



TOWN OF PAONIA
TUESDAY, JULY 14, 2020
REGULAR TOWN BOARD MEETING 6:30 PM

AGENDA ITEM ORDER AND PROCEDURES MAY BE MODIFIED DUE TO STATE, COUNTY, AND LOCAL ORDERS REGARDING COVID-19

**PLEASE WEAR A FACE COVERING UNLESS YOUR HEALTH MAY BE JEOPARDIZED BY DOING SO.
SEATING IS LIMITED. IF THERE IS NOT AN OPEN CHAIR PLEASE REMAIN IN THE HALLWAY UNTIL THE ITEM
YOU WISH TO SPEAK ON IS RECOGNIZED.**

Roll Call

Approval of Agenda

Announcements

Recognition of Visitors & Guests

1. Visitors & Guests
2. Recognition of Former Mayor - Charles Stewart

Executive Session

3. Executive Session

For a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); regarding the case of Eric Pace v. Town of Paonia; Town Attorney Professional Services Agreement.

Staff Reports

4. Administrator's Report
Public Works
Police Report
Attorney Report – As Needed

Regular Business

5. Resolution 2020-13 - Appointment of Officers
6. Skate Park Update
7. Western Slope Conservation Center - Draft Letter Regarding Resource Management Plan
8. Intent to Participate in November Coordinated Election
9. ClearGov - Financial Management Software
10. Employee Health Insurance Renewal
11. Ordinance 2020-06 Modification of Fences, Hedges and Walls
12. Ordinance 2020-TBD Modification of Municipal Code Regarding Appointment of Officers
13. Chief of Police Memorandum of Understanding
14. Town Administrator - Draft Job Description & Procedure for Evaluations

Consent Agenda

15. Regular Minutes:
June 9, 2020
June 23, 2020
Special Minutes:
June 4, 2020

Local Liquor License Renewal:
Linda Little – dba 3rd Street Bistro

Disbursements

[16.](#) Treasurer Report

[17.](#) Disbursements

Mayor's Report

[18.](#) Mayor's Report

Committee Reports

[19.](#) Finance & Personnel

Governmental Affairs & Public Safety

Public Works-Utilities-Facilities

Space to Create

Tree Board

Adjournment

[20.](#) Adjournment

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

II. CONSENT AGENDA

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

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

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

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

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

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

AGENDA SUMMARY FORM



Roll Call

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

July 9, 2020

AGENDA SUMMARY FORM



Agenda Approval

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

July 9, 2020

AGENDA SUMMARY FORM

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

July 9, 2020

AGENDA SUMMARY FORM

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

AGENDA SUMMARY FORM

	Recognition of Former Mayor Charles Stewart
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Summary:
 Charles Stewart was a member of the Board of Trustees for six years, serving as Mayor for four years. The Board wishes to take an opportunity to recognize and thank him for his service.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM

	<p>Executive Session For a conference with the Town attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); regarding the case of Eric Pace v. Town of Paonia; Town Attorney Professional Services Agreement.</p>		
<p>Summary:</p>			
<p>Notes:</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
<p>Vote:</p>	<p>Trustee Bear</p>	<p>Trustee Budinger</p>	<p>Trustee Johnson</p>
<p>Trustee Knutson</p>	<p>Trustee Meck</p>	<p>Trustee Pattison</p>	<p>Mayor Bachran</p>

Corinne Ferguson

From: Rob Miller <pickinproductions@gmail.com>
Sent: Thursday, July 9, 2020 6:01 PM
To: Rob Miller
Subject: 2020 Pickin' in the Park / Letter to our Friends & Sponsors

Dear Friends and Sponsors,

In the hopes that things would take a different turn this summer, we held off on postponing Pickin' in the Park 2020 for as long as we could, however the time has come to make a difficult call. Due to the current health crisis, we feel there is not a safe way to present our free August concerts in the park without risk to the well-being of our community. The health and safety of our citizens is our highest priority.

From the bottom of our hearts, a big thanks to all of you for sponsoring the 2020 series! In light of this postponement, we will roll your contribution over to 2021, as we have already begun communicating with artists to secure their dates for next summer. We appreciate your commitment to Pickin' Productions, and to keeping music and the arts alive on the Western Slope. We could not do it without you.

We are currently working on a fabulous poster with our graphic design wizard, Jimi. This will be shared on social media when we make an announcement to the public tomorrow, Friday July 10. The poster will have a "festival" look to it, but instead of listing bands per usual, we are listing you...our beloved sponsors! Keep an eye out for that and if you love it, let us know and we will gladly print one out for you to frame.

Please don't hesitate to give me a call if you have any questions. And thanks for sticking with us through these strange times. We cannot wait to celebrate with you again in Paonia Town Park.

Yours in music,

Rob Miller

Rob Miller

Owner, Talent Buyer

Pickin' Productions
PO Box 1690, Paonia, CO 81428
970.260.6493
pickinproductions@gmail.com
www.pickinproductions.com

Corinne Ferguson

From: Enlighten <donotreply@enphaseenergy.com>
Sent: Friday, July 10, 2020 7:27 PM
Subject: Monthly Energy Production Report for Paonia Town Hall



Monthly Energy Production Report for Paonia Town Hall

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

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

Week	Peak Power	Energy Produced
06/01/2020 - 06/07/2020	3.86 kW	190 kWh
06/08/2020 - 06/14/2020	3.82 kW	191 kWh
06/15/2020 - 06/21/2020	3.78 kW	207 kWh
06/22/2020 - 06/28/2020	3.75 kW	196 kWh
06/29/2020 - 06/30/2020	3.74 kW	60.3 kWh
June 2020 Total:		844 kWh
Previous Month Total:		885 kWh
Year to Date:		4.13 MWh

Your **Carbon Offset** for this month: 1,286 lbs

You have offset the equivalent of: **15 Trees**



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Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 06/15/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:35:09	SUSPICIOUS	4TH ST; PAONIA, Paonia, CO	PPD	PPD	
09:58:16	Code Enforce	2ND ST, Paonia, CO	PPD	PPD	WW
10:05:05	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	WW
15:08:17	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
18:22:04	CIVIL PROBLEM	2ND ST; Paonia, CO	PPD	PPD	

Total Incidents for this Date: 5

Date Occurred: 06/16/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:30:30	CITIZEN ASSIST	GRAND AVE; Paonia, CO	PPD	PPD	
12:11:57	CITIZEN ASSIST	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 06/17/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:05:38	Information	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 06/18/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:42:14	Code Enforce	4TH ST, Paonia, CO	PPD	PPD	WW
08:49:58	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
09:00:55	Code Enforce	NORTH FORK AVE, Paonia, CO	PPD		WW
15:54:46	VIN INSPECTION	DELTA AVE, Paonia, CO	PPD	PPD	
16:50:31	Traffic Stop	200 BLOCK GRAND AVE, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 5

Date Occurred: 06/19/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:49:21	Information	POPLAR AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 06/20/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:08:22	Information	MAIN AVE, Paonia, CO	PPD	PPD	
13:06:06	CITIZEN ASSIST	MAIN AVE, Paonia, CO	PPD	PPD	UTL
14:30:20	ANIMAL CONTROL	BOX ELDER AVE, Paonia, CO	PPD	PPD	
15:41:36	AGENCY ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	
15:43:41	SHOPLIFTING	2ND ST; Paonia, CO		PPD	
15:56:35	WELFARE CHECK	NIAGARA AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 6

Date Occurred: 06/21/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
00:19:10	SUSPICIOUS	2ND ST, Paonia, CO	PPD	PPD	
12:55:22	Parking Problem	OAK AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 2

Date Occurred: 06/22/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:11:23	Code Enforce	4TH ST, Paonia, CO	PPD	PPD	WW
08:17:23	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
09:56:13	Code Enforce	RIO GRANDE AVE, Paonia, CO	PPD	PPD	WW
12:51:23	DOMESTIC	GRAND AVE;upstairs, Paonia, CO	PPD	PPD	UNF
13:53:58	Code Enforce	2ND ST, Paonia, CO	PPD	PPD	WW
14:53:39	Code Enforce	ORCHARD AVE, Paonia, CO	PPD	PPD	WW
15:01:44	Code Enforce	ORCHARD AVE, Paonia, CO	PPD	PPD	WW
15:16:36	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
15:23:16	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
15:37:49	VIN INSPECTION	GRAND AVE, Paonia, CO	PPD	PPD	
17:58:27	TRAFFIC	500 Block 5th St., Paonia, CO	PPD	PPD	CIT
21:44:34	ALARM	3RD ST, Paonia, CO	PPD	PPD	
22:32:40	M-1 HOLD	3RD ST, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 13

Date Occurred: 06/23/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:07:20	CITIZEN ASSIST	BOX ELDER AVE, Paonia, CO	PPD	PPD	
10:59:04	Parking Problem	SAMUEL WADE RD, Paonia, CO	PPD	DIST3	WW
12:02:03	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	
14:00:57	Medical/transfe	NIAGARA AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 4

Date Occurred: 06/24/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:48:32	Parking Problem	GRAND AVE, Paonia, CO	PPD	PPD	VW

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:58:07	ANIMAL CONTROL	4TH ST, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 2

Date Occurred: 06/25/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:45:16	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 1

Date Occurred: 06/26/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:47:01	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	
16:08:15	MARIJUANA	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
18:44:11	MARIJUANA	DELTA AVE, Paonia, CO	PPD	PPD	WW
19:08:25	MARIJUANA	ORCHARD AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 4

Date Occurred: 06/27/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:46:52	ALARM	GRAND AVE, Paonia, CO	PPD	PPD	
16:56:52	TrafficAccident	800 Block 3rd St., Paonia, CO	PPD	PPD	
19:20:25	MARIJUANA	4TH ST, Paonia, CO	PPD	PPD	WW
19:41:20	MARIJUANA	7TH ST, Paonia, CO	PPD	PPD	WW
19:51:52	MARIJUANA	PAONIA AVE, Paonia, CO	PPD	PPD	WW
22:39:24	AGENCY ASSIST	SHADY LN, Paonia, CO	PPD	PPD	

Total Incidents for this Date: 6

Date Occurred: 06/28/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
00:08:21	Noise Complaint	POPLAR AVE, Paonia, CO	PPD	PPD	VW
12:43:06	ANIMAL CONTROL	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	
15:09:37	911/hangup	ONARGA AVE, Paonia, CO	PPD		
20:00:38	Disturbance	MAIN AVE, Paonia, CO	PPD	PPD	
20:29:07	Noise Complaint	COLORADO AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 5

Date Occurred: 06/29/20

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:18:04	Code Enforce	MAIN AVE, Paonia, CO	PPD	PPD	WW
08:35:12	Code Enforce	MAIN AVE, Paonia, CO	PPD		WW
08:40:12	Code Enforce	OAK AVE, Paonia, CO	PPD	PPD	WW
08:46:49	Code Enforce	CEDAR DR, Paonia, CO	PPD	PPD	WW

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:23:56	Code Enforce	RIO GRANDE AVE, Paonia, CO	PPD	PPD	WW
10:11:49	Code Enforce	BOX ELDER AVE, Paonia, CO	PPD	PPD	WW
10:18:23	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	WW
11:25:28	Code Enforce	ONARGA AVE, Paonia, CO	PPD	PPD	WW
11:57:40	Medical/transfe	DELTA AVE, Paonia, CO	PPD	PPD	
13:35:13	Code Enforce	DELTA AVE, Paonia, CO	PPD	PPD	WW
13:43:28	Code Enforce	VISTA DR, Paonia, CO	PPD		WW
13:49:21	Code Enforce	3RD ST, Paonia, CO	PPD	PPD	WW
13:55:36	Code Enforce	MAIN AVE, Paonia, CO	PPD	PPD	WW
14:24:44	Code Enforce	2ND Street, Paonia, CO	PPD	PPD	WW
14:53:08	Information	GRAND AVE, Paonia, CO	PPD	PPD	
14:53:17	CRIM MISCHIEF	ONARGA AVE, Paonia, CO	PPD	PPD	
15:06:11	Code Enforce	NIAGARA AVE, Paonia, CO	PPD	PPD	WW
15:13:05	Code Enforce	MAIN ST, Delta, CO	PPD	PPD	WW
15:32:28	MARIJUANA	MAIN AVE, Paonia, CO	PPD	PPD	
15:53:43	MARIJUANA	COLORADO AVE, Paonia, CO	PPD	PPD	WW
18:41:55	MARIJUANA	MAIN AVE, Paonia, CO	PPD	PPD	WW

Total Incidents for this Date: 21

Total reported: 78

VW - 2
 WW - 36
 CIT - 3
 UNF - 1
 UTL - 1

Report Includes:

All dates between `00:00:01 06/15/20` and `00:00:01 06/30/20`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

AGENDA SUMMARY FORM

	Resolution 2020-13 – Appointment of Officers
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Summary:
 Resolution regarding the appointment of officers following a municipal regular election.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

RESOLUTION 2020-13

**TOWN OF PAONIA, COLORADO,
A RESOLUTION OF THE TOWN OF
PAONIA REGARDING THE
APPOINTMENT OF OFFICERS**

WHEREAS, CRS 31-4-304 provides that, after each regular election, the Board of Trustees shall appoint a Clerk, Treasurer, and Town Attorney; and

WHEREAS, CRS 31-10-105 provides that the governing body shall appoint a Municipal Judge for a specific term not less than two (2) years and may be reappointed for a subsequent term; and

WHEREAS, the Paonia Municipal Code chapter 2, Article 3 Section 2-3-10 requires the appointment of officers by a vote of the Board of Trustees; and

WHEREAS, Board of Trustees of the Town of Paonia, Colorado, is required to appoint officers to carry on the Business of the Town.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Paonia, Colorado, that the following persons are appointed.

Treasurer – Ross King

Town Clerk – J. Corinne Ferguson

Town Attorney – Bo James Nerlin

Municipal Judge – Julie Huffman

APPROVED AND ADOPTED: July 14, 2020.

Mary Bachran, Mayor

ATTEST:

J. Corinne Ferguson, Town Clerk

AGENDA SUMMARY FORM

	Paonia Skate Park Update
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Summary:
Board update regarding skate park.

Notes:

In-Kind Donation and approximate costs:

Temporary Construction Fencing: \$75 per 100'
 Temporary Dumpster: \$800 per delivery – pickup
 Public Restroom access in lieu of porta-potty
 Skid Steer: \$100 per hour with operator
 Excavator Mini: \$100 per hour with operator
 Roller: \$75 per hour with operator
 Demo: \$50 per person per hour
 Water Truck: \$35 per load

Financial and install contribution of permanent barrier fencing in style of rail fencing in Town Park. Costs to be determined.

Concerns under investigation:

Cost of liability insurance for a municipally owned skate park
 Cost of ongoing maintenance and upkeep of completed skate park upgrade

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM

	Western Slope Conservation Center – Draft Letter Regarding Resource Management Plan
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Summary:
Draft RMP letter review.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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



0232 88-P

October 27, 2016

UFO Draft RMP
Uncompahgre Field Office
2465 Townsend Avenue
Montrose, CO 81401

To Whom it May Concern:

The Town of Paonia would sincerely like to thank the Bureau of Land Management (BLM) Uncompahgre Field Office for including the North Fork Alternative (B1) in the recent draft Resource Management Plan (RMP). The Town respectfully requests that the BLM adopt the North Fork Alternative Plan into the final Resource Management Plan for public lands and federal minerals in the North Fork Valley. This plan is a community driven effort that provides a management framework for oil and gas leasing and development that is highly protective of the North Fork Valley's many important features and resources including a thriving agricultural economy, scenic vistas, and healthy populations of wildlife and game. The BLM must adopt management that protects these resources which make Paonia and the North Fork Valley such a special place. Inappropriate development over the next twenty years has great potential to cause air and water pollution, which would significantly degrade Paonia residents' high quality of life.

The Town of Paonia is a municipal water company, Public Water System ID #CO 0115601. It has been in continuous operation since Paonia incorporated in 1902. Paonia supplies water to approximately 1631 taps through 1099 accounts with an averaged equivalent of 3300 residents both in town and outside of town limits, including 27 private water companies. Paonia's water is acquired via 38 springs and the Town passed Watershed Ordinance 2003-02 on February 25, 2003. There is established by the Town of Paonia, Colorado a Watershed Designation ("Watershed") pursuant to Colorado Revised Statutes (C.R.S) 31-15-707(1)(b). The Watershed is that area in which the Town shall exercise its powers to maintain and protect the

Town's waterworks from injury and the Town's water supply from pollution. This Watershed is created under the authority granted in C.R.S 31-15-707(1)(b), as amended. The Watershed and these regulations are created only for the purpose of protecting the Town's waterworks and water supply. Furthermore, Paonia has also created a Source Water Protection Plan which the BLM needs to consider in the determination of the final RMP. The planning team for the source water protection plan recommended "Source Water Protection Best Management Practices" be considered for implementation by several agencies, including the BLM. The North Fork Alternative stipulates a buffer of oil and gas surface activities within a half of a mile from all source water supplies. The Town of Paonia is voluntarily committed to applying source water assessment and protection principles to finding and protecting new water sources in the future. This is part of the larger ongoing commitment to providing the highest quality drinking water to local residents. The Town of Paonia asks that, in order to protect the quality and quantity of our domestic water, the final UFO RMP include all buffers and oil and gas restriction recommendations in the Source Water Protection Plan and Alternative B1.

In addition to drinking water, irrigation water is a major concern in and around the Town of Paonia. Irrigation waters are used not only for animals but the farms and orchards that are highly regarded throughout the state for providing high quality products. Many of these farms and orchards are certified organic and any contamination would jeopardize this certification. The Town's economic diversity relies upon the agricultural industry in the North Fork Valley. Unforeseen contamination could significantly impact the land and subsequently the agricultural industry that is so vital to the economic stability of this area. Mineral leasing and severance tax funds will not compensate for the loss of agricultural endeavors and its attributed labor force. The North Fork Alternative, B1, provides protections that would ensure that all agricultural irrigation waters would be protected through the buffer that is stipulated in the the plan.

Any proposed areas that could become open for leasing in the final RMP that are on or near critical wildlife habitat, such as the Roeber State Wildlife Area which is designated as a critical habitat area by the Division of Wildlife, should be protected from any potential negative impacts from oil and gas development. This particular area is a fawning area for deer and is closed in the winter. Any human disturbance could affect the wildlife reproduction or migration

that is being protected here. The Town has a vested interest in the hunting and recreational activities that take place in proximity to these wildlife areas as these types of activities create an economic interest for residents and draw visitors to the area.

Furthermore, areas that are in close proximity to town limits which are used for recreation must be protected from potential damage due to oil and gas development. In addition to the concerns about the impacts on local recreation areas, any potential development that would be accessed by Town of Paonia streets would severely impact our already degrading roads. Heavy truck traffic is cause for concern at the municipal level. Not only would the increase in traffic cause real damage to the surfaces of our roads, there would be an increase in exhaust fumes and dust which would settle into the valley and deteriorate air quality.

The Town is very concerned about potential health risks associated with natural gas development and is concerned that the BLM has not adequately addressed the potential for lasting negative impacts on the citizens of the North Fork Valley if the quality of the air and water in this area were to be compromised due to increased pollutants that come from the drilling process. In the words of a lead researcher from Johns Hopkins Bloomberg School of Public Health, Brian Schwartz "The first few studies have all shown health impacts," he says. "Policymakers need to consider findings like these in thinking about how they allow this industry to go forward."¹ The Town of Paonia has long been committed to providing a high quality of life for all of the people that call this area home. This quality of life is directly impacted by the quality of air and water in the North Fork Valley. The Town urges the BLM to make decisions using the best available data, as this is a requirement of the National Environmental Protection Act (NEPA). Current information gathered in 2010 needs to be updated as many factors have changed in the North Fork Valley in the past 6 years, including the structure of our economy. Anything that threatens the health of our citizens is not congruent with the quality of life that the Town of Paonia is committed to maintaining for generations to come.

The Town of Paonia has a long legacy of mining and the safety and welfare of the men and women that work in this industry is of foremost concern to the Town. The Town of Paonia is opposed to any industry that would further degrade or risk the coal mining business in this valley. The coal mining industry has worked in harmony with all other industries that have been growing in this area. The mines have invested in the community and given jobs to generations of families. Due to the unknown risks associated with nearby oil and gas development, the Town of Paonia supports limiting the areas where oil and gas development are allowed within our local area.

Livestock grazing is also an important economic activity in the Resource Planning area. Livestock grazing on BLM managed public lands is very important to the sustainability of ranches in Delta County. The livestock grazing on these public lands provides spring, fall and winter grazing for these ranches. The elimination of livestock grazing or reduction in use could affect the viability of these ranches. Any proposed elimination or reduction in use must be based on documented trends in rangeland conditions. If range resource conditions have been identified to be unsatisfactory, strategies for improved management should be considered before livestock grazing reductions are considered. If reductions in livestock grazing are considered the analysis must also evaluate the economic impacts of these reductions on the individual ranch operation and on the county. The base ranch operations for ranches holding public land grazing permits are providing significant amounts of open space and wildlife habitat. If ranches are forced to graze the private lands more heavily or to sell out due to livestock reductions, what impacts will this have on conditions on these private lands? The Town of Paonia does not support any alternative that eliminates or reduces livestock grazing unless there is a documented problem in rangeland conditions that cannot be resolved with improved management.

Finally, the Town of Paonia strongly encourages the BLM to designate Jumbo Mountain as a Special Recreation Management Area (SRMA) and manage it as such. This designation would allow an area that is already being predominantly used for recreation, such as hiking, biking, equestrian and ATV use to be managed and maintained for the quality of these uses, as well as historical uses such as hunting and grazing. Management of this area should benefit from BLM resources that will ensure that the trails remain safe and that residents and visitors will

enjoy a high-quality experience. The economic growth surrounding recreation activities in our valley is substantial and valuable to the community as it supports multiple businesses throughout town that provide lodging, food, services and goods to the growing numbers of people that are visiting this area in order to access the beautiful trails and public lands that surround the town. The current lack of a management for Jumbo Mountain and user created trails are not sustainable. In order to ensure that trails are well maintained and that the area is managed correctly for decades to come, we urge the BLM to designate and manage the full BLM Jumbo Mountain unit as a Special Recreation Management Area. The final plan should also include an Ecological Emphasis Area to protect critical winter mule deer and elk habitat.

The Town of Paonia would again like to thank the BLM for the ongoing efforts of the Uncompahgre Field Office to develop a reasonable Resource Management Plan that safeguards all resources in the North Fork Valley. Specifically, we appreciate the inclusion of the North Fork Alternative as part of the draft RMP. This locally driven proposal ensures protection of the entire Gunnison Watershed, supports farmers, protects public health, sustains ecological well-being and allows for continued building of a sustainable rural economy. We again request that the BLM adopt the North Fork Alternative B1 in the final RMP as it is the only alternative that thoroughly addresses the issues identified in this letter.

Sincerely,



Charles Stewart
Mayor
On behalf of the Town of Paonia Board of Trustees

Footnotes

1. October, 2015 Johns Hopkins Study Links Fracking to Premature Births, High Risk Pregnancies. <http://hub.jhu.edu/2015/10/12/fracking-pregnancy-risks/>

Town of Paonia		
	Comment	BLM Response
NEPA		
1.	<p>The Town respectfully requests that the BLM adopt the North Fork Alternative Plan into the final Resource Management Plan for public lands and federal minerals in the North Fork Valley. This plan is a community driven effort that provides a management framework for oil and gas leasing and development that is highly protective of the North Fork Valley's many important features and resources including a thriving agricultural economy, scenic vistas, and healthy populations of wildlife and game.</p>	<p>As a foundation of the Uncompahgre RMP revision, the BLM UFO conducted and completed the Analysis of the Management Situation (AMS, June 2010) for the Uncompahgre decision area. For the AMS, the BLM analyzed available inventory data, including the 1985 San Juan/San Miguel RMP and 1989 Uncompahgre Basin RMP, and other relevant information to characterize the resource area profile, portray the existing management situation, and identify management opportunities to respond to identified issues. The analysis provides, consistent with multiple use principles, the basis for formulating reasonable alternatives, including the types of resources for development or protection (43 CFR 1610.4-4). This analysis includes Alternative B.1 as it is being considered in this planning process.</p>
Fluid Mineral Leasing		
2.	<p>Any proposed areas that could become open for leasing in the final RMP that are on or near critical wildlife habitat, such as the Roeber State Wildlife Area which is designated as a critical habitat area by the Division of Wildlife, should be protected from any potential negative impacts from oil and gas development.</p>	<p>Site-specific review for individual well pads, roads, or pipelines will be addressed at the application for permit to drill stage, which will also include on-site visits and a discussion of the specific conditions of approval and best management practices needed to address potential impacts, including those to adjacent wildlife habitat.</p> <p>Furthermore, the DEIS contains stipulations and best management practices designed to protect resources. The stipulations contained in the DEIS were developed based on the best available data at the RMP planning level. These stipulations will be reviewed and implemented where appropriate, at the site-specific level when a project is proposed.</p>

<p>3.</p>	<p>Furthermore, areas that are in close proximity to town limits which are used for recreation must be protected from potential damage due to oil and gas development. In addition to the concerns about the impacts on the local recreation areas, any potential development that would be accessed by Town of Paonia streets would severely impact our already degrading roads. Heavy truck traffic is cause for concern at the municipal level.</p>	<p>This site-specific project analysis would include vehicular traffic on local roads where appropriate.</p>
<p style="text-align: center;">Health and Safety</p>		
<p>4.</p>	<p>The Town is very concerned about potential health risks associated with natural gas development and is concerned that the BLM has not adequately addressed the potential for lasting negative impacts on the citizens of the North Fork Valley if the quality of the air and water in this area were to be compromised due to increased pollutants that come from the drilling process. In the words of a lead researcher from Johns Hopkins Bloomberg School of Public Health, Brian Schwartz "The first few studies have all shown health impacts," he says. "Policymakers need to consider findings like these in thinking about how they allow this industry to go forward."</p>	<p>RMP-level impact analyses are broad and qualitative rather than quantitative or focused on site-specific actions. The BLM adequately analyzed impacts to public health and safety at the RMP level, in accordance with the significance criteria outlined in 40 CFR 1508.27(b). As noted in the DEIS (page 4-447), under all alternatives, lease stipulations and BMPs would limit impacts on human health and safety from development. Lease stipulations and BMPs would be applied as determined appropriate at subsequent site-specific NEPA analysis at the application for permit to drill stage.</p> <p>DEIS Section 4.6.2 analyzes general impacts of all the alternatives, including specific impacts from decisions directly and indirectly related to oil and gas leasing activities, on public health and safety. Specifically, potential for exposure to chemicals during fluid mineral development (e.g., from spills and leaks) is discussed on page 4-447 and potential geological hazards on page 4-445. Likewise, although the DRMP/DEIS recognizes the potential for impacts to public safety from pipeline spills, increased vehicular traffic, and a strain on emergency services, related quantitative impacts would be addressed in a site-specific analysis and not at the broader RMP-level analysis. Further, the COGCC is the primary agency charged with fostering the responsible development of Colorado's oil and gas natural resources in a manner consistent with the protection of public health, safety, and welfare, including the environment and wildlife resources. Although the BLM does have</p>

		standards and regulations for mineral extraction and development, the BLM requires that all operators be in full compliance with standards and measures set by the COGCC when conducting operations on public lands.
Livestock Grazing		
5.	The elimination of livestock grazing or reduction in use could affect the viability of these ranches. Any proposed elimination or reduction in use must be based on documented trends in rangeland conditions. If range resource conditions have been identified to be unsatisfactory, strategies for improved management should be considered before livestock grazing reductions are considered. If reductions in livestock grazing are considered the analysis must also evaluate the economic impacts of these reductions on the individual ranch operations and on the county. The Town of Paonia does not support any alternative that eliminates or reduces livestock grazing unless there is a documented problem in rangeland conditions that cannot be resolved with improved management.	Through the land use planning process, the BLM may designate lands as “available” or “unavailable” for livestock grazing, as well as impose grazing use restrictions, limitations, or other grazing management-related actions intended to achieve goals and objectives (BLM Handbook H-1601-01, Land Use Planning Handbook, Appendix C); therefore, it is appropriate to include limitations beyond those in the Standards for Public Land Health and Guidelines for Livestock Grazing in Colorado (BLM 1997).
Recreation		
6.	Finally, the Town of Paonia strongly encourages the BLM to designate Jumbo Mountain as a Special Recreation Management Area (SRMA) and manage it as such.	The BLM recognizes the economic importance recreation may have on local economies that is why the Jumbo Mountain SRMA is being brought forward to the PRMP Alternative. This is based on current BLM guidance (BLM Handbook H-8320-1, Planning for Recreation and Visitor Services) which identifies SRMAs as administrative units where the existing or proposed recreation opportunities and recreation setting characteristics are recognized for their unique value, importance, and/or distinctiveness, especially as compared to other areas used for recreation. SRMAs are designated where recreation activities will be the dominant resource within a specific area.

Water	
<p>7. Paonia's water is acquired via 38 springs and the Town passed Watershed Ordinance 2003-02 on February 25, 2003. There is established by the Town of Paonia, Colorado a Watershed Designation ("Watershed") pursuant to Colorado Revised Statutes (C.R.S) 31-15-707(1)(b). The Watershed is that area in which the Town shall exercise its powers to maintain and protect the Town's waterworks from injury and the Town's water supply from pollution. This Watershed is created under the authority granted in C.R.S 31-15-707(1)(b), as amended. The Watershed and these regulations are created only for the purpose of protecting the Town's waterworks and water supply. Furthermore, Paonia has also created a Source Water Protection Plan which the BLM needs to consider in the determination of the final RMP. The planning team for the source water protection plan recommended "Source Water Protection Best Management Practices" be considered for implementation by several agencies, including the BLM. The North Fork Alternative stipulates a buffer of oil and gas surface activities within a half of a mile from all source water supplies. The Town of Paonia is voluntarily committed to applying source water assessment and protection principles to finding and protecting new water sources in the future. This is part of the larger ongoing commitment to providing the highest quality drinking water to local residents. The Town of Paonia asks that, in order to protect the quality and quantity of our domestic water, the final UFO RMP include all buffers and oil and gas restriction recommendations in the Source Water Protection Plan and Alternative Bl.</p>	<p>To meet the multiple use mandate of the BLM while minimizing risk to water/aquatic resources, the DEIS includes a range of NSO and CSU stipulations to minimize risk to the various types of water resources, including public water supplies that use a groundwater well or spring (see DEIS Table 2-2, pages 2-28–2-49; note that total maximum daily loads are presented on page 2-35, line 44) and agricultural irrigation waters.</p> <p>A range of management actions related to source water protection, including stipulations preventing or limiting surface-disturbing activities near designated municipal watersheds and source water protection areas and domestic wells, were included and examined in the DEIS. Potential impacts on municipal water are examined in DEIS Section 4.3.3, Water Resources (pages 4-80–4-100) and Section 4.6.2, Public Health and Safety (pages 4-444–4-451). Best management practices, as included in DEIS Appendix G, would be implemented as appropriate at the site-specific planning level.</p> <p>In addition, BMPs and project design features would be required for site-specific projects. The list of standard operating procedures and best management practices as related to water protection in DEIS Appendix G is not exhaustive but include consideration of closed-loop drilling systems, tanks to store flowback fluids, and water quality testing and a prohibition on the use of evaporation ponds for disposing of produced water. The BLM will work with project applicants to determine appropriate standard operating procedures and best management practices at the site-specific, project level. These specific mechanisms to regulate and monitor impacts on water quality and quantity from drilling operations will be determined at the site-specific planning level prior to project implementation.</p>

Date: July 25, 2019

To: Jamie Connell, BLM State Director

From: Paonia Board of Trustees



Dear Director Connell:

The Town of Paonia has appreciated being an active participant in with the Bureau of Land Management Uncompahgre Field Office for the Resource Management Plan. As an active past and continuing participant, the Town of Paonia hereby submits this formal protest of the Final Environmental Impact Statement and Proposed Resource Management Plan for the Uncompahgre Field Office on behalf of the Town of Paonia and the Board of Trustees, 970-527-4101, paonia@townofpaonia.com.

The Town of Paonia previously commented on the Draft EIS, in a letter submitted on October 27, 2016. This comment is referenced in the Appendix R Comment Summary of the FEIS and Proposed RMP as 500176_StewartC_20161027_TownofPaonia. In our comment, we requested the BLM adopt the North Fork Alternative Plan to provide a community driven management framework for oil and gas leasing and development to protect the North Fork Valley's thriving agricultural economy, scenic vistas, and healthy populations of wildlife and game. We expressed serious concerns with the draft EIS and the Preferred Alternative included therein, focusing on the issues of protections for the Town's source water and other domestic water supplies, impacts to Town infrastructure, health risks from natural gas development, adverse impacts to wildlife resources, and management of Jumbo Mountain. These are the issues that form the core of the Town of Paonia's protest. We also protest BLM's introduction of an entirely new Alternative E, without the proper public comment at the protest stage, which is radically different from the 4 alternatives that were the subject of the Draft EIS.

ISSUES

Source Water Protections

The Town of Paonia's original 2016 comment letter requested the BLM include all buffers and oil and gas restriction recommendations in the North Fork Alternative Plan, including a ½ mile setback and ¼ mile no leasing restriction between oil and gas operations and the Town's source water supplies, which is consistent with the Town's Source Water Protection Plan. This ½ mile setback is necessary to ensure that the Town is able to continue providing high-quality drinking water to its residents. The Proposed RMP imposes significantly less-protective setbacks and is inconsistent with the Town's Source Water Protection Plan.

Additionally, the town requested the BLM adopt the protections for irrigation water included in the North Fork Alternative to ensure the viability and sustainability of our Valley's agricultural industry. The BLM failed to properly analyze potential impacts to irrigation water from oil and gas development and do not adequately address the concerns we raised in our 2016 comment letter.

Town Infrastructure

The Town of Paonia is a municipal water company, Public Water System ID #CO 0115601. The Town of Paonia has severe concerns about the impact of oil and gas development on infrastructure the Town maintains. Paonia's water is acquired via 38 surface water influenced ground-water springs and the Town passed Watershed Ordinance 2003-02 on February 25, 2003. Paonia has also created a Source Water Protection Plan which the BLM needs to consider in the determination of the final RMP. The planning team for the source water protection plan recommended "Source Water Protection Best Management Practices" be considered for implementation by several agencies, including the BLM. As our water crisis highlighted, infrastructure is fragile, and the Town needs an RMP crafted with that in mind. The Town of Paonia asks that, in order to protect the quality and quantity of our domestic water, the final UFO RMP include all buffers and oil and gas restriction recommendations in the Source Water Protection Plan and Alternative Bl. The level of increased oil and gas development anticipated in this Proposed RMP would significantly exacerbate this already serious issue.

Health Risks

The Town of Paonia has long been committed to providing a high quality of life for all of the people that call this area home. This quality of life is directly impacted by the quality of air and water in the North Fork Valley. The Town urges the BLM to make decisions using the best available data, as this is a requirement of the National Environmental Protection Act (NEPA). As the Sixth Edition of Physicians for Social Responsibility's "Compendium of Scientific, Medical, and Media Findings Demonstrating Risks and Harms of Fracking" and numerous other studies demonstrate, there are clear risks of living downstream of oil and gas development. Our 2016 comment letter made clear the concerns the Town has about protecting our air and water supplies, and the health of our community.

Additionally, the Town of Paonia raised concerns regarding industries that would further degrade or risk the coal mining business in the North Fork Valley. Due to the unknown risks associated with nearby oil and gas development, the town supported limiting the areas where oil and gas development are allowed. This concern was not properly addressed by the BLM in the proposed RMP.

Wildlife Resources

Wildlife and its habitat have both their own intrinsic value, and significant value to the Town of Paonia. In our 2016 comment letter, we were very clear that wildlife resources need protection from oil and gas development. The town requested the BLM protect areas that are on or near critical wildlife habitat, such as the Roeber State Wildlife Area, be protected from any potential negative impacts from oil and gas development. Rather than protecting wildlife resources, the RMP radically reduces the stipulations designed to protect wildlife and habitat in the North Fork Valley area from that which was originally considered in the original 4 alternatives proposed in the Draft EIS.

Jumbo Mountain

The Town of Paonia requested that areas in close proximity to town limits which are used for recreation must be protected from potential damage due to oil and gas development. As outlined in the North Fork Alternative Plan, we requested Special Recreation Management Area (SRMA)

designation for Jumbo Mountain. This designation must include no leasing and no surface occupancy stipulations. The SRMA should manage this land for the quality of hiking, biking, equestrian and ATV experiences, as well as historical uses such as hunting and grazing. Additionally, we requested this area should include an Ecological Emphasis Area to protect critical winter mule deer and elk habitat. Maintaining the viability of the area for all forms of recreation within the Jumbo Mountain area is a key priority, and was ignored.

PLAN SECTIONS UNDER PROTEST

- **Alternative E in its entirety**
- **Section 3.4.2 Public Health & Safety**
- **Section 4.3.1 Air Quality & Climate**
- **Section 4.3.2 Soils & Geology**
- **Section 4.3.5 Water Resources**
- **Section 4.4.3 Fish & Wildlife**

CONCISE STATEMENT WHY STATE DIRECTOR'S DECISION IS WRONG

First, it is improper, and a violation of the National Environmental Policy Act for the BLM to publish an entirely new alternative here in this final proposed RMP. Alternative E, the proposed RMP, is wholly new. It has not been subject to any public comments or review. When the Town of Paonia commented on the Draft EIS for this RMP, we were unable to comment on Alternative E, because it did not exist. To offer a proposed RMP that has been subject to no public comment is unacceptable, doubly so when the new alternative is directly contrary to the comments submitted by over 40,000 members of the public, and the Town of Paonia.

The Final EIS ignores the input of the Town of Paonia across the board. The Final EIS downplays the significant health and environmental risks associated with oil and gas development, not to mention the impact on the local economy and offers 95% of the federal mineral estate to development, with no concern for Town of Paonia. The Town of Paonia requested no leasing within ¼ mile of public water supplies and a ½ mile no surface occupancy stipulation around the same to protect its water supply, and Alternative E minimizes the potential protections for springs, and reduces the setback distances for the entire North Fork of the Gunnison Corridor (among other rivers).

In our 2016 letter, the Town of Paonia supported the North Fork Alternative, Alternative B.1, that would have extensive No Surface Occupancy (NSO), Controlled Surface Use (CSU), and Timing Limitations (TL) areas to protect wildlife resources. Alternative E significantly reduces the amount of land area under those protective designations, in some cases eliminating them entirely, with no consideration for the wildlife resources. The Proposed RMP shrinks existing Areas of Critical Environmental Concern and eliminates Ecological Emphasis Areas entirely. Finally, the Town requested a 5020-acre Jumbo Mountain Special Recreation Management Area (SMRA) with a fluid mineral withdrawal. The Proposed RMP cuts the acreage of the SMRA to less than 1,600 acres and eliminates any NSO, and dramatically reduces the CSU and TL stipulations within the area. Oil and gas will therefore continue to threaten the future of Jumbo Mountain recreation.

Offering Alternative E at the protest stage, without public input is deeply flawed, and improper. Ignoring the input of the Town of Paonia and members of the public to create that alternative is also deeply flawed.

For these reasons, the Town of Paonia respectfully protests the Final EIS and Proposed RMP.

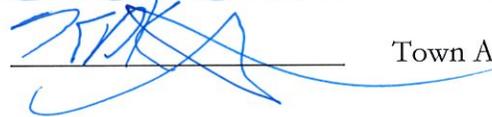
Sincerely

 _____ Mayor Pro-Tem, Chelsea Bookout

 _____ Trustee, Mary Bachran

 _____ Trustee, Karen Budinger

 _____ Trustee, Dave Knutson

 _____ Town Administrator, Ken Knight

Cc: Town Clerk File
Town Attorney
Western Slope Conservation Center
Citizen's for a Healthy Community

Date: July XX, 2020

To: Jamie Connell, BLM State Director

From: Mayor Mary Bachran

Dear Director Connell:

The Town of Paonia has appreciated being a cooperator in the Bureau of Land Management Uncompahgre Field Office Resource Management Plan (RMP) revision process for the last 10+ years. Unfortunately, the final plan, released on April 17, 2020, does not take into account the Town's previous comments, dismissed our protest, and is a reflection of the energy-dominance agenda coming from Washington D.C. instead of the priorities of our local community on the Western Slope of Colorado. The Town has participated on behalf of its residents at every step in the process, and we are disappointed to not see our concerns addressed in the Approved RMP and Record of Decision.

The Town previously commented on the Draft EIS, in a letter submitted on October 27, 2016. In our comment, we requested the BLM adopt the North Fork Alternative Plan to provide a community-driven management framework to protect the North Fork Valley's thriving agricultural economy, scenic vistas, and healthy populations of wildlife. We expressed serious concerns with the then Preferred Alternative of the draft EIS because it would have failed to protect these values.

The Town subsequently submitted a protest on the Proposed RMP/Final EIS on July 23, 2019. In our protest, we noted that the Final EIS ignores the input of the Town across the board. The Final EIS downplays the significant health and environmental risks associated with oil and gas development proximate to our community, not to mention the impact on the local economy, and offers the entirety of the federal mineral estate within the North Fork Valley to development without adequately assessing the impacts on surrounding communities.

The Approved RMP and ROD fails to protect the Town and the surrounding lands and resources that make the Town so unique. At a time when our local economic outlook is uncertain due to the COVID global pandemic, the BLM has chosen to create additional uncertainty by pressing forward with this plan that will have significant impacts on our local economy. The Approved RMP and ROD is inconsistent with our local economic development visioning, which relies on many diverse small businesses including agriculture, technology, and creative industries. We respectfully request that the BLM withdraw the RMP and work with us on a new path forward, one that adequately addresses our previous concerns. The Town's strong preference is protection from the risks of oil and gas development and certainty in this matter, whether through a new path forward either administratively or through federal legislation.

The Town has repeatedly requested strong protections for our source water and other domestic water supplies, for our Town infrastructure, for health risks from natural gas development, for our critical wildlife resources, and for recreational management of Jumbo Mountain. Our water supplies, wildlife resources, scenery, opportunities for recreation, and environmental and community health

must be protected from irresponsible oil and gas developments in order for our local economy to thrive. We must ensure that our public lands are managed in a manner that allows for and protects current uses, and that adequately protects the shared resources like clean air and water in which we all depend.

Respectfully,

CC:

Jared Polis, Governor

Sen. Michael Bennet

Sen. Cory Gardner

Rep. Scott Tipton

Colorado State Rep. Julie McCluskie

Colorado State Sen. Kerry Donovan

Delta County BOCC

AGENDA SUMMARY FORM

	<p>Intent to Participate in November Coordinated Election</p>
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Summary:
 Request for formal action by the Board stating the intent to provide a referred ballot measure in the coordinated November election.

Notes:

No financial requirement until the intergovernmental agreement is completed and language is submitted to the County.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

IMPORTANT DATES FOR THE NOVEMBER 3, 2020 GENERAL ELECTION

- July 24, 2020 Last day for political subdivisions who have taken formal action to participate in the election to notify the county clerk in writing. (100 days before the election) 1-7-116(5); 1-1-106(5)
- Aug 25, 2020 Intergovernmental agreements to be signed by the political subdivision and ALL county clerks in which the district is located. (No later than 70 days before the election) 1-7-116(2)
- Sept 4, 2020 Deadline for the designated election official of each political subdivision to certify the ballot order and content to all county clerks in which the district is located. (No later than 60 days before the election). 1-5-203(3)(a)
- Sept 18, 2020 Last day to file pro/con statements pertaining to local ballot issues with the designated election official in order to be included in the issue mailing. (Noon Friday before the 45th day before the election) 1-7-901(4)
- Sept 21, 2020 Last day for the designated election official to deliver ballot issue notices to the county clerk and recorder. (No later than 43 days before the election) 1-7-904
- Oct 2, 2020 Last day to mail notice of a ballot issue election. Article X, Section 20(3)(b); 1-1-106(5) (30 days prior to the election)
- Oct 9, 2020 First day mail ballots may be sent to voters. (22 days before the election) 1-7.5-107(3)(a)
- Oct 14, 2020 Last day for the designated election official (county clerk) to publish notice of the election. (No later than 20 days before the election) 1-1-104(34); 1-5-205(1)
- Oct 19, 2020 Minimum required Voter Service and Polling Centers must be open for the election 1-7.5-107(4.5)(c)
- Nov 3, 2020 **ELECTION DAY** all ballots must be received at any Voter Service and Polling Center or designated drop off location by 7:00 pm. Article X, Section 20(3)(a); 1-1-104(6.5); 1-7-101; 1-41-102(1)

July 10, 2020

AGENDA SUMMARY FORM

	ClearGov – Financial Management Software
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Summary:
 Presentation by Finance Officer Cindy Jones of ClearGov financial software available to provide a more open, interactive, and transparent picture of Town finances.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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



SOFTWARE PROPOSAL

PREPARED FOR

Cindy Jones
Finance Director
Town of Paonia

PREPARED BY

Ryan Wilson
ClearGov, Inc.
rwilson@cleargov.com
(901) 937-9735

PREPARED ON

June 24, 2020





June 24, 2020

Cindy Jones
Finance Director
Town of Paonia
214 Grand Avenue
Paonia, CO 81428

Dear Cindy,

Per our discussions, I am pleased to provide you and your team at Paonia with the attached software proposal for your consideration.

Our mission at ClearGov is to help build a community of transparent, data-driven, modern governments. We make it easy for governments like yours to operate more efficiently and communicate more effectively. Our solutions are easy to afford, implement, and use. They don't cause a lot of upheaval, and they don't force you to reinvent the wheel. ClearGov solutions are designed to help local governments like Paonia take a strong next step in your journey from good to great.

We fully appreciate the demands on your time, so I'd like to thank you in advance for the time that you and your team will spend reviewing this proposal. If you have any questions or need additional information of any kind, please do not hesitate to ask.

I am confident that you and your team will be impressed by the ClearGov solutions and even more impressed by how hard we will work to make you happy.

We look forward to working with you.

Sincerely yours,

Ryan Wilson
ClearGov, Inc.
rwilson@cleargov.com
(901) 937-9735



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EXECUTIVE SUMMARY

Mission

ClearGov's mission is to build a community of transparent, data-driven, modern governments. We pursue this mission by making it easy and affordable for every local government to take a strong next step on its journey from good to great. ClearGov solutions are carefully designed to help local governments operate more efficiently and communicate more effectively, fueling better strategic decision making and increased levels of community support.

Solutions Overview

Based on our conversations with Paonia and our understanding of your key needs and objectives, we are proposing the following ClearGov Solutions:

ClearGov Digital Budget Book Suite

- The easiest and fastest way to build an award-winning budget book
- Automatically generates a professionally formatted template that's pre-populated with your financials, capital request data, charts, and more
- Let's you and your team work collaboratively to fill in the details
- Includes a robust Capital Requests module to collect, organize, and present key projects in an intuitive dashboard
- Built to GFOA guidelines, optimized to ADA standards and designed to be mobile-friendly

ClearGov Insights Suite

- Transforms complex government financials into easy-to-understand infographics
- Publishes the budget in a uniquely compelling way that drives understanding and support throughout your community
- Includes simple but powerful tools that enable you to offer residents a window into capital projects and department performance

Investment

ClearGov offers solutions that are affordable for local governments of all shapes and sizes. Paonia falls into our Tier #1 category. A summary of your investment in the ClearGov Solutions proposed herein includes:

Setup Service Fees (One time investment)	
Setup Fee	\$2,400
Setup Discount: If signed by June 30, 2020	(\$2,400)
Total Setup Service Fees	\$0
Annual Subscription Service Fees (Annual investment)	
ClearGov Digital Budget Book Subscription	\$4,500
ClearGov Insights Subscription	\$3,950
Bundle Discount	(\$1,580)
Total Annual Subscription Service Fees	\$6,870

See the Investment Section below for full details on setup fees and annual subscriptions.

Implementation Plan

While implementing ClearGov’s accessible solutions is designed to be a turnkey process, we offer dedicated Client Success resources to help you get up and running quickly and efficiently. A comprehensive implementation plan is described in more detail later in this proposal. Here are the highlights:

Project Management

- ClearGov will assign you a dedicated Client Success Manager (CSM) to coordinate, lead, and manage the entire setup process as well as provide ongoing support.

Scope of Work

- ClearGov provides comprehensive onboarding services — at no additional charge — to ensure that you hit your launch targets and get the most value out of your ClearGov investment.

Launch Timeline

- Launch generally takes approximately 2 – 4 weeks from the time that you provide your Client Data Report(s) to ClearGov, depending upon the volume/complexity of your data as well as ClearGov client backlog.

Data Onboarding Requirements

- ClearGov will handle all importing, onboarding, and mapping of data. In short, we’ll take your raw financial information, sort it, and upload it to the ClearGov platform so it perfectly matches your chart of accounts. The only thing you have to do is supply your

data, which generally involves running a few simple reports from your existing accounting system. We'll walk you through the process.

Training and Support

- ClearGov provides unlimited training and support throughout implementation and for as long as you're a ClearGov customer. You will also have access to a frequently updated library of online resources and best practices to help you achieve the best outcomes.

Conclusion

In the pages that follow, we'll explain how and why ClearGov solutions not only offer the best value for Paonia, but also make your day-to-day operations more efficient, productive, and impactful.

ClearGov is committed to helping local governments like yours "make democracy work better." And while that may sound lofty, "democracy" is simply what you do every day. We just want to help you do it in a modern, data-driven way — a way that makes your job easier, lightens your load, showcases all the good work that you do, and ultimately helps you better serve your community.

ClearGov already works with hundreds of local governments across the country, and we'd be delighted to welcome Paonia into the fold. If you have questions or concerns as you review this proposal, please do not hesitate to reach out. Thank you for your consideration.



SOLUTIONS OVERVIEW

We know that you're working hard to make your government run better, and you know that technology can help you get it done. Unfortunately, most of the gov-tech software on the market right now is designed for sprawling megacities or state and federal government — not local agencies like yours. So, these platforms are often complicated, expensive, and loaded with bells and whistles that you'll never use. You don't need a chainsaw to carve a turkey. You simply need the right tool for the job.

ClearGov is built from the ground up specifically for local governments. It does everything you need it to do. It's just-right software for agencies that are looking to take that critical next step toward more efficient operations and better community engagement. Therefore, all ClearGov solutions are:



INTUITIVE AND EASY TO USE

At ClearGov, everything we do is designed to make complex government data easy to understand and easy to use, internally and by the public at large. We present data in readily-understood infographic form, and offer an interface for our internal tools that's easy for every staff member to learn and use.



CLOUD-BASED

Web-based software requires no installation, no maintenance and is always up-to-date. We host our software and our data with Amazon Web Services, which ensures data security and world-class software performance.



TURNKEY

We understand that in local governments, staff is almost always stretched too thin. That's why we do all the heavy lifting for you. To get started, all you have to do is send us an Excel file with your data. We'll take care of the rest. When you login to ClearGov for the first time, you'll find that everything is right where it should be.



AFFORDABLE

ClearGov is built and priced for local governments and school districts. Our packages are all-inclusive, so you'll never be charged extra for per-seat licenses, never be surprised with hidden fees, and never pay for support or product updates...never.

Our goal is to delight our customers with unbeatable value in everything we do.

Modernization is a Must

In the wake of COVID-19, it is more important than ever for local governments to leverage technology to enable them to continue to thrive in our collective new reality. In fact, those agencies that have already embraced modernization have found it far easier to weather the Coronavirus storm.

As the world continues to evolve, local governments need to keep the following four critical success factors top of mind as they retool themselves for a more efficient and modern government.

COMMUNICATION

The pandemic has eliminated the water-cooler chat, so internal “over-communication” should be the new norm. Plus, it’s even more important for local governments to be transparent when public meetings can’t be public. ClearGov facilitates and simplifies the communication process, but internally and throughout your community.



COLLABORATION

Improving and streamlining the collaborative process is vital to prevent key items from falling through the cracks. Centralization and remote access to documents, systems and processes is mission-critical. All ClearGov products have been designed to provide access to your entire team, and we don't charge by the user - so you can bring everyone to the party.



SECURITY

Desktop-based applications can be infiltrated, especially if operated remotely. Cloud-based applications offer instant security. Now is the time to start leveraging the security resources of cloud platforms like AWS. ClearGov’s solutions are all cloud-based and hosted on AWS. See Security Overview section for more details.



FLEXIBILITY

Local governments must be able to quickly adjust to evolving input and changing dynamics. As a result, they also need the ability to create and explore “what-if” scenarios to inform better decision making. ClearGov puts the information and the tools you need at your fingertips to become a transparent, data-driven, modern government.



DIGITAL BUDGET BOOK

A Streamlined Solution for Building an Award-Winning Budget Book in a Fraction of the Time

The annual budget book is your government’s most important, public-facing policy document. You want it to be polished, professionally formatted, and accessible to as many residents and stakeholders as possible. And, ideally, you want it to be easy and efficient to produce on your end. ClearGov’s Digital Budget Book suite checks all of those boxes, plus ADA optimization, GFOA best practices, and then some.

[Watch a 5 minute micro-demo here](#)

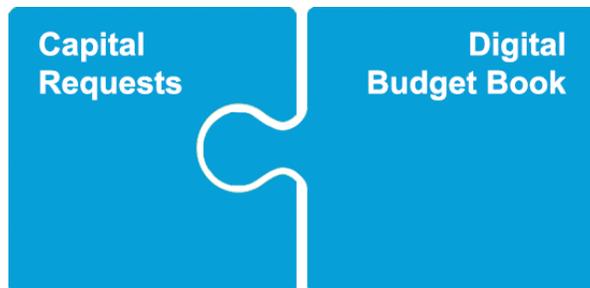


PUEBLO WEST
Colorado

“It’s our job to communicate our budget - the what and the why - in a way that isn’t confusing or overwhelming. We want to proactively engage citizens because what we’re doing directly affects them. ClearGov gives us an effective and visually compelling way to do that.”

Jay-Michael Baker
Community Engagement Manager
Metropolitan District of Pueblo West
Population: 31,000

ClearGov Digital Budget Book Modules

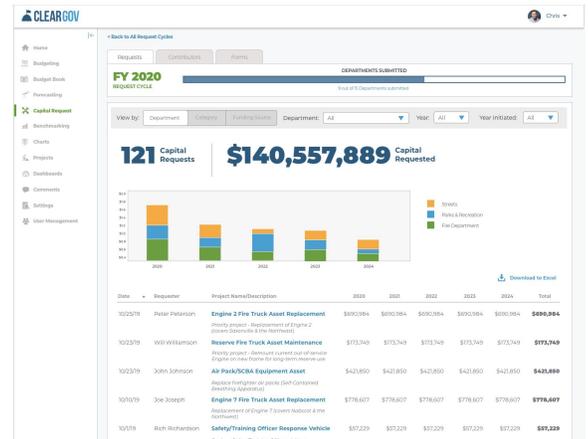




DIGITAL BUDGET BOOK SUITE Capital Requests Module

The Capital Request Module is a dashboard-driven tool that automates and optimizes the process of collecting, organizing, and reporting capital requests across all departments and automatically populates your Digital Budget Book. Think of it as a modern, digital-first solution to an age-old, paper problem.

- **Digitize your requests:** Save some trees with a simple online form that captures and submits requests electronically
- **Customize your form:** Easily customize the default template with a few simple clicks to precisely fit your needs and preferences
- **Automate your workflow:** Initiate, collect, track, and manage all your requests online, even set triggered reminders for department heads
- **View capital requests at a glance:** Report and review requests by department, funding source, fiscal year, and more — all from an intuitive dashboard
- **Publish to your budget book:** Automatically generates a capital request summary with detail pages for each department/request for your Digital Budget Book



Why does Paonia need this?

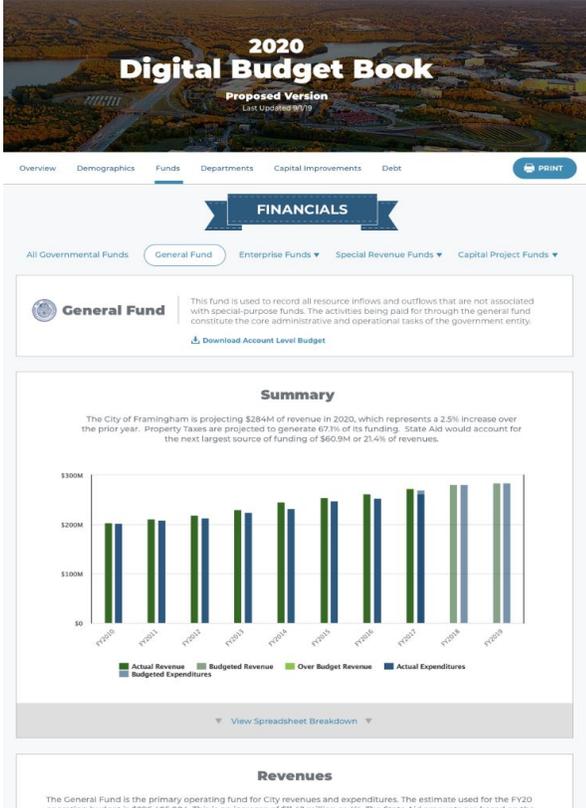
- **It's so much more efficient:** The sooner you automate out-dated manual processes, the more efficiently you can govern. Once you streamline the tedious task of organizing your capital requests, you'll have more time and energy to invest in one of the most critical components of good governance — strategic planning.
- **Eliminate the paper chase:** Instead of chasing down paper requests and slogging through the data entry process, you can kick off each new request cycle with a click. An intuitive dashboard enables you to quickly email online request forms to your department heads, set automated reminders to gently nudge requestors to complete their submissions, and monitor progress every step of the way.
- **You get a robust digital audit trail:** Your department heads can easily attach pictures, PDFs, and other supplemental materials to their digital request form. These materials travel with the request, so they're always just a click away. They'll even automatically appear in your budget book once you click publish.
- **It's key to building a better budget book:** Capital planning is an important precursor to building your budget and eventually publishing a compelling budget book. ClearGov's Capital Request Module streamlines your workflow, automates key tasks, and makes the entire CIP process more transparent and collaborative.



DIGITAL BUDGET BOOK SUITE Budget Book Module

The Digital Budget Book module helps you produce an interactive and engaging budget book in a fraction of the time it takes today. Instead of manually building your book in a clunky document editor, you build it collaboratively using simple web apps that streamline the steps from start to publish.

- **Prepopulated and preformatted:** Start with a core framework that includes all of your pre-loaded budget data with integrated, pre-built charts
- **Smarter workflow:** Collaborate and work faster to add your narrative with fewer headaches
- **Highly customizable:** Add images, choose chart colors, and select styles to reflect your civic brand.
- **Better end product:** Produce a polished piece that is ADA-Optimized and built from the ground up to meet GFOA best practices



Why does Paonia need this?

- **The short-cut you always wanted:** One simple click generates a fully formatted framework that's automatically populated with your financial data, along with pre-built charts, tables and graphs, and even some pre-written content. You simply fill in the blanks and customize the content as you see fit.
- **Improve accuracy:** The more spreadsheets you manage and papers you shuffle, the greater the margin of error. ClearGov's digital-first approach is automated, templated, and paperless so you can stop manually collecting, merging, and managing all that input from dozens of department heads.
- **You save time and aggravation:** Recreating charts, tables, and graphs from spreadsheets every time a figure changes is not only tedious, it's inefficient. With ClearGov, every time you change a number in your budget, all of the applicable charts, tables and graphs are updated automatically.
- **Print on demand:** Printing a budget book is expensive and often out of date before the ink dries. ClearGov enables you and your citizens to print specific sections or the entire budget book whenever you like - which saves both time and money.
- **GFOA kudos:** ClearGov's Digital Budget Book is structured to meet GFOA best practice guidelines. In fact, there's a GFOA checklist built right in, so you can check off each Distinguished Budget Award Presentation requirement as you complete it.

INSIGHTS SUITE

A Government Communications Platform for the Information Age

ClearGov Insights is a suite of cloud-based solutions designed to remove the static from your communications efforts, so you can keep your community in the loop with the solid work you and your team are doing. With innovative, turnkey transparency profiles, project pages, and department dashboards ClearGov Insights helps you tell your story and show your work.

[Watch a 5 minute micro-demo here](#)



"We wanted the public to see at-a-glance not just how their tax dollars were being spent, but how the Village's finances stacked up against similar-sized communities nearby. ClearGov gives Lemont residents an easy-to-understand visual snapshot of where we are financially so they don't have to scour a 300-page budget book for the fiscal insights they need to make informed decisions."

Christina Smith
Finance Director
Village of Lemont, IL
Population: 16,780

ClearGov Insights Suite Modules

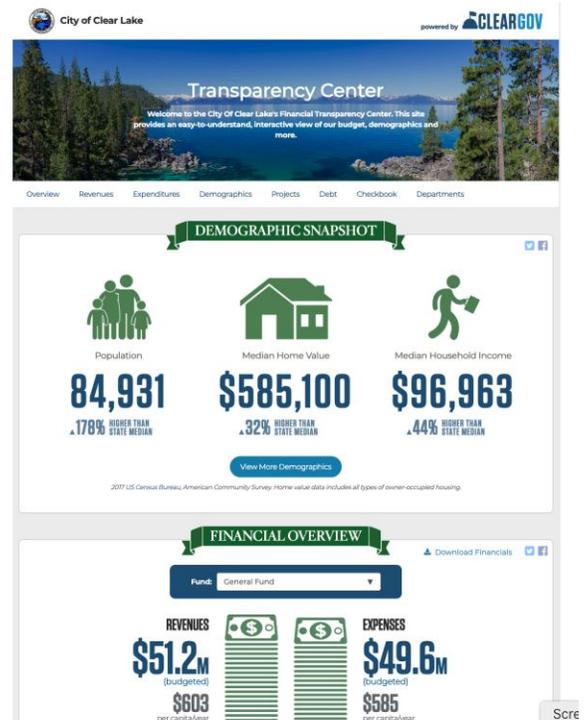


INSIGHTS SUITE

Financial Transparency Module

Build community trust and support by publishing your financial data in an online profile that's feature-rich, easy to use, and easy to understand. It's an instant best-in-class transparency center that's miles ahead of the usual complex spreadsheets and static PDFs.

- **Easy-to-understand infographic format:** Help citizens and other stakeholders easily visualize and interpret important metrics.
- **Context features that make transparency meaningful:** Add explanatory notes that tell the story behind the numbers. Allow users to compare data side-by-side with similar communities near you.
- **Budget vs. actuals:** Clearly show how funds are collected and allocated. Reveal trends by showing historical data as well.
- **Open checkbook:** If desired, you can provide searchable, check-level detail revealing line-item spend.



Why does Paonia need this?

- **Build public trust:** According to the Pew Research Center, only 18 percent of Americans say they trust the government to do what is right. By proactively opening up your data for public consumption, you show you have nothing to hide.
- **Drive community support:** By sharing critical facts and figures with citizens, you can foster a climate of trust and understanding that helps drive public support for key initiatives.
- **Dispel public misconceptions:** MIT research shows that false news travels faster, farther, and deeper than true news, particularly through social media. In the age of misinformation, readily accessible and easily understood facts are your best defense against public misconceptions.
- **Reduce inquiries:** Research by the Sunlight Foundation indicates that municipal transparency programs reduce citizen information requests by 30 percent. The more data you share with constituents now, and the clearer you make it, the fewer inquiries and record requests you'll field on an ongoing basis.

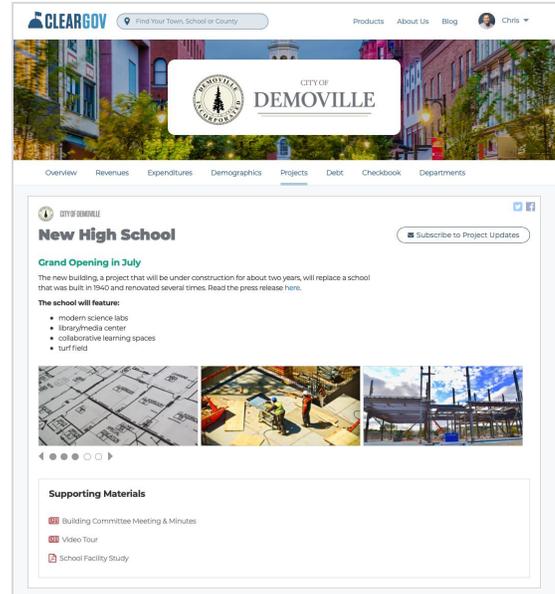


INSIGHTS SUITE

Capital Project Communications Module

Quickly and easily create and publish custom Project Pages to keep citizens in the loop with key data and updates about all of your key projects. Templated Project Pages take only minutes to populate and allow you to share photos, timelines, funding sources, and more — all in one centralized location.

- **Share project finances:** Post your project's budget, funding sources and track expenditures along the way.
- **Share images:** Bring your project's story to life by posting photos and architectural renderings.
- **Allow citizens to subscribe:** Visitors to your Project Pages can subscribe to receive automatic email updates every time you make a change.
- **Collect citizen feedback:** Invite visitors to ask questions or post comments in a moderated forum that you control.



Why does Paonia need this?

- **Shine a spotlight on community development:** A good chunk of every tax dollar funds important CIPs in your community — things like new construction, improvements to infrastructure, and other key initiatives. Keep residents (and the press) informed about the issues they care about most.
- **Reduce incoming calls:** Stop fielding the same questions over and over again. Drive residents and other interested stakeholders to online Project Pages via your website and social media.
- **Build public support:** Right now, you may only hear from the squeakiest of wheels, but your community is full of smart, reasonable people. Engage them and invite their feedback in the comments section — a moderated forum that you control.
- **Provide a modern alternative to public meetings for busy constituents:** By publishing project data and updates online you can make it easier for engaged citizens to stay informed.



Department Dashboards Module

Tell your government's whole story by publishing updates detailing department-level performance metrics. Showcase KPIs for any and all departments, from animal control to the zoning board.

ClearGov Department Dashboards are extremely flexible and point-and-click easy to assemble. You can use Department Dashboards to display any metric you like. Plus, the ClearGov solution makes sure that your data is presented in a way that's easy for your residents to interpret and understand.

- Customize:** Display department-specific KPIs. Add the department head's name, title, picture, and a brief intro letter.
- Create panels:** Select the appropriate template for each section you want to display. If you like, add commentary or explanatory text.
- Add charts:** Pull in existing graphics from the ClearGov Chart Builder App or easily create new ones specific to your dashboard.



Why does Paonia need this?

- Promote value:** Where else can the average citizen go to find out about police response times or annual fundraising efforts? Department Dashboards let every division tell its own unique story.
- Hold departments accountable:** They say that what gets measured is what gets done. ClearGov dashboards are a simple and effective way to track department performance against goals and to promote a culture of performance and transparency agency-wide.



INVESTMENT

Our pricing model matches our products - simple, straightforward and built for local governments.

Setup Fee:

- A **one-time investment** that covers setup, activation, data onboarding and initial training — everything you need to get launched.

Solution Subscription:

- A flat **annual investment** covers unlimited access and usage of your ClearGov solution and includes unlimited support from your dedicated Client Success Manager.

That's it. We don't charge extra for seat licenses or updates or ongoing support or professional services or anything else, so there are absolutely no hidden fees. See the table below for a complete breakdown of what's included.

Setup Service Fees (One time investment)	
Setup Fee: Includes - <ul style="list-style-type: none"> - Full activation and setup - Data onboarding - Client training 	\$2,400
Setup Discount: If signed by June 30, 2020	(\$2,400)
Total Setup Service Fees	\$0

Annual Subscription Service Fees (Annual investment)	
ClearGov Digital Budget Book Suite: Includes - <ul style="list-style-type: none"> - Capital Requests Module - Budget Book Module 	\$4,500
ClearGov Insights Suite: Includes - <ul style="list-style-type: none"> - Fiscal Transparency Module - Project Communications Module - Department Dashboards Module 	\$3,950
Bundle Discount	(\$1,580)
Total Annual Subscription Service Fees	\$6,870



PROJECT MANAGEMENT

ClearGov offers robust solutions that are easy to set up and operate. We understand that most local governments are pressed for resources, so we have designed an activation process that places the heavy-lifting on ClearGov. This section outlines the key project management roles and responsibilities.



"ClearGov did all the heavy lifting — we didn't have to add staff, data storage space, or anything like that. We just exported the data and ClearGov did the rest."

Carrie Arrenz
Budget Analyst
Sheboygan, WI

ClearGov Role & Responsibilities

ClearGov will assign a dedicated Client Success Manager or CSM to lead the implementation effort. Your CSM will:

- Coordinate and execute the development of the project plan.
- Ensure the timely delivery of items identified as "In scope" within this proposal.
- Train your staff to use ClearGov tools and applications.
- Track, communicate, and expediently resolve any implementation issues.
- Monitor project progress to ensure a timely and efficient launch.

All ClearGov CSM efforts will be performed remotely with direct email and phone contact as necessary.

Client Role & Responsibilities

We ask that you designate one individual as a primary point of contact to facilitate:

- Delivery of "Client Task" items (listed below) in a timely manner.
- Coordination of Client participants for Kick-Off and Training calls.
- Review and approval of onboarded Client Data to confirm launch.



SCOPE OF WORK

In addition to providing unlimited training and ongoing customer support, your dedicated Client Success Manager will coordinate all of the necessary onboarding and updating services required to suit your unique needs. Depending upon which features/functionality you wish to fully or partially leverage, the scope of work to be performed by the ClearGov Client Success team is outlined below.

ClearGov Digital Budget Book Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Transparency Module implementation.	Up to 20 yrs of historical audited data
Import current and historical budgeted data: Enables the ability to overlay and present budget to actual performance within the budget book.	Up to 20 yrs of historical budgeted data
Capital Request Form setup assistance: A ClearGov CSM will help you develop a capital request form that mimics your current process and preferences.	Unlimited Forms
Department Narratives setup assistance: A ClearGov CSM will help your department heads develop their department narrative pages, including custom charts and graphs.	Unlimited Department Narratives

ClearGov Insights Suite - Scope of Work

Service Description	In Scope
Import historical (actual) fiscal data: Your historical audited financials form the foundation of the Transparency Module implementation.	Up to 20 yrs of historical audited data
Import current and historical budgeted data (Optional): Enables the ability to overlay and present budget to actual performance.	Up to 20 yrs of historical budgeted data
Import ongoing financial updates: You may regularly update audited and/or budgeted data at your discretion, e.g. you may post current FY budget and update periodically with actual spending.	Update monthly, quarterly (recommended) or annually
Import historical checkbook data (Optional): You may choose to display detailed check data — either publicly or privately.	Up to 100,000 checks

Import ongoing checkbook updates (Optional): Checkbook data may be updated at your discretion.	Update weekly, monthly, quarterly (recommended) or annually
Project Page setup assistance: Although Project Pages are simple and quick to create, ClearGov is happy to walk you through your first Project Page.	Unlimited Project Pages
Department Dashboard setup assistance: Although Department Dashboards are simple and quick to create, ClearGov is happy to walk you through your first dashboard.	Unlimited Dashboards



TIME COMMITMENT

The ClearGov onboarding and activation process is designed to be turnkey and require limited effort on your part. The bulk of the onboarding effort involves uploading, mapping, and configuring your data — a process which is managed entirely by the ClearGov Client Success team. The only To-Do items on your list are to A) send us your data (i.e. run some reports and send us an email), and B) validate our work.

The following outlines a typical implementation process with estimated Client time commitments.

1
Business
Day

Client Activation (ClearGov Task)

- Assign and introduce you to your dedicated CSM
- Your CSM will activate your subscription. NOTE: (You may access your ClearGov Account immediately upon activation.)
- Your CSM will schedule your kick-off call

30
Minutes

Kick-Off Call (Shared Task)

- Your CSM will meet with you (via conference call) to confirm goals, review onboarding steps and deliverables, and establish a timeline
- Your CSM will explain data requirements and provide instructions

15
Minutes

Client Data Report (Client Task)

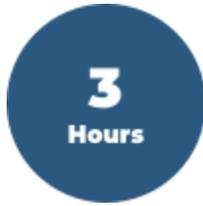
- You run reports from your accounting platform to export necessary data (See [Client Data Requirements](#) below)
- You send exported reports to ClearGov

2 to 3
Weeks

Data OnBoarding (ClearGov Task)

- ClearGov Client Success Team completes the onboarding and mapping of your data into the ClearGov platform

NOTE: The onboarding time varies based on the volume and complexity of your data as well as the current backlog of Client activations.



Client Data Review (Shared Task)

- Your CSM will present (via conference call) the mapped data for your review/approval.

NOTE: Generally speaking, there is a primary review call, followed by 1 or 2 additional calls, depending upon the complexity of the data and the number of iterations.



Training and Launch (Shared Task)

- Once you approve your data, ClearGov will activate it within the live platform and schedule the Launch Training call.
- The Launch Training call typically takes about an hour, and you may invite as many people from your team to attend as desired.

Timeline Summary

The overall launch timeline is heavily influenced by your ability to deliver the Client Data Report in a timely fashion. In short, the sooner we receive your data, the sooner we can get you up and running.

As you can see from the implementation process outlined above, the ClearGov implementation process is not a long, drawn-out process. As a general guideline, you can expect to be completely launched within 2 - 4 weeks of whenever you provide us with your Client Data Report, and of course, the bulk of the work during that time period rests on ClearGov's shoulders.

Launch Deadlines

If you have a specific hard launch deadline — such as coordinating with the launch of a new Website — please inform your ClearGov CSM during the kick-off call, and s/he will inform you what will be required to achieve your target launch date.

IMPORTANT: ClearGov Backlog Summary

Due to a recent spike in demand for ClearGov's solutions, we are in a **temporary backlog situation** with respect to our Data Onboarding process. We want to ensure that we are setting - and delivering on - proper expectations, so we have created a [Data Onboarding Schedule](#) site that provides an up-to-date summary of the current data onboarding backlog. We will onboard ClearGov customers on a first-come, first-served basis, based on the signature date of their Service Order. Please see the [Data Onboarding Schedule](#) site for more details and specific dates.



DATA REQUIREMENTS

The data that ClearGov needs to fully activate your account is straightforward and can be readily exported from any accounting/ERP system.

Required Files

In most instances, ClearGov generally requires only two simple files from you:

Line Item Detail File(s)

- A simple report that provides the full account number, account description, fund, year, and total dollars collected/expended for each account/line item in your chart of accounts.
- Depending upon which accounting system you're using, this report is often referred to as the Trial Balance Report; Account Inquiry Report; or Budget-to-Actual Report.

Account Number Key

- Another simple report that labels or describes the "segments" of each account number (e.g. funds, departments, objects, etc.).
- Depending upon which accounting system you're using, this report is often referred to as the Segment Report or Chart of Accounts.

Optional Files

Ultimately, you decide how the breadth and depth of data that you would like to provide to ClearGov. We recommend the following optional data sets:

Budgeted Revenue and Expense Data

- You can provide historical, current and/or upcoming fiscal year(s) budgeted revenue and expense data.

Debt Detail

- Show your total outstanding debt on your site. This information may be broken down by fund and/or by debt categories of your choosing.

Checkbook Data (ClearGov Insights Only)

- If you wish to use the Open Checkbook feature in ClearGov Insights, your data must include check-level detail for the most recent fiscal year with as much historical data as you prefer.

When you are ready to send your data, ClearGov will provide you with detailed instructions on file types and formats needed.



TRAINING & SUPPORT

ClearGov solutions are designed to be intuitive and simple-to-use, so chances are that you won't need much hand-holding - even from the start. With that said, ClearGov's training sessions are designed to ensure that you and your team can quickly launch, adopt and optimize the value you receive from the ClearGov platform. We will share some key insights and best practices to help you ramp quickly. All ClearGov customers also receive unlimited access to a frequently updated online support center.

Training Sessions

Your dedicated CSM will work with you to schedule convenient training sessions expressly tailored to your needs. We often suggest training a core group of power users first (usually your finance and/or communications team) and then scheduling broader sessions to include department heads, but it's entirely up to you. We'll provide as much training as you think you need.

ClearGov uses modern web conferencing services to conduct live training sessions remotely. This enables the instructor to share his/her screen and record every session. It also enables you to distribute the recording via email after-the-fact to any who were unable to attend; save it for future reference; and/or train new hires.



"The ClearGov client success team has been incredible — patient, understanding, and responsive — every step of the way."

Jodi Cuneo, CGA
Town Accountant
Walpole, MA

Client Success Expectations

You will be assigned a dedicated Client Success Manager (CSM) who will be responsible for coordinating and managing your activation and onboarding process as well as initial training. Your CSM will also be your primary point of contact for any ongoing support requirements or issues.

Service Level

Our CSMs are committed to responding to all support inquiries within **one business day**, and in most cases, you will receive a same-day response. You will also be provided an escalation path in the event that you are ever dissatisfied with your CSM's performance or you have a time-sensitive issue that needs immediate resolution.

Client Support Portal

You and your team will have access to text and video training materials in the ClearGov Support Center. This online resource center is constantly updated with new content and best practices.



SECURITY OVERVIEW

The ClearGov platform is hosted by Amazon Web Services (AWS), the world leader in cloud computing as a service. Used by the Departments of Justice, Defense, and Homeland Security, AWS is one of only three vendors that have been granted government authorization to store highly sensitive federal data on its cloud-computing servers.

AWS handles systems, network architecture, and security, enabling ClearGov to focus on what it does best — developing world-class solutions for local governments. With ISO 27001 and FISMA-certified data centers, AWS has made platform security its highest priority in order to protect customers' critical information and applications.

Another key advantage of hosting on the AWS cloud is that it allows ClearGov to easily scale and innovate, while maintaining all security protections across the entire infrastructure.

How secure is ClearGov?

Hosting with AWS ensures that ClearGov maintains the highest security standards in the world:

- Web application firewalls control access to the underlying code.
- AWS has built technologies to protect against distributed denial of service (DDoS) attacks to ensure network availability and application uptime.
- AWS's SQL Server RDS uses server-side encryption to protect sensitive data.

In addition to AWS's secure hosting environment, ClearGov has implemented a number of extra software security features:

- **Secure Socket Layer (SSL):** SSL establishes an encrypted link between AWS servers and the web browser to ensure that all data transfers remain private and integral.
- **SQL Injection Protection:** ClearGov has built protection against SQL injection attacks where hackers attempt to insert nefarious server requests into web forms.
- **Access Rights:** ClearGov has implemented strict permission settings based on roles, which limit access to specific data and application functions. This ensures that internal users are restricted from accessing sensitive data based on privileges assigned by your administrator.
- **Password Authentication:** ClearGov does not store passwords explicitly, but rather "hashes" (encrypts) them so they are not compromised.
- **Logging and Monitoring:** ClearGov employs monitoring features that quickly identify vulnerabilities and provide immediate alerts if action is required.

Where are ClearGov data centers located?

AWS replicates the ClearGov application and data across multiple data centers to ensure redundancy and availability. With this in mind, ClearGov is hosted at the AWS data centers in North Virginia, Ohio, Northern California, and Oregon.

You can learn more about AWS data centers and security measures via the following link:

- <https://aws.amazon.com/security/?hp=title>.



FAQs

General Questions

Q: Do we need to dedicate resources for ClearGov implementation?

- A: Ideally, we would like to have one point person on your end with whom we can coordinate logistics. We generally require no more than a few hours of that person's time for the entire setup/onboarding process. Typically, that same person is responsible for delivering regular data updates (usually quarterly), which requires only a few minutes of their time once per quarter. (See Project Management section for more details.)

Q: Does ClearGov provide training?

- A: The ClearGov platform is designed to be simple and intuitive. With that said, ClearGov will provide whatever training you and your team need during the kick-off process. And, the ClearGov team is available for unlimited support and/or training on an ongoing basis. ClearGov also provides video tutorials, online help, and other support materials as well. (See Training and Support section for more details.)

Q: How much effort is required to import our data?

- A: In short, not much. All ClearGov Solutions are designed to be turnkey and ClearGov does all of the heavy lifting for you. See Time Commitment section above for more details.

Q: Can ClearGov help us communicate our finances internally?

- A: Absolutely. ClearGov is a powerful tool for not only communicating with residents, but also internal stakeholders. ClearGov can act as a central reporting platform that offers clear and easy-to-understand infographics that can be used for presentations and reports both internally and externally.

Q: How will ClearGov store our data? Is it secure?

- A: ClearGov utilizes a full suite of solutions from Amazon Web Services (AWS) to host and deliver the data for the ClearGov platform. We specifically selected AWS as our solutions provider because the AWS infrastructure puts strong safeguards in place to help secure and protect customer data. All data is stored in highly secure AWS data centers, and you can learn more about AWS security measures via the following link: <https://aws.amazon.com/security/?hp=tile>. See Security Overview section above for more details.

Q: Are there any accounting systems that are not compatible with ClearGov?

- A: The short answer is "No" — we work with everybody. We're not actually doing a direct integration with your accounting system; we just need a simple report, and every accounting system we've ever met can easily produce that report. We've worked with enough of them now that we can probably tell you which report to print, and if it's a new one, we'll help you figure out which report is right.

Q: Does ClearGov provide a real-time integration with any eFinance or ERP systems?

- A: The short answer is...No...and this is by design. ClearGov takes a different approach when it comes to integrating your data onto our platform. In short...we do the work for you. You simply send us a report from your accounting system whenever you like, and we'll upload it - and there is never any additional charge for this.
- The reason we take this approach is that system integrations sound like a good idea on paper, but in reality...they are painful, expensive and extremely difficult to maintain. The key problem is that every time the software changes on either end of the integration, the connection breaks and requires significant effort to re-integrate. In fact, that's how our competitors make a lot of their money, because they charge professional service fees every time you ask them to re-establish the integration. Bottom line, the extra costs of supporting and maintaining a real-time integrated solution far outweigh the minimal incremental benefits of real-time data transfer.

Digital Budget Book Suite Questions

Q: Since the product is template-driven, won't every ClearGov digital budget book look the same?

- A: No. While every ClearGov Digital Budget Book starts with the same core template, it's highly and easily customizable, so the final product will always be different. You can add your own images, chart colors, and endless content to make it your own.

Q: Can you guarantee that we will win a GFOA award?

- A: As we have designed and built the ClearGov Digital Budget Book, we have double-checked the GFOA guidelines every step of the way. We have also actively reviewed the solution with GFOA reviewers and members of the GFOA staff. With that said, we cannot guarantee that you will win an award, in part, because the narrative content is still up to you. In other words, all of the core components are included, but you still need to fill in the blanks in a way that meets with GFOA approval.

Q: I understand the benefits of digital, but I still need to produce a printed version. How will that work?

- A: You're not alone. Old habits die hard and paper is still a must-have for many local governments. In addition to presenting your budget book online, the ClearGov Digital Budget Book Suite includes functionality that enables users to create a .PDF, which can then be printed to generate a hard-copy of your budget book. Also, the Print-to-PDF functionality enables you to print specific sections of your budget book and/or the entire book.

Insights Suite Questions

Q: Where does ClearGov get its financial data?

- A: ClearGov sources its financial data from various entities including state departments of revenue; state education departments; etc. ClearGov also compiles complementary data, such as demographic information, home values, road miles, etc. from various public sources including the U.S. Census Bureau.

Q: How does ClearGov determine the default peer group for peer analysis?

- A: ClearGov uses four primary factors to create the ClearGov Default peer Group for each municipality:
 1. ClearGov looks for municipalities with similar populations.
 2. ClearGov looks for municipalities with similar median home values as determined by census data.
 3. ClearGov looks for municipalities with similar commercial assessments to differentiate between rural and urban municipalities.
 4. ClearGov dynamically searches for the closest ten municipalities that meet population, median home values and commercial assessment deviations. The figures from these municipalities are combined to create a peer average.
- **NOTE:** As a ClearGov Insights Suite customer, you will have the opportunity to create and publish your own custom peer groups, based on whatever criteria is most important to you.

Q: Won't publishing a transparency profile generate a lot of incoming inquiries?

- A: On the contrary, our customers find that a ClearGov profile helps the community find the answers they seek more easily and consistently. Plus, you can add commentary that tells the story behind your numbers and provides additional context.
- Prior to launch you will want to identify the components of your data that would benefit from some additional context. ClearGov enables you to add commentary to these sections of the profile which will actually reduce the number of inbound public information requests.
- Finally, if you do get an influx of inquiries, you will generally find a consistent pattern to the questions. So, you can use those questions to inform and further enhance your commentary.

Q: What about inciting "community activists"?

- A: It seems that every municipality has a small population of what we call "CAVE People" (**Citizens Against Virtually Everything**), and unfortunately, we don't have a direct solution for that. However, a large portion of the most aggressive community activism is generally caused by a misinterpretation of the facts, or simply taking the facts out of context. We have found that ClearGov can drastically change both the tone and substance of the conversation by showing that your local government has nothing to hide, and by delivering not just data, but the stories behind the numbers to help everyone have a more informed and empirically accurate conversation.



“We were impressed with the ClearGov solution from the start, especially the clean, simple interface. They are experts at presenting complex information in an easy-to-understand and visually-appealing way. And, as our partners, they have been responsive and professional.”

Chris Bradbury
Village Administrator
Rye Brook, NY

AGENDA SUMMARY FORM

	Employee Health Insurance Renewal
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Summary:

The Town employee healthcare plan policy renewal August 1st. Staff requests the Board consider increasing Town contribution as part of the incentive package for current and onboarding staff.

Notes:

The current annual health plan costs at 90% currently covered by the Town is \$78,524. The preferred – most comparable health plan renewal cost is \$85,172.

To increase Town contribution to 95% is \$89,904.
To increase Town contribution to 100% is \$94,636.

No change in vision coverage cost for employees. Current and renewal is currently \$726.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM

	Ordinance 2020-06 Modification of Fences, Hedges, and Walls
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Summary:
 Second read with modifications of draft fence ordinance.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

ORDINANCE NO. 2020-06

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

RECITALS:

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

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

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

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

Section 1. Legislative Findings.

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

Section 2. Amendment of Town Code.

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

All fences, hedges, and walls (combined “**fence(s)**”) are subject to the applicable sections of the International Building Code version as adopted by the Town.

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

- (3) No fence shall encroach upon a public right-of-way or a public sidewalk.
- (4) No barbed wire, sharp-pointed or electrically charged fence shall be permitted in the Town.
- (5) The Town requires a maximum height of 4 feet for fences from the required setback line as determined by Chapter 16-3 (zoning schedule of requirements) to the front property line and a maximum height of 6 feet for fences in all other yard areas on the property. The height shall be measured at the finished grade on the side of the fence nearest the street or abutting property. A property owner may seek approval allowing for a fence to be in excess of 6 feet, but not more than 6 feet, 6 inches. Such request shall be reviewed at the staff level and may be approved in the event the following is met:
- a. Sec. 18-9-10(1) through (4) have been complied with;
 - b. The Town Administrator, Public Safety Department and Public Works Department sign off on the excess height; and
 - c. All property owner adjoining the property owner have filed a letter of support of the deviation.
- (6) On corner lots, no fence exceeding forty-eight (48) inches in height shall be placed in a triangular area formed by three (3) points as established by:
- a. The intersection of the property lines at the corner (Point A); and
 - b. Points B and C measured thirty (30) feet along the property lines from Point A.
 - c. A shorter height may be required to assure corner sight triangles at intersecting streets and alleys.
- (7) The Town Administrator may grant a permit for fences that exceed the maximum height upon application in specific cases and subject to compliance with the following standards:
1. The proposed fence shall not adversely affect traffic safety or appropriate use of adjacent property.
 2. Any section of an over-height fence in the Primary Street setback shall be less than 50 percent solid over its entire area.

3. The fence is necessary to provide security, privacy, or protection from traffic impacts such as noise or lights.

4. The fence shall not detract from the safety or pedestrian character of the right-of-way.

(8) Absent a height deviation in accordance with Section 18-9-10(5), any person requesting a variance from these code provisions shall apply for the same in accordance with Sec. 18-10-40 of the Town 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.

THIS SECTION LEFT INTENTIONALLY BLANK

Section 6. Effective Date.

This Ordinance shall take effect thirty days after publication.

INTRODUCED, READ, AND REFERRED for second read before the Board of Trustees of the Town of Paonia, Colorado, on the 23rd day of June 2020.

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this ___ day of ___ 2020.

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

By: _____
MARY BACHRAN, Mayor

ATTEST:

J. CORINNE FERGUSON, Town Clerk

DRAFT

AGENDA SUMMARY FORM

	<p>Ordinance 2020-07 Modification of Municipal Code Regarding Appointment of Officers</p>
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Summary:

Modification of Ordinance regarding appointment of officers following municipal elections.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

ORDINANCE NO. 2020-07

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO
AMENDING THE TOWN CODE REGARDING THE APPOINTMENT OF
OFFICERS**

RECITALS:

WHEREAS, the Town of Paonia (the “Town”), is a statutory town and municipal corporation in Delta County, Colorado, governed by and through its Board of Trustees (the “Board”); and

WHEREAS, pursuant to C.R.S. § 31-4-304, the Board shall appoint a clerk, treasurer, and town attorney...and may appoint such other officers...as it deems necessary for the good government of the corporation; and

WHEREAS, pursuant to Sec. 2-3-10 the following officer of the Town are appointed by a majority vote of the members of the Board: Town Clerk; Town Treasurer; Town Attorney; and Municipal Judge; and

WHEREAS, appointed officers of the Town shall hold their respective offices until their successors are duly appointed and qualified, provided however that no appointment of any officer shall continue beyond thirty (30) days after the members of the succeeding Board have taken the oath of office in compliance with C.R.S. §31-4-401; and

WHEREAS, the Board wishes to appoint officers every two years, following the Town’s regular municipal election.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA as follows:

Section 1. Legislative Findings.

The foregoing Recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Board of Trustees.

Section 2. Amendment to the Town Code.

Sec. 2-3-10(b) of the Town Code is amended as follows:

(b) Said officers shall hold their respective offices until their successors are duly appointed and qualified, provided however that no appointment of any officer shall continue beyond thirty (30) days after the members of the succeeding board of trustee have taken the oath of office in compliance with C.R.S. § 31-4-401, following the regular biennial election of the Town. Vacancies shall be filled by appointment of the Board of Trustees.

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. Effective Date.

This Ordinance shall take effect thirty (30) days after publication.

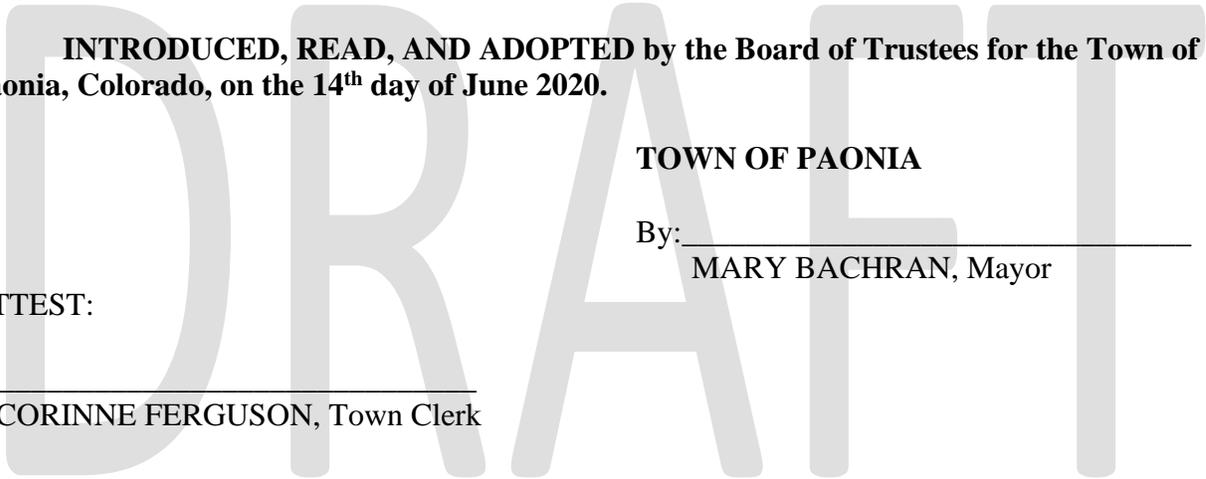
INTRODUCED, READ, AND ADOPTED by the Board of Trustees for the Town of Paonia, Colorado, on the 14th day of June 2020.

TOWN OF PAONIA

By: _____
MARY BACHRAN, Mayor

ATTEST:

J. CORINNE FERGUSON, Town Clerk



AGENDA SUMMARY FORM

	Chief of Police Memorandum of Understanding
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Summary:

MOU regarding reporting and other requirements for the Chief of Police and Town Administrator.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Memorandum of Understanding
Regarding the Administration of the
Paonia Police Department

- I. Introduction
 1. The Paonia Town Board of Trustees (Board) reviewed options for the appointment of a Town Administrator.
 2. The Board found that Ms. Corinne Ferguson is well-qualified for the position and has successfully managed the Town since August 26, 2019 as the Interim Town Administrator.
 3. The Board, by adoption of an Employment Agreement, at its June 9, 2020 meeting, appointed Ms. Ferguson to the position of Town Administrator for the period June 1, 2020 – May 31, 2021. She will continue to serve as the Town Clerk.
 4. In appointing Ms. Ferguson as Town Administrator, the Board was aware that Paonia's Police Chief Neil Ferguson is Ms. Ferguson's husband.
 5. The Paonia Police Chief historically reported directly to the Mayor until Ms. Berry was hired a Town Administrator. Under her command, all Department Heads including the Chief reported to her. This MOU brings the Police Chief back under the traditional reporting relationship.

- II. Anti-Nepotism Policy
 1. It is the policy of the Board that relatives of Town employees shall not be promoted into positions in which one relative supervises, directly or indirectly, the employment of a relative. It is the goal of the policy to avoid creating or maintaining circumstance in which there is the appearance or possibility of favoritism, conflicts, conflicts of interest or work disruptions.
 2. To comply with this policy, Ms. Ferguson, as Town Administrator, shall not directly or indirectly supervise Police Chief Ferguson.
 3. Police Chief Ferguson shall report directly to the Town Mayor.

- III. Roles and Responsibilities
 1. Mayor
 - a. Shall function as the Police Chief's direct supervisor and ensure the Chief is acting in compliance with the attached job description.
 - b. Administer complaints, if any, regarding actions of the Police Chief or those in the department. If no resolution is formulated, the matter will be referred to the Personnel Liaison Committee.
 - c. Ensure the timely completion of reports commissioned by the Board.
 - d. Conduct the annual performance review of the Police Chief. The first review shall be completed by December 15, 2020.

 2. Police Chief
 - a. The Police Chief shall report directly to the Mayor.
 - b. All staff of the Police Department will report to the Police Chief and be directly supervised by the Chief.
 - c. The Chief will meet the requirements of the job description, attached as Attachment A.
 - d. Ensure that Department staff adhere to the roles and responsibilities of the Mayor, Police Chief and Town Administrator.

3. Town Administrator

- a. The Town Administrator shall refrain from supervising, either directly or indirectly, the Police Chief and any staff in the Police Department.
- b. Participate, when requested by the Mayor, to meet with the Mayor and Police Chief on matters identified by the Mayor and/or the Police Chief.
- c. Request, at any time as needed, a meeting with the Mayor to discuss any action or issue as it pertains to the Police Department.

4. Mutual Understanding

- a. The Mayor, Town Administrator and Police Chief are committed to the safety and security of Paonia’s citizens, businesses, guests and property.
- b. Understanding and abiding by the roles and responsibilities and terms set forth in this Memorandum of Understanding is required.
- c. The Board reserve the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this Memorandum of Understanding.
- d. The Town Administrator and Police Chief understand that at any time if it is determined by the Board that the employment of the Town Administrator and/or Town Police Chief creates a disruption in the work environment and/or creates a conflict of interest, this Memorandum of Understanding may be amended or terminated by the Board.
- e. Should the employment of Ms. Ferguson, as Town Administrator, be terminated, she may return to her position as Town Clerk, unless the Board determine otherwise.

IV. Signatures

We, the undersigned, have read and understand this Memorandum of Understanding and agree to its terms.

 Corinne Ferguson
 Town Administrator

 Neil Ferguson
 Police Chief

 Mary Bachran
 Mayor

Memorandum of Understanding approved as to form: _____
 Bo Nerlin
 Town Attorney

ATTACHMENT A

Town of Paonia
 Job Description
 CHIEF OF POLICE

Department: Public Safety
 FLSA Status: Exempt
 Reports To: Mayor
 Directly Supervises: Police Officers/ Police Department

Overall Responsibility: The Chief shall be responsible for all functions of the of Paonia Police Department.

Operations: The Chief of Police is responsible for the proper and efficient enforcement of all laws, ordinances and regulations which the department has the authority to execute for the maintenance and enforcement of effective discipline and for the supervision of police functions and departmental operations; and shall exercise such authority as directed by the Mayor, and Board of Trustees.

- Shall have the Town of Paonia patrolled regularly for compliance with Town and State laws.
- Shall investigate criminal incidents, respond to radio dispatch calls, direct traffic when needed, respond to citizen complaints, secure crime scenes, pursue search or arrest warrants, transport suspects and
- provide emergency assistance to the Town.
- Shall, when needed, appear in Court to provide relevant testimony.
- Shall keep regular day shift hours so as to be accessible for the citizens of the Town. Shall be the final review of all reports, logs, subpoenas, summons and documentation prepared by police officers.
- Shall be responsible for the safety and security of the Town
- Shall perform such other duties as are prescribed by the Board of Trustees or required by State statutes.

Authority to Issue Orders: The Chief of Police has the authority to issue orders and directives within the department that are necessary to accomplish its overall mission. Orders issued under the above described authority shall be in full conformity with the law and the rules and regulations of the department and shall not violate the policies governing employees of the town.

Police Records: It is the duty of the Chief or his designee to assure that all required reports and forms are properly maintained and filed, shall be the custodian of records, measurements and documentation pertinent to the Police Department and shall share those records with the Town Administrator, Mayor and/or Board of Trustees, on a lawful basis.

- Records on all tickets, complaints and accidents will be kept on file and available for reference to those allowed by law.

Personnel Records: It is the duty of the Chief to verify and approve personnel records regarding:

All hours of duty of department personnel.

- Overtime hours.

- Sick leave time.
Vacation time used.
- Seniority.
- **All personnel records must be kept in the employee's personnel file. This file will be retained by the Town Administrator or Town Clerk. All files containing confidential or personal information shall be locked at all times when not in actual use.**

Budget: It shall be the duty of the Chief to prepare an annual preliminary budget for the department. The budget shall be completed and submitted to the Town Administrator or the Finance Officer. The Chief shall assist in the implementation of the final budget approved by the Board of Trustees. The Chief shall alert the Town Administrator of potential grants for the Police Department as assist in obtaining them.

Annual Report: The Chief has the responsibility to prepare and deliver an Annual Report to the Town Board. This Annual Report should include statistics, major case review, planning, projects, budget and state of the department.

Evaluations: The Chief will evaluate departmental employees in a manner consistent with the town's Personnel Policies and the Evaluations Section of this manual.

- A suitable evaluation form will be compiled on the various functions and requirements of the various department employees.
- Employee evaluations shall be reviewed by the Chief with the employee.

Scheduling: The monthly responsibility of scheduling the hours of duty for the department employees will be the responsibility of the Chief or his designee.

- Scheduling will be arranged to cover the department requirements in a manner determined to be fair and equitable and shall be based upon the activity needs of the department.

Overall Training Responsibility: The Chief or his designee shall be responsible for locating sources and scheduling training for department personnel.

- Field Training Program.
 1. Field Training Program for new recruits shall be carried out as provided by the Training Section of this manual.
 2. Training for field training officers, selection supervision, and responsibilities will be the duty of the Chief. All field training will be such that it shall supplement and compliment training offered by State certifying agencies.
- In-service Training.
 1. The Chief will ensure that each officer obtains required annual training and any required re-certification.
 2. The Chief will maintain records of in-service and advanced training attended by all police personnel.
 3. The Chief will be the designated liaison with the proper State- certifying agency.
 4. The Chief shall meet each officer annually to design an individual program for career and training goals.

Crime Prevention: The responsibility of planning and coordinating crime prevention activities shall be assigned to the Chief or his designee.

Liquor Inspections: The Chief will be responsible for scheduling and completion of yearly liquor law inspections of all establishments selling fermented malt beverages, malt liquor, vinous liquor and spirituous liquor.

Firearms, Related Gear and Personnel: The Chief shall be the primary custodian of all Police Department equipment and be responsible for repair and maintenance of said equipment and procurement of all parts and supplies. The Chief or his designee is to annually inspect and verify the safety of each officer's holster, ammunition and weapon and any other equipment supplied to officers. Further, the Chief shall perform regular inspections of the police officers and equipment to verify readiness.

Press Releases and Information Dissemination: The Chief or his designee will act as department Spokesman, and will exercise reasonable care to make sure that information that could potentially have a negative impact on a case is not released.

- The following information can be released on cases that are ongoing and have not been completed:
 1. The general nature of the offense.
 2. Any information that is contained in a record.
 3. That an investigation is in progress including the general scope of the investigation, the offense, and, except when prohibited by law, the identity, residence, occupation and family status of the accused.
 4. The scheduling or result of any step in the criminal process.
 5. A request for assistance in obtaining evidence and information necessary to the case.
 6. A warning of danger concerning the behavior of the defendant when there is reason to believe that there exists the likelihood of substantial harm to an individual or to the public interest.
 7. If the accused has not been apprehended, information necessary to aid in the apprehension of that person.
 8. The fact, time and place of arrest.
 9. The identity of investigating and arresting officers and agencies and the length of the investigation.
- Whenever appropriate, the information to be released should be reviewed by the District Attorney's Office and/or the Town Attorney before release.

Survivor Assistance: The Chief should present survivors of officer deaths with a comprehensive package of information that clearly explains benefits available, i.e. workman's comp, retirement, Federal Public Safety Officers Benefit Act, Form CA-722 of US Department of Labor, Employment Standards Administration, final pay and life insurance.

AGENDA SUMMARY FORM

	Town Administrator – Draft Job Description & Procedure for Evaluations
---	--

Summary:

Provided by Finance and Personnel Committee based on recommendations from Trustees.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

EXHIBIT A - DRAFT

TOWN OF PAONIA

JOB DESCRIPTION

TOWN ADMINISTRATOR/TOWN CLERK

Department: Administration
 FLSA Status: Exempt
 Reports To: Mayor & Board of Trustees
 Directly Supervises: Department Heads and indirectly all Town Staff except the Town Attorney, Police Chief and Municipal Judge

General Statement of Duties -

At the pleasure of the Board of Trustees, this position is the Chief Administrative Officer of the Town and serves as Town Clerk. Under the general supervision of the Mayor, directs and coordinates the day-to-day activities of all departments, department heads and employees of the Town of Paonia. Exercises authority (including appointment and removal) over all other management, supervisory, professional, technical, clerical and other staff. Insures proper implementation of elections, processing of liquor licenses, records management and Board meeting documents.

Essential Functions –

Essential functions of the position include, but are not limited to:

- Statutory Mandated Clerk Duties;
- Performs a wide variety of functions to facilitate the administrative operations of the Town;
- Attends all Board meetings, participates in discussion and makes recommendations to the Board;
- Assists Mayor in the development of agendas for all meetings;
- Serves as Human Resources Officer, unless otherwise assigned;
- Prepares and submits annual Town budget in compliance with Colorado budget laws;
- Manages staff to obtain effective and efficient use of budgeted funds, personnel, materials facilities and time;
- Ensures proper administration and execution of the Paonia Municipal Code, of agreements and contracts executed by the Town and all other policies, rules and regulations as approved by the Board of Trustees;
- Manages, directs and develops systems for long-range planning and prioritization of projects and programs. Develops and implements the Comprehensive Plan for the Town;
- Works with legal counsel with regard to legal issues involving the Town;
- Serves as principal public relations, public information and intergovernmental affairs officer for the Town. When directed, represents the Town at meetings with federal, state and other local government officials;
- Oversees all Town purchases and approves major purchases of goods and services;
- Reviews and makes recommendations on all applications for development, subdivisions, special use permits, annexations and other community development activities;
- Oversees the coordination and management of all Town-sponsored events; the review and permitting of privately-sponsored special events on Town-owned property and the provision of Town services as may associated with said events;

EXHIBIT A - DRAFT

- Oversees all professional and consulting service agreements entered into by the Town, including engineering, architectural, financial, planning & zoning, human resources, etc.;
- Conducts regular staff meetings to establish project priorities and to ensure the coordination of such information between staff and the Board of Trustees;
- Prepares special reports and provides analysis and evaluation as directed by the Board;
- Assists the Board of Trustees in the search, assessment and retention of a full time Town Administrator, who will serve in the best interest of the Town, as determined by the Board; and
- Develops and supervises grant applications and awards.

Required Knowledge, Skills and Abilities –

Knowledge of:

- Modern practices and principles of public administration;
- The workings, laws and regulations affecting the operation of municipal government;
- Research methods and practices, sources and availability of information;
- Modern municipal public finance administration and practices;
- Fiscal and other laws specific to Colorado such as GASB, TABOR and the Gallagher Amendment;
- Risk management and insurance issues;
- Employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment and the Family Medical Leave Act; and
- Federal, State and local laws and ordinances regulating the Town's operations.

Skilled in:

- Preparing and presenting written and oral reports; and
- Communicating effectively with a wide variety of people, including the Board of Trustees, department heads, employees and representatives of other governmental agencies.

Ability to:

- Plan and coordinate a variety of problem-solving and fact-finding projects;
- Explain and interpret Town policies, procedures and functions;
- Establish realistic goals and priorities and attain them;
- Maintain effective working relationships with the public, media, Board, employees and citizens;
- Learn and retain technical and complex information, terminology, policies and procedures;
- Maintain composure under difficult situations;
- Communicate with personnel and the public in a tactful and courteous manner in face-to-face, one-on-one settings, in group settings, telephonically, electronically and in writing;
- Prepare and present ideas and findings clearly and concisely in written, oral and graphic form using proper sentence construction, punctuation and grammar;
- Carry out complex oral and written instructions;
- Research and prepare complex reports;
- Work well independently and with others to establish and attain objectives;
- Ensure accountability within the organization; and
- Organize workflow and manage time effectively.

Required Physical Capabilities –

While performing the duties of the job, the employee is regularly required to sit, talk, hear and occasionally lift and carry up to 20 pounds. The employee is regularly required to see, using close and medium range vision. The employee is often required to work with and around standard office equipment.

Working Environment –

The essential duties/activities of this position are performed in a variety of locations with exposure to differing exterior and interior environments.

Material and Equipment Directly Used –

Desktop and/or laptop/notebook computer with email, Microsoft Office software, writing utensils, calculator, desk calendar/appointment book or scheduling software and cell phone/telephone with voicemail.

Additional Requirements –

Requires travel to off-site locations for meetings, appointments, conferences and trainings. Must possess a valid Colorado driver’s license and have an acceptable driving record.

Education and Experience –

Bachelor’s degree in Public or Business Administration or a similar field; five (5) years of progressively responsible experience in government and/or business with a minimum of three (3) years of working in local government administration, finance, planning or similar area; or any combination of education and experience.

The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature

Supervisor’s Signature

Date

Date

EXHIBIT A

TOWN OF PAONIA

JOB DESCRIPTION

INTERIM TOWN ADMINISTRATOR

Department: Administration
 FLSA Status: Exempt
 Reports To: Mayor & Board of Trustees
 Directly Supervises: Department Heads and indirectly all Town Staff except the Town Attorney and Municipal Judge

General Statement of Duties -

At the pleasure of the Board of Trustees, this position is the Chief Administrative Officer of the Town, on an interim basis. Under the general supervision of the Mayor, directs and coordinates the day-to-day activities of all departments, department heads and employees of the Town of Paonia. Exercises authority (including appointment and removal) over all other management, supervisory, professional, technical, clerical and other staff.

Essential Functions –

Essential functions of the position include, but are not limited to:

- Performs a wide variety of functions to facilitate the administrative operations of the Town;
- Attends all Board meetings, participates in discussion and makes recommendations to the Board;
- Assists Mayor in the development of agendas for all meetings;
- Serves as Human Resources Officer, unless otherwise assigned;
- Prepares and submits annual Town budget in compliance with Colorado budget laws;
- Manages staff to obtain effective and efficient use of budgeted funds, personnel, materials facilities and time;
- Ensures proper administration and execution of the Paonia Municipal Code, of agreements and contracts executed by the Town and all other policies, rules and regulations as approved by the Board of Trustees;
- Manages, directs and develops systems for long-range planning and prioritization of projects and programs. Develops and implements the Comprehensive Plan for the Town;
- Works with legal counsel with regard to legal issues involving the Town;
- Serves as principal public relations, public information and intergovernmental affairs officer for the Town. When directed, represents the Town at meetings with federal, state and other local government officials;
- Oversees all Town purchases and approves major purchases of goods and services;
- Reviews and makes recommendations on all applications for development, subdivisions, special use permits, annexations and other community development activities;
- Oversees the coordination and management of all Town-sponsored events; the review and permitting of privately-sponsored special events on Town-owned property and the provision of Town services as may associated with said events;
- Oversees all professional and consulting service agreements entered into by the Town, including engineering, architectural, financial, planning & zoning, human resources, etc.;

EXHIBIT A

- Conducts regular staff meetings to establish project priorities and to ensure the coordination of such information between staff and the Board of Trustees;
- Prepares special reports and provides analysis and evaluation as directed by the Board;
- Assists the Board of Trustees in the search, assessment and retention of a full time Town Administrator, who will serve in the best interest of the Town, as determined by the Board; and
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- Risk management and insurance issues;
- Employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment and the Family Medical Leave Act; and
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Skilled in:

- Preparing and presenting written and oral reports; and
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Ability to:

- Plan and coordinate a variety of problem-solving and fact-finding projects;
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- Establish realistic goals and priorities and attain them;
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- Learn and retain technical and complex information, terminology, policies and procedures;
- Maintain composure under difficult situations;
- Communicate with personnel and the public in a tactful and courteous manner in face-to-face, one-on-one settings, in group settings, telephonically, electronically and in writing;
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Required Physical Capabilities –

EXHIBIT A

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The Town of Paonia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee’s Signature

Supervisor’s Signature

Date

Date

Paonia Town Administrator Evaluation

Three Month Evaluation

October 2020

Goals:

1. Smooth operation of Administrative and Government functions

Objectives:

- a. Foster a courteous, efficient working atmosphere at Town Hall
- b. Oversee master plan progress
- c. Supervise completion of asset inventory and GIS mapping project
- d. Prepare for November ballot – marijuana questions
- e. Represent the Town in County issues
 - County-wide housing survey
 - One Delta organization
 - DOLA funding for Town projects

2. Effective interactions with Public, Businesses and Community

Objectives:

- a. Efficient management of public requests
- b. Continue COVID mitigation measures and carry out Governor's and CDPHE orders and communicate to public
- c. Enhance business opportunities within the above standards
- d. Investigate Space to Create relationships at State level.
- e. Post updated committee and Board calendars
- f. Manage emergencies effectively, and communicate with public

3. Consistent management of Staff

Objectives:

- a. Address manpower issues
- b. Review defined job descriptions/objectives
- c. Regular evaluations that provide positive feedback
- d. Provide opportunities for training
- e. Ensure timely completion of all required reporting

4. Effective Trustee Relations

Objectives:

- a. Timely communication through board packets
- b. Provide advice and analysis of options for pending Board decisions
- c. Provide background information for committee consideration

Paonia Town Administrator Evaluation

Narrative Evaluation

1. How effective was the Administrator in achieving short-term goals for this rating period?

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

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

4. What constructive suggestions or assistance can you offer the Administrator to enhance her performance?

5. What other comments do you have for the Administrator: e.g., priorities, expectations. List two to three performance objectives which you feel are important for the Town Administrator to work on for the coming year.

6. On a scale of 1 to 5, where 1 is poor, 3 is satisfactory, and 5 is extraordinary, how would you rate the Administrator's overall performance during this period?

- 1 = Poor: fails to meet most expectations
 2 = Fair: Meets most expectations
 3 = Good: Meets all expectations
 4 = Very Good: Meets or exceeds all expectations
 5 = Excellent: Exceeds all expectations

1 2 3 4 5

Paonia Town Administrator Evaluation

Six Month Evaluation

January 2021

Goals:

1. Smooth operation of Administrative and Government Functions

Objectives:

- a. Foster a courteous, efficient working atmosphere at Town Hall
- b. Act as Town's representative in County issues
 - County-wide housing survey
 - One Delta County organization
 - DOLA funding for Town projects
- c. Ensure continued progress on master plan
- d. Implement procedures in accordance with November election results
- e. Oversee completion of 2021 Budget

2. Effective interactions with Public, Businesses and Community

Objectives:

- a. Implement recommendations from water study
- b. Continue to improve overall public communication via internet and face-to-face opportunities
- c. Follow Town support for public projects such as Poulos Park, Skatepark, etc.
- d. Schedule public presentation of master plan
- e. Manage emergency situations effectively and communicate with public

3. Consistent management of Staff

Objectives:

- a. Review job descriptions and current objectives for staff
- b. Provide opportunities for training
- c. See that all personnel evaluations are done in a timely manner

4. Effective Trustee relations

Objectives:

- a. Timely communication through board packets
- b. Provide advice and analysis of options for pending Board decisions
- c. Provide background information for committee consideration
- d. Continue to meet with Board Committees as requested.

Paonia Town Administrator Evaluation

Narrative Evaluation

1. How effective was the Administrator in achieving short-term goals for this rating period?

2. What would you identify as the Administrator’s strength(s), expressed in terms of the main results achieved during the rating period?

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

4. What constructive suggestions or assistance can you offer the Administrator to enhance her performance?

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.....

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- 1 = Poor: fails to meet most expectations
- 2 = Fair: Meets most expectations
- 3 = Good: Meets all expectations
- 4 = Very Good: Meets or exceeds all expectations
- 5 = Excellent: Exceeds all expectations

1 2 3 4 5

AGENDA SUMMARY FORM

	<p>Regular Minutes: June 9, 2020 June 23, 2020 Special Minutes: June 4, 2020 Local Liquor License Renewal: Linda Little – dba 3rd Street Bistro</p>
---	--

Summary:

Notes:

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

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

Submit to Local Licensing Authority

**3RD STREET BISTRO
PO BOX 422
Paonia CO 81428-0422**

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

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

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name LITTLE LINDA M		Doing Business As Name (DBA) 3RD STREET BISTRO		
Liquor License # 03-77767-0000	License Type Hotel & Restaurant	Sales Tax License # 03777670000	Expiration Date 08/12/2020	Due Date 06/28/2020
Business Address 212 3RD STREET Paonia CO 81428-1700				Phone Number [REDACTED]
Mailing Address PO BOX 422 Paonia CO 81428-0422			Email NO	
Operating Manager [REDACTED]	Home Address [REDACTED]		Phone Number [REDACTED]	
1. Do you have legal possession of the premises at the street address above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____				
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Tax Check Authorization, Waiver, and Request to Release Information

I, _____ am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of _____ (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101, et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business) 212 3rd STREET BISTRO		Social Security Number/Tax Identification Number 0377767	
Address 212 3rd St. Bistro			
City DANVER, Colo.		State Colo.	Zip 81428
Home Phone Number [REDACTED]		Business/Work Phone Number SAME AS HOME	
Printed name of person signing on behalf of the Applicant/Licensee Linda M. Little			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Linda M. Little			Date signed 6/29/20

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

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	Title
212 3rd Street Bistro	Owner
Signature	Date
Linda M. Little	6/29/20

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For	Date	
Signature	Title	Attest

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
June 09, 2020

RECORD OF PROCEEDINGS – Formal Record Video at:
<https://youtu.be/ocTVIJWG-Wo> **Written Action Minutes Only**

Work Session

One Delta County Presentation

Information and update given by: Elyse Casselberry, Kami Collins, and Larry Wilkening provided updated information regarding One Delta County Economic Alliance.

The Regular Board Meeting was held on Tuesday, June 9, 2020, was called to order at 6:30 PM by Mayor Mary Bachran.

Trustees present were as follows:

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

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

Approval of Agenda

Motion made and seconded to approve the agenda as presented. Motion carried.

Announcements

None

Recognition of Visitors & Guests

1. Visitors & Guests
 Suzanne Watson
 Deborah Spiegel
2. One Delta County – Economic Development Participation & Intergovernmental Agreement
 Motion made and seconded to direct Administrator Ferguson to place IGA on the next agenda with information regarding recommendation to support One Delta County.
 Motion carried.

Consent Agenda

3. Regular Minutes:
May 12, 2020

Motion made and seconded to accept consent agenda as presented. Motion carried.

Disbursements

4. Treasurer's Report
5. Disbursements

Motion made and seconded to accept and approve disbursements as presented. Motion carried.

Unfinished Business

6. Town Administrator Contract

Motion made and seconded to accept Town administrator contract as presented, and place on agenda for community review and final acceptance on the next agenda. Motion carried.

7. Personnel Liaison Group Community Member Mayoral Appointment

Three members identified as:

Evan Bolt

Dave Knutson

Elaine Brett as appointed by Mayor Bachran

8. Planning Commission Vacancy Mayoral Appointment

Three letters of interest submitted for Mayoral appointment to two (2) open seats on the planning commission from Barb Heck, Lucy Hunter, and Suzanne Watson

Mayor Bachran re-appointed Barb Heck and Lucy Hunter.

9. Personnel Handbook Modification – Addition of Protection from Retaliation Language

Motion made and seconded to approve language as presented. Motion carried.

10. Discussion of Resuming In-Person Meetings and Public Participation Options

New Business

11. Minnesota Creek Sewer Line Mitigation Bid Award

Motion made and seconded to award bid to Tribble & Sons. Motion carried.

12. Resolution 2020-11 Local Disaster Declaration Extension

Motion made and seconded to extend local disaster declaration to August 2020 unless withdrawn earlier. Motion carried.

13. Resolution 2020-12 Administrative Modification of Liquor License & Encroachment for Outdoor Dining in Town Right-of-Way

Motion made and seconded to approve Resolution 2020-12 as presented. Motion carried.

Staff Reports

14. Administrator’s Report

Public Works

Police Report

Mayor’s Report

15. Mayor’s Report

Committee Reports

16. Finance & Personnel

Governmental Affairs & Public Safety

Public Works-Utilities-Facilities

Space to Create

Tree Board

Adjournment

17. Adjournment

Meeting adjourned at 8:40pm

J. Corinne Ferguson, Town Clerk

Charles Stewart, Mayor

Minutes
Regular Town Board Meeting
Town of Paonia, Colorado
June 23, 2020

RECORD OF PROCEEDINGS

2019 Audit Presentation

Auditor Lisa Heman opened the meeting by presenting the 2019 Financial Statements.

Presentation points:

- The auditor explained the different jobs that are performed.
- The auditor's job process.
- Explained performing the audit process.
- Explained the additional analysis process.
- Explained the journal entry review process
- Discussed what significant adjustment process - The auditors look closely at FPPA pension activity.
- Discussed the improvements in the current year.
- Explained the internal control findings process.
- Discussed the options of having an internal control process of online transactions and purchases with credit cards.
- A board member agreed with the procedure of signing checks as a control process and questioned regarding online purchases and wanted to know how to put control procedures for these types of purchases.
- The auditor stated that it is difficult to put a control procedure for payment on online transactions.
- Discussed the credit card internal controls.
- The auditor stated there will be disclosures about COVID-19
- The auditor's report was in the packet.

The audit presentation adjourned at 5:56 pm.

Roll Call

PRESENT

Mayor Bachran
 Trustee Bear
 Trustee Budinger
 Trustee Knutson
 Trustee Pattison
 Trustee Johnson

ABSENT

Trustee Meck

Approval of Agenda

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

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried.

Announcements

- Assistance to the Administrator Evan Bolt announced his resignation and thanked the Town of Paonia staff and Board Members.
- Mayor Bachran and the board of trustees thanked Evan Bolt and wished him well in his new endeavors.
- Trustee Knutson announced that he signed up as an interested party for the rulemaking of the oil and gas on behalf of the Town of Paonia.

Recognition of Visitors & Guests

2019 Audit Acceptance for Submittal.

Motion made by Trustee Budinger, Seconded by Trustee Knutson, and unanimously carried as amended to approve the 2019 audit as presented.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried.

Main motion amended by Trustee Budinger, seconded by Trustee Knutson, and unanimously carried to approve the 2019 audit as presented and file with the State of Colorado.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried.

Visitors & Guests

Community member Amy Deluca presented and read a letter on behalf of the downtown business owners regarding support from the town to close Grand Ave on Saturday, July 4th from 1-6 pm so businesses can have a sidewalk sale because of the COVID-19 circumstances the businesses have experienced hardship in a decline of sales.

Discussion Points:

- A Board member questioned if the request could be administratively be approved.
- Town Administrator stated that administratively a road closure only can be approved if it is (4) four hours or less. In this situation, the request to close Grand Ave is over (4) four hours, and board approval is needed.
- A Board member was concerned with other downtown businesses opposing the closure of Grand Ave.
- Town Attorney Nerlin requested to add an executive session the agenda for the special meeting on June 30th, 2020, regarding the case of Eric Pace

Motion by Trustee Pattison, Seconded by Trustee Knutson, to add the street closure as an item on the agenda for the July 14th, 2020, meeting.

Main motion amended by Trustee Knutson, seconded by Trustee Pattison, and unanimously carried to hold a special meeting on June 30th, 2020 at 5:30 pm to discuss the request of closing Grand Ave.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The amended motion unanimously carried. An executive session will be on the agenda regarding the case of Eric Pace.

Staff Reports

Administrator's Report:

- Administrator Ferguson updated the board on current Delta County cases with COVID-19.
- Will be attending a Back the Badge meeting with Delta County and other municipalities.
- Meeting with staff members and the Paonia Youth Center committee to discuss the interior planning updates.
- Administrator Ferguson is working with Lynn Mattingly on a revised minor subdivision plan.
- Administrator Ferguson and department heads are discussing their goals and projects for the 2021 budget season.

Town Attorney Report:

- Town Attorney Nerlin reiterated on having an executive session on June 30, 2020, special meeting at 5:30 pm.
- Reviewed the fence and marijuana ordinance – it was included in the packet.
- Working with Administrator Ferguson on Lynn Mattingly's revised minor subdivision with anticipation of an application being reviewed by the Planning Committee July 2020.

Public Works:

- Working on multiple projects.
- The week of the 7th there will be 1600 feet of spring line replaced up by the spring collection system.
- The river/sewer project will begin Thursday and required permits were acquired.
- On Monday, the Minnesota sewer project will begin.
- A small project will begin at the town park to replace the sandbox with a picnic table with anticipation of shelter for next year.
- A board member questioned if there will be any repairs to the sidewalks - Public Works Director Loberg stated that the sidewalks they will be working on are mainly on Boxelder Ave and Third St with some being on Third St. and Delta Ave, Grand Ave, West Fourth St.
- Sidewalk repairs will include removal of trees if necessary and a notice will be sent out 30 days to the homeowner before the tree removal.

Police Report:

- Chief Ferguson – absent and Town Administrator Ferguson continued to report.
- Meeting with Delta County and other municipalities to discuss Back the Badge.
- The Police Department continues to do code enforcement.
- Board member questioned where the Dorn was stored and who is licensed to pilot it. Administrator Ferguson stated the Dorn is stored in the Police Department, and the staff member who was licensed to pilot is no longer with the Town.
- A board member was concerned with the multiple code enforcements on the police blotter. Administrator Ferguson stated that a staff member is out driving regularly doing code enforcement and needs to tack it in the system this was before putting red tags on doors instead a notice is now being sent out. A board member suggested adding some kind of a reminder on there account regarding the issue.
- Police Blotter was included in the packet and the monthly energy production report for Paonia Town Hall was also included.

Unfinished Business

Ordinance 2020-TBD Modification of Municipal Code Regarding Fences, Hedges, and Walls Within the Town of Paonia

Discussion ensued by Trustee Pattison regarding ordinance 2020-TBD modification of fences and, hedges and walls within the town limits.

Discussion Points:

- Discussed the fence variance process.
- The ordinance has been on the agenda multiple times and tabled until an in-person meeting.
- A board member commented on section 2 paragraph 2 regarding the missing language referring to hedges and walls.
- A board member suggested having the planning committee review the language of section 2 paragraph 7 and send for recommendation to the board of trustees after revised.
- A board member commented on the clerks having special training on fences, walls, and hedges to be able to approve the fence review application. Trustee Pattison stated that there will be no special training regarding the fences, walls, and hedges.
- A board member was concerned with the exclusion of the variance process which includes notification to homeowners within 200 feet regarding what the homeowner is requesting this could cause a conflict between neighbors if it were excluded.
- A board member stated that the cost and time it takes for variance is a lot of work to put the community through.

Public Comments:

- A community member is in favor of having the variance process in place.
- A community member suggested that the language in section 7 of the ordinance should be clarified regarding hedges.

Motion by Trustee Budinger, seconded by Trustee Knutson, and carried with (3) ayes and (1) one nay to approve Ordinance-2020 TBD Modification of Municipal Code Regarding Fences, Hedges, and Wall as amended.

Vote 3-0

Ayes: Knutson, Budinger, Johnson

Nays: Bear

Absent: Meck

Main motion amended by Trustee Bear, seconded by Trustee Knutson, and failed with (2) two ayes and (3) nays to amend language in section 7. Stating that the Town Administrator may grant a permit for fences and walls with a maximum of 6 inches, and anything above the 6 inches will need to go to the Planning Committee for review to send for recommendations to the Board of Trustees for final approval upon application in specific cases and subject to compliance with the following standards.

Vote 2-3

Ayes: Bear, Knutson

Nays: Budginger, Johnson, Pattison

Absent: Meck

Notes: The main motion amended failed. Attorney Nerlin recommended clarifying the language. The proposal is that the Administrator may grant a variance allowing a 6-inch increase provided that 1-4 standards are complied with and if the standards 1-4 are not complied with or there is an excessive height of 6-inches the applicant would have to apply for a variance under section 8 of the ordinance. Mayor Bachran stated that was her understanding of the motion. Town Administrator stated that under section 7 number 2 was not applicable if the amendment were to pass.

The main motion was amended by Trustee Pattison, seconded by Trustee Johnson, and unanimously carried with (3) three ayes, and (2) two nays stating that the application will go back to the Town Administrator for review. Approval outside of the approval of the

fence will require that all 3 department heads which include the Town Administrator, Police Chief, Public Works to sign off on the change. The application would be revised to include statements from adjoining neighbors in support of the deviation from the standards.

Vote 3-2

Ayes: Budinger, Johnson, Pattison

Nays: Bear, Knutson

Absent: Meck

Notes: The main motion amended carried. Mayor Bachran concerned with who would be responsible for contacting adjoining neighbors. Trustee Pattison stated that it would be the applicant's responsibility to send letters to their neighbors. Town Attorney suggested that if the amendment is approved, he recommended this being as a direction and bring back a clean copy of the ordinance to the board at the July's meeting.

Spiegel Fence Variance

Discussion ensued regarding Deborah Spiegel's fence variance application submitted under the current fence ordinance on April 30, 2020, and was reviewed and completed May 1st, 2020, and was referred to the Planning Commission. A Planning Commission meeting was held on June 22, 2020, to discuss the fence variance. The Planning commission and the Administrator recommended to the board of trustees' approval of the fence variance.

Public Hearing Opened at 7:22 pm.

No public comments.

Public Hearing Closed at 7:23 pm.

Motion made by Trustee Budinger, Seconded by Trustee Knutson, and unanimously carried to approve Deborah Spiegel's fence variance.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried. Administrator Ferguson requested to refund some of the charges back to Ms. Spiegel. The variance application and documents were in the packet.

Ordinance 2020-TBD – Retail Marijuana Licensing and Establishments – Discussion Only

Discussion ensued regarding the ordinance 2020-TBD Retail Marijuana. The Board of Trustees directed the Governmental Affairs Committee to present a draft regarding the licensing of retail marijuana.

Discussion points:

- Questions' regarding sales tax to be on the ballot
- Pass retail marijuana in November to permit retail stores within town limits.
- Town Attorney Nerlin discussed the sales tax issue - a transaction fee is considered a sales tax fee and the question can be added on the ballot for voters to vote on.
- Discussed the marijuana licensing being similar to the liquor license process.
- A board member is in favor of having the sales tax question be added on the ballot for the voters to vote.
- The draft ordinance was included in the packet.

One Delta County – Economic Development Participation & Intergovernmental Agreement

Motion made by Trustee Knutson, Seconded by Trustee Johnson, and unanimously carried to authorize Mayor Bachran to sign the Economic Development Participation & Intergovernmental Agreement on behalf of the Board of Trustees.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried. Economic Development Participation & Intergovernmental Agreement was in the packet.

Paonia Skatepark Rehabilitation Project Update – Jay Canode

Discussion ensued by Jay Canode Paonia skatepark project manager regarding support from the town to improve and upgrade the Paonia skatepark. The North Fork Valley Skatepark sponsorship options and a draft support letter were included in the packet along with a drawing of the sculpture where businesses or individuals will have their name etched.

Discussion points:

- Project Manager Canode asked Delta County for support for \$40,000 and stated that Delta County did not reject the request, but is waiting to see what other communities will be contributing to support of the skate park project.
- Discussion ensued regarding the different sponsorship options - businesses or individuals will have 4 different options to choose from to have their name etched by waterjet on a sculpture. A board member suggested that the sponsors that have purchased to have their names etched be presented to the board members for review.

Board member suggestions:

- A board member suggested to direct staff to present an estimate of what the town can contribute to support. Another board member suggested putting a limit on the amount of the contribution.
- A board member suggested writing up a letter of support for the North Fork Skatepark from the town.

Western Slope Conservation Center – Presentation of Draft Letter to Bureau of Land Management

Ben Katz on behalf of the Western Slope Conservation Center requested a letter of support from the Town of Paonia to the Bureau of Land Management.

Discussion points:

- Oil & Gas lease sales - June 30th, 2020 will be a lease sale.
- (4) Four board members were in support of the letter to the Bureau of Land Management
- Ben Katz will draft a letter of support and add it to the agenda for the July 14th, 2020 board meeting.

Notes: Western Slope Conservation presentation documents and a letter to the board members were included in the packet.

Municipal Court Judge Appointment

Discussion ensued regarding the appointment of the new municipal court judge for the Town of Paonia.

Discussion points:

- Town Attorney Nerlin referred to his memo regarding the appointment of the new judge and recommended appointing Julie J. Huffman.
- Discussed salary - the municipal judge hiring committee looked into other communities' judge salaries.

Motion by Trustee Pattison, seconded by Trustee Knutson, and was unanimously carried as amended to approve Julie J. Huffman as the next Town of Paonia municipal judge.

Main motion amended by Trustee Pattison, seconded by Trustee Knutson, and was unanimously carried to include the offer of \$525 compensation plus additional conference membership and related town cost a total of \$7,740.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried. Julie J. Huffman's and W. Bruce Joss's resume were included in the packet. An offer letter from Administrator Ferguson requested by the municipal judge committee was included in the packet, and Town attorney Nerlin's memo was also in the packet.

Parks, Recreation & Trails Master Plan Update and Approval of Steering Committee Participants

Discussion ensued on the request of the board to approve the suggested list of entities who have agreed to participate on the steering committee.

Discussion points:

- A board member suggested adding organizations that do seasonal activities to the list.
- Board members suggested adding other organizations like Western Slope Consulting and Beers & Geers to the list.

Motion by Trustee Knutson, seconded by Trustees Budinger, and unanimously carried to approve the suggested list of organizations for the parks, recreation & trails.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

The motion unanimously carried.

Collaboration Agreement Regarding Disbursement of Coronavirus Aid, Relief and Economic Security Act Funds to County and Local Governments

Discussed the collaboration agreement regarding disbursement of coronavirus aid, relief, and economic security act funds to county and local governments.

Discussion points:

- Process of agreement
- Types of reimbursement of funds that were not budgeted such as gloves, face masks, office shields, and waiving late fees.

Motion by Trustee Bear, seconded by Trustee Johnson, and unanimously carried to approve the collaboration Agreement Regarding Disbursement of Coronavirus Aid, Relief and Economic Security Act Funds to County and Local Governments.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motion unanimously carried. CARES ACT agreement was in the packet.

Continuation of Waiving Certain Utility Fees During Declaration of Local Disaster Specific to Coronavirus

Discussion ensued regarding the continuation of waiving late fees and the disconnection of services at the request of the Board.

Discussion points:

- Town waived \$800 per month in late fees.
- To date, the town has waived a total of \$2,400 in late fees.
- Town reimbursed \$250 in credit card payment fees to customers' utility accounts.
- The Town of Paonia has continued to waive the late fees.
- one board member not in favor of the continuation of waiving credit card payment fees.
- one board member not in favor of the continuation of waiving fees altogether.
- Administrator Ferguson suggested discontinuing waiving the credit card payment fees.
- Concerns arose regarding customers paying their utility bills on time.

Motion by Trustee Knutson, seconded by Trustee Johnson, and unanimously carried as amended to continue waiving late fees until the town's local disaster expires specifically related to COVID-19.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

The motions unanimously carried.

Main motion amended by Trustee Knutson, seconded by Trustee Bear, and unanimously carried to discontinue waiving the credit card payment fees.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

The motions unanimously carried.

Discussion Regarding Officer Appointments

Discussion ensued regarding officer appointments and the term they should serve.

Discussion points:

- Town Attorney suggested having clearer language in how it reads in the municipal code - article 3 section 2-3-10.
- (4) Trustees and the Mayor are in favor of 2-year appointments for the officers - Town Clerk, Town Treasurer, Town Attorney, and the Municipal Judge.
- The Board of Trustees directed town attorney to clarify language and that the Board of Trustees votes and appoints officers every 2 years.
- Administrator Ferguson's letter was in the packet.

Disbursements and Treasurer's Report

Treasurer's Report:

Reviewed payroll and disbursements.

Disbursements:

Motion by Trustee Budinger, seconded by Trustee Knutson, and unanimously carried to approve the disbursements as presented.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nays:

Absent: Meck

Notes: The motions unanimously carried. Disbursements and account analysis of 2020 was in the packet.

Consent Agenda

Regular Minutes:

May 26, 2020

Special Minutes:

June 4, 2020 - table

Liquor License Renewal:

Paonia Liquors, LLC dba Paonia Liquors

The special minutes from June 04, 2020, and the Paonia Liquors, LLC dba Paonia Liquors - liquor license renewal was not in the packet due to a computer error. Administrator Ferguson requested the Board to approve the liquor license renewal for the Paonia Liquors.

Motion by Trustee Knutson, seconded by Trustee Bear, and unanimously carried to exclude the minutes from June 04th, 2020, from the consent agenda.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nayes:

Absent: Meck

Notes: The motion unanimously carried. A Board member requested that the liquor license renewal documents for the Paonia Liquors be included in the packet for July 14th, 2020 board meeting.

Motion by Trustee Bear, seconded by Trustee Budginger, and unanimously carried to approve the consent agenda as amended.

Vote: 5-0

Ayes: Budinger, Johnson, Pattison, Knutson, Bear

Nayes: A Board member requested that the liquor license renewal documents for the Paonia Liquors be included in the packet for July 14th, 2020 board meeting.

Absent: Meck

Notes: The motions unanimously carried. Paonia Liquors, LLC liquor license, and the regular minutes from May 26, 2020, were approved.

Mayor's Report

Mayor's Report

- Mayor Bachran announced that Sally Cain has donated her time for the Town retreat with the Board members and Mayor.
- Discussed the day and time of when the retreat will take place.
- Town Board Retreat Wednesday, July 8, 2020, from 3 PM to 5 PM, Paonia Town Hall

Committee Reports

Finance & Personnel Report:

- Discussion ensued on the request of a community member wanting to be part of the Finance & Personnel Committee - need to continue the discussion of the request to have a community member serve on the committee.
- Suggested to have the meetings open to the public.
- The Liaison Committee needs to select a new member - current Liaison member Evan Bolt has resigned and will no longer be working for the Town of Paonia.
- Finance & Personnel Committee member asked the board for feedback on the Administrator Ferguson's review forms.
- A community member was concerned with having someone from out of town to serve on the personnel liaison committee as the community member.

Governmental Affairs & Public Safety

- Meeting Wednesday, June 24, 2020, at 2:00 pm
- Discussed multiple ongoing projects - food trucks and dogs at large.

Public Works-Utilities-Facilities

Met on Tuesday, June 23, 2020.

- Discussed multiple upcoming projects - school water meters, sidewalks, bulk water fill stations.

Adjournment

Mayor Bachran adjourned the meeting at 9:16 p,

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

DRAFT

Minutes
Town Board & Planning Commission Joint Work Session
Town of Paonia, Colorado
June 04, 2020

RECORD OF PROCEEDINGS

The Work Session of the Town Board of Trustees held virtually via Zoom Tuesday, June 04, 2020, was called to order at 3:05 PM by Mayor Mary Bachran, followed by the Pledge of Allegiance.

Trustees present were as follows:

Mayor Bachran
 Trustee Bear – absent
 Trustee Budinger
 Trustee Knutson
 Trustee Pattison
 Trustee Johnson
 Trustee Meck

Planning Commission were as follows:

Chairperson Barb Heck
 Trustee Bill Bear - absent
 Monica Foguth
 Lucy Hunter

Town Staff present were as follows:

Administrator/Town Clerk Corinne Ferguson
 Deputy Clerk Amanda Mojarro

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

Riverbank Subdivision Community Discussion

Town Attorney opened the meeting by discussing the procedures for the Riverbank subdivision community work session. Developer Evo presented a YouTube video featuring the discussion points for the project.

Discussion Points:

- YouTube video presentation.
- Riverbank subdivision is a (2) phase development project.
- Discussed irrigation water shares.
- Project was engineered for (10) ten plus homes
- Discussed the possibility of building a bridge across the river for walking access to town – Developer Evo stated that the bridge was not in the budget and therefore is not affordable
- Board members suggested to build a trail system along the river and the Paonia High School
- Discussed the possibility of an easement for a trail system along the school.
- Cost of homes.
- Discussed the minimum square footage

Discussion regarding concerns about the Riverbank subdivision development by the Board members and the Public.

- Enough room for Emergency vehicles to turn around – developer Evo stated that the turn arounds are up to code for emergency vehicles
- Homes being developed as upper class.
- Discussed affordable housing
- Concerns regarding construction traffic and how this will be controlled due to erosion.
- Annexation agreement
- Discussed water taps.
- Developer Evo stated that the road will be paved.
- Concerns with lots 1 through 7 being in a flood zone
- Street lighting

Adjournment

Motion by Trustee Knutson, supported by Trustee Meck to adjourn the meeting. Motion carried unanimously.

Meeting adjourned at 4:25 pm.

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

DRAFT

AGENDA SUMMARY FORM

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

FSBC OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		299,898.95
ACCOUNTS PAYABLE	06/19/20-07/10/20	(94,317.79)
USBANK	WPA-D14A212 LOAN PAYMENT	(86,928.46)
TRANSFER TO SUMMIT	APPROVED 06/23/20 (\$150,000)	(50,000.00)
TRANSFER TO PAYROLL	6/26/2020	(18,628.02)
PAYROLL TAXES	6/19/2020	(686.12)
PAYROLL TAXES	6/26/2020	(7,392.62)
BALANCE AFTER PAYMENT		41,945.94

FSBC SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		284,636.33
TRANSFER FROM OPS		50,000.00
CURRENT FSBC PAYROLL BALANCE		25.00
TRANSFER FROM OPS		18,628.02
PAYROLL (DIRECT DEPOSIT)	6/26/2020	(18,628.02)
BALANCE AFTER PAYMENT		334,661.33

CREDIT CARD		
CHASE	6/23/2020	(660.78)
CITIBANK	NO LONGER IN USE	-

FSBC INTERNAL GRANT BALANCE		
BALANCE		33,521.84
TRANSFER TO COLOTRUST	APPROVED 06/23/20	(454.96)
TRANSFER TO COLOTRUST	SEWER LOAN RESERVE-APPROVED 05/26/20	(33,041.88)
CD TOTAL		25.00

FSBC LOC BALANCE		
FSBC CD#1 @ 2.00%	GENERAL	255,051.53
FSBC CD#2 @ 0.55%	GENERAL-COLLATERAL FOR LOC	201,670.73
CD TOTAL		456,722.26
LOC (\$200,000)-RENEWED 7/2019		-
BALANCE AVAILABLE SECURING LOC		456,722.26

COLOTRUST		
TOTAL	GENERAL	531,539.58
TOTAL	SEWER PROPERTY	529,632.01
	SEWER LOAN RESERVE	106,718.86
TRANSFER FROM INT GRANT	APPROVED 06/23/20	454.96
TRANSFER FROM INT GRANT	APPROVED 05/26/20	33,041.88
TOTAL		140,215.70
TOTAL	BRIDGE RESTRICTED	587,760.56

GRANT FUNDS IN PROCESS		
COLORADO GRAND	EHS CENTER	10,000.00
DOLA	ASSET INVENTORY	
DOLA	GRAY&BLACK-MARIJUANA ENFORCEMENT	
DOLA (ADMIN)	SYSTEM ANALYSIS	
GOCO	PARK PLANNING	
TOTAL		-

BANK BALANCES			
	FSBC	COLOTRUST	TOTAL
AS OF: 07/09/20			
GENERAL		531,539.58	
SEWER RESTRICTED		529,632.01	
DEBT RESERVE		106,718.86	
BRIDGE RESERVE		587,760.56	
CONS.TRUST	3,121.02		
GRANT PASS THRU	25.00		
INT GRANT	33,521.84		
OPS	277,695.62		
PARK CONTRIBUTIONS	31,240.27		
PAYROLL	25.00		
SPACE-TO-CREATE	13,155.31		
SUMMIT	284,636.33		
WWTP	58,263.43		
CD#2-402	201,670.73		
CD#3-2578	255,051.53		
	1,158,406.08	1,755,651.01	2,914,057.09

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
07/14/2020	987	Black Hills Energy	06-2020	209.33	.00	.00	209.33			✓
07/14/2020	21	Caselle, Inc	103268	989.00	.00	.00	989.00			✓
07/14/2020	24	City of Delta	060320	331.00	.00	.00	331.00			✓
07/14/2020	1091	Dairy Specialists, L	RTI16247	1,072.50	.00	.00	1,072.50			✓
07/14/2020	208	Delta County Com	2020 COMMI	1,122.00	.00	.00	1,122.00			✓
07/14/2020	43	Delta Montrose Ele	7-2020-W	2,082.74	.00	.00	2,082.74			✓
07/14/2020	46	Dependable Lumb	2006-122134	786.63	.00	.00	786.63			✓
07/14/2020	48	Don's Market	01-919657	35.74	.00	.00	35.74			✓
07/14/2020	48	Don's Market	02-782694	7.29	.00	.00	7.29			✓
07/14/2020	48	Don's Market	02-792847	22.47	.00	.00	22.47			✓
07/14/2020	48	Don's Market	03-638695	16.57	.00	.00	16.57			✓
07/14/2020	48	Don's Market	03-641551	9.38	.00	.00	9.38			✓
07/14/2020	48	Don's Market	03-645170	35.37	.00	.00	35.37			✓
07/14/2020	368	Double J Disposal	41705	81.00	.00	.00	81.00			✓
07/14/2020	56	Enterprise Fund/La	326050-3285	2,965.50	.00	.00	2,965.50			✓
07/14/2020	62	Feather Petroleum	5831959-527	636.25	.00	.00	636.25			✓
07/14/2020	82	High Country Shop	060120-0630	33.80	.00	.00	33.80			✓
07/14/2020	1011	J. David Reed, PC	79447-79453	8,521.50	.00	.00	8,521.50			✓
07/14/2020	95	Kois Brothers Equi	54336-B	300.00	.00	.00	300.00			✓
07/14/2020	482	Larry D Gillenwate	423064	63.50	.00	.00	63.50			✓
07/14/2020	98	Lasting Impression	25531	79.99	.00	.00	79.99			✓
07/14/2020	470	Leon, Susan	070120-0731	700.00	.00	.00	700.00			✓
07/14/2020	645	Mail Services, LLC	1741751	393.95	.00	.00	393.95			✓
07/14/2020	103	Master Petroleum	CL47296-IN	433.09	.00	.00	433.09			✓
07/14/2020	1078	Morris Monument	1759	7,302.00	.00	.00	7,302.00			✓
07/14/2020	141	North Fork Service	124460-1244	712.14	.00	.00	712.14			✓
07/14/2020	122	Paonia Auto Parts	365850-3668	596.04	.00	.00	596.04			✓
07/14/2020	125	Paonia Farm & Ho	53047-56699	845.80	.00	.00	845.80			✓
07/14/2020	1119	Peak Alarm Co., In	1038442	75.00	.00	.00	75.00			✓
07/14/2020	499	Phonz +	10135	249.95	.00	.00	249.95			✓
07/14/2020	499	Phonz +	10197	1,401.14	.00	.00	1,401.14			✓
07/14/2020	499	Phonz +	10235	44.95	.00	.00	44.95			✓
07/14/2020	1130	Plaster Artisan	536479	635.00	.00	.00	635.00			✓
07/14/2020	1099	Producers CO-OP	24523	718.50	.00	.00	718.50			✓
07/14/2020	737	Ricoh USA Inc	33609733	127.42	.00	.00	127.42			✓
07/14/2020	737	Ricoh USA Inc	5059860095	202.98	.00	.00	202.98			✓
07/14/2020	145	Robert's Enterprise	070120-0831	100.00	.00	.00	100.00			✓
07/14/2020	931	Roop Excavating L	062520	2,600.00	.00	.00	2,600.00			✓
07/14/2020	931	Roop Excavating L	070820	31,600.00	.00	.00	31,600.00			✓
07/14/2020	656	Schmueser Gordo	2013-471.00	13,797.98	.00	.00	13,797.98			✓
07/14/2020	956	SGS North Americ	5216012008	99.50	.00	.00	99.50			✓
07/14/2020	956	SGS North Americ	5216012015	795.30	.00	.00	795.30			✓
07/14/2020	861	The Paper-Clip LL	2036956-203	5.68	.00	.00	5.68			✓
07/14/2020	161	UNCC	220060911	73.01	.00	.00	73.01			✓
07/14/2020	162	United Companies	1354010	452.72	.00	.00	452.72			✓
07/14/2020	491	Winwater Corp	054568-02	10,938.17	.00	.00	10,938.17			✓
07/14/2020	491	Winwater Corp	054568-03	15.91	.00	.00	15.91			✓
Grand Totals:			47	94,317.79	.00	.00	94,317.79			✓

Cash Requirements Summary

June 30, 2020

TOWN OF PAONIA
TOWN MANAGER
PO BOX 460
PAONIA, CO 81428

RE: Colorado Water Resources and Power Development Authority
Drinking Water Revolving Fund (DWRf) Leveraged Loan Program

Ladies and gentlemen:

Below is a breakdown of your loan repayment(s) due 8/1/2020

<u>Loan Number</u>	<u>Principal</u>	<u>Net Interest</u>	<u>Total</u>
	\$64,419.24	\$22,509.22	\$86,928.46
<u>Total Amount Due</u>	<u>\$64,419.24</u>	<u>\$22,509.22</u>	<u>\$86,928.46</u>



* Net interest includes administrative fee (see Exhibit C of Loan Agreement)

Payment instructions for wire transfer and ACH transfer are as follows.
Please note: If the ACH form requires a payment type, use "DDA."

Wire and ACH Instructions



If you have any further questions, or you are unable to comply with this procedure, please contact me prior to the payment date at (651) 466-6137 or lucy.vang@usbank.com.

Thank you,



Lucy Vang

Cc: Valerie Lovato, Colorado Water Resources and Power Development Authority

Employee Number	Name	85-00 Net Pay Emp Amt
1054	Beardslee, Dominic D	1,458.86
1004	Bolt, Evan	1,100.71
1052	Edwards, Roger	1,021.77
1002	Ferguson, J. Corinne	2,229.37
1020	Ferguson, Neil	1,959.25
1022	Hinyard, Patrick	1,728.00
1001	Jones, Cynthia	1,743.45
1005	Katzer, JoAnn	923.44
1050	Loberg, Travis	2,047.81
1003	Mojarro-Lopez, Amanda	1,074.87
1025	Patterson, Taffine A	12.32
1055	Redden, Jordan	979.01
1051	Reich, Dennis	1,002.50
1024	Winnett, Lorin E	1,346.66

Grand Totals:

14 18,628.02

*Post
6/30/2020
C/S*

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		06/12/2020	74-00	Federal Tax Deposit Social Security	10-0216	1,312.87
2	IRS Tax Deposit		06/12/2020	74-00	Federal Tax Deposit Social Security	10-0216	1,312.87
2	IRS Tax Deposit		06/12/2020	75-00	Federal Tax Deposit Medicare Pay P	10-0216	421.00
2	IRS Tax Deposit		06/12/2020	75-00	Federal Tax Deposit Medicare Pay P	10-0216	421.00
2	IRS Tax Deposit		06/12/2020	76-00	Federal Tax Deposit Federal Withhold	10-0216	1,997.99
Total 2:							5,465.73 ✓
4							
4	Aflac		05/29/2020	63-01	Aflac Pre-Tax Pay Period: 5/29/2020	10-0225	120.18
4	Aflac		05/29/2020	63-02	Aflac After Tax Pay Period: 5/29/2020	10-0225	24.90
4	Aflac		06/12/2020	63-01	Aflac Pre-Tax Pay Period: 6/12/2020	10-0225	120.18
4	Aflac		06/12/2020	63-02	Aflac After Tax Pay Period: 6/12/2020	10-0225	24.90
Total 4:							290.16 ✓
6							
6	Colorado Dept of Labor		04/03/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	69.99
6	Colorado Dept of Labor		04/17/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	76.96
6	Colorado Dept of Labor		05/01/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	74.93
6	Colorado Dept of Labor		05/15/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	77.25
6	Colorado Dept of Labor		05/29/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	77.43
6	Colorado Dept of Labor		06/12/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	78.36
6	Colorado Dept of Labor		06/12/2020	98-00	SUTA	10-0218	.06
Total 6:							454.86 ✓
9							
9	Colorado Dept of Revenue		05/29/2020	77-00	State Withholding Tax Pay Period: 5/2	10-0217	824.00
9	Colorado Dept of Revenue		06/12/2020	77-00	State Withholding Tax Pay Period: 6/1	10-0217	872.00
Total 9:							1,696.00 ✓
31							
31	Mutual of Omaha		06/12/2020	51-01	Group# MOORetirement Plan Pay P	10-0220	255.40
31	Mutual of Omaha		06/12/2020	51-01	Group# MOORetirement Plan Pay P	10-0220	898.84
31	Mutual of Omaha		06/12/2020	51-02	Group# MOO Loan Payment Pay Pe	10-0220	307.22
Total 31:							1,461.46 ✓
33							
33	FPPA - Fire & Police Pensi		06/12/2020	50-00	FPPA Pay Period: 6/12/2020	10-0219	818.62
33	FPPA - Fire & Police Pensi		06/12/2020	50-00	FPPA Pay Period: 6/12/2020	10-0219	595.36
33	FPPA - Fire & Police Pensi		06/12/2020	90-00	Death & Disability Pay Period: 6/12/2	10-0219	208.38
Total 33:							1,622.36 ✓
70							
70	Rocky Mountain HMO		05/29/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	199.70
70	Rocky Mountain HMO		05/29/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	3,595.22
70	Rocky Mountain HMO		05/29/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	166.99

Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
70	Rocky Mountain HMO		05/29/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,005.98
70	Rocky Mountain HMO		05/29/2020	60-04	RMHMO - Vision Pay Period: 5/29/20	10-0223	40.21
70	Rocky Mountain HMO		06/12/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	191.00-
70	Rocky Mountain HMO		06/12/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	146.41-
70	Rocky Mountain HMO		06/12/2020	60-04	RMHMO - Vision Pay Period: 6/12/20	10-0223	.36
70	Rocky Mountain HMO		06/12/2020	60-03	Adjustment for Ferguson change	10-0223	666.77
Total 70:							<u>7,337.82</u> ✓
71	The Harford		05/29/2020	65-01	Group#013307460001 Hartford Basic	10-0226	27.56
71	The Harford		05/29/2020	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38
71	The Harford		05/29/2020	65-03	Group#013307460001 Hartford Disab	10-0226	117.53
71	The Harford		06/12/2020	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38
71	The Harford		06/12/2020	65-02	Group#013307460001	10-0226	.01-
Total 71:							<u>203.84</u> ✓
73	Delta Dental of Colorado		05/29/2020	60-05	Dental RMHMO - Dental Pay Period:	10-0223	251.98
73	Delta Dental of Colorado		06/12/2020	60-05	Dental-Katzer	01-0223	19.42
Total 73:							<u>271.40</u>
Grand Totals:							<u><u>18,803.63</u></u> ✓

*PKC
6/24/2020
DK 6/24/2020*

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

*PKC
6/24/2020
18,803.63+
18,117.51-
002
KB 6/24/20
DK 6/24/2020
686.12**

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		06/26/2020	74-00	Federal Tax Deposit Social Security	10-0216	1,087.02
2	IRS Tax Deposit		06/26/2020	74-00	Federal Tax Deposit Social Security	10-0216	1,087.02
2	IRS Tax Deposit		06/26/2020	75-00	Federal Tax Deposit Medicare Pay P	10-0216	347.84
2	IRS Tax Deposit		06/26/2020	75-00	Federal Tax Deposit Medicare Pay P	10-0216	347.84
2	IRS Tax Deposit		06/26/2020	76-00	Federal Tax Deposit Federal Withhold	10-0216	1,882.24
Total 2:							4,751.96
4							
4	Aflac		06/26/2020	63-01	Aflac Pre-Tax Pay Period: 6/26/2020	10-0225	120.18
4	Aflac		06/26/2020	63-02	Aflac After Tax Pay Period: 6/26/2020	10-0225	24.90
Total 4:							145.08
6							
6	Colorado Dept of Labor		06/26/2020	98-00	SUTA State Unemployment Tax Pay	10-0218	74.27
Total 6:							74.27
9							
9	Colorado Dept of Revenue		06/26/2020	77-00	State Withholding Tax Pay Period: 6/2	10-0217	814.00
Total 9:							814.00
31							
31	Mutual of Omaha		06/26/2020	51-01	Group# MOORetirement Plan Pay P	10-0220	255.40
31	Mutual of Omaha		06/26/2020	51-01	Group# MOORetirement Plan Pay P	10-0220	861.60
31	Mutual of Omaha		06/26/2020	51-02	Group# MOO Loan Payment Pay Pe	10-0220	307.22
Total 31:							1,424.22
33							
33	FPPA - Fire & Police Pensi		06/26/2020	50-00	FPPA Pay Period: 6/26/2020	10-0219	613.80
33	FPPA - Fire & Police Pensi		06/26/2020	50-00	FPPA Pay Period: 6/26/2020	10-0219	446.40
33	FPPA - Fire & Police Pensi		06/26/2020	90-00	Death & Disability Pay Period: 6/26/2	10-0219	156.24
Total 33:							1,216.44
70							
70	Rocky Mountain HMO		06/26/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	232.51
70	Rocky Mountain HMO		06/26/2020	60-01	RMHMO - Employee Only Pay Period	10-0223	4,185.87
70	Rocky Mountain HMO		06/26/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	123.69
70	Rocky Mountain HMO		06/26/2020	60-03	RMHMO - Employee + Family Pay Pe	10-0223	3,092.58
70	Rocky Mountain HMO		06/26/2020	60-04	RMHMO - Vision Pay Period: 6/26/20	10-0223	36.89
Total 70:							7,671.54
71							
71	The Harford		06/26/2020	65-01	Group#013307460001 Hartford Basic	10-0226	25.44
71	The Harford		06/26/2020	65-02	Group#013307460001 Hartford Suppl	10-0226	29.38
71	The Harford		06/26/2020	65-03	Group#013307460001 Hartford Disab	10-0226	110.80

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Transmittal Number	Name	Invoice Number	Pay Per Date	Pay Code	Description	GL Account	Amount
Total 71:							165.62
73	73 Delta Dental of Colorado		06/26/2020	60-05	Dental RMHMO - Dental Pay Period:	10-0223	251.98
Total 73:							251.98
Grand Totals:							16,515.11

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(S)

Report Criteria:

Unpaid transmittals included
Begin Date: ALL
End Date: ALL

g

4,751.96+
1,424.22+
1,216.44+

003

7,392.62*

4,751.96+
1,424.22+
1,216.44+

003

7,392.62*



YOUR ACCOUNT MESSAGES (CONTINUED)

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

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
06/17	AUTOMATIC PAYMENT - THANK YOU	-3,011.97
06/20	SPRINT *WIRELESS 800-639-6111 KS CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$2991.17- INCLUDING PAYMENTS RECEIVED	20.80
06/18	IN *THE LANDSCAPE CENTER, 970-5245010 CO TRAVIS LOBERG TRANSACTIONS THIS CYCLE (CARD 2935) \$159.10	159.10
05/31	ZOOM.US 888-799-9666 CA	59.33
06/16	ZOOM.US 888-799-9666 CA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$188.03	128.70
05/27	USPS PO 0769660541 PAONIA CO NEIL FERGUSON TRANSACTIONS THIS CYCLE (CARD 3775) \$26.35	26.35
05/27	USPS PO 0769660541 PAONIA CO	1.20
06/05	USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$117.50	116.30
06/17	PAYPAL *POLICE RECO 402-935-7733 FL TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 4100) \$149.00	149.00

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

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

INTEREST CHARGES

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

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	13.24%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	24.99%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfer	13.24%(v)(d)	- 0 -	- 0 -

31 Days in Billing Period



Manage your account online at : www.chase.com/cardhelp

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today



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

New Balance
\$660.78
 Minimum Payment Due
\$25.00
 Payment Due Date
07/17/20

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.
Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

Previous Balance	\$3,011.97
Payment, Credits	-\$3,011.97
Purchases	+\$660.78
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$660.78
Opening/Closing Date	05/24/20 - 06/23/20
Credit Limit	\$45,000
Available Credit	\$44,339
Cash Access Line	\$9,000
Available for Cash	\$9,000
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

YOUR ACCOUNT MESSAGES

If you experience COVID-19 related mail delivery disruptions, remember you can always access your statements on chase.com or the Chase Mobile App.

Your next AutoPay payment for \$660.78 will be deducted from your Pay From account and credited on your due date. If your due date falls on a Saturday, we'll credit your payment the Friday before.



AGENDA SUMMARY FORM

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

AGENDA SUMMARY FORM

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

AGENDA SUMMARY FORM

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

Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

July 9, 2020

AGENDA SUMMARY FORM

	Adjournment
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Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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