



TOWN OF PAONIA
TUESDAY, FEBRUARY 09, 2021
VIRTUAL MEETING AGENDA
6:30 PM

VIRTUAL MEETING
(MEETING WILL NOT BE HELD AT THE TOWN HALL)

TELEPHONE:

DIAL (FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):

**US: +1 253 215 8782 OR +1 346 248 7799 OR +1 669 900 9128 OR +1 301 715 8592 OR +1 312 626 6799 OR
+1 646 558 8656
MEETING ID: 819 0848 5581**

EXPLANATION OF PUBLIC COMMENT

*Trustees receive the first opportunity to discuss each agenda item. Following Trustee discussion, the Mayor will open the meeting for public comment. Each person will receive the opportunity to **speak one time on each agenda item**. The Mayor will provide the time allotted for public comment prior to the agenda item discussion. At the end of the time allotted the speaker will be muted and will not be recognized again for discussion of the same agenda item. If you wish to speak, press *9 on your phone to let us know.*

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

Staff Reports

1. Administrator's Report
- Public Works & Utilities Report
- Police Report
- Attorney Report

Treasurer's Report

2. Treasurer Update - DMEA Franchise Fee/Sales Tax
3. Finance Report

Disbursements

4. Disbursements

Regular Business

5. North Fork EMS – Balance & Fitness Program Grant Letter of Support
6. Western Slope Conservation Center - Letter to US Elected Officials
7. Work Session/Regular Meeting Schedules

Consent Agenda

8. Regular Minutes:
January 26, 2021

Mayor's Report

9. Written Report

Committee Reports

10. Finance & Personnel
- Governmental Affairs & Public Safety
- Public Works-Utilities-Facilities
- Tree Board

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

	<p>Administrator’s Report COVID-19 Update Public Works & Utilities Report Police Report Attorney Report</p>
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Summary:

Notes:

VW – verbal warning
 WW – written warning
 CIT - citation
 CAA – clear adult arrest
 UTL – unable to locate
 UNF - unfounded

Possible Motions:
 Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear:	Trustee Budinger:	Trustee Johnson:
Trustee Knutson:	Trustee Meck: :	Trustee Pattison:	Mayor Bachran:

Administrators Report for February 9, 2021

Please note: This report is not a comprehensive list of all projects but acts as a highlight for included packet documents, ongoing, and upcoming projects.

Previous Meeting Follow-up:

1. No follow up necessary currently.

Updates:

1. SGM – mapping – complete to date. We are working with engineers to embed a shareable version for viewing on the website.
2. SGM – Asset Inventory – not received to date. Requested an update.
3. JDS Hydro – infrastructure analysis – on schedule.
4. SCADA System at 1MG – update included in Public Works Report.
5. COVID-19 sewer testing – update included in Public Works Report.
6. Cannabis Working Group – We have had two (2) very productive sessions and are on schedule for discussions to begin at the Board level at the February 23rd meeting.
7. Dark Skies Ordinance – in the hands of the Darks Skies group.
8. Reviewing Town Fund Balance & Reserve Policy provided by Finance Director Cindy Jones.
9. Advisory Water Committee – Held first meeting – currently working on list of priorities. Set regular meeting schedule for the Wednesday following the last Regular Board meeting each month.
10. Tree Inventory and Assessment – the State Forest Service inventory and assessment draft has been received for review – will provide final to Tree Board the week of February 8th.
11. Other Grants:

CVRF – No changes since last report.

CDOT Revitalize Main Street – Benches have been delivered and are located on the side of Town Hall. Final location and installation will occur after ground thaws and some groundwork can be completed. Customized accessible table and bench seating is being considered for the front of Town Hall. The installation may also include customizable planters that could be used by the community to participate in an edible garden, floral arrangements, or other options. This phase supports the COVID -19 objective to offer outdoors areas for people and reduce congregating inside shops and restaurants.

GOCO Parks Master Plan – Stakeholder and community meeting schedules are being finalized.

Paonia Youth Center – Clisset, LLC submitted final plans for center interior rehabilitation. Permits to be issued soon.

Other items:

1. Master Plan Update –the joint council/commission meeting has been scheduled for Thursday, February 18th at 4pm.
2. Building Code Update – will be included on the agenda work session for the joint meeting February 18th.

Thank you,

Corinne Ferguson



Public Works Report – 2/9/2021

1. Spillage overflow and plant production spreadsheet: included the next packet.
2. Sanitary Survey update: included in the next packet.
3. Status with JDS Hydro – Preliminary draft expected March 23rd with final to the Board April 13th.
4. Bulk water system – Installation scheduled for the week of February 8th. Staff training to be scheduled.
5. Snowplow is out – running published route which is updated on the website.
6. Chipping and hauling ice from gutters and street intersections continues.
7. Pulling tri-weekly ammonia samples for a baseline. Additives have introduced and tri-weekly testing will continue during the 30-day treatment and following 30-days to confirm effectiveness. This will result in increased testing costs for the wastewater treatment plant. Working with SGM to complete an enhanced capital improvement plan for wastewater system.
8. Call in to request information from SGS Labs regarding wastewater sample testing for COVID-19.
9. High School meter installation scheduled for February 17th during the school break.
10. Using cold patch mix for potholes. These are temporary fixes and are not fully remedied until road repair in the area during warm season.
11. Asbestos testing scheduled for the de-commissioning of the ½ mg storage tank.
12. Annual inventory complete. Next step to input and begin continuous inventory.
13. Preliminary surplus inventory is complete. Final list to be provided to Administrator by February 26th to input on Resolution for the Board.

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 01/15/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:26:55	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	UNF
12:49:59	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	UNF
14:33:37	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
15:48:08	ANIMAL CONTROL	4TH ST, Paonia, CO	PPD	PPD	VW
17:18:59	Traffic Stop	5TH St, Paonia, CO	PPD	PPD	CIT
17:28:36	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	DIST3	CIT
21:21:19	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 7

Date Occurred: 01/16/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:20:22	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	
14:32:36	Traffic Stop	3RD ST, Paonia, CO	PPD	PPD	CIT
14:44:15	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CIT
16:08:36	Traffic Stop	2ND STREET, Paonia, CO	PPD	PPD	CIT
22:14:22	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 5

Date Occurred: 01/17/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:45:01	Traffic Stop	Grand Avenue, Paonia, CO	PPD	PPD	CIT
19:28:10	AGENCY ASSIST	HIGHWAY 133, Hotchkiss, CO	PPD	DIST3	

Total Incidents for this Date: 2

Date Occurred: 01/19/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:48:40	ANIMAL CONTROL	3 RD ST, Paonia, CO	PPD	PPD	
12:24:00	FRAUD	NORTH FORK AVE, Paonia, CO	PPD	PPD	
13:36:33	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD		
14:28:49	Code Enforce	ONARGA AVE, Paonia, CO 101	PPD	PPD	WW
14:50:00	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	WW
15:00:00	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:10:00	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
16:09:08	Code Enforce	POPLAR AVE, Paonia, CO	PPD	PPD	WW
16:35:48	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
17:02:32	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 10

Date Occurred: 01/20/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:51:13	Traffic Stop	5th St, Paonia, CO	PPD	PPD	CIT
15:27:04	Traffic Stop	5th St, Paonia, CO	PPD	PPD	CIT
17:35:14	Traffic Stop	GRAND AVE, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 3

Date Occurred: 01/21/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:08:39	Traffic Stop	Samuel Wade RD, Paonia, CO	PPD	PPD	VW
18:35:00	Traffic Stop	1st St, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 2

Date Occurred: 01/22/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:55:33	Parking Problem	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 1

Date Occurred: 01/23/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:31:03	CRIM MISCHIEF	3RD ST, Paonia, CO	PPD	PPD	
10:53:06	Medical/transfe	BOX ELDER AVE, Paonia, CO	PPD	PPD	
11:23:13	Traffic Stop	BLOCK GRAND AVE, Paonia, CO	PPD	PPD	VW
15:28:14	Traffic Stop	Samuel Wade RD., Paonia, CO	PPD	PPD	VW
16:44:56	Parking Problem	CEDAR DR, Paonia, CO	PPD	PPD	WW
18:37:31	AGENCY ASSIST	MAIN AVE, Paonia, CO	PPD	PPD	
23:11:03	Parking Problem	3RD St, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 7

Date Occurred: 01/24/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:59:10	Parking Problem	GRAND AVE, Paonia, CO	PPD	PPD	CIT
11:19:38	TrafficAccident	Niagara AVE., Paonia, CO	PPD	PPD	CIT
22:33:29	TrafficAccident	HIGHWAY 133, Somerset, CO	PPD	GSO	

Total Incidents for this Date: 3

Date Occurred: 01/25/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:29:57	Disturbance	OAK AVE, Paonia, CO	PPD	PPD	
17:19:46	VIN INSPECTION	OAK AVE, Paonia, CO	PPD	PPD	
18:38:31	Wanted Person	OAK AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 01/27/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:43:30	SUSPICIOUS	MAIN AVE, Paonia, CO	PPD	PPD	UTL
15:09:08	Traffic Stop	5TH St, Paonia, CO	PPD	PPD	CIT
18:17:43	Traffic Stop	SAMUEL WADE RD, Paonia, CO	PPD	PPD	VW

18:17:53	911/hangup	7TH ST, Paonia, CO	PPD	PPD	UNF
21:18:15	AGENCY ASSIST	CRAWFORD RD, Paonia, CO	PPD	DIST3	

Total Incidents for this Date: 5

Date Occurred: 01/28/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:04:21	911	BOX ELDER AVE, Paonia, CO	PPD	PPD	
15:18:37	Traffic Stop	BLOCK 5TH St, Paonia, CO	PPD	PPD	CIT
15:34:52	Traffic Stop	BLOCK OF 4TH St, Paonia, CO	PPD	PPD	VW
15:43:52	Traffic Stop	BLOCK 5TH St, Paonia, CO	PPD	PPD	CIT
15:57:35	Traffic Stop	BOX ELDER AVE, Paonia, CO	PPD	PPD	CIT
18:59:16	Parking Problem	CLARK AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 6

Date Occurred: 01/29/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:21:04	Traffic Stop	BOX ELDER AVE, Paonia, CO	PPD	PPD	CIT
15:54:00	Traffic Stop	BOX ELDER AVE, Paonia, CO	PPD	PPD	CIT
17:43:29	Traffic Stop	MAIN AVE., Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 3

Date Occurred: 01/30/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
15:37:03	Medical/transfe	NIAGARA AVE, Paonia, CO	PPD	DIST3	

Total Incidents for this Date: 1

Total reported: 58

Report Includes:

All dates between `00:00:01 01/15/21` and `00:00:01 01/31/21`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

DEVOR & PLUMHOFF, LLC
Attorneys and Counselors at Law

Bo James Nerlin
bo@coloradowestlaw.com

MEMORANDUM

To: Board of Trustees, Town of Paonia
From: Bo James Nerlin, Esq.
Re: Town Attorney Report
Date: 2/5/2021
CC: Ms. Corinne Ferguson

This memo is an outline of the recent projects that I have been working on as the Town Attorney. This memo is to serve as an outline and not a comprehensive list.

Paonia Ditch Company

The Town Clerk and I will schedule a meeting with the representatives of the Paonia Ditch Company to address the Town's efforts to work with the Paonia Ditch Company in joint projects and cost allocation. After this meeting, we will report to the Board.

Police Department Matters

I spoke with Chief Ferguson late January about updating the Town Code regarding tobacco use and vaping. We will look to get an ordinance for the Board's review in the coming weeks.

Riverbank

Town Staff and SGM as the Town's Engineer have a meeting with Developer set for this Monday to discuss the latest submission from the Developer. In the event the application is deemed complete, it will be scheduled for review by the Planning Commission.

Work Sessions

The following are sample provisions from the City of Montrose and the Town of Mountain Village on how these municipalities conduct their work sessions.

City of Montrose

- Work Sessions – 10:00 am on the workday preceding a council meeting.
- Items for the City Council Worksession Agenda shall be submitted to the City Clerk no later than 4:30 p.m. the Tuesday of the week preceding the meeting. Individuals desiring to submit an item for this agenda are reminded that the Worksession Agenda is primarily for items that the City Manager and staff need to brief, update, and discuss with the Council. This agenda and these meetings are not designed and should not be used to take any formal action of a financial or policy nature involving resolution or ordinance.

The Town of Mountain Village does not have a regularly scheduled work session. However, it does have a written policy regarding work sessions:

Town of Mountain Village

Work sessions are designed to permit less formal discussion among Council members and the public on issues of importance to the community. No formal action by Council shall be taken in a work session. • The Mayor, in his/her discretion may entertain commentary from the public either in the form of a public hearing, or in a more interactive format depending on the topic, number of speakers present and time constraints. • While no formal action may be taken at work sessions, Council may provide direction to staff for further work or other related matter

Board of Adjustment/Board of Appeals

Our office hopes to present an initial draft ordinance updating the roles of the Board of Adjustments/ Board of Appeals and Planning and Zoning at the second meeting in February.

AGENDA SUMMARY FORM

	Treasurer Update - DMEA Franchise Fee/Sales Tax
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Summary:
 Treasurer update on status of information gathering regarding DMEA taxation and the town franchise fee. This will be on an upcoming agenda.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

Finance Report as of 02/05/21 presented at the 02/09/21 meeting:

COMPLETED:

Monthly:

Bank accounts through 12/31/2020 were reviewed on 1/27/2021.

Payroll for 1/29/21 was completed, reviewed, and released. Gross payroll totaled \$28,320.65. This included 16 employees. This is the first (1 OF 2) third period payrolls. (The town pays by-weekly so twice a year there are 3 payrolls in one month.)

Paid our month payment to Norris Retirement approved during the payroll process.

Chase credit card bill for 12/24/20 – 1/23/21 totals \$3,932.00 and is attached.

Year-End:

W-2 have been processed and distributed as of 1/20/2021.

Received all requested W-9's. 1099s were processed and sent out by mail 2/1/2021. Electronic file is pending TCC from the IRS due by 3/31/2021.

The CIRSA payroll Audit has been completed and submitted for 2020.

Banking:

Per the Disbursement Summary, there was \$106,841.05.00 in ColoTrust and \$33,496.84 in the Internal Grant account per the Bond agreement we are only required to hold \$100,750.00 in reserve which will be the above-mentioned CD. The balance will be released into the operating account and transferred from restricted to unrestricted working capital in the sewer fund.

Audit:

Audit has begun. It is tentatively scheduled for field work the week of April 12th. Several items from the request list have been uploaded to our file. They have requested a final Trial Balance by 3/22/2021.

Audit Confirmation have been complete and sent out.

Audit written processes and internal control documents have been completed and uploaded except for the PPE Control and Inquiries 2020.

Other (Continued):

Completed the Fund Balance and Financial Policy and it has been sent to Corinne and Ross for review.

ClearGov – Changes, comment, and final numbers have been submitted to Cleargov. Last communication was 2/3/2021, detailing the errors I have found to date. There are many. I have a call set up with our representative on 2/8/21 at 12:00.

Since RMHMO will no longer be providing Group Health Insurance I have received quotes from Home Loan and CEBT. I have requested but have not received quotes from County Health Pool.

Other (New):

We are working with Casselle to add a new user for JoAnn. Brigham (our Casselle representative) is however out of the office until next week.

We are working to get correct information loaded for the CML compensation survey. JoAnn has taken the training and is collecting and entering the data into the CML portal. It has a deadline of 3/7/2021.

Weekly meetings with Empower regarding the conversion from Mutual of Omaha to Empower for the employee retirement plan. Mutual of Omaha and Empower along with Shane Squibb have determined the following timeline:

1. Transition Timeline

- a. Final payment received- 02/22/2021
- b. Final payroll contribution- 02/22/2021
- c. Blackout begins- 03/01/2021
- d. Liquidation/re-registration- 03/08/2021
- e. Final reports available- 03/22/2021

TO DO:

The letter to set up the new CD at UBB has been complete and needs to be signed by the mayor.

The money has been requested to move from ColoTrust to the UBB account. When it is received by UBB it will be moved into the new CD.

PTO still needs reviewed. It's on the TO DO List as time permits. No movement on this item by me to date.

Conservation Trust Fund 2020 Spending Report due

Conservation Trust Fund 2022 Certification of eligibility due after 3/1/2021

GRANT UPDATES:

Admin Grant from DOLA for System Analysis-submitted through 12/31/2020. Total request = \$2,637.13.

Tier I Grant from DOLA for Asset Inventory and Mapping-submitted through 12/31/2020. Total request = \$10,923.95.

COVID Relief Fund Grant from DOLA

CDOT Grant for Revitalizing Main Street


I had a call with Molly at CDOT clarifying some of the invoices sent and discussed how to handle the in-kind invoices.

Other Grants:

Red Feather Bowman submitted a grant to help with the lighting in the Ellen Hansen Smith Center but was denied.

Please note: This report is not a comprehensive list of all projects but acts as a highlight of included packet documents, ongoing, and upcoming projects.

AGENDA SUMMARY FORM

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

FOR: 2/9/2021

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		57,100.68
TRANSFER FROM SUMMIT	UP TO	150,000.00
ACCOUNTS PAYABLE	01/23/2021 - 02/05/2021	(54,094.18)
US BANK	AMKO BOND PAYMENT DUE 4/1/21	(74,750.00)
CHASE CREDIT CARD	1/23/2021	(3,932.00)
NORRIS RETIREMENT PAYMENT	2/27/2021	(1,680.00)
TRANSFER TO PAYROLL	1/29/2021	(21,766.23)
PAYROLL TAXES	1/29/2021	(24,825.40)
BALANCE AFTER PAYMENT		26,052.87

4
1

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		285,221.59
TRANSFER FROM INT GRANT		33,041.88
TRANSFER FROM INT GRANT		454.96
TRANSFER TO OPS		(150,000.00)
CURRENT FSBC PAYROLL BALANCE		25.00
TRANSFER FROM OPS	1/29/2021	21,766.23
PAYROLL (DIRECT DEPOSIT)	1/29/2021	(21,766.23)
BALANCE AFTER PAYMENT		168,743.43

2
3
4
1
1

UBB INTERNAL GRANT BALANCE		
BALANCE		33,521.84
TRANSFER TO SUMMIT		(33,041.88)
TRANSFER TO SUMMIT		(454.96)
TRANSFER TO COLOTRUST	APPROVED 06/23/20-APPROVED 10/27/20 CXL	
TRANSFER TO COLOTRUST	RESERVE-APPROVED 05/26/20+10/27/20 CXL	
CD TOTAL		25.00

2
3

UBB LOC BALANCE		
FSBC CD#1 @ 2.00%	GENERAL	255,051.53
FSBC CD#2 @ 0.55%	GENERAL-COLLATERAL FOR LOC	202,226.89
UBB CD#3 @0.35	SEWER LOAN RESERVES - CANCELLED	
TRANSFER FROM INT GRANT	APPROVED 10/27/20 - CANCELLED	
TRANSFER FROM INT GRANT	APPROVED 10/27/20 - CANCELLED	
TRANSFER FROM COLOTRUST	APPROVED 10/27/20 - CANCELLED	
CD TOTAL		457,278.42
LOC(\$200,000) - 9/2020-9/2021		-
BALANCE AVAILABLE SECURING LOC		457,278.42

COLOTRUST		
TOTAL	GENERAL	532,195.74
TOTAL	SEWER PROPERTY	530,285.70
TOTAL	SEWER LOAN RESERVE	106,850.65
TOTAL	BRIDGE RESTRICTED	588,486.08

	BANK BALANCES			DESCRIPTION
	FSBC	COLOTRUST	TOTAL	
<i>As of: 2/4/2021</i>				
GENERAL		532,195.74		COMBINED FUNDS
SEWER RESTRICTED		530,285.70		PROPERTY SALE-RESTRICTED
DEBT RESERVE		106,850.65		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		588,486.08		BRIDGE RESERVE
CONS.TRUST	8,312.29			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	33,521.84			MOVING TO CD-AMKO BOND RESERVE
OPS	52,276.03			COMBINED FUNDS
PARK CONTRIBUTIONS	37,490.27			SPECIFIC PARK PROJECTS
PAYROLL	25.00			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	13,166.92			SPACE TO CREATE ONLY
SUMMIT	285,221.59			COMBINED FUNDS
WWTP	58,349.11			OLD SEWER REHAB ONLY
CD#2-402	202,226.89			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	255,051.53			COMBINED FUNDS
	945,666.47	1,757,818.17	2,703,484.64	

	CASH POSITION			DESCRIPTION
	COMBINED	RESTRICTED	TOTAL	
<i>As of: 2/4/2021</i>				
GENERAL	532,195.74			
SEWER RESTRICTED		530,285.70		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		106,850.65		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		588,486.08		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		8,312.29		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25.00			
INT GRANT		33,521.84		RESTRICTED LOAN REQUIREMENT
OPS	52,276.03			
PARK CONTRIBUTIONS		37,490.27		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	25.00			
SPACE-TO-CREATE		13,166.92		SPACE TO CREATE ONLY
SUMMIT	285,221.59			
WWTP		58,349.11		OLD SEWER REHAB ONLY
CD#2-402	202,226.89			
CD#3-2578	255,051.53			
	1,327,021.78	1,376,462.86	2,703,484.64	

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	
02/09/2021	1021	AXON Enterprise I	SA-1709454	3,654.00 ✓	.00	.00	3,654.00	✓			BODYCAM ANNUAL FEE
02/09/2021	1141	BO JAMES NERLI	32692-32708	4,166.66 ✓	.00	.00	4,166.66	✓			ATTORNEY
02/09/2021	1052	Brett, Elaine	01112020	99.00 ✓	.00	.00	99.00	✓			CDOT GRANT-SOFTWARE
02/09/2021	21	Caselle, Inc	107231	2,000.00 ✓	.00	.00	2,000.00	✓			ADD WORKSTATION
02/09/2021	21	Caselle, Inc	107540	1,064.00 ✓	.00	.00	1,064.00	✓			MONTHLY SOFTWARE FEE
02/09/2021	813	CCNC Inc - ATTN:	2020-000-54	100.00 ✓	.00	.00	100.00	✓			2021 MEMBERSHIP DUES
02/09/2021	24	City of Delta	120220	321.00 ✓	.00	.00	321.00	✓			SEWER SAMPLES
02/09/2021	1103	Clisset LLC	122820-TEE	10,000.00 ✓	.00	.00	10,000.00	✓			DOWN PAYMENT FOR EHS KITCHEN REMODEL
02/09/2021	1109	Cross-Connection	850946	185.00 ✓	.00	.00	185.00	✓			BACKFLOW CERTIFICATON (1mg)
02/09/2021	1109	Cross-Connection	850947	1,360.00 ✓	.00	.00	1,360.00	✓			BACKFLOW CERTIFICATON
02/09/2021	1091	Dairy Specialists, L	RTI16952	1,880.21 ✓	.00	.00	1,880.21	✓			WATER/SEWER CHEMICALS
02/09/2021	39	Delta County Inde	362752	46.48 ✓	.00	.00	46.48	✓			LEGAL NOTICES
02/09/2021	56	Delta County Land	342533-3439	2,503.00 ✓	.00	.00	2,503.00	✓			LANDFILL FEES
02/09/2021	43	Delta Montrose Ele	2-2021-WV	2,991.06 ✓	.00	.00	2,991.06	✓			UTILITIES-WATER
02/09/2021	46	Dependable Lumb	2101-157327	865.11 ✓	.00	.00	865.11	✓			VARIOUS
02/09/2021	48	Don's Market	01-1087293	56.80 ✓	.00	.00	56.80	✓			MEETING SUPPLIES
02/09/2021	48	Don's Market	01-1096499	28.97 ✓	.00	.00	28.97	✓			SHOP SUPPLIES
02/09/2021	1173	Highland Products	310010067	3,960.00 ✓	.00	.00	3,960.00	✓			CDOT GRANT-BENCHES
02/09/2021	560	Honnen Equipmen	1240062	325.72 ✓	.00	.00	325.72	✓			EQUIPMENT MAINTENANCE
02/09/2021	560	Honnen Equipmen	1241545	347.67 ✓	.00	.00	347.67	✓			EQUIPMENT MAINTENANCE
02/09/2021	1124	JDS-Hydro Consul	33301-07	1,770.00 ✓	.00	.00	1,770.00	✓			SYSTEM ANALYSIS GRANT
02/09/2021	574	Kwiki Tire II Inc	110318	24.94 ✓	.00	.00	24.94	✓			TIRE REPAIR
02/09/2021	574	Kwiki Tire II Inc	110338	1,143.47 ✓	.00	.00	1,143.47	✓			PD VEHICLE-2011 FORD EXPLORER
02/09/2021	482	Larry D Gillenwate	423075	120.93 ✓	.00	.00	120.93	✓			CAR WASH
02/09/2021	470	Leon, Susan	020121-0228	725.00 ✓	.00	.00	725.00	✓			CLEANING CONTRACT
02/09/2021	103	Master Petroleum	CL-54024-IN	408.07 ✓	.00	.00	408.07	✓			FUEL
02/09/2021	751	Montrose Ford Lin	5054915	264.56 ✓	.00	.00	264.56	✓			F150 FORD GRILLE ASSY
02/09/2021	1174	Mutual of Omaha	I-00160477	1,000.00 ✓	.00	.00	1,000.00	✓			TERMINATION FEE-TO BE REIMBURSED
02/09/2021	1174	Mutual of Omaha	I-00160665	350.00 ✓	.00	.00	350.00	✓			TEST FILE FEE-TO BE REIMBURSED
02/09/2021	141	North Fork Service	820383-8204	1,223.57 ✓	.00	.00	1,223.57	✓			FUEL/VEHICLE MAINTENANCE
02/09/2021	1083	North Fork Valley	012721	1,250.00 ✓	.00	.00	1,250.00	✓			2021 MEMBERSHIP DUES (S2C GRANT)
02/09/2021	122	Paonia Auto Parts	373299-3738	1,077.76 ✓	.00	.00	1,077.76	✓			VARIOUS
02/09/2021	125	Paonia Farm & Ho	74350-75695	168.55 ✓	.00	.00	168.55	✓			VARIOUS
02/09/2021	1119	Peak Alarm Co., In	1077907	75.00 ✓	.00	.00	75.00	✓			QUARTERLY MONITORING FEE
02/09/2021	1008	Peebler, Kevin	1664	709.00 ✓	.00	.00	709.00	✓			PD VEHICLE DECALS
02/09/2021	499	Phonz +	11055	1,505.92 ✓	.00	.00	1,505.92	✓			MONTHLY IT FEES
02/09/2021	499	Phonz +	PARK WI-FI	455.42 ✓	.00	.00	455.42	✓			PARK WIFI
02/09/2021	737	Ricoh USA Inc	34574937	127.42 ✓	.00	.00	127.42	✓			COPIER CONTRACT
02/09/2021	737	Ricoh USA Inc	5061271923	129.23 ✓	.00	.00	129.23	✓			COPIER COPIES
02/09/2021	451	Roger Edwards	2021	100.00 ✓	.00	.00	100.00	✓			BOOT REIMBURSEMENT
02/09/2021	931	Roop Excavating L	1045	600.00 ✓	.00	.00	600.00	✓			SEWER/WATER CLEAN UP
02/09/2021	931	Roop Excavating L	1046	600.00 ✓	.00	.00	600.00	✓			WATER PLANT ROAD REPAIR
02/09/2021	656	Schmueser Gordo	2013-471.00	3,060.00 ✓	.00	.00	3,060.00	✓			RIVERBANK REVIEW (REIMBURSED)
02/09/2021	152	Southwestern Syst	202819	860.00 ✓	.00	.00	860.00	✓			SEWER PLUG
02/09/2021	161	UNCC	221011030	38.28 ✓	.00	.00	38.28	✓			LOCATES
02/09/2021	171	Weekender Sports,	38964	191.90 ✓	.00	.00	191.90	✓			RANGER REPAIR (BACK ORDERED PARTS)
02/09/2021	171	Weekender Sports,	38981	99.88 ✓	.00	.00	99.88	✓			RANGER REPAIR (BACK ORDERED PARTS)
02/09/2021	171	Weekender Sports,	39986	4.39 ✓	.00	.00	4.39	✓			RANGER REPAIR (BACK ORDERED PARTS)
02/09/2021	171	Weekender Sports,	39987	64.99 ✓	.00	.00	64.99	✓			RANGER REPAIR (BACK ORDERED PARTS)
Grand Totals:				49	54,094.18	.00	.00	54,094.18			

Cash Requirements Summary

Invoice Date: 2/5/2021
 Invoice Number: 1721009

Funds due on 4/1/2021

Town of Paonia, CO
 214 Grand Ave
 Paonia, Colorado 81428

Contact	Phone	Fax	Email
Cindy Jones, Finance Officer	(970)-527-4101		finance@townofpaonia.com
Corinne Ferguson, Interim Administrator	(970)-527-4101		corinne@townofpaonia.com

Account Number: [REDACTED]

Town of Paonia, Delta County, Colorado Water and Sewer Revenue Refunding Bonds Series 2020A
 Invoice for Debt Service Payment on 4/1/2021

Cusip	Maturity Date	Accrual Start Date	Accrual End Date	No. of Days	Principal Balance	Interest Rate	Interest	Principal	Premium, Discount
69881CAA0	4/1/2021	10/1/2020	3/31/2021	180	\$50,000.00	3.00%	\$750.00	\$50,000.00	
69881CAB8	4/1/2022	10/1/2020	3/31/2021	180	\$50,000.00	3.00%	\$750.00	\$0.00	
69881CAC6	4/1/2023	10/1/2020	3/31/2021	180	\$50,000.00	3.00%	\$750.00	\$0.00	
69881CAD4	4/1/2024	10/1/2020	3/31/2021	180	\$55,000.00	3.00%	\$825.00	\$0.00	
69881CAE2	4/1/2025	10/1/2020	3/31/2021	180	\$55,000.00	3.00%	\$825.00	\$0.00	
69881CAF9	4/1/2026	10/1/2020	3/31/2021	180	\$55,000.00	3.00%	\$825.00	\$0.00	
69881CAG7	4/1/2027	10/1/2020	3/31/2021	180	\$60,000.00	3.00%	\$900.00	\$0.00	
69881CAH5	4/1/2028	10/1/2020	3/31/2021	180	\$60,000.00	3.00%	\$900.00	\$0.00	
69881CAJ1	4/1/2029	10/1/2020	3/31/2021	180	\$60,000.00	3.00%	\$900.00	\$0.00	
69881CAK8	4/1/2030	10/1/2020	3/31/2021	180	\$65,000.00	3.00%	\$975.00	\$0.00	
69881CAL6	4/1/2031	10/1/2020	3/31/2021	180	\$65,000.00	3.00%	\$975.00	\$0.00	
69881CAP7	4/1/2034	10/1/2020	3/31/2021	180	\$210,000.00	3.00%	\$3,150.00	\$0.00	
69881CAS1	4/1/2037	10/1/2020	3/31/2021	180	\$230,000.00	3.00%	\$3,450.00	\$0.00	
69881CAV4	4/1/2040	10/1/2020	3/31/2021	180	\$250,000.00	3.00%	\$3,750.00	\$0.00	
69881CAZ5	4/1/2044	10/1/2020	3/31/2021	180	\$335,000.00	3.00%	\$5,025.00	\$0.00	
					\$1,650,000.00		\$24,750.00	\$50,000.00	

Interest Due:	\$24,750.00
Total Principal Due:	+ \$50,000.00
Principal Deposit Due:	
Net Due:	<u>\$74,750.00</u>

PAYMENT SUMMARY

Total Interest Due: \$24,750.00
 Total Principal Due: + \$50,000.00

TOTAL DUE 4/1/2021

\$74,750.00

Notes

usbank



ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
01/17	AUTOMATIC PAYMENT - THANK YOU	-436.42
12/29	MESA COUNTY HEALTH 866-7666041 CO	40.00
01/14	CGFOA WWW.CGFOA.ORG CO	50.00
01/20	SPRINT *WIRELESS 800-639-6111 KS CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$122.98- INCLUDING PAYMENTS RECEIVED	223.44
01/21	AMZN Mktp US Amzn.com/bill WA	-36.95
01/07	AMZN Mktp US*9M1ZE9SU3 Amzn.com/bill WA	36.95
01/16	ZOOM.US 888-799-9666 WWW.ZOOM.US CA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$40.00	40.00
01/12	PAYPAL *EBAY US 402-935-7733 CA	85.87
01/12	PAYPAL *EBAY US 402-935-7733 CA	805.47
01/14	STALKER RADAR 972-8983750 TX	99.95
01/20	LEDEQUIPPED.COM 646-421-0540 NY NEIL FERGUSON TRANSACTIONS THIS CYCLE (CARD 3775) \$2249.99	1,258.70
12/29	USPS PO 0769660541 PAONIA CO	1.20
01/12	USPS PO 0769660541 PAONIA CO	1.00
01/21	CEDAR POINT HEALTH LLC - CEDAREDDGE CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$162.20	160.00
01/04	PAYPAL *DABOGERHAI 402-935-7733 CA	450.00
01/07	MCDONALD'S F6389 LITTLETON CO	9.21
01/07	NONO'S CAFE 303-7388330 CO	22.53
01/09	MCDONALD'S F6389 LITTLETON CO	10.37
01/08	MCDONALD'S F6389 LITTLETON CO	11.88
01/08	EXXONMOBIL 99614422 LITTLETON CO	22.32
01/10	MCDONALD'S F6389 LITTLETON CO	4.27
01/08	NONO'S CAFE 303-7388330 CO	24.67
01/09	NONO'S CAFE 303-7388330 CO	17.16
01/12	PAYPAL *POLICE RECO 402-935-7733 FL	250.00
01/12	PAYPAL *CAMCA 402-935-7733 CA	22.00
01/10	STAYBRIDGE SUITES LITTLETON CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 4100) \$1168.37	321.96

2021 Totals Year-to-Date	
Total fees charged in 2021	\$0.00
Total interest charged in 2021	\$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.

Employee Number	Name	85-00 Net Pay Emp Amt
1053	Beardslee, Dominic D	1,378.31
1024	Berger, Brian J	1,239.16
1052	Edwards, Roger	1,047.89
1002	Ferguson, J. Corinne	2,170.03
1020	Ferguson, Neil	1,951.80
1022	Hinyard, Patrick	1,161.83
1001	Jones, Cynthia	1,794.32
1005	Katzer, JoAnn	981.68
1050	Loberg, Travis	2,073.36
1055	McCallister, Johnathan M	1,469.15
1003	Mojarro-Lopez, Amanda	1,205.27
1023	Patterson, Taffine A	926.92
1054	Redden, Jordan	946.79
1051	Reich, Dennis	1,055.62
1025	Vassel, Andrew C	1,216.95
1021	Winnett, Lorin E	1,147.15

Grand Totals:

16 21,766.23

1/26/2021
PK 

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		01/22/2021	74-00	Federal Tax Deposit Social Security	10-0216	1,141.78
2	IRS Tax Deposit		01/22/2021	74-00	Federal Tax Deposit Social Security	10-0216	1,141.78
2	IRS Tax Deposit		01/22/2021	75-00	Federal Tax Deposit Medicare Pay P	10-0216	408.90
2	IRS Tax Deposit		01/22/2021	75-00	Federal Tax Deposit Medicare Pay P	10-0216	408.90
2	IRS Tax Deposit		01/22/2021	76-00	Federal Tax Deposit Federal Withhold	10-0216	1,947.03
Total 2:							5,048.39
4							
4	Aflac		12/25/2020	63-01	Aflac Pre-Tax Pay Period: 12/25/2020	10-0225	120.18
4	Aflac		12/25/2020	63-02	Aflac After Tax Pay Period: 12/25/2020	10-0225	24.90
4	Aflac		01/08/2021	63-01	Aflac Pre-Tax Pay Period: 1/8/2021	10-0225	120.18
4	Aflac		01/08/2021	63-02	Aflac After Tax Pay Period: 1/8/2021	10-0225	24.90
4	Aflac		01/22/2021	63-01	Aflac Pre-Tax Pay Period: 1/22/2021	10-0225	120.18
4	Aflac		01/22/2021	63-02	Aflac After Tax Pay Period: 1/22/2021	10-0225	24.90
Total 4:							435.24
6							
6	Colorado Dept of Labor		12/25/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	88.69
6	Colorado Dept of Labor		01/08/2021	98-00	SUTA State Unemployment Tax Pay	10-0218	90.15
6	Colorado Dept of Labor		01/22/2021	98-00	SUTA State Unemployment Tax Pay	10-0218	84.96
Total 6:							263.80
9							
9	Colorado Dept of Revenue		12/25/2020	77-00	State Withholding Tax Pay Period: 12/	10-0217	876.00
9	Colorado Dept of Revenue		01/08/2021	77-00	State Withholding Tax Pay Period: 1/8	10-0217	953.00
9	Colorado Dept of Revenue		01/22/2021	77-00	State Withholding Tax Pay Period: 1/2	10-0217	904.00
Total 9:							2,733.00
31							
31	Mutual of Omaha		01/22/2021	51-01	Group# MOORetirement Plan Pay P	10-0220	495.85
31	Mutual of Omaha		01/22/2021	51-01	Group# MOORetirement Plan Pay P	10-0220	991.29
31	Mutual of Omaha		01/22/2021	51-02	Group# MOO Loan Payment Pay Pe	10-0220	336.56
Total 31:							1,823.70
33							
33	FPPA - Fire & Police Pensi		01/22/2021	50-00	FPPA Pay Period: 1/22/2021	10-0219	1,125.22
33	FPPA - Fire & Police Pensi		01/22/2021	50-00	FPPA Pay Period: 1/22/2021	10-0219	831.68
33	FPPA - Fire & Police Pensi		01/22/2021	90-00	Death & Disability Pay Period: 1/22/2	10-0219	293.54
Total 33:							2,250.44
70							
70	Rocky Mountain HMO		12/25/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	252.84
70	Rocky Mountain HMO		12/25/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	4,158.60
70	Rocky Mountain HMO		12/25/2020	60-02	RMHMO - Employee + 1 Pay Period:	10-0223	104.00
70	Rocky Mountain HMO		12/25/2020	60-02	RMHMO - Employee + 1 Pay Period:	10-0223	565.83

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Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		12/25/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	405.59
70	Rocky Mountain HMO		12/25/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	4,156.59
70	Rocky Mountain HMO		12/25/2020	60-04	RMHMO - Vision Pay Period: 12/25/2	10-0223	48.83
70	Rocky Mountain HMO		12/25/2020	60-07	RMHMO - Employee + Spouse Pay P	10-0223	163.98
70	Rocky Mountain HMO		12/25/2020	60-07	RMHMO - Employee + Spouse Pay P	10-0223	722.02
70	Rocky Mountain HMO		01/08/2021	60-01	RMHMO - Employee Only Pay Period	10-0223	252.84
70	Rocky Mountain HMO		01/08/2021	60-02	RMHMO - Employee + 1 Pay Period:	10-0223	104.00
70	Rocky Mountain HMO		01/08/2021	60-03	RMHMO - Employee + Family Pay Pe	10-0223	405.59
70	Rocky Mountain HMO		01/08/2021	60-04	RMHMO - Vision Pay Period: 1/8/202	10-0223	48.85
70	Rocky Mountain HMO		01/08/2021	60-07	RMHMO - Employee + Spouse Pay P	10-0223	163.98
70	Rocky Mountain HMO		01/22/2021	60-03	Adjustment	10-0223	97.68-
Total 70:							11,455.86
71							
71	The Harford		12/25/2020	65-01	Group#013307460001 Hartford Basic	10-0226	27.56
71	The Harford		12/25/2020	65-02	Group#013307460001 Hartford Suppl	10-0226	31.80
71	The Harford		12/25/2020	65-03	Group#013307460001 Hartford Disab	10-0226	110.80
71	The Harford		01/08/2021	65-02	Group#013307460001 Hartford Suppl	10-0226	31.81
71	The Harford		01/22/2021	65-02	Adjustment	10-0226	7.07
71	The Harford		01/22/2021	65-02	Adjustment	10-0226	.01-
Total 71:							209.03
73							
73	Delta Dental of Colorado		12/25/2020	60-05	Dental RMHMO - Dental Pay Period:	10-0223	314.92
73	Delta Dental of Colorado		01/08/2021	60-05	Dental RMHMO - Dental Pay Period:	10-0223	314.99
Total 73:							629.91
75							
75	VSP Insurance CO (CT)		12/25/2020	60-04	RMHMO - Vision Pay Period: 12/25/2	10-0223	71.07
75	VSP Insurance CO (CT)		01/08/2021	60-04	RMHMO - Vision Pay Period: 1/8/202	10-0223	71.08
75	VSP Insurance CO (CT)		01/22/2021	60-04	Adjstment	10-0223	97.68
Total 75:							239.83
Grand Totals:							25,089.20

Report Criteria:

Unpaid transmittals included
Begin Date: ALL
End Date: ALL

AGENDA SUMMARY FORM

	<p>North Fork EMS – Balance & Fitness Program Grant Letter of Support</p>
---	---

Summary: Non-monetary request for support for a grant application to CDPHE.

Notes:

Project Summary:

North Fork EMS is writing an EMS Provider grant proposal with the Colorado Dept of Public Health and Environment for a community strength, balance and fitness program to be held in the North Fork valley.

The exercise program is designed to improve balance and physical fitness for the aging population in the North Fork valley. Classes will be held weekly in three communities, and will be led by certified program instructors under the Stay Active and Independent for Life (SAIL), an evidence-based strength, balance and fitness program for adults 65 and older.

The North Fork valley has a rapidly growing elderly population. A Vintage census in 2017 showed that 25.2% of the population in Delta County is age 65 and older. As a result of this rapidly growing demographic to Delta county and the North Fork Valley, there is an increasing need to help these individuals remain healthy and independent.

Expected outcomes include: improved health, wellness, and independence of the local aging community, decreased healthcare costs secondary to falls, and decreased community burden secondary to loss of independence and function.

The program budget includes funding to offset the costs of SAIL instructor training, class instruction, rental space, small equipment costs, program administration and marketing to hold classes in three communities for a year.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

02/09/2021

CDPHE Provider Grant Review Committee

Colorado Department of Public Health and Environment

Denver, Colorado

RE: North Fork EMS Provider Grant Application – Injury Prevention

Dear Grant Reviewers,

The Town of Paonia Board of Trustees supports the North Fork EMS grant application for a valley-wide Injury Prevention program encompassing strength, balance and fitness classes for adults 65 and older. Twenty-one percent (21%) of the Town of Paonia population could benefit from this program. Promoting health and wellness to this population not only improves overall quality of life to the individuals and their families, but also likely to decrease healthcare costs secondary to falls, and decreased community burden secondary to loss of independence and function.

North Fork EMS has been a champion of health and wellness in the North Fork valley community for many years. We support their evidence-based plan, using trained instructors, and qualified curriculums, as well as providing the classes in all three communities in this rural area.

Thank you for your consideration of the grant proposal.

Sincerely,

Mary Bachran

Mayor, Town of Paonia

AGENDA SUMMARY FORM

	Western Slope Conservation Center - Letter to US Elected Officials
---	--

Summary: Request for the Town to submit updated letter to Unites States elected officials regarding the Uncompahgre Field Office Resource Management Plan (RMP).

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

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: Tanya Henderson

Organization, if speaking on behalf of a group: Western Slope Conservation Center

Is this a request for Board action? Yes No

Please provide a summary of your comments:

I have three items I'd like to address:

Item 1 - no action: Introduce myself as new Executive Director of WSCC

Item 2 - no action: Thank Town of Paonia for maintaining the river gauge

Item 3 - ACTION - send letter to US electeds supporting permanent protections in NFV

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

WSCC staff have been in touch with Ms Corinne Ferguson and Mayor Mary Bachran since Nov. 2020.

At WSCC we are working toward permanent protections on public lands in the North Fork Valley,

input from the Town of Paonia will help us in our conversations with federal policy makers.

Contact information:

Name: Tanya Henderson on behalf of WSCC

Physical Address: 204 Poplar

Mailing Address: PO Box 1612

E-mail: tanya@theconservationcenter.org

Daytime Phone: (928) 241 8947 [CELL sometimes doesn't receive calls well, but email or text if doesn't go thru and I can call back!]
(970) 527 5307 [OFFICE leave msg if I'm working remote]

Office Use Only:

Received: _____

Approved for Agenda: _____

Board Meeting Date: _____

Date: February 9, 2020

To: Senator John Hickenlooper
 Senator Michael Bennet

From: Mayor Mary Bachran and the Trustees of the town of Paonia

The Town of Paonia values and appreciates the good relationships it maintains with our representatives in the US Senate. In that spirit we offer our congratulations to Senator Hickenlooper, and commend Senator Bennet for continuing to support the needs of the North Fork Valley in your work. We would like to take this opportunity to write to the delegation about federal issues that have a significant impact on our community, especially in light of the recent moratorium that has “paused” all new oil and gas leasing on federal lands. While it is encouraging, a moratorium is, by definition, temporary and ultimately just another action in a series of actions over the years that fails to give our community a secure sense of what the long-term plans are for the lands around us. The management of these federal lands that drive our economy have been in constant flux, making long-term planning difficult for our town, the North Fork Valley community, and our many small businesses. U

Last April, the Uncompahgre Field Office Resource Management Plan (RMP) was issued, capping a 10+ year revision process. Unfortunately, the final plan does not take into account the Town’s previous comments, dismissed our protest, and seems to ignore the priorities of our community and other stakeholders that participated in the process here in the North Fork Valley. The Town participated on behalf of its residents at every step in the process, and we are disappointed to not see our many concerns addressed in the Approved RMP and Record of Decision.

In the Town’s protest on the final plan, we noted that the plan ignores the input of the Town across the board and downplays the significant health and environmental risks associated with oil and gas development proximate to our community, fails to consider the impact on the local agricultural economy, and offers nearly the entirety of the federal mineral estate within the North Fork Valley to development without adequately assessing the impacts on surrounding communities.

The Uncompahgre RMP fails to support the Town and the surrounding lands and resources that make the Town so unique. The plan is inconsistent with our local economic development visioning, which relies on many diverse small businesses including agriculture, technology, and creative industries. Subsequently, conservation and climate groups have filed suit challenging the Uncompahgre RMP in federal court in two separate lawsuits. In June, the Town of Paonia respectfully requested that the BLM work with us to correct the deficiencies of the Uncompahgre RMP to adequately address our previous concerns, but we have received no response. And on January 15th, the state of Colorado also filed suit contesting the validity of the final Resource Management Plan. We are hopeful that this RMP will be stopped, but these actions also create additional uncertainty for our community during a particularly difficult economic time.

We ask our Colorado congressional delegation to please champion outcomes that protect the irreplaceable resources of the North Fork Valley. We invite you to come visit and see for yourselves how our local agricultural and artisan community is building the foundation for a sustainable economic future. The constant stops, starts, and twists and turns of this endless federal planning process has left

us in limbo for far too long. We hope that you'll partner with us in finding a permanent solution to federal land management in our Valley that is aligned and in tune with the values of our community to keep the North Fork fruitful.

We look forward to continuing to work closely with both of you and your teams.
Respectfully,

CC:

Jared Polis, Governor

Colorado State Rep. Julie McCluskie

Colorado State Sen. Kerry Donovan

Delta County BOCC

AGENDA SUMMARY FORM

	Work Session/Regular Meeting Schedules		
<p>Summary: Discussion of format of meetings – specifically regular meetings vs regular & work session meetings.</p>			
<p>Notes:</p> <p>Ultimately the scheduling and types of meetings are determined by the Board of Trustees. It is my opinion and request that should the Board consider deferring any revision to the current meeting format until the Board returns to in-person meetings. I believe the deferral will put the board and staff in a better position to review and evaluate a manageable trial revision and will not add additional tasks for staff to work in and consider while still working under the current temporary modification due to the pandemic.</p> <p>Thank you,</p> <p>Corinne</p>			

Don't get into back-and-forth exchanges during public comment (*Jurassic Parliament Blog*)

By [Ann Macfarlane](#) | March 6, 2018

Updated March 11, 2020

When city councils, school boards or other public bodies hold their meetings, it is usual to reserve a time in the meeting for members of the public to speak to their elected officials. One common name for this is the public comment period. We strongly recommend that elected officials should not get into back-and-forth exchanges with members of the public during the public comment period. (Note that a “public hearing” is a very different type of event, governed by different rules.)

Whose meeting is it anyway?

In most states of the union, members of the public are authorized by state law to attend local government meetings. These laws may be called “sunshine acts” or “open public meeting acts.” States usually allow members of the public to address their elected officials on matters of concern during the meetings. But though the local government meetings are **HELD IN PUBLIC**, they are not **MEETINGS OF THE PUBLIC**. The meetings belong to the local government body that is meeting.

What is the purpose of the public comment period?

The purpose of the public comment period is for members of the public to inform the governing body of their views. This is an important function and it is critical for the elected officials to listen with care to the public, and to consider what they hear in their deliberations. It is also critical for the elected officials to convey to the public that they care! Don't follow the example of a certain county in my home state of Washington, where the elected officials wander out to get coffee or check their cell phones while the public is speaking.

Why the public comment period is not a chance to dialogue

While listening with attention is critical, we believe that it is best not to enter into dialogue with the public during the meeting. It is highly challenging to give accurate responses on critical and complex issues on the spot. We have seen too many instances where the discussion degenerates into a back-and-forth exchange that ends up creating more heat than light. To use a slang expression, sometimes the meeting goes “down the tubes” and never really recovers. This can lead to a fraught atmosphere at future meetings, public outrage, and a general loss of confidence in the board or council.

What should you say?

In general, it is best not to respond at all to public comment. However, the chair may provide brief factual information, if appropriate. This must not degenerate into lecturing or criticism.

The best approach is for the chair to say, “Thank you for your comment” to each speaker. Keep a warm and pleasant expression if the speaker was complimentary, or a

neutral face if not, and then move on to the next speaker. Don't play favorites with the public, and do your best to treat all speakers the same. Be sure to observe any time limits consistently.

How can you appear interested and concerned if you can't answer?

It isn't easy, but the chair and the members of the public body convey interest and concern by their body language. Ideally they should listen to each person speaking as if there were no one else in the room.

Structuring the public comment period

You can also take structural steps to let the public know how much you care. We recommend:

- Announcing the policy at the beginning of each meeting, so people know they won't be getting answers to their questions or concerns during the public comment period.
- Providing a handout on the policy, including an invitation to submit comments in writing and other ways to make your views known.
- Having a staff person available so people with specific concerns can convey them, to be addressed after the meeting by the appropriate party.
- Establishing other channels to connect with your public, such as community forums, personal discussions, "coffee with the mayor," a form on your website, surveys, etc.
-

More information

Guidelines for Public Comment in Local Government

Don't include detailed public comment in meeting minutes.

Download our Citizen's Guide for short and reader-friendly explanation of many aspects of local government meetings. [Citizen's Guide to Effective Public Meetings](#)

Here's an [interesting article on this topic](#) about the City of Camas Washington.

Conclusion

With proper preparation and consistent implementation, the public comment period can be an important part of your meetings and help you serve your constituency well.

Guidelines for Public Comment in Local Government



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The public comment period is an essential part of local government meetings. These are our guidelines for public comment periods in local government. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings and quasi-judicial hearings are governed by different rules.

It is important for elected officials and for the public to be very clear about the purpose of the public comment period. This is an opportunity for members of the public to inform the governing body about their views. The meeting itself belongs to the governing body. The public does not PARTICIPATE in the decision-making. Instead, it PROVIDES INPUT to the governing body, which takes the input into consideration in making its decisions.

A governmental body must craft its requirements with care in order to to preserve the free speech rights of its citizens. If questions arise about the public comment period, consult your attorney. State law and regulations and your specific bylaws or rules of procedure have higher standing than Robert's Rules of Order, other parliamentary authorities, or these guidelines.

➡ over



▶ **TIME CONSIDERATIONS**

1. Establish specific periods for public comment during your meetings, in a way that is consistent with your community's expectations and customs.
2. Set a length of time by which each period will conclude, unless the council votes to extend it.
3. Set a time limit for each individual to speak.
4. Speakers may not give their time to other people.

▶ **WRITTEN GUIDELINES**

5. Provide printed copies of the guidelines and expectations.
6. Review the guidelines at the beginning of each comment period if necessary, and explain that this is the time for citizens and residents to express their views in order to inform the council. Explain that the council will not engage in dialogue with the public during this time.
7. The council has the right to set limits on what subjects may be addressed, how long public comment will be, and how many times people may speak. All such limits must be viewpoint neutral: they must not favor one point of view over another.

▶ **DURING PUBLIC COMMENT**

8. Check your state law as to whether you may require speakers to give their name and address.
9. Require all speakers to address their remarks to the chair.
10. Require all speakers to keep to the time limits. It is important to be consistent for the appearance of fairness. Some jurisdictions provide a visible public timer, so the speaker knows how much time is available.
11. The chair should thank each speaker, whether positive or negative.
12. In general, it is best not to respond at all to public comment. However, the chair may provide brief factual information, if appropriate. This must not degenerate into lecturing or criticism.
13. The chair must not under any circumstances enter into back-and-forth exchanges with the public. See our blog entry below for more information.
14. We recommend using surnames to address speakers. If you use first names for some speakers, use them for all.
15. Councilmembers refrain from speaking during this portion of the meeting.
16. Have staff ready to note input or questions from the public and to provide responses at a later date. Do not call on staff to give public answers on the spot.

▶ **BEHAVIORAL EXPECTATIONS**

17. Model courtesy and respect and encourage members of the public to do the same.
18. The public has the right to make critical and harsh remarks. Courts have consistently found that public bodies may not require members of the public to follow the rules of decorum that apply to council members themselves. (See our blog entry below for more information on decorum rules.)
19. Members of the public do not have the right to disrupt the meeting. However, mere words most likely do not constitute a disruption in themselves. All concerned should become familiar with case law on this point, and be able to determine when conduct becomes truly disruptive.
20. The council may prohibit demonstrations (booing, hissing, clapping). These can be chilling to discourse and inhibit free speech, both on the part of the elected officials and of the public.

21. Consult with your attorney and develop an action plan for steps to take in case of disruption. The League of California Cities has excellent material available on their website. In cases of serious disruption, state law may allow you to adjourn the meeting to a different location.
22. Be very cautious about ordering a disruptive member of the public to leave the meeting. It may be advisable to give three warnings to cease from the disruptive behavior before taking any action. Consult with your attorney before doing this.

► **RESPONSIVENESS TO THE PUBLIC**

23. The body language and manner of the chair and other elected officials are critical to running successful public comment sessions. Councilmembers should listen to each person speaking as if there were no one else in the room.
24. Councilmembers should keep an interested expression on their faces and refrain from checking electronic devices, whispering to each other, or otherwise demonstrating lack of interest in what the public is saying.
25. It is helpful to see oneself on video in order to gauge the impression given to the public. We recommend a facial expression that projects warmth and genuine interest. If a speaker is highly negative, it is appropriate to keep a neutral, serious expression. Do not frown, grimace, sigh, or roll your eyes.
26. It is vital for elected officials to be responsive to their public, and to appear responsive. Given the limitations on the public comment period, we recommend establishing other channels to connect with your public, such as community forums, personal discussions, “coffee with the mayor,” a form on your website, surveys, etc.

► **OTHER CONSIDERATIONS**

27. The council has the right to invite anyone to speak whom it wishes to hear from at other times than the public comment period. This is done by unanimous consent or a majority vote.
28. Provide clearly marked paper inviting individuals who are not heard during the public comment period due to time constraints to provide written comment for the council.
29. We recommend that detailed public comment should not be included in the minutes. It is sufficient to say, “Public comment was given.” See our blog entry below for more information.

► **SAMPLE POLICY**

- Now is the time to hear from our public. We welcome your comments which are very important to us. Note that all comments are limited to three minutes.
- As a reminder, please go to the podium to comment. It is helpful for the council if you would give us your name. Please address your remarks to the chair.
- Note that we will not be entering into dialogue at this time. The purpose of this agenda item is for YOU, the public, to inform US, the council, about your views.
- If members of the public have factual questions, staff will be glad to address them. Please speak with the executive assistant who is seated next to the dais.

More information:

- [Don't get into back-and-forth exchanges during public comment](#)
- [Don't include detailed public comment in meeting minutes](#)
- [Citizen's Guide to Effective Conduct of Public Meetings](#)
- [Inappropriate remarks on local government councils](#)

Do you have feedback on these guidelines for us? We are always eager to improve our publications. Visit our website at www.jurassicparliament.com/category/effective-local-government for much more information on local government issues. Contact us at info@jurassicparliament.com or 206-542-8422 with your suggestions. We look forward to hearing from you!

Guidelines for Public Comment in Local Government

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P.O. Box 77553, Seattle, WA 98177

TEL 206.542.8422 | EMAIL info@jurassicparliament.com

www.jurassicparliament.com

Meeting format proposal

My goal with this proposal is to strike a balance between:

1. Giving our community a voice in our process , which I think is an integral component of our meetings and culture, and
2. Making sure our business meetings are productive and efficient

Thanks to Dave and Mary for your ideas on public comment and meeting format!

Ongoing Public Comment

Members of the public can submit comments on the website or at town hall at any time. Comments received by [time/day determined by staff to allow adequate packet prep time] shall be included in the packet for the following meeting.

First meeting of the month (Discussion Meeting):

For all agenda items except Regular Discussion, public comment is limited to 1 minute per comment, 1 comment per person. If any topic requires additional discussion, the board can vote to add it to Regular Discussion for this meeting as time allows, or for Regular Discussion in the following month.

1. **Announcements**
2. **Recognition of Visitors & Guests**
3. **Disbursements**
4. **Consent Agenda**
5. **Regular Discussion**

This is an opportunity for lightly moderated discussion only on all topics that may be included in Regular Business in the following Business Meeting. Format suggestion:

- a. All speakers (board, staff, public) must address and be recognized by the mayor
- b. Although not strictly timed, all speakers are requested to hold their comments or verbal exchange to 2 minutes to give everyone an opportunity to speak
- c. Everyone who wishes to speak gets an opportunity to do so before anyone is recognized a second time
- d. The mayor shall stop a speaker who is off-topic or otherwise inappropriate
- e. Each discussion item shall have a time limit, determined in advance by the mayor and administrator and posted on the agenda. At the end of that time the board shall vote as follows:
 - i. Extend the time to discuss this topic
 - ii. Close the discussion and either
 - 1) Place the agenda item on Regular Business for the next meeting for possible board action, or
 - 2) Place the agenda item on Regular Discussion for the following month for further discussion.

6. **Adjournment**

Second meeting of the month (Business Meeting):

For all agenda items except Regular Business, public comment is limited to 1 minute per comment, 1 comment per person. If any topic requires additional discussion, the board may vote to move it to Regular Discussion for the following discussion meeting.

1. **Announcements**
2. **Recognition of Visitors & Guests**
3. **Regular Business**

Regular Business is limited to board deliberation and decision-making, with no public comment.

All agenda items in Regular Business have already had an opportunity for public comment at the first meeting of the month.

4. **Staff Reports**
5. **Disbursements**
6. **Consent Agenda**
7. **Mayor's Report**
8. **Committee Reports**
9. **Adjournment**

AGENDA SUMMARY FORM

	<p>Regular Minutes: January 26, 2021</p>
---	--

Summary:

Notes:

Possible Motions:
Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
January 26, 2021

RECORD OF PROCEEDINGS

The Regular Meeting held via zoom on Tuesday, January 26, 2021, was called to order at 6:31 p.m. by Mayor Mary Bachran, followed by the Pledge of Allegiance. Formal Video Record at https://www.youtube.com/watch?v=EuY_f7KmvvM

Roll Call

- PRESENT
- Mayor Bachran
- Trustee Bear
- Trustee Budinger
- Trustee Knutson
- Trustee Pattison
- Trustee Johnson
- Trustee Meck

Approval of Agenda

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

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

Announcements

None.

Recognition of Visitors & Guests

Visitors & Guests:

- A community member questioned how the franchise fee in the sales taxes are collected on the DMEA utility bill.

- ✚ Motion made by Trustee Bear, Seconded by Trustee Knutson and unanimously carried to add the DMEA franchise tax fee discussion on the next agenda.

8.	Council Member	For	Against	Abstain	Absent
	Trustee Bear	X			
	Trustee Budinger	X			
	Trustee Johnson	X			
	Trustee Knutson	X			
	Trustee Meck	X			
	Trustee Pattison	X			
	Mayor Bachran				

Staff Reports

Administrator’s Report:

- The Administrator’s report was included in the packet.
- COVID-19 update.
 - Delta County continues to register those eligible who want to receive a vaccine.
 - For more information on the registration, they can visit the Delta County’s website.
- Trustee Meck requested an update on the Parks, Trails, and Recreation Master Plan.
 - Western Slope Consulting is finalizing the community schedule. For information refer to www.paoniainmotion.com

Public Works report:

- The Public Works report was included in the packet.
- There was a water leak at the base of Dry Gulch and was repaired.
- Status of the supervisory control and data acquisition SCADA system at the 1mil water tank.
 - The service that the system was put on was Verizon and the signal is weak. The issue will be getting fixed the week of February 1st.

Public Comment:

- A community member questioned why water sales were higher than water produced for November 2020.
- Public Works Travis Loberg explained the sales overage would have come from the 2-million-gallon reservoir.

Police Report:

- The police blotter was included in the packet.
- Picking up newly purchased patrol vehicle from Hellman’s in Delta.
 - Patrol vehicle will be taken to get appropriate decals applied.
 - On February 1st, the Police Chief will be working on getting the new patrol vehicle installed with all the equipment necessary to be driven by an officer.
 - Will be working with Town Attorney Nerlin in establishing laws regarding the use of underage vaping and then will meet with the Governmental Affairs and Public Safety committee to review the laws.

Attorney Report:

- The attorney’s report was included in the packet.

- Discussed and summarized the policy and the Town Municipal code in the report regarding public comment.
 - Trustee Knutson suggested looking into alternative ways to conducting meetings.

✚ Motion made by Trustee Knutson, Seconded by Trustee Bear, and unanimously carried to add on the next agenda discussion about alternative meeting formats.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

- Discussed individual signing as trustees on letters.

✚ Motion made by Trustee Knutson, Seconded by Trustee Bear, and unanimously carried to add a discussion about individual signing as trustees on a letter for the next agenda.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

Disbursements

Treasurer’s Report:

- The Finance Officers report was included in the packet.
- Reviewed disbursements and payroll.
 - Disbursements were included in the packet.
- Treasurer and Finance Officer are working on a reserve policy.

Disbursements Report:

- Trustee Pattison went over her questions that she e-mailed the Town Administrator/Clerk.

✚ Motion by Trustee Knutson and seconded by Trustee Budinger and unanimously carried to approve the disbursements as provided.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

Regular Business

2020 Sanitary Survey Follow-Up #3:

- The third report regarding actions taken to clear the deficiencies identified in the 2020 Sanitary Survey were included in the packet.
 - Information was supplied regarding discharge permits and completion by the February 5th deadline.
- Public notices will be reviewed and released no later than the end of March.
- Trustee Knutson suggested attaching a letter explaining the State's notices.

Administrator Evaluation Results:

- Discussed the Town Administrator’s evaluation – evaluation was in the packet.
 - Findings of the evaluation were included in the report.

✚ Motion made by Trustee Knutson, Seconded by Trustee Meck, and unanimously carried to approve the Administrator evaluation as presented.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

Town Administrator Amended Contract:

- Discussed the base salary.
 - Mayor stated that the salary raise was a voted by the Board and the Administrator/Clerk had deferred the salary raise.
- Trustee Pattison suggested amending the date from January 1, 2021, to November 1, 2021, under section 4, performance review to follow along with the budget process. The Town attorney stated the agreed-upon wage should be in the contract and it is at the Administrators discretion to defer acceptance of the increase.

Public Comment:

- A community member questioned the reason why the professional ICMA membership was not a requirement.
 - The Administrator/Clerk will look into how the membership will benefit the Town.

Discussed minor corrections that needed to be made in the contract:

- Under recitals, E. states that Ms. Ferguson is willing to serve as continue Town Administrator – as continue should be amended to read - continue as.
- Amend degree to equivalent under exhibit A – final, education, and experience.

✚ Motion made by Trustee Budinger, Seconded by Trustee Knutson and unanimously carried to approve the Administrator contract as amended.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

Consent Agenda

Regular Minutes:
11/24/2020 – revised.
1/12/2021

✚ Motion by Trustee Bear, Seconded by Trustee Budinger and unanimously carried to approve consent agenda with the corrections’ made to 1/12/2021 regular minutes.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

Mayor’s Report

Mayor’s Report was included in the packet.

Committee Reports

Finance & Personnel report:

- Nothing to report.

Governmental Affairs & Public Safety report:

- Working with Town Attorney Nerlin and Town Administrator/Clerk Ferguson on a draft ordinance for additional dwelling units (ADU’s)
- Update on the Let’s Talk session about short term rentals (STR’s)
 - A survey will be released to the public on the STR’s subject.
- Meeting 2/08/2021 at 3:00 pm via zoom.

Public Works-Utilities-Facilities report:

- Met 1/20/2021 at 9:00 a.m.
- Discussed multiple projects.
 - Sewer plant operations
 - The rise in ammonia levels in the sewer plant.
 - Snow shoveling near the curbs and gutters.
 - Repairing the ditch pipe near the Town Park before irrigation season
 - Updating street and traffic control signs.
 - Adding 5mph speed sign in the alleys.
 - Suggested to look into adding an ATV speeding sign – Administrator/Clerk will be looking into it.

Tree Board:

- Discussed the 2020 tree ordinance.
- Discussed including trees in the Parks and Recreational master plan update.
- Tree Board is improving their website.
- Discussed 2021 Arbor Day celebration
 - Planning a tree planting at the Paonia Elementary School.
- Discussed hosting another sick tree day.
- Discussed hosting a sick sidewalk day regarding sidewalks that have been compromised by tree roots.

Executive Session

✚ Motion by Trustee Bear, Seconded by Trustee Knutson and unanimously carried to enter into an executive meeting - For a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); specific to Eric Pace v. Town of Paonia.

Council Member	For	Against	Abstain	Absent
Trustee Bear	X			
Trustee Budinger	X			
Trustee Johnson	X			
Trustee Knutson	X			
Trustee Meck	X			
Trustee Pattison	X			
Mayor Bachran				

- Entered at: 7:41 p.m.
- Returned to open meeting at 7:59 p.m.

- No action was taken.
- Attendees: Mayor Bachran, Trustees Bear, Budinger, Johnson, Knutson, Meck, and Pattison, Administrator/Town Clerk Corinne Ferguson, and Town Attorney Bo Nerlin

Adjournment

The meeting was adjourned by Mayor Bachran at 8:00 pm

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

DRAFT

MAYOR'S REPORT

Region 10 Executive Committee Meeting (1-28-21)

- Highlighted a new data dashboard for economic indicators
- Can track for years many economic indices by individual county and multiple county comparisons
- Can pull informational slides for presentations from it
- Looking to perhaps include real estate prices, lodging occupancy, local sales tax receipts, and building permits

Governor's Vaccine Update (1-29-21)

- 90% of health care workers have received 2nd dose
- 100% of skilled nursing care facilities have been vaccinated
- Aiming to vaccinate 70% of ages 70+ by 2-28-21. 34% currently vaccinated
- Have supply allocations out to March 1
- 452,000 shots allocated (first doses)
- Group 1B.2 will begin on 2-8-21
 - Over age 65
 - PreK – 12 teachers, state government workers
 - ~408,000 people
 - Goal 55% vaccinated by 3-5-21
 - Schools will be coordinated through schools
- Group 1B.3 will begin by 3-5-21
 - Frontline essential workers
 - Ages 16-64 with 2 or more medical conditions
 - ~1,150,000 people
 - Number vaccinated depends on supply
- Information and sign-up
 - 1-877-268-2926
 - Covidvaccine.org

Governor's Epidemiology and Hospital Update (2-5-21)

- Hospital update
 - Hospitalizations are way down, current 538 in state
 - No concerns about breaching capacity
 - Delta at 100% capacity of ICU beds
- Vaccine update
 - First doses to over 500,000 people
 - Second doses to over 100,000 people
 - Phase 1B.2 will open on 2-8-21
 - Phase 2 will open sometime in spring
 - Everything depends on supply, probably significant increase in mid-March

- Vaccine allocated by percent of population over 70, and number of first responders
- Epidemiology
 - 16 variant cases
 - 13 UK variant B.1.1.7
 - 3 L452R variant
 - Variants of concern: Brazil, UK (increased lethality, spread more easily, less receptive to vaccine, etc)
 - Variants under investigation will be kept up with
 - State has robust method of identifying variants
 - Case counts are on the decline over the whole state
 - Delta still in the red
 - Most moving to much lower on dial
 - Most people appear to have immunity (90% at 8 months) after having COVID
 - There is some evidence of waning immunity and being infected twice

AGENDA SUMMARY FORM

	Finance & Personnel Governmental Affairs & Public Safety Public Works-Utilities-Facilities Tree Board
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Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Bear:	Trustee Budinger:	Trustee Johnson:
Trustee Knutson:	Trustee Meck:	Trustee Pattison:	Mayor Bachran: