



TOWN OF PAONIA
THURSDAY, SEPTEMBER 30, 2021
SPECIAL TOWN BOARD MEETING AGENDA
VIRTUAL MEETING
5:30 PM

Meeting Link: <https://us02web.zoom.us/j/86443899950>

Roll Call

- [1.](#) Roll Call

Approval of Agenda

- [2.](#) Approval of Agenda

New Business

- [3.](#) The Nature Connection – Letter of Support to Colorado Parks and Wildlife for a 2022 Non-motorized Maintenance Grant

Adjournment

- [4.](#) Adjournment

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

II. CONSENT AGENDA

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

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

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

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

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

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

AGENDA SUMMARY FORM

	Roll Call
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Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

AGENDA SUMMARY FORM

	Approval of Agenda
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Summary:

Notes:

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

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

AGENDA SUMMARY FORM

	<p>The Nature Connection – Letter of Support to Colorado Parks and Wildlife for a 2022 Non-motorized Maintenance Grant</p>
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Summary:
 TNC requests Board approval for signature on al letter of support for a grant to enhance and improve trail systems.

Notes:

The budgetary ask of \$1,500 per year can be included as a line item within the parks budget should the commitment receive approval.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

October 1, 2021

Trails Grant Committee
Colorado Parks and Wildlife: State Trails Program
13787 S. Hwy 85
Littleton, CO 80125

To Whom It May Concern,

On behalf of the Town of Paonia we are proud to submit this letter of support to Colorado Parks and Wildlife for a 2022 Non-motorized Maintenance Grant so that The Nature Connection (TNC) can improve and enhance the recreational trails in our community.

Paonia is located at the heart of the North Fork Valley. Surrounding the town are unlimited opportunities for outdoor recreation from world class hunting and fishing to mountain biking on Jumbo Mountain and cross country skiing on the Grand Mesa. Unfortunately, our town has few accessible trails or recreation opportunities for young kids and families close to town and our schools. A major barrier for families in Delta County identified by The Nature Connection in the GOCO Inspire Initiative Planning Grant in 2017 was recreation opportunities directly accessible by kids and families without traveling long distances by car. Furthermore, COVID transmission and risk has caused schools and our entire community to rethink everything, including where and how they recreate. Instead of bussing children away from schools so they can experience nature, our community is reinvigorating the effort to increase outdoor recreation opportunities close to schools and where our community lives.

For this reason and many others, the Town of Paonia with support from The Nature Connection and the Western Slope Conservation Center (WSSC) have expanded the Paonia River Park to include a brand new 0.75 mile recreational trail on the campus of Paonia K8 school. The addition of this trail makes critical progress toward the vision laid out in the 2018 Delta County Trails and Recreation Master Plan, the Paonia in Motion Recreation Plan (in progress) and the 2013 Flight of the Eagle Master plan of connecting the Paonia K8 school to the Paonia Library with a river-front educational trail. The design of a bridge and negotiations with private landowners are currently underway thanks to the support of a CPW Planning Grant received by TNC in 2021 and it is our hope that this maintenance grant will set us up for completing this trail connection by 2023.

Our Town and our school partners, including The Nature Connection, are attempting to provide outdoor activities to help our youth and families recover, cope and stay healthy during these uncertain times. However, the Town of Paonia does not have any dedicated trails or recreation staff and our Public Works department is overburdened with maintaining the aging water, sewer and street infrastructure in our Town. Currently the maintenance of the newly constructed and existing 1.25 mile trail falls on committed volunteers from the WSSC. A trail maintenance plan is currently being written by the Town, WSSC and The Nature Connection and it is our hope that this grant will not only help us provide safe and accessible trails, but also ease the burden so our City staff can continue to focus on the ____ fields and playgrounds that our community depends on for wellness and recreation.

The Town of Paonia is proud to partner with The Nature Connection (TNC) because as a school district program, the ultimate aim for these trails is to enhance recreation opportunities for our young people and families as well as summer and school year programs offered by TNC. As part of our commitment to this grant the Town of Paonia will provide in-kind support valued at (TBD) for the youth trail crew including **biannual herbicide application on trails, hazard tree removal, and hauling/chipping of refuse**. The Town will also provide a cash contribution toward trail crew supplies and materials of \$1500 per year (\$3000 total).

We are confident in The Nature Connection's ability to manage another diverse and complex outdoor project that gets our community outside.

Thank you for supporting our community!

Sincerely,

Corinne Ferguson
Town Administrator/Clerk
Town of Paonia

MULTI-PROJECT BUDGET - 3

SOURCE OF FUNDS	Date Secured				CPW Trails Grant Request [A]	Total Project Match [B]	Total Funding (\$) [C]	
CASH								
Town of Paonia	TBA					\$ 3,000.00	\$ 3,000.00	
The Nature Connection - Generation Wild						\$ 7,000.00	\$ 7,000.00	
CPW Trails Grant					\$ 53,961.00		\$ 53,961.00	
IN-KIND								
Delta County School District						\$ 1,000.00	\$ 1,000.00	
Western Slope Conservation Center						\$ 10,062.00	\$ 10,062.00	
Steady Hand Construction						\$ 7,000.00	\$ 7,000.00	
North Fork Carpentry						\$ 750.00	\$ 750.00	
TOTAL SOURCES OF FUNDS					\$ 53,961.00	\$ 28,812.00	\$ 82,773.00	
[CASH] Description of Work								
Qty	Unit	Unit Price	Total (B*D)	CPW Funds	Total Project Match (\$)	Total Funding (\$)	Balance [should be 0]	
CATEGORY 1-Contracted Services Identify as: Youth Corps, Engineering, Contractor, etc.								
WSCC Vegetation Restoration - Machine Operator	160	Hrs	\$ 40.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	0	
Installation of Landowner Gate	1	LS	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	0	
			\$ -			\$ -	0	
Category 2 - Salary/Wages								
TNC Project Management	100	\$/hr	\$ 40.00	\$ 4,000.00		\$ 4,000.00	0	
TNC Grant Admin and Overhead (valued at 10% of total grant amount)	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 1,000.00	\$ 3,000.00	0	
TNC High School Youth Crew (\$12.50/hr +6% Benefits, 10 crew members, 36 hrs/week)	6	\$/week	\$ 4,770.00	\$ 28,620.00	\$ 28,620.00	\$ 28,620.00	0	
TNC Youth Crew Leaders (\$16/hr +20% PERA benefits, 40 hr/wk)	6	\$/week	\$ 1,536.00	\$ 9,216.00	\$ 9,216.00	\$ 9,216.00	0	
CATEGORY 3-Materials/Supplies Identify as: Signs, crusher fines, native seed, weed barrier, etc.								
Directional signs	20	Signs	\$ 18.00	\$ 360.00	\$ 360.00	\$ 360.00	0	
Native Seed	20	\$/lb	\$ 50.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0	
Native Plants	100	\$/plant	\$ 4.00	\$ 400.00	\$ 400.00	\$ 400.00	0	
Skid Steer Rental	16	\$/day	\$ 350.00	\$ 5,600.00	\$ 5,600.00	\$ 5,600.00	0	
3/4 in Road Base: \$21 per ton (delivered)	15	\$/ton	\$ 25.00	\$ 375.00	\$ 375.00	\$ 375.00	0	
Premium Trail Mix: \$35 per ton (delivered)	15	\$/ton	\$ 40.00	\$ 600.00	\$ 600.00	\$ 600.00	0	
Weed Barrier: \$130 (6' X 300' Roll)	3	roll	\$ 130.00	\$ 390.00	\$ 390.00	\$ 390.00	0	
Additional Categories								
			\$ -			\$ -	0	
			\$ -			\$ -	0	
			\$ -			\$ -	0	
USE OF FUNDS - CASH SUBTOTAL					\$ 54,411.00	\$ 7,000.00	\$ 61,411.00	
ESTIMATE NUMBER OF CREW HOURS [GRANT AND MATCH] CONSTRUCTION/MAINTENANCE								
[IN-KIND] Description of Work								
Qty	Unit	Unit Price	Total (B*D)			Total Funding (\$)	Balance [should be 0]	
Category 1 - Contracted Services								
3 Panel Trail Kiosk Construction Labor and Hardware	1	LS	\$ 7,000.00	\$ 7,000.00		\$ 7,000.00	0	
			\$ -			\$ -	0	
			\$ -			\$ -	0	
Category 2 - Salary/Wages								
DCSD HR, Admin, Liability Insurance, purchasing, auditing (valued at \$25000/year for all programs)	1	LS	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00	0	
Paonia River Park Working Group Volunteers (WSCC)	100	\$/hr	\$ 30.31	\$ 3,031.00		\$ 3,031.00	0	
WSCC Project Management	100	\$/hr	\$ 40.00	\$ 4,000.00		\$ 4,000.00	0	
WSCC VISTA Publicity and Volunteer Management	100	\$/hr	\$ 30.31	\$ 3,031.00		\$ 3,031.00	0	
Town of Paonia Labor								
Category 3 - Materials/Tools								
Trail Kiosk Lumber	1	LS	\$ 750.00	\$ 750.00		\$ 750.00	0	
			\$ -			\$ -	0	

3.

				\$ -		\$ -	\$ -	0
Additional Categories								
				\$ -		\$ -	\$ -	0
				\$ -		\$ -	\$ -	0
				\$ -		\$ -	\$ -	0
IN-KIND SUBTOTAL						\$ 18,812.00	\$ 18,812.00	
TOTAL PROJECT COST						\$ 54,411.00	\$ 25,812.00	\$ 80,223.00
25% REQUIRED MATCH						\$ -		

Total Source of Funds (A) Does Not Equal Total Project Cost (A)
Total Source of Funds (B) Does Not Equal Total Project Cost (B)
Total Source of Funds (C) Does Not Equal Total Project Cost (C)

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