Suzanne Stephens, Executive Director
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PROJECT TEAM
 DHM Design

PROJECT DATA
 4 Hierarchy Family

SERVICES
 Schematic Design
 Design Development
 Graphic Design

STATUS
 In Progress



Existing Signage Inspiration, Lower, waist-high 2 post design



Metal Frame, Stencil/Channel Lettering of Major Design Elements



Stenciled Lettering with backing to ensure visibility



Perforated Metal Shade Panels and Backing for attachment of sign panels.



Simple Shade Sign Panel affixed to hogpanel grid



Brightly colored metal paired with natural materials to enhance visibility of structure



COLLBRAN LILAC PARK IMPROVEMENTS

Collbran, Colorado

DHM is working with the Town of Collbran to develop park, creek access, and pedestrian bridge designs for this small, passive park adjacent to downtown. The park has been identified by the town as an important opportunity to create a community gathering space and to formalize and energize the area along the banks of Plateau Creek, which is already a destination for local families. The town has invested in infrastructure improvements, adding specialty paving and street lights; our team is assisting the town in evaluating impacts to the stream corridor, developing character studies to ensure the design fits the culture of Collbran, and evaluating connections to other community amenities. The goal of this work is to position the town to seek additional funding for implementation of a first phase of construction, including access to the creek, improved trail connections, and the pedestrian bridge.

CLIENT

Town of Collbran
 Elyse Ackerman-Casselberry, Director
 of Planning & Economic Development
 970.874.2105
 ecasselberry@deltacounty.com

PROJECT TEAM

DHM Design
 SGM Engineering

PROJECT DATA

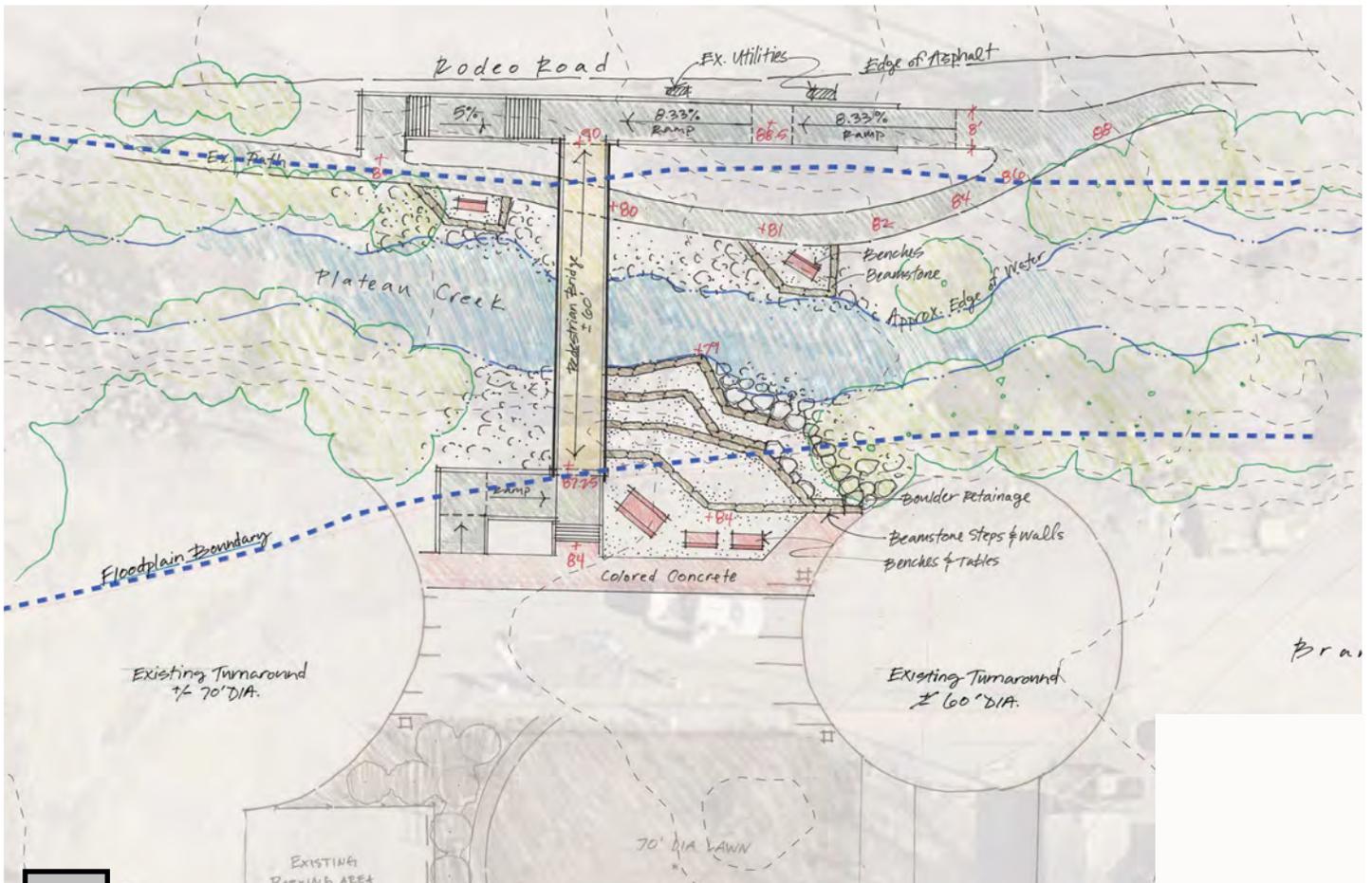
Community Park
 Festival Street
 Creek Access
 Trail Connectivity

SERVICES

Conceptual Design
 Materials Selection
 Floodway Studies
 Landscape Architecture
 Civil Engineering

STATUS

In Progress



WATER ACCESS



STABILIZED BANK ACCESS 1 - 3

TREATED-WOOD EDGE PATH

LILAC PARK MATERIALS AMENITIES



BAND SHELL ALTERNATIVES 1 - 4

BISTRO LIGHTING

METAL PICNIC TABLE



RESTROOMS

RESTROOMS

RELOCATED SITE BOULDERS

RED STAMPED CONCRETE

COMMUNITY TABLE EVENT



TEMPORARY BAND SHELL 1 - 3

CREEK-SIDE PARK CHARACTER

GARDEN PARK CHARACTER

NON-CONFORMING BRIDGE TYPES



Project Understanding, Scope and Fees

PROJECT UNDERSTANDING

The vision for the Paonia Parks, Recreation, and Trails Master Plan is one of inclusion, quality of life, and community. As a small town, Paonia enjoys many attributes that make it a desirable place to live, with abundant and high quality public lands recreation opportunities in every direction, a robust agriculture economy and a genuine mountain town culture that brings together an incredible diversity of people and their unique viewpoints. More and more, it is also an attractive place to visit, with modern communications infrastructure and town initiatives designed to improve the quality of life and sense of community that is uniquely Paonia. It is also challenged by an economy that has been forced to rapidly transition from fossil fuel extraction and growth projections along the Western Slope that require careful planning to ensure that the culture, values, priorities, and landscape that makes Paonia so special are preserved and enhanced. As a small town, balancing community needs and desires with the realities of municipal capacity are at the forefront of any planning effort.



Existing Park Conditions

DHM understands that, in close-knit communities such as Paonia, citizens need to be involved. Not just informed, but instrumental to the process and the shaping of the future of their town. The community itself will be fundamental in the creation of the plan. Our ability to facilitate public outreach, especially in mountain communities, will bring a high level of constructive engagement to this project. Success hinges on communication, inclusion, and transparency. A comprehensive community involvement process will be designed and defined at the outset of the project to make sure that the participation will be demographically representative of the community as a whole. We will utilize a variety of tools and techniques to provide a broad base of formats for outreach, input and feedback to capture opinions from those who are able to attend in person as well as those who are not. With numerous user groups and significant known needs for parks and recreation infrastructure, it will be important to craft an inclusive outreach plan that invites participation from a wide range of citizens with a broad set of values. Coordination with the town staff, project stakeholders, and decision makers will be integrated every step of the way to make sure that the outreach strategy is on track.

We believe small communities should have large visions; we also understand the level of capacity building required to achieve them. With finite resources, small staffs, and stretched budgets, it becomes critical for the master plan to build in mechanisms for achievement through mobilization of community groups, partnerships, and outside funding. There is no shortage of user groups and stakeholders who can engage and inform this process and outcomes; the key will be to leverage their energy in ways that are efficient, productive, and respectful of their personal time. Having recently completed the Recreation and Trails Master Plan for Delta County, we come to the table with existing contacts, a strong understanding of the conditions on the ground, and many of the key issues and priorities in the North Fork Valley.

We recognize that the ongoing Town Master Plan project will supply this project process with a significant jump-start in information collection and community feedback. We will work with town staff to collect and integrate relevant information from that process, careful to build from that process and not ask the community to return to 'step one' in providing their feedback. We also understand that this means that many community members will have invested significant time in the participation in the Town Master Plan process; we are conscious of 'participation fatigue' and have dealt with concurrent and consecutive planning process numerous times. Our approach is sensitive to the need for community member's time without short-changing opportunities for genuine engagement and feedback.

We know that although the town is the client and primary driver of the project, there are important partners in the process who's status as a stakeholder extends beyond vested interest in the use of the parks and trails system. The Western Slope Conservation Center, with a mission of lands and water conservation and education, is a direct stakeholder in the Paonia River Park and responsible for the recent access and trails improvements at that park. The WSCC, as a Paonia-local entity, is also a strong community advocate and stakeholder. Additionally, the North Fork Recreation District's oversight of Volunteer Park brings them to the table as a direct stakeholder above and beyond their county-wide role in providing recreation programming and facilities throughout southeast Delta County.

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Existing Park Conditions

Similarly, although they do not manage park lands within Paonia, we see value in direct engagement with The Nature Connection for information, research/surveys for past grants, community outreach, and a big-picture look at outdoor programming in the area. Certainly this is not a comprehensive list of stakeholders who should be contacted directly (we recognize the user groups noted in the RFP, and groups such as Women on the Move are critical contacts); our kick-off activities will include working with staff to compile a list of groups and individuals for direct outreach throughout the project process.

We understand that the project is not envisioned to result in a massive planning and policy document with comprehensive evaluation of demographics, land management practices, and development code recommendations. Rather, this plan will best serve Paonia by recording and summarizing a genuine and thorough outreach process, analyzing gaps in amenities and infrastructure, establishing proposed improvements, and organizing order-of-magnitude costs and project priorities.

We understand that the community will likely have a significant wish list for improvements to parks, trail connections, and recreation opportunities. Along with engaging communities to identify priorities, we routinely support government and non-profit entities in understanding how their goals can be met through grant funding and partnerships. We employ a variety of tools and direct, recent experience to identify 'fundable' projects in concert with a prioritized list of grant opportunities, searching hundreds of local, state, and national grants.

We recognize that a number of groups in the area have extensive experience in successfully seeking grant funding; we work to tap into that knowledge and add a layer of additional research and evaluation to identify resources that may not yet be known. Additionally, the inclusion of detailed outreach summary information in our planning documentation serves to support the efficient and effective identification, application and achievement of grant funding.

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We know that the integrity of the natural environment is foundational to the identity and quality of the town, and that a number of the parks and properties identified for inclusion in the master plan have significant and valuable natural resource qualities. Our team of in-house landscape architects/planners and natural resource specialists apply a deep understanding of natural systems in all of our projects, working hand-in-hand to develop planning and implementation recommendations that are grounded in 'place' and sensitive to the potential impacts of development and use pressures.

We also know that the cultural heritage of Paonia is, similarly, foundational to the identity and quality of the town. We understand and respect the history of mining, ranching, farming, and recreation that has made Paonia what it is today. DHM has a long history of working in some of the nation's most treasured cultural landmarks, supporting the National Parks Service, United States Forest Service, and Bureau of Land Management in the preservation and restoration of these places; this ethic is ingrained in our company culture and we are proud of our ongoing service to these agencies.

The excitement around this project will tie directly into the momentum of the ongoing Town Master Plan effort. We understand that the deliverable for this process will be informed by, and will need to dovetail with, the Town Master Plan. To that end, we recognize that we need to coordinate with the Master Plan effort to take advantage of efficiencies in data collection and communication without diverting attention from the specific topic at hand, or creating meeting fatigue. Our public process can coordinate and engage people through creative outreach methods such as social gatherings, popup events at parks, and other methods to capture attention and ideas.

A comprehensive Parks, Recreation, and Trails Master Plan will benefit the town on numerous levels to provide connectivity, access, safety, quality of life, prioritization of improvements, and – most important of all - the steps to implement your vision.



Public Outreach Open House Event for Red Hill Trails

PROJECT APPROACH

We begin by assessing the existing recreation assets, including parks, publicly accessible recreation facilities, trails and potential trail corridor resources. We determine the needs and aspirations of the people in the community who would use the recreation systems and surrounding amenities. We learn about the values and concerns of stakeholders, neighbors, and the general public.

This is accomplished by gathering and assembling background data, visiting the park and trail corridor sites, and interviewing stakeholders to understand the existing conditions. Nothing will provide better background information for this master plan like actually getting out there, spending time in Paonia, and meeting with individuals who know the area intimately. We also review the existing community data provided by the North Fork Heart and Soul outreach process, the Creative Coalition's asset mapping work, the current Master Plan process, the Highway 133 Corridor Master Plan, the Delta County Recreation and Trails Master Plan, and other documents as identified during the kick-off process or through our community outreach.

We see the community process as critical. It is vital to identify and engage all of the potential partners, constituencies, stakeholders, and impacted parties, and then follow up with genuine understanding and response to feedback. This includes meeting with key town staff, user groups, stakeholders, and the general public. The GOCO grant application provides an excellent start in identifying key project advocates and stakeholders, and user groups who host outdoor recreation programming and annual events. We also recognize that Paonia enjoys direct access to public lands, which are used for many types of recreation in all seasons. We will work with the WSCC to reach out to key agencies such as the Colorado Division of Wildlife, BLM and the USFS to ensure that State and Federal land management activities are understood when considering local access to public lands.

To be successful, this plan will need broad based active support and participation. The planning process must identify all key supporters and stakeholders, including those who may be adversely impacted or perceive they will be adversely impacted. Our approach will identify those groups and lands and include them in our database by issue and physical location. DHM Design has a strong history of working with diverse interests and we recognize the unique concerns of user groups, adjacent land owners, and land managers.

We will seek to work with the community to build consensus and address specific concerns. This will require on-going interaction with stakeholders. Based on our experience, our public process approach suggests creating a steering committee of selected individuals who are key decision makers, advocates, or local experts who help guide the process and provide a conduit to community input and communication. This group may include key officials, project stakeholders, citizens, property and business owners, users and others with a stake in the project.

We suggest this group meets on a regular basis at key project junctures to review our work and input their ideas, concerns and aspirations. This process would also be complemented by a series of public "open houses" and web site reports at key points in the process.

We have used this approach very successfully on a number of projects. Key project junctures in such a process typically include:

- During the kick-off and data gathering phase
- After the field inventory is complete
- When initial concepts and draft layouts are prepared
- In preparation for, and debrief of, public open houses
- To review the draft plan and just prior to final plan adoption

We will work with you to refine our approach to best suit the needs of the Town of Paonia, and to be realistic about the request for community members' time. We are happy to explore options and alternatives to the steering committee format depending on your preferences.

8.

fundamentally, we work to design a process that identifies the issues, and begins to pose possible answers to, the questions:

- What are the gaps in providing recreation opportunities for all user types?
- Where are there gaps in trail connectivity, access, or use type?
- Where are there assets that are overused or underserved by infrastructure?
- Are there user conflicts that need to be addressed?
- What improvements should be built, and in what order?
- Where are improvements most likely to provide the greatest value for the largest number of people?
- What are the barriers to identifying and solving recreation and connectivity gaps?
- What will the capital investments cost, and how will they be funded?
- What community topics or politics may influence the process or the outcome?

Our approach includes integrating consideration of costs, funding, community participation, long-term maintenance requirements, and impacts to resources. The plan should include the notion of sustainable, low maintenance infrastructure as well as recreational values.

Create a First-Rate Recreation System Legacy

Though it will be used and enjoyed by local residents, the recreation system will also serve the growing number of visitors to Paonia and east Delta County. The town assets also need to be considered in the larger context of the growing recreation economy in greater Delta County, potentially connected physically, and certainly connected in spirit, to more regional recreation amenities and infrastructure. The recommended recreation improvements and amenities should have quality, durability, and yet affordable fit and finish; this plan will seek to create a cohesive identity for the whole-town network. These need not be extravagant and can be built over time, but they should be identified in the Master Plan. The improvements should offer a variety of user modalities and experiences, as well as access to a broad base of physical abilities. The plan must also assure the amenities and other public spaces are a good neighbor to adjacent properties.

Produce a Workable Tool That Will Lead to Implementation

The product itself must be clear, concise, exciting, provocative, visionary and practical. We propose to deliver a carefully structured plan, with a clear mission statement. This will be followed by guiding principles, mapping and existing conditions evaluations, project priorities and approximate costs, implementation timeline, and a thorough summary of community engagement to substantiate the process and outcomes. The overarching intent of the document will be to support immediate action in the pursuit of the goals and priorities that the community has selected; the plan must be actionable to be successful. Additionally, the format and contents of the plan will be developed to identify and prioritize pursuit of outside funding; a study and report of likely funding opportunities is a standard element of our master planning work.

The project process and final plan will be accessible through a project-specific web site developed and hosted by DHM. Information updates and master plan progress reports and drafts will also be made available digitally on the project website. We also routinely leverage social media, and have observed that you use the municipal Facebook account to share information and meeting recordings. These are valuable tools that we will integrate into this planning process. The ultimate key to realizing the plan's vision is to have a great plan that is easy to use, as well as champions across the county; transparent communication and easy access are important parts of the community engagement process.

Management of a team requires good planning in order to have the required resources available to propose on and perform work. DHM is working on a variety of projects in various stages of planning and design. We have successfully completed similar projects throughout the western US, while staying within the scheduling and budgeting parameters set for our team. We will coordinate and adapt the proposed schedule to set realistic deadlines and allow you to track the progress of the project as it advances through to completion.

If awarded the contract, the DHM team would meet with you to review a more detailed schedule where we can set up meeting times with the various groups and stakeholders. As a component of our administrative tasks for this project and in conjunction with our scheduling efforts, our team will prepare materials and agendas for meetings and meeting minutes. We will provide staff with look ahead schedules and schedule updates so that all parties are sufficiently informed about project progress and upcoming tasks.

We have prepared a detailed execution plan outlining how we envision completing this project based on the information provided in the RFQ. We feel that this project as currently scoped will take approximately 6 months to complete; assuming a late-February or early-March kick-off this is in keeping with the target completion date of August 31st. We have provided an estimated time durations for each task of our project approach.



DHM leading a tour at Basalt River

8. SCOPE OF SERVICES

Task 1 - Project Kick-Off (Week 1)

This Task correlates directly with item 1, "Background Research and Project Kick-off," of the RFP. DHM will launch the project with a kick off meeting with the Town Administrator and core stakeholders as invited by the Town (we assume that would include the WSCC). During this meeting, we will review the project scope, proposed community engagement process, discuss opportunities to integrate public outreach with other community events, review/refine project schedule (including proposed public meeting schedule) and proposed deliverables. We will review data to be collected during the analysis, finalize the steering committee and stakeholder lists, schedule the site tours, collect contact information for direct outreach activities, and discuss priorities along with any new considerations. DHM will develop a proposed schedule of open houses and public meetings that will take into consideration the current schedule for public process of the Town Master Plan process and will work to complement, not conflict, with that schedule.

Deliverables:

- Preparation of meeting agenda and preliminary schedule
- Preparation of steering committee and stakeholder contacts
- Preparation of initial mapping resources



Post Construction Wetlands Monitoring

Task 2 - Project Due-Diligence/ Inventory and Analysis Phase (Week 1-3)

This Task correlates directly with item 2, "Base Plan," of the RFP. During this time, we will assemble base maps, aerials, surveys, and compile data provided by the County. Our team will complete an initial site assessment, contextual analysis and develop basemaps and necessary site diagrams for the kickoff meeting to help facilitate productive discussions.

This phase involves a detailed review of existing recreation resources in Paonia. DHM will inventory, collect and compile data on all existing trails, parks, recreation areas and infrastructure located throughout town. The data collected will be used to create a profile and GIS base map that will be utilized for analysis of current recreation assets and to identify future recreation infrastructure opportunities and constraints; these products will also be formatted for use in the public process. Also during this time, DHM staff will conduct on-site tours with the steering committee to assess the condition of existing recreation infrastructure and facilities. During the on-site visits, additional photographic and GPS data will be collected for locations of various resources and amenities. Once the initial inventory and analysis phase is completed, DHM, with the assistance of the steering committee, will identify key locations and areas to review and discuss with the community (including the inventory of assets as provided in the RFP).

Additionally, we will interview staff to understand the town's resources related to funding and maintenance, discuss integration of this Master Plan to the new Town Master Plan currently in progress (presumably with the PRTMP as a companion document included in the Town Master Plan by reference), learn about any recent improvements or known priority issues, and summarize the municipal structure that supports the parks, recreation, and trails asset of Paonia. This information will be included in the front-end of the Master Plan document and will inform our recommendations for phasing, funding, and timing in the 5-year capital improvements plan. Based on the methodology for integrating the Parks, Recreation, and Trails Plan into the Town Master Plan, we will develop a draft table of contents and outline for the end product. We will begin to populate the draft with background documentation and information, and set up the public outreach summary section for use in Task 3.

- Collected base maps, aerials, surveys and any additional information provided by the County
- Site assessment report with contextual analysis
- Draft Parks, Recreation, and Trails Master Plan table of contents and document format



Basalt River Park

Task 3 - Community Outreach 1: Stakeholder Group Meeting Series #1 and Community Open House #1 (Weeks 4-6)

DHM will then lead a series of community meetings to gather additional public feedback. At this initial Community Open House, we will present the guiding principles, existing trail inventory and maps, and have an open dialogue for both quantitative and qualitative feedback. The most important goal with these meetings is to ensure everyone has had an opportunity to speak, and that they know we have heard what they said. We do this by reiterating the goals and main issues we heard during the kick-off and analysis process, creating another opportunity to refine and prioritize those issues before they are represented in the draft recommendations. We will use a number of methods, including inviting the public to interact with the maps by adding notes/post-its, a questionnaire that can also be used as a web survey, written comments, and our own notes of individual conversations.

Additionally, the proposed timing of the first round of outreach is well-suited to identifying ways of engaging with the public and specific user groups in fun and engaging ways. For example, we could set up an outdoor ‘lab’ on the playground of the elementary school, using chalk to map out the parks and recreation resources in the town, taking the students on a ‘tour,’ and inviting them to draw ideas with us; the end result could be captured by drone, with the feedback compiled and added to the outreach summary.

During this phase of the work, we will also reach out directly to the identified stakeholders to understand the issues, vision, and priorities of the groups they represent. We will schedule one day for in-person stakeholder meetings, and will use phone interviews to capture groups who cannot participate. For key user groups, we will facilitate charrettes to flesh out their specific use needs of the recreation system and to directly seek ideas for where and how the system could be improved.

For this first phase of outreach we have allocated time to hold one public open house, one day of ‘novel’ community engagement activities, and one day of in-person stakeholder meetings.

DHM will work with staff to facilitate communication of pertinent plan information including schedule of public meetings and will utilize other public outreach methods to gather input including: a project-specific web site, town web site, existing social media accounts, KVNF, and the Delta County Register as deemed appropriate and effective in coordination with staff.

Deliverables:

- Maps and imagery in support of outreach efforts
- Survey (written and portable to web) to collect community feedback

Task 4 - Community Outreach #1 Findings (Week 7)

Following the completion of the first round of public process, our team will summarize and analyze the information that we have gathered, identifying trends, priorities, and issues. We will meet with staff and the steering committee to review our findings and refine the approach to the draft Master Plan document. We have included time during this phase to also meet with the Paonia Town Board in a work session format to present the status of the project prior to writing the first draft. During this phase we will also update the project web page and social media platforms.

Deliverables:

- Community Outreach Summary report



Blue River Trail

8.

Task 5 – Draft Preliminary Master Plan (Weeks 6-12)

This Task correlates directly with scope item 3, ‘Schematic Design Phase,’ identified in the RFP. We will begin the Master Plan draft phase by building off of what we learned during Tasks 1-4. The Master Plan Draft will address the following:

- Vision for the comprehensive recreation system as directed by the public process
- Summary of the community drivers for the plan (eg, historic and cultural connections to ‘place,’ community resources, evolution of the local economy, key user groups, relationship to ongoing community initiatives (such as Paonia Creative District)
- Clear Inventory and analysis of existing recreation assets
- Establishment of draft priorities for future improvements
- Understanding of the diversity of the community and providing a variety of recreation amenities
- Understanding of recreation in Paonia in connection to county-wide assets and public lands
- Draft mapping of proposed improvements
- Understanding of order of magnitude costs for priority projects
- Understanding of funding mechanisms and partnerships, including summary report of outside funding opportunities

We assume that a number of broader planning drivers, such as economic development, demographics, employment, etc, are being evaluated by the Town Master Plan process, and will be referenced by the Parks, Recreation, and Trails Master Plan document.

We will share the draft documents initially with staff and the steering committee; timing of broader distribution of the draft will be determined in coordination with the Town Administrator. After staff and the steering committee have reviewed and provided feedback on the plan we have included time to present to the Town Board. This process will inform the format, content and goals of the second public outreach process. Note: There are advantages and disadvantages to presenting the draft plan in a public forum prior to implementing the second round of community outreach. We welcome the conversation about the appropriate timing/sequencing of the Town Board presentation relative to Community Outreach Series 2.

Deliverables:

- Primary Draft Parks, Recreation, and Trails Master Plan

Task 6 - Community Outreach: Stakeholder Group Meeting Series #2 and Community Open House #2 (Week 12-17)

Following the review of the draft plan we will prepare an agenda and content for the second public outreach process. We will also finalize the schedule for any stakeholder meetings as required. We will present the draft master plan to the stakeholder groups individually where necessary, and to the public in an open house format that is specifically designed and targeted to solicit input on the mission, assumptions and priorities defined in the draft plan. At this time, we will also be actively updating the community website and other social media tools. We will finalize the methods for such activities with the steering committee and staff allowing for the community to drive the process on two levels – steering committee driving the format and the public with many ways to provide input. We have allocated six weeks for this Task, to allow time to hold the meetings (first two weeks), and for the community to provide feedback (third through sixth week)

We have assumed a full day of in-person stakeholder meetings, phone/web meetings as may best suit individual groups, and one open house event.

- Maps and imagery in support of outreach efforts
- Survey (written and portable to web) to test plan assumptions

Task 7 – Community Outreach #2 Findings (Week18)

This task is similar to task 4. Following the completion of the second round of public process, our team will summarize and analyze the information that we have gathered, identifying trends, priorities, and issues. We will meet with staff and the steering committee to review our findings and refine the approach to the draft Master Plan document. During this phase we will also update the project web page and social media platforms.

Deliverables:

- Community Outreach Summary report

Task 8 - Final Master Plan Draft (Week 19-23)

8. Task correlates directly to items 4 and 5, "Design Development" and "Deliverables," of the RFP. At this phase of the project we expect that the overall vision, priorities, and content of the plan will be firmly in place, and outstanding issues to be resolved will be well understood. We will synthesize the results of the second public outreach process into the draft Master Plan, refining it to a "final plan draft". This draft will be used to confirm that we have appropriately refined the document to meet the expectations of the town and the public.

As with the initial draft, we will share the plan with town staff, the steering committee, the stakeholders, and the public. At this phase, we propose direct meetings with staff and stakeholders after they have had time to review the document; the public will be invited to download a pdf of the document and provide their feedback via the project web site. We have allocated a full month for this review process to provide ample time for the community to digest and respond to the final draft. This draft will be accompanied by a cover memo describing the refinements to the plan and identifying any known outstanding items or unresolved issues brought to light during Community Outreach 2. Following review and comment on this draft by staff, stakeholders, and the Town Board, and direction on outstanding items, we will advance to the final Parks, Recreation, and Trails Master Plan.

Deliverables:

- Final Draft Parks, Recreation, and Trails Master Plan
- Summary of substantive changes and outstanding items
- Collateral as necessary for stakeholder and Town Board meetings/presentations

Task 9 – Plan Adoption (Week 24)

Our team will refine the Master Plan for adoption by the Paonia Town Board. Our team will present the Parks, Recreation, and Trails Master Plan to the Town Board during a public hearing for adoption.

Following adoption of the plan, DHM will submit two hard copies and one pdf of the adopted plan, the digital GIS layers/maps used during the process, and, if requested by the town, the digital 'parent' files used in development of the document (eg, InDesign files of the Master Plan). At the time of the final deliverables, the project web site will be closed unless the town requests that it remain available.

Deliverables:

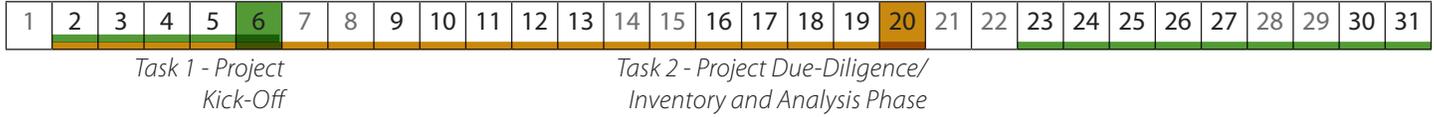
- Final, adopted Paonia Parks, Recreation, and Trails Master Plan



8. PRELIMINARY PROJECT SCHEDULE

If awarded the contract, the DHM team would meet with the Town to review a more detailed schedule where we can schedule meeting times with the various agencies and stakeholders. As a component of our administrative tasks for this project and in conjunction with our scheduling efforts, our team will prepare materials and agendas for meetings and meeting minutes.

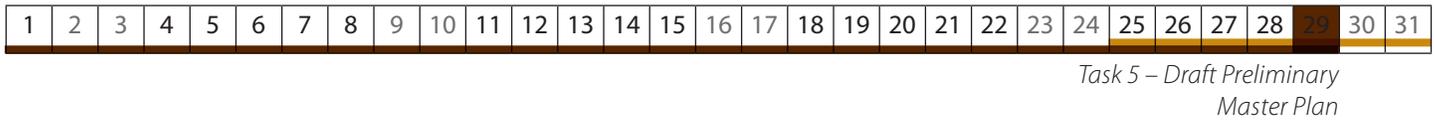
March



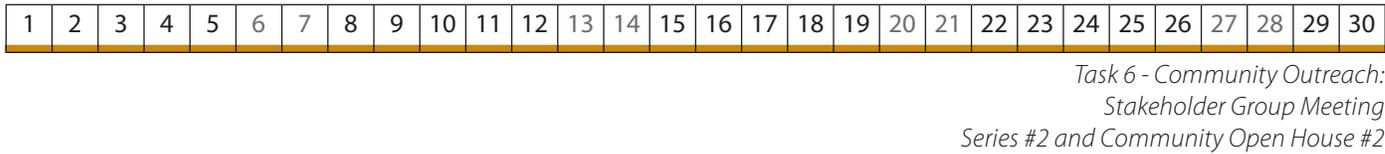
April



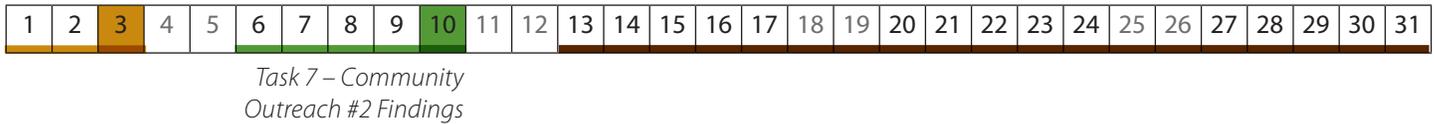
May



June



July



August



Project Fees

Task Description	Labor (\$)
Task 1 - Project Kickoff	\$3,680.00
Task 2 - Project Due-Diligence/Inventory and Analysis Phase	\$7,420.00
Task 3 - Community Outreach 1: Stakeholder Group Meeting Series #1 and Community Open House #1	\$14,900.00
Task 4 - Community Outreach #1 Findings	\$1,520.00
Task 5 - Draft Preliminary Master Plan	\$10,630.00
Task 6 - Community Outreach: Stakeholder Group Meeting Series #2 and Community Open House #2	\$8,460.00
Task 7 - Community Outreach #2 Findings	\$1,200.00
Task 8 - Final Master Plan Draft	\$10,420.00
Task 9 - Plan Adoption	\$5,770.00
Sub Total	\$64,000.00
<i>Reimbursables</i>	<i>\$3,000.00</i>
Total	\$67,000.00

FEE STRUCTURE
DHM Design Corporation
Effective January 1, 2020

Hourly Rates

Principal	\$195.00
Principal Ecological	\$180.00
Associate Principal	\$150.00
Senior Associate	\$135.00
Associate	\$125.00
Natural Resource Coordinator	\$130.00
Visualization/3D	\$130.00
Senior Designer/Planner	\$110.00
Associate Graphic Designer	\$105.00
Designer	\$105.00
Graphic Designer	\$90.00
Ecological Technician	\$90.00
Clerical/Word Processing	\$70.00

Reimbursable Expenses

Xerox Copies	\$ 0.12 per copy
Color Copies	\$ 1.50 per copy
In-House Computer Plots	
- Mylar	\$ 3.50 per square foot
- Vellum	\$ 2.30 per square foot
- Bond	\$ 0.45 per square foot
Color Computer Plots	\$ 2.80 per square foot
Auto Mileage	Mileage billed at the federal standard rate

All outside reimbursable expenses such as printing, copying, postage and deliveries are billed at our direct costs.

Bills are rendered and due payable monthly. Terms: Due and payable within 30 days upon receipt of statements. 1.5% per month interest charged on all past due accounts.

Proposal price quotes shall remain in effect for a period of six months with renegotiation of hourly rates and reimbursable expenses at that time.

8.

DHM DESIGN
www.dhmdesign.com





Parks, Recreation and Trails Master Plan Proposal

Submittal from:

Richard Camp Landscape Architecture, LLC

P.O. Box 958
Carbondale, CO 81623
Telephone: (970)948-7066
Email: richard.rcla@gmail.com

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January 31, 2020

Town of Paonia Offices
Attn: Corinne Ferguson
P.O. Box 460
Paonia, CO 81428

Re: Transmittal Letter

Dear Ms. Ferguson:

It is understood that, if contracted, Richard Camp Landscape Architecture will generate a master plan that includes all of the Town of Paonia’s parks, gathering spaces, recreational facilities and trails. RCLA’s team will first meet with key stakeholders, review data provided by the Town, and conduct interviews and meetings to gather community input.

A site analysis will be conducted for each town park that will determine all pertinent data that could influence design considerations. This will include an inventory of existing and potential park amenities such as recreational facilities, pathways, trails and significant trees. RCLA will give recommendations for their enhancement and identify opportunities for connectivity between all of the Town’s amenities. Opportunities for community gathering spaces will be defined and historic and cultural features will be considered that will reflect the local heritage. All of this collected data will be analysed and depicted in a schematic plan that will be used to generate public input. Connections to amenities in the Town’s three mile radius will also be reviewed.

The schematic plan will be refined with the incorporation of the public input into two different plans. These plans will be reviewed by Town officials, stakeholders and other members of the public. Their guidance will be integrated into the final master plan.

If contracted RCLA’s team will conduct preliminary field work and meet with the Town of Paonia’s representatives in March of 2020 with a preliminary report due July 31, 2020. RCLA will submit the final report by August 31, 2020.

Town of Paonia Transmittal Letter
February 7, 2020
Page 2

The team that has been assembled to create this master plan includes two landscape architects with diverse backgrounds and decades of experience, one of which resides in Paonia, the other in nearby Carbondale, a local Geologist who has intimate knowledge of the area's soil, a graphic designer who is the editor of a local publication, and a local environmental scientist and wildlife biologist with years of experience in natural resource management, habitat restoration and biological conservation, and proficient at Geographic Information System (GIS) mapping. These local professionals are invested in the Town and will be held accountable for the final product by their neighbors.

Richard Camp has been practicing landscape architecture in Colorado for thirty years. He is the sole proprietor and employee of RCLA. When you have a meeting with Richard, all of your input will be translated into the finished product. Instead of a corporate team leader handing the design work over to a couple of draftsmen, fresh out of school, you will be getting thirty years of experience in every aspect of the design. Firms with expensive offices and top heavy staff tend to have a very large overhead, thus need to charge exorbitant fees. With our team you will be getting only the top tier designers at the most economical price. It is our hope that our fee will leave the Town of Paonia with a budget surplus that can be utilized for the creation of construction documents that will be used for the implementation of the initial phases of the master plan.

The following irrevocable proposal encompasses the creation of the final Master Plan for the Town of Paonia and includes all costs incurred by RCLA. We appreciate the opportunity to work with the Town of Paonia and are excited about all the potential this project has to enhance the lives of the community.

Sincerely,



Richard Camp

Technical Proposal

The following Technical Proposal demonstrates the competence, qualifications and capacity of the RCLA team to perform the tasks set forth in the Town of Paonia’s Request for Proposal.

A. Independence

RCLA and the team that has been assembled for the creation of the Parks, Recreation and Trails Master Plan is in no way affiliated with, and completely independent of the Town of Paonia. No member of the team has ever been employed or contracted by the Town of Paonia for any reason. Team member Jo Ann Jarreau has volunteered or charged minimal costs in consulting her landscape architectural design services to the Town. She has been on the Poulos Park planning committee for the small pocket park, located along Grand Avenue, for a few months after the Town of Paonia received an AARP Grant. The grant has been for implementing senior amenities and for ADA Accessibility. Her work was given to the Town out of a desire to contribute to the betterment of the community and does not constitute a conflict of interest.

B. License to Practice in Colorado

Richard Camp has been licensed in the State of Colorado since 2009, the first year licenses were offered in the state. His license number is LA.0000746. The license is currently active and expires December 31, 2020. Jo Ann Jarreau has been licensed in the State of Texas since 2007 and has practiced Landscape Architecture in Texas, Louisiana, California, and Colorado. Her license number in Texas is LA1870.

C. Firm Qualifications and Experience

The RCLA team is made up of five professionals with a variety of skills and experiences. The team will be led by Carbondale landscape architect Richard Camp who will be working in concert with local landscape architect and LEED AP, Jo Ann Jarreau. Base plan information will be provided by the team’s local environmental scientist and GIS specialist Andrea Wang. Editing and layout of the final master plan will be completed by Mt. Parent Magazine Editor, Kathryn Camp. Special consideration will be given to the geology and natural history of each site by local Geologist Dr. David Noe, of Colorado Detours. None of the team members have ever had any disciplinary actions taken against them.

D. Partner Qualifications and Experience

The following is a review of each team member’s qualifications:

Richard Camp

In thirty years as a landscape architect in Colorado, Richard has been integral to a wide range of projects that have strengthened his skills, versatility and vision. These include: commercial and institutional landscape design, public park design, land reclamation, wetland rehabilitation, neighborhood development, estate planning, and residential landscape design. Richard has worked in conjunction with FEMA, the U.S. Army Corps of Engineers, Colorado Division of Wildlife, and has shepherded countless projects through the municipal design review process. Richard served for five years on the Town of Carbondale’s Parks and Recreation Commission, and served on the Town of Carbondale’s Planning and Zoning Commission for another five years. He has also served on the design steering committee of Carbondale’s LEED certified Community Center. Richard is licensed in the State of Colorado, fully insured, and will bring his experience and unique perspective to this exciting project. As principal of RCLA, he will be solely responsible for all aspects of this master plan. While this may appear as a limitation when compared with firms that employ numerous architects, interns, and support staff, he chose this business model because personal attention makes better projects. Communication, detail, and responsibility – nothing gets lost in the shuffle. Focus, creativity, and commitment -- these are qualities that cannot be delegated.

Professional Experience:

1999 to Present: Principal of Richard Camp Landscape Architecture

Responsibilities: client relations, planning, conceptual design development, creation of construction documents, construction observation and administration.

1990 to 1998: Greg Mozian and Associates, Aspen, CO

Responsibilities: client relations, conceptual design development, creation of construction documents, construction observation and administration, landscape installation.

1988 to 1990: Warren McCormick and Associates, Palm Beach, FL

Responsibilities: creation of construction documents.

Education:

Bachelor of Landscape Architecture 1988
University of Florida, College of Architecture, Gainesville, FL
1982 to 1984: Atlanta College of Art, Atlanta, GA

Jo Ann Jarreau

During her career for over thirty years, Jo Ann has worked on projects ranging in size from homes to multi-million dollar public park systems. Her work offers an array of creativity, technical solutions, and unique approaches to a diverse range of project types: from new and renovation projects such as long term maintenance of corporate campuses, public schools and universities, parks and recreation systems, and high-end residential properties. Her expertise, reputation and strengths have always been to answer tough questions in the design phase and smooth over any rough spots in the construction process, providing clients with an exceptional product and an innovative, aesthetic environment.

Some of the processes she works with for obtaining a high quality for client include: Comprehensive Site Analysis and Design Services, Construction Services, Landscape Architectural Services, Project Management and Construction Administration, Presentation Drawings and Drafting Services, Master Plan Design and Development, Sustainable Design and Green Strategies, and LEED Consulting.

Her extensive knowledge in LEED Sites and the Sustainable Sites Initiative by the American Society of Landscape Architects, which focuses on environmental issues such as water waste, water pollution, invasive plant species, resource water, human health, energy consumption, and soil and air quality, has led her to be involved in several certified building teams during their LEED Certified Building process.

Some of the notable LEED AP projects she has been involved in include: Herold Elementary School in Houston, TX, Walnut Bend Elementary School, and The Boeing Company Texas Headquarters in Houston, TX. Other top clients have been: FEMA, JP Morgan Chase Bank, Houston Community College, The Trevino Group, Houston Independent School District, Harris County Municipal District #71, VLK Architects, Kirksey Architects, SHW Architects, and ABC Extreme Makeover Home Edition. Her projects with scopes similar to the Town of Paonia’s Request for Proposal include: Molly Pryor Memorial Orchard Park, Northshore Park Playground Pct. 2, Stable Gate Planned Community, Gazebo & Footbridge at Bundy Lake, Terry Hershey Park and Trails, Mary Jo Peckham Park Master Plan, and the Harris County Pct. 2 Parks Master Plan and ADA Accessibility Plan.

Jo Ann has also served her community in several volunteer arenas such as the Women Contractors Association Board of Directors for three years, Houston Blueprint Planning Committee for one year. Jo Ann attributes her successful projects to hard work, strong communication, dedication to community and client’s needs and desires, and a personal hands on approach and attention to details.

Professional Experience:

2017 to 2020: Jo Ann Jarreau landscape architect, Paonia, CO

Responsibilities: landscape designing and construction management for residential and public spaces in the western slope of colorado

2019 to 2020: Co-Principal of Colorado Detours, LLC., Paonia CO

Responsibilities: customer and collaborator relations, tour and event planning, marketing, writing of marketing and educational materials, budgeting and finances.

1999 to 2017: Principal of Jarreau & Associations, Inc., Houston, TX and Monterey, CA

Responsibilities: comprehensive site design and construction service, landscape architecture consulting, project management and construction administration, presentation drawings and drafting services, master plan design and development, sustainable design and green strategies, LEED consulting, marketing and networking.

1990 to 1998: Manager of Design Department, Ryan’s Landscaping Company, Houston, TX

Responsibilities: staffed and managed department with competent landscape architects and designers for large commercial landscaping construction and maintenance company, marketing and procured new commercial and residential accounts for company, initiated, designed and project managed commercial residential and public projects.

1991 to 1997: Associate Parks Planner, Harris County Engineering and Precinct 2

Responsibilities: assisted Parks Planner with designing, master planning and construction administration for the Harris County Park System.

Education:

Bachelor of Landscape Architecture 1983
Louisiana State University, Baton Rouge, LA
PMI Project Management Training, Denver 2019

Professional credentials :

- U.S. Green Building Council LEED AP
- Texas Board of Architectural Examiners, Registered Landscape Architect #1870

David Noe

Dr. David C. Noe has over 35 years of experience as a Professional Geologist. He retired to Paonia after a 25-year stint as a researcher with the Colorado Geological Survey and Colorado School of Mines. He is adept in the disciplines of geologic mapping, geomorphology, sedimentology, and engineering geology. These skills give him a unique ability to assess land parcels for development feasibility. In addition, he has a strong background in technical writing and technical editing and review, which will be utilized for this project. Dr. Noe is a Registered Professional Geologist, licensed in Utah and Wyoming, and is a Professional Geologist in Colorado.

Professional Experience:

2019 to Present: Co-Principal of Colorado Detours, LLC, Paonia, CO

Responsibilities: customer and collaborator relations, tour and event planning, speaking at public gatherings, marketing, writing of marketing and educational materials, budgeting and finances.

2015 to Present: David C. Noe, Ph.D., Consulting Geologist, Paonia, CO

Responsibilities: conducting custom geological investigations for individual clients. Includes fieldwork, background research, and writing reports of findings.

1990 to 2015: Colorado Geological Survey and Colorado School of Mines, Denver and Golden, CO

Responsibilities: conducted studies of geological hazards as senior geological researcher; reviewed hundreds of development sites around the state as Chief Engineering Geologist for State of Colorado; mapped, wrote reports, and managed the State Geologic Mapping Program. Author of 59 published booklets, reports, articles, guidebooks and abstracts as lead author, and 39 more as a contributing author. His publications have garnered three national awards from professional geological societies.

1984 to 1989: Research Planning Institute, Austin, TX and Boulder, CO

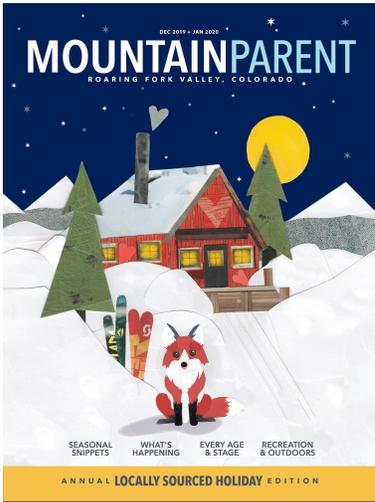
Responsibilities: conducted studies of sedimentary strata for oil and gas exploration, including field investigations of rock outcrops, descriptions of downhole rock cores, and interpretations of electric geophysical logs. Wrote and illustrated sections of final reports as part of a research team.

Education:

Bachelor of Arts in Geology, University of Northern Colorado, Greeley, CO, 1979

Master of Arts in Geology, University of Texas at Austin, Austin, TX, 1984

Doctor of Philosophy in Geological Engineering, Colorado School of Mines, Golden, CO, 2006



Kathryn Camp

Kathryn Camp will edit and design the Parks, Recreation and Trails Master Plan booklet. Kathryn has more than twenty-five years experience providing administrative support to RCLA. She is also the editor of Mountain Parent magazine, where she is responsible for all creative content for print and digital editions. Kathryn has an expert working knowledge of Adobe Creative Suite, including InDesign and Photoshop. She will present each aspect of the project in a format that clearly communicates the Town of Paonia’s vision, so that the community at large can understand the scope of the project and connect with it.

Andrea Wang

Andrea Wang is an environmental scientist and wildlife biologist with over two decades of experience working in federal, state, and private sectors. Andrea has over 25 years experience in natural resource management, habitat restoration and biological conservation projects in western Colorado. Her work has included environmental impact analysis and mitigation development, design and implementation of ecological surveys, including wildlife studies, threatened and endangered species surveys, plant inventories, noxious weed surveys, raptor and migratory bird surveys. Andrea’s career has included 12 years with the U.S Forest Service as the Paonia District Wildlife Biologist managing the District’s wildlife, plant and fish programs. Andrea currently owns and operates West Slope Environmental LLC, a consulting firm focused on conserving natural ecological processes, wildlife and habitat considerations in land use planning, and environmental compliance. She holds a B.S. in Biology from Western State Colorado University and Wildlife Management from University of California, Davis.

Support services include: Geographic Information System (GIS) Mapping, Community Relations and Education, Archeology Evaluations, Environmental Engineering

Past performances include:

Western Slope Conservation Center (WSCC)

Smith Fork and Tongue Creek Watershed Assessments - Identified ecological conditions of two watersheds in the North Fork area; Smith Fork and Tongue Creek watersheds; identified assets, problems and critical watershed needs that could result in restoration and improvement projects. Work included partnering with private landowners and community organizations to identify ecological needs, and potential projects to enhance the environmental integrity of the two watersheds. These watershed assessments are used by WSCC as a strategy and planning guide for determining eligibility, priorities, and grant funding for future projects.

Contact: Patrick Dooling 970-527-5307

Rare Earth Science

Conservation Easement Baseline Documentation Reports - Conducted biological field surveys on five private ranch and farm properties to identify ecological resources and conditions, identify public benefit of easements, conservation attributes, purposes, use limitations, and reserved rights to determine eligibility and priority of the property as a tax deductible conservation easement.

Contact: Dawn Reeder 970-527-8445

USDA Forest Service - Grand Mesa, Uncompahgre, Gunnison National Forests

Biological field studies: Threatened, Endangered, and Sensitive wildlife & plant inventories; sensitive bat inventory, Biological Assessments and Impact Reports for 3 mine reclamation projects; National Environmental Policy Act (NEPA) technical support for remediation of Telluride Valley Floor Tailings Site, and San Miguel River cross sections.

Contact: Linda Lanham 970-874-6600

USDA Forest Service - White River National Forest

Environmental Studies: Wildlife, plant, and archeology studies and impact analysis for 8 abandoned mine sites. Provide technical support in the design and implementation of the reclamation and removal of mine sites and hazardous materials.

E. Similar Engagements with other Governmental Entities

Town of New Castle, CO - Grand River Park



RCLA completed the design for a park on the Colorado River for the Town of New Castle, CO. The park recently won an award from the Colorado Public Works Journal. The Grand River Park in New Castle, CO is a ten acre site, situated on the banks of the Colorado River. RCLA, with the assistance of the Colorado Division of Wildlife, the U.S. Army Corps of Engineers, Biologists and Civil Engineers, designed a way to transform a ditch, choked with invasive plants, into a habitat for a species of concern, the Northern Leopard Frog. This was done by creating large and small breeding ponds, and wetlands conducive to sustaining the frogs. Storm water run-off is collected by this drainage where it is filtered through a large wetland before it flows into the river. It is a primary goal of RCLA to seek ways to offer a variety of experiences. In this inviting place, you will find a soccer field, picnic shelters, trails, a playground, a wading beach, fishing areas, an arboretum, and interpretive overlook areas. RCLA wrote a GOCO grant that was eventually responsible for an award of \$200,000.00 to go toward the completion of the park.

See attached example of work. Exhibit One

References:

Public Works Department Director
 John Wenzel
 (970)984-0669 Ext. 200
jwenzel@newcastlecolorado.org

Public Works Department Assistant Director
 David Gray
 (970)984-0669 Ext. 201
dgray@newcastlecolorado.org

Town of Carbondale / RE-1 School District Recreation Master Plan

RCLA completed a master plan for the Town of Carbondale and the RE-1 School District. The task of this joint effort was to assess the two entities respective properties located in the Town of Carbondale, and maximize the potential for the creation of playing fields. Through this effort RCLA identified the potential for the addition of; two softball diamonds, four multi purpose fields, four tennis courts, three volleyball courts, and the expansion of parking and trails that link all of the proposed amenities together.

See attached example of work. Exhibit Two

References:

RFSD Assistant Superintendent
Shannon Pelland
(970)384-6003
pelland@rfschools.com

Town of Carbondale Parks and Rec Director
Eric Brendlinger
(970)510-1277
ebrendlinger@carbondalecto.net

RE-1 School District – Community SportsPlex:

RCLA worked with the RE-1 school district along with the Town of Carbondale to create the Community SportsPlex at the location at the site of the dilapidated Tennis Courts, on Carbondale Middle School property. Through the Sports Complex Master Plan process, this area was identified as the hub of all of the surrounding sports activities. This playground and multi-sport arena will serve the children of the Middle School, as well as the public at large. The first phase of the SportsPlex is currently under construction with a budget of \$250,000.00. The project received a grant for \$210,000.00 and private donations of \$40,000.00. The second phase is currently slated for a GOCO grant. RCLA is currently working as the Project Manager during the construction of phase one. Some of the amenities offered at the SportsPlex are:

- State of the art “Kompan” playground equipment
- An outdoor classroom / performance area.
- A 60’ x 120’ “FreeGame” walled turf court for soccer, volleyball, badminton...
- Full size refurbished Basketball court.
- Remodeled Bathrooms / Storage Shed
- A picnic shelter, shade structures, benches, water fountain, trash receptacles,
- ADA accessible parking and play structures

See attached example of work. Exhibit Three

References:

RFSD Assistant Superintendent
Shannon Pelland
(970)384-6003
pelland@rfschools.com

RFSD Chief Academic Officer
Rick Holt
(970)384-7963
rholt@rfscholls.com

E. Similar Engagements with other Governmental Agencies (contd.)

Welcome Ranch Master Plan, Brenham, TX - LEED Gold Certified

This was a large scale residential project involving a design of a 200 acre weekend ranch for a family from Houston, Texas. The master plan project includes four cabins designed around a natural free-flowing series of berms, which extend over the cabins. This has received LEED Gold certification, with the use of rainwater catchment basins underground in large rainwater tanks. The system of rainwater catchment was used to irrigate the areas around the main residence, the four cabins and their recreation areas.

See attached example of work. Exhibit Four

References:

Harold Von Younger
Contractor
(713)-539-3568
vonyounger@msn.com



Molly Pryor Memorial Orchard, Parks, Trails and Teaching Gazebo, Harris County Parks and Planning

Placed amidst roadways and power lines, the Molly Pryor Memorial Orchard provides a quiet refuge for children and adults. This one-acre park includes a gazebo, arbor, winding trails, and is planted with numerous native plants, vines and fruit trees. The design concept included providing an educational environment and for urban children to view different edible foods while they are still growing on the vines or trees. Additionally, the orchard was designed to be fully handicap accessible and thus provides a place for young and old to plant and harvest various berries and citrus.

References:

Commissioner Steve Radack
1001 Preston, 9th Floor
(713) 755-6306

F. Scope of Services

RCLA will perform the following scope of services:

- 1. Background Research and Project Kick-Off
 - 1.1 A kick-off meeting will include key stakeholders to review sites and build a shared understanding of site-specific project goals.
 - 1.2 The firm will review existing information including Town plans, zoning, building ordinances, GIS, physical assets and needs, and other data provided by the Town.
 - 1.3 The firm will propose a combination of interviews, focus groups, and town meetings to gather community input.

- 2. Base Plan - Site Analysis and Inventory
 - 2.1 An existing site analysis will be completed for each park to determine actual sizes, constraints, access, code criteria, environmental considerations, and other pertinent data.
 - 2.2 An inventory of park amenities, current and desired, will be listed.
 - 2.3 An evaluation of significant trees and landscape will be needed.
 - 2.4 Opportunity for community gathering spaces will be defined.
 - 2.5 Recreational facilities for all ages will be defined.
 - 2.6 Connector pathways including trails and roadways, will be noted along with Recommendations for improvements.
 - 2.7 Historic and cultural features will be considered to inspire the design and maintain consistency with community values and heritage.

- 3. Schematic Design Phase
 - 3.1 Concept designs and suggested enhancements and amenities will be Provided.
 - 3.2 Public input through charets, town meetings, focus groups, and interviews will be essential and incorporated into the final design.

- 4. Design Development
 - 4.1 Two to three draft plans will be reviewed by Town officials and the public, discussions will inform the firm on the preferred final plan.
 - 4.2 Final Master Plan will include renderings, details, resource drawings, and defined areas for planning, and materials plan.

- 5. Construction Documents
 - 5.1 One project in one park will be selected and a set of construction documents for that project will be developed. This was NOT in the RFP scope of services, however, RCLA is offering this as an extra service and part of our proposal.

- 6. Deliverables will Include
 - 5.1 Final Design and Layout Master Plan
 - 5.2 Graphic boards for public displays.
 - 5.3 An opinion of probable cost or approximate cost estimates.

5.4 A listing of potential resources and suggested suppliers and vendors to help with implementation.

5.5 Maintenance recommendation and sustainability plan.

5.6 Electronic files and graphics for the project will be provided to the Town.

G. Specific Approach - Work Plan and Methodology

Phase 1: March to April 2020 - Background Research and Project Kick-Off

- **Information Gathering Meeting, March 16:** Team will meet with the town of Paonia to gather information regarding existing conditions in order to determine the information to be included in the Base Plan, i.e. GIS maps, existing site plans, historic documents for each site, boundary surveys, zoning plans, playground equipment manufacturing information, existing as-built documents, previous survey and documents, building ordinances, photos, etc. A list of sites to include in the master plan will be determined and agreed on. Review the existing information, from above, for compiling into the base plan.
- **Base Plan Initial Preparation:** RCLA will create an initial base plan that will be used in gathering information in the field.
- **Kick-off Meeting:** The team will meet with key stakeholders to review sites and build a shared understanding of site-specific project goals.
- **Set Public Engagement Events:** RCLA will propose a combination of interviews, focus groups, charrettes, and town meetings to gather community input and will work with the Town of Paonia to schedule and announce those events.

Phase 2 - March to April 2020 - Base Plan, Site Analysis and Inventory

- **Site Analysis:** This is performed with a trained eye to document site details and conditions that can influence design and construction decisions. Our landscape architect, located in Paonia, will be responsible for documenting the criterias used for design schematics and development. This would include an evaluation of significant trees and landscape features.
- **Fieldwork for inventory:** The team will visit each site to conduct a rudimentary survey of the existing conditions and brainstorm ideas for opportunities and improvements. This

would include park amenities, community gathering spaces, recreational facilities for all ages, connector pathway, trails and roadways and historic and cultural features. Our team geologist will determine the general site soil conditions and document areas of potential geologic significance. The sites to be inventoried will include: Poulos Park, Paonia Town Park, Apple Valley Park, Lees Park and other agreed-on sites. RCLA will request assistance from the Town of Paonia in inventorying existing site conditions and their amenities, and in surveying and measuring specific focus areas, along with other on-request services.

- **Overall Base Plan:** Input all information that has been gathered to generate an overall plan that encompasses the entire area of the Town including the three mile radius of the surrounding area. This will include any Town plans, zoning information, building ordinances, GIS information.
- **Enlarged, Focus-Area Base Plans:** The overall base plan will be broken up into more detailed focus areas. The focus areas will be identified during the fieldwork process. This will enable detailed information to be shown for each focus area.
- **Begin creation of Master Plan manual**

Phase 3 - May to June 2020 - Conceptual Diagrams and Schematic Design

- **Community Input:** The team will conduct interviews and meet with focus groups, and hold charrettes and town meetings to get a better understanding of the desires of the community. This will include a review and consideration of written focus points from the Town of Paonia, “Master Plan Community Input Meetings” from 2019 and beginning of 2020. RCLA will incorporate relevant inputs into the Parks, Recreation, & Trails Master Plan
- **Base Plan Refinement:** Add all pertinent data to the Base Plan including, but not limited to site analysis information, park amenities, existing vegetation, recreational facilities, paths and trails, geologic features, natural, historic and cultural features.
- **Identify Opportunities:** RCLA’s team will identify and define opportunities for community gathering spaces, nodes, connectivity, vegetative buffering, screening and framing.
- **Conceptual Plans:** We will prepare conceptual diagrams indicating space relationships and suggested enhancements for the considered parks, recreation facilities, trails, and each focus area. These plans will incorporate all of the data collected over the previous months. The process will be documented in booklet form. This booklet will be the first rendition of the Final Master Plan.

- **Public Input for Schematic Design Plans:** RCLA’s team will conduct two design-oriented charrettes with focus groups and the community at large, in order to get feedback from the local community regarding the schematic design. That feedback will be distilled down to useful information that will be used to influence the final master plan.
- **Continue creating the Master Plan manual:** RCLA and The Town of Paonia, will convene a focus group and will request assistance with in-kind clerical staff services

Phase 4 - June to July 2020 - Design Development, Draft Plans

- **Draft Plans:** RCLA’s team will take the input provided by the community, focus groups, and key stakeholders and identify two distinctly different visions for the master plan. These visions will be depicted in two draft plans of the overall Site Plan and two draft plans of each town park that will be reviewed by Town officials and the public. This review will influence the final plan.

Phase 5 - July to August 2020 - Final Master Plan

- **Final Master Plan:** This comprehensive compilation of all of the data that has been collected will describe the process of community input and show how that input has influenced the design. It will include illustrative plans for the considered parks, recreation facilities, trails, and each focus area. Detailed sketches, sections and elevations will further elaborate the concepts shown on the plan and in the text of the document. The final master plan will define a theme, or overall look through signage, wayfinding, construction materials, colors and textures, and a materials plan. Also included in the master plan will be approximate cost estimates, a listing of potential suppliers and vendors to help with implementation, maintenance recommendations, and a sustainability plan.

Phase 6 - September to December 2020 - Construction Documents

- **An Additional Proposed Service:** This is an additional phase that was not requested in the initial RFP. However, through the cost savings of our approach, we propose to provide this additional service as part of the Scope of Services.
- **Extension of Project Final Date:** RCLA proposes a different final date for the project. This is to allow the creation of a set of construction documents as stated below.
- **Construction Documents and Specifications:** RCLA will complete Construction Documents for phase one of the master plan (TBD). This will be for one park that will be identified in the master plan stage and will include the following drawings:

Layout and Grading Plans

These plans will show existing and proposed grading contours. All drainage concepts will be shown, such as: sheet flow, drainage swales and dry wells. The exact location, area and size of all hardscape elements of the project will be depicted. This plan will be used for the basis of the Civil Engineers recommendations.

Planting Plans

These plans will show the location of all existing trees and shrubs to remain and to be removed, and all proposed trees, shrubs, perennials beds, ground cover, sod and native grass areas. A plant legend will be provided showing plant species, quantities, sizes, spacing and condition of all proposed plant material.

Irrigation Hydro-zone Plans

These plans will show all irrigation zones for the project and will depict the types of heads that will be required for each zone. This plan will be used as the basis for an irrigation designer’s final construction documents

Construction Details

The following phase will be completed on an hourly basis as the need for details is identified by the development team. Detailed sections, elevations and specifications will serve as the basis for your Structural Engineers drawings and will be sufficient for the pricing and layout of the requested items. Possible items include :

- Free Standing Wall
- Paving / Steps
- Handrail / Guardrail

Construction Observation

This phase consists of site visits conducted to ensure that the design intent is being followed and all construction specifications and details are being implemented correctly. I will review the construction drawings with the contractor and any subcontractors, and assist in the layout of all hardscape and landscape elements. All site visits will be requested by the Town, or the Town’s representative, and will be billed on an hourly basis at the rate of \$125.00/hr.

H. Bid Cost

Fee for services:

1. Research and Project Kick-Off	
Information Gathering Meeting	\$1,000.00
Base Plan Preparation	\$2,500.00
Kickoff Meeting/Set Events	<u>\$1,500.00</u>
Subtotal	\$5,000.00
2. Site Analysis and Inventory	
Fieldwork Inventory and Analysis	\$2,500.00
Overall and Focus-Area Base Plans	<u>\$1,500.00</u>
Subtotal	\$4,000.00
3. Conceptual Diagrams and Schematic Design	
Community Meetings	\$1,500.00
Base Plan Refinement	\$1,500.00
Overall Conceptual Site Plan	\$3,000.00
(4) Conceptual Park Plans @ \$2,000.00 ea.	\$8,000.00
Master Plan Manual Layout and Preparation	<u>\$1,000.00</u>
Subtotal	\$15,000.00
4. Design Development, Draft Plans	
Overall Site Plans	\$4,500.00
(8) Park Plans (two concepts per park) @ \$1,500.00 ea.	\$12,000.00
Booklet Refinement	<u>\$2,000.00</u>
Subtotal	\$18,500.00
5. Final Master Plan	
Overall Site Plan	\$3,000.00
(4) Park Plans (one final plan per park) @ \$2,500.00 ea.	\$10,000.00
Finished Booklet	<u>\$3,000.00</u>
Subtotal	\$16,000.00
6. Construction Documents	
Layout and Grading Plan	\$1,500.00
Planting Plan	\$2,500.00
Irrigation Hydro-zone Plan	\$1,000.00
Construction Details	\$2,000.00
Construction Observation (hourly)	<u>\$1,500.00</u>
Subtotal	\$8,500.00
Grand Total	\$67,000.00

Additional Services:

Services not outlined in the proposal will be billed on a time and material basis. All site visits and meetings will occur at the request of the owner, and will be billed on an hourly basis, at a rate of \$125.00/hr. This rate is subject to change after one year from the date of acceptance.

Reimbursable Expenses:

Any additional structural, civil, or mechanical engineering, that is required will be completed upon written request and will be billed at cost. Computer plots, printing, delivery, etc. will be billed at cost. Travel expenses, hotels, per-diem foods, mileage and other unexpected costs.

In Kind Services:

The Town of Paonia Staff shall assist us gathering data as necessary to complete the Task requested. We will request the Public Works department to assist RCLA and staff in surveying, measuring and other on-request services.

Billing:

The Town of Paonia will be billed upon the completion of each phase or drawing for the contracted amount plus any reimbursable expenses incurred and, or, additional services provided. Payments are due 30 days after the billing date. There will be an 18% per annum late fee applied every month late. In any legal action brought by either party to enforce the terms of this contract, RCLA shall be paid all costs incurred, including attorney’s fees, if RCLA is the prevailing party. All original drawings are the property of RCLA.

Warranties:

RCLA is fully insured up to \$1,000,000.00 and will provide certificate of liability insurance upon request.

Termination of Contract:

RCLA may terminate the contract upon thirty days notice and will be fully compensated for the work completed up to that date.

Thank you for this opportunity.

Sincerely,

Richard Camp

Accepted: _____ Date: _____



Multipurpose Pavilion Elevation

Not to Scale

Fishing Deck

(Elev. = 5556.5)

Multipurpose Pavilion

(Main Floor Elev. = 5554.0)

Picnic Shelter

(10x12)

Bench

Proposed Rookery

Fisherman's Trail

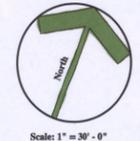
(7'-0" Primitive Trail)

River Overlook Shelter

(7'-0" Portable Structure)

Overhead Entry Gate Elevation

Not to Scale



Scale: 1" = 30' - 0"

Conceptual Landscape Plan

New Castle River Park

New Castle, Colorado



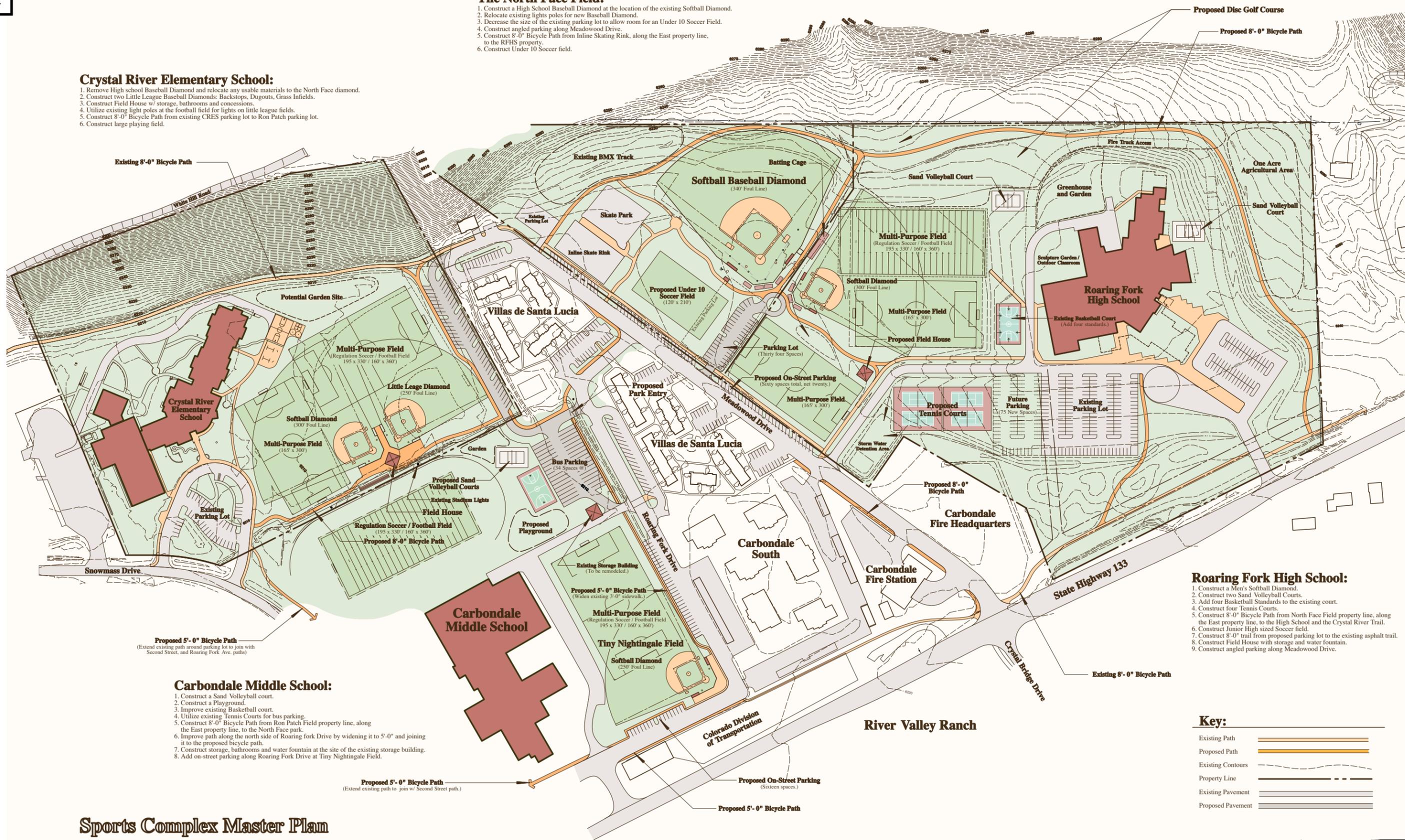
Date: December 10, 2008

The North Face Field:

1. Construct a High School Baseball Diamond at the location of the existing Softball Diamond.
2. Relocate existing lights poles for new Baseball Diamond.
3. Decrease the size of the existing parking lot to allow room for an Under 10 Soccer Field.
4. Construct angled parking along Meadowood Drive.
5. Construct 8'-0" Bicycle Path from Inline Skating Rink, along the East property line, to the RFHS property.
6. Construct Under 10 Soccer field.

Crystal River Elementary School:

1. Remove High school Baseball Diamond and relocate any usable materials to the North Face diamond.
2. Construct two Little League Baseball Diamonds: Backstops, Dugouts, Grass Infields.
3. Construct Field House w/ storage, bathrooms and concessions.
4. Utilize existing light poles at the football field for lights on little league fields.
5. Construct 8'-0" Bicycle Path from existing CRES parking lot to Ron Patch parking lot.
6. Construct large playing field.



Proposed Disc Golf Course

Proposed 8'-0" Bicycle Path

Existing 8'-0" Bicycle Path

Proposed 5'-0" Bicycle Path
(Extend existing path around parking lot to join with Second Street, and Roaring Fork Ave. paths)

Carbondale Middle School:

1. Construct a Sand Volleyball court.
2. Construct a Playground.
3. Improve existing Basketball court.
4. Utilize existing Tennis Courts for bus parking.
5. Construct 8'-0" Bicycle Path from Ron Patch Field property line, along the East property line, to the North Face park.
6. Improve path along the north side of Roaring fork Drive by widening it to 5'-0" and joining it to the proposed bicycle path.
7. Construct storage, bathrooms and water fountain at the site of the existing storage building.
8. Add on-street parking along Roaring Fork Drive at Tiny Nightingale Field.

Proposed 5'-0" Bicycle Path
(Extend existing path to join w/ Second Street path.)

Roaring Fork High School:

1. Construct a Men's Softball Diamond.
2. Construct two Sand Volleyball Courts.
3. Add four Basketball Standards to the existing court.
4. Construct four Tennis Courts.
5. Construct 8'-0" Bicycle Path from North Face Field property line, along the East property line, to the High School and the Crystal River Trail.
6. Construct Junior High sized Soccer field.
7. Construct 8'-0" trail from proposed parking lot to the existing asphalt trail.
8. Construct Field House with storage and water fountain.
9. Construct angled parking along Meadowood Drive.

Key:

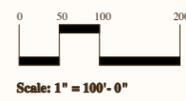
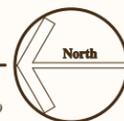
- Existing Path
- Proposed Path
- Existing Contours
- Property Line
- Existing Pavement
- Proposed Pavement

Sports Complex Master Plan

Roaring Fork School District

Carbondale, Colorado

Date: September 2, 2009
 Revised: September 4, 2009
 Revised: September 25, 2009
 Revised: October 12, 2009

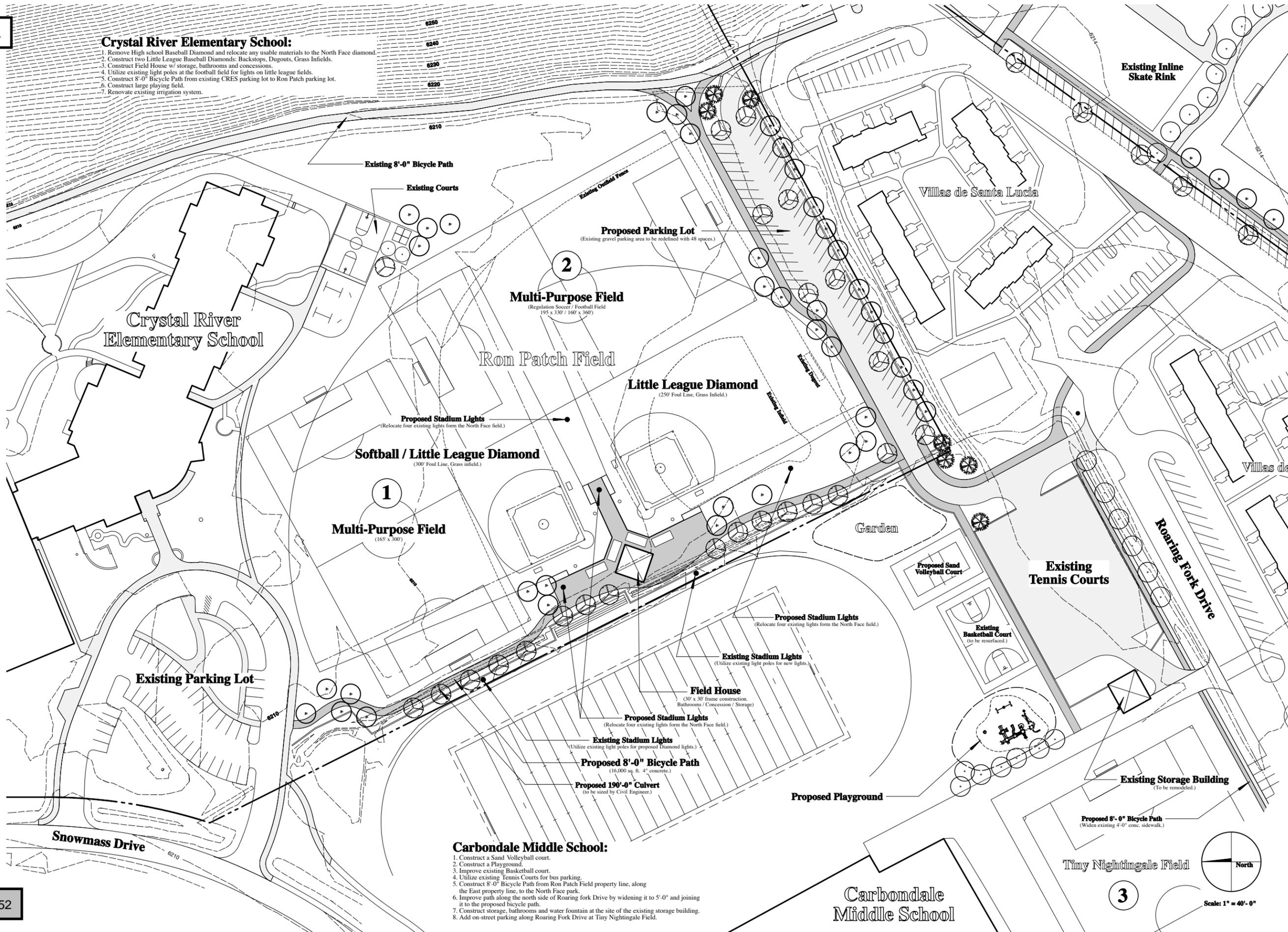


Scale: 1" = 100'-0"



Crystal River Elementary School:

1. Remove High school Baseball Diamond and relocate any usable materials to the North Face diamond.
2. Construct two Little League Baseball Diamonds: Backstops, Dugouts, Grass Infields.
3. Construct Field House w/ storage, bathrooms and concessions.
4. Utilize existing light poles at the football field for lights on little league fields.
5. Construct 8'-0" Bicycle Path from existing CRES parking lot to Ron Patch parking lot.
6. Construct large playing field.
7. Renovate existing irrigation system.



Carbondale Middle School:

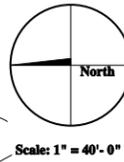
1. Construct a Sand Volleyball court.
2. Construct a Playground.
3. Improve existing Basketball court.
4. Utilize existing Tennis Courts for bus parking.
5. Construct 8'-0" Bicycle Path from Ron Patch Field property line, along the East property line, to the North Face park.
6. Improve path along the north side of Roaring fork Drive by widening it to 5'-0" and joining it to the proposed bicycle path.
7. Construct storage, bathrooms and water fountain at the site of the existing storage building.
8. Add on-street parking along Roaring Fork Drive at Tiny Nightingale Field.

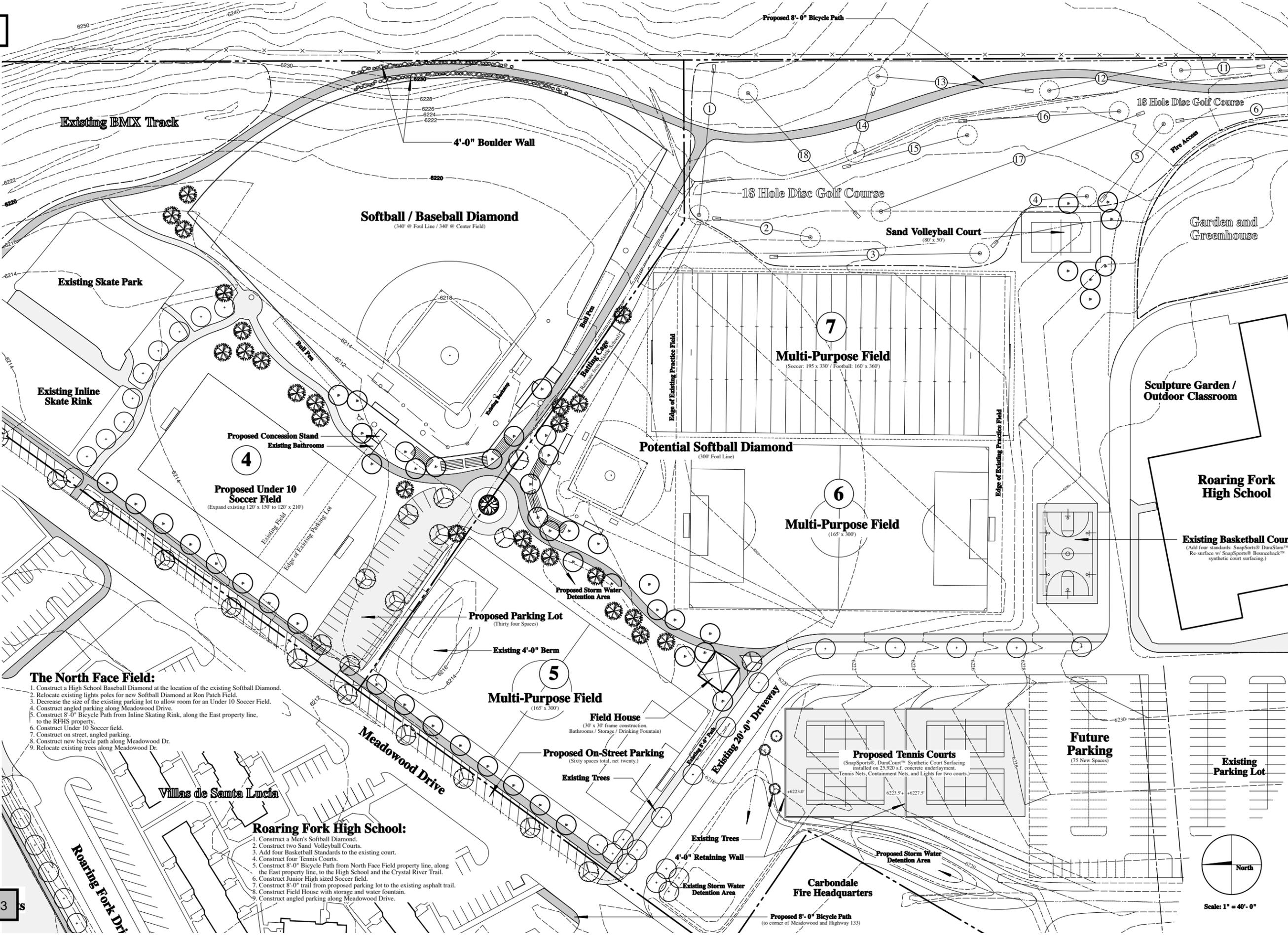


CRES / CMS Conceptual Site Plan
Roaring Fork School District
 Carbondale, Colorado

Date: September 24, 2006
 Revised: October 12, 2009

Sheet:
L - 1.0





The North Face Field:

1. Construct a High School Baseball Diamond at the location of the existing Softball Diamond.
2. Relocate existing lights poles for new Softball Diamond at Ron Patch Field.
3. Decrease the size of the existing parking lot to allow room for an Under 10 Soccer Field.
4. Construct angled parking along Meadowood Drive.
5. Construct 8'-0" Bicycle Path from Inline Skating Rink, along the East property line, to the RFHS property.
6. Construct Under 10 Soccer field.
7. Construct on street, angled parking.
8. Construct new bicycle path along Meadowood Dr.
9. Relocate existing trees along Meadowood Dr.

Roaring Fork High School:

1. Construct a Men's Softball Diamond.
2. Construct two Sand Volleyball Courts.
3. Add four Basketball Standards to the existing court.
4. Construct four Tennis Courts.
5. Construct 8'-0" Bicycle Path from North Face Field property line, along the East property line, to the High School and the Crystal River Trail.
6. Construct Junior High sized Soccer field.
7. Construct 8'-0" trail from proposed parking lot to the existing asphalt trail.
8. Construct Field House with storage and water fountain.
9. Construct angled parking along Meadowood Drive.



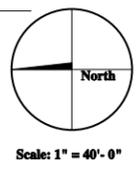
RFHS / North Face Field Conceptual Site Plan

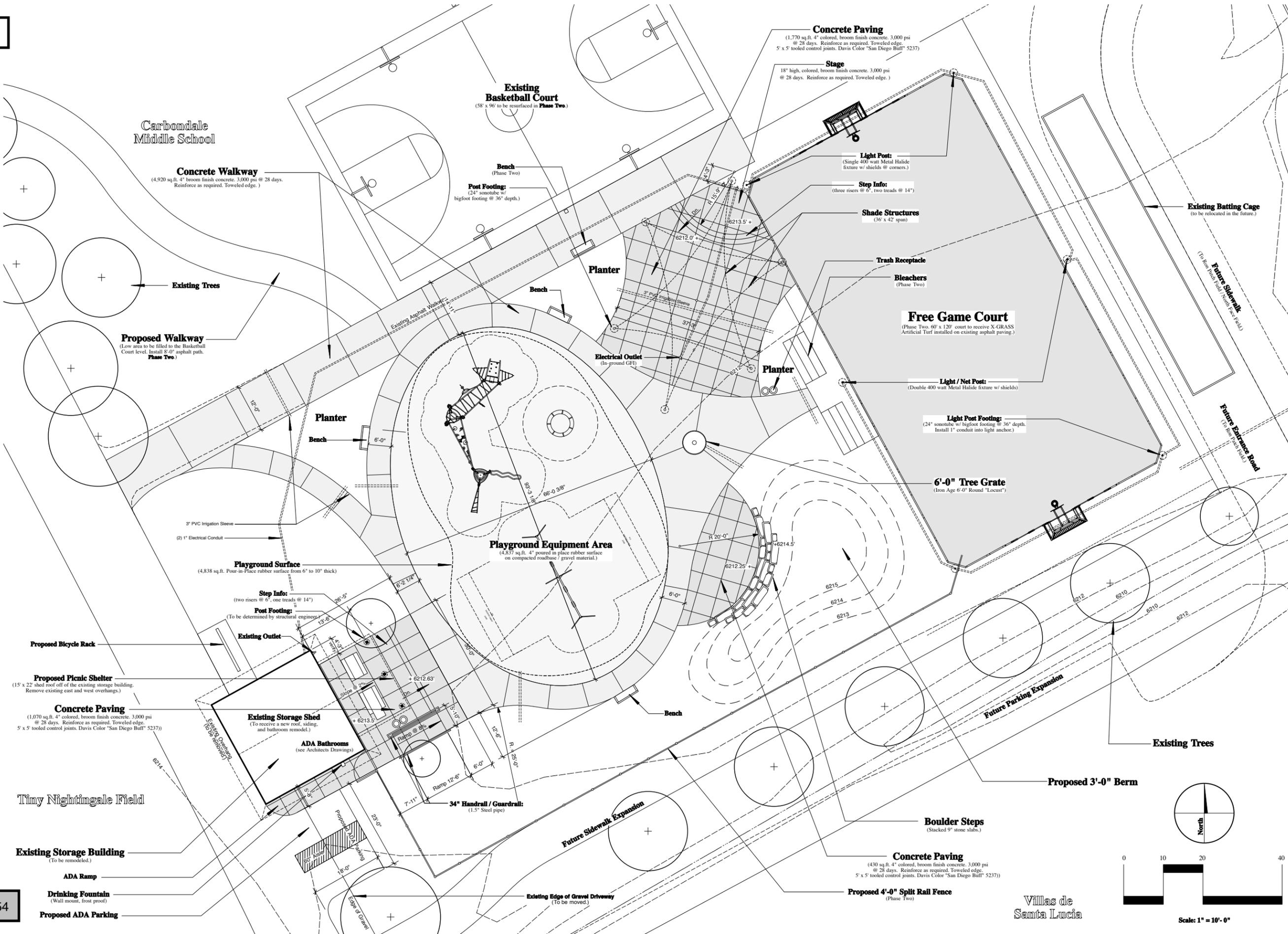
Roaring Fork School District

Carbondale, Colorado

Date: September 24, 2006
 Revised: October 12, 2009

Sheet: **L - 2.0**





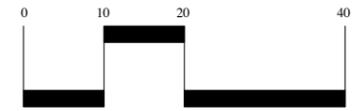
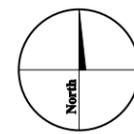
Layout and Grading Plan

Community Sports Plex

Carbondale, Colorado

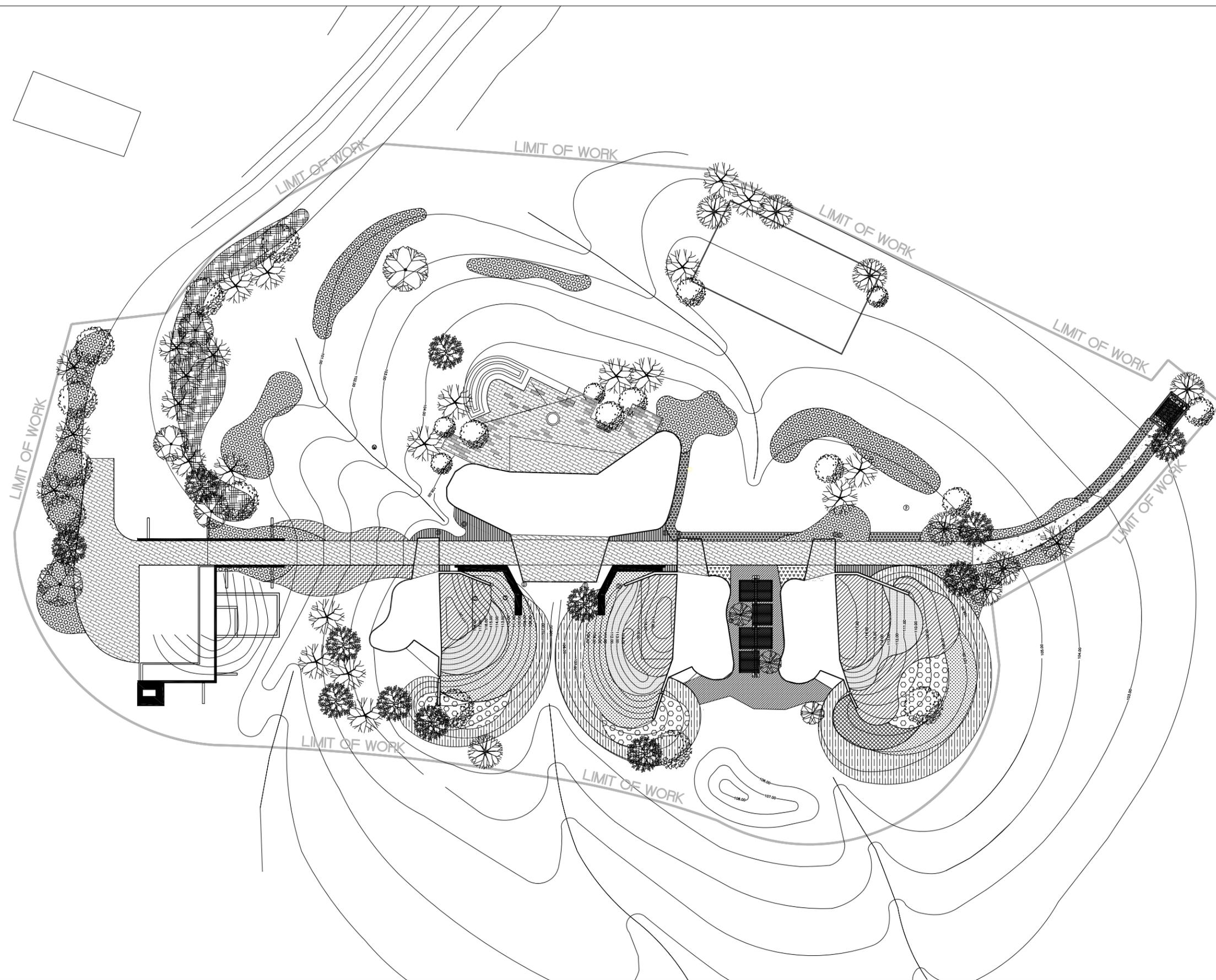
Date: June 14, 2012
 Revised: June 27, 2012

Sheet:
L - 3.0



Scale: 1" = 10'- 0"

Villas de Santa Lucia



LANDSCAPE
ARCHITECTURAL
SERVICES

3346 EAST T.C. JESTER #B24
HOUSTON, TX 77018
713-682-5299
joann@jarreauinc.com

WELCOME RANCH
Masterplan
Brenham, Texas

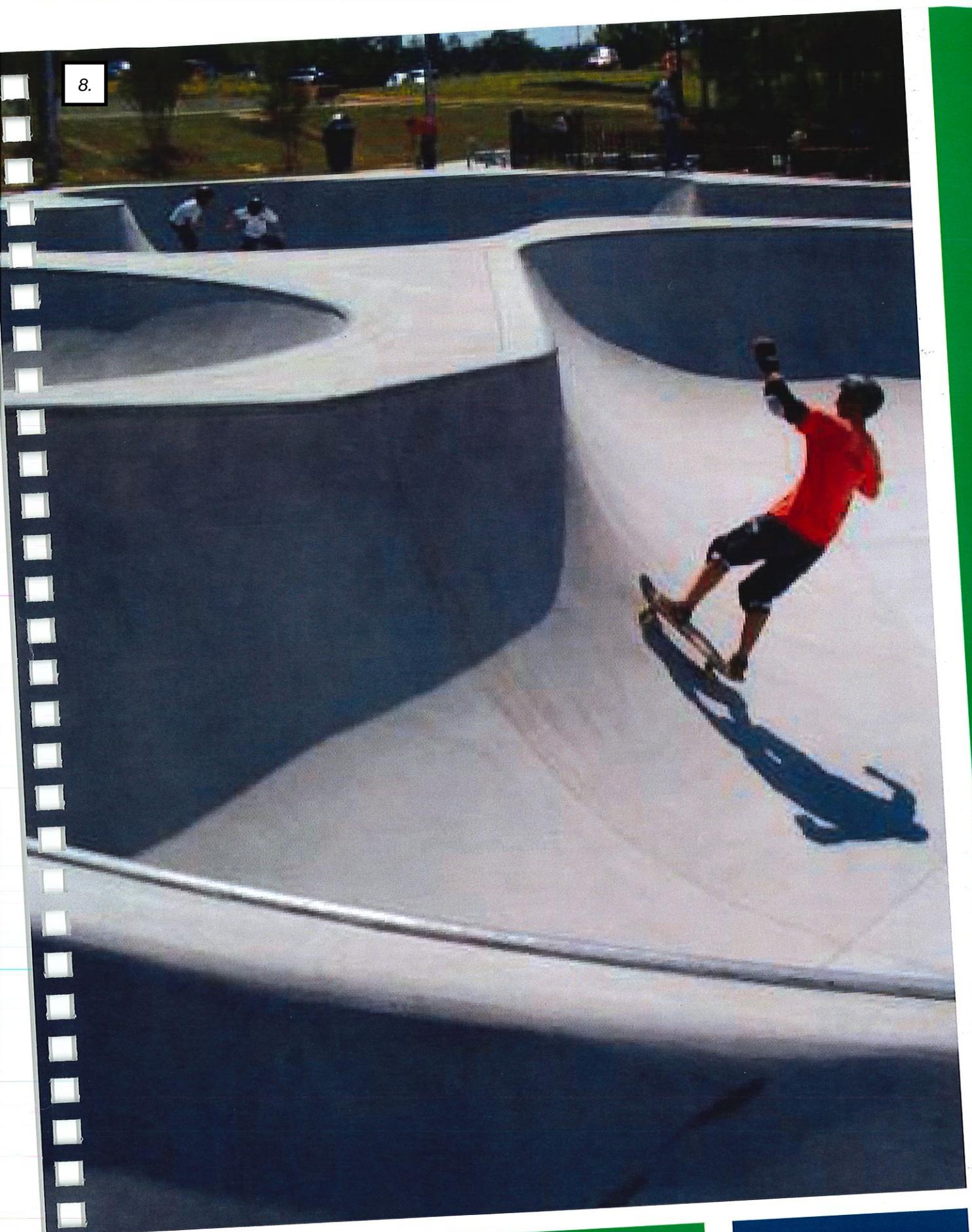


NORTH

SCALE: 1" = 20'

OWNER: SALLIE & MIKE
FILE: SALLIE & MIKE
DRAWN BY: RS
DATE: MAY 16TH, 2010
REVISION:

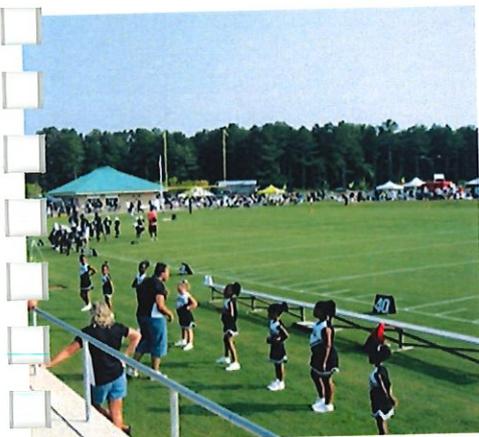
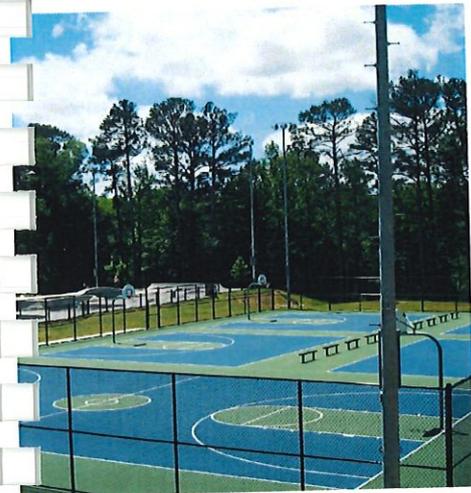
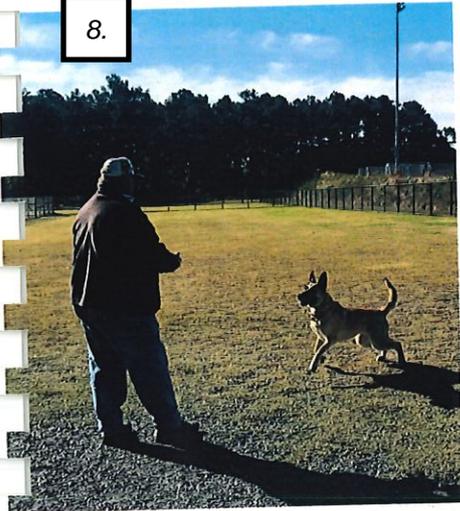
8.



SECTION

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8.



Town of Paonia, Colorado Parks, Recreation, & Trails Master Plan

Prepared by:

Lose Design

8354 Northfield Blvd. BLDg G, Suite 3700
Denver, CO 80238

Primary Contact person:

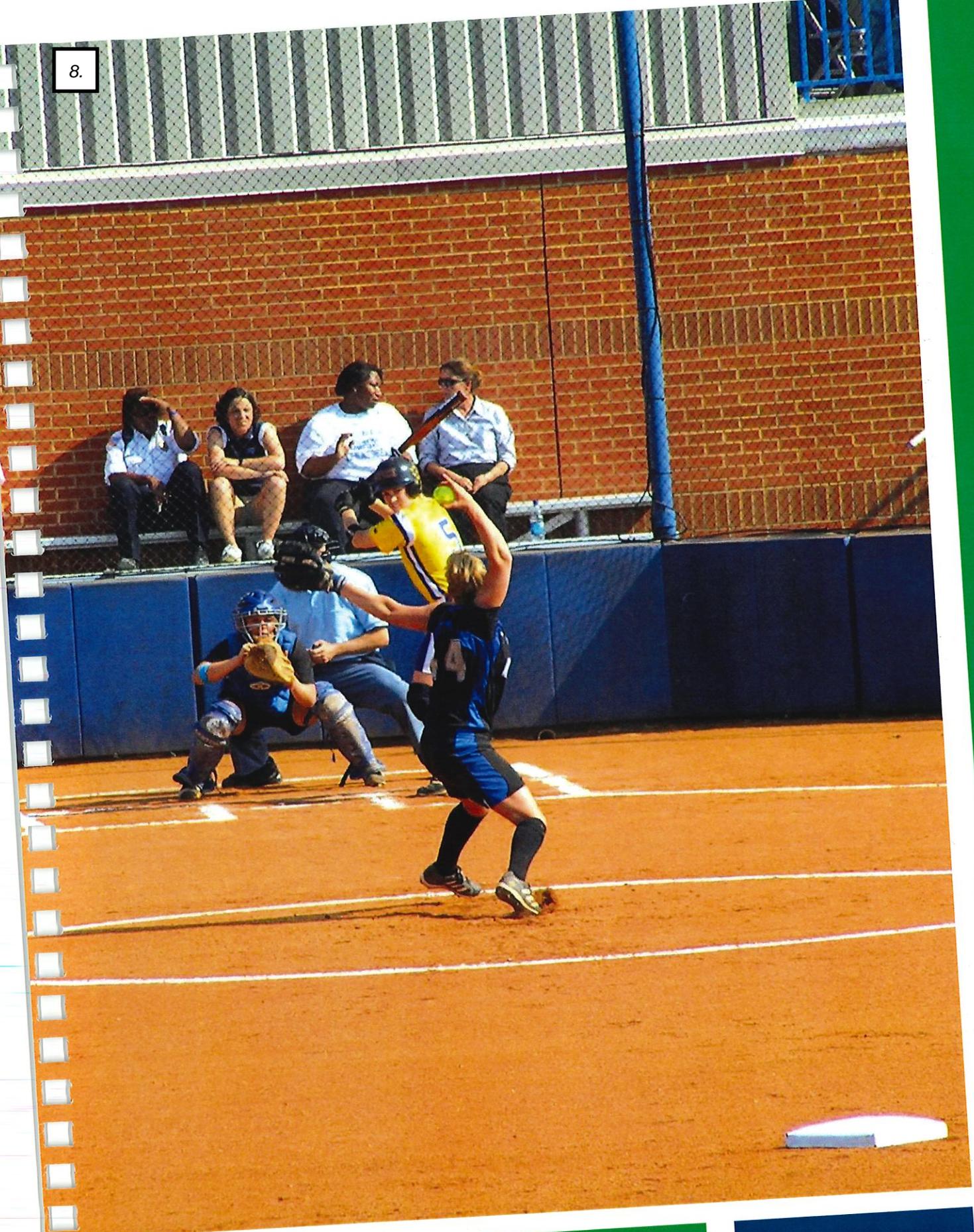
Bram Barth

Phone: 615-242-0040

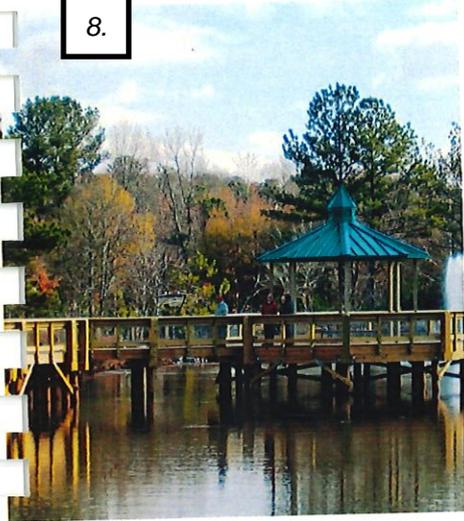
Email: bbarth@lose.design

February 6, 2020

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OF CONTENTS



SECTION 1 | TITLE PAGE

SECTION 2 | TABLE OF CONTENTS

SECTION 3 | LETTER OF TRANSMITTAL

SECTION 4.A | INDEPENDENCE

SECTION 4.B | LICENSE TO PRACTICE IN COLORADO

SECTION 4.C | FIRM QUALIFICATIONS AND EXPERIENCE

SECTION 4.D | PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE

SECTION 4.E | SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES

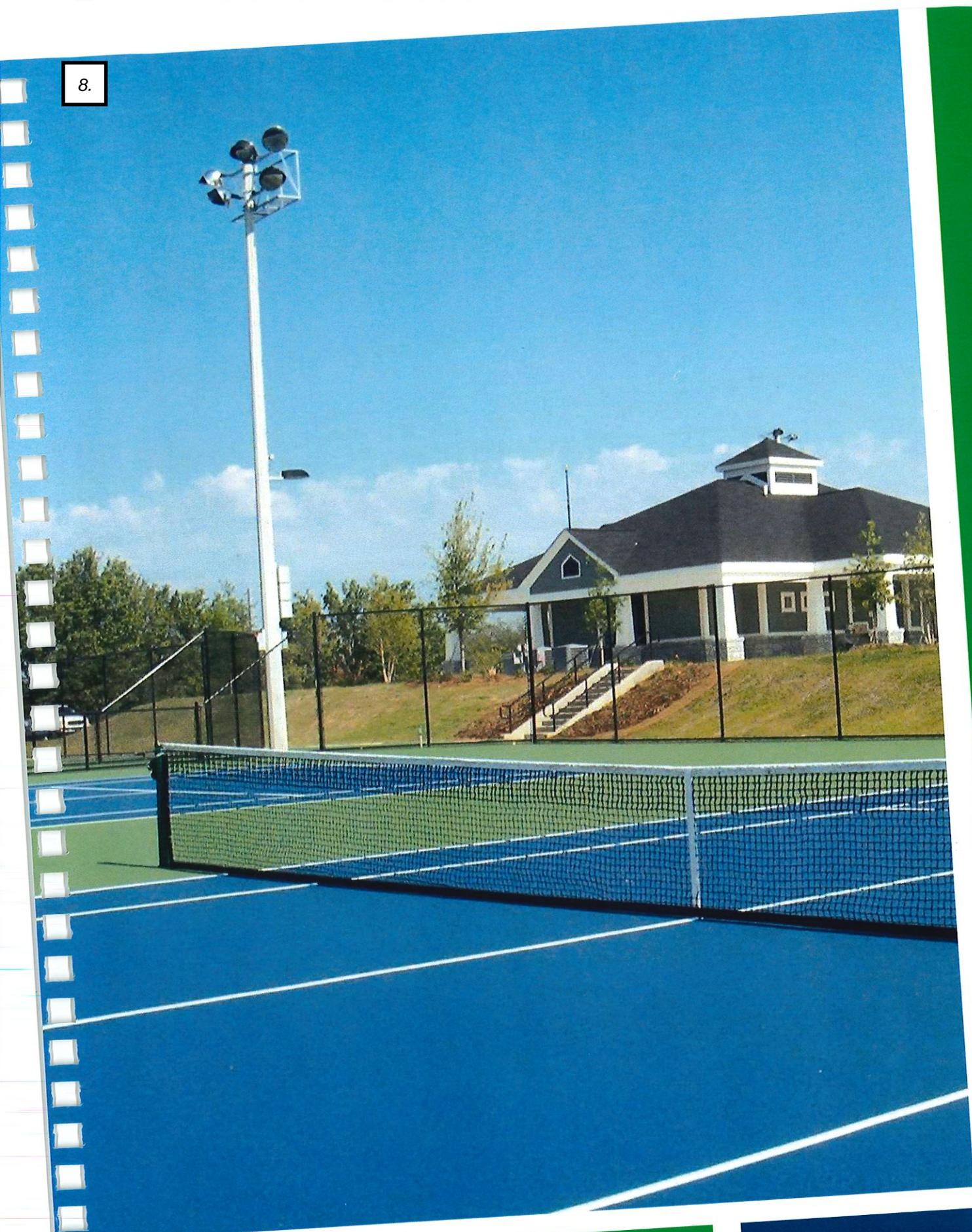
SECTION 4.F | SPECIFIC APPROACH

SECTION 4.G | QUALITY CONTROL

SECTION 4.H | BID COSTS

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SECTION LETTER

SECTION



February 7, 2020

Town of Paonia Offices
214 Grand Avenue
PO Box 460
Paonia, CO 81428

Dear Members of the Selection Committee:

We at Lose Design are pleased to present our response to your RFP for the **Town's Parks, Recreation, & Trails Master Plan**. We are excited about this project and the opportunity to build a working relationship with the Town of Paonia.

We believe ourselves to be the best qualified firm to perform the engagement, as Lose Design has developed a reputation as leaders in the areas of park planning and development, creating **over 100 community-wide recreation planning studies, most of which are similar in nature to the requirements for your project**. Our 900+ parks and recreation projects have been developed since our founding in 1982. Our reputation is built on exceptional performance in delivering projects on time and within budget, on preparation of detailed opinions of probable cost, and strategic and comprehensive planning.

We understand the work that the Town desired to be conducted, and we are committed to perform this work within the time period specified. Per the RFP, this proposal is a firm and irrevocable offer for the engagement covering the project time period.

We are confident in our ability to provide the services requested. Thank you for your consideration and we hope to speak to you soon regarding this project. Please feel free to contact me at (615) 242-0040, or via email at bbarth@lose.design if you have any further questions.

Sincerely,

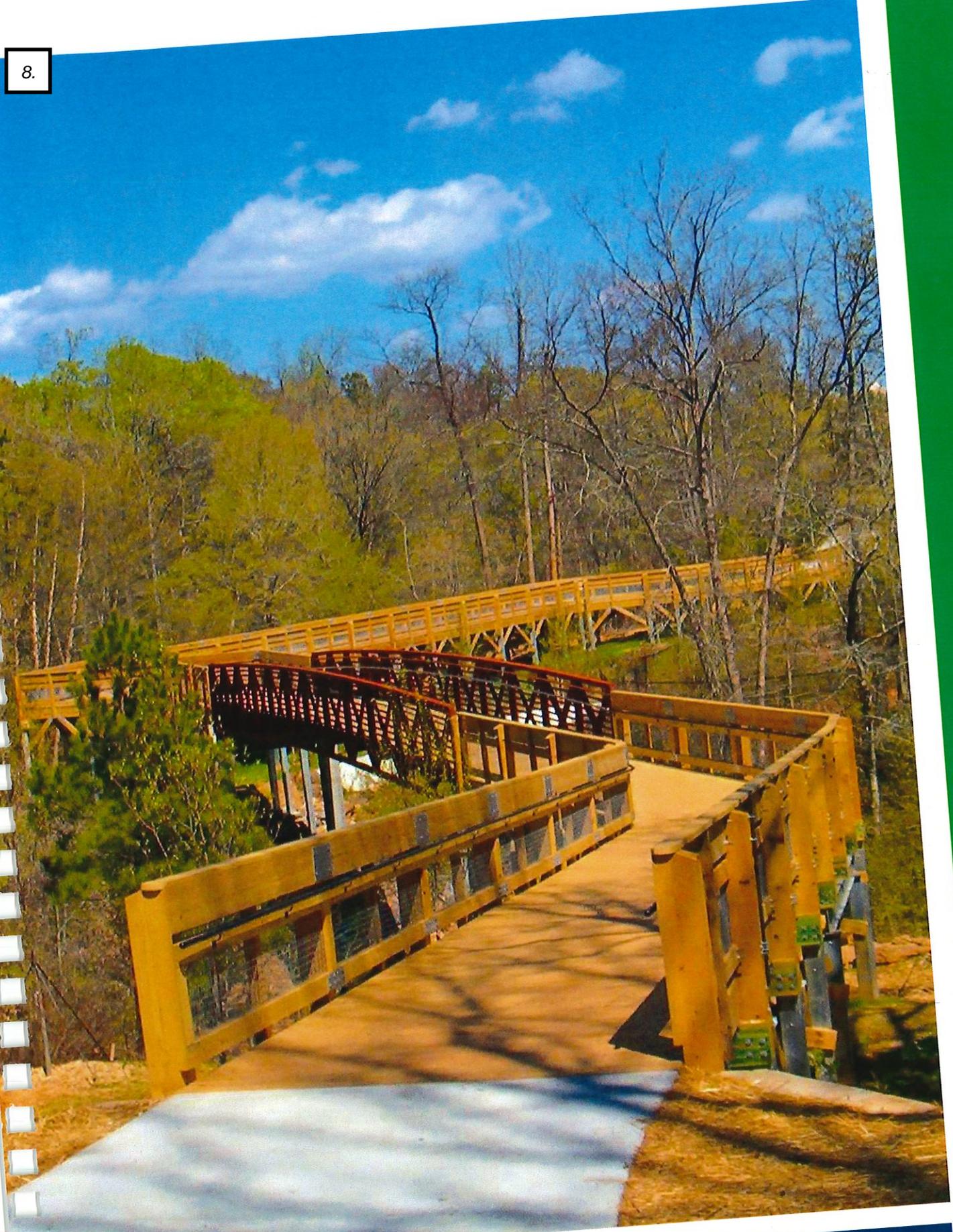
A handwritten signature in black ink that reads "Bram Barth". The signature is written in a cursive, flowing style.

Bram Barth, PLA, ASLA, QHP-IT
Associate Vice President - Landscape Architecture

LOSE DESIGN | 8354 NORTHFIELD BLVD. BLDG G, SUITE 3700 DENVER, CO 80238 | P: 615-242-0040
F: 615-242-1405 | WWW.LOSE.DESIGN

8.

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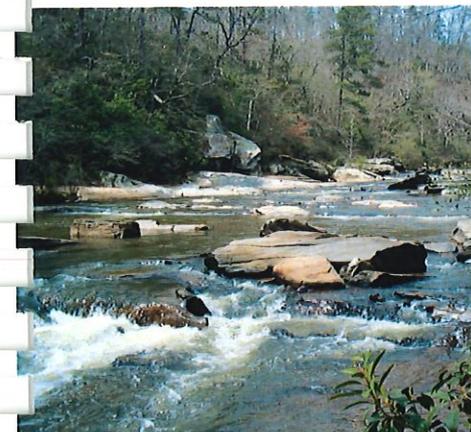
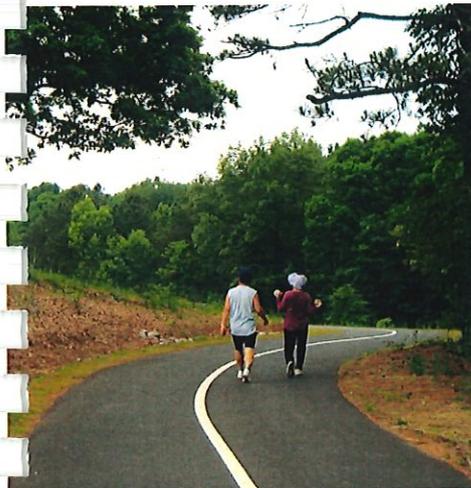
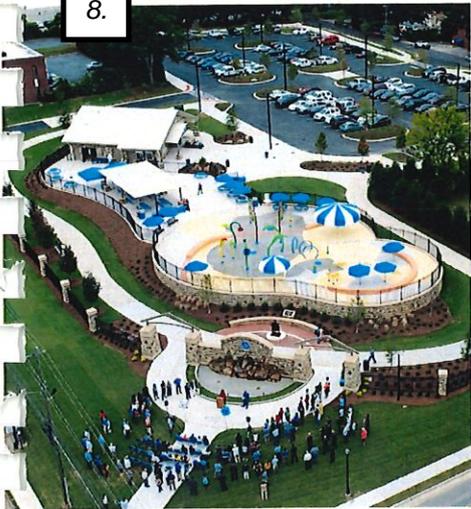
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INDEPENDENCE

Lose Design is independent of the Town of Paonia.

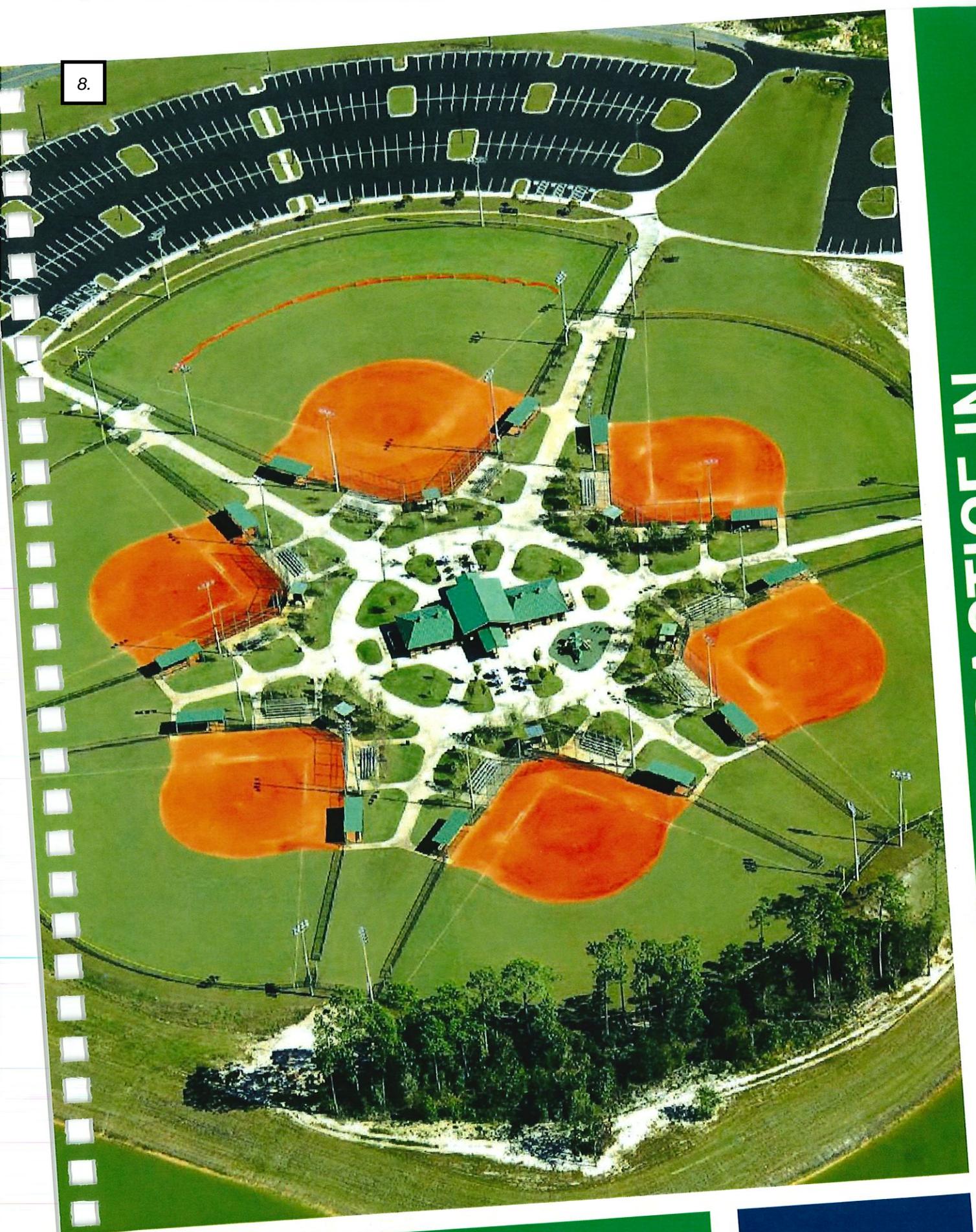
We have had no professional relationships involving the Town of Paonia for the past five (5) years.

8.



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8.

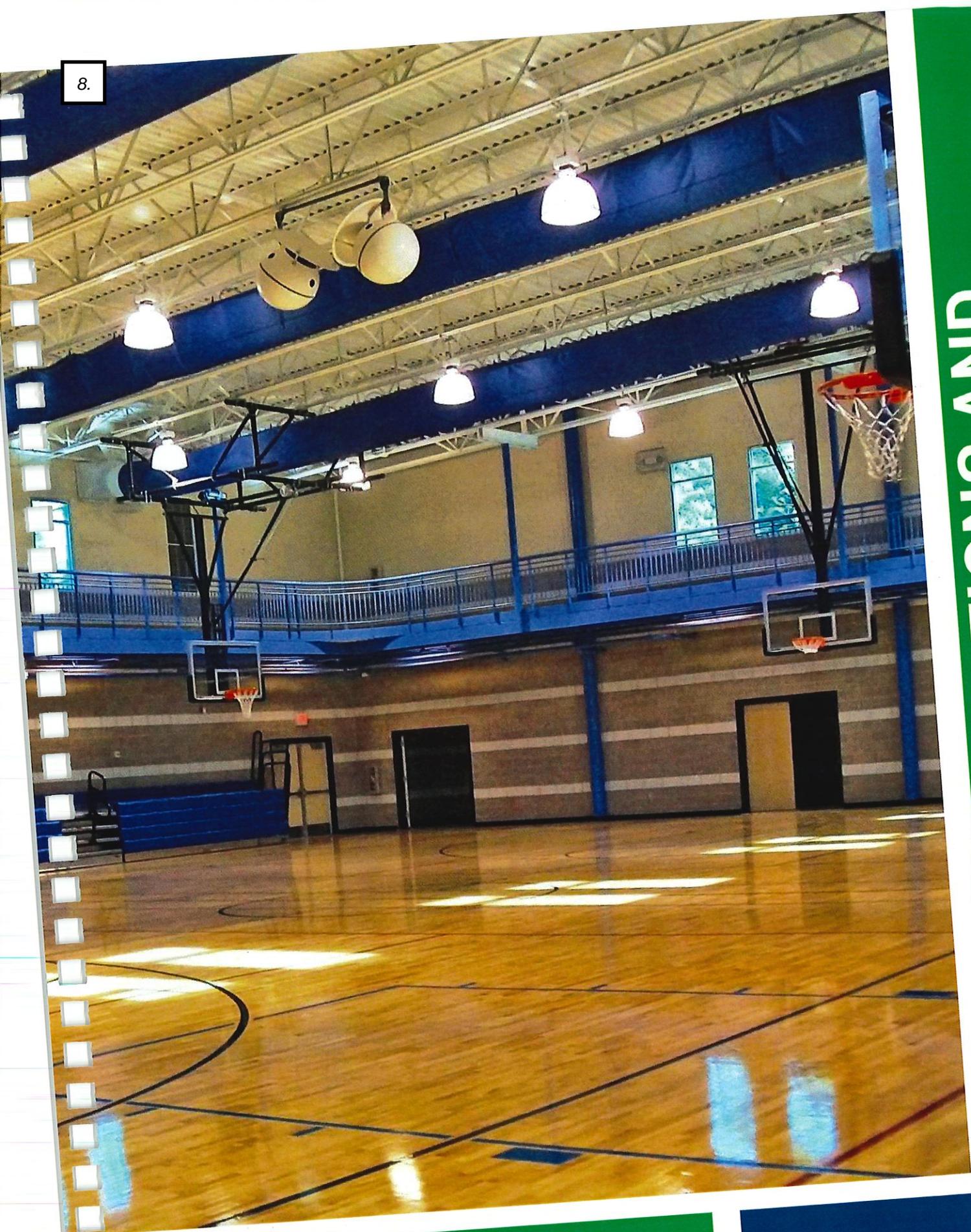


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Lose Design and all assigned key professional staff are properly licensed to practice in Colorado.



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FIRM QUALIFICATIONS AND

SECTION

The table at the bottom of the page is extremely faint and partially cut off on the right side. It appears to have multiple columns and rows of text, but the content is illegible due to the low resolution and fading. The visible text is mostly small, possibly representing a list or a detailed data set.

LOSE DESIGN

SPACES FOR LIFE.

8354 Northfield Blvd.
Bldg. G, Suite 3700
Denver, CO 80238
P. 615-242-0040
www.lose.design

Primary Contact Person:
Bram Barth
bbarth@lose.design

Total Number of Full-Time
Employees: 55

Year Established: 1982



FIRM QUALIFICATIONS AND EXPERIENCE

Lose Design is a corporation that offers a full range of professional architectural, engineering, recreation design, landscape architectural, and land planning services, all in house, ensuring a more efficient design process for our clients. Because members from all of our design disciplines regularly participate on our projects, our projects are more likely to be strongly coordinated in the fine details of design. Our reputation is built on exceptional performance in delivering projects on time and within budget, on preparation of detailed opinions of probable cost, strategic and comprehensive scheduling and detailed construction administration.

Lose Design excels at distinctive, efficient and effective design. We approach each job with the needs of both the client and the community in mind – achieving a balance amongst budget, use and aesthetics. Our multi-disciplinary team looks at all aspects of a project, ensuring that interior and exterior elements flow and function as one and complement their surroundings. When planning site and structure improvements, we also take into account safety issues, traffic flow, energy efficiency, ADA accessibility and the use of low-cost, durable materials.

When we say we specialize in park and recreation design and engineering, we back it up with the fact that over the years, 2/3 of our firm's total revenue is from park and recreation projects. Park and recreation design services are not a sideline to a larger architecture or engineering practice. Park and recreation staff do not work in a park-studio, separate from the main staff of the company. Our landscape architects, engineers and architects who work on park projects are the main staff of our company. As we like to say, "there is not a day that goes by that we are not working on a park project."

Through the years, our firm has supported the field of park and recreation design in many ways. These include:

- Firm founder David Lose served as chair of the National Recreation and Park Association
- President Chris Camp served on committees for the National Recreation and Park Association
- Executive Vice President Whit Alexander served on the Board of Directors for the Georgia Recreation and Park Association
- Whit Alexander and Chris Camp regularly meet with the staff of US Members of Congress to support legislative action funding park and recreation initiatives.
- Whit Alexander and Chris Camp are regularly invited to speak at state and national level park and recreation conferences, and have even presented thought leadership at international conferences.

Lose Design has no pending litigation, nor have we had any disciplinary action within the last three (3) years.

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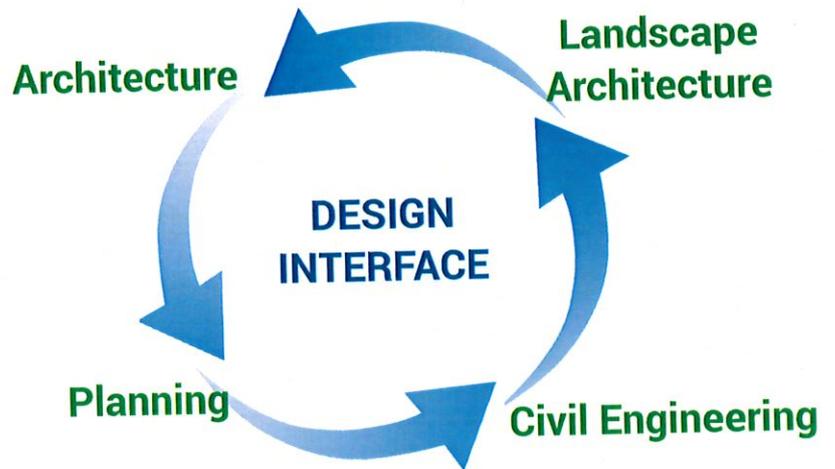


PARTNER SUPERVISORY AND STAFF

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The following team is comprised of in-house team members with a history of working together on park and recreation projects. Additional staff will be available if needed.



**PRINCIPAL-IN-CHARGE****REGISTERED LANDSCAPE ARCHITECT**

- Colorado (#LA0000861) and 22 other States

PROFESSIONAL CERTIFICATIONS

- CLARB Certified Landscape Architect

PROFESSIONAL AFFILIATIONS

- AIA - American Institute of Architects
- ASLA - American Society of Landscape Architects
Tennessee State President 1993
Distinguished Service Award 1994
- TRPA - Tennessee Recreation and Parks Assoc., Southern Region Citizen
- Representative to the National Recreation and Parks Association, 2007–2011
- NRPA, National Recreation and Park Association, National Forum, 2005–2011
Chair of the Diversity Committee, 2010
Board Nominating Committee, 2006–2010
Awards Committee, 2008

PROFESSIONAL EXPERIENCE

- Lose Design, 1985 - Present
- BWSC, 1984 - 1985

CHRIS CAMP

ASLA, PLA

Chris Camp is President and CEO of Lose Design. While many professionals specialize in a particular practice area, Chris has remained a generalist in the field of landscape architecture by practicing in many different areas. His project experience includes development of over 60 comprehensive park systems master plans, community-wide greenway and open space master plans, regional park and community park master plans, and construction documents for over \$400 million in park facilities throughout the country. Chris' many years of designing parks and greenways have given him a familiarity with phasing strategies that can be implemented with reasonable accuracy. He is experienced in all phases of greenway design, from routing plans to property acquisition. He is also a masterful public forum facilitator with a warm style that puts an audience at ease. His depth of experience is apparent in the confidence with which he leads the communication process.

KEY PROJECT EXPERIENCE**PENINSULA RECREATION AREA MASTER PLAN**

Frisco, CO

**PARKS AND RECREATION
COUNTY-WIDE MASTER PLAN**

Cobb County, GA

MASTER PLAN PHASE 1

Leawood, KS

**COMPREHENSIVE PARK &
RECREATION MASTER PLAN**

Pascagoula, MS

**PARKS & RECREATION
COMPREHENSIVE MASTER PLAN**

Alexandria, LA

GREENWAY AND BLUEWAY MASTER PLAN

Fayetteville, TN

PARK AND RECREATION MASTER PLAN

Little Rock, AR



PROJECT MANAGER

REGISTERED LANDSCAPE ARCHITECT

• Colorado (#LA0001400)

PROFESSIONAL AFFILIATIONS

- American Society of Landscape Architects, Treasurer
- Nashville Civic Design Center
- Cumberland River Compact
- U.S. Green Building Council
- Illinois Landscape Contractors Association
- Midwest Ecological Landscape Alliance
- Openlands Project
- Prairie Rivers Network
- Chicago Wilderness
- Friends of the Chicago River

PROFESSIONAL EXPERIENCE

- Lose Design, 2013 - Present
- WRD Environmental, Inc., 2005 - 2013

COMMUNITY INVOLVEMENT

- Harpeth River Cleanup Volunteer
- Green Tech University
- Kane County Forest Preserve Work Day Volunteer

BRAM BARTH

PLA, ASLA, QHP-IT

Bram Barth is a registered landscape architect and is an Associate Vice President - Landscape Architecture at Lose Design. He obtained his Bachelor of Landscape Architecture from Ball State University with emphasis on Natural Resources and Environmental Management. Bram also earned a Master of Landscape Architecture from the University of Illinois at Urbana-Champaign, where his studies focused on Ecological Design and Technology. His thesis work explored how modern technologies and innovative design strategies assist in generating more effective design results. Bram previously worked for WRD Environmental, Inc., a Chicago-based ecological consulting firm. During that time, Bram successfully guided multiple sustainable projects through the planning and design process, as well as coordinated their installation. He also represented the company at multiple conferences and symposiums, offering presentations on sustainable design.

KEY PROJECT EXPERIENCE

PENINSULA RECREATION AREA MASTER PLAN

Frisco, CO

HAL & BERNI HANSON PARK

Loudoun County, VA

RAILS TO TRAILS PHASE II

Hopkinsville, KY

WEST SIDE PARK

Lebanon, TN

STONES RIVER GREENWAY

Murfreesboro, TN

HOWISON SOCCER COMPLEX

Prince William, VA

FAYETTEVILLE REGIONAL PARK

Fayetteville, AR



SENIOR PLANNER

PROFESSIONAL CERTIFICATIONS

- American Institute of Certified Planners (No. 023425)
- LEED® Green Associate (10632498)
- TTAP Local Government Guidelines Manual Training Certificate of Completion
- TTAP Local Public Agency Workshop Certificate of Completion
- TTAP Pedestrian Facilities Design Course Certificate of Completion
- TTAP Bicycle Facilities Design Course Certificate of Completion

PROFESSIONAL AFFILIATIONS

- American Planning Association

PROFESSIONAL EXPERIENCE

- Lose Design, 2016 - Present
- Senior Planner, City of Hendersonville, 2014 - 2016
- Project Planner, URS Corporation, 2012 - 2014
- Director of Planning, City of Lebanon, 2010 - 2012
- Planner, City of Lebanon, 2004 - 2005, 2006 - 2010
- Staff Scientist, MACTEC Engineering & Consulting, 2002 - 2003, 2005 - 2006
- Crew Member, AmeriCorps/California Conservation Corps, 2002

EDUCATION

- Bachelor of Science, Geography
University of South Carolina, 2011
- Bachelor of Science, Sustainable Practice,
Lipscomb University, 2011

AWARDS

- AmeriCorps Certificate of National Service
- United States Department of Agriculture,
Certificate of Appreciation

WILL HAGER

AICP, LEED® GREEN ASSOCIATE

Will Hager joined Lose Design as a Senior Planner and has twelve years of previous experience. Will is a graduate of the University of South Carolina with a Bachelor of Science in Geography, and has a Masters from Lipscomb University. His professional experience includes the review of master planned communities, transportation planning, geographic information systems, National Environmental Policy Act studies, bicycle and pedestrian plans and grant management. Recent public sector project work has incorporated innovative sustainable policies and practices. His experience includes traditional neighborhood design, transit oriented development, Community Development Block Grants, as well as organizing and leading public meetings and workshops.

Prior to joining Lose Design, Will spent eight years in the field of community planning for the City of Lebanon, Tennessee where he focused on identifying regulatory and grant funding opportunities to improve bicycle and pedestrian infrastructure. Will's experience also includes technical analytic reports in support of environmental assessments for transportation projects, electrical transmission line extensions and fossil-fuel plant decommissioning efforts. While working for the City of Hendersonville, Tennessee, Will's primary responsibility was overseeing residential development including several master planned communities which involved a high level of design review. Will works with other staff members on large-scale recreation planning projects and community based needs assessment surveys.

Will's broad experience gives him the ability to design on a large conceptual level and implement projects on a detailed scale. Will is a member of the American Institute of Certified Planners and is also an accredited LEED Green Associate.

KEY PROJECT EXPERIENCE

- COMPREHENSIVE PARKS AND RECREATION
MASTER PLAN
Hilton Head, SC
- PENINSULA RECREATION AREA MASTER PLAN
Frisco, CO
- HAL & BERNI HANSON PARK
Loudoun County, VA
- PARK AND RECREATION MASTER PLAN
Little Rock, AR



RECOMMENDATIONS FOR HISTORIC AND CULTURAL FEATURES

REGISTERED LANDSCAPE ARCHITECT

PROFESSIONAL AFFILIATIONS

- ASLA - American Society of Landscape Architects
- Metro Nashville Tree Advisory Committee
- Greenways for Nashville, Planning and Development Committee
- Society of Environmental Graphic Design
- Tennessee Parks and Greenway Foundation
- Trees Nashville, Founding Member

EDUCATION

- Bachelor of Landscape Architecture, Landscape Architecture / Environmental Design, University of Georgia
- Ornamental Horticulture and Landscape Design, University of Tennessee
- Bachelor of Fine Arts, Graphic Design / Communications and Fine Arts, Memphis State University

AWARDS AND PUBLICATIONS

- Excellence Award, ASLA TN Chapter, Rain Gardens for Nashville Manual and Website, 2011
- Honor Award, ASLA TN Chapter, Managing Nashville's Urban Forrest, 2009
- Signage and Wayfinding Design by Chris Calori, 2007, Wiley & Sons
- Merit Award, ASLA TN Chapter, Fort Negley Historic Park, 2006
- Merit Award, ASLA TN Chapter, Discovery Center & Murfree Spring Wetland, 2005
- Excellence Award, ASLA TN Chapter, Wolf River Nature Area, 2002

CAROL ASHWORTH

PLA, ASLA

CAROL ASHWORTH, PLA, ASLA With a background in both landscape architecture and graphic design, Carol is uniquely suited to provide complete design and implementation of parks, greenways, environmental graphic design and restoration projects as well as one-of-a-kind corporate and private landscape designs. Carol has practiced landscape architecture since 1994 and has over 23 years experience as a graphic designer, editorial art director and environmental graphic designer. She also has training and experience in soil bioengineering, bio-retention, stream relocation and plant community restoration.





PROJECT ARCHITECT

REGISTERED ARCHITECT

• Colorado License # ARC.00405985

PROFESSIONAL CERTIFICATIONS

• LEED® AP - Leadership in Energy and Environmental Design

PROFESSIONAL AFFILIATIONS

• AIA - American Institute of Architects
• AIA - Middle Tennessee Chapter
• NCARB Member

PROFESSIONAL EXPERIENCE

• Lose Design, 2013 - Present
• Harris Architecture, Hot Springs, AR, 2011 - 2013
• HLW International LLP, Shanghai, China, 2010 - 2011
• Locus Architecture, Denver, CO, 2007 - 2009
• Keeney Design, Denver, CO, 2006
• Terracon, Denver, CO, 2002 - 2003

EDUCATION

• Bachelor of Environmental Design in Architecture, University of Colorado (Boulder), 2007
• Masters of Architecture and Masters of Urban Design, University of Colorado, College of Architecture and Planning, 2009

COMMUNITY INVOLVEMENT

• Architecture for Humanity
• Habitat for Humanity (home builds)
• Cup-of-Jo Rescue (horse and dog rescue)

SEAN GUTH

AIA, NCARB, LEED® AP

Sean Guth is a project manager and the Associate Vice President for Architecture at Lose Design. Sean earned his Bachelor of Environmental Design in Architecture from the University of Colorado, Boulder in 2007 and both his Masters of Architecture and Masters of Urban Design from the University of Colorado College of Architecture and Planning in 2009. He joined Lose Design in 2013 with over six years of professional experience and is proficient in utilizing Building Information Modeling (BIM) and other technologies for integrated project design, management, and delivery. He possesses an excellent understanding of project budgeting and cost estimating, and has gained valuable experience in both multi-million dollar project management and the application of sustainable design principles. He also possesses technical knowledge of building codes, zoning codes, hand drawing and rendering programs. After beginning his architectural career in the greater Denver area, Sean furthered his experience living and worked around the world on a variety of projects. This experience has allowed him to learn how to integrate architecture and urban design in a way that addresses both social and environmental sustainability while highlighting quality, customer service and affordability.

KEY PROJECT EXPERIENCE

PENINSULA RECREATION AREA MASTER PLAN
Frisco, CO

HAL & BERNI HANSON PARK
Loudoun County, VA

SOUTHEAST DAVIDSON COMMUNITY CENTER & LIBRARY
Nashville, TN

BELLEVUE COMMUNITY CENTER AND ICE FACILITY
Bellevue, TN

ARLINGTON TENNIS CENTER
Arlington, TN

RECREATION CENTER FEASIBILITY STUDY
Fayetteville, TN

ICE RINK AND TENNIS FACILITY FEASIBILITY STUDY
Warren County, KY

ADAMS TENNIS CENTER
Murfreesboro, TN



PROJECT CIVIL ENGINEER

REGISTERED PROFESSIONAL ENGINEER

- Colorado License #PE.0056430

PROFESSIONAL CERTIFICATIONS

- TDEC Level I and II – Tennessee Department of Environment and Conservation Erosion Prevention and Sediment Control Design
- OSHA Construction Safety and Health Training

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

PROFESSIONAL EXPERIENCE

- Lose Design, 2005 - Present

EDUCATION

- Bachelor of Science in Civil Engineering, Tennessee Technological University, Cookeville, TN, 2004

COMMUNITY INVOLVEMENT

- Adopt-a-Stream - Stones River Cleanup
- Second Harvest Food Bank (food drives)
- St. Luke's Community House Adopt-A-Family Program

MICHAEL BLACK

P.E.

Michael Black, Director of Civil Engineering, joined the Civil Engineering Division at Lose Design immediately after graduating from Tennessee Technological University in December of 2004. He is a highly motivated individual whose designs reflect careful attention to detail. Since arriving at the firm, Michael has prepared detailed plans and provided construction administrative services for a wide variety of commercial, educational, residential, park and recreational projects. Michael's design expertise includes roadway, railway, site utility, storm water networking, flood studies, erosion prevention and environmental permitting services.

KEY PROJECT EXPERIENCE

COMPREHENSIVE PARKS AND RECREATION

MASTER PLAN

Hilton Head, SC

PENINSULA RECREATION AREA MASTER PLAN

Frisco, CO

HAL & BERNI HANSON PARK

Loudoun County, VA

PARK AND RECREATION MASTER PLAN

Little Rock, AR

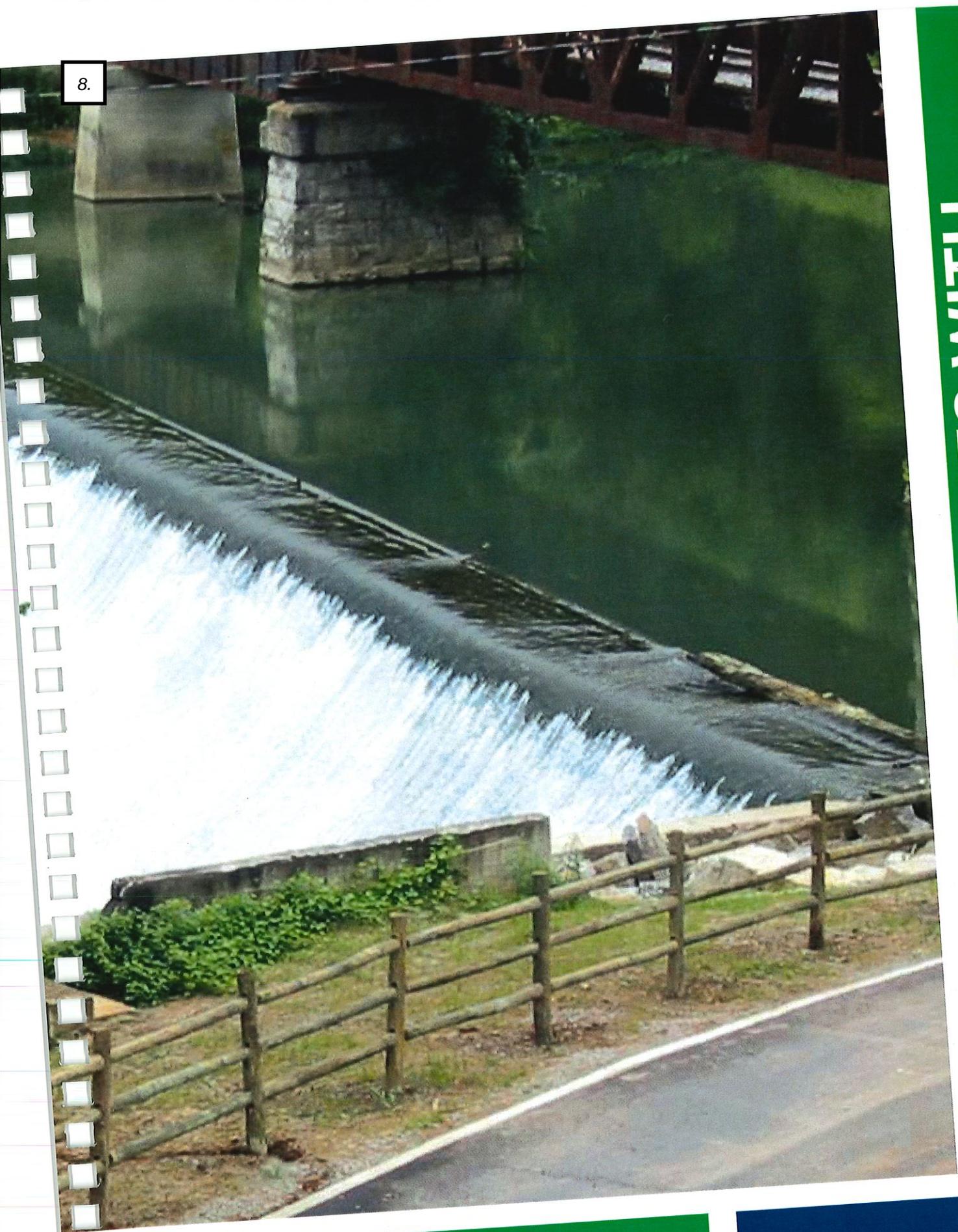
BELLEVUE COMMUNITY CENTER AND ICE FACILITY

Bellevue, TN

ICE RINK AND TENNIS FACILITY FEASIBILITY STUDY

Warren County, KY

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PROJECT EXPERIENCE

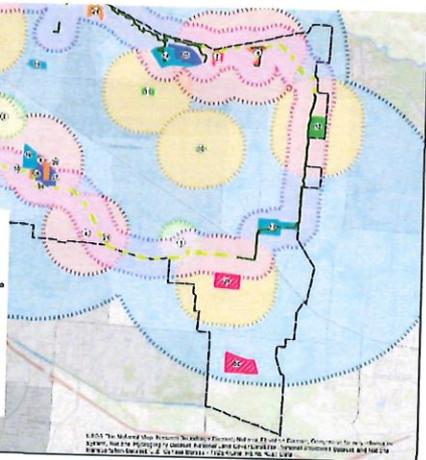
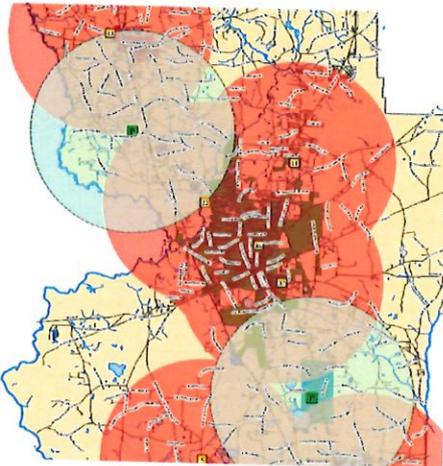
Lose Design has completed master plans and construction documents for a wide range of park and recreation projects and has established a reputation as a leader in the field. In the past fifteen years, our firm has developed comprehensive planning documents for mixed-use park and recreation projects valued at over \$2 billion and construction documentation for over \$400 million of built facilities.

Over our 35+ year history, we have completed over 900 park and recreation projects, the majority of which have been performed for federal, local and state governments.

Please see more of these following projects, as well as other samples from our vast portfolio, at www.lose.design.



COMMUNITIES WE HAVE SERVED



COMPREHENSIVE PLANNING

Lose Design has completed over 100 community-wide park and recreation comprehensive master plans for cities and counties across the Eastern United States, for communities as small as 10,000 to metropolitan areas of over 1,000,000.

All our comprehensive park and recreation master plans require economic forecasting for facilities, and we are regularly hired specifically to develop accurate capital improvement projections as cities plan upcoming bond, sales tax, and other capital campaigns. Because we also regularly design and engineer park facilities that move into construction, we keep tabs on construction market trends in park facility development, and apply those to our large planning efforts.

Regarding community engagement, all of our park and recreation master plans require significant public input to be successful. Over the years we have developed several special techniques in these areas, and have found that by staying positive and approachable, and by creating fun and engaging ways to bring the meeting attendees "out of their shell", we best determine the public desires that are crucial to the success of our plans.

OVER 90 PARKS AND RECREATION COMPREHENSIVE PLANS

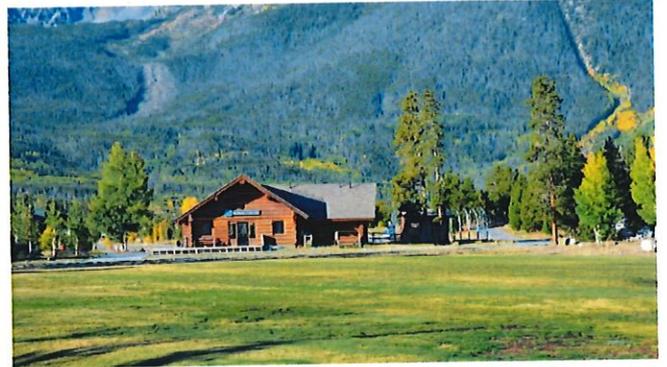
Alexandria, LA
 Americus-Sumter County, GA
 Athens-McMinn County, TN
 Bowling Green-Warren County, KY
 Brookhaven, GA
 Brunswick Co., NC
 Cary, NC Parks and Recreation
 Signage and Wayfinding Plan
 Celebration, FL
 Chamblee, GA
 Cherokee County, GA
 Clarksville, TN
 Clarksville-Montgomery County, TN
 Cobb County, GA
 Collierville, TN
 Columbia County, GA
 Columbus-Lowndes County, MS
 Columbia, TN
 Crossville, TN
 Dalton, GA
 Doraville, GA
 Douglas County, GA
 Dublin-Laurens County, GA
 Dunwoody, GA
 Fayetteville, AR
 Green Space Program - Forsyth County, GA
 Franklin-Williamson County, TN, 1994; 2004
 Gainesville, GA (Original Plan and 2011 Update)
 Glynn County, GA
 Gwinnett County, GA
 Groton, CT
 Jefferson, GA
 Johns Creek, GA
 Leawood, KS
 LaVergne-Smyrna, TN
 Lexington-Fayette (KY) Urban County
 Government
 Little Rock, AR
 Maryville-Alcoa-Blount Co. TN
 McMinn County, TN
 Moultrie, GA
 Mountain Brook, AL
 Murfreesboro, TN
 Norcross, GA
 Northern Tier, PA, Demographics
 Analysis
 Oak Ridge, TN City Center Master
 Plan
 Oldham Co, KY
 Pascagoula, MS
 Pigeon Forge, TN
 Prattville, AL
 Rockdale County, GA
 Rocky Mount, NC
 Spalding County, GA
 Springfield, TN
 Statesboro/Bulloch County, GA
 Suwanee, GA
 Tuscaloosa County, AL
 Valdosta-Lowndes County, GA
 Warner Robins, GA
 Williamson County, TN

FRISCO, CO

Lose Design has been selected by the Town of Frisco to take a fresh, inclusive, and holistic look at the 807-acre Peninsula Recreation Area (PRA) and surrounding areas through a comprehensive visioning and planning process. This process, however, is unique, as much work and public outreach has been accumulated over the years. Rather than start over with a new planning process, the project's scope entails review and incorporation of all previous plans, community outreach efforts, and project files into one Master Site Plan. A key component of the project is the development of a vision statement that gives identity to the PRA as a signature regional park. Once established, the vision will drive the program and design of the Master Site Plan. Key site features include trails, multi-purpose fields, a skatepark, a disc golf course, a pump track, tubing and sledding hills, sleigh ride facilities, the Nordic Center, and the Day Lodge, as well as operational facilities such as a maintenance complex and material storage yard.

OWNER CONTACT: Ms. Diane McBride, Assistant Town Manager/Recreation & Culture Director, Town of Frisco

P.O. Box 4100 Frisco, CO 80443 Phone: (970) 668-2559; Email: DianeM@townoffrisco.com



PENINSULA RECREATION AREA MASTER PLAN



LOWNDES COUNTY, GA

OWNER CONTACT:

Mr. George Page, Director,
Valdosta-Lowndes County Parks &
Recreation Authority
Phone: (229) 259-3507
Email: gpage@vlpra.com

Notable Design Challenges, Solutions, and Features:

- Design of multiple rectangle sports fields, multiple diamond fields, large recreation center, significant storm water detention areas
- Required delineation of streams and concurrence with Army Corps of Engineers for wetland areas. Coordinated with another consultant not under our contract.
- Master Plan updated 2019 to include recreation center.



NORTH LOWNDES PARK EXPANSION MASTER PLAN



LOUDOUN COUNTY, VA

OWNER CONTACT:

Mr. Jeremy Payne, Deputy Director, Loudoun County
Parks, Recreation, & Community Services

Phone: 703-777-0558

Email: Jeremy.payne@loudoun.gov

Notable Processes and Features:

- Master Planning, Construction Documents, Construction Administration
- 12 multi-purpose soccer fields - two with artificial turf and stadium seating
- 4 baseball/softball fields
- 1 Cricket pitch
- 4 Tennis courts
- Outdoor basketball
- Skatepark
- Integrated splashpad
- Inclusive playground

HAL AND BERNI HANSON REGIONAL PARK



ADDITIONAL PROJECT SAMPLES

DOTHAN, AL

OWNER CONTACT:

Mr. Ernest Stokes, City of Dothan

Phone: (334) 615-4406

Email: efstokes@dothan.org

Notable Processes and Features:

- Master Planning
- Construction Documents, Construction Administration
- Environmental permitting
- Historical baseball architectural design themes
- 12 baseball/softball fields
- Paved trail network
- Multiple concession/restroom buildings and pavilions
- Maintenance facility



JAMES O. OATES PARK



FORSYTH COUNTY, GA

OWNER CONTACT:

Mr. Jim Pryor, Director
 Forsyth Co. Parks & Recreation Dept.
 Phone: (770) 781-2215
 Email: tjpryor@forsythco.com

Notable Processes and Features:

- Master Planning
- Construction Documents
- Construction Administration
- Public input
- Track facility
- 12 tennis courts
- 3 basketball courts
- Concrete skatepark
- Open lawn areas
- Amphitheater
- Dog park
- Paved trail network
- Park system administrative office
- Maintenance facility
- Multiple concession/restroom buildings
- Pavilions



FOWLER PARK



REDAN RECREATION CENTER

DEKALB COUNTY, GA

OWNER CONTACT

Mr. Chuck Ellis, Director
DeKalb County Recreation, Parks and Cultural Affairs
Phone: 404-371-2000

Notable Processes and Features:

- Master Planning, Construction Documents, Construction Administration
- Gymnasium with elevated walking track
- Fitness area
- Meeting rooms and craft rooms
- Restrooms and lockers
- Offices
- Parking and site improvements



WELLNESS & AQUATIC CENTER AT CHESTER FREEMAN PARK

CULLMAN, AL

OWNER CONTACT:

Mr. John Hunt, Director (Retired)
Cullman City Parks & Recreation
john.hunt@tpccountryclub.com

Notable Processes and Features:

- Master Planning, Construction Documents, Construction Administration
- Indoor competition pool with leisure components
- Outdoor leisure pool with zero depth entry, water slides, splash features
- Outdoor competition pool
- Gymnasium with elevated walking track
- Fitness and weight rooms
- Locker rooms
- Offices
- Multi-purpose and dance rooms
- Childcare center

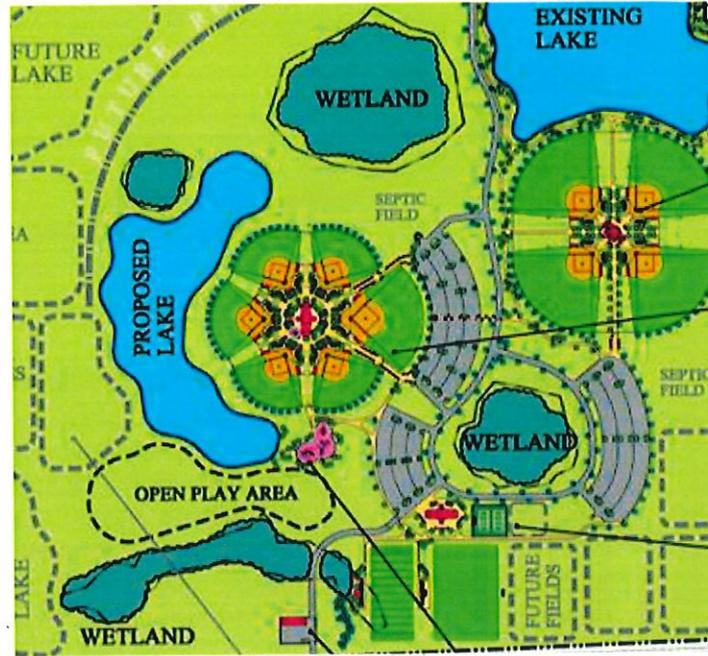


WARE COUNTY, GA**OWNER CONTACT:**

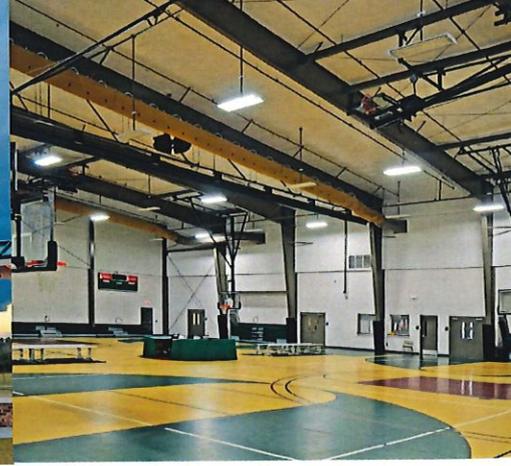
Mr. Greg Walker, Former Director,
Ware County Parks and Recreation
(Currently Superintendent of Recreation for Dalton, GA)
Phone: 706-278-5404; Email: GWalker@cityofdalton-ga.gov

Notable Processes and Features:

- Master Planning, Construction Documents, Construction Administration
- 6 youth baseball/softball fields
- 4 adult softball fields
- 5 multi-purpose football/soccer fields
- Recreation center with gymnasium and meeting rooms
- Playgrounds
- Lake development with integrated irrigation system
- Paved trail network
- Multiple concession/restroom buildings and pavilions



TREMBLING EARTH RECREATION COMPLEX



MOBILE, AL

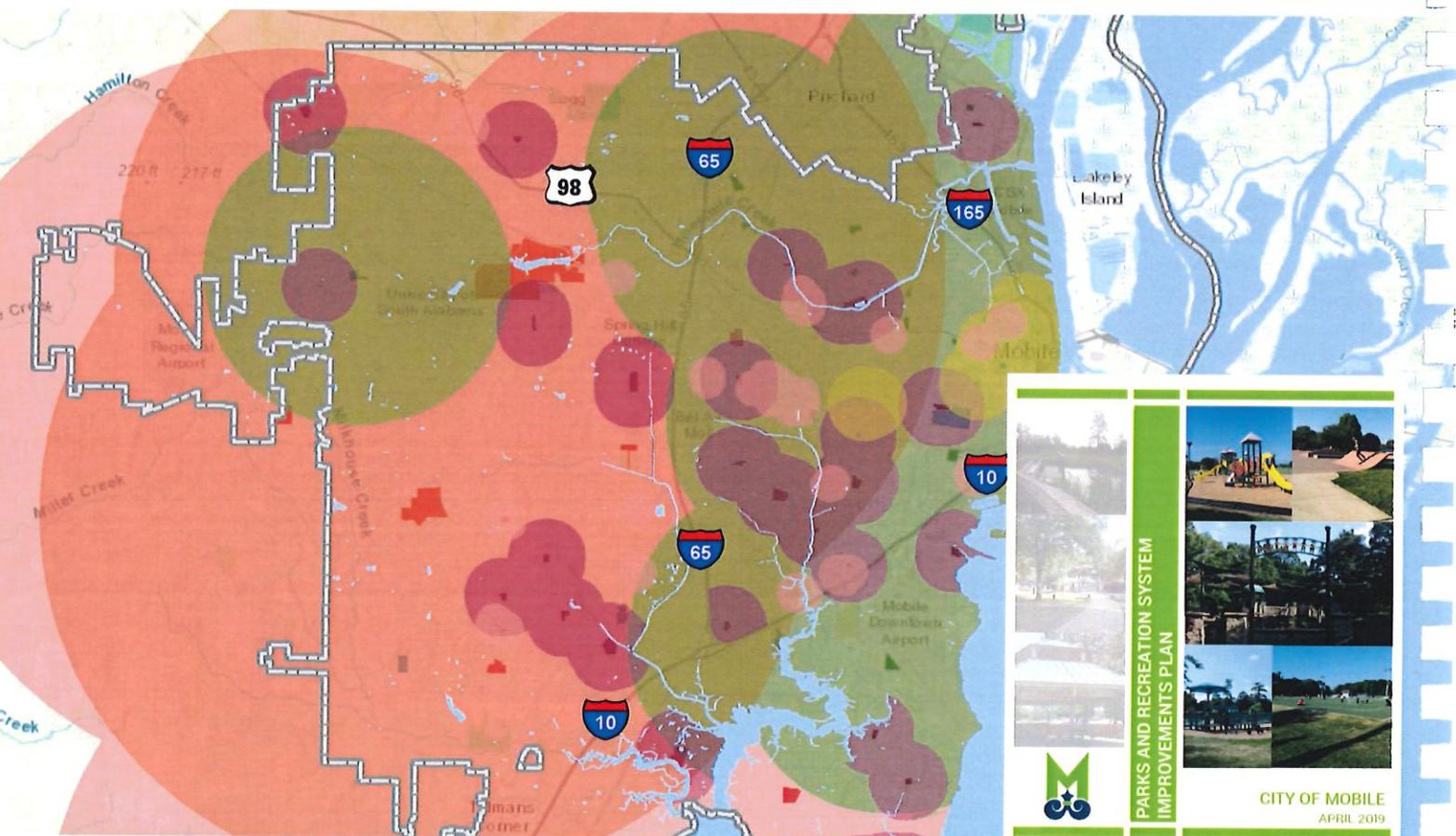
OWNER CONTACT:

Ms. Shonnda R. Smith,
Senior Director of Parks and Recreation
City of Mobile Parks & Recreation Department
Phone: 251.208.1625
Email: Shonnda.smith@cityofmobile.org

In 2018, Lose Design was contracted to develop the Parks and Recreation System Improvement Plan for the City of Mobile. The plan included a full analysis of the agency operations including programming, staffing and budget review along with benchmarking of comparable agencies. A facility assessment and gap analysis were also developed to review park distribution and service

for residents as well as condition of existing facilities. The robust public engagement process included large community open houses, small neighborhood-based meetings, focus group meetings, and a statistically valid survey along with an open community survey. The final plan detailed recommendations for staff additions, new program development and enhancements for existing programs and policies, and procedures tied to maintenance and tracking citizen participation and satisfaction with the department. A capital improvement plan for nearly \$100 million dollars identified new facilities and the renovation of existing facilities over the next 10 years.

PARKS & RECREATION SYSTEM IMPROVEMENT PLAN

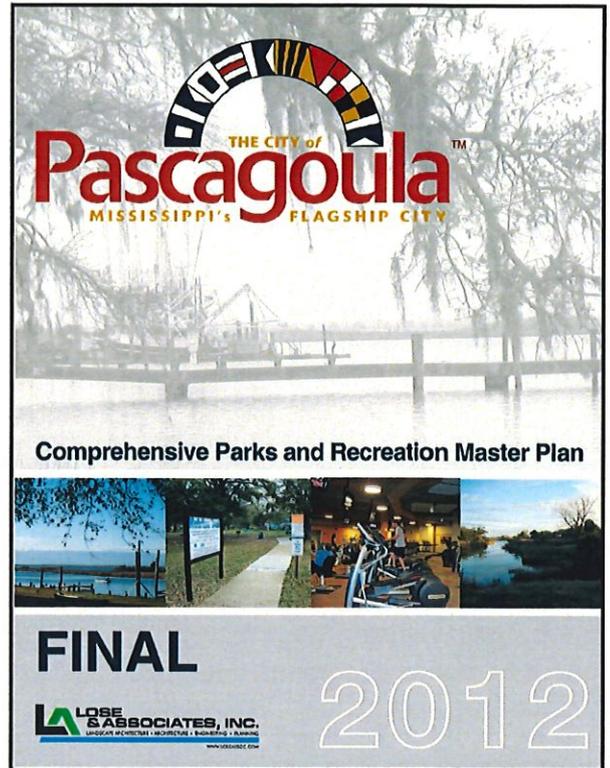


PASCAGOULA, MS

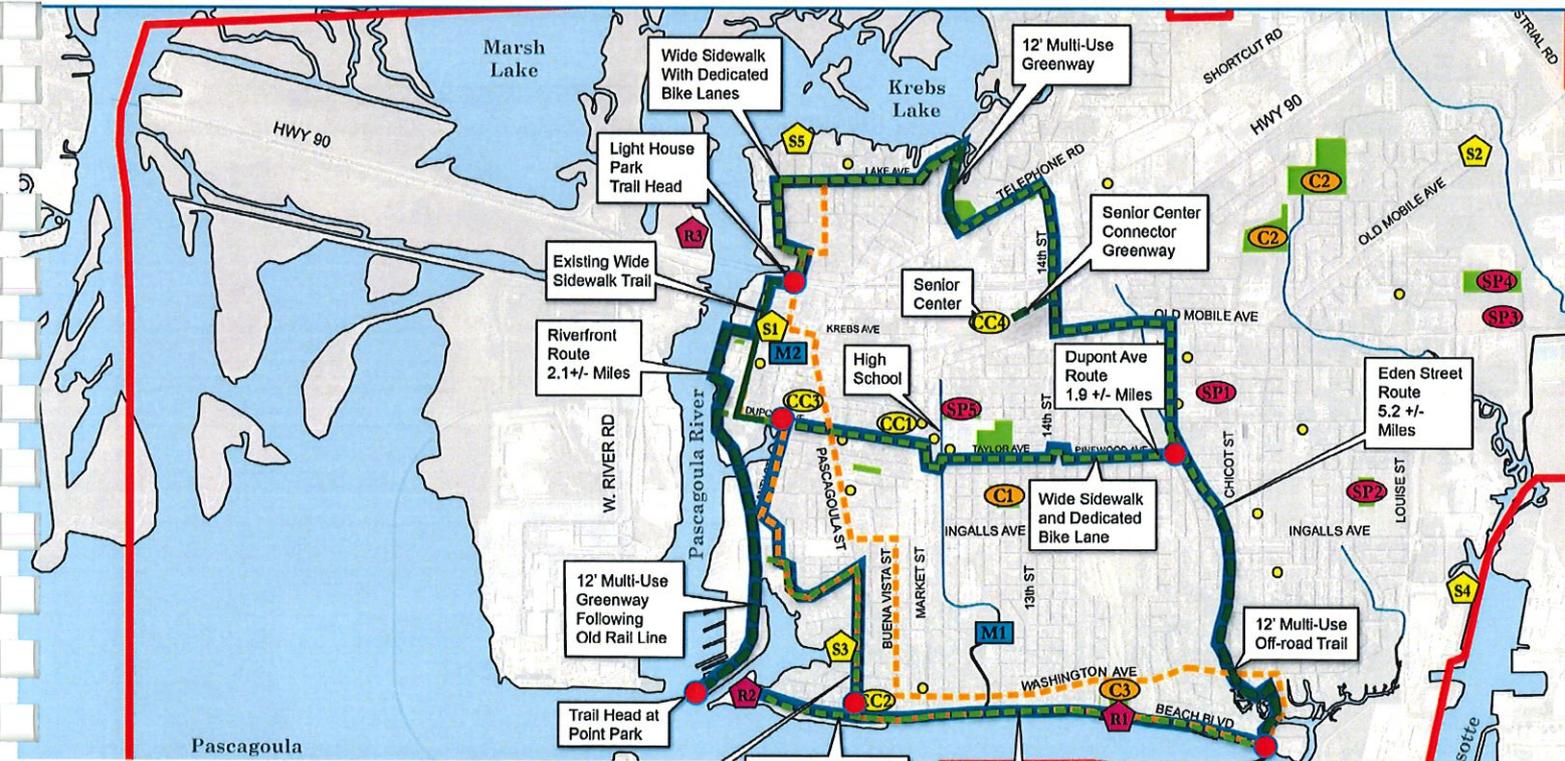
OWNER CONTACT

Ms. Darcie Crew, former Director,
 Pascagoula Parks and Recreation
 (Currently Director of Jackson County, FL Parks Dept.)
 Phone: (850) 718-0437;
 Email: darcie_crew@co.jackson.ms.us

Lose Design embarked on a comprehensive review of the Pascagoula, Mississippi Parks and Recreation Department. As part of the system assessment, the planning team conducted numerous staff and elected official interviews, conducted workshops, provided a mailed survey and evaluated programs and facilities. The planning team visited each park in the system to assess and provide redevelopment recommendations as well as locations for new parks, greenways and community open space. The approximately 250-page document outlines more than \$30 million in projects over the next 10-years.



COMPREHENSIVE PARKS & RECREATION MASTER PLAN



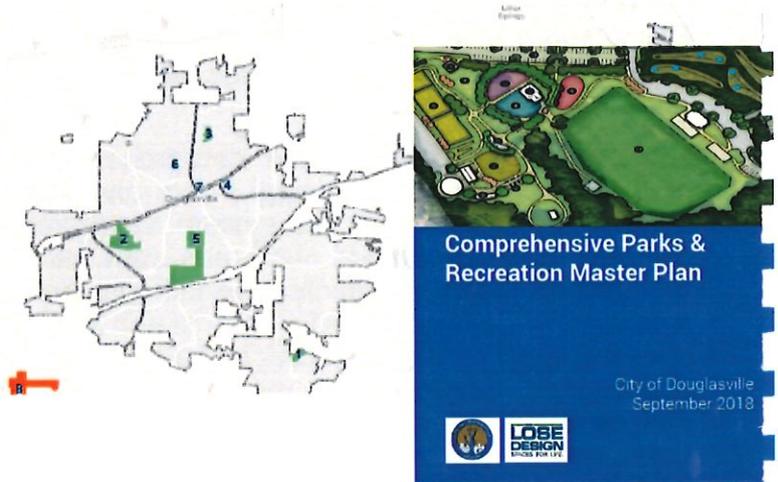
COMPREHENSIVE PARKS & RECREATION MASTER PLAN

DOUGLASVILLE, GA

OWNER CONTACT:

Mr. Travis Landrum, Parks and Recreation Director
 Phone: (678) 449-3066
 Email: landrumt@douglasvillega.gov

The City's first Comprehensive Parks and Recreation Master Plan was developed by working closely with Parks Department staff, the Parks Master Plan Steering Committee and engaging with the public. Lose Design team members developed survey and public meeting tools to gather public input to identify those programs and facilities that were needed as part of the City's parks and recreation system. That feedback was used to supplement facility assessment and benchmark comparisons to develop a desired level of service over the next 10 years, and facility recommendations and costs.



In addition to facility recommendations, the Comprehensive Master Plan assessed staffing, programming and operation and provided a series of recommendations and a Strategic Action Plan for improvements.

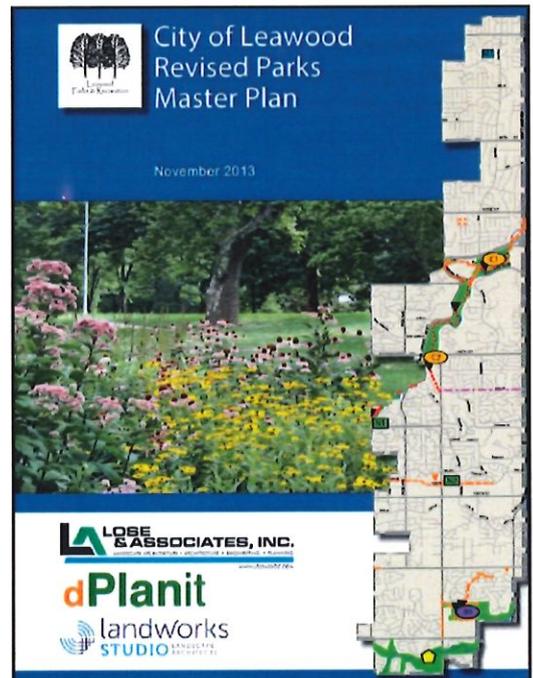
REVISED PARKS MASTER PLAN

LEAWOOD, KS

Lose Design was hired to revise the existing master plan for the City of Leawood, Kansas. The master plan sought to meet the future park needs of its citizens through enhancements to existing parks and the development of newly acquired parkland. The master plan evaluated the current parks, trails and greenways, identified parks and recreational needs with recommendations to achieve the overall goals and capital program for park enhancements for the future. Work included community meetings, a steering committee workshop, development of new community park development standards, and presentations to the Parks Board and City Council.

OWNER CONTACT:

Mr. Chris Claxton, Director
 Leawood Parks and Recreation
 Phone: (913) 663-915; Email: chrisc@leawood.org



8.



HOW TO BUILD A DECK

SECTION

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SPECIFIC APPROACH

PROJECT OVERVIEW

A COLLABORATIVE APPROACH

With over 37 years of planning and designing a wide variety of recreational amenities across the United States, Lose Design believes that good recreational site and facility planning is not a process of expert consultants instructing a client about what should or should not be included in a final design. Rather, we are committed to a collaborative approach, listening to Town of Paonia Staff and other identified stakeholders explain their wishes and ensuring this feedback is considered in a design that visitors will use. Our team sees our role as that of facilitator of your desires into a proper plan that strikes a balance among quality of space, connectivity, public safety and wellness, environmental engagement and responsibility, budget, maintenance requirements, and regulatory compliance.

Our tagline – **SPACES FOR LIFE** – serves as an internal reminder that what we do matters in the grand scheme of life where the spaces we plan and design support the most fundamental human needs to live, work, and play. At Lose Design, we have a moral and fiscal responsibility to provide planning and design solutions that support not only your goals for the Parks, Recreation, & Trails Master Plan but also the wellness and quality of life for all people affected by it. It also means that our planning recommendations and designs are sustainable from every aspect of the word, working well on day-one and for years to come.

This tagline reminder translates to our commitment to Quality Control on every project. Within our culture, this is both an internal and external collaborative process rooted in structured organization, clear communication, and proactive work ethic. In this spirit, the Parks, Recreation, & Trails Master Plan project will be assigned to a central Project Manager who has trained to maintain exceptional organizational ability, effective communication skills, sense of proactive responsibility and ownership, sense of urgency, and technical knowledge.

The Project Manager will be the central figure responsible for coordinating a comprehensive planning and design team and ensuring effective collaboration with Town of Paonia Staff. He/She will be responsible for communicating what team members need to know to be able to perform their duties well and ensuring all team members are communicating with each other to produce the work. Most importantly, the Project Manager will be responsible for maintaining clear communication with your Staff regarding all project matters, providing progress updates, offering consultation, and obtaining feedback when additional direction is needed.

YOUR PROJECT

With a rich history steeped in farming, ranching, and mining and a modern identity that includes unique art, good food, and strong connections to nature, it comes as no surprise that Paonia is considered one of Colorado's "coolest" mountain towns. And at the heart of its culture is its community – hard-working people that aren't too busy to greet you in the street and value a sense of camaraderie that brings citizens and visitors, alike, together to share in life.

No greater example of this is Colorado's oldest continuous outdoor community celebration – Paonia's Cherry Days. With a parade, pancake breakfast, beer garden, and all manner of contests, Cherry Days exists as an annual event that undoubtedly lives fondly in people's memories for the rest of their lives. And most of it happens in a park.

At Lose Design, we understand the design dynamics and importance of these spaces – how they contribute to communities' identities and shape peoples' lives. Your parks – Apple Valley Park, Lee's Park, Paonia River Park, Paonia Town Park, Poulos Park, and Volunteer Park – and the lands that connect them are more than just open areas contained within the Town's municipal fabric. They are spaces that you take your children to play as they grow up. They are spaces where you meet friends and recreate after a long day's work. They are spaces for communities to gather. They are **SPACES FOR LIFE!**

(photos at right courtesy City of Paonia website & Facebook)

PROJECT SCOPE & WORK PRODUCTS

DESIGN PROCESS

The following methodology is one that we have found to be most efficient in the delivery of our planning and design services. It provides a strong framework to meet Client expectations and establishes delivery goals for our design team. As with all our projects, we will happily tailor it to meet the Town's needs.

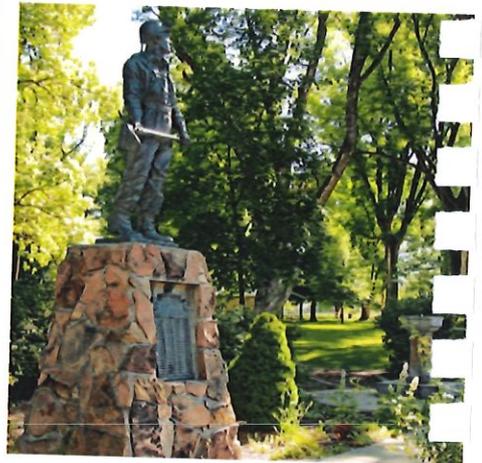
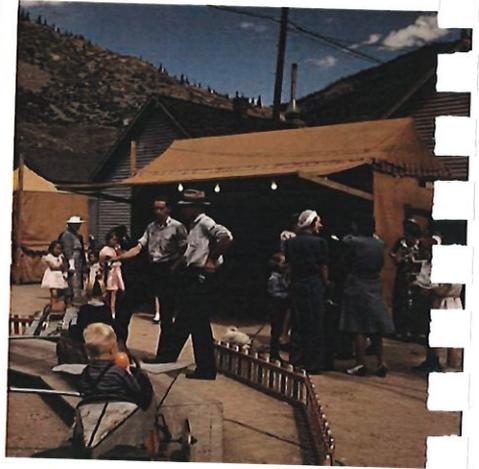
PHASE 1 – BACKGROUND RESEARCH & PROJECT KICKOFF

Project Initiation

At Lose Design, all projects begin with our Clients. In this spirit, our team will formally initiate the Parks, Recreation, & Trails Master Plan project by conducting an opening Kickoff Meeting with Town Staff and any other key stakeholders. During this meeting, we will revisit the project scope, discuss project goals / objectives, engage our Project Management Plan, outline team responsibilities, examine public engagement dates and formats, review the schedule, and establish key delivery dates. This meeting will also provide the opportunity to identify known issues and concerns, to gain an overview of the Town's resources, and to discuss specific areas that may require special attention during the planning and design process.

Prior to the Kickoff Meeting, we will have engaged previous Town plans, zoning requirements, building ordinances, and any other documents pertinent to the project. We will also want to:

- Consult with Town Staff to identify the large private recreation providers in and around the Town and how other recreation agencies (e.g., County) should





be involved in the process. We will then begin to contact these providers to ascertain the levels and types of recreation services and facilities each provides.

- Work with Town Staff to formulate a list of benchmarking peer departments and then begin gathering comparison data. On previous projects, we have found that staff and elected officials have a good idea which communities they feel they should be measured against.
- Meet with the Town's GIS Mapping Staff to determine what databases exist, such as utility easements, property ownership, property boundary, and easement information, and obtain a listing of all property currently owned by the Town. We will also want to collect existing high-resolution maps and aerial photographs of all facilities (if available).
- Conduct a windshield visit to all parks to get a feel of the condition and make-up of public facilities.

Public Engagement

Our team maintains an extensive background in working with communities. We have been involved in hundreds of public and stakeholder engagement activities across the country. Whether it is leading public meetings, working with focus groups, or conducting one-on-one interviews, our team understands how to facilitate meetings to keep them on track and to encourage honest and constructive discussions that inform creative planning and design. Our goal is to create a setting that, no matter the format of the engagement, focuses on the topic at hand, results in tangible outcomes, and can be used to shape recommendations made by our planning and design teams.

The public and stakeholder engagement process will have begun during Kickoff Meeting discussions to determine the strategy best suited to meet project needs. During these discussions, we will have reviewed the location and format of engaging the public. The format typically utilizes one of the following for each meeting:

- Interactive/Activity-Based Public Meetings
- Open Houses
- Pop-up Meetings
- Community Demand Surveys
- Web-Based Input Portals
- Strategic Planning Sessions
- Digital Media Presentations
- Print Media Presentations
- Individual & Group Interviews

Following these public and stakeholder engagement activities, our team will summarize its findings in a report/presentation that is given to the Town of Paonia Staff. This report/presentation is used as a basis for developing planning and design recommendations made by our professional team. Lose Design believes that public engagement is critical to creating positive outcomes for all our projects and that it enables our planners and designers to provide Town of Paonia Staff with the best recommendations for moving projects forward.

Pending Kickoff Meeting discussions, we have reserved two (2) full, consecutive days to meet with the public. We recommend the first day to consist of individual interviews with key stakeholders identified during the

Kickoff Meeting and the second day to consist of an open house with the general public to elicit feedback on its wants/needs. If more/less time is desired and/or different meeting formats are preferred, we will happily tailor these arrangements to meet the Town's needs.

Meetings Summary

Phase 1 will include the following meeting(s):

- One (1) Kickoff Meeting with Town Staff and any other key stakeholders
- Two (2) consecutive days reserved for Public Engagement (Day #1 shall consist of individual interviews with key stakeholders identified during the Kickoff Meeting; Day #2 shall consist of an open house with the general public to elicit feedback on its wants/needs).

All meetings times are flexible and may be shifted to other Phases of the project. If deemed necessary, additional meetings can be offered to the Town and outlined within an Additional Scope & Fee package.

Work Products

Phase 1 will include the following work products:

- One (1) Project Management Plan outlining the project schedule, key contacts, meeting matrix, document distribution plan, and quality control plan.
- One (1) Public Engagement Report

PHASE 2 – BASE PLAN

Inventory / Analysis

A core belief of our team is that we must spend time on each project site to let it speak to us and give us ideas to implement in our designs. Each park's unique topography, vegetation, solar angles, sounds, etc. play a role in the ultimate proper and sustainable design solution.

During Inventory / Analysis, our team will connect with your parks by visiting each site to gain a better understanding of the level of service and overall condition of each facility. Our team will record its impressions relating to facility conditions, making specific notes on areas of safety concern or accessibility issues related to the Americans with Disabilities Act. Other issues related to need for conservation, access, circulation, safety, aesthetics, surrounding land uses, drainage and forest canopy, and observed user groups will be noted. Particular attention will be given to the level of maintenance at each facility and a listing of maintenance recommendations will be initiated at this point.

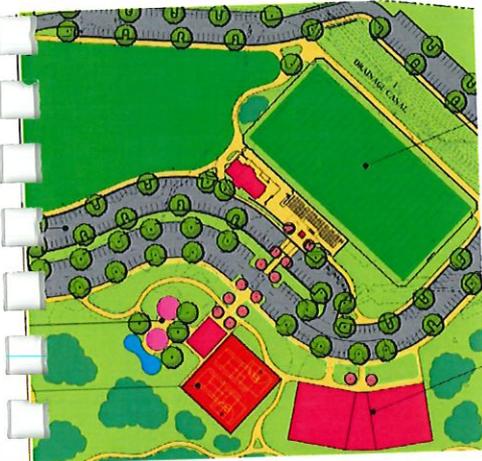
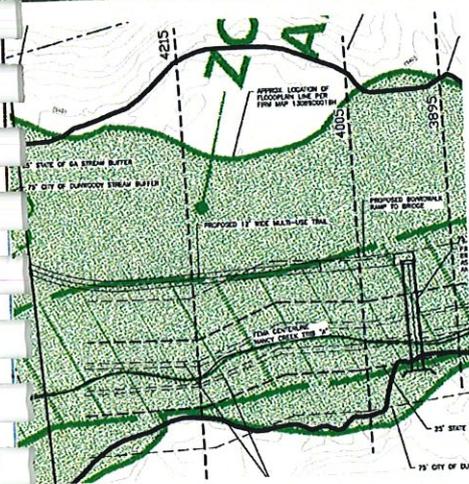
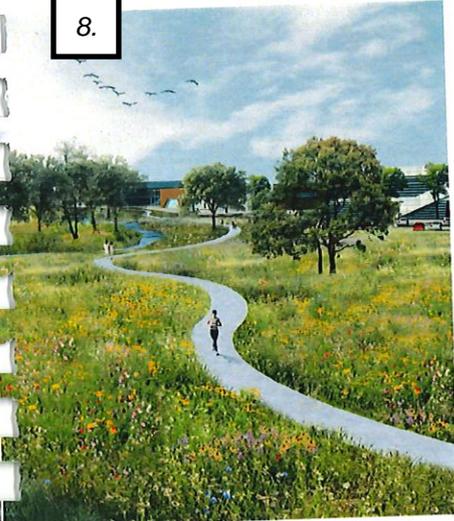
We will also pay special attention to historic and cultural features by including a designated researcher on our team (Carol Ashworth). Her observations will be utilized to inform the design process during later phases and ensure community values and heritage are being considered.

In addition to our site reviews, we will also examine multi-modal connectivity opportunities between all sites. This includes identification of exiting paths, opportunities for designated or shared lanes, existing corridors (built and natural) that could be utilized, and challenge zones.

Meetings Summary

Upon completion of Inventory / Analysis, our team will discuss with Town





Staff our findings and strategize how to proceed with design. We have found that information gathered during Phase 1 Public Engagement sessions is typically enough to proceed with preliminary conceptual design work. However, should Town Staff wish to proceed with additional meetings to elicit further design feedback, we will happily tailor these arrangements to meet your needs.

Work Products

Phase 2 will include the following work products:

- Six (6) site Inventory / Analysis reviews
- Research summaries for each site and preliminary multi-modal connection opportunities

PHASE 3 – SCHEMATIC DESIGN

Conceptual Design

Our team values balance between creative design, technical understanding, and stakeholder wants / needs. Conceptual Design is where we are first able to directly engage all of these project elements at once.

During this period, our team will establish overarching initial design concepts that address the development of each site. We will work to determine the best location for major features and to create general layouts. These designs will reconcile (as much as possible at this early stage) creative ideas, opportunities and constraints discovered during Inventory / Analysis, and stakeholder feedback. While conceptual in nature, our design team will also conduct drainage reviews and research key design details to ensure the constructability of each plan. Deliverables will include layout plans with options and supporting graphics, as needed to tell the design story (sections, elevations, example imagery, perspective sketches).

Upon completion, we will submit all material to Town Staff for review and meet with you to discuss feedback. During this time, we will also meet with Town Staff to strategize next steps, particularly official and public involvement at the completion of Draft Plan Development.

Meetings Summary

Phase 3 will include the following meeting(s):

- One (1) Town Staff meeting to discuss Conceptual Design feedback and strategize next steps

All meetings times are flexible and may be shifted to other Phases of the project. If deemed necessary, additional meetings can be offered to the Town and outlined within an Additional Scope & Fee package.

Work Products

Phase 3 will include the following work products:

- Six (6) Conceptual Designs and supporting graphics, as needed
- One (1) updated summary of multi-modal connection opportunities

PHASE 4 – DESIGN DEVELOPMENT

Draft Plan Development

We recognize and embrace design as an iterative process. As project ideas develop and feedback is gathered from team members, each of your park site plans will begin to take on its own character. Completion of Draft Plan

Development will bring this character into greater focus.

During this period, our team will utilize feedback provided by Town Staff to refine each concept. Layouts will be updated, and our team will continue our engagement with drainage reviews and design detail research. We will also initiate correspondence with relevant permitting agencies to elicit early design suggestions (we have found that involvement of these groups greatly benefits projects by identifying issues that may prove problematic if not recognized early in the planning design process). Deliverables will include refined layout plans and supporting graphics, as needed to tell the design story (sections, elevations, example imagery, perspective sketches).

We will also initiate a preliminary Opinion of Probable Cost to assist Town Staff in understanding potential costs associated with each plan. Additionally, a preliminary listing of suggested supplier and vendor resources will be developed and provided to Town Staff for review (our team will have engaged these materials during early conceptual design, and if we have not already introduced your staff to these items, we can easily compile them into a preliminary listing for review).

Upon completion, we will prepare all material for Town Staff, Town Official, and public feedback and facilitate a corresponding meeting.

Meetings Summary

Phase 4 will include the following meeting(s):

- One (1) meeting to present Draft Plans for Town Staff, Town Official, and public review and feedback

All meetings times are flexible and may be shifted to other Phases of the project. If deemed necessary, additional meetings can be offered to the Town and outlined within an Additional Scope & Fee package.

Work Products

Phase 4 will include the following work products:

- Six (6) Draft Plans and supporting graphics, as needed
- One (1) updated summary of multi-modal connection opportunities
- One (1) preliminary Opinion of Probable Cost corresponding with each Draft Plan
- One (1) preliminary Suggested Supplier and Vendor Resources Listing

PHASE 5 – FINAL MASTER PLAN

Final Design

Your Final Design will incorporate feedback provided by Town Staff, Town officials, and the public into comprehensive plans that balance creative design, technical understanding, and stakeholder wants / needs. It will be a design ready for the next stages of Design Development and Construction Documentation. Deliverables will include Layout Master Plans and supporting graphics, as needed to tell the design story (sections, elevations, example imagery, perspective sketches).

Supplemental Material

No design project is complete without recognition of maintenance, and our team is trained to keep these issues in mind during the entire Inventory / Analysis and Design processes. We will be compiling a list of maintenance



items during every phase of your project and will mention them, accordingly. This will culminate in a final listing of recommendations that will be provided to the Town.

Additionally, environmental responsibility is engrained in the Lose Design culture. We not only incorporate it into our projects, but we also integrate it into how we conduct business. Similar to our tracking of maintenance items, our team will also be compiling a list of pertinent sustainable practices throughout the entire Inventory / Analysis and Design processes. This will be assembled in a final Sustainability Plan highlighting our team's recommendations.

Lastly, the preliminary Opinions of Probable Cost and Suggested Supplier & Vendor Resources Listing provided with the Phase 4 Draft Plans will be updated per feedback and finalized in respective reports.

Meetings Summary

Upon completion of Phase 5, our team will discuss all materials with Town Staff. Should you wish for our team to prepare a final presentation, we will happily tailor these arrangements to meet your needs.

Work Products

Phase 5 will include the following work products:

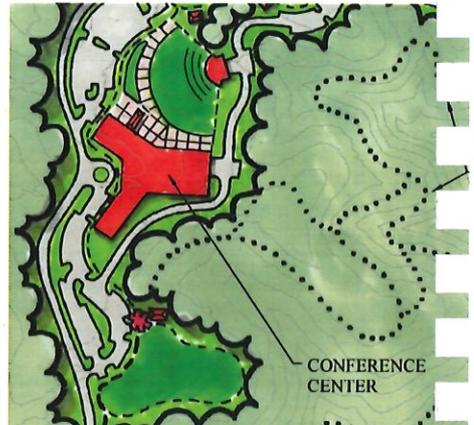
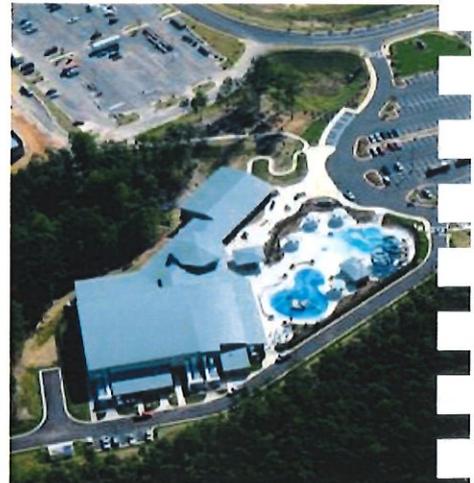
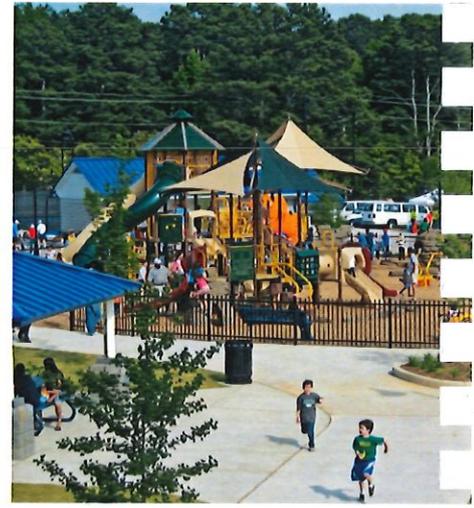
- Six (6) Final Design & Layout Master Plans and supporting graphics, as needed (all board-mounted)
- One (1) updated summary of multi-modal connection opportunities
- One (1) printed Project Report consisting of:
 - o Opinions of Probable Cost corresponding with each Draft Plan
 - o Suggested Supplier and Vendor Resources Listing
 - o Listing of Maintenance Recommendations
 - o Sustainability Plan
- All material will also be provided in digital format(s)

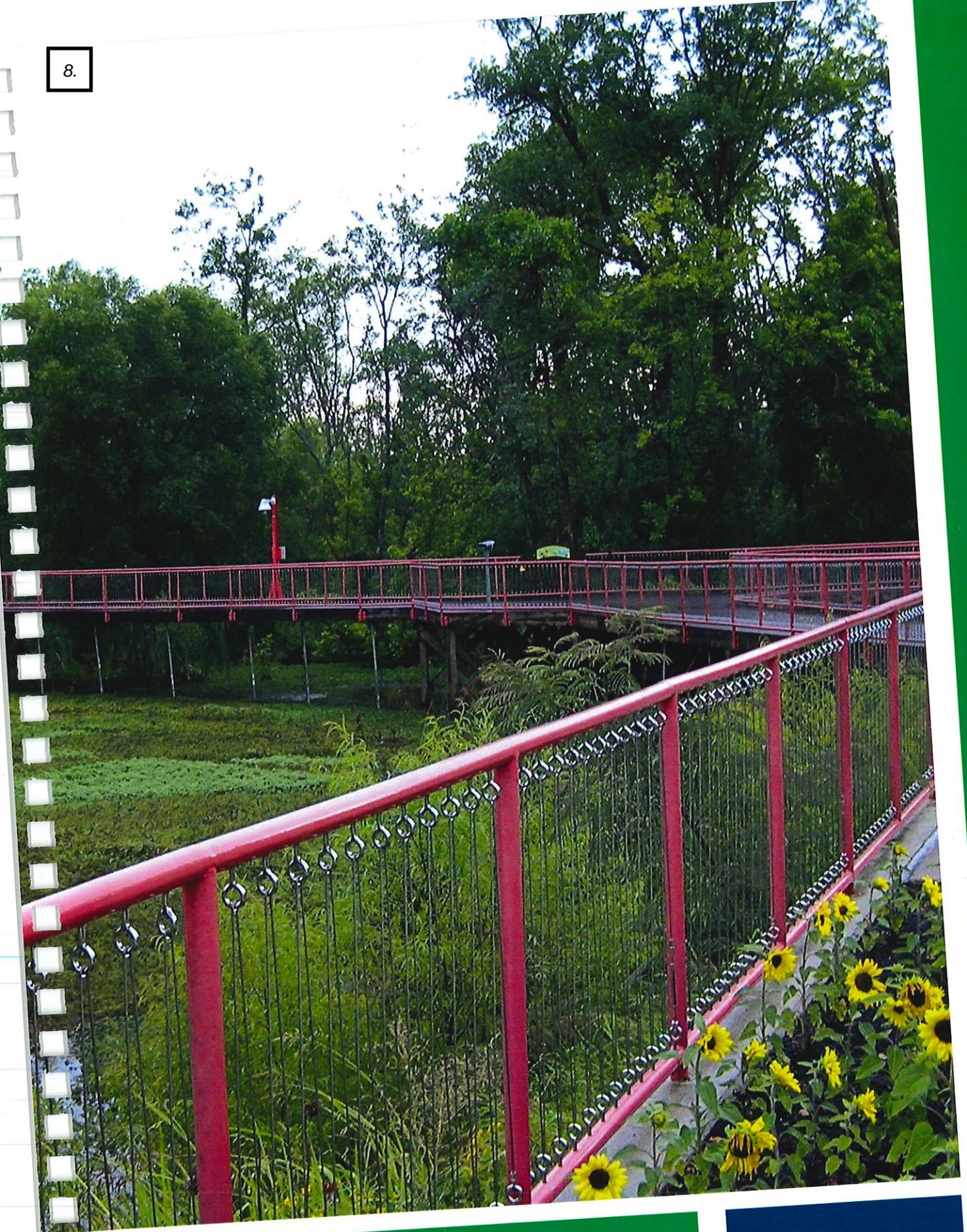
QUALITY CONTROL

Beyond assigning the project to a central Project Manager responsible for effectively coordinating a collaborative team and ensuring communication with Town of Paonia Staff, Lose Design also maintains the following practices within its corporate structure to ensure Quality Control and effective management:

- Staff assigned to the project stay with the project from start to finish. This streamlines workflow and ensures all team members are engaged in all project issues from day-one.
- When working with sub-consultants, we select firms with whom we already have a working relationship (or come recommended from firms with whom we already have a working relationship). We share electronic plan file information across a "virtual server" to ensure all parties have all current updates. As plans are adjusted throughout the design process, we do not passively "hope" that sub-consultants will discover the changes. Rather, we proactively communicate with sub-consultants and issue an outline of the changes applied since the last plan iteration. As sub-consultants make changes, we use this outline as a checklist to ensure work is properly coordinated.

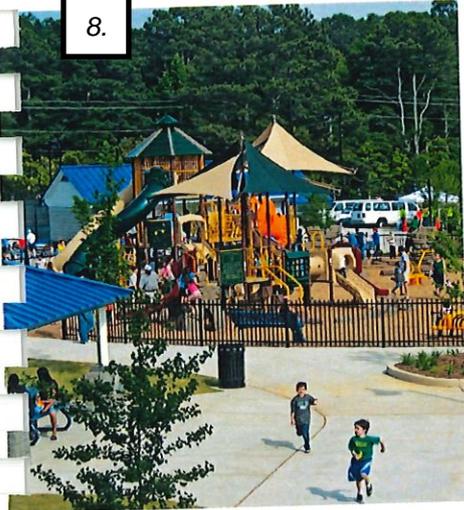
- For all sub-consultant contracts, we require team members to carry the same insurance, provide the same indemnity statements, same notification of changes in insurance, etc. as are required in our prime contract with our client, thus providing our client with better assurance should the need arise.
- We conduct weekly manager meetings to evaluate all jobs currently active with the firm. This enables all Project Managers to be aware of staff workloads and coordinate schedules to meet project and client needs.
- A Production Team Report is updated weekly by our Principals to ensure all jobs are adequately staffed and that internal resources are not being over-committed. Staffing needs for upcoming projects are considered six (6) months in advance, providing ample time to hire additional personnel, if needed.
- We utilize Deltek Vision software that allows staff to enter hours worked for specific jobs and Project Managers to view and evaluate staff efficiency versus overall project schedules. Staff members are trained to be diligent in documenting all relevant information to our project files, which can be easily and readily accessed when needed.
- When preparing monthly invoices, our Principals-In-Charge and Project Managers review billing statements before they are sent to the client.





SECTION

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Per communication with Evan Bolt, Assistant to the Town Administrator, in lieu of a quality control report, we are presenting references of prior clients.

Mr. Grant Guess, Parks & Recreation Project Administration Division Director
Gwinnett County Department of Community Services
75 Langley Drive
Lawrenceville, GA 30046
Phone: (770) 822-8855; Fax: (770) 822-8893
Email: Grant.Guess@gwinnettcounty.com
Services provided: multiple master plans and construction documents for mixed-use parks projects for over 27 years

Ms. Shain Dennison, Conservation Grant Program Manager
Metro Nashville Parks
Phone: (615) 533-0549
Email: Shain.dennison@nashville.gov
Services provided: multiple master plans and construction documents for mixed-use parks projects for over 20 years

Mr. Jim Pryor, Director, Forsyth Co. Parks & Recreation Dept.
P.O. Box 2417
Cumming, GA 30028
Phone: (770) 781-2215
Email: tjpryor@forsythco.com
Services provided: multiple master plans and construction documents for mixed-use parks projects for over 10 years

Mr. Jeremy Payne, Deputy Director,
Loudoun County Parks, Recreation, & Community Services
742 Miller Dr SE
Leesburg, VA 20175
Phone: 703-777-0558
Email: Jeremy.payne@loudoun.gov
Services provided: multiple master plans and construction documents since 2015

Mr. Michael Perry, Director, Sandy Springs Recreation and Parks Dept.
7840 Roswell Road, Building 500
Sandy Springs, GA 30350
Phone: 770-730-5600; Fax: 770-206-2033
Email: mperry@sandyspringsga.org
Services provided: multiple master plans and construction documents for mixed-use parks projects for over 12 years

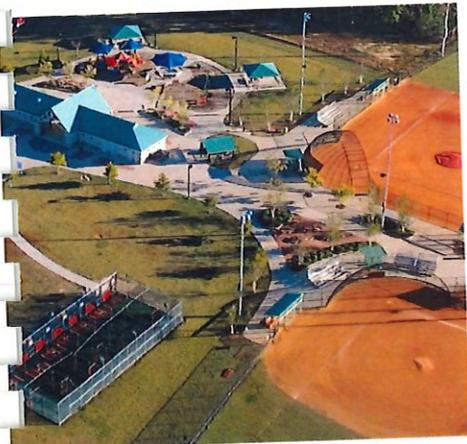
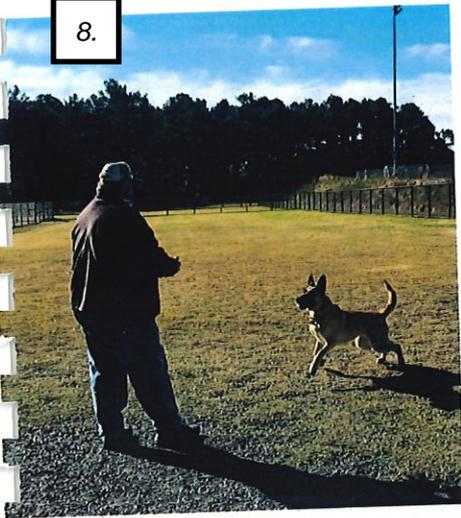
Ms. Connie Edmonston, Director
City of Fayetteville, Arkansas, Parks and Recreation
113 West Mountain
Fayetteville, Arkansas 72701
Phone: (479) 444-3471; Email: cedmonston@ci.fayetteville.ar.us
Services provided: multiple master plans and construction documents for mixed-use parks projects for over 15 years

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8.



BID COSTS

PROJECT TOTAL (NOT TO EXCEED) \$59,500.00

ADDITIONAL SERVICE CONSIDERATIONS

We believe the Project Total noted above to be adequate to perform the base services outline in your RFP. We also believe it allows flexibility to add other services to your project (e.g., additional public meetings/charrettes, more thorough regional connectivity analyses, additional high-quality digital models and renderings). Should Town Staff wish to proceed with additional services and deliverables, we will happily tailor these arrangements to meet your needs.



The Learning Council – Large Park Event
Street Closure
Sponsorship in Lieu of Fees

Summary:

The Learning Council request for a large park event, street closure, and sponsorship in lieu of fees. This would typically be included as a consent agenda item, but this request has two items outside the scope of a normal request.

Notes:

ITEMS TO NOTE:

1. Art installations and artists working in the street during closure.
2. Sponsorship request in lieu of fees associated.

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	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 Clerk prior to coming to 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 Tuesday 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: Alicia Michelsen

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

Is this a request for Board action? Yes No

Please provide a summary of your comments:
Please see attached Summary

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

Corinne Ferguson:

Contact information:

Name: Alicia Michelsen
Mailing Address: [Redacted] Paonia, CO 81428

223 Email: thelearningcouncilpaonia@gmail.com
Home Phone: [Redacted]

Summary of Comments:

The Visionary Summit is a gathering of community members, scholars, creatives, activists, and business owners taking place April 24-26, 2020. The intention of hosting this festival in downtown Paonia is to include local businesses and stimulate local economy while at the same time enhancing local culture. We are requesting use of Town Park, Poulos Park, and a street closure. This festival will bring art to the streets of downtown Paonia and take it to Town Park. This will be a net zero event for sponsoring organizations, and many of the events will be free to the public.

We request the Town of Paonia be a sponsor at the \$500 level (see attached) by waiving fees for Town Park, Poulos Park, street closure, and the banner fee.

Corinne spoke with us on Monday, January 13 to discuss the different needs from the Town for the Visionary Summit which include:

- closing the Grand Ave. between 2nd and 3rd on Friday, April 24 from 6pm to midnight,
- renting Poulos Park for the weekend, April 24-26
- renting Town Park for Saturday afternoon, April 25
- and the banner fee.

Corinne suggested we approach the Town Council to be an in-kind sponsor by waiving these fees. A "Stargazer" sponsorship of the Visionary Summit for \$500 will include the Town's name and logo, as desired, on all print and digital posters, social media, and the onscreen ad at the Paradise. Please see attached sponsorship benefits.

We would also like to discuss the theme of the Summit. The earliest vision of this Summit called for action. "Earth Alliance: Empathy and Harmonious Action with Nature" envisions continuing the plastic bag discussion proposed by PELA in 2019. NFV Community Rights Advocates received grant funding for local seamstresses to make 500 reusable bags that will be gifted to the community as part of the proposed plastic bag proclamation. The Summit will also source scrap materials and pair artists with business owners to install 'boomerang boxes' (take-a-bag-leave-a-bag receptacles).

Town of Paonia Park/Event Registration Application

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

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

Applicant Name: Alicia Michelsen

Organization: The Learning Council

Mailing Address: [REDACTED] Paonia, Co 81428

Telephone Number: [REDACTED]

Event Manager (if different than Applicant): _____

Event Manager Telephone: _____

Event Manager E-Mail: thelearningcouncilpaonia@gmail.com

Please describe the event: Visionary Summit - Bread and Puppet Theatrical Performance Town Park,
Fashion Show + Workshops Paulus Park

Event Date(s): April 25 Event Hours: 9-6

Event Date(s): April 24-26 Event Hours: Friday 12^{PM}-12^{AM}

Event Date(s): _____ Event Hours: Saturday 8^{AM}-10^{PM}

Event Date(s): _____ Event Hours: Sunday 8^{AM}-5^{PM}

Which park do you want to use?

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

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

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

Will there be vendors?

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

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

No
 Yes. Attached is the street closure request form noting the day, hours and route information. : NO NEED TO CLOSE STREET FOR PARADE

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

No
 Yes street closure Friday 6⁰⁰ PM - 12⁰⁰ AM

Pricing:

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

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

Multi-Day Rate (3+ consecutive days) *Park Park* \$ 150.00/day
 Includes: 3 dumpsters and up to 10 vendors
 Date Submitted _____ Amount 450.00

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

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



Any additional fees submitted (street closure, liquor licensing, etc):

Type: Street closure \$ 100.00 - 6 hours
Banner Permit \$ 50.00
 _____ \$ _____
 _____ \$ _____

Per ordinance
max \$100

Date Submitted _____ Amount 7.00.00

Recycling: Should the event provide recycling, a \$50 credit shall be applied. \$ 50.00

TOTAL FEES SUBMITTED

\$ 650.00

(47)

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

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

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

Promotion:

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

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

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

↪ Signed and submitted this _____ day of _____, 20____.

↪ Printed Name: _____

↪ Signature: _____

- Unless waived by Town staff, no less than one week before the event, a meeting **must** be scheduled with the Public Works Director, Parks Maintenance, Town Clerk and the Police Chief, or designees to finalize all plans and coordinate last minute items.
Date of Pre-Event Meeting: _____
- Application is deemed complete and is accepted. Employee Initials _____
- Application requires Board of Trustee Approval.
Hearing Date: 3.10.2020

Comments: need to remember to sign & date application. - some concern with use of Paulos Park while under construction. -

PARK RESERVATIONS

We wish to use: TOWN PARK _____ APPLE VALLEY PARK _____ POULOS PARK X

Whole Shelter _____ Half Shelter _____ Gazebo _____ River Park _____
Lion's Shelter _____ Back Field _____ Other _____

Day/Date Fri 4/24 to Sun 4/26 Time Used All day

For the purpose of Visionary Summit 2020 - workshops, art activities free to all!

Number of people expected to participate 100 - 200

If more than 100, a Park/Event Registration Application and appropriate fees are required.

Name of Organization (IF APPLICABLE) The Learning Council

Applicant Alicia Michelsen Phone 970-433-5852

Address _____ City Paonia State CO

Mailing Address PO Box 1744 City Paonia State CO

Do you require electricity? X Y ___ N Fees may be associated for electricity access

I/We agree to the following guidelines: **Initial each item**

- AM 1. The area used will be cleaned up.
- AM 2. Safety standards will be observed at all times.
- AM 3. We will have a responsible party in charge.
- AM 4. We will not bring glass into the park. (Casserole Dishes Acceptable)
- AM 5. We will not dig or tear up the grass.
- AM 6. We will not drive/park on the grass.
- AM 7. **NO** alcohol permitted in park.

Signature(s) Alicia Michelsen

Date January 12, 2020

Approved by _____

- Copies sent to:
- _____ Original - Parks Reservation Folder
 - _____ Copy - Applicant
 - _____ Copy - Police Department
 - _____ Copy - Public Works Department



Town of Paonia

Application for Street Closure

Organization Name: The Learning Council
Address: PO Box 1744 Paonia, CO 81428
Contact Person: Alicia Michelsen Telephone #: [REDACTED]

Date of Requested Street Closure: April 24, 2020

Start Time	End Time	Street(s) and Block(s) Requested for Closure
6 ⁰⁰ - 4 Hours	12 ⁰⁰	Grand ave BTW 2+3 rd street

Number of Participants Expected: 200

I have read the attached Street Closure Ordinance 2002-06 and fully accept all responsibilities required by the Town for this street closure. Attached to this application are the following:

- ◇ A copy of general liability insurance policy;
- ◇ A check in the amount of \$25.00 per hour of street closure (minimum one hour, maximum charge, 4 consecutive hours)
- ◇ A check in the amount of \$125.00 for deposit to be held by the Town of Paonia
- ◇ (The deposit will be returned to the applicant following the event in full if the street(s) are in the same condition prior to closure);
- ◇ Written proof of notification to all adjoining property owners and businesses; and
- ◇ Written description of any vending and/or commercial activity occurring during the event.

Applicant Signature: Alicia Michelsen Date: January 22, 2020

Comments from Chief of Police or Proxy: _____

Referred to Board of Trustees (4)

Town of Paonia Use Only		
[] Approved	[] Denied	Date: _____
Signed: _____		

VISIONARY SUMMIT PAONIA - April 24-26, 2020

STREET CLOSURE - Friday, April 24, 6pm-12am - GRAND AVE between 2nd & 3rd Streets

BUSINESS	ADDRESS	NAME	DATE	SIGNATURE
1 Rio Bravo	240 Grand Ave	Juan Curjel	1-22-2020	[Signature]
2 Waldo's	240 Grand Ave	[Signature]	1-29-2020	[Signature]
3 Needlerock Realty	236 Grand Ave	Dale McLeod	1-22-2020	[Signature]
4 Ley Line	234 Grand Ave	[Signature]	1-29-2020	[Signature]
5 Cirque Cyclery	232 Grand Ave	[Signature]	1-22-20	AMY DELUCA
6 Remedy	232 Grand Ave	AMY	1-22-20	AMY DELUCA
7 Indigo Autumn	230 Grand Ave	Laura Chitenden	1-22-20	[Signature]
8 Second Story Studios	228 Grand Ave			
9 Blue Sage Center for the Arts	226-228 Grand Ave	[Signature]	1-25-20	[Signature]
10 Hays Pharmacy	224 Grand Ave	[Signature]	1-23-20	[Signature]
11 Delta County West Elk Walk-In Clinic	218 Grand Ave	John	1-22-20	[Signature]
12 Town of Paonia	214 Grand Ave			
13 True West Hats	210 Grand Ave	Charlie Rutledge		[Signature]
14 Paonia Farm & Home	206 Grand Ave	Mitch Morgan	1-22-20	[Signature]
15 Louie's Pizza	202 Grand Ave	Lex Hayes	1-22-20	[Signature]
16 SweetPea The Diner	203 Grand Ave	see below		
17 The Diner Sweet Pea	200 Grand Ave	Alysa Gabe	1/21/20	[Signature]
18 Cary Hightower Turquoise	205 Grand Ave	[Signature]	1/28/20	[Signature]
19 Trader Mag's	211 Grand Ave	ESSE Timmerman	1/22/2019	[Signature]
20 State Farm Insurance	211 Grand Ave	Colleen O'Connor	1/22/2020	[Signature]
21 Kut & Klip	211 Grand Ave	GERRY Micho	1/28/2020	[Signature]
22 CAWS Barkin' Bargains	213 Grand Ave	[Signature]	1/22/20	[Signature]
23 Paradise Theatre	215 Grand Ave	Sunshine Knight	1/29/20	[Signature]
24 Seven Trees	217 Grand Ave	Mona Wehner	1/28/20	[Signature]
25 Lehman Images	219 Grand Ave	[Signature]		[Signature]
26 Masonic Lodge	221 Grand Ave	[Signature]		[Signature]
27 ReMax	225 Grand Ave	Carrie Silvernail	1/21/20	[Signature]
28 Nido	220 Grand Ave	Ed Vaughn	1/22/20	[Signature]
29 High Country Shopper	231 Grand Ave	[Signature]	1/22/20	[Signature]
30 KVNf	233 Grand Ave	Ashley Krest	1/22/2020	[Signature]
31 Heart of the Dragon	237 Grand Ave	Olivia Rose	1/22/20	[Signature]
32 DC Hawkins	239 Grand Ave	JOHN S BLAIR	1/22/20	[Signature]

The Diner Paonia, - CASEY R 1-29-2020 [Signature]

9.



mona



Compose

- Inbox 201
- Starred
- Snoozed
- Important
- Sent
- Categories
- Alicia +
- Alexis Halbert
- Marian Pierce

----- Forwarded message -----

From: **Ramona Linehan** <mona@mona-themgr.com>
 Date: Sat, Jan 25, 2020 at 8:00 AM
 Subject: Re: HI MONA!!!!
 To: Aimee Olson <aimee@kvnf.org>

Cool I am in

Can Seven Trees be part of the fashion show!

Sent from my iPhone

On Jan 24, 2020, at 2:29 PM, Aimee Olson <aimee@kvnf.org> wrote

we miss you.....
 hope you are having fun!

Alicia is collecting signatures from the shop owners on Grand so that she can shut the road off at night during the visionary

here's the info:
 April 24th to 26th road closed from 6pm- 12am.

Not during the day!

they are going to have an all community potluck and a fashion
<https://visionarysummitpaonia.com/>

if you approve or not approve let me know..... 🙏
 COME HOME SOON!!





The Learning Council

education, creativity, & life skills

PO Box 1744 Paonia, CO 81428

The plan for Parking during Visionary Summit.

In town we will utilize parking at the Votech. We anticipate that parking will be used throughout the town including the parking lot behind town hall, and throughout town and at the town parks.

At the Town Park we will encourage staff to park farther away from the park so that elders and guests may have access to closer parking.

We are encouraging walking around town, and carpooling.

We will encourage parking off of grand avenue especially on Friday while the street is closed.



The Learning Council

education, creativity, & life skills

PO Box 1744 Paonia, CO 81428

Safety Plan

We anticipate two hundred attendees at the Visionary Summit. We will have a health and safety team consisting of trained healthcare professionals, and people with CPR certification present. We will also work with Paonia Police and Paonia Firefighters if the need should arise.

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

In the case of a natural emergency, we will bring participants indoors to our designated rainy day venue. In the case of a tree limb falling, we will insure that all participants are safe and moved from the area, and we will work with our safety team and local authorities to remove the limb.

We may have food vendors and or other vendors at the Town Park. There will be hand washing stations, and the food vendors will be skilled in food safety regulations.

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

Visionary Summit will be in Paonia Parks April 24-26 2020 .

We are anticipating 200 people to attend this event. We do not anticipate 200 people to be in Poulus Park at one time.

The Health and Safety Point of Contact for this event is Alicia Michelsen. She can be reached by phone or text at [REDACTED] or by email at thelearningcouncilpaonia@gmail.com

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

If a person is injured at this event and it is safe to move them, we will move the person to a centrally located place away from the activity where medical professionals can assist the person until an ambulance arrives.

We will have communication with the Health and Safety team through cell phones and walkie talkies.

If necessary, we will utilize Paonia Urgent Care Clinic for minor medical problems and triage.

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

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



The Learning Council

education, creativity, & life skills

PO Box 1744 Paonia, CO 81428

Communication for Visionary Summit

Alicia Michelsen 970-433-5852 thelearningcouncilpaonia@gmail.com

Susie Lowe 970-275-3453 susiekaldis@gmail.com

Prima Merry 970-261-2331 venusspiraling@gmail.com

Lesandre Barley 970-424-8009 Lesandre@gmail.com

VISIONARY SUMMIT

PAONIA, CO

APRIL 24-26, 2020

VISIONARYSUMMITPAONIA.COM

ABOUT

The 3rd Annual Visionary Summit Paonia takes place in Paonia, Colorado on April 24-26, 2020. Our theme this year is *Earth Alliance: Empathy and Harmonious Action with Nature*. We are working on actions in our town before, during, and after this event. Some of the actions are: creating a municipal plastic bag ordinance, climate education in our schools, a recycled art show, and boomerang boxes. We invite speakers who inspire the people in our bioregion (and beyond) to change personal habits and to get involved with civic projects to effect change. We hold the event downtown in our local venues. It is attended by 200 people from the Western Slope and beyond.

The North Fork Valley has been through many eras in culture and consciousness. It is currently celebrated for its organic farms, wineries, and vibrant arts community. This region is home to the highest number of organic and biodynamic farms in Colorado. We work diligently to maintain a nurturing tight-knit community, to advocate for our stunning wilderness, and to maintain a vibrant arts culture. The Visionary Summit is held in downtown Paonia to create commerce for our local businesses. It runs over three days with speakers, workshops, actions, art, and music. It has created a space for fresh conversations within our community and other Western Slope towns.

We appreciate your sponsorship support as it allows us to keep the costs low for the 2020 VISIONARY SUMMIT. Sponsor funds are used towards bringing high quality speakers and performers to the event, paying venue fees, and promoting the event across Colorado.

SPONSORSHIP LEVELS + BENEFITS

DREAMER \$250-499

- » Your name/logo on our website
- » Your name/logo in our program (print & digital)
- » Your name/logo on our banner (print)

STARGAZER \$500-999

- » All of the above, plus:
- » Your name/logo on our poster (print & digital)
- » Your name/logo on our onscreen ad at the Paradise Theatre (digital)
- » Special mentions on our social media pages (digital)

CELESTIAL \$1,000+

- » All of the above, plus:
- » Special recognition from the stage podium at the Summit
- » Two tickets to the Summit (\$246 value)



THE LEARNING COUNCIL

THE LEARNING COUNCIL is a 501(c)3 nonprofit organization supporting lifelong learning and education as a resource for everyone. The Learning Council provides complimentary educational opportunities, celebrating the arts and agriculture, stimulating creativity, enriching local culture, and bolstering community health and vitality.

CONTACT ALICIA MICHELSEN, *Executive Director*
 thelearningcouncil@gmail.com | (970) 433-5852 | thelearningcouncil.org



Blue Sage Center for the Arts – Letter of Support – Grant Application

Summary:
 Letter of support for the Laura Jane Musser grant.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

Town of Paonia



03/10/2020

Laura Jane Musser Fund

Dear Board of Directors:

On behalf of The Town of Paonia Board of Trustees, it is an honor to write a letter in support of the Blue Sage Center for the Art’s grant proposal to the Laura Jane Musser Fund.

The Blue Sage Center for the Arts is a vital container for arts and humanities to flourish in our community. The two historic buildings which make up the Blue Sage create a prominent and attractive presence for locals and visitors, just two doors down from City Hall on the main street of Paonia.

Economically, the Blue Sage Center for the Arts provides local artists a space to show and sell their work through the gallery and giftshop, making it a wonderful attraction for tourists. In their events hall, local instructors hold meditation, yoga, Tai Chi, Tae Kwon Do and dance classes for all ages. Local musicians are also able to rent the hall for live performances. These activities promote entrepreneurship and creative economic stimulation.

Perhaps most importantly, the Blue Sage offers arts and humanities programs for youth of the North Fork Valley and beyond. These efforts have been expanded in recent years and with cooperation with many other local nonprofits.

For nearly 25 years, the Blue Sage Center for the arts has provided our community with an enriching vibrancy and quality of life. The State of Colorado’s recognition of the North Fork Valley as a Creative District was largely influenced by the Blue Sage.

By supporting the Blue Sage Center for the Arts, the Laura Jane Musser Fund supports a major asset to our town and community as a whole. Thank you for your consideration.

Sincerely,



Colorado Oil & Gas Conservation Commission Mission Change Rulemaking – Draft Letter – Requested by Trustee Bachran – Local Governmental Designee (LGD)

Summary:

Draft letter included in packet.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

Colorado Oil and Gas Conservation Commission
Mission Change Rule Making
Town of Paonia Comments

Dear Commissioners;

As the Local Governmental Designee, I am offering these comments on the Mission Change Rulemaking:

1. Notification of LGD's concerning drilling and other activities.

At the present time LGD's are only notified when activity occurs in their area of responsibility. This disadvantages LGD's who live in areas unlikely to be drilled but reside downstream of oil and gas development activity that could negatively impact their communities. I urge the COGCC to expand the notification areas especially in the rural parts of the state. A mile may make a difference in an urban area, but a mile is insignificant where the drilling may be 25 miles away but directly in the watershed and airshed that supplies the town and the surrounding farms. We cannot take appropriate action if we do not know what is happening in our water and airsheds.

2. Notification of Community and Public

For the reasons outlined in the comment above, the public and communities potentially impacted by oil and gas development in their water and airsheds should be provided notice of activities at the same level as LGDs. The people of Delta County are no longer protected by any county level regulations and Delta County has no obligation to inform the people of spills, drilling applications, seismic testing, etc. Our only protection comes from the State.

3. Geohazard recognition

The mountainous regions of Colorado contain many geologically unstable areas in which drilling would not be appropriate. One such area, the land surrounding Terror Reservoir and Ditch, which provides water to many local wineries and several organic farms, is built on a landslide as determined by the Colorado Geological Survey. The vibrations associated with drilling and hydraulic fracturing and wastewater injection wells could destabilize these structures and cause their failure, particularly Terror Creek Dam which is a Class 1 High Risk Dam. Another area is the Ragged Wilderness. A major landslide has already incurred damages in the past, and that is without the increased dangers that hydraulic fracturing presents.

Geohazards are not specifically addressed in the rules except surrounding the well pads. An engineering solution primarily focused on the well pad is not going to be sufficient to address widespread issues with the underlying geology.

4. Designation of specific areas of the State as unsuited to oil and gas development.

There are areas of the State which because of their fragile environments, their organic agriculture businesses, their pristine environments which promote economically beneficial tourism, just to name three, are unsuited to the major environmental disturbances created by oil and gas development.

11.

As LGD representing the Town of Paonia, in the North Fork Valley, I would include our Town and surrounding areas as one of those places. We are in the process of successfully transitioning our economy from one primarily undergirded by extractive industries to one which relies on sustainable industries (organic agriculture and agritourism, arts and culture, wine making, outdoor recreation and hunting, small industries, among others) to survive. The environmental consequences of oil and gas exploration and development in our Valley or in our water and airsheds could be disastrous to all the work we have done. I am sure we are not the only community in the State facing this issue. I urge the COGCC to take into account these fragile islands of change into your rulemaking.

Thank you for your consideration of these comments.

Sincerely,

Mary Bachran
Board of Trustees
Town of Paonia



Clark Alley Sewer Line Project – Settlement Agreement

Summary:
Upon the direction of the Board, included in the packet is the final draft agreement between the Town and the contractors involved on the Clark Alley sewer line project.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

RELEASE AND SETTLEMENT AGREEMENT

This RELEASE AND SETTLEMENT AGREEMENT (“**Agreement**”) is entered into and made effective this ____ day of March, 2020 (the “**Effective Date**”), by and between the TOWN OF PAONIA, COLORADO, a Colorado Statutory Town (the “**Town**”), ROOP EXCAVATING, LLC, a Colorado limited liability company (“**Roop**”), WESTWATER ENGINEERING, INC., a Colorado Corporation (“**WestWater**”), and WILMORE AND COMPANY PROFESSIONAL LAND SURVEYING, INC., a Colorado Corporation (“**Wilmore**”). Hereinafter, the Town, Roop, WestWater and Wilmore shall be referred to individually as a “**Party**,” or collectively as the “**Parties**.”

RECITALS

A. The Town, at the direction of its Board of Trustees, by and through its Public Works Department contracted with Roop, WestWater and Wilmore for a project commonly referred to as the Clark Alley Sewer Line Replacement to replace a portion of its municipal sewer line in the Clark Alley (the “**Project**”), wherein Roop agreed to provide excavation services, WestWater agreed to provide engineering services, and Wilmore agreed to provide surveying services. The total estimated cost of the Project was One Hundred Fifty-six Thousand Seven Hundred and Forty Dollars (\$156,740.00).

B. Subsequent to the commencement of the Project, the Parties discovered that the sewer line was installed an incorrect depth, thereafter, the sewer line was removed and relocated within the Town’s utility easement.

C. The reinstall off the sewer line created additional costs and expenses for the Project totaling Fifty-one Thousand One Hundred Sixteen Dollars and Seventy-nine Cents (\$51,116.79) (the “**Project Overage**”).

D. The Parties have agreed to a proposed settlement to address each Party’s responsibility and contribution to meet the Project Overage.

E. The Parties desire to enter into this Agreement to address the Project Overage and the contribution from each Party.

AGREEMENT

NOW, THEREFORE, the Parties, for and in consideration of the foregoing Recitals and the mutual promises and agreements and undertakings contained herein, the receipt and sufficiency of which are hereby acknowledged, agree to a full and final compromise and settlement of the Project Overage in accordance with the following terms and conditions:

1. Allocation of Project Overage. With the mutual execution of this Agreement, the Parties agree to the following allocation regarding their respective costs and contributions to the Project Overage:

- a. Roop – Reimbursement to the Town of Fifteen Thousand Six Hundred Dollars (\$15,600.00) on or before September 30, 2020.
- b. WestWater – Reimbursement to the Town of Eleven Thousand Five Hundred Dollars (\$11,500.00) on or before September 30, 2020; and the waiving and cancelation of all monies due and owing by the Town for Invoice #1-525.18.01B-2 in the amount of Two Thousand Eight Hundred Thirty-one Dollars and Sixty-one Cents (\$2,831.61).
- c. Wilmore – Reimbursement to the to the Town in the amount of Six Thousand Five Hundred Dollars (\$6,500.00) due on or before September 30, 2020; and the waiving of and cancellation of all monies due and owing by the Town for Invoice 9054 in the amount of One Thousand Two Hundred Sixty Dollars (\$1,260.00).
- d. Town – The Town shall contribute an additional Twelve Thousand Nine Hundred Dollars (\$12,900.00) towards the Project Overage.

2. No Admission of Liability. The Parties expressly understand that by entering into this Settlement Agreement none of the Parties admit any liability to the other with respect to the Project Overage and to this end, the Parties have always denied and still deny any liability to the other Parties, and nothing in this Settlement Agreement shall be construed to be an admission of any liability whatsoever. This provision is strictly related to the Project Overage and the realignment of the sewer line, placing it within the Town's utility easement.

3. Mutual Release. Notwithstanding the obligations contained in this Settlement Agreement and enforcement thereof and understanding and recognizing the intent of the Parties going forward as concerns the Project, the Parties hereby release, remise and forever discharge each other and each Party's successors and assigns of and from any and all claims, actions or causes of action, demands, rights, liabilities and damages, in law or in equity, known rights, liabilities and damages, in law or in equity, whether as of this date known or unknown, asserted or unasserted, of whatsoever kind or character, which the Parties now have or may claim to have in the future, arising from or based in whole or in part upon any act, omission, event, transaction, matter or thing involved, alleged or referred to, or arising directly or indirectly from or in connection with or arising out of the Project Overage.

4. Fees and Costs. Each Party shall be responsible for its own professional fees incurred in connection with this Agreement.

5. Warranties and Authority. The Parties to this Agreement, and each of them, expressly warrant and represent to the other Parties that each has the full right, title, interest and authority to enter into this Agreement and that no approvals or consents of any other persons, entities or agencies are necessary to affect the same.

6. Additional Documents. The Parties to this Agreement, and each of them, agree to execute or secure the execution of any documents subsequently determined to be necessary to carry out the obligations set forth herein.

7. Counterparts/Facsimile Transmission of Signatures. This Agreement may be executed in counterparts, all of which taken together shall constitute one agreement, and any Party may execute this Agreement by signing any such counterpart. Original signatures on copies of this Agreement transmitted by facsimile or by “pdf” file in an email shall be deemed originals for all intents and purposes and shall be binding on the Parties. The failure to request or deliver an original signature shall not affect this Agreement in any manner.

8. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors in interest, trustees, beneficiaries, assigns, officers, employees, attorneys, agents, directors and shareholders.

9. Costs of Litigation. In the event any litigation or other proceeding is brought for the interpretation or enforcement of this Agreement or the related documents or because of an alleged dispute, default, misrepresentation or breach in connection with any of the provisions of this Agreement or the related documents, the prevailing Party shall recover from the other Party its reasonable attorney’s fees, expert witness fees and other costs and expenses actually incurred in initiating or responding to such proceeding, in addition to any other relief to which such prevailing Party may be entitled.

10. Entire Agreement. This Agreement and the related documents constitute the entire understanding and agreement between the Parties with respect to the subject matter hereof and cannot be amended, supplemented or changed, nor can any provision hereof be waived or terminated except by written instrument signed by the Party against whom enforcement of any such amendment, supplement, modification, waiver, or termination is sought.

11. Contractual Terms. The terms of this Agreement are contractual and not mere recitals and are the result of negotiations among the Parties.

12. Specific Performance. The obligations and covenants set forth in this Agreement may be specifically enforced in any court of competent jurisdiction in Delta County, Colorado, by any Party certified to the benefit thereof.

13. Controlling Law and Venue. This Agreement shall be interpreted pursuant to the laws of the State of Colorado. The exclusive venue for any litigation or proceeding relating to this Agreement shall be in Delta County, Colorado.

14. Headings. Headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.

15. Survival. The warranties and representatives of the Parties contained in this Agreement are deemed to survive the execution and effectiveness hereof.

16. Review. This Agreement has been carefully read by the Parties, the contents hereof are known and understood by the Parties, and it is signed freely by each person executing this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the day and year first above written. All Parties by signing below agree that they have consulted with legal counsel of their choosing prior to executing this Agreement and related documents, or have knowingly waived their right to do so.

TOWN OF PAONIA, Colorado, a Colorado statutory town

_____, Mayor

ROOP EXCAVATING LLC, a Colorado limited liability company

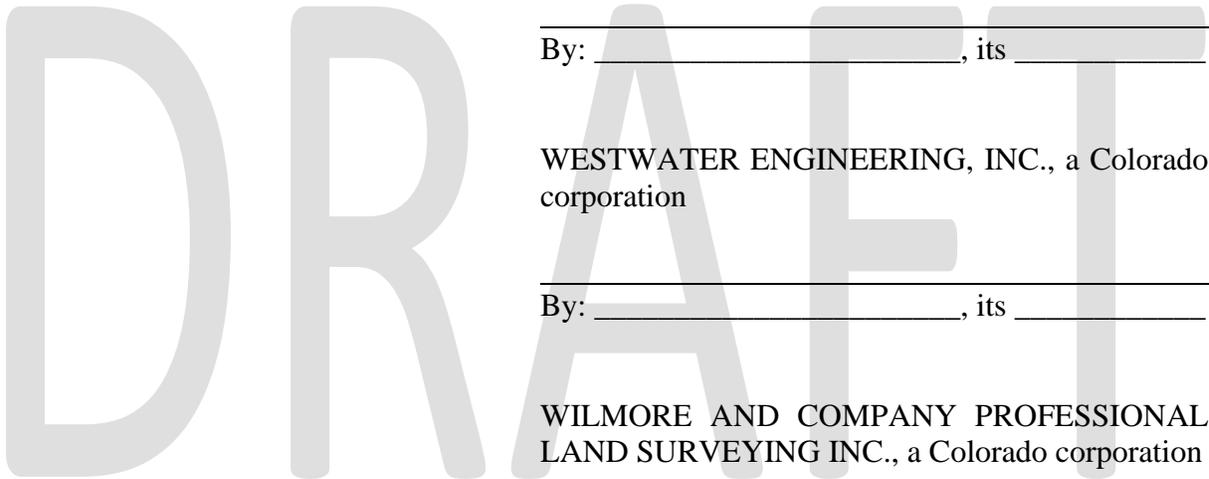
By: _____, its _____

WESTWATER ENGINEERING, INC., a Colorado corporation

By: _____, its _____

WILMORE AND COMPANY PROFESSIONAL LAND SURVEYING INC., a Colorado corporation

By: _____, its _____



	<p>Resolution 2020-04 Accepting Roop Excavating, LLC Project: Clark Alley Sewer Line Replacement</p>
---	--

Summary:
Standard acceptance of the complete project and the initiation of the one-year warrantee.

Notes:

NOTE: The project has reached substantial completion. The road repair will begin late-spring, when the risk of frost has passed.

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

**TOWN OF PAONIA
COLORADO**

RESOLUTION 2020-04

**Accepting Roop Excavating, LLC
Project: In-Town Waterline Replacement Project**

WHEREAS, Roop Excavating, LLC has completed construction work for the Town of Paonia, Colorado, and as certified by the Town’s Engineer, WestWater Engineering, pursuant to contracts dated October 2019 respectively; and

WHEREAS, final payments for said contracts have been made by the Town; and

WHEREAS, the Town’s acceptance of the project and work performed has been requested, following publishing Notice of Intent to Make Final Payment, pursuant to applicable contractual terms;

NOW, THEREFORE, be it hereby resolved by the Board of Trustees of the Town of Paonia, Colorado, that the work and the project performed by Roop Excavating, LLC, installing new sections of in-Town sewer line, is hereby accepted by the Town of Paonia, Colorado.

Adopted by the Board of Trustees of the Town of Paonia, Colorado, this 10th day of March 2020.

Charles Stewart, Mayor

ATTEST:

J. Corinne Ferguson, Town Clerk

	Town Hall Electrical Repairs
---	------------------------------

Summary:

Four contractors were direct solicited, two bids were received. Town staff recommends Tiger Electric.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

14.



Delta, CO 81416

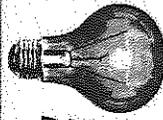
970-209-7328

Town of Paonia
PO Box 460
Paonia, CO 81428

Estimate

Date	Estimate #
1/9/2020	2724

		Project
Description	Total	
Replace florescent lamps in Paonia City Hall -Provide 116 LED florescent lamps -Rewire 39 florescent fixtures for LED replacement lamps (19- 4 lamp fixtures, 20- 2 lamp fixtures)	5,010.00	
Replace existing 6 florescent fixtures in kitchen area -Remove 6 existing fixtures mounted on the ceiling -Provide and install 6 new LED wrap fixtures (see attached spec)	1,150.00	
Pricing valid for 60 days from 1/13/2020		
Exclusions: -Overtime -Drywall repair or removal -Painting -Low voltage systems		
Please contact me with questions.	Total \$6,160.00	



INTEGRITY ELECTRICAL SERVICES

EXPERT ELECTRICAL SERVICES

Date: 3 / 5 / 2020
 Mailing Address:
 1410 Valley View Drive
 Ste. 316-132
 Delta, CO 81416

MONROSE (970)252-0000
 DELTA (970)874-7971
 GRAND JUNCTION (970)523-6161

ESFI Invoice #

SAFETY CHECK-UP

Residential/Commercial
 Main meter panel, breakers & fuses
 Disconnects are wired correctly & in operating condition.
 Main meter panel has correct overhead clearance.

Points of access connections are unsealed & protected

Disconnects, fuses & breakers are sized correctly

Electric to HVAC (cleaning, ventilating & air conditioning) is in operating condition.

Smoke detectors are installed & working. If over 10 yrs old, recommend replacement.

Carbon monoxide detectors are installed & working. If over 5 yrs old, recommend replacement.

Proper surge protection to help prevent major damage to the home, garage, and business electrical system, appliances & computers.

Accessible kitchen receptacles are in operating condition.

Adequate safety and security lighting.

Grounding system meets code requirements.

Lighting fixtures are in operating condition.

Exhaust fans are in operating condition.

Residential
 Laundry area electrical system is in operating condition.

Electrical system for the outdoor pool, spa, hot tub, lighting, and receptacles are in operating condition.

AFCI (arc fault circuit interrupter) protection throughout home.

GFCI (ground fault circuit interrupter) protection throughout home.

Commercial
 Exit signs / emergency floodlights & batteries in operating condition.

GFCI protection in restrooms / kitchen/ outdoor areas in operating condition.

Exhaust fans are in operating condition.

I understand that this Safety Check-up is performed with the intent to expose all electrical challenges but by no means carries any guarantee. Neither Integrity Electric nor any representative associated with Integrity Electric, nor the Service Professional performing the Safety Check-up shall be liable for any damages which may arise from the Safety Check-up but shall be the sole responsibility of the property owner.

Signature X _____

JOB ADDRESS

Customer Name: Paovie City Hall Address: _____
 City: _____ State: _____ ZIP: _____ Job Phone: _____
 E-mail: _____

BIDDING ADDRESS (IF DIFFERENT FROM JOB ADDRESS)

Customer Name: ATTN Neil Address: _____
 City: _____ State: _____ ZIP: _____ Other Phone: _____
 E-mail: _____

TYPE

Service Prev Maint
 Opportunity Call Estimate
 Advantage Plan™ Member
 Owner Residential
 Tenant Commercial

PAYMENT

Cash Billed
 Check
 D/I# _____
 Credit Card Auth Code _____

COMMENTS

w/VAOR 6209,94
w/b VARR 6089,78

APPROVAL

INITIAL STANDARD RATE
 APPROVE DECLINE \$ 967.96
 APPROVE DECLINE \$ 390.00
 APPROVE DECLINE \$ 1196.98
 APPROVE DECLINE \$ 1086.82

DESCRIPTION OF PRODUCTS AND SERVICES

QTY	DESCRIPTION OF PRODUCTS AND SERVICES	APPROVE	DECLINE	STANDARD RATE
116	Petro TB LED CANS	<input type="checkbox"/>	<input type="checkbox"/>	\$ 967.96
6	Remove KITCHEN	<input type="checkbox"/>	<input type="checkbox"/>	\$ 390.00
6	Instll Vapo LED - NBT replaceable lamps	<input type="checkbox"/>	<input type="checkbox"/>	\$ 1196.98
6	Instll LED WCAP	<input type="checkbox"/>	<input type="checkbox"/>	\$ 1086.82

SERVICE AUTHORIZATION

AUTHORIZATION TO PROCEED WITH PROPOSED WORK. I, the undersigned, an owner authorized representative of the premises at which the work described above is to be done. I hereby authorize you to perform said work and to use such labor and materials as you deem advisable. I agree to pay reasonable attorney's fees and court costs in the event of legal action for collection or reasonable bank costs if my check fails to clear. A monthly service charge of 1.2% will be added after ten days. All parts will be removed from premises and discarded unless otherwise specified herein. I have read and agree to, and have received a copy of this contract. I authorize you to proceed with the work described above for the price of \$ _____
 Authorized Signature X _____

ACCEPTANCE OF WORK PERFORMED. I find the service and materials rendered and installed, in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth on the contract in the space labeled "TOTAL DUE" to be the total and complete charge. I acknowledge that I have read and received a legible copy of this contract and have read the Notice to Owner and statement required on the reverse side. I agree that the area has been left clean by the Service Professional(s).
 Customer Signature X _____ Date _____
 I do hereby state that the above work has been done in a workmanlike manner and to applicable codes.
 Service Professional Signature X _____



I. Town Administrator and Police Chief - Direct Reporting Relationships
– Requested by Finance & Personnel

Summary:

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:



Personnel Handbook – Addition of Language to Section 803 – Requested by Finance & Personnel

Summary:
Language changes provided – the change is an addition of retaliation clause.

Notes:

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

ORIGINAL TEXT:

The Town Council hereby determines and declares that employees of the Town of Paonia should never suffer retaliation from their supervisors or appointing authorities for communicating information about illegal activities, unethical practices or other forms of official misconduct experienced or witnessed by employees in the scope of their employment. The interests of the Town and the larger interests of the citizens of Paonia are served by encouraging all employees to speak out fully and frankly on any official misconduct which comes to their attention without fear of retaliation. Therefore, the purpose of this Article is to eliminate the possibility or the threat of any adverse employment action that may be taken against any city employee for reporting such information to their supervisor, the Town Manager, the Town Attorney, or the Personnel Liaison Committee.

MODIFIED TEXT:

The ~~Town Council~~ **Board of Trustees** hereby determines and declares that employees of the Town of Paonia should never suffer retaliation from their supervisors or appointing authorities for communicating information about illegal activities, unethical practices or other forms of official misconduct experienced or witnessed by employees in the scope of their employment. The interests of the Town and the larger interests of the citizens of Paonia are served by encouraging all employees to speak out fully and frankly on any official misconduct which comes to their attention without fear of retaliation. Therefore, the purpose of this Article is to eliminate the possibility or the threat of any adverse employment action that may be taken against any ~~city~~ **Town** employee for reporting such information **through appropriate channels**.
 Example: co-worker to Department Head
 Department Head to Town Administrator
 Town Administrator to who on the Board or ?

	<p>Modifications to Mayor Duties – Requested by Finance & Personnel</p>
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Summary:

See Below

Notes:

From committee:

Review of CRS (Colorado Revised Statutes) and ordinances regarding the Mayor for Town of Paonia.

Decision Points for the Trustees:

Mayor voting or veto power: The Council may designate the Mayor as a voting member or only voting in the case of a tie. If the Council decides the Mayor only breaks ties, then the Mayor has veto power over any item passed by the Council. A veto can be overridden by a 2/3 majority of the Council.

Length of terms: We missed the 180 day deadline to consider a change in terms of office. The Council can go back to two year terms by ordinance if this is passed at least 180 days in advance of an election.

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

17. 31-4-302. Mayor - powers.

Colorado Statutes

Title 31. GOVERNMENT - MUNICIPAL

CORPORATE CLASS - ORGANIZATION AND TERRITORY

Article 4. Organizational Structure and Officers

Part 3. ORGANIZATIONAL STRUCTURE AND OFFICERS OF STATUTORY TOWNS

Current through 2019 Legislative Session

§ 31-4-302. Mayor - powers

The mayor or, in his absence, one of the trustees, who may be elected mayor pro tem, shall preside at all meetings of the board of trustees and shall have the same voting powers as any member of said board. The mayor shall be considered a member of the governing body and the board of trustees. However, a town may provide by ordinance that the mayor shall not be entitled to vote on any matter before the board, except in the case of a tie vote. If such an ordinance is adopted, it shall also provide that any ordinance adopted and all resolutions authorizing the expenditure of money or the entering into of a contract shall be subject to disapproval by the mayor as provided in section 31-16-104. Such an ordinance may provide or may be amended to provide that the mayor shall not be counted for purposes of determining a quorum or for the requisite majority on any matter to be voted on by the board of trustees. Any such ordinance may be adopted, amended, or repealed only within the sixty days preceding any election of a mayor, to take effect upon such mayor's assumption of office.

Cite as C.R.S. § 31-4-302

History. L. 75: Entire title R&RE, p. 1034, § 1, effective July 1. L. 81: Entire section amended, p. 1494, § 6, effective June 8. L. 89: Entire section amended, p. 1291, § 10, effective April 6.

Editor's Note:

This section is similar to former §31-3-302 as it existed prior to 1975.

Case Notes:

ANNOTATION

Applied in *Hayden v. Town of Aurora*, 57 Colo. 389, 142 P. 183 (1914).

17. 31-4-301. Mayor - board of trustees - election - compensation.

Colorado Statutes

Title 31. GOVERNMENT - MUNICIPAL

CORPORATE CLASS - ORGANIZATION AND TERRITORY

Article 4. Organizational Structure and Officers

Part 3. ORGANIZATIONAL STRUCTURE AND OFFICERS OF STATUTORY TOWNS

Current through 2019 Legislative Session

§ 31-4-301. Mayor - board of trustees - election - compensation

- (1) The legislative and corporate authority of towns shall be vested in a board of trustees, consisting of one mayor and six trustees, who shall be registered electors who have resided within the limits of the town for a period of at least twelve consecutive months immediately preceding the date of the election; except that, in case of annexation, any person who has resided within the annexed territory for the time prescribed in this subsection (1) shall be deemed to have met the residence requirements for the town to which the territory was annexed.
- (2) At the regular election, there shall be elected a mayor for a term of two years and six trustees for terms of two years. Such election shall be conducted in accordance with the provisions of the "Colorado Municipal Election Code of 1965".
- (3) All officers elected under this section shall hold their offices until their successors are elected and have complied with section 31-4-401, and four members of said board of trustees shall constitute a quorum for the transaction of business.
- (4) The mayor and members of the board of trustees shall receive such compensation as fixed by ordinance.
- (5) The board of trustees may provide by ordinance for four-year overlapping terms of office for trustees. The ordinance may also provide for four-year terms for the mayor and any officers elected pursuant to section 31-4-304. The board of trustees may reinstate the two-year terms provided for in subsection (2) of this section by ordinance. Any ordinance passed pursuant to this subsection (5) shall be enacted at least one hundred eighty days before the next regular election and is subject, notwithstanding an emergency declaration, to referendum if the referendum is brought pursuant to section 31-11-105 or pursuant to an applicable municipal ordinance enacted in accordance with section 1 of article V of the state constitution. No ordinance enacted pursuant to this subsection (5) shall extend or reduce the term for which any person was elected. If any vacancy occurs in an office for which a four-year term is in effect pursuant to this subsection (5), the board of trustees shall fill such vacancy, as provided in section 31-4-303. If the office in which the vacancy occurs is not an office for which a successor would otherwise have been elected at the next regular election, the term of office of the successor elected at that regular election shall be shortened so that the following regular election for the office is held at the time at which it would have been held if no vacancy had occurred.

Cite as C.R.S. § 31-4-301

History. L. 75: Entire title R&RE, p. 1033, § 1, effective July 1. L. 77: (3) amended, p. 286, § 58, effective June 29. L. 79: (5) amended, p. 1174, § 8, effective July 1. L. 83: (1), (3), and (5) amended, p. 1257, § 10, effective July 1. L. 93: (5) amended, p. 699, § 7, effective May 4. L. 95: (5) amended, p. 441, § 28, effective May 8.

Editor's Note:

This section is similar to former §31-3-301 as it existed prior to 1975.

Case Notes:**ANNOTATION**

Applied in *City of Denver v. Webber*, 15 Colo. App. 511, 63 P. 804 (1900); *Goerke v. Bd. of Trustees*, 89 Colo. 510, 4 P.2d 909 (1931).

Cross References:

For the "Colorado Municipal Election Code of 1965", see article 10 of this title.

Sec. 2-2-20. - Mayor.

- (a) Four-year terms for Mayor. At the April 6, 1976, election and at the regular election every four (4) years thereafter, a Mayor shall be elected to serve a four-year term. The Mayor shall meet the same qualifications as a Trustee and, in the event of a vacancy in the office of Mayor, such vacancy shall be filled in the same manner as a vacancy in the office of Trustee, as set forth in Section 2-2-10 above.
- (b) The Mayor shall preside over all meetings of the Board of Trustees and shall be entitled to vote on any question only in case of a tie vote. He or she shall perform such duties as may be required of him or her by statute or ordinance. Insofar as is required by statute and for all ceremonial purposes, the Mayor shall be the executive head of the Town. In case of the nonattendance of the Mayor at any meeting of the Board of Trustees, the Mayor Pro Tem shall preside.
- (c) The Mayor shall execute and authenticate by his or her signature all bonds, warrants, contracts and instruments of and concerning the business of the Town, as the Trustees or any statutes or ordinances may require.
- (d) Except as may be required by statute, the Mayor shall exercise only such powers as the Trustees shall specifically confer upon him or her.

(Ord. No. VIII, § 1, 1910; Ord. No. 336, 1974; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 2-2-10. - Board of Trustees; terms, authority, qualifications and vacancies.

- (a) *Four-year terms for Trustees.* At the April 6, 1976 election, six (6) Trustees shall be elected. The three (3) candidates for Trustee receiving the highest number of votes shall be elected for four-year terms, and the three (3) candidates for Trustee receiving the next highest numbers of votes shall be elected for two-year terms. At the next subsequent election and at each regular election thereafter, three (3) Trustees shall be elected to serve four-year terms.
- (b) *Authority.* The Board of Trustees shall constitute the legislative body of the Town, shall have the power and authority, except as otherwise provided by statute, to exercise all power conferred upon or possessed by the Town, and shall have the power and authority to adopt such laws, ordinances and resolutions as it shall deem proper in the exercise thereof.
- (c) *Qualifications.* Each Trustee shall be a resident of the Town and a registered elector who has resided within the Town limits for a period of at least twelve (12) consecutive months immediately preceding the date of the election. However, in case of annexation of property, any person who has resided within the annexed territory for the time prescribed in this Subsection shall be deemed to have met the residence requirements for the Town.
- (d) *Removal from office.* By a majority vote of all members of the Board of Trustees, the Mayor or any Trustee may be removed from office. No such removal shall be made without a charge in writing and an opportunity of hearing being given unless the officer against whom the charge is made has moved out of the Town limits. When any officer ceases to reside within the Town limits, he or she may be removed from office pursuant to this Subsection.
- (e) *Vacancies.* The Board of Trustees shall have power, by appointment, to fill all vacancies in the Board of Trustees or in any other elected office, and the person so appointed shall hold office until the next regular election and until his or her successor is elected and qualified. If the term of the person creating the vacancy was to extend beyond the next regular election, the person elected to fill the vacancy shall be elected for the unexpired term. Where vacancies exist in the offices of Trustee and successors are to be elected at the next election to fill the unexpired terms, the three (3) candidates for Trustee receiving the highest number of votes shall be elected to four-year terms, and the candidates receiving the next highest number of votes, in descending order, shall be elected to fill the unexpired terms.

(Ord. No. 336, 1974; Ord. No. 2014-04, § 1, 1-13-2015)



Finance & Personnel
Governmental Affairs & Public Safety
Public Works-Utilities-Facilities

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

CURRENT

Sec. 18-9-10. - Fences, hedges and walls.

- (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.

REVISED (new text in blue)

Sec. 18-9-10. - Fences, hedges and walls.

- (1) All fences and walls are subject to the applicable sections of the IBC *and/or IRC*.
- (2) Prior to the installation of a new fence, *hedge or wall* 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 property lines 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) *The Town recommends a maximum height of 4 feet for fences, hedges, and walls in front yards (from the front edge of the house to the property line) and a maximum height of 6 feet for fences, hedges and walls in rear yards for all districts. The height shall be measured at the finished grade on the side of the fence nearest the street or abutting property.*

(8) On corner lots, a minimum 50% transparency is required subject to safety review by Town staff in conjunction with the building official.

(7) Town staff will have discretion to approve minor variations from Town recommendations (up to 6" different than recommended) at the time of fence review provided that the Town deems the variation to have no negative impact on public safety.

(8) For major variations from Town recommendations, staff may forward the fence review to the Planning Commission for consideration and recommendation to the Board of Trustees. This consideration will not require a separate application for variance.

(9) If a fence review is denied by the Town, the applicant may still pursue a formal variance request.

	Space 2 Create		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

	Tree Board		
Summary:			
Notes:			
Possible Motions: Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart:

		Adjournment	
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Bachran:	Trustee Bear:	Trustee Budinger:
Trustee Diehl:	Trustee Knutson:	Trustee Pattison:	Mayor Stewart: