



**TOWN OF PAONIA**  
**TUESDAY, AUGUST 03, 2021**  
**SPECIAL TOWN BOARD MEETING AGENDA**  
**5:30 PM**

**Roll Call**

1. Roll Call

**Approval of Agenda**

2. Approval of Agenda

**Announcements**

3. Announcements

**New Business**

4. Paonia Skate-Park Project Update and Location Commitment Request – Jay Canode

**Adjournment**

5. Adjournment

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

## **II. CONSENT AGENDA**

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

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

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

## **III. EXECUTIVE SESSION**

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

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

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

## **IV. SUBJECT TO AMENDMENT**

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

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

AGENDA SUMMARY FORM

	Roll Call
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

AGENDA SUMMARY FORM

	Approval of Agenda
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

AGENDA SUMMARY FORM

	Announcements
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

	<p>Paonia Skate-Park Project Update and Location Commitment Request – Jay Canode</p>
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**Summary:**  
Continuation of discussion regarding Board commitment for optional location of a new skate park.

**Notes:**

Jay has presented multiple updates the Board over the past few years regarding his efforts to rehabilitate and/or expand the Paonia Skate-Park, currently located in a small section of Paonia Town Park.

Following public meetings and some feedback regarding concerns with noise from surrounding residential neighbors it was suggested to look at potential alternative sites.

The Delta County Schools will not be continuing rental of facilities within the Town Park.

There are pros and cons to maintaining the current location or the relocation to another Town owner parcel near the River Park trail and new K-8 school.

Some considerations taken when considering the relocation to the proposed parcel comes from the following:

1. Feedback during the community meetings held by Western Slope Consulting in relation to the Parks, Recreation and Trails Master Plan.
2. The relocation of the elementary school to the junior high/high school.
3. The extension of the trail in the area which will connect upcoming and existing neighborhoods that connect on the trail– which could provide additional safe means to access the skate park.
4. The opportunity to provide additional recreation for youth with the inclusion of a pump track.
5. Minimal residential impact from noise.
6. The proposed safe routes to school updates.
7. On-going and regular use of the Paonia Riverpark.

The relocation will need to take into consideration of what may be considered cons such as:

1. The requirement of a memorandum of understanding with the school district, as the park would straddle property owned by Town and the district.
2. Impact and feasibility studies in relation to animal migration and potential flood risk from the river.
3. The seclusion of the area which may tempt unwanted behaviors.
4. Potential need for afterhours lighting.
5. Installation of temporary restroom facilities.

Ultimately, it is necessary at this point in the project to secure from the Board of Trustees a commitment to the location so that Mr. Canode can move forward with additional grant and funding sources that require a firm location.

Suggested locations are:

- 1. Remain in its current location at Paonia Town Park and consider options for extension
- 2. Relocation to river-front parcel near Paonia K-8 school

Additional information:

- 1. Attached in-kind ASF provided to the Board at a previous meeting.
- 2. Minutes section regarding preliminary approval of in-kind.
- 3. Rough preliminary cost estimates.
- 4. Community member communication.

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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

July 13<sup>th</sup>, 2021

Paonia Board of Trustees  
Paonia, Colorado

The is a formal request of the Paonia Town Board to continue their support of the construction of a new skatepark to be managed by the Town of Paonia. At the suggestion of Mayor Mary Bachran and Town Manager Corinne Ferguson to explore the possibility of locating the skatepark on a Town of Paonia parcel adjacent to Delta School District land ( South of Paonia K-8 School and west of the Grand Avenue extension), we have determined this to be a suitable location for the new Paonia Skatepark. Kurt Clay Assistant Superintendent of the Delta School district, as well as Amelia Baldwin Principal of Paonia K-8 school, have pledged support to the project with the promise of our close cooperation and an acceptable memorandum of understanding outlining the perpetual use of Delta School District land by the Town.

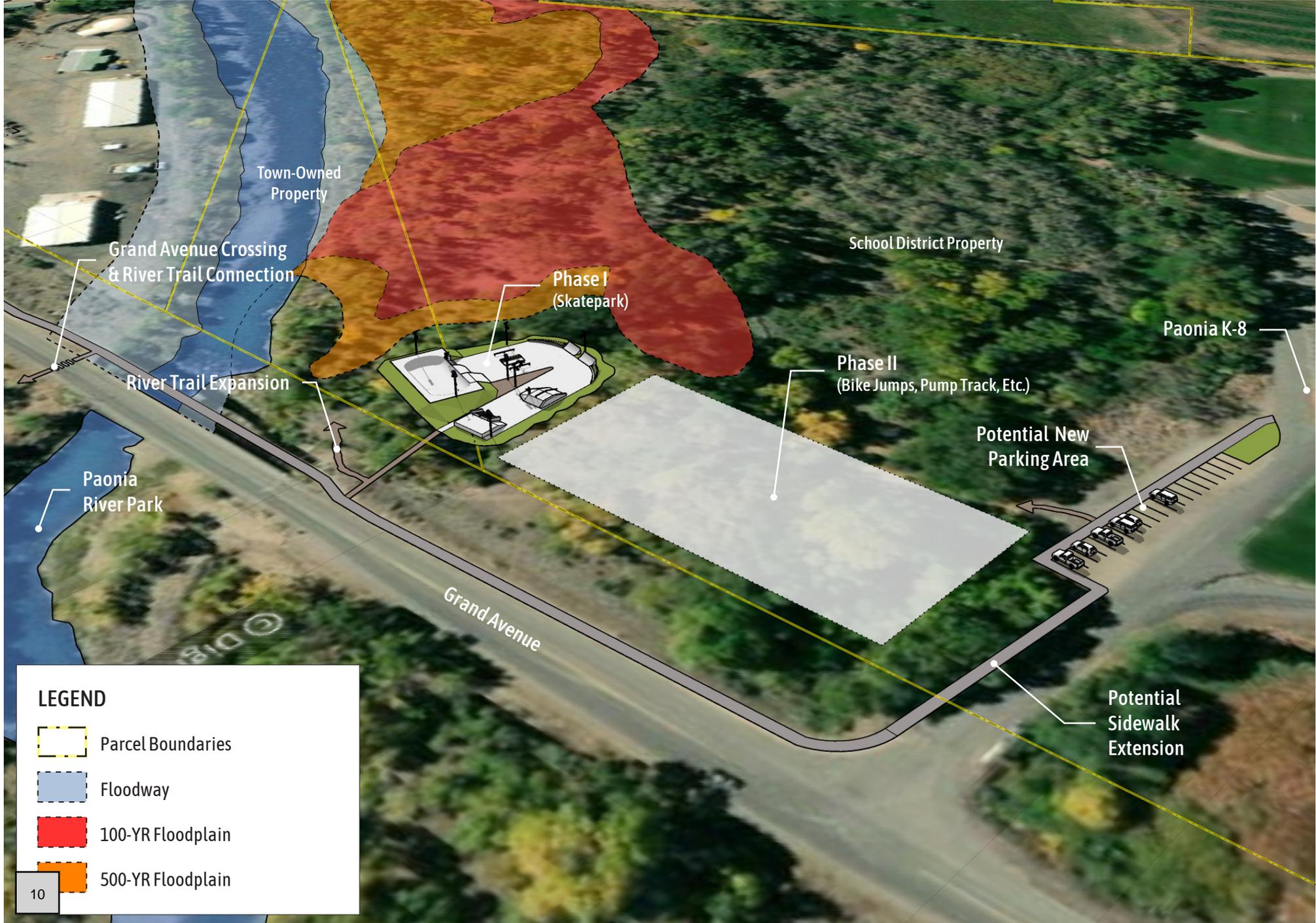
Specifically, I am requesting the Town commit to the new proposed skatepark location near the river as well as direct Town Staff and Town Attorney to work with the other parties involved to bring forth written agreements needed to move forward with construction.

Thank you for your consideration of this request.

Jay Canode  
Project Coordinator  
Paonia Skatepark

# DRAFT PAONIA ACTION PARK SITE PLAN

(JULY 7, 2021)



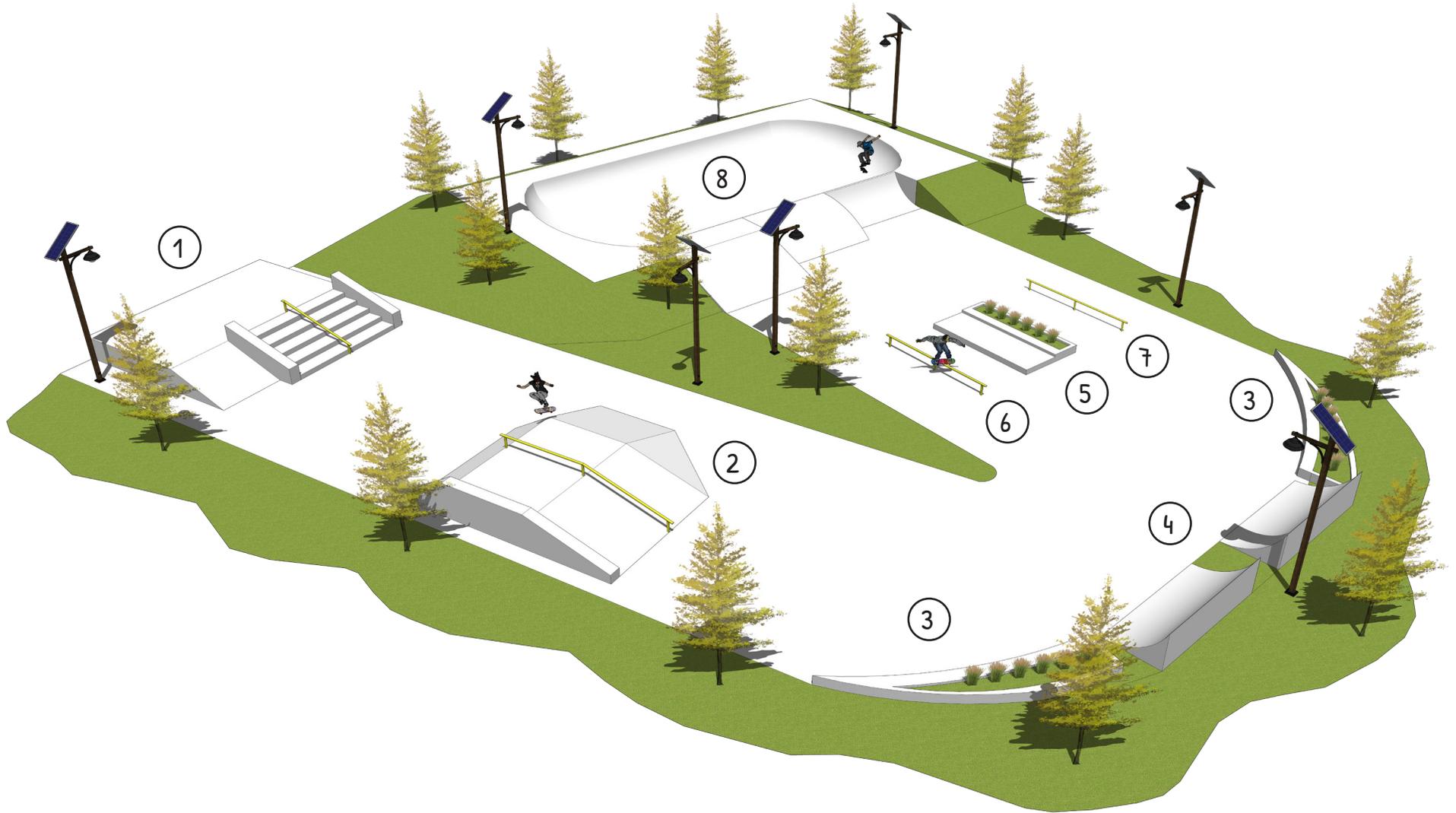
# DRAFT SKATE PARK CONCEPT

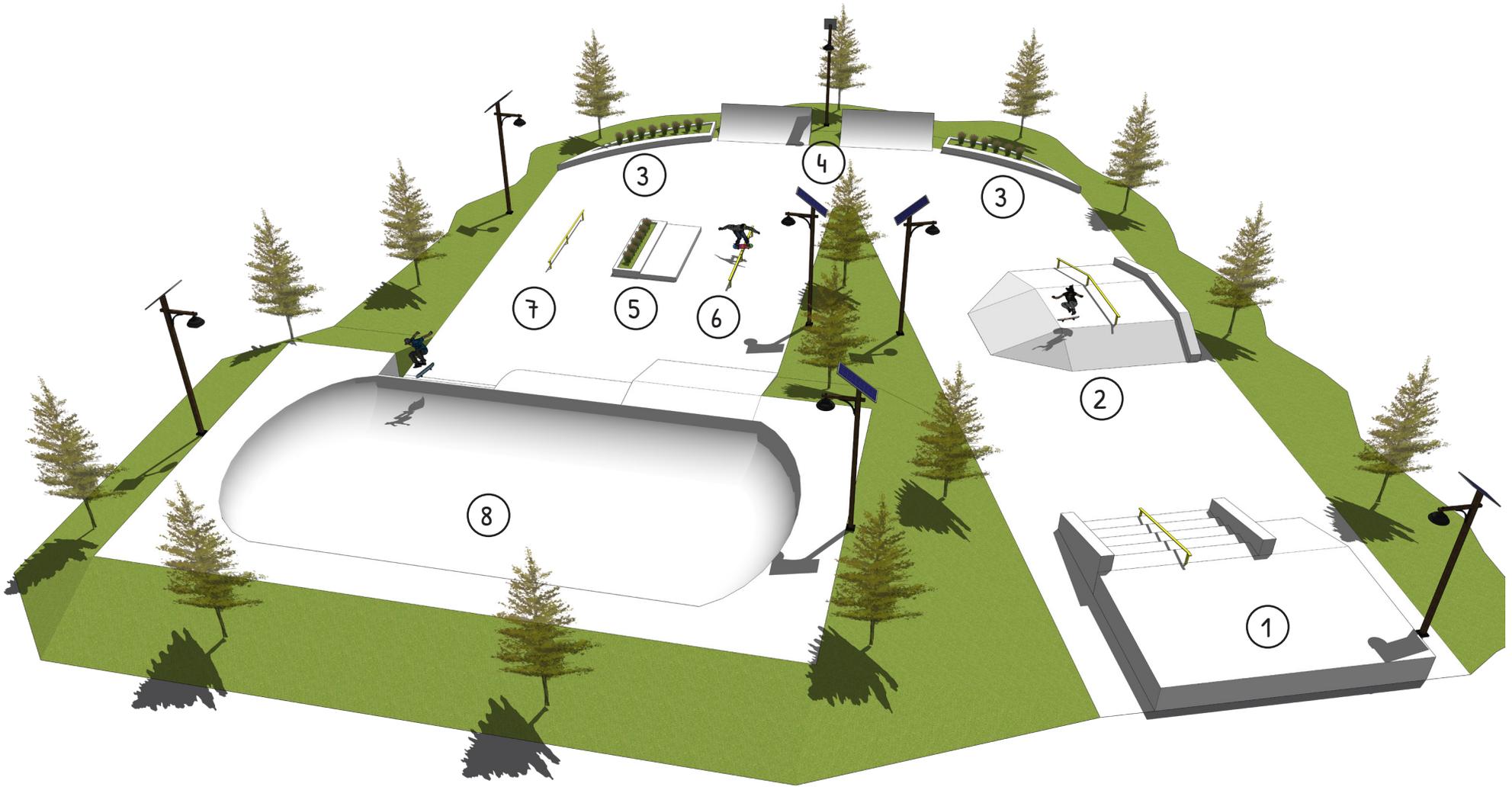
(JULY 7, 2021)

## SKATE PARK FEATURES

- ① 5-STEP STAIRCASE WITH HANDRAIL AND LEDGES
  - ② FUNBOX/PYRAMID WITH RAIL AND LEDGE
  - ③ CURVED LEDGES/CONCRETE PLANTERS
  - ④ 4-FOOT (TALL) QUARTER PIPES
  - ⑤ MANUAL BOX/LEDGE/CONCRETE PLANTER
  - ⑥ FLAT RAIL
  - ⑦ ROUND RAIL
  - ⑧ 4-FOOT (TALL) BOWL WITH HIP, ROLLER, AND RAMP
- OTHER:
- SOLAR-LIGHTS FOR NIGHTTIME SKATEBOARDING
  - SHADE TREES







8/11/2020 Minutes

**Regular Business**

12. Paonia Skate Park Update:

- Jay Canode provided updates regarding the Paonia Skate Park.
- Delta County donated \$10,000 towards the Paonia Skate Park project.
- Upcoming grant cycles - The Tony Hawk and El Palmar.
- Jay Canode asked the Town to finalize the contribution amount for the next grant cycle for March 2021.
- Summary of the recommended contributions were in the packet.

Board and Staff discussion points:

- Letter from a concerned citizen regarding the impacts was provided.
- Cost concerns.
- Town-owned optional locations for the Skate Park - consideration of the new location be an in-kind donation. - it is not considered as in-kind because it is a Town-owned property.

Motion made by Trustee Pattison, Seconded by Trustee Johnson and carried with 1 nay, 5 ayes to approve contribution as recommended by staff contingent on the GOCO funding. Voting Yea: Trustee Bear, Trustee Knutson, Trustee Pattison, Trustee Johnson, Trustee Meck. Voting Nay: Trustee Budinger

Town Park Skate Park In-kind

**ASKED/RECOMMENDED**

- Temporary Construction Fencing: \$75 per 100' - 2000' **\$1,500/\$1,500**
- Temporary Dumpster: \$800 per delivery – pickup - 2 pickups **\$1,600/\$1,600**
- Public Restroom access in lieu of porta-potty - **\$500/\$500**
- Skid Steer: \$100 per hour with operator - **104 hours w/operator. \$10,400/52hours/\$5,200**
- Excavator Mini: \$100 per hour with operator - **24 hours w/operator. \$2,400/\$2,400**
- Roller: \$75 per hour with operator - **48 hours w/operator. \$3,600/24 hours/\$1,800**
- Demo: \$50 per person per hour - **2 people, 24 hours each concrete cutting, jack hammering, removal \$2,400 total/1 person/24 hours \$1,200**
- Water Truck: \$35 per load - **75 loads \$2,625 total/\$2,625**

**TOTAL In-Kind Donation Possible: \$25,025**

**TOTAL In-Kind Donation Recommended: \$16,825**

**The Board voted to support revitalization of the Paonia Skate Park with in-kind donation of time and equipment – not to exceed 125 hours – location to be determined with appropriate noise mitigation.**

River Park Skate Park In-kind Most items remain stable. Modifications below:

- Modifications would include additional fencing at **\$75 per 100'**
- Porta-potty rental **\$90 each per month** – estimate 2 units time frame for construction undetermined
- Removal of demo, replace with ground clearing at same time/cost. **\$1,200**

Both Town Park and the school areas are patrolled regularly by the police department. No significant change anticipated.

Winterization of the Town Park restroom estimated at \$40,000.

Town empties k-8 dumpsters. Addition of 1 dumpster near skate park location. Approximate purchase cost \$850. Staff anticipates a reduction in trash removed at Town Park skate park dumpster, which will offset the tipping fees.

Staff has only received informal noise complaints from one resident near the skate park in its current location.

Requested feedback regarding emergency accessibility from the fire department and North Fork EMS. Will provide upon receipt.

**From:** [REDACTED]  
**To:** [Paonia](#); [Mary B](#); [Corinne Ferguson](#)  
**Subject:** Skate Park Location  
**Date:** Thursday, July 15, 2021 1:14:42 PM

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Dear Mayor Bachran, Town Council and Board of Trustees,

I filled out the survey about location of the proposed skate park in the Paonia in Motion survey. I chose Apple Valley park; but looks like y'all might be looking at a wooded area by the school and river. For the following reasons I think that is not the best location for the proposed skate park.

Too isolated. (Transients, drug users, and not a place that can be supervised) Not easy to get to like the middle of town after school, after dinner etc.

Not covered by mosquito abatement (West Nile).

An established elk herd area where they cross and graze. It is a beautiful area and habitat that need not be disturbed when there are already existing places.

Center of town would be best because of the location; and now we have a whole football field area; and there's still Apple Valley Park.

This skate park could be a wonderful selling point for future families moving to Paonia to raise their children. It could be a gem in the middle of town - showing how we care for the kids and.

I'm not sure if it's too late to state my opinion, but thought I would at least send an email.

Thank you so much for your time and consideration.

May Trumble  
[REDACTED]

AGENDA SUMMARY FORM

	Adjournment
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Summary:

Notes:

Possible Motions:

Motion by: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ vote: \_\_\_\_\_

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