



TOWN OF PAONIA
TUESDAY, APRIL 23, 2019

WORK SESSION: 5:30 PM – ADMINISTRATOR GOALS & OBJECTIVES
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

Work Session Roll Call

1. Continued - Town Administrator Goals & Objectives

Adjournment

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

Consent Agenda

2. Regular Minutes April 9, 2019
3. One Thirty-Three, LLC – dba West Elk Wine & Spirits License Renewal

Mayor's Report

Staff Reports

Town Administrators Report

Public Works Report

Police Department Report

Town Treasurer Report

Disbursements

Unfinished Business

4. Town Clerk Public Records Policy - Discussion
5. Town Administrator Review – Goals & Objectives
6. Annexation of County road – Stahl Road County road section of Grand Avenue to the bridge, County road sections of Colorado Avenue, Clock Road and Price Road.

New Business

7. **Public Hearing:** 120 North Fork Avenue – Non-Conforming Lot
8. **Public Hearing:** 332 Onarga Avenue – Non-Conforming Fence
9. **Public Hearing:** 511 Box Elder Avenue – Home Occupancy
10. Rural Philanthropy Days – Large Park Event Registration
11. Friends of the Paradise Theatre - Rural Philanthropy Days Special Event License
12. Town Administrator Contract Extension
13. 2019 Optional Coverage Program for Detainee Medical Coverage
14. Ordinance 2019-TBD Clark Avenue Parking
15. North Fork Ambulance Association Lease Transfer to North Fork Ambulance Health Services District – Discussion

Committee Reports

Finance & Personnel

Public Works/Utilities/Facilities

Governmental Affairs/Public Safety

Space to Create

Tree Board

Adjournment

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

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

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

II. CONSENT AGENDA

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

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

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

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

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

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

AGENDA SUMMARY FORM



Roll Call

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Continued Town Administrator Goals & Objectives

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Ken Knight Evaluation.

Here is the compilation of all of the performance objectives from the evaluation forms.

1. Evaluate the water system and take all reasonable steps necessary to improve the integrity of the system.
2. Make sure that the town has a growth plan in place.
3. Hire and train an intern for Space to Create and the Comprehensive Plan.
4. Make Clark Street a one way street with an exit on Minnesota.
5. Get a grant for a raw water storage tank.
6. Explore moving Town Hall to provide additional commercial/art space.
7. Implement timely, monthly, financial reports to the board so that the board can make more informed decisions.
8. Develop key position/employee backups so as to not allow the town to become totally dependent on one person.
9. Based on Ken's self-report and his behavior during meetings, being less reactive to certain members of the community would be helpful.

10. Improve follow up and monitoring of projects, examples would be the warehouses and with the water system.
11. Increase work session time with the trustees and the public to improve dialogue and seek solutions.
12. Ensure that all information for council meetings gets compiled by Friday.
13. Approach challenges and issues with a collaborative mind-set.
14. Research and present best practices for water system improvements with pros and cons of each option.
15. Communication skills. Improvements in conflict resolution.
16. Begin the process to develop a master plan for the Town.

AGENDA SUMMARY FORM



Work Session Adjournment

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Roll Call

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Approval of Agenda

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Announcements

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Visitors & Guests

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Regular Minutes April 9, 2019
 One Thirty-Three, LLC – dba West Elk Wine & Spirits License Renewal

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

**RETAIL LIQUOR OR 3.2 BEER
 LICENSE RENEWAL APPLICATION**

WEST ELK WINE & SPIRITS
 PO BOX 1805
 PAONIA CO 81428-1805

Fees Due	
Renewal Fee	227.50
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Related Resort \$75 x _____	_____
Amount Due/Paid	

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.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name ONE THIRTY-THREE LLC		DBA WEST ELK WINE & SPIRITS		
Liquor License # 26-49220-0000	License Type Liquor Store (city)	Sales Tax License # 26492200000	Expiration Date 06/09/2019	Due Date 04/25/2019
Operating Manager JENNIFER MCGAVIN	Date of Birth [REDACTED]	Home Address [REDACTED]		
Manager Phone Number [REDACTED]	Email Address [REDACTED]			
Street Address 427 SAMUEL WADE RD PAONIA CO 81428-6127				Phone Number 9705274575
Mailing Address PO BOX 1805 PAONIA CO 81428-1805				

- Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____
- 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. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
- 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. YES NO
- 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. YES NO
- 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. YES 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 JENNIFER MCGAVIN	Title OWNER/MANAGER
Signature <i>Jennifer McGavin</i>	Date 3/5/19

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 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For 14	Date
Signature	Title
	Attest

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
April 09, 2019

RECORD OF PROCEEDINGS
WORK SESSION 5:30

Roll Call

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

Town Administrator Review - Goals and Objectives

Mayor Stewart provided an overview of the plan to review and discuss the sixteen (16) goals and objectives identified during the annual Administrator review. No action can be taken during a work session. The work session discussion is also included on the regular agenda.

1. Research, evaluate, and present options for water treatment system improvement, to include possible addition of storage.
2. Work with appropriate staff and Town Boards to prepare and present an updated Master Plan.
3. Begin developing a streets and drainage master plan.
4. Explore right-of-way between Clark Avenue & Minnesota Avenue.

RECORD OF PROCEEDINGS
REGULAR MEETING 6:30

Roll Call

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

Approval of Agenda

Approval of Agenda

Motion made by Trustee Hart, Seconded by Trustee Bachran to approve the agenda as presented. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Announcements

None

Recognition of Visitors & Guests

Barry Smith – Price Road – requested an update regarding the water incident and follow-up report. Administrator Knight explained the Town is awaiting the after-action report which we will then publish and schedule a special meeting to discuss the items included.

Consent Agenda

Regular Minutes – March 26, 2019

Curiel LLC dba Rio Bravo Liquor License Renewal

WSSC – Annual River Festival

Motion made by Trustee Budinger, Seconded by Trustee Hart to approve the consent agenda as presented. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Mayor’s Report

Arbor Day 2019 Proclamation

Mayor Stewart read the Arbor Day Proclamation for April 26, 2019 for the record.

Staff Reports

Town Administrators Report

Administrator Knight reported:

- Out of the office May 27th to June 10th.
- Rural Philanthropy Days are the week of June 11th - 15th.

Clark Avenue Parking - Notice to Public of Potential Parking Regulation Changes
Administrator Knight requested Board direction regarding parking on Clark Avenue, specifically, direction for staff in drafting of an ordinance limiting parking to the east side of Clark Avenue.

Trustee Bear believes the parking should be limited to one side of the street.

Tomas Markle - 2nd Street - What is the width of Clark Avenue and are their other roads in

Town that may need to be one side parking.

Motion by Trustee Budinger supported by Trustee Bookout to direct staff to prepare an ordinance for review, limiting Clark Avenue to one-side parking as discussed. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

RFP – Water Engineer for the Study of Adding Raw Water Storage to Lone Cabin Reservoir and/or Roeber Reservoir

RFP – Water Engineer for Study of Water Treatment Capacity and Raw Water Availability

Administrator Knight provided information regarding the combination of multiple items and rfp's and submission to DOLA for grant funding. Items to be included:

- Raw water storage
- System capacity
- Raw water availability

RFP – Mapping of Water and Sewer System in format that can be added to County GIS
The RFP will include mapping of the water and sewer system, collection system, manholes, drains, etc, which will help to analyze the systems and capacity. The Town may be eligible for a DOLA administrative grant to fund the project in part.

Bill Brunner - 2nd Street - Noted the RFP's discussed as presented are not new, simple or cheap and believes that until the storage capacity is increased the perception is the Town is taking away water for a tap that has already been purchased. Mr. Brunner suggested the Board place a moratorium to tap sales.

Christina Patterson - Price Road - Would the engineer be a full-time position or specific to the RFP. - Specific to the RFP.

Thomas Markle - 2nd Street - questioned if the criteria of the Town water ordinance is met.

Barry Smith - Price Road - asked for a procedural explanation of how a moratorium would be enacted.

Eric Goold - KVNF - Asked how the reservoirs to be investigated would be decided.

Kris Kendall - Minnesota Creek Road - questioned why the Town is only looking at reservoirs and not looking in to tank storage.

Public Works Report

Public Works Director Loberg reported:

- Spring cleanup scheduled for May 20 - 24th. Dumpsters at Town Park will be available from May 17th - 28th.

- Working with Town Clerk on spreadsheet for water usage, production, spilling, and selling.
- Park cleanup is underway, including wood chips and painting.
- The street sweeper will be running. Be aware of dust.
- Receiving bids for street and parking lot striping.
- Completing the tree trimming RFP.
- Apple Valley irrigation will need repairs where the creek flooded.

Police Department Report

Chief Ferguson reported:

- Blotter included in packet.
- Busy few weeks.
- Officer Patterson completed advanced SRO training.
- Officer at training for last two-weeks.
- Just completed 2 days of training.
- Multiple DUI's over last two weeks.
- Heavily enforcing stop sign violations.
-

Eric Goold - KVNF - any progress regarding tree cut in Apple Valley - none.

Town Treasurer Report

Treasurer King reported:

- Reviewed payroll and disbursements.
- Continue to research purchasing policies to meet state and federal guidelines.
- May be bringing grant processing and managing of information to the Board for review and direction.
- Finance Director spending considerable time preparing information for the new auditing firm. Requesting patience from the Board.

Disbursements

Motion made by Mayor Pro-Tem Bookout, Seconded by Trustee Hart to approve disbursements as presented. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Unfinished Business

Tree Board Vacancy – Appointment

John Valentine and Simon Wain supplied letters of interest for the tree board.

Tamie Meck - Mr. Valentine attended the last meeting and is very impressive and very knowledgeable.

Motion made by Trustee Bachran, Seconded by Trustee Hart to appoint Mr. Valentine to the Paonia Tree Board. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Town Administrator Review – Goals and Objectives

Motion by Mayor Pro-Tem Bookout, supported by Trustee Bachran to continue to next regular meeting, to include a work session prior to the meeting at 5:30pm. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Motion by Mayor Pro-Tem Bookout, supported by Trustee Bachran to direct attorney to draft an extension for the Administrator contract to June 11th. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Single Use Plastic Bag Ban – DRAFT Ordinance - Discussion

Town Attorney Nerlin provided information regarding the request from his office for the Board of Trustees to review and provide direction for the draft ordinance regarding plastic bag ban. The draft does not include fruit bags, hardware store nut bags, meat, produce, and fish bags. It also includes a violations section which was left blank for Board direction.

Discussion ensued regarding weight restrictions on cloth bags, difficulties with implementations in other municipalities, lead time prior to adoption of the ordinance, citizen and commercial support, penalty structure, and single use plastic bag ban including special events.

Trustee Hart requested that the Town reach out to business owners for their input.

Open for public comment.

Tom Camp - 4th Street - a study shows bans are not very effective, and a fee seems to be more effective.

Melissa Munoz - 5th Street - Thanked the Board for considering the ban, which is just a start to address waste in the community.

Adriane Panciera - 4th Street - suggested promoting compostable use bags for dogs as well.

Motion by Mayor Pro-Tem Bookout seconded by Trustee Bachran to refer to Government Affairs to work on the ordinance and bring back at next meeting. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

5-minute recess.

Lifting of Water State of Emergency

Motion made by Trustee Bear, Seconded by Trustee Hart to lift the Paonia State of Emergency. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

New Business

Friends of the Paonia Skatepark

Jay Canode was present to discuss a grant opportunity to improve the Town skate-park. A minimum goal is \$100,000 cost, 25% matching funds to be raised to obtain a GOCO grant. Mr. Canode requests Board approval to sponsor the GOCO grant for skate park improvements. The skate park receives minimal improvement and maintenance, primarily provided by the North Fork Pool Park and Recreation District (NFPPR), who's contract expires in the next year.

Mr. Canode included information regarding the eclectic group who utilize the skate-park and provided a video of an example of a park within the expected budget.

Administrator Knight added the Town would be the applicant for the grant as the owner of the property and suggests the Town negotiate for the NFPPR to continue managing the skate park.

Discussion ensued regarding the need for older kids' activities, funding mechanisms, and disbursements.

Sarah Shearer - Secretary for the NFPPR - the main issue is that the Town owns the property and believes the Town is the better applicant as property owner. Ms. Shearer also suggested the Town sponsor Mr. Canode to attend Rural Philanthropy Days.

Esiah Mendoza - 5th Street - said he loves the skate park and would love to see it bigger.

Adriane Panciera - 4th Street - in support of improvement at the skate park. Concerned with light pollution and the chain link fence running between the park and the residential neighborhood.

Tom Camp - 4th Street - Suggested the definition of managing the skate park be better defined in any renewed agreement.

Jeremy Diamond - offers a free skate class on Friday's at the skate park. Suggested multiple ideas to address many ideas and concerns for an expanded skate park.

Motion made by Mayor Pro-Tem Bookout seconded by Trustee Hart for the Town to partner with Friends of Paonia Skate Park for a grant application for the skate park. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Motion by Mayor Pro-Tem Bookout seconded by Trustee Hart to continue item 19 to next Town meeting. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

WSCC – Letter of Support – CORE-Act

Patrick Dooling - Executive Director of the WSCC - was present to discuss the agenda item. Mr. Dooling requests the Board submit a letter of support for the CORE Act.

Mr. Dooling provided an overview of the CORE Act by reading the submitted letter included in the packet.

Discussion ensued regarding mineral extraction, restrictions for motorized vehicles, hunting, impacts on communities.

Trustee Bear stated he does not believe the Town should participate in issues outside of the community and does not believe Trustee members who members of the WSCC should vote.

Trustee Knutson disclosed his membership on the WSCC and added he has no conflict.

Trustee Knutson - called the question - motion failed.

Discussion ensued regarding coal mining methane capture, hunters, and revenues.

Monica Foguth - believes the impact will be felt in our community when it directly surrounds the community.

Kris Kendall does not believe the Town should speak on behalf of the entire community and that community members should do what they think is right.

Motion made by Trustee Bachran seconded by Mayor Pro-Tem Bookout to instruct the Town Administrator to write letter of support to Senators Bennett and Gardner and Representatives Tipton and Neguse. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Hart, Trustee Knutson Voting Nay: Trustee Bear, Abstain: Trustee Budinger

Annexation of County Road – Stahl Road and County road section of Grand Avenue to the bridge

Administrator Knight provided information about previous discussions regarding a request to Delta County to annex sections of Stahl Road and Grand Avenue and provided information regarding the desire to include sections of Colorado Avenue, Price Road, and Clock Road.

Motion made by Trustee Bear seconded by Trustee Knutson to extend the meeting for 30 minutes. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Motion made by Mayor Pro-Tem Bookout seconded by Trustee Hart to continue discussion and add additional sections of roads to agenda for next meeting. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Trustee Knutson requested information be included regarding maintenance of the additional roads.

Barry Smith – Price Road - are there any implications to the homeowners if Town took over the roads.

Tamie Meck – DCI - questioned why the extension had not been addressed previously.

Sewer Tap Purchase - 470 Stahl Road

Mr. Stahl requests a sewer tap for 470 Stahl Road. A pre-annexation agreement is in place. Administrator Knight recommends the Board grant the sewer tap sale at the in-town rate.

Motion by Trustee Bear seconded by Trustee Knutson to approve the request and to sell the tap to Mr. Stahl at out-of-town rate.

Discussion ensued regarding rates given in the past in the area under discussion.

Motion to amend main motion by Trustee Knutson seconded by Trustee Hart selling tap at in-town rate. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Budinger, Trustee Hart, Trustee Knutson Voting Nay: Trustee Bear

Town Clerk Ferguson confirmed the in-town rate is included in the County Highway 133 IGA.

Minor Subdivision – Huntley Subdivision – Recommendation to Board of County Commissioners

Motion made by Mayor Pro-Tem Bookout seconded by Trustee Budinger to extend meeting to 10:30. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

The property in the Town and County planning area has requested to subdivide. The Highway 133 Planning Agreement states the Town will participate in the planning area. The approval process has been delegated to the Town.

Administrator Knight has reviewed - consistent with all codes and requirements. Will require 1 sewer tap and 1 water tap. Administrator Knight recommends sale at in-town rates and approval. According to the Highway 133 agreement sewer taps are to be sold at in-town rates and water taps at a 25% discount.

Motion by Trustee Knutson seconded by Trustee Hart to recommend BOCC to approve the minor subdivision and stay consistent with policy for tap rate sales. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Minor Subdivision Approval – Rio Grande

Barger minor subdivision request - Administrator Knight provided an overview of the minor subdivision request. There is no in-Town moratorium on tap sales. Administrator Knight made the recommendation for approval of the minor subdivision.

Motion made by Trustee Bear, Seconded by Mayor Pro-Tem Bookout. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

Committee Reports

Finance & Personnel

Nothing to report.

Public Works/Utilities/Facilities

Nothing to report.

Governmental Affairs/Public Safety

Nothing to report.

Meeting on the 16th at 6pm.

Tree Board

Nothing to report.

Tree Board

Nothing to report.

Adjournment 10:06PM

Motion made by Trustee Hart, Seconded by Trustee Bachran. Voting Yea: Mayor Pro-Tem Bookout, Trustee Bachran, Trustee Bear, Trustee Budinger, Trustee Hart, Trustee Knutson

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

AGENDA SUMMARY FORM



Mayor's Report

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Administrator's Report

Summary:

Notes:

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

AGENDA SUMMARY FORM



Public Works Report

Summary:

Notes:

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

AGENDA SUMMARY FORM



Police Report

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 04/03/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:41:11	Medical/transfe	GRAND AVE, Paonia, CO	PPD	PPD	
22:16:05	DUI	2ND St & DORRIS AVE, Paonia,	PPD	PPD	CAA

Total Incidents for this Date: 2

Date Occurred: 04/04/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:24:22	SUSPICIOUS	GRAND AVE, Paonia, CO	PPD	PPD	
18:45:23	Information	GRAND AVENUE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 04/05/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
22:29:42	Traffic Stop	GRAND AVENUE @ 2ND STREET, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 1

Date Occurred: 04/06/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:36:32	Medical/transfe	OAK AVE, Paonia, CO	PPD	PPD	
10:50:52	SUSPICIOUS	DELTA AVE, Paonia, CO	PPD	PPD	
13:49:07	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
16:11:43	ANIMAL CONTROL	BOX ELDER AVE, Paonia, CO	PPD	PPD	VW
16:41:26	CITIZEN ASSIST	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
20:29:38	Traffic Stop	2ND STREET @ ORCHARD AVENUE, Paonia, CO	PPD	PPD	VW
20:56:33	FIRE	NORTH FORK AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 7

Date Occurred: 04/07/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:36:32	WELFARE CHECK	MAIN AVE, Paonia, CO	PPD	PPD	
18:45:43	ANIMAL CONTROL	ORCHARD AVE, Paonia, CO	PPD	PPD	UTL
21:22:02	Traffic Stop	ONARGA AVENUE @ 2ND STREET, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 3

Date Occurred: 04/08/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:05:46	Medical/transfe	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
20:05:48	Miscellaneous	GRAND AVE; PARADISE THEATRE, Paonia, CO	PPD	PPD	
21:11:31	Medical/transfe	MAIN AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 04/09/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:05:11	RESTR/PROT ORDR	2ND ST; DEPENDABLE LUMBER, Paonia, CO	PPD	PPD	CAA
17:59:06	Disturbance	BOX ELDER AVE, Paonia, CO	PPD	PPD	
21:59:16	CIVIL PROBLEM	BOX ELDER AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 3

Date Occurred: 04/12/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:28:05	MARIJUANA	GRAND AVE; ibo address Country Cache, Paonia, CO	PPD	PPD	UTL
12:54:21	Information	SAMUEL WADE RD; LIBRARY PAONIA, Paonia, CO	PPD	DIST3	
14:21:43	ERROR	GRAND AVE; FIRST STATE BANK, Paonia, CO	PPD	PPD	
14:27:03	CITIZEN ASSIST	MEADOWBROOK BLVD; PAONIA CARE AND REHABILITATION, Paonia, CO	PPD	PPD	
17:14:50	AGENCY ASSIST	ONARGA AVE, Paonia, CO	PPD	PPD	
19:54:11	Medical/transfe	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
19:58:05	SUSPICIOUS	Box Elder Avenue, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 7

Date Occurred: 04/13/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
18:50:09	Traffic Stop	GRAND AVENUE @ 3RD STREET, Paonia, CO	PPD	PPD	CIT
23:01:41	Traffic Stop	3RD STREET @ GRAND AVENUE, Paonia, CO	PPD	DIST3	CIT

Total Incidents for this Date: 2

Date Occurred: 04/14/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:26:57	DUI	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CAA

Total Incidents for this Date: 1

Date Occurred: 04/15/19

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:30:05	CITIZEN ASSIST	4TH ST; PAONIA TOWN PARK, Paonia, CO	PPD	PPD	
12:16:17	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
16:03:50	Certified Vin	MAIN AVE, Paonia, CO	PPD	PPD	
16:13:10	Juvenile Prob	GRAND AVE; PPD, Paonia, CO	PPD	PPD	UNF
16:17:25	Certified Vin	MAIN AVE, Paonia, CO	PPD	PPD	
Total Incidents for this Date: 5					

Total reported: 36

VW=2
 CIT=4
 CAA=3
 UNF=1
 UTL=2

Report Includes:

All dates between `00:00:01 04/01/19` and `00:00:01 04/16/19`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

AGENDA SUMMARY FORM



Treasurer's Report

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Disbursements

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

FSBC OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		511,025.28
ACCOUNTS PAYABLE	04/06/19-04/19/19	(32,812.53)
TRANSFER TO COLOTRUST	APPROVED 2/12/19	(200,864.56) 1
TRANSFER TO COLOTRUST		(199,135.44) 2
PAYROLL TAXES	4/5/2019	(7,095.22)
BALANCE AFTER PAYMENT		71,117.53

FSBC SUMMIT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		48,187.59
CURRENT FSBC PAYROLL BALANCE		25.00
PAYROLL (DIRECT DEPOSIT)	4/5/2019	(18,036.37)
BALANCE AFTER PAYMENT		30,176.22

FSBC LOC BALANCE		
FSBC CD#2 BALANCE	GENERAL	200,492.84
CD TOTAL		200,492.84
LOC DRAW		
BALANCE AVAILABLE SECURING LOC		200,492.84

CREDIT CARD		
CHASE	3/23/2019	8,757.38
CITIBANK	3/25/2019	-
TOTAL		8,757.38

COLOTRUST - GENERAL		
		179,233.32
TRANSFER FROM CD	APPROVED 2/12/19	200,864.56 1
TRANSFER FROM OPS	GENERAL	199,135.44 2
TOTAL		579,233.32

COLOTRUST RESTRICTED - SEWER PROPERTY		
TOTAL		515,381.47

COLOTRUST RESTRICTED - SEWER LOAN RESERVE		
TOTAL		103,847.33

COLOTRUST - BRIDGE RESTRICTED		
TOTAL	TRANSFER FROM CD ~ APPROVED 2/12/19	573,900.00

GRANT FUNDS IN PROCESS		
WPA	WATER PROJECT	184,778.38
DOLA	SPACE-2-CREATE	15,000.00
TOTAL		199,778.38

BANK BALANCES		
	FSBC	COLOTRUST
AS OF: 4/19/19		
WWTP	58,081.37	179,985.03
SPACE-TO-CREATE	72,562.62	517,543.02
INT GRANT	35.77	104,282.90
PAYROLL	25.00	574,344.82
SUMMIT	30,151.22	
OPS	528,218.44	
CONS.TRUST	2,674.81	
PASS THRU	25.00	
PARK CONTRIBUTIONS	29,300.00	
CD#1	CLOSED	
CD#2	200,492.84	
	921,567.07	1,376,155.77
		2,297,722.84

Due Date	Vendor Number	Vendor Name	Invoice Number	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Pay	Partial Pmt Amt	Part Pmt Disc Amt
04/23/2019	1043	Advance Plumbing	0501	124.38	.00	.00	124.38			
04/23/2019	673	City Of Grand Junc	2019-000260	125.00	.00	.00	125.00			
04/23/2019	1048	Colorado Code Co	11591	5,698.00	.00	.00	5,698.00			
04/23/2019	43	Delta Montrose Ele	4/2019-P	2,340.07	.00	.00	2,340.07			
04/23/2019	43	Delta Montrose Ele	4-2019-P	97.60	.00	.00	97.60			
04/23/2019	43	Delta Montrose Ele	4-2019-S	2,767.52	.00	.00	2,767.52			
04/23/2019	48	Don's Market	02-502909	19.82	.00	.00	19.82			
04/23/2019	48	Don's Market	04-413134	4.98	.00	.00	4.98			
04/23/2019	368	Double J Disposai	36779-36781	243.00	.00	.00	243.00			
04/23/2019	986	Elevate Fiber	271710-0430	79.95	.00	.00	79.95			
04/23/2019	986	Elevate Fiber	66210-04301	79.95	.00	.00	79.95			
04/23/2019	79	Hays Drug Store In	241284-2415	43.76	.00	.00	43.76			
04/23/2019	81	High Country Printi	18286	53.30	.00	.00	53.30			
04/23/2019	482	Larry D Gillenwate	909396	170.40	.00	.00	170.40			
04/23/2019	645	Mail Services, LLC	1681267	376.96	.00	.00	376.96			
04/23/2019	261	Main Street Printer	412-033119	202.16	.00	.00	202.16			
04/23/2019	1083	North Fork Valley	120	2,500.00	.00	.00	2,500.00			
04/23/2019	821	OneTime	907 3RDSTR	121.47	.00	.00	121.47			
04/23/2019	223	Peterson, Barbara	CK#1025758	114.59	.00	.00	114.59			
04/23/2019	1030	Pioneer Wholesale	PSI1276467	1,359.00	.00	.00	1,359.00			
04/23/2019	931	Roop Excavating L	032519-0401	7,725.00	.00	.00	7,725.00			
04/23/2019	152	Southwestern Syst	202456	465.75	.00	.00	465.75			
04/23/2019	156	TDS Telecom	4-2019	540.05	.00	.00	540.05			
04/23/2019	162	United Companies	1284353	1,544.90	.00	.00	1,544.90			
04/23/2019	441	USA Blue Book	865628	5,557.68	.00	.00	5,557.68			
04/23/2019	491	Winwater Corp	049922-00	96.50	.00	.00	96.50			
04/23/2019	491	Winwater Corp	049963-00	360.74	.00	.00	360.74			
Grand Totals:			27	32,812.53	.00	.00	32,812.53			

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
04/23/2019	32,812.53	.00	.00	32,812.53	32,812.53
Grand Totals:	32,812.53	.00	.00	32,812.53	

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		04/05/2019	74-00	Federal Tax Deposit Social Security	10-0216	1,045.22
2	IRS Tax Deposit		04/05/2019	74-00	Federal Tax Deposit Social Security	10-0216	1,045.22
2	IRS Tax Deposit		04/05/2019	75-00	Federal Tax Deposit Medicare Pay P	10-0216	333.39
2	IRS Tax Deposit		04/05/2019	75-00	Federal Tax Deposit Medicare Pay P	10-0216	333.39
2	IRS Tax Deposit		04/05/2019	76-00	Federal Tax Deposit Federal Withhold	10-0216	1,615.48
Total 2:							4,372.70 ✓
4							
4	Aflac		04/05/2019	63-01	Aflac Pre-Tax Pay Period: 4/5/2019	10-0225	120.18
4	Aflac		04/05/2019	63-02	Aflac After Tax Pay Period: 4/5/2019	10-0225	24.90
Total 4:							145.08 MP.
6							
6	Colorado Dept of Labor		04/05/2019	98-00	SUTA State Unemployment Tax Pay	10-0218	72.42
Total 6:							72.42 DH
9							
9	Colorado Dept of Revenue		04/05/2019	77-00	State Withholding Tax Pay Period: 4/5	10-0217	663.00
Total 9:							663.00 MP.
31							
31	Mutual of Omaha		04/05/2019	51-01	Group# MOORetirement Plan Pay P	10-0220	490.83
31	Mutual of Omaha		04/05/2019	51-01	Group# MOORetirement Plan Pay P	10-0220	834.93
31	Mutual of Omaha		04/05/2019	51-02	Group# MOO Loan Payment Pay Pe	10-0220	129.07
Total 31:							1,454.83 ✓
33							
33	FPPA - Fire & Police Pensi		04/05/2019	50-00	FPPA Pay Period: 4/5/2019	10-0219	624.92
33	FPPA - Fire & Police Pensi		04/05/2019	50-00	FPPA Pay Period: 4/5/2019	10-0219	476.13
33	FPPA - Fire & Police Pensi		04/05/2019	90-00	Death & Disability Pay Period: 4/5/20	10-0219	166.64
Total 33:							1,267.69 ✓
70							
70	Rocky Mountain HMO		04/05/2019	60-01	RMHMO - Employee Only Pay Period	10-0223	434.21
70	Rocky Mountain HMO		04/05/2019	60-01	RMHMO - Employee Only Pay Period	10-0223	3,473.98
70	Rocky Mountain HMO		04/05/2019	60-03	RMHMO - Employee + Family Pay Pe	10-0223	343.44
70	Rocky Mountain HMO		04/05/2019	60-03	RMHMO - Employee + Family Pay Pe	10-0223	2,747.60
70	Rocky Mountain HMO		04/05/2019	60-04	RMHMO - Vision Pay Period: 4/5/201	10-0223	33.58
70	Rocky Mountain HMO		04/05/2019	60-05	RMHMO - Dental Pay Period: 4/5/201	10-0223	213.12
Total 70:							7,245.93 MP.
71							
71	The Harford		04/05/2019	65-01	Group#013307460001 Hartford Basic	10-0226	23.32
71	The Harford		04/05/2019	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
Total 71:							52.70
73	73 Delta Dental of Colorado		04/05/2019	80-05	Dental RMHMO - Dental Pay Period:	10-0223	213.12
Total 73:							213.12
Grand Totals:							15,487.47

MO.

MO.

*Pull
4/10/19*

Report Criteria:

Unpaid transmittals included
Begin Date: ALL
End Date: ALL

*CB
4/10/19*

0.*

003

4,372.70+
1,454.83+
1,267.69+
7,095.22*

Employee Number	Name	85-00 Net Pay Emp Amt
1054	Beardslee, Dominic D	945.32 ✓
1052	Edwards, Roger	872.33 ✓
1002	Ferguson, J. Corinne	1,397.64 ✓
1020	Ferguson, Neil	1,684.27 ✓
1022	Hinyard, Patrick	1,119.74 ✓
1001	Jones, Cynthia	1,618.03 ✓
1000	Knight, Kenneth D	1,945.74 ✓
1050	Loberg, Travis	2,100.51 ✓
1003	Mojarro-Lopez, Amanda	1,014.97 ✓
1025	Patterson, Taffine A	1,055.10 ✓
1055	Redden, Jordan	494.57 ✓
1051	Reich, Dennis	933.56 ✓
1026	Vassel, Andrew C	800.05 ✓
1056	Voight, Steven P	991.20 ✓
1024	Winnett, Lorin E	1,083.44 ✓

Grand Totals:

15 18,036.37

*PAK
4/9/19*

*KB
4/10/19*



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Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile app today

ACCOUNT ACTIVITY

Table with columns: Date of Transaction, Merchant Name or Transaction Description, and \$ Amount. Lists various transactions from 03/17 to 03/20, including payments to City Market, Berg Harvest Mercantile, and others, plus a summary for 2019 totals.

Summary table for 2019 Totals Year-to-Date: Total fees charged in 2019 \$0.00, Total interest charged in 2019 \$0.00.

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



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April 2019						
S	M	T	W	T	F	S
31	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	1	2	3	4
5	6	7	8	9	10	11

New Balance
\$8,757.38

Minimum Payment Due
\$87.00

Payment Due Date
04/17/19

CHASE ULTIMATE REWARDS® SUMMARY

Previous points balance	24,137
+1.5% (1.5 Pts) \$1 earned on all purchases	13,137

Total points available for redemption 37,274

Redeem for cash back- any amount, anytime. Log on to chase.com/ultimaterewards to explore all your reward options.

You earn unlimited 1.5% cash back on all purchases- it's automatic! Redeem for cash with no minimum, and your Cash Back rewards do not expire as long as your account is open.

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	\$7,995.62
Payment, Credits	-\$7,995.62
Purchases	+\$8,757.38
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$8,757.38
Opening/Closing Date	02/24/19 - 03/23/19
Revolving Credit Amount	\$45,000
Available Credit	\$36,242
Cash Access Line	\$9,000
Available for Cash	\$9,000
Past Due Amount	\$0.00
Balance over the Credit Access Line	\$0.00

YOUR ACCOUNT MESSAGES

You have one or more balance(s) with APR expiration dates, as shown in the Interest Charge section. These APRs will continue through the expiration dates shown in the Interest Charges section.

Your next AutoPayment for \$8,757.38 will be deducted from your account and credited on your due date (previous day if your due date falls on a Saturday). Any payment or other credit posted to your account prior to your AutoPay payment being processed will be deducted from the AutoPayment amount identified above.

0000001 FISS3339 C 1
0510

Y B 23 10/03/23

Page 1 of 3

05666 MA DA 24957 [REDACTED]

This Statement is a Facsimile - Not an original



P.O. BOX 15123
WILMINGTON, DE 19850-5123
For Undeliverable Mail Only

AUTOPAY IS ON
See Your Account
Messages for details.

Payment Due Date: 04/17/19
New Balance: \$8,757.38
Minimum Payment: \$87.00

Account number [REDACTED]

\$ _____ Amount Enclosed

AUTOPAY IS ON

24957 BEX 9 08219 C
CINDY JONES
TOWN OF PAONIA
214 GRAND AVE
PAONIA CO 61428-6302

CARDMEMBER SERVICE
PO BOX 6294
CAROL STREAM IL 60197-6294

AGENDA SUMMARY FORM



Town Clerk Public Records Policy - Discussion

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Town of Paonia - Public Records Policy

It is the policy of the Board of Trustees of the Town of Paonia that all public records shall be open for inspection by any person at reasonable times, except as provided by the Public Records Act or by other laws. This policy is intended to provide a guideline for employees handling public records requests and will be deemed modified by additional or new language added to the Colorado Public Records Act C.R.S. 24-72-201 et seq.

Though "all public records are to be open for inspection by any person at reasonable times," procedures for such disclosure can be subject to rules and regulations made by the official custodian or the custodian.

Now henceforth it shall be the policy of the Paonia Town Clerk as follows:

These rules and regulations are authorized, if they are reasonably necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the custodian or his/her office/department. Such rules and regulations cannot change the Act; for example, such rules and regulations cannot limit who is entitled to records or limit what records are open for inspection. This Policy is intended as a general guideline to assist employees in handling public records requests. However, depending upon the circumstances of a request, the Town reserves the right to allow a custodian to establish specific rules and regulations necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the custodian or his/her office/department. This Policy is subject to interpretation by the Town Attorney's Office and exceptions may be made in individual cases at the discretion of the Town Attorney's Office.

A. Definitions

The definitions found in 24-72-202. C.R.S., as amended from time to time, shall apply unless the context clearly requires a different meaning. Two definitions of particular importance are listed below:

- 1) Public Records: All writings made, maintained, or kept by . . . any political subdivision... for use in the exercise of functions required or authorized by law... or involving receipt or expenditure of public funds (C.R.S. 24-72-202(6)). Criminal justice records are not included by the provisions of Part 2, but rather are covered by Part 3 of the Act.
- 2) Writings: All books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials, regardless of physical form or characteristics. Writing includes digitally stored data, including without limitation e-mail messages, but does not include computer software (C.R.S. 24-72-202(7)).

B. Procedure

- 1) The Town has determined that the use of an official Request Form to be used by

citizens is necessary for the efficient handling of such public records requests. The Public Records Request Form (Attachment A) should be given to any individual who makes a request that is not on the form, or the individual should be directed to www.townofpaonia.com or to the Paonia Town Clerk to receive a Public Records Request Form. The citizen should be told that Town Policy requires that requests be made on this form and the employee should make every effort to ensure that the citizen is given enough information so that they can access the form without delay. Once a request is received on the official Town Public Records Request Form, a copy should be transmitted to the Town Attorney's Office immediately. The Town has a limited amount of time within which to respond to Public Records requests and employees receiving such requests should be familiar with these statutory deadlines. See Time for Accessing Public Records in this Policy for more information.

- 2) The Town Clerk is the official custodian of all records centrally maintained by the Town. Department Heads are the official custodians of all records maintained within their departments. The Town Clerk is the official custodian of e-mails. It is the responsibility of each Department Head to become familiar with and to educate his/her affected employees about the standards and requirements of this policy.

Elected Officials may develop their own policies and procedure regarding public records in their custody; however, to the extent that the Town has custody of any public records of an Elected Official the Town shall, in consultation with the Elected Official, meet any requirement of the Open Records Act as it may apply to documents in the Town's possession.

If the public records requested are not in the custody or control of the person to whom application is made, such person shall "forthwith" notify the applicant of this fact, in writing if requested by the applicant. In such notification, the person shall state in detail to the best of the person's knowledge and belief the reason for the absence of the records from the person's custody or control, the location of the records, and what person then has custody or control of the records. C.R.S. 24-72-203(2)(a)

C. Fees

- 1) Request(s) for records which fit the following criteria may, in the judgment of the official custodian, be provided free of charge:
 - a) Documents which do not exceed ten pages, and which are retrievable within a one-hour period of the request(s).
 - b) Agenda materials which have been prepared in advance and which are in support of items scheduled for consideration by the Board of Trustees at a future date, unless the request(s) exceeds twenty-five pages of material.
 - c) Record(s) which are normally produced for public information, such as the current year budget document, brochures on Town services, or procedures, etc.
- 2) In all cases where a person has the right to inspect any public record, s/he may request

Electronic copies, printouts or photographs of such record.

- a) The fee shall be established by the Board of Trustees within their official fees schedule which may be amended from time-to-time. Fees shall be within the criteria set forth by the State of Colorado. Actual costs shall include staff time. Any fees charged in this policy shall include the cost of redacting documents to excise privileged material and legal review within the limits provided by law. Fees may be waived or reduced with prior approval of the Board of Trustees.
- b) Each department may also charge a reasonable hourly fee for the manipulation of data in order to generate a record in a form not used by Town, if the Town elects to provide information in this manner.
- c) An initial deposit of up to 50% of the reasonable estimated costs may be required in advance of fulfillment of the request.
- d) All payments for copies and staff time etc. must be received in advance of releasing the requested records.
- e) Departments may charge for time spent responding to large requests, and/or multiple requests (which shall include, but not be limited to requests on multiple request forms or on multiple pages), including without limitation, compiling information, request(s) that require the searching of voluminous files for specific information, manipulation of data (including manipulating data in order to generate a record in a form not used by the Town, although such manipulation is not required by CORA), or redacting documents to excise confidential information. The charge shall be established by the Board of Trustees within their official fees schedule which may be amended from time-to-time. Fees shall be within the criteria set forth by the State of Colorado. All time spent on such tasks shall be charged to the requesting party.

D. Time for accessing Public Records

- 1) Time for inspection of records – Three Working Days

If the requested records are in active use or are in storage and, therefore, are not available right away, this fact shall be communicated to the applicant "forthwith" in writing if requested. The custodian shall set a date and hour within three working days when the records will be available for inspection.

- 2) Extension of time to 10 working days

The period of providing requested documents for review may be extended up to ten working days if the custodian determines that one of the following conditions exists, and, states such condition in writing to the requestor within the first three days that the request was received:

- a) A broadly stated request is made that encompasses all or substantially all of a large category of records and the request is without sufficient specificity to allow the custodian reasonably to prepare or gather the records within the three-day period; or
- b) A broadly stated request is made that encompasses all or substantially all of a

large category of records and the agency is unable to prepare or gather the records within the three-day period because:

- i) The agency needs to devote all or substantially all of its resources to meeting an impending deadline or period of peak demand that is either unique or not predicted to recur more frequently than once a month; or
 - ii) A request involves such a large volume of records that the custodian cannot reasonably prepare or gather records within the three-day period without substantially interfering with the custodian's obligation to perform his or her other public service responsibilities.
- c) In no event can extenuating circumstances apply to a request that relates to a single, specifically identified document.
 - d) If the request is too broad, speculative or voluminous to prepare in ten days the Town may request relief from the court, including attorney's fees, as provided by law.
- 3) When Time Period for Response Begins:

The time period for response does not begin to run until the Town receives the request on the Town's official Public Records Request form. If the form is sent by:

- a) E-mail, it is deemed received when it is viewed by the recipient.
- b) U.S. Mail, it is deemed received when its seal is broken.
- c) Fax, it is deemed received on the following business day.
- d) In-person, it is deemed received on the following business day.

E. Reviewing Records

The custodian of the records may set the location where the records may be viewed by the requestor. In no event may a requestor remove documents or add documents to those provided for review. The requestor shall not bring and shall not use photocopiers, fax machines or any other copy, scanning or reproduction device to copy or photograph Town records. Upon completion of the review, the requestor must mark the pages s/he wishes to have copied with adhesive tabs. Copies will be made at a later time, depending upon volume. The requestor will be notified when the copies are available for pick-up.

If the custodian has the capability to make reproduction she/he shall do so at the rates set in the section entitled FEES, above. If the custodian does not have the facilities for making copies, printouts, or photographs of the records, the custodian may make arrangements for the services to be rendered at another facility. If other facilities are necessary, the person desiring a copy, printout or photograph of the record shall pay the cost of providing them. In no event shall the records leave the custody and possession of a Town employee assigned by the custodian of the record during this process (other than providing the items to the third-party facility for reproduction.) The Town is under no obligation to allow citizens access to Town computers nor is the Town obligated to provide records in electronic format.

F. Denial of Inspection of Records

- 1) Denial of inspection must be specific and can only be based on reasons provided in the Public Records Act. The Act provides that documents may be withheld from disclosure:
 - a) If inspection would be contrary to any state statute.
 - b) If inspection would be contrary to federal statute or regulation.
 - c) If inspection is prohibited by a rule of the Supreme Court or by order of any court.

- 2) Denial is permitted in the following situations, if disclosure would be contrary to the public interest; but if such records are given to one news agency, they shall be available to all news agencies:
 - a) Any records of the investigation conducted by any sheriff, prosecuting attorney, or police department, any records of intelligence information or security procedures of any sheriff, prosecuting attorney, or police department or any investigatory files compiled for any other law enforcement purpose.
 - b) Test related data listed in C.R.S. 24-72-204(2)(a)(II).
 - c) Details of bona fide research projects of state institutions.
 - d) Contents of real estate appraisals relative to acquisition (not sale) of property for public use until title passes to the Town.
 - e) Market analysis data generated by the Department of Transportation's bid analysis and management system for the confidential use of the department for awarding contracts or for the purchase of goods or services and any documents prepared for the bid analysis and management system;
 - f) Records and information relating to the identification of persons filed with, maintained by or prepared by the Department of Revenue pursuant to 42-2-121 C.R.S.

- 3) Inspection of the following shall be denied, unless otherwise provided by law or unless requested by the person in interest:
 - a) Medical, mental health, sociological, or scholastic achievement data on individuals.
 - b) Personnel files, except for application and performance ratings.
 - c) Letters of reference (which are not disclosable to the person in interest, if they concern employment, licensing, or issuance of permits).
 - d) Trade secrets, privileged information, and confidential commercial, geological, or geophysical data furnished by or obtained from any person.
 - e) Certain material contributed to libraries or museums.
 - f) Addresses and phone numbers of school children.
 - g) Library records identifying users, as prohibited by C.R.S. 24-90-119.
 - h) Home addresses, telephone numbers and financial information of Town employees.

- i) In addition to the above described documents, the Act provides specific and detailed circumstances for the denial of, or limited release, of records related to:
 - i) sexual harassment complaints and investigations, and,
 - ii) applicants for an executive position at the Town.
 - iii) Records protected by common law privileges such as the governmental privilege, the deliberative process privilege, work product privilege, or attorney –client privilege. If a record is withheld pursuant to the deliberative process privilege, the custodian shall provide the applicant with a sworn statement specifically describing each document withheld, explaining why each document is privileged and why disclosure would cause substantial injury to the public interest.
 - iv) The constitutional right of privacy may, in very limited circumstances, be a basis for resisting disclosure, particularly for the person in interest.
- 4) Denial on Basis That Release Would do Substantial Injury to the Public Interest
- a) The official custodian may petition the District Court for an order restricting disclosure of records otherwise subject to inspection, if disclosure would do substantial injury to the public interest (C.R.S. 24-72-204(6)).
 - b) If inspection is denied, the applicant may request a written statement of the grounds of denial and that statement shall cite the law or regulation which is the basis for denial (C.R.S. 24-72-204(4)).
 - c) Even records which must be kept confidential are subject to subpoena, discovery requests, etc., but such requests can be resisted under the balancing tests set up in Martinelli vs. District Court 612 P.2d 1083 (1980).

AGENDA SUMMARY FORM



Town Administrator Review – Goals & Objectives

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Annexation of County road – Stahl Road County road section of Grand Avenue to the bridge, County road sections of Colorado Avenue, Clock Road and Price Road.

Summary:

Staff requests Board of Trustees permit the Town Administrator, on their behalf, to request the Board of County Commissioners (BOCC) approve the annexation of county roads as listed.

Notes:

Public Works Department have requested information from the County regarding costs to maintain the additional stretch of road. We have not heard back with the data yet.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM

<p>Agenda Item</p> 	<p>Public Hearing: 120 North Fork Avenue – Non-Conforming Lot</p>
<p>Summary:</p> <p>Mr. Gruenefeldt requests a variance be granted for the non-conforming lot located at 120 North Fork Avenue. Mr. Gruenefeldt wishes to build a home on the lot, replacing a mobile home removed. The variance is required because more than 12 months have passed since the non-conforming mobile home was removed.</p>	
<p>Staff: Mr. Gruenefeldt would have been able to replace the mobile home if he had acted within 12 months. Removing old out-of-date mobile homes with a site built home approves the appearance and character of the Town. Without a variance the lot is now undevelopable. However, staff believes that variances should be issued only in extreme and unusual circumstances. The Planning Board recommends approval.</p>	
<p></p>	

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Variance Application for Michael Gruenefeldt:

Non-Conforming Lot Use

120 North Fork Avenue, Paonia CO 81428

Variance Application for Jeff Skeels:

Non-Conforming Fence

332 Onarga Avenue, Paonia CO 81428

Home Occupancy Application for Mary Bachran:

Sewing Business

511 Box Elder Avenue, Paonia CO 81428

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If you are unable to attend but wish to comment, submit at Paonia Town Hall: 214 Grand Avenue, PO Box 460, Paonia, CO 81428, or paonia@townofpaonia.com until April 3, 2019.

DELTA COUNTY
INDEPENDENT

401 Meeker St.
P.O. Box 809
Delta, CO 81416

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO }
COUNTY OF DELTA } ss.

I, Roxanne McCormick; do solemnly swear that I am advertising director of the *Delta County Independent*; that the same is a weekly newspaper printed, in whole or in part, and published in the County of Delta, State of Colorado, continuously and uninterruptedly in said County of Delta for a period of more than fifty-two consecutive weeks prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879, and all amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado; that the annexed legal notice or advertisement was published in the regular and entire issue two consecutive insertions; that the first publication of said notice was in the issue of said newspaper dated March 27th, A.D., 2019, and that the last publication of said notice was in the issue of said newspaper dated April 3rd, A.D., 2019.

In witness whereof I have hereunto set my hand this 3rd day of April, A.D., 2019.

Roxanne McCormick
Advertising director of said *Delta County Independent*

Subscribed and sworn before me, a Notary Public in and for the County of Delta, State of Colorado, this 3rd day of April, A.D., 2019.

Patricia Sunderland
Notary Public

My commission expires 12/24/2021
900 Cypress Wood Lane
Delta, CO 81416

PATRICIA SUNDERLAND
19934019033
NOTARY PUBLIC
STATE OF COLORADO
Commission Expires 12-24-2021

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If you are unable to attend but wish to comment, submit at Paonia Town Hall, 214 Grand Avenue, PO Box 460, Paonia, CO 81428, or paonia@townofpaonia.com until April 3, 2019.
Published in the Delta County Independent March 27 and April 3, 2019.

SPECIAL REVIEW/VARIANCE APPLICATION

Name Michael Gruenefeldt Application Date 2.18.2019
Property Address 120 N. Fork Ave P&Z Hearing Date 4.10.2019
Telephone Number [REDACTED] Council Hearing Date 4.23.2019

11.01 Intent. Each established zoning district is intended for a specific type or category of land use (e.g., single family dwelling in an R-1 district). However, there are certain uses, which may or may not be appropriate in a district depending on the situation. For example, the location, nature of the proposed use, character of the surrounding area, traffic capacities of adjacent streets, and potential environmental effects all may dictate that the circumstances of the development should be individually reviewed. The special review process is established to provide for these specific uses without establishing numerous separate zoning classifications. It is the intent of this chapter to provide a review of such uses so that the community is assured that the proposed uses are compatible with the location and surrounding land uses.

11.02: When Allowed. Within each zoning district, certain land uses are permitted by right, by special review or prohibited. Special review uses may be permitted in designated districts upon review by the Planning and Zoning Commission and approval by the Town Board.

11.03: Site Plan and Supporting Documents. There shall be filed with each special review application a site plan drawn to scale and an appropriate number of copies as determined by the Town Manager. The site plan shall be drawn in black ink on Mylar. Following approval by the Town Board the applicant shall submit a reproducible copy of the original site plan to the Town for the Town's permanent records.

The special review application shall include the following:

- The site plan showing the location of all buildings, structures and other improvements to be placed on the real property. A building envelope may be used in lieu of showing the exact building or structure location to allow for minor variations in the location.
- A legal description of the property, which may require a survey.
- A list of the names and addresses of all property owners within 200 ft. of the property.
- All off-street parking and loading areas.
- The location of all ways for ingress and egress to all buildings, and parking areas.
- Service and refuse collection areas.
- N/A Major screening proposals.
- N/A The size, shape, height and character of all signs.
- N/A The area and location of all open space and recreation areas.
- The location and type of outdoor lighting.
- The character and type of landscaping to be provided. The landscaping shall be indicated in tabular form showing the type of plant material, minimum size and quantity. The approximate location of landscaping shall be indicated on the site plan.
- The anticipated timetable for completion. If the project is to be completed in phases, then the data for completion of each phase shall be indicated.

- All owners and lien-holders of the property shall sign the following agreement that will be placed on the original special review site plan.
- N/A* Home Owner's association Written plan approval (if applicable)

The undersigned agree that the real property described on the site plan shall be developed only in accordance with the approved special review site plan and other provisions of the zoning regulations of the Town of Paonia.

I. Site Plan

Any application for Special Review/Variance that includes a new structure or improvement to an existing structure will require a site plan. Plans may be hand drawn, but must be clearly written with accurate measurements indicated. The Site Plan may be submitted as two separate drawings or one drawing with an overlay.

II. Project Summary

Please answer only the questions that apply to your Special Review/Variance request. Any additional information, which would be beneficial in the consideration, may be noted in the "Comments" section.

- a. Reason for Special Review/Variance to build a small home on a non-conforming lot.
- b. Current Zoning of Property R-1
- c. What land boundary changes are necessary? none
- d. What addition/changes to existing buildings/structures will be made? none
- e. What new buildings/structures will be constructed? one residence
- f. What additions/changes in utilities will be necessary? Include water, sewer, gas, and electric. utilities on site, no changes
- g. Will property have Commercial/Private or Public Use? Private
- h. Anticipated traffic flow and volume? 1 car

- i. Detail the Safety and Disabled Access accommodations? N/A
- j. Detail the possible environmental impact; such as noise, lighting glare, pollutants, etc. minimal impact, Long side of lot abuts RR track, other side abuts my property line. Sustainable building will be used.

Comments: Large mobile home removed + lot cleaned. Town bill + taxes paid for 3 1/2 years.

It seems reasonable + beneficial to use this lot in a functional way by allowing me to build a small home on it.

III. Public Notice Requirements

All property owners within 200 feet of the property being reviewed shall be notified via certified mail of a public hearing whereby the Planning and Zoning Commission shall consider this application. It is incumbent upon the applicant to request the names of the property owners from the Delta County GIS Department (970-874-2119). Please have the GIS e-mail the information to Corinne@townofpaonia.com. Applications for Special Review shall be filed at least 30 days in advance of the meeting at which they are to be considered by the Planning and Zoning Commission. Incomplete applications shall result in denial of application acceptance and returned for completion, consequentially delaying hearings.

IV. Acknowledgement to Pay Fees

This application must be completed and a fee of **\$250.00** is assessed to include preliminary costs of administrative services, initial correspondence, publication and certified mailings to property owners within 200 feet of said property. **Payment must accompany this application.**

FEES PAID HEREUNDER ARE NON-REFUNDABLE UPON SIGNING

By signing below, I acknowledge that I will be billed for any overages of costs incurred for this Special Review/Variance. I am aware that upon acceptance of the Special Review/Variance by the Planning and Zoning Commission, a building permit must be applied and approved by the Building Inspector, if applicable.

SIGNED 
 PRINTED NAME Michael Groenfeldt DATE: 2-17-19

Clerks Acceptance 2.18.19 DATE 

Account: R009115

Location

Parcel Number 324506143009
 Tax Area Id BR- - - BR-
 Situs Address 120 NORTH FORK AVE
 Legal Summary 120 NORTH FORK AVE PAONIA 81428 S: 6 T: 14S R: 91W
 Subdivision: FOOTE/WILLIAMSON
 ADDITION Block: 10 Lot: 9-10 TOTAL
 AC 0.06+-LOT 9 & 10 BLK 10
 FOOTE/WILLIAMSON ADD. SEC 6
 T14S R91W 6PM BK 433 PG 867
 (R-335073) BK 738 PG 224 BK 768 PG
 789 R681054 WD

Owner Information

Owner Name GRUENEFELDT
 MICHAEL J
 Owner Address [REDACTED]
 PAONIA, CO

Assessment History

Actual (2018) \$38,000
 Assessed \$11,020
 Tax Area: BR- Mill Levy: 73.8470
 Type Actual Assessed Acres SQFT Units
 Land \$38,000 \$11,020 0.060 0.000 1.000

Transfers

Sale Date	Sale Price
06/24/2015	\$10,000
10/18/1996	\$18,000
03/15/1995	\$12,000
03/15/1995	\$12,000

Doc Description
WARRANTY DEED
WARRANTY DEED/JOINT TEN
WARRANTY DEED
WARRANTY DEED

Images

- [Photo](#)
- [GIS](#)



1. Mobile home on lot since 1982.
2. 70 ft long, over lot borders.
3. Not safe, uninhabitable.

Special Review/Variance Application
Mike Gruenefelt

Building envelope on site plan.

Front set back will be used for off street parking.

There will be access to street and cars from front and side of building

Service and garbage will be at back of lot by alley.

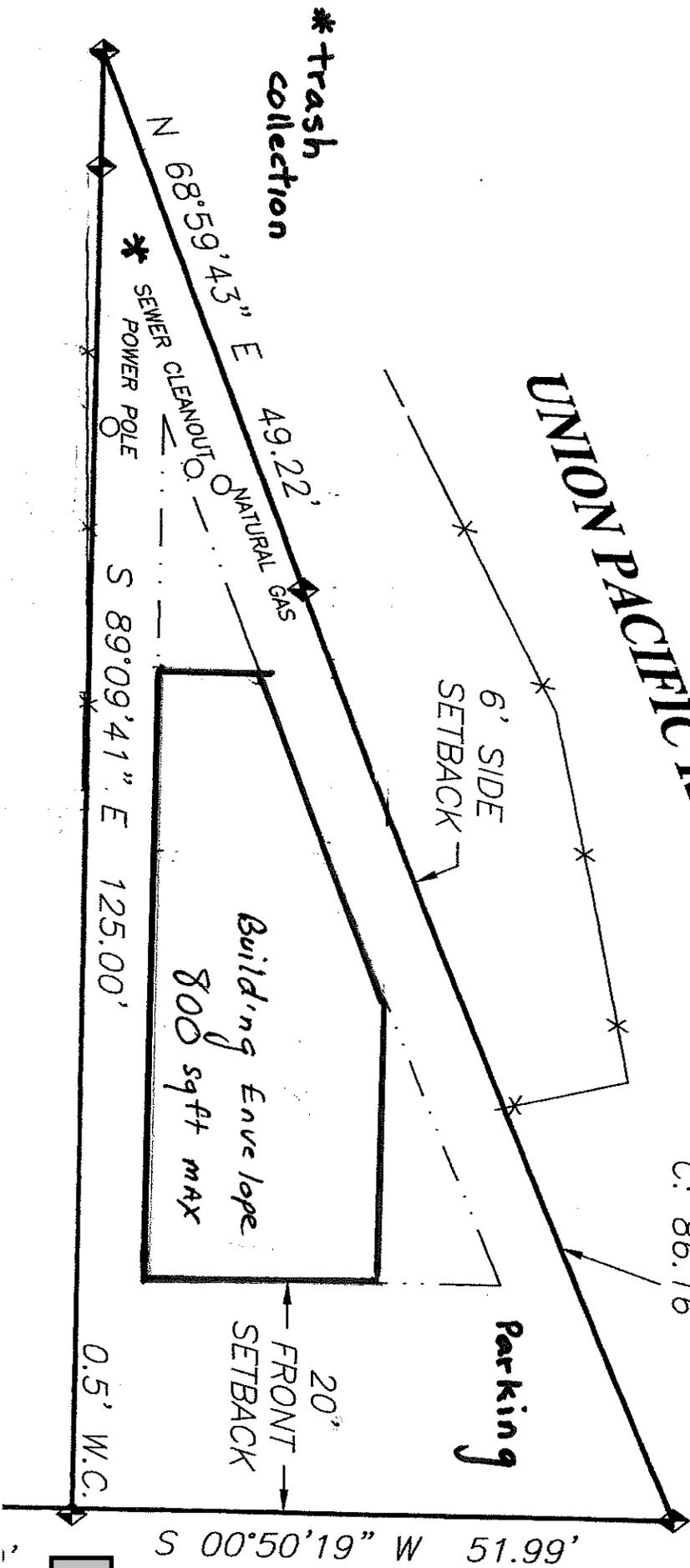
There will be one light on street side following dark sky recommendations.

Native landscaping by landscape artist will be used.

Project will be complete in approximately 1 year.

UNION PACIFIC RAILROAD

I: 43.09
B: N 67°50'01" E
C: 86.16'





Tran



Then







OFFER

PLAN B:

ONLY FOR DISCUSSION
if NO RECOMMENDATION FOR
PLAN A:

NOTICE OF PUBLIC HEARING

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DELTA COUNTY
INDEPENDENT

P.O. Box 809
401 Meeker St.
Delta, CO 81416
(970) 874-4421

INVOICE

Paonia, Town of
PO Box 460
Paonia, CO 81428

AD CAPTION: Planning Commission Gruenefeldt, Skeels, Brachran

DATE	LINES	RATE	COST
March 27, 2019			
April 3, 2019	41	.608	24.93

This amount will appear on your next monthly statement.

Thank you!



**COLORADO
PRESS
ASSOCIATION**

Affidavit is enclosed.

Legal Deadline is Monday at 10:00 a.m.

DELTA COUNTY
INDEPENDENT

401 Meeker St.
P.O. Box 809
Delta, CO 81416

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO }
COUNTY OF DELTA } ss.

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Patricia Sunderland
Notary Public

My commission expires 12/24/2021
900 Cypress Wood Lane
Delta, CO 81416

PATRICIA SUNDERLAND
19934019033
NOTARY PUBLIC
STATE OF COLORADO
My Commission Expires 12-24-2021

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Name Michael Gruenefeldt Application Date 2.18.19
Property Address 16120 N. Fork Ave P&Z Hearing Date 4.10.19
Telephone Number [REDACTED] Council Hearing Date 4.23.19

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- A list of the names and addresses of all property owners within 200 ft. of the property.
- All off-street parking and loading areas.
- The location of all ways for ingress and egress to all buildings, and parking areas.
- Service and refuse collection areas.
- N/A Major screening proposals.
- N/A The size, shape, height and character of all signs.
- N/A The area and location of all open space and recreation areas.
- The location and type of outdoor lighting.
- The character and type of landscaping to be provided. The landscaping shall be indicated in tabular form showing the type of plant material, minimum size and quantity. The approximate location of landscaping shall be indicated on the site plan.
- The anticipated timetable for completion. If the project is to be completed in phases, then the data for completion of each phase shall be indicated.

- All owners and lien-holders of the property shall sign the following agreement that will be placed on the original special review site plan.
- Home Owner's association Written plan approval (if applicable)

The undersigned agree that the real property described on the site plan shall be developed only in accordance with the approved special review site plan and other provisions of the zoning regulations of the Town of Paonia.

I. Site Plan

Any application for Special Review/Variance that includes a new structure or improvement to an existing structure will require a site plan. Plans may be hand drawn, but must be clearly written with accurate measurements indicated. The Site Plan may be submitted as two separate drawings or one drawing with an overlay.

II. Project Summary

Please answer only the questions that apply to your Special Review/Variance request. Any additional information, which would be beneficial in the consideration, may be noted in the "Comments" section.

- a. Reason for Special Review/Variance Lot 116 NF + Lot 120 NF
will be combined + a small home
will be built.
- b. Current Zoning of Property R-1
- c. What land boundary changes are necessary? _____
- d. What addition/changes to existing buildings/structures will be made? none
- e. What new buildings/structures will be constructed? An 800 sq ft
(MAX) home will be built,
- f. What additions/changes in utilities will be necessary? Include water, sewer, gas, and electric. utilities on site, no changes
- g. Will property have Commercial/Private or Public Use? private
- h. Anticipated traffic flow and volume? 1 car

- i. Detail the Safety and Disabled Access accommodations? N/A
- j. Detail the possible environmental impact; such as noise, lighting glare, pollutants, etc. The location of the home to be built will be between the RR track & the home I own. Sustainable building will be used

Comments: I cleaned lot 120NF removing an uninhabitable mobile home. I paid taxes & town bill for 3 1/2 years on this currently non-functional lot. It seems within reason that a small, low-impact home on this property would be of benefit to the community.

III. Public Notice Requirements

All property owners within 200 feet of the property being reviewed shall be notified via certified mail of a public hearing whereby the Planning and Zoning Commission shall consider this application. It is incumbent upon the applicant to request the names of the property owners from the Delta County GIS Department (970-874-2119). Please have the GIS e-mail the information to **Corinne@townofpaonia.com**. Applications for Special Review shall be filed at least 30 days in advance of the meeting at which they are to be considered by the Planning and Zoning Commission. Incomplete applications shall result in denial of application acceptance and returned for completion, consequentially delaying hearings.

IV. Acknowledgement to Pay Fees

This application must be completed and a fee of **\$250.00** is assessed to include preliminary costs of administrative services, initial correspondence, publication and certified mailings to property owners within 200 feet of said property. **Payment must accompany this application.**

FEES PAID HEREUNDER ARE NON-REFUNDABLE UPON SIGNING

By signing below, I acknowledge that I will be billed for any overages of costs incurred for this Special Review/Variance. I am aware that upon acceptance of the Special Review/Variance by the Planning and Zoning Commission, a building permit must be applied and approved by the Building Inspector, if applicable.

SIGNED Michael Greenfeldt

PRINTED NAME Michael Greenfeldt DATE: 2-17-19

Clerks Acceptance [Signature] DATE 2.18.19

Account: R009115

Location

Parcel Number 324506143009
 Tax Area Id BR- - - BR-
 Situs Address 120 NORTH FORK AVE
 Legal Summary 120 NORTH FORK AVE PAONIA 81428 S: 6 T: 14S R: 91W
 Subdivision: FOOTE/WILLIAMSON
 ADDITION Block: 10 Lot: 9-10 TOTAL
 AC 0.06+-LOT 9 & 10 BLK 10
 FOOTE/WILLIAMSON ADD. SEC 6
 T14S R91W 6PM BK 433 PG 867
 (R-335073) BK 738 PG 224 BK 768 PG
 789 R681054 WD

Owner Information

Owner Name GRUENEFELDT
 MICHAEL J
 Owner Ad [REDACTED]
 PAONIA, [REDACTED]

Assessment History

Actual (2018) \$38,000
 Assessed \$11,020
 Tax Area: BR- Mill Levy: 73.8470
 Type Actual Assessed Acres SQFT Units
 Land \$38,000 \$11,020 0.060 0.000 1.000

Transfers

Sale Date	Sale Price	Doc Description
06/24/2015	\$10,000	WARRANTY DEED
10/18/1996	\$18,000	WARRANTY DEED/JOINT TEN
03/15/1995	\$12,000	WARRANTY DEED
03/15/1995	\$12,000	WARRANTY DEED

Images

- [Photo](#)
- [GIS](#)



1. Mobile home on lot since 1982.
2. 70 ft long, over lot borders.
3. Not safe, uninhabitable.

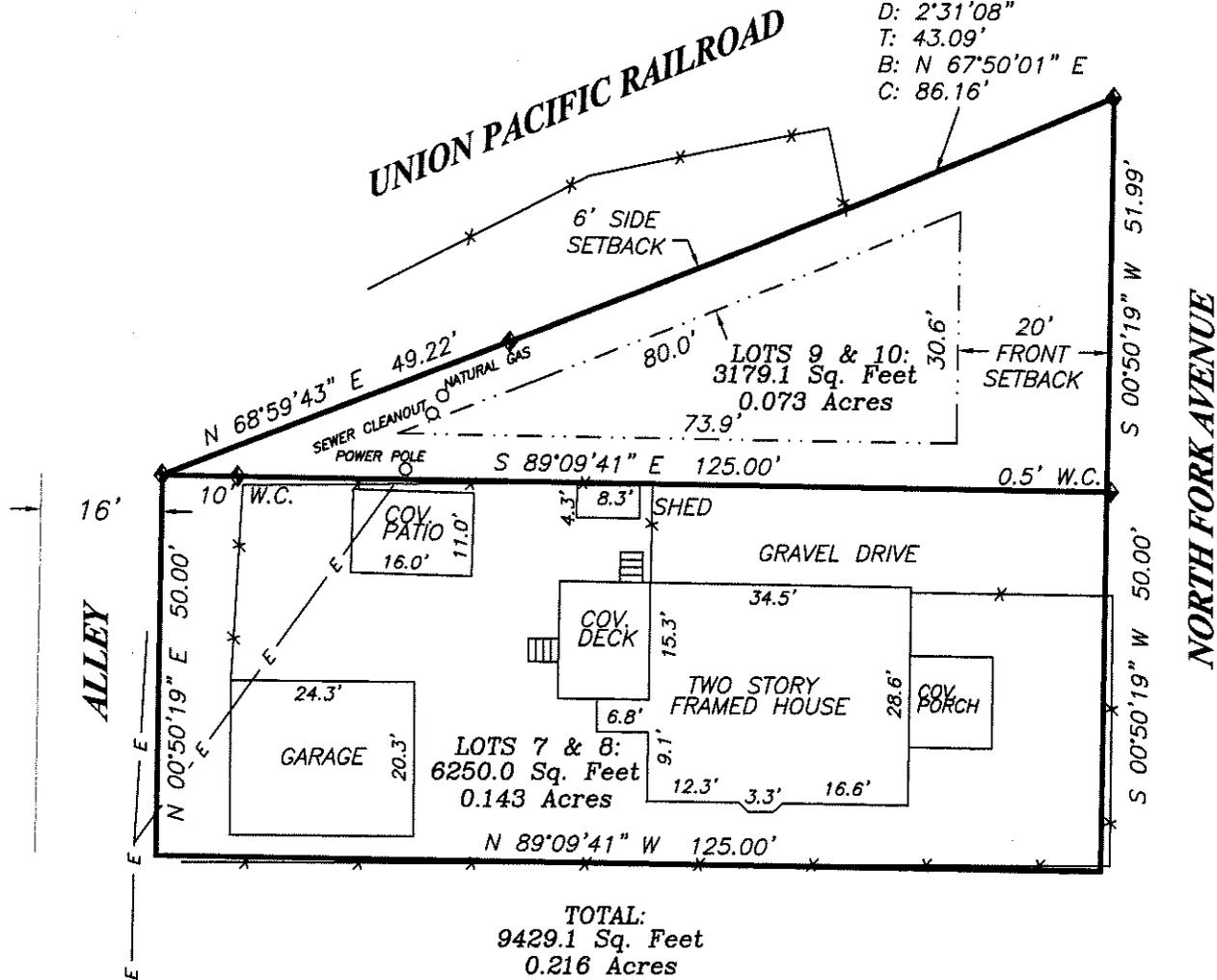
IMPROVEMENT LOCATION CERTIFICATE

THIS IS NOT A SURVEY

BUYER: MICHAEL J. GRUENEFELDT
 ORDERED BY: MICHAEL J. GRUENEFELDT
 PROPERTY ADDRESS: 116/120 NORTH FORK AVENUE
 GENERAL LOCATION: PAONIA

DATE: JANUARY 24, 2019

A: 86.17'
 R: 1960.00'
 D: 2°31'08"
 T: 43.09'
 B: N 67°50'01" E
 C: 86.16'



TOTAL:
 9429.1 Sq. Feet
 0.216 Acres

TYPICAL LEGEND

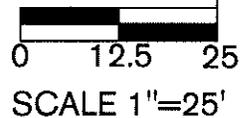
- ⊕ Found pin with cap
- ◆ Set Nail and Lath
- x— Fencelines
- T— Tel. line
- E— Electric (overhead) (subject to easement)
- G— Gas line
- W— Water line
- Easement
- - - Setback Line
- ▒ Concrete
- ▤ Gravel Driveway

LEGAL DESCRIPTION:

LOTS 7,8,9 AND 10 OF THE FOOTE/WILLIAMSON ADDITION OF THE TOWN OF PAONIA

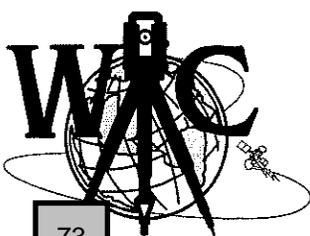
NOTE:

BOUNDARY LINES ARE UNKNOWN WITHOUT A SURVEY. NO MONUMENTS WERE FOUND. THE IMPROVEMENTS APPEAR TO BE WITHIN THE BOUNDARY LINES.



INVESTIGATION BY WILMORE AND COMPANY PROFESSIONAL LAND SURVEYING INC., P.O. BOX 1652, 406 GRAND AVENUE, PAONIA, COLORADO 81428 (970) 527-4200 FAX (970) 527-4202

I hereby certify that this IMPROVEMENT LOCATION CERTIFICATE was prepared solely for MICHAEL J. GRUENEFELDT, that it is NOT a survey plat, and that it is not to be relied upon for the establishment of fences, buildings, or other future improvement construction lines. I further certify that the improvements on the above described parcels on this 24TH day of JANUARY, 2019, EXCEPT as may be shown above, that there are no apparent encroachments upon the described parcel by improvements on an adjoining property, EXCEPT as indicated, and that there is no apparent evidence of any easement crossing or burdening this parcel, EXCEPT AS NOTED.



WILMORE & COMPANY
 PROFESSIONAL LAND SURVEYING, INC.

406 Grand Avenue 970.527-4200
 P.O. Box 1652 970.527-4202
 Paonia, Colorado 81428

PROFESSIONAL LAND SURVEYOR COLO# 25972

Special Review/Variance Application
Mike Gruenefelt

Building envelope on site plan.

Front set back will be used for off street parking.

There will be access to street and cars from front and side of building

Service and garbage will be at back of lot by alley.

There will be one light on street side following dark sky recommendations.

Native landscaping by landscape artist will be used.

Project will be complete in approximately 1 year.











From ROBERT W. CHILDS, April 1 2019



Ref. Variance Application:

For Michael Gruenefeldt as it is in regard to his application for his variance Application for 120 Northfork ave.

As I am the owner of the property to the East. I have no problems with any building across from my property.

Robert W Childs

Minutes
Planning Commission Regular Meeting
Town of Paonia, Colorado
April 10, 2019

RECORD OF PROCEEDINGS

The Regular Meeting of the Planning Commission held Wednesday, April 10, 2019, was called to order at 5:58 PM by Chairperson Barbara Heck, followed by the Pledge of Allegiance.

Roll Call:

Commission members present were as follows:

Chair Barbara Heck
Commissioner Lucy Hunter
Commissioner Monica Foguth
Mayor Charles Stewart
Trustee William Bear

Town Staff present were as follows:

Administrator Ken Knight
Deputy Clerk Amanda Mojarro

A quorum was present, and Chairperson Barb Heck proceeded with the meeting.

Approval of Agenda

Motion made by Mayor Stewart, Supported by Commissioner Hunter to approve the agenda.

Unfinished Business

Minutes – March 06, 2019

Motion made by Mayor Stewart, Seconded by Trustee Bear to approve minutes with corrections.
Motion carried unanimously.

Public Hearing: 120 North Fork Avenue – Non-Conforming Lot

Chairperson Barbara Heck opened the meeting to discuss, Mr. Mike Gruenefeldt's variance of a non-conforming lot.

Administrator Knight read off the staff notes. Mr. Gruenefeldt did not meet the (12) twelve-month time frame to replace the mobilome he removed.

Mr. Gruenefeldt stated the he bought the lot with a 1982 (14) fourteen feet wide and (70) seventy feet long mobile home in June of 2015.

Administrator Knight read municipal code sec 16-13-10 objectives of non-conforming lot to the planning committee.

Points Informed to Committee:

- Lot is too small to build.
- 12 Month time frame to replace mobile home was not met.

Discussion ensued that the new build would be on the envelope of the old building.

Mr. Gruenefeldt communicated the new build he is considering building at 120 North Fork Ave would be (1) one story with a loft structure that would be (650) six hundred fifty square feet.

Discussion ensued regarding the Union Pacific Railroad right away. Mr. Gruenefeldt communicated that (50) fifty feet from the center of the railroad tracks is considered railroad right-of-away.

Discussion ensued on plan B be used only if plan A didn't get approved by the planning board.

Mr. Gruenefeldt communicated that plan B would be to merge both of his lots 116 North Fork Ave and 120 North Fork Ave.

Discussion points regarding combining both parcels:

- Requires a variance to merge lots
- Requires to Re – Zone to R-3

Motion by Mr. Stewart supported by Ms. Hunter to recommend to the Board of Trustees approval of Mr. Gruenefeldt's variance application. Motion carried unanimously

Public Hearing: 332 Onarga Avenue – Non-Conforming Fence

Administrator Knight read staff notes regarding Jeff Skeels non-conforming (8) eight-foot fence along with municipal code sec 18-19-20 Swimming pools, hot tubs and Jacuzzis.

Discussion ensued about the definition of the art wall as a fence inside of the perimeter, adjacent to the fence.

Discussion point:

- Art wall is in line with the house, has ability to have a taller structure
- Code is conflicting with the height of the art wall
- Moving art wall back will is it legal and appropriate with the code

Motion by Ms. Hunter supported by Mr. Stewart to recommend to the Board of Trustees approval of Mr. Skeels variance application. Motion carried unanimously

Public Hearing: 511 Box Elder Avenue – Home Occupancy

Administrator Knight read staff notes, with no issues to report.

Concerns regarding traffic and signage, Ms. Bachran communicated only the normal traffic flow and no signage will be placed out side of residence.

Motion by Mr. Bear supported by Mr. Stewart to recommend to the Board of Trustees approval of Ms. Bachrans special use permit application. Motion carried unanimously

Adjournment

Motion by Mr. Stewart supported by Mr. Bear to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned by Ms. Heck at 6:55 pm

Amanda Mojarro, Deputy Clerk

Barbara Heck, Chairperson

DRAFT

AGENDA SUMMARY FORM

<p>Agenda Item</p>  <p>The Town of Paonia</p>	<p>Public Hearing: 332 Onarga Avenue – Non-Conforming Fence</p>
<p>Summary: Mr. Skeels requests a variance for a section of fence measuring 8ft. Municipal Code only allows for 6ft in the property zone..</p>	
<p>Staff: A fence height of 8’ is not normally allowed within a residential zone. Staff believes that variances should be issued only in extreme and unusual circumstances. The Board of Trustees should give careful consideration as to whether or not this request rises to those circumstances. The Planning Board recommends approval.</p>	

NOTICE OF PUBLIC HEARING

In compliance with the Municipal Code of the Town of Paonia, Colorado, the Planning Commission will hold a public meeting on Wednesday, April 10, 2019 on or after 6:00PM at Paonia Town Hall Community Center Room, 214 Grand Avenue, Paonia, Colorado to consider a request for:

Variance Application for Michael Gruenefeldt:

Non-Conforming Lot Use

120 North Fork Avenue, Paonia CO 81428

Variance Application for Jeff Skeels:

Non-Conforming Fence

332 Onarga Avenue, Paonia CO 81428

Home Occupancy Application for Mary Bachran:

Sewing Business

511 Box Elder Avenue, Paonia CO 81428

In compliance with the Municipal Code of the Town of Paonia, Colorado, the Board of Trustees will hold a public meeting on Tuesday, April 23, 2019 on or after 6:30PM at Paonia Town Hall Community Center Room, 214 Grand Avenue, Paonia, Colorado to consider the Planning Commission recommendation for the above requests.

If you are unable to attend but wish to comment, submit at Paonia Town Hall: 214 Grand Avenue, PO Box 460, Paonia, CO 81428, or paonia@townofpaonia.com until April 3, 2019.

DELTA COUNTY
INDEPENDENT

P.O. Box 809
401 Meeker St.
Delta, CO 81416
(970) 874-4421

INVOICE

Paonia, Town of
PO Box 460
Paonia, CO 81428

AD CAPTION: Planning Commission Gruenefeldt, Skeels, Brachran

DATE	LINES	RATE	COST
March 27, 2019			
April 3, 2019	41	.608	24.93

This amount will appear on your next monthly statement.

Thank you!



**COLORADO
PRESS
ASSOCIATION**

Affidavit is enclosed.

Legal Deadline is Monday at 10:00 a.m.

DELTA COUNTY
INDEPENDENT

401 Meeker St.
P.O. Box 809
Delta, CO 81416

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO }
COUNTY OF DELTA } ss.

I, Roxanne McCormick, do solemnly swear that I am advertising director of the *Delta County Independent*; that the same is a weekly newspaper printed, in whole or in part, and published in the County of Delta, State of Colorado, continuously and uninterrupted in said County of Delta for a period of more than fifty-two consecutive weeks prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879, and all amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado; that the annexed legal notice or advertisement was published in the regular and entire issue two consecutive insertions; that the first publication of said notice was in the issue of said newspaper dated March 27th, A.D., 2019, and that the last publication of said notice was in the issue of said newspaper dated April 3rd, A.D., 2019.

In witness whereof I have hereunto set my hand this 3rd day of April, A.D., 2019.

Roxanne McCormick

Advertising director of said *Delta County Independent*

Subscribed and sworn before me, a Notary Public in and for the County of Delta, State of Colorado, this 3rd day of April, A.D., 2019.

Patricia Sunderland

Notary Public

My commission expires 12/24/2021
900 Cypress Wood Lane
Delta, CO 81416

PATRICIA SUNDERLAND
19934019033
NOTARY PUBLIC
STATE OF COLORADO
Commission Expires 12-24-2021

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Non-Conforming Lot Use
120 North Fork Avenue, Paonia CO 81428
Variance Application for Jeff Skeels:
Non-Conforming Fence
332 Onaga Avenue, Paonia CO 81428
Home Occupancy Application for Mary Bachman:
Sewing Business
511 Box Elder Avenue, Paonia CO 81428
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Published in the *Delta County Independent* March 27 and April 3, 2019.

SPECIAL REVIEW/VARIANCE APPLICATION

Name JEFF SKEELS Application Date 2/7/19
Property Address 332 ONARGA AVE. P&Z Hearing Date 4.10.19
Telephone Number [REDACTED] Council Hearing Date 4.23.19

11.01 Intent. Each established zoning district is intended for a specific type or category of land use (e.g., single family dwelling in an R-1 district). However, there are certain uses, which may or may not be appropriate in a district depending on the situation. For example, the location, nature of the proposed use, character of the surrounding area, traffic capacities of adjacent streets, and potential environmental effects all may dictate that the circumstances of the development should be individually reviewed. The special review process is established to provide for these specific uses without establishing numerous separate zoning classifications. It is the intent of this chapter to provide a review of such uses so that the community is assured that the proposed uses are compatible with the location and surrounding land uses.

11.02: When Allowed. Within each zoning district, certain land uses are permitted by right, by special review or prohibited. Special review uses may be permitted in designated districts upon review by the Planning and Zoning Commission and approval by the Town Board.

11.03: Site Plan and Supporting Documents. There shall be filed with each special review application a site plan drawn to scale and an appropriate number of copies as determined by the Town Manager. The site plan shall be drawn in black ink on Mylar. Following approval by the Town Board the applicant shall submit a reproducible copy of the original site plan to the Town for the Town's permanent records.

The special review application shall include the following:

- The site plan showing the location of all buildings, structures and other improvements to be placed on the real property. A building envelope may be used in lieu of showing the exact building or structure location to allow for minor variations in the location.
- A legal description of the property, which may require a survey.
- A list of the names and addresses of all property owners within 200 ft. of the property.
- All off-street parking and loading areas.
- The location of all ways for ingress and egress to all buildings, and parking areas.
- Service and refuse collection areas.
- Major screening proposals.
- The size, shape, height and character of all signs.
- The area and location of all open space and recreation areas.
- The location and type of outdoor lighting.
- The character and type of landscaping to be provided. The landscaping shall be indicated in tabular form showing the type of plant material, minimum size and quantity. The approximate location of landscaping shall be indicated on the site plan.
- The anticipated timetable for completion. If the project is to be completed in phases, then the data for completion of each phase shall be indicated.

- i. Detail the Safety and Disabled Access accommodations? NONE
- j. Detail the possible environmental impact; such as noise, lighting glare, pollutants, etc. NONE

Comments: THE ART WALL WAS CONSTRUCTED AFTER RECEIVING APPROVAL BY DAVE COLEMAN AND AFTER VOICING MY CONCERN TO MY CONTRACTOR ABOUT SCHOOL CHILDREN WALKING TO & FROM SCHOOL SEEING ME GET IN AND OUT OF MY HOT TUB NAKED.

III. Public Notice Requirements

All property owners within 200 feet of the property being reviewed shall be notified via certified mail of a public hearing whereby the Planning and Zoning Commission shall consider this application. It is incumbent upon the applicant to request the names of the property owners from the Delta County GIS Department (970-874-2119). Please have the GIS e-mail the information to **Corinne@townofpaonia.com**. Applications for Special Review shall be filed at least 30 days in advance of the meeting at which they are to be considered by the Planning and Zoning Commission. Incomplete applications shall result in denial of application acceptance and returned for completion, consequentially delaying hearings.

IV. Acknowledgement to Pay Fees

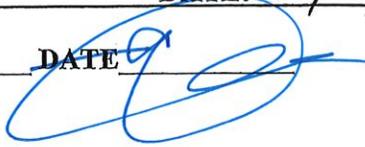
This application must be completed and a fee of **\$250.00** is assessed to include preliminary costs of administrative services, initial correspondence, publication and certified mailings to property owners within 200 feet of said property. **Payment must accompany this application.**

FEES PAID HEREUNDER ARE NON-REFUNDABLE UPON SIGNING

By signing below, I acknowledge that I will be billed for any overages of costs incurred for this Special Review/Variance. I am aware that upon acceptance of the Special Review/Variance by the Planning and Zoning Commission, a building permit must be applied and approved by the Building Inspector, if applicable.

SIGNED 

PRINTED NAME JEFF SKEELS DATE: 2/7/19

Clerks Acceptance 2.12.19 DATE 

Jeff Skeels



7/31/17: Steve of Steady Hand Fences, Decks and Outbuildings, my contractor, pulled a permit for...

- 1) a porch over my new deck
- 2) a replacement fence on the north, south and west sides of my property.

11/29/17: Steve and I discussed the need for additional privacy on the north side of the property, where the open lot exists behind my neighbor's home... at the corner of 4th St. and Onarga Ave. I felt that additional privacy was necessary because I wanted to use my hot tub but, due of the proximity of my property to the Technical School and Paonia Elementary School, "exposure" to the general public was a definite possibility. Note that while standing on my deck, in my backyard, people on 4th street can very often be seen... and visa versa. We designed an 8' freestanding wooden privacy fence (inside the standard 6' perimeter fence) and discussed the need of a variance.

11/30/17: Steve went to the building inspector, Dave Coleman, to show him the proposed plan and to inquire about a variance. Dave replied: "Go for it!"; "If anyone complains, tell them to go see Dave!" and "Art wall — freestanding."

12/4/17: Materials were ordered. **12/14/17:** Art wall construction began.... finished on **12/28/17.**

7/19/18: Inspection report received from Daniel Reardon. This inspection report includes the following statement by Daniel, "Privacy fence was permitted by Dave Coleman..."

2/5/19: 2nd Inspection report received from Daniel Reardon. All open issues completed except additional approval of "art wall". Permit has been closed.

2/7/19: I spoke with Ken Knight about the open issue. He recommended that I file variance application because although I had received approval to build the art wall from Dave Coleman on 11/30/17 and the art wall was constructed, an additional approval from the town was necessary.

Account: R008836

Location

Parcel Number 324506114010
 Tax Area Id BR- - - BR-
 Situs Address 332 ONARGA AVE
 Legal Summary 332 ONARGA AVE
 PAONIA 81428 S: 6 T: 14S R: 91W
 Subdivision: ORIGINAL PAONIA
 Block: 9 Lot: 15 AND:- Lot: 16 N2
 OF LOT 15 TOTAL 0.11 AC +- N2
 LOT 15 & LOT 16 BLK 9
 ORIGINAL PAONIA. SEC 6 T14S
 R91W 6PM BK 429 PG 423
 (R-329837) BK 563 PG 268 BK 664
 PG 400 BK 665 PG 413 BK 731 PG
 485 BK 765 PG 950 BK 905 PG 734
 BK 934 PG 845 R-626561 R675412

Owner Information

Owner Name SKEELS JEFF
 [REDACTED] YORK

Assessment History

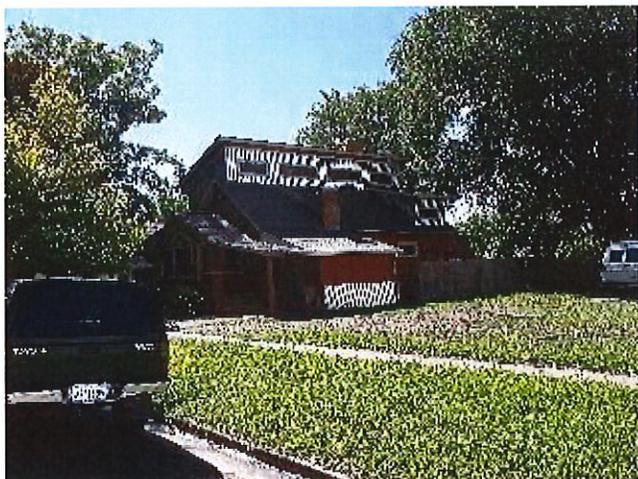
Actual (2018)				\$157,483	
Assessed				\$11,339	
Tax Area: BR- Mill Levy: 73.8470					
Type	Actual	Assessed	Acres	SQFT	Units
Improvements	\$119,483	\$8,603		1960.000	1.000
Land	\$38,000	\$2,736	0.110	0.000	1.000

Transfers

Sale Date	Sale Price	Doc Description
08/20/2014	\$185,000	WARRANTY DEED
06/16/2008		QUIT CLAIM/JOINT TENANCY
07/18/2002	\$0	QUIT CLAIM
11/16/2001	\$0	QUIT CLAIM
08/30/1996	\$67,500	WARRANTY DEED
11/15/1994	\$35,000	WARRANTY DEED/TEN IN COM
10/24/1990	\$20,000	WARRANTY DEED/JOINT TEN
09/21/1990	\$1	QUIT CLAIM
04/17/1987	\$10,000	WARRANTY DEED/JOINT TEN

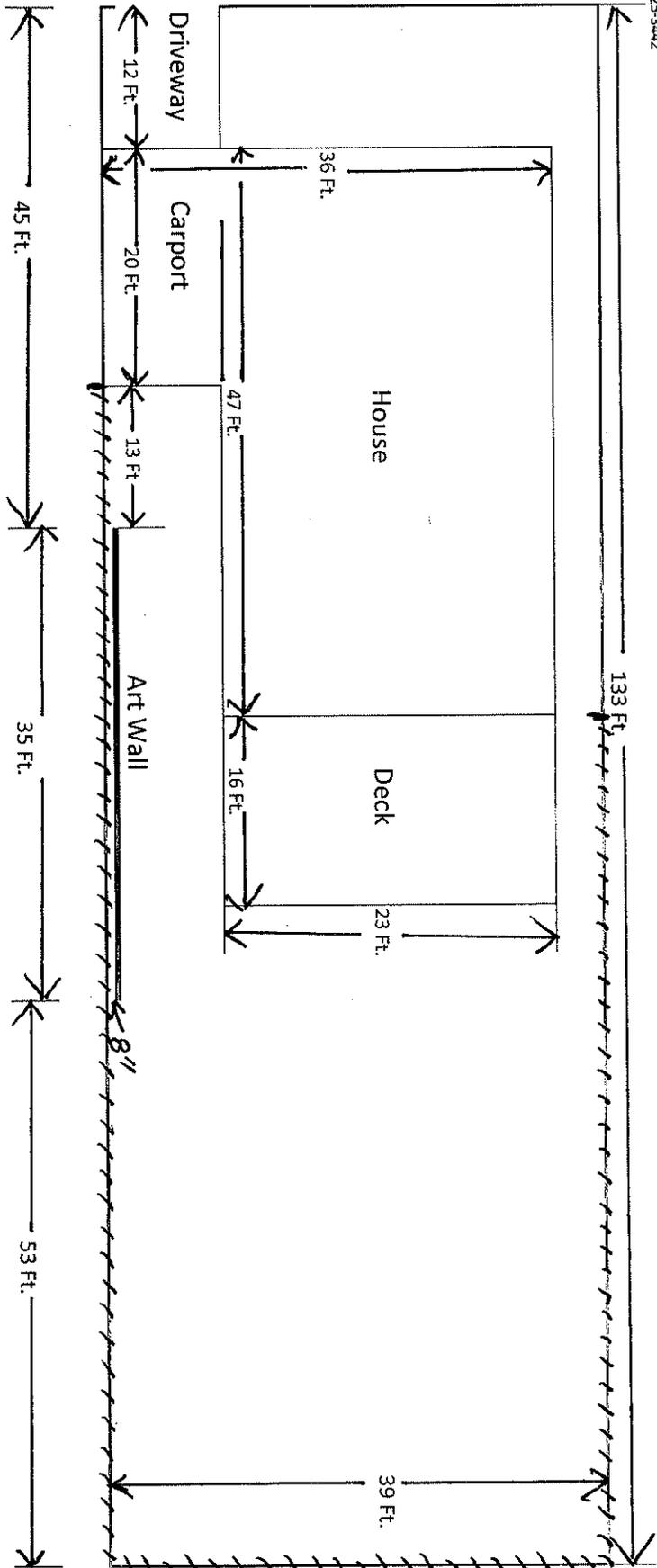
Images

- [Photo](#)
- [Sketch](#)
- [GIS](#)



Jeff Skeels
332 Onarga Ave.
Pawnee, CO 81428
408-425-3442

W N
+ +
S E



The Town of Paonia

INVOICE

Town of Paonia
214 Grand Avenue PO Box 460
Paonia, CO 81428
Phone: 970-527-4101 Fax: 970-527-4102
corinne@townofpaonia.com

DATE: APRIL 5, 2019
INVOICE # 2019-17
OFFICE COPY
SECOND NOTICE

TO Jeff Skeels



QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
21	Certified Mail for Special Review 3/22/2019	6.85	143.85
	Total:		\$143.85
		SUBTOTAL	\$143.85
		TOTAL	\$143.85

Make checks payable to **Town of Paonia**
Thank you for your business!

Invoice 2019-17 – Skeels Variance - Fence

Amount Due:
\$143.85

Amount Paid:
\$ _____

93

Received by: _____
Date: _____

Corinne Ferguson

From: RUTH/CLIFF BAACKE <rcbaacke@comcast.net>
Sent: Monday, March 25, 2019 4:46 PM
To: Paonia
Subject: Variance Application for Jeff Skeels

Attention Planning Commission:

We are the property owners at [REDACTED] opposite Jeff Skeels. We wish to record that we have no objections to the proposed non-conforming fence.

We have no comments regarding the other two requests scheduled for April 10.

Clifford and Ruth Baacke



Minutes
Planning Commission Regular Meeting
Town of Paonia, Colorado
April 10, 2019

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Commissioner Lucy Hunter
Commissioner Monica Foguth
Mayor Charles Stewart
Trustee William Bear

Town Staff present were as follows:

Administrator Ken Knight
Deputy Clerk Amanda Mojarro

A quorum was present, and Chairperson Barb Heck proceeded with the meeting.

Approval of Agenda

Motion made by Mayor Stewart, Supported by Commissioner Hunter to approve the agenda.

Unfinished Business

Minutes – March 06, 2019

Motion made by Mayor Stewart, Seconded by Trustee Bear to approve minutes with corrections.
Motion carried unanimously.

Public Hearing: 120 North Fork Avenue – Non-Conforming Lot

Chairperson Barbara Heck opened the meeting to discuss, Mr. Mike Gruenefeldt's variance of a non-conforming lot.

Administrator Knight read off the staff notes. Mr. Gruenefeldt did not meet the (12) twelve-month time frame to replace the mobilome he removed.

Mr. Gruenefeldt stated the he bought the lot with a 1982 (14) fourteen feet wide and (70) seventy feet long mobile home in June of 2015.

Administrator Knight read municipal code sec 16-13-10 objectives of non-conforming lot to the planning committee.

Points Informed to Committee:

- Lot is too small to build.
- 12 Month time frame to replace mobile home was not met.

Discussion ensued that the new build would be on the envelope of the old building.

Mr. Gruenefeldt communicated the new build he is considering building at 120 North Fork Ave would be (1) one story with a loft structure that would be (650) six hundred fifty square feet.

Discussion ensued regarding the Union Pacific Railroad right away. Mr. Gruenefeldt communicated that (50) fifty feet from the center of the railroad tracks is considered railroad right-of-away.

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Discussion points regarding combining both parcels:

- Requires a variance to merge lots
- Requires to Re – Zone to R-3

Motion by Mr. Stewart supported by Ms. Hunter to recommend to the Board of Trustees approval of Mr. Gruenefeldt's variance application. Motion carried unanimously

Public Hearing: 332 Onarga Avenue – Non-Conforming Fence

Administrator Knight read staff notes regarding Jeff Skeels non-conforming (8) eight-foot fence along with municipal code sec 18-19-20 Swimming pools, hot tubs and Jacuzzis.

Discussion ensued about the definition of the art wall as a fence inside of the perimeter, adjacent to the fence.

Discussion point:

- Art wall is in line with the house, has ability to have a taller structure
- Code is conflicting with the height of the art wall
- Moving art wall back will is it legal and appropriate with the code

Motion by Ms. Hunter supported by Mr. Stewart to recommend to the Board of Trustees approval of Mr. Skeels variance application. Motion carried unanimously

Public Hearing: 511 Box Elder Avenue – Home Occupancy

Administrator Knight read staff notes, with no issues to report.

Concerns regarding traffic and signage, Ms. Bachran communicated only the normal traffic flow and no signage will be placed out side of residence.

Motion by Mr. Bear supported by Mr. Stewart to recommend to the Board of Trustees approval of Ms. Bachrans special use permit application. Motion carried unanimously

Adjournment

Motion by Mr. Stewart supported by Mr. Bear to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned by Ms. Heck at 6:55 pm

Amanda Mojarro, Deputy Clerk

Barbara Heck, Chairperson

DRAFT

AGENDA SUMMARY FORM

<p>Agenda Item</p>  <p>The Town of Paonia</p>	<p>Public Hearing: 511 Box Elder Avenue – Home Occupancy</p>
<p>Summary: Mary Bachran requests permission to continue her sewing business within her home.</p>	
<p>Staff does not have any issues for review with this application. The Planning Board recommends approval.</p>	

NOTICE OF PUBLIC HEARING

In compliance with the Municipal Code of the Town of Paonia, Colorado, the Planning Commission will hold a public meeting on Wednesday, April 10, 2019 on or after 6:00PM at Paonia Town Hall Community Center Room, 214 Grand Avenue, Paonia, Colorado to consider a request for:

Variance Application for Michael Gruenefeldt:

Non-Conforming Lot Use

120 North Fork Avenue, Paonia CO 81428

Variance Application for Jeff Skeels:

Non-Conforming Fence

332 Onarga Avenue, Paonia CO 81428

Home Occupancy Application for Mary Bachran:

Sewing Business

511 Box Elder Avenue, Paonia CO 81428

In compliance with the Municipal Code of the Town of Paonia, Colorado, the Board of Trustees will hold a public meeting on Tuesday, April 23, 2019 on or after 6:30PM at Paonia Town Hall Community Center Room, 214 Grand Avenue, Paonia, Colorado to consider the Planning Commission recommendation for the above requests.

If you are unable to attend but wish to comment, submit at Paonia Town Hall: 214 Grand Avenue, PO Box 460, Paonia, CO 81428, or paonia@townofpaonia.com until April 3, 2019.

DELTA COUNTY
INDEPENDENT

P.O. Box 809
401 Meeker St.
Delta, CO 81416
(970) 874-4421

INVOICE

Paonia, Town of
PO Box 460
Paonia, CO 81428

AD CAPTION: Planning Commission Gruenefeldt, Skeels, Brachran

DATE	LINES	RATE	COST
March 27, 2019			
April 3, 2019	41	.608	24.93

This amount will appear on your next monthly statement.

Thank you!



COLORADO
PRESS
ASSOCIATION

100

Affidavit is enclosed.

Legal Deadline is Monday at 10:00 a.m.

DELTA COUNTY
INDEPENDENT

401 Meeker St.
P.O. Box 809
Delta, CO 81416

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO }
COUNTY OF DELTA } ss.

I, Roxanne McCormick, do solemnly swear that I am advertising director of the *Delta County Independent*; that the same is a weekly newspaper printed, in whole or in part, and published in the County of Delta, State of Colorado, continuously and uninterruptedly in said County of Delta for a period of more than fifty-two consecutive weeks prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as second-class matter under the provisions of the Act of March 3, 1879, and all amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado; that the annexed legal notice or advertisement was published in the regular and entire issue two consecutive insertions; that the first publication of said notice was in the issue of said newspaper dated March 27th, A.D., 2019, and that the last publication of said notice was in the issue of said newspaper dated April 3rd, A.D., 2019.

In witness whereof I have hereunto set my hand this 3rd day of April, A.D., 2019.

Roxanne McCormick
Advertising director of said *Delta County Independent*

Subscribed and sworn before me, a Notary Public in and for the County of Delta, State of Colorado, this 3rd day of April, A.D., 2019.

Patricia Sunderland
Notary Public

My commission expires 12/24/2021
900 Cypress Wood Lane
Delta, CO 81416

PATRICIA SUNDERLAND
19934019033
NOTARY PUBLIC
STATE OF COLORADO
Commission Expires 12-24-2021

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Non-Conforming Lot Use
120 North Fork Avenue, Paonia CO 81428
Variance Application for Jeff Skeels:
Non-Conforming Fence
332 Onarga Avenue, Paonia CO 81428
Home Occupancy Application for Mary Bachran:
Sewing Business
511 Box Elder Avenue, Paonia CO 81428
In compliance with the Municipal Code of the Town of Paonia, Colorado, the Board of Trustees will hold a public meeting on Tuesday, April 23, 2019 on or after 6:30PM at Paonia Town Hall Community Center Room, 214 Grand Avenue, Paonia, Colorado to consider the Planning Commission recommendation for the above requests.
If you are unable to attend but wish to comment, submit at Paonia Town Hall, 214 Grand Avenue, PO Box 460, Paonia, CO 81428, or paonia@townofpaonia.com until April 3, 2019.
Published in the Delta County Independent March 27 and April 3, 2019.

TOWN OF PAONIA, COLORADO
Home Occupation Permit Application

Date: 3/5/19 Name: MARY BACHRAN

Physical Address: 511 BOX ELDER AVE. PAONIA, CO 81428

Telephone: [REDACTED] Email: marybachran@

Type of Business/Home Occupation Requested:
SEWING BUSINESS

A home occupation shall be permitted as an accessory use provided a Home Occupation Permit is granted by the Town and the criteria for home occupations are met at all times the accessory use continues.

Home Occupation Permits are issued to the individual for a specific property and use. Permits are not transferable should the property be sold or rented to other persons.

Please review carefully before submitting this application the attached "Criteria for Home Occupations".

Applications for a Home Occupation Permit shall be filed no less than thirty (30) days in advance of the meeting at which they are to be considered by the Town of Paonia Planning Commission.

The permit application must be completed and accompanied by a check for the required fee of \$150.00 when applying for a Home Occupation Permit from the Town of Paonia. The \$150.00 fee is non-refundable as it covers the expenses for correspondence and publication (related to the required public hearing) that will be incurred by the Town of Paonia.

All property owners within 200 feet of the applicant's property being considered for the Home Occupation Permit will be notified by certified mail of a public hearing whereby the Town of Paonia Planning Commission will consider this permit application.

Project Summary:

Please provide a brief summary statement of your requested Home Occupation:
SEWING REPAIRS, ALTERATIONS, FABRICATION, DUPLICATION

What is the property's current zoning? R-3

If signage is requested, size of sign cannot exceed two (2) square feet. Is this acceptable? YES

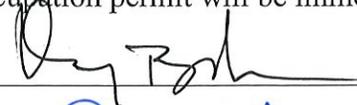
What additions or changes to existing buildings or structures will be made? NONE

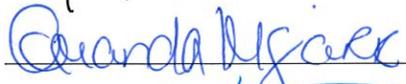
What new buildings or structures will be constructed? NONE

What additions or changes in utilities will be necessary? NONE

102 s the anticipated increased traffic volume due to this use? 1-2 CARS PER WEEK

Please read the attached criteria. If your Home Occupation does not meet any of these criteria please attach an explanation to this application. If at any time the criteria not addressed through this process cannot be met, I understand the home occupation permit will be immediately revoked.

Applicant's signature: 

Clerk's signature of receipt: 

Town Administrator's signature:  3.1.19 (91)

CRITERIA FOR HOME OCCUPATIONS — a home occupation shall be allowed as a permitted accessory use provided the following conditions are met:

1. The use must be conducted entirely within a dwelling or accessory structure and carried on by the occupants of the dwelling and no more than one non-occupant employee.
2. The use must be clearly incidental and secondary to the use of the dwelling for dwelling purposes and must not change the residential character thereof
3. The total area used for such purposes may not exceed 25% of the first floor area of the user's dwelling unit.
4. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation, including advertising signs or displays, or advertising that solicits or directs persons to the address. A wall-mounted identification sign of not more than two square feet shall be permitted.
5. There shall not be conducted on the premises the business of selling stocks, supplies or products, provided that incidental retail sales may be made in connection with other permitted home occupations.
6. There must be no exterior storage on the premises of material or equipment used as a part of the home occupation.
7. No equipment or process shall be used in such home occupation which creates any glare, fumes, odors, or other objectionable condition detectable to the normal senses off the lot, if the occupation is conducted in a single-family dwelling, or outside the dwelling unit if conducted in other than a single-family dwelling.
8. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of the home occupation shall be met with additional off-street parking spaces that are not located in a required yard adjacent to a street.
9. Under no circumstances shall any of the following be considered a home occupation: antique shop; barber shop; beauty parlor (with more than one chair); clinic; mortuary; nursing home; restaurant; veterinary clinic; or dance studio.

Account: R001189

Location

Parcel Number 318731405011
 Tax Area Id BR- - - BR-
 Situs Address 511 BOX ELDER AVE
 Legal Summary 511 BOX ELDER AVE PAONIA 81428 S: 31 T: 13S R: 91W Subdivision: LEES MH PARK ADD PA Lot: 11 TOTAL 0.18 AC +/- (60'X133.2') LOT 11 LEES MH PARK SEC 31 T13S R91W 6PM 1/23 INT PK AREA PT E2SE4 SEC 31 BK 616 PG 258 BK 628 PG 92 BK 681 PG 559 BK 751 PG 230 BK 789 PG 149 BK 880 PG 426 BK 966 PG 910 R-578873 R626833 R626834 R-637433 R-637591 R-644983-DC

Owner Information

Owner Name BACHRAN MARY
 [Redacted]

Assessment History

Actual (2018)	\$62,731
Assessed	\$4,517
Tax Area: BR- Mill Levy: 73.8470	
Type	Actual Assessed Acres SQFT Units
Improvements	\$24,731 \$1,781 1216.000 1.000
Land	\$38,000 \$2,736 0.180 0.000 1.000

Transfers

<u>Sale Date</u>	<u>Sale Price</u>	<u>Doc Description</u>
07/12/2010		DEATH CERTIFICATE
09/04/2009		QUIT CLAIM
06/30/2008	\$121,500	WARRANTY DEED
04/21/2004	\$92,000	WARRANTY DEED
03/18/2003	\$85,000	WARRANTY DEED/JOINT TEN
04/13/2001	\$87,000	WARRANTY DEED/JOINT TEN
10/27/1997	\$79,900	WARRANTY DEED/JOINT TEN
12/07/1995	\$75,000	WARRANTY DEED
03/06/1992	\$11,000	WARRANTY DEED/JOINT TEN
12/08/1988	\$7,900	QUIT CLAIM

Images

- [Photo](#)
- [Sketch](#)
- [GIS](#)



Minutes
Planning Commission Regular Meeting
Town of Paonia, Colorado
April 10, 2019

RECORD OF PROCEEDINGS

The Regular Meeting of the Planning Commission held Wednesday, April 10, 2019, was called to order at 5:58 PM by Chairperson Barbara Heck, followed by the Pledge of Allegiance.

Roll Call:

Commission members present were as follows:

Chair Barbara Heck
Commissioner Lucy Hunter
Commissioner Monica Foguth
Mayor Charles Stewart
Trustee William Bear

Town Staff present were as follows:

Administrator Ken Knight
Deputy Clerk Amanda Mojarro

A quorum was present, and Chairperson Barb Heck proceeded with the meeting.

Approval of Agenda

Motion made by Mayor Stewart, Supported by Commissioner Hunter to approve the agenda.

Unfinished Business

Minutes – March 06, 2019

Motion made by Mayor Stewart, Seconded by Trustee Bear to approve minutes with corrections.
Motion carried unanimously.

Public Hearing: 120 North Fork Avenue – Non-Conforming Lot

Chairperson Barbara Heck opened the meeting to discuss, Mr. Mike Gruenefeldt's variance of a non-conforming lot.

Administrator Knight read off the staff notes. Mr. Gruenefeldt did not meet the (12) twelve-month time frame to replace the mobilome he removed.

Mr. Gruenefeldt stated the he bought the lot with a 1982 (14) fourteen feet wide and (70) seventy feet long mobile home in June of 2015.

Administrator Knight read municipal code sec 16-13-10 objectives of non-conforming lot to the planning committee.

Points Informed to Committee:

- Lot is too small to build.
- 12 Month time frame to replace mobile home was not met.

Discussion ensued that the new build would be on the envelope of the old building.

Mr. Gruenefeldt communicated the new build he is considering building at 120 North Fork Ave would be (1) one story with a loft structure that would be (650) six hundred fifty square feet.

Discussion ensued regarding the Union Pacific Railroad right away. Mr. Gruenefeldt communicated that (50) fifty feet from the center of the railroad tracks is considered railroad right-of-away.

Discussion ensued on plan B be used only if plan A didn't get approved by the planning board.

Mr. Gruenefeldt communicated that plan B would be to merge both of his lots 116 North Fork Ave and 120 North Fork Ave.

Discussion points regarding combining both parcels:

- Requires a variance to merge lots
- Requires to Re – Zone to R-3

Motion by Mr. Stewart supported by Ms. Hunter to recommend to the Board of Trustees approval of Mr. Gruenefeldt's variance application. Motion carried unanimously

Public Hearing: 332 Onarga Avenue – Non-Conforming Fence

Administrator Knight read staff notes regarding Jeff Skeels non-conforming (8) eight-foot fence along with municipal code sec 18-19-20 Swimming pools, hot tubs and Jacuzzis.

Discussion ensued about the definition of the art wall as a fence inside of the perimeter, adjacent to the fence.

Discussion point:

- Art wall is in line with the house, has ability to have a taller structure
- Code is conflicting with the height of the art wall
- Moving art wall back will is it legal and appropriate with the code

Motion by Ms. Hunter supported by Mr. Stewart to recommend to the Board of Trustees approval of Mr. Skeels variance application. Motion carried unanimously

Public Hearing: 511 Box Elder Avenue – Home Occupancy

Administrator Knight read staff notes, with no issues to report.

Concerns regarding traffic and signage, Ms. Bachran communicated only the normal traffic flow and no signage will be placed out side of residence.

Motion by Mr. Bear supported by Mr. Stewart to recommend to the Board of Trustees approval of Ms. Bachrans special use permit application. Motion carried unanimously

Adjournment

Motion by Mr. Stewart supported by Mr. Bear to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned by Ms. Heck at 6:55 pm

Amanda Mojarro, Deputy Clerk

Barbara Heck, Chairperson

DRAFT



Rural Philanthropy Days – Large Park Event Registration

Summary: The rural Philanthropy Days committee met with Administrator Knight and Town Clerk Ferguson to discuss the RPD reservations and plans for June 12-14th. Included in the packet are the large park event registration application for Board approval and additional documents and locations being used by RPD for informational purposes.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

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

Here are things you need to know:

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

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

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

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

Name of person making presentation: _____

Organization, if speaking on behalf of a group: Rural Philanthropy Days

Is this a request for Board action? Yes No

Please provide a summary of your comments:

We would like to reserve Poulos Park and Town Park for
Rural Philanthropy Days June 13, 2018. The Paradise will manage
the liquor license.

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

Elaine Brett has spoken with the Mayor.
Alina Michelsen has spoken to Corinne -

Contact information:

Name: _____

Mailing Address: _____

E-mail: _____

Daytime Phone: _____

Office Use Only:
Received: <u>3.29.2019</u>
Approved for Agenda: <u>4.5.2019</u>
Board Meeting Date: <u>4.23.19</u>

Town of Paonia

Temporary Banner Permit

Organization Name: The Learning Council For Rural Philanthropy Days
Address: [REDACTED]
Contact Person: Alicia Michelsen Telephone #: [REDACTED]

Event: Rural Philanthropy Days Date(s): June 11-14

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

Banner Specifications:

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

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

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

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

Applicant Signature: Alicia Michelsen Date: April 5, 2019

Town of Paonia Use Only		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: <u>4.5.19</u>
Signed: <u></u>		

(S) IN-KIND
Fee waived

COMMUNITY CENTER RESERVATION APPLICATION

We wish to use the Community Center on: June 12, 13, 2019
Number of people anticipated: 50-100 Time - from: 9 to 5:30
Purpose: Rural Philanthropy Days
Name of Organization: The Learning Council
Name of Applicant: Alicia Michelsen
Address: [REDACTED] 81428
Phone #: [REDACTED]

I/We agree to the following rules and acknowledge compliance.

1. Complete cleaning of kitchen.
(Includes stove, sinks, countertops and trash removal to the dumpster in the rear of the building.)
2. If you use the dishwasher, please read instructions and clean after use.
3. Stack chairs on side of room and put tables in the closet with tops facing tops and backs facing backs.
4. No removal of any chairs, tables or equipment from the Community Center is allowed.
5. No pets.
6. No beverages which contain dye (ie, Kool-Aid), as it stains the carpet.
7. Floors must be vacuumed where visible dirt is tracked in.
(Vacuum is available in the Storage Closet.)
8. Turn off lights and check restrooms before locking building.
9. LOCK all entry doors. (Community Center doors on the hallway are not locked.)
10. Return the entry key within 5 business days following the event date on this application.

Note: Soap, towels, potholders, coffee, etc., are not supplied.

Signature: Alicia Michelsen

Date: February 5, 2019

Reservation Fee: _____

Reservation Fee Paid: WAIVED

Approved by: [Signature]
Date: 4.5.19

Key Return Due Date: _____

Key Returned On: _____

Community Room Fees Paid are non-refundable.

The Town reserves the right to bill the Organization and/or Applicant for any or all extra cleaning or repairs required resulting from the scheduled event.

Failure to return the key within 5 business days following the event will result in billing for replacement of locks and key inventory.

*in-kind
Fee waived*
[Signature]

-LITTLE PARK Application Required-

PARK RESERVATIONS

We wish to use: TOWN PARK APPLE VALLEY PARK _____ POULOS PARK

Whole Shelter _____ Half Shelter _____ Gazebo _____ River Park _____
Lion's Shelter _____ Back Field _____ Other _____

Day/Date June 13 2019 Time Used 9:00am - 9:30pm

For the purpose of Rural Philanthropy Days

Number of people expected to participate 300

If more than 100, a Park/Event Registration Application and appropriate fees are required.

Name of Organization (IF APPLICABLE) The Learning Council on behalf of RPD
Applicant Alicia Michelsen Phone _____
Address _____ State CO
Mailing Address _____ State CO

Do you require electricity? 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.
- _____ 7. **NO** alcohol permitted in park.

Signature(s) Alicia Michelsen

Date February 5, 2019

Approved by n/A

Copies sent to:

- _____ Original - Parks Reservation Folder
- _____ Copy - Applicant
- _____ Copy - Police Department
- _____ Copy - Public Works Department



Town of Paonia

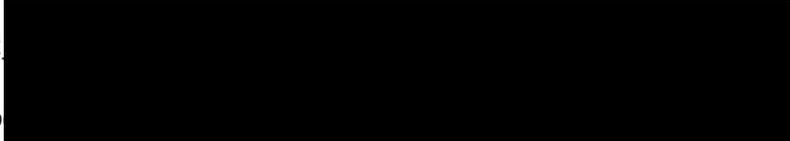
Park/Event Registration Application

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: Rural Philanthropy Days - Representative Alicia Michels

Organization: The Learning Council + CRC

Mailing Address: 

Telephone Number: 

Event Manager (if different than Applicant): Alicia Michelsen - Elaine Brennan

Event Manager Telephone: 

Event Manager E-Mail: thelearningcouncilpaonia@gmail.com - allizw@

Please describe the event: RPD is a regional event to connect nonprofits with funders.

Event Date(s): June 13, 2019 Event Hours: 8:00am - 9:30pm

Event Date(s): _____ Event Hours: _____

Event Date(s): _____ Event Hours: _____

Event Date(s): _____ Event Hours: _____

Park reserved
6.11.19
6.14.19

Which park do you want to use?

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

Will there be alcohol? (Alcohol Requires Board of Trustees Approval)

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

Will there be vendors?

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

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

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

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

- No
- Yes open gate on the 11th By Gazebo

separate application through → FOTP on 4-23 meeting

Pricing:

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

Full Day (6+ Hours until 10:00p) \$ 175.00/day
Includes: 3 dumpsters and up to 10 vendors
Date Submitted 3.29.2019 Amount 175.00

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.
Compost receptacles available \$ _____

TOTAL FEES SUBMITTED \$ _____

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

*Waived - co-hosted by
Town (signature)*

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 29 day of MARCH, 2019.

Printed Name: ELAINE M. BRETT

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: 4.5.2019

- Application is deemed complete and is accepted. Employee Initials 

- Application requires Board of Trustee Approval.
Hearing Date: 4.23.2019

Comments: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/08/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Val Fitzpatrick	
Roper Insurance and Financial Services, Inc.		PHONE (A/C No, Ext): (303) 721-1145	FAX (A/C No): (303) 721-1085
9559 S. KINGSTON CT.		E-MAIL ADDRESS: PC@roperinsurance.com	
ENGLEWOOD CO 80112-5952		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: PHILADELPHIA IND INS CO	
Community Resource Center, Inc.		INSURER B:	
789 N Sherman St		INSURER C:	
Denver CO 80203		INSURER D:	
		INSURER E:	
		INSURER F:	
		NAIC # 18058	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	PHPK1535133	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1535133	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Paonia is listed as an additional insured as indicated above.

CERTIFICATE HOLDER CANCELLATION

Town of Paonia PO BOX 460 214 Grand Avenue Paonia CO 81428	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Rural Philanthropy Days Communication Contacts

Michelle Livingston [REDACTED]

Elaine Brett [REDACTED]

Alicia Michelsen [ff](#) [REDACTED]

Sunshine Knight [REDACTED]

Pat Frazier [REDACTED]

Safety Plan

We anticipate several hundred attendees at RPD. 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.

Several food vendors/caterers will provide food 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.

Medical Plan

Rural Philanthropy Days will be in Paonia Parks June 13 from 8:00am- 9:00pm.

We are anticipating 300 people to attend this event. We do not anticipate 300 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] by email at

thelearningcouncilpaonia@gmail.com

During Rural Philanthropy Days 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 plan for Parking during Rural Philanthropy Days:

Rural Philanthropy Days June 13, 2019

In town we will utilize parking at the Votek where many sessions will be held. 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.

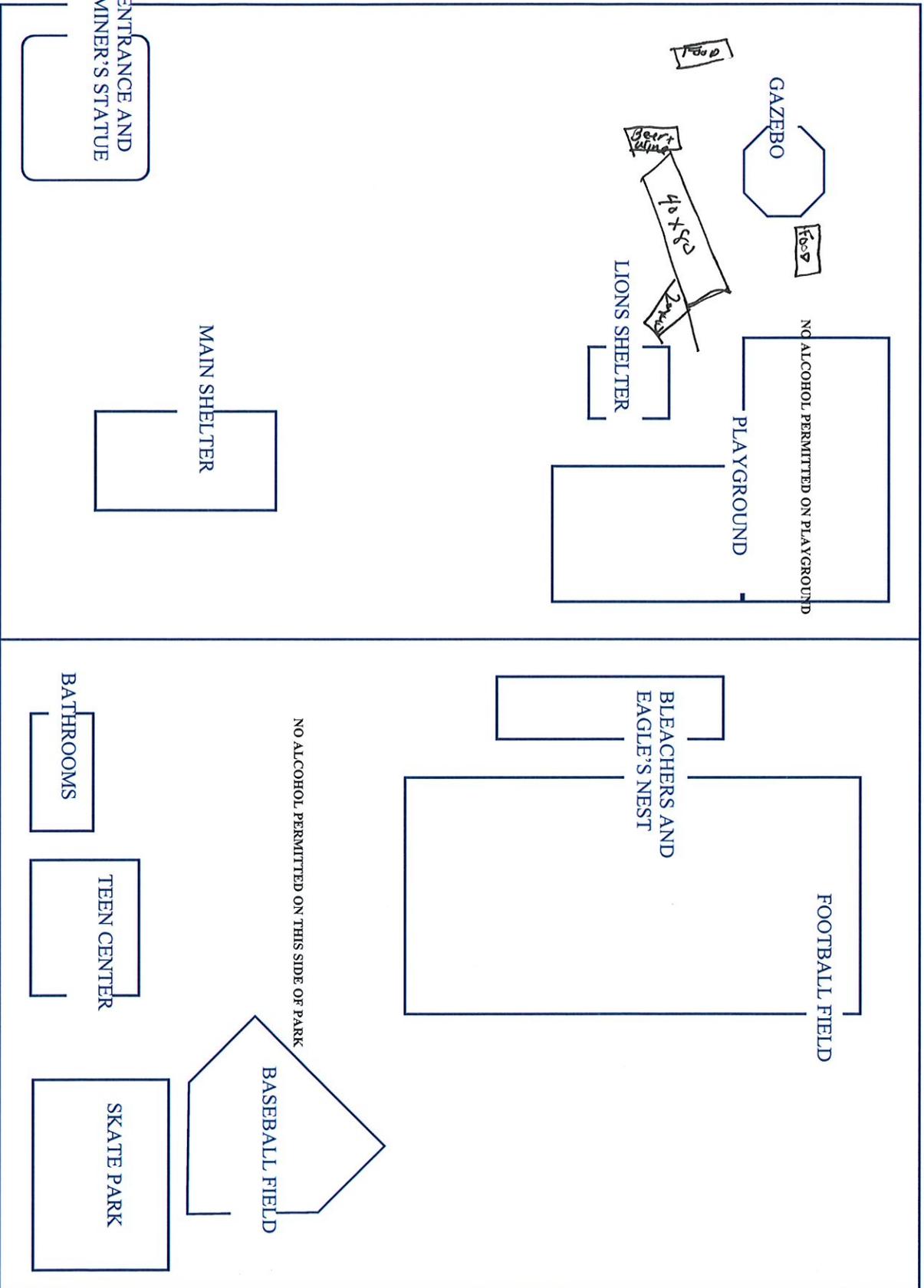
At the Town Park we will encourage staff to park farther away from the park so that elders and guests may have access to closer parking.

We are encouraging walking around town, carpooling and will offer shuttles to our events provided by Delta County Schools.

TOWN PARK MAP

FIFTH STREET

NORTH FORK AVENUE



FOURTH STREET

2019 WS RPD Proposed Agenda v3.4.19

Day 1 - Wednesday, June 12 - Hotchkiss		
TIMELINE	EVENT	LOCATION
8:30 AM - 4:30 PM	Registration and Help Desk	Hotchkiss HS
9:00 AM - 11:30 AM	"Telling your Story" Pre-Conference Training Make-Up Session	Hotchkiss HS
	"Grantwriting 101" Nonprofit Workshop	Hotchkiss HS
11:30 AM - 1:00 PM	Break for Lunch	List of options in Hotchkiss
1:00 - 1:15 PM	Welcome Remarks, Spotlight on the Region Presentation	Hotchkiss HS Common Area
1:15 - 1:45 PM	Sally Kane - Kick-Off Presentation	
1:45 - 2:45 PM	Western Slope Regional Town Hall	
2:45 - 3:00 PM	Transition Time	
3:00 - 4:00 PM	Meet the Funders Round 1 (# Breakouts)	Hotchkiss HS Rooms TBD
4:00 - 4:15 PM	Transition Time	
4:15 - 5:15 PM	Meet the Funders Round 2 (# Breakouts)	
5:15 - 6:30 PM	Transition Time	
6:30 - 8:30 PM	Welcome Reception	Zack's BBQ (by the river)
Day 2 - Thursday, June 13 - Paonia Tech College & Downtown		
TIMELINE	EVENT	LOCATION
7:00 AM - 4:00 PM	Registration and Help Desk	Paonia Tech College
8:00 - 9:00 AM	Networking Breakfast	Paonia Town Park
9:00 - 9:30 AM	Welcome Remarks	Paonia Town Park
9:30 - 10:00 AM	Transition Time	
10:00 - 11:30 AM	Capacity Building Workshops #1	Paonia Tech, Town (various locations)
11:30 - 1:00 PM	Networking Lunch	Paonia Town Park
1:00 - 2:30 PM	Capacity Building Workshops #2	Paonia Tech, Town (various locations)
2:30 - 3:00 PM	Transition Time	
3:00 - 4:30 PM	Capacity Building Workshops #3	Paonia Tech, Town (various locations)
5:30 - 8:30 PM	Evening Reception/Dinner	Paonia Town Park
Day 3 - Friday, June 14 - Paonia High School		
TIMELINE	EVENT	LOCATION
7:00 AM - 12:00 PM	Registration / Help Desk	Paonia HS
7:00 AM - 8:30 AM	Networking Breakfast	Paonia HS Gymnasium

8:40 AM – 8:55 AM	Funder Roundtable Instructions	Paonia HS Common Area
9:00 AM – 12:00 PM	Funder Roundtables - 5 Rounds	Paonia HS Common Area
12:00 PM	Closing Remarks	Paonia HS Common Area

AGENDA SUMMARY FORM



Friends of the Paradise Theatre - Rural Philanthropy Days Special Event License

Summary: The non-profit group, Friends of the Paradise Theatre request a special event liquor license for Thursday, June 13, 2019.

Notes:

No issues noted from Chief of Police or Town Clerk.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

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

Here are things you need to know:

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

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

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

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

Name of person making presentation: Sunshine Knight
Organization, if speaking on behalf of a group: Friends of the Paradise Theatre
Is this a request for Board action? Yes No

Please provide a summary of your comments:

The Paradise is requesting a special event
liquor license for RPD on Thursday, June 13.
We will sell beer & wine to conference
attendees.

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

Cairne Ferguson

Contact information:

Name: Sunshine Knight
Mailing Address: P.O. Box 886
Paonia CO 81428
E-mail: director@paradiseofpaonia.com
Daytime Phone: [REDACTED]

Office Use Only:
Received: <u>4.4.19</u>
Approved for Agenda: <u>4.8.19</u>
Board Meeting Date: <u>4.23.19</u>

Application for a Special Events Permit

Departmental Use Only

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

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

LIAB Type of Special Event Applicant is Applying for: 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 <i>Friends of the Paradise theatre</i>	State Sales Tax Number (Required) <i>30480955</i>
--	--

2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <i>P.O. Box 886 Paonia 81428</i>	3. Address of Place to Have Special Event (include street, city/town and ZIP) <i>Town Park 700 4th St, Paonia CO 81428</i>
---	---

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

5. Event Manager	<i>Hatchkiss 81419</i>
------------------	------------------------

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

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

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

Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To	Date	Hours	From	To
<i>June 13, 2019</i>															
		<i>5:00</i>	<i>P.M.</i>												
		<i>7:00</i>	<i>P.M.</i>												

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

Signature <i>[Signature]</i>	Title <i>Executive Director</i>	Date <i>4-4-19</i>
------------------------------	---------------------------------	--------------------

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) <i>TOWN OF PADUJIA</i>	<input checked="" type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk <i>970.527.4101</i>
Signature	Title <i>MAYOR</i>	Date

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

Liability Information

License Account Number	Liability Date	State	Total
		<i>-750 (999)</i>	<i>\$</i>

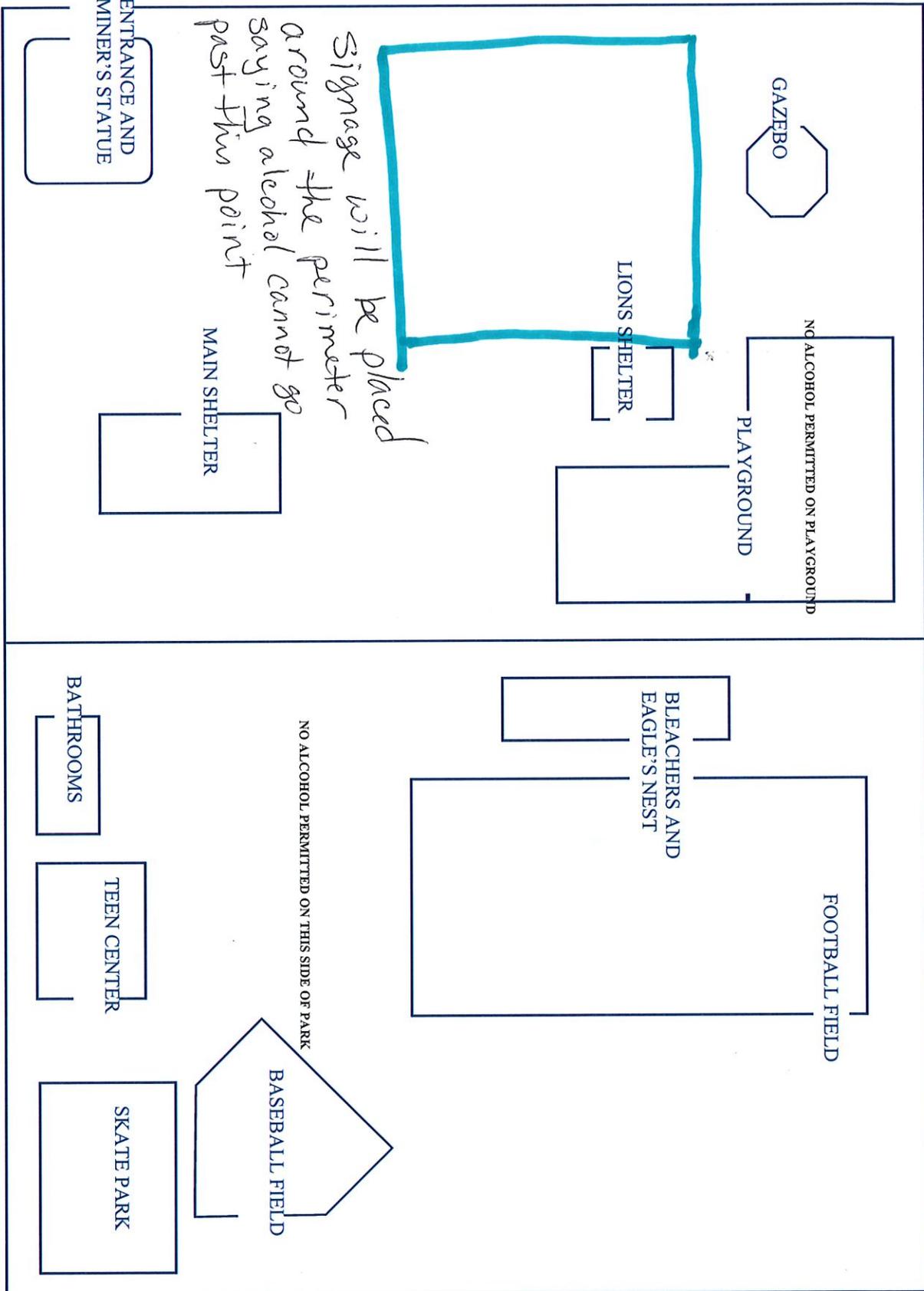
TOWN PARK MAP

RPD

FIFTH STREET

NORTH FORK AVENUE

FOURTH STREET



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,

Friends of the Paradise Theatre

is a

Nonprofit Corporation

formed or registered on 01/22/2014 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 20141042465 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 04/05/2019 that have been posted, and by documents delivered to this office electronically through 04/08/2019 @ 15:03:07 .

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 04/08/2019 @ 15:03:07 in accordance with applicable law. This certificate is assigned Confirmation Number 11501511 .



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."

AGENDA SUMMARY FORM



Town Administrator Contract Extension

Summary: Suggested extension to June 11th Board meeting.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

SECOND AMENDMENT TO PROFESSIONAL EMPLOYMENT AGREEMENT

This SECOND AMENDMENT TO PROFESSIONAL EMPLOYMENT AGREEMENT (this “Amendment”) is made and entered into this ____ day of April, 2019, by and between the Town of Paonia, a Colorado statutory town (the “Town”), and Kenneth D. Knight (the “Administrator”).

RECITALS

- A. **WHEREAS**, the Town and the Administrator entered into a Professional Employment Agreement, dated January 12, 2017 (the “Employment Agreement”) (a copy of which is attached hereto as Exhibit “A”), wherein the Administrator became the Town Administrator for the Town; and
- B. **WHEREAS**, the Employment Agreement was set to expire on February 1, 2019; and
- C. **WHEREAS**, the Town and the Administrator entered into a First Amendment to the Professional Employment Agreement extending the term of the Employment Agreement with the Town Administrator to April 23, 2019 (the “First Amendment”); and
- D. **WHEREAS**, the Board of Trustees for the Town and the Administrator are in the process of implementing goals and objectives for the Town Administrator, a process which the Board hopes to complete on or before June of 2019; and
- E. **WHEREAS**, the Employment Agreement and the First Amendment are in full force and effect, and the Town Administrator is an employee in good standing with the Town; and
- F. **WHEREAS**, the Board of Trustees will not have the opportunity to complete its evaluation of the Town Administrator prior to the expiration of the Employment Agreement and the First Amendment; and
- G. **WHEREAS**, the Town would like to extend the term of the Employment Agreement for an additional time period, to June 11, 2019, and the Town Administrator is willing to serve as Town Administrator during this time.

NOW THEREFORE, in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Section 1. Amendment to the Employment Agreement. The term of the Employment Agreement shall be until June 11, 2019, subject to early termination as provided for in the Employment Agreement.

Section 2. Performance Evaluation. The Town Board of Trustees shall undertake a Performance Evaluation in accordance with Section 10 of the Employment Agreement prior to

determining if it is appropriate to offer the Town Administrator a new or a renewed employment agreement as Town Administrator.

Section 3. Binding Effect. Except as amended in this Amendment the Employment Agreement shall remain in effect and be binding on the Town and the Town Administrator.

IN WITNESS WHEREOF, the parties have executed, acknowledged, sealed and delivered this Amendment on the date first above written.

TOWN OF PAONIA

By: _____
Charles Stewart, Mayor

ATTEST:

By: _____
Corinne Ferguson Town Clerk

TOWN ADMINISTRATOR

By: _____
Kenneth D. Knight, Town Administrator

DRAFT

AGENDA SUMMARY FORM



2019 Optional Coverage Program for Detainee Medical Coverage

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

4-23-2019

April 4, 2019

Corinne Ferguson, Town Clerk
Town of Paonia
P.O. Box 460
Paonia, CO 81428

SUBJECT: New 2019 Optional Coverage Program for Detainee Medical Coverage

Dear Corinne:

Enclosed is a 2019 Detainee Medical Coverage Program quotation, Plan Information summary and Participation Agreement. Coverage is placed through a master program specially designed and negotiated for CIRSA with Sirius America Insurance Company.

The Plan Information provides a general summary of the coverages. All coverages are governed by the terms, conditions, exclusions, and limitations stated in the applicable coverage documents. **The enclosed Plan Information summary should not be relied on as a substitute for review of those documents.** If the enclosed information is not adequate for you to make a decision about participating in the coverage for 2019, please do not hesitate to contact your underwriting representative.

If you wish to purchase this optional coverage for 2019, complete and sign the attached Participation Agreement and return it along with the completed Notice of Acceptance/Rejection of Quotation document to CIRSA. Coverage will be bound once approved by Sirius American Insurance Company.

This quote is for coverage, with a proposed effective date of May 15, 2019 through December 31, 2019. As noted above, the carrier must approve the completed Participation Agreement before coverage can be bound. You may purchase this coverage at any time during the year and the premium will be pro-rated based on the actual effective date of coverage. **However, CIRSA must receive your acceptance letter and Participation Agreement at least five (5) working days prior to your proposed effective date of coverage.**

This coverage is optional. Your entity is not required to purchase this coverage.

For coverage effective May 15, 2019, please return the Participation Agreement and Notice of Acceptance/Rejection of Quotation form no later than May 3, 2019.

Sincerely,



Jill Padbury
Underwriting Manager

**2019 DETAINEE MEDICAL COVERAGE
NOTICE OF ACCEPTANCE/REJECTION OF QUOTATION**

The Town of Paonia

- does wish to purchase Detainee Medical coverage, per the attached completed Participation Agreement, for the prorated premium of **\$1,500** effective May 15, 2019 through December 31, 2019, with a deductible of \$1,000.

- does not wish to purchase Detainee Medical coverage at this time.

Signature: _____

Title: _____

Date: _____

**Signature must be that of the Mayor, Manager, Clerk, or equivalent (such as
President of a Special District).**

This is NOT a bill. A separate invoice will be sent.

SIRIUS AMERICA INSURANCE COMPANY

140 Broadway
New York, NY 10005

PARTICIPATION AGREEMENT

Town of Paonia, a Public Entity established under the laws of the State of Colorado, hereby requests participation in the plan of Blanket Limited Benefit Health Insurance sponsored by the Colorado Intergovernmental Risk Sharing Agency (the Policyholder) and underwritten by Sirius America Insurance Company (Sirius America). The Public Entity requests participation for the purpose of insuring the following Law Enforcement Agency:

Town of Paonia

(Municipality)

The Public Entity agrees to be bound by all terms and conditions of the Policy and any Certificate of Insurance issued to it. The Public Entity acknowledges that the Policy is available for inspection by contacting the Policyholder.

The Public Entity understands that:

1. the insurance offered will only be the coverage provided for under the Policy issued to the Policyholder;
2. no insurance will become effective without the written approval of Sirius America;
3. if the Public Entity's participation agreement is approved by Sirius America, coverage under the Policy and any issued Certificate of Insurance will:
 - a. be provided to individuals who are in the Custody of a Participating Law Enforcement Agency, or Law Enforcement Officer and who are injured by a LEO of a Participating Law Enforcement Agency in the course of being placed into Custody; and
 - b. be effective as of the approval date;
4. any fraud or intentional misrepresentation in connection with this request may result in the denial of a claim or the rescission of coverage; and
5. no agent has the authority to alter or amend the Policy or any Certificate of Insurance or to bind Sirius America by making any promise or representation.

The Public Entity further agrees:

- a. to furnish any information that Sirius America requests that is reasonably related to the proper administration of the Policy;
- b. that benefits payable under the Policy are solely governed by the terms and conditions of the Policy and any issued Certificate of Insurance;
- c. that the Public Entity may withdraw its participation in the plan of insurance and cancel coverage under the Policy upon 31 days' prior written notice to the Policyholder and Sirius America;
- d. that failure by the Policyholder to remit premium amounts when due will automatically result in the cancellation of insurance provided under the Policy and any issued Certificate of Insurance, effective as of the due date or last day of any applicable grace period, whichever is later.

Acknowledgement As a duly authorized representative of the undersigned Public Entity, I offer assurances that all statements, answers and any other information provided to Sirius America at its request will, to the best of my knowledge and belief, be true and complete. I understand and agree that (a) this agreement will be part of the issued policy, (b) no information given to or acquired by any representative of Sirius America will bind it, unless it is in writing and attached to this agreement, (c) no waiver or modification will bind Sirius America unless it is in writing and signed by an executive officer of the company, and (d) only those persons eligible under the terms of an issued policy or Certificate of Insurance will be insured.

Fraud Warning It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

Dated at _____ on the _____ day of _____, 20__

Signed by Authorized Representative

Title

**2019 DETAINEE MEDICAL
COVERAGE PLAN (Optional)**

Coverage: If a person is injured while being taken into police custody, they are typically transported to a hospital or other medical care facility for treatment. The facility then often seeks to recover the medical expenses from the law enforcement agency. The statutes and case law are not entirely settled as they pertain to municipal liability for such expenses. Since CIRSA’s current coverages do not include medical benefits coverage for these expenses, we are offering this optional Detainee Medical Coverage program.

This optional coverage provides limited medical expense benefits to an individual who is taken into custody by the participating member’s law enforcement agency or law enforcement officer and who is injured by the member’s law enforcement officer in the course of being placed in custody.

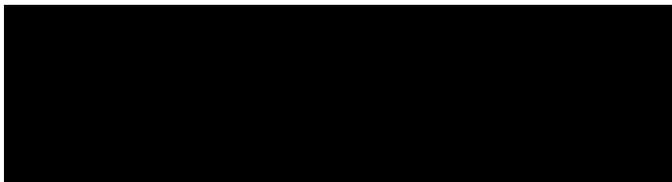
This coverage does not include expenses for treatment at a clinic within a jail operated by the member or for other excluded expenses.

<u>Limits:</u>	\$250,000	benefit maximum for injuries per covered accident
	\$500,000	annual aggregate per law enforcement agency
	\$5,000,000	policy aggregate (all members)

<u>Deductible:</u>	\$1,000	Entities with population between 0-4,999
	\$2,500	Entities with population between 5,000 – 14,999
	\$5,000	Entities with population between 15,000 – 49,999
	\$7,500	Entities with population between 50,000 – 59,999
	\$10,000	Entities with population between 60,000 – 69,999
	\$15,000	Entities with population between 70,000 – 99,999
	\$25,000	Entities with population between 100,000 – 149,999

Eligible Persons: An Eligible Person is an individual who is in the Custody of a Participating Law Enforcement Agency (LEA), or Law Enforcement Officer (LEO) and who is injured by a LEO of a Participating Law Enforcement Agency in the course of being placed into Custody.

Claims: International Assurance of Tennessee (IAT) administers the claims. A Claim form will be provided. The completed claim form should be sent directly to:



If you have any questions regarding claims, please call IAT at (615) 790-6908.

This information is provided only as a general summary of the coverages that apply or are available to CIRSA members. All coverages are governed by the terms, conditions, exclusions, and limits stated in Group Policy Number SEM-16.1-1000CO and any certificate issued to a participating public entity. **This summary should not be relied on as a substitute for review of those documents. If there is any conflict between this information and the policy or the certificate, the policy or the certificate, as appropriate, will be the controlling document.**

AGENDA SUMMARY FORM



Ordinance 2019-TBD Clark Avenue Parking

Summary: The Board of Trustees directed staff to prepare a Clark Avenue parking ordinance, limiting Parking to the east-side of the 300 block of Clark Avenue.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

ORDINANCE NO. 2019 - TBD

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, ADDING CHAPTER 8, ARTICLE 3, SECTION 40 TO THE TOWN OF PAONIA MUNICIPAL CODE

RECITALS:

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

WHEREAS, the Town has the power to regulate its streets and rights-of-way for the purposes of promoting the health, safety and the general welfare of the community; and

WHEREAS, the Town has adopted certain parking regulations under Chapter 8, Section 3 of the Town of Paonia Municipal Code; and

WHEREAS, the Board of Trustees, after discussing this matter with community members, property owners along Clark Avenue, and having it as an agenda item determines that it is in the best interest of the community and the public health, safety and welfare of the citizens of the Town to amend the Town Code to prohibit parking along the west side of the 300 block of Clark Avenue, from the intersection of Third Street to the dead-end of Clark Avenue by adding the following provision to the Municipal Code.

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

Section 1. Legislative Findings.

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

Section 2. Addition to the Town Code.

Sec. 8-3-40 shall be added to the Town Code as follows:

- (1) It shall be a violation of the Municipal Code to park along the west side of Clark Avenue, along the 300 Block, from Third Street to the dead-end of Clark Avenue.
- (2) A violation of this provision shall be cited in accordance with adopted Model Traffic Code.

Section 3. Severability.

If any provision, clause, sentence or paragraph of this Ordinance or the application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions

of this Ordinance which can be given effect without the invalid provision or application, and, to this end, the provisions of this Ordinance are declared to be severable.

Section 4. Repeal of Prior Ordinances.

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

Section 5. Ordinance Effect.

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

Section 6. Effective Date.

This Ordinance shall take effect thirty days after publication.

INTRODUCED, READ AND REFERRED to public hearing before the Board of Trustees of the Town of Paonia, Colorado, on the 23rd day of April 2019.

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

By: _____
CHARLES STEWART, Mayor

ATTEST:

CORINNE FERGUSON, Town Clerk

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this 14th day of May, 2019.

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

By: _____
CHARLES STEWART, Mayor

ATTEST:

CORINNE FERGUSON, Town Clerk

AGENDA SUMMARY FORM



Finance & Personnel

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Public Works/Utilities/Facilities

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Governmental Affairs/Public Safety

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Space to Create

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Tree Board

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM



Adjournment

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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